

SOP Template: Inventory Receiving and Inspection Procedures

This SOP details the **inventory receiving and inspection procedures**, encompassing the systematic process for receiving goods, verifying shipment accuracy, inspecting product quality and quantity, handling discrepancies, documenting received inventory, and ensuring proper storage. The objective is to maintain accurate inventory records, prevent acceptance of damaged or incorrect items, and streamline inventory management for operational efficiency.

1. Purpose

To provide step-by-step guidelines for inventory receiving, inspection, documentation, and storage to ensure the integrity, accuracy, and reliability of inventory records.

2. Scope

This procedure applies to all staff involved in receiving and managing inventory at [Company/Department Name].

3. Responsibilities

- **Receiving Staff:** Responsible for unloading, inspecting, and documenting received goods.
- **Inventory/Store Manager:** Oversees the procedure, addresses discrepancies, and ensures compliance.
- **Quality Control:** Provides guidance on inspection standards if applicable.

4. Procedure

1. **Preparation for Receiving**
 - Verify scheduled deliveries and obtain relevant purchase orders (PO).
 - Prepare receiving area for unloading materials.
2. **Unloading and Initial Inspection**
 - Unload goods with care to avoid damage.
 - Note any visible damage or signs of tampering before signing carrier documents.
3. **Verification of Shipment**
 - Check packing list, invoice, and PO against received items for quantity and product accuracy.
 - Complete the Inventory Receiving Checklist (see sample below).
4. **Detailed Inspection**
 - Inspect products for physical damage, expiration dates, and compliance with specifications.
 - Segregate any suspect/damaged items and tag for further evaluation.
5. **Documentation**
 - Record received inventory details in the Inventory Management System or logbook.
 - File all related documents (packing slip, PO, receiving report).
6. **Handling Discrepancies**
 - Notify the supplier and manager of shortages, overages, damage, or incorrect items immediately.
 - Document all discrepancies and corrective actions taken.
7. **Storage**
 - Label and store accepted inventory in its designated area according to product handling requirements.
 - Update inventory records accordingly.

5. Inventory Receiving Checklist (Sample)

Step	Yes/No	Notes
PO and shipment details match?		
Goods undamaged upon arrival?		
Correct quantity received?		
All items inspected for quality?		
Discrepancies reported/documented?		
Inventory records updated?		
Items stored in designated location?		

6. Related Documents

- Purchase Orders
- Packing Lists
- Receiving Reports
- Discrepancy/Incident Reports

7. Revision History

Date	Revision	Description	Approved By
	1.0	Initial SOP release	