

Corrective Action SOP – Early Receipts to MRP Date

Step	Action	Responsibility
1	Identify materials received >5 days before MRP due date	Warehouse / ERP System
2	Log deviation in Early Receipt Register	Stores Supervisor
3	Check if early receipt has impacted storage capacity or shelf life	QA & Stores
4	Initiate nonconformity form (NCR) for high-risk items	QA Manager
5	Analyze root cause (supplier, planner override, system mismatch)	Procurement Head
6	Define corrective actions (e.g., supplier training, MRP update, contractual terms)	Cross-functional Team
7	Monitor for recurrence & review trend monthly	QA + Supply Chain