## Purpose

## Raw materials are received for testing to make comparison with the respective standard raw materials. Sampling is also defined in the procedure that how many samples should have to be taken from the lot.

## Scope

This method covers the procedure for receiving the raw material and number of samples taken from the new and regular lot of raw material.

## Responsibilities

Assistant Manager REC

Trainee Engineer

Shift engineer/supervisor

## Procedure

1. Status of incoming RM has been intimated through import status.
2. After arrival at unit, samples of new incoming RM (approx. 50g) with their respective lot numbers dispatch to REC for evaluation from store department.
3. For newly added RM, two samples from different bags are taken and tested i.e. frequency is 2.
4. Frequency is minimized for a regular grade that is only one sample is taken randomly from any bag of the certain lot.
5. Frequency of sampling increases with the increased number of lots. Each lot is tested separately.
6. After testing, status of RM is shared with store department whether RM is approved or rejected.

## Associated Documents and Records

* Testing Reports

**AMENDMENT HISTORY**

|  |  |  |
| --- | --- | --- |
| **REV. #** | **SECTION** | **AMENDED TEXT** |
| 1 | 4 | RM sample frequency changed. ~~3~~ to 2 |

\* All changes made in the document are notified in the Amendment History Table.