

Raw Material Specification and Test Report

(Ref. SOP QMS-030)

Raw Material Specification and Test Report Template	
Material Code: XXX	Material Name: Glacial Acetic Acid
Spec no: RMS-XXX-YY.A	Other Name:
Control Method: CM-XXX-YY.A	Date Issued:
Reg. Spec. : BP	Superseded:
Reference: BP	Retest Frequency: 12 months
GRS No:	Purchase Order No:
Approved Manufacturers:	Approved Suppliers:
<p>Containers: Received in manufacturer's unopened packs. Each container must be labelled with manufacturer's name, batch number, product identity and quantity. Any damaged or broached packs should be reported to the Laboratory Manager before sampling.</p>	<p>Sampling Procedure: (Refer to MSDS for safety)</p> <p><u>Retention Sample</u> . Take a composite sample of all containers: 1 full large brown glass jar.</p> <p><u>Analytical Sample</u> . Take individual sample of every container: 2 full large brown glass jars.</p>

Sampler to fill up		
Date Received:	Date Sampled:	
Manufacturer's Batch No:	Quantity Supplied:	
Laboratory batch no:	Quantity sampled:	
Expiry Date from Certificate of Analysis		
Samples supplied to laboratory	Conforms:	Initial

Laboratory Analyst to fill up	
Date Testing Started:	Date Testing Finished:
Certificate of Analysis:	

Analysis Conducted By:		
Name:	Sign:	Date:
Analysis Checked By:		
Name:	Sign:	Date:
Delivery Released:	Delivery Rejected:	

Prepared By: (Technical Service)	Sign:	Date
Checked By: (QA)	Sign:	Date
Approved By: (QA)	Sign:	Date

Test	Method	Specification	Result	Analyst	Book page ref.
Appearance	BP or CM-XXX-YY.A	Conforms			
Identity	BP or CM-XXX-YY.A	Conforms			
Reducing Substances	BP or CM-XXX-	Conforms			

This is an official master if stamp is in red