

Pharmaceutical Raw Material Sampling & Testing Checklist 2026

Pre-Sampling Preparation & Documentation

Verification of sampling protocols,- SOP availability, sampling plan authorization, and ensuring all personnel are trained and equipped with necessary PPE.

Sampling Date

Sampling Protocol Reference Number

- ☐ SOP-PR-001
- ☐ SOP-PR-002
- ☐ Other

Pre-Sampling Checklist Completed

- ☐ Personnel Training Verified
- ☐ PPE Available and Inspected
- ☐ Sampling Plan Authorized
- ☐ SOPs Accessible

Upload Authorized Sampling Plan

 Upload File

Supervisor Verification Signature



Sampling Environment & Equipment Readiness

Inspection of sampling booth cleanliness, environmental monitoring status (particulate/microbial), and verification of calibrated sampling tools and sterile containers.

Sampling Booth Status

- ☐ Clean/Sanitized
- ☐ Requires Cleaning
- ☐ Under Maintenance

Differential Pressure Reading (Pa)

Enter a number...

Equipment Verified

- ☐ Sterile Forceps/Spatulas
- ☐ Analytical Balance
- ☐ Sample Containers
- ☐ Cleaning Agents/Solvents

Last Environmental Monitoring Date

Enter date...

Technician Verification

Calibration Certificate Upload

 Upload File

Raw Material Receipt & Verification

Cross-referencing physical shipment against the Purchase Order, checking Certificate of Analysis (CoA) authenticity, and inspecting container integrity and labeling accuracy.

Date of Receipt

Enter date...

Supplier Name

Write something...

Purchase Order (PO) Number

Write something...

Manufacturer Batch/Lot Number

Write something...

Container Integrity Status

- ☐ Intact
- ☐ Damaged
- ☐ Tampered

Required Documents Verified

- ☐ Certificate of Analysis (CoA)
- ☐ Certificate of Conformance (CoC)
- ☐ Packing Slip
- ☐ Material Safety Data Sheet (MSDS)

Upload Scanned Certificate of Analysis

 Upload File

Receiving Officer Signature

Sampling Procedure & Aseptic Technique

Execution of the sampling process following GMP standards, ensuring prevention of cross-contamination, and maintaining proper sample representativeness.

Sampling Method Used

- ☐ Random Sampling
- ☐ Stratified Sampling
- ☐ Systematic Sampling

Aseptic Precautions Verified

- ☐ Sterile gloves and gowning verified
- ☐ Disinfection of outer containers performed
- ☐ Use of sterile implements confirmed
- ☐ Airflow/Laminar flow integrity checked

Step-by-Step Procedure Execution Log

Write something...

Sampling Date

Enter date...

Sampler Verification Signature

Sample Labeling & Container Management

Applying unique identification numbers, lot/batch numbers, expiry dates, and storage requirements to all primary and secondary sample containers.

Sample Identification Number

Write something...

Labeling Date

Enter date...

Container Type

- ☐ Glass Vial
- ☐ HDPE Bottle
- ☐ Polyethylene Bag
- ☐ Amber Bottle
- ☐ Other

Required Label Elements Verified

- ☐ Batch/Lot Number
- ☐ Expiry/Retest Date
- ☐ Manufacturer Name
- ☐ Material Name
- ☐ Hazard Warnings

Photo of Applied Label

 Upload File

Sampler Verification

Analytical Testing & Laboratory Analysis

Verification of testing parameters (purity, identity, potency, impurities), adherence to pharmacopeial standards (USP/EP/BP), and checking reagent/standard validity.

Testing Execution Date

Enter date...

Test Status

- ☐ Passed
- ☐ Failed
- ☐ Pending Re-test

Parameters Tested

- ☐ Identification (ID)
- ☐ Assay/Potency
- ☐ Impurity Profile
- ☐ Loss on Drying (LOD)
- ☐ Microbial Limits
- ☐ pH/Viscosity

Result Value

Enter a number...

Analytical Observations & Deviations

Write something...

Upload Chromatograms or Test Reports

 Upload File

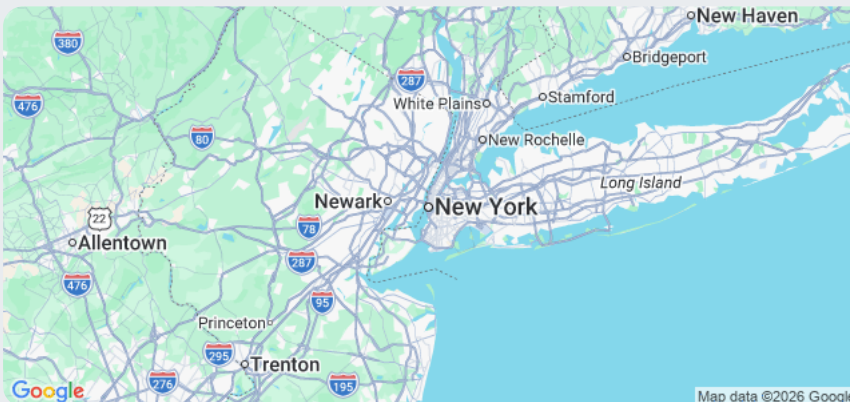
Analyst Verification

Sample Storage & Retain Management

Ensuring samples are transferred to controlled environment storage (temperature/humidity) and that retain samples are properly logged for stability monitoring.

Storage Area/Room Number

 [Set My Current Location](#)



Storage Start Date

Enter date...

Storage Condition Type

- ☐ Ambient (15-25°C)
- ☐ Refrigerated (2-8°C)
- ☐ Frozen (-20°C or below)
- ☐ Controlled Humidity

Quantity of Retained Samples

Enter a number...

Expiry/Retain End Date

Enter date...

Custodian Verification

Post-Sampling Area Sanitization

Cleaning and disinfection of sampling tools, equipment, and the sampling area to prevent residue buildup or microbial contamination.

Sanitization Agents Used

- ☐ 70% Isopropyl Alcohol (IPA)
- ☐ Chlorine-based Disinfectant
- ☐ Hydrogen Peroxide
- ☐ Other

Sanitization Task Completion Checklist

☐

Sanitization Completion Date

Sanitization End Time

Sanitization Performed By

Sanitization Log Photo/Evidence

 Upload File

Data Integrity & Documentation Completion

Final review of sampling logs, laboratory notebooks, and electronic records to ensure ALCOA+ compliance and formal entry into the ERP/LIMS system.

Completion Date

Enter date...

Completion Time

Enter time...

Data Entry Method

- ☐ Manual Logbook
- ☐ LIMS/Digital Entry
- ☐ Paper-based Batch Record

Compliance Verification Steps

- ☐ All entries are Legible
- ☐ All entries are Contemporaneous
- ☐ All entries are Attributable
- ☐ All entries are Original
- ☐ All entries are Accurate

Documentation Discrepancy Notes

Write something...

Reviewer Authorization

Discrepancy & Deviation Handling

Procedures for documenting and reporting any identified non-conformances, damaged containers, or out-of-specification (OOS) observations found during sampling.

Deviation Severity Level

- ☐ Minor
- ☐ Major
- ☐ Critical

Deviation Description

Root Cause Analysis (Preliminary)

Date Deviation Identified

Quality Assurance Reviewer Signature

Supporting Evidence/Photos

 Upload File

< Previous

> Next

🏁 Finish

 **Generate Sample Report**