

Standard Operating Procedure (SOP)

Inspection and Counting of Incoming Products for Quantity and Quality

This SOP details the **inspection and counting of incoming products** to ensure both quantity accuracy and quality standards are met. It covers procedures for receiving shipments, verifying product counts against purchase orders, conducting quality checks for defects or damages, documenting findings, and reporting discrepancies. The goal is to maintain inventory accuracy, uphold product quality, and support efficient supply chain operations.

1. Purpose

To ensure all incoming products are accurately counted and inspected for quality prior to being accepted into inventory.

2. Scope

This procedure applies to all receiving staff and concerns all incoming products at [Company/Facility Name].

3. Responsibilities

- **Receiving Staff:** Responsible for counting, inspecting, and documenting incoming products.
- **Warehouse Supervisor:** Oversees process, reviews discrepancies, and coordinates with suppliers as needed.
- **Quality Control:** Assists with quality inspections and final approval of received products.

4. Procedure

1. Preparation:

- Obtain the relevant Purchase Order (PO) and receiving documents.
- Prepare inspection area and necessary documentation forms.

2. Receiving Shipment:

- Ensure shipment is for the correct facility and intended recipient.
- Visually inspect external packaging for damage or tampering.

3. Quantity Verification:

- Count received items and compare with quantities listed on the PO and packing slip.
- Note any overages, shortages, or missing items.

4. Quality Inspection:

- Check products for visible defects, damage, or non-conformance (e.g., labeling, expiration dates, packaging integrity).
- If required, perform further sampling or testing as per quality guidelines.

5. Documentation:

- Record findings on the receiving log or inspection form, noting any discrepancies or damages.
- Take photos as evidence when issues are found.

6. Reporting:

- Notify supervisor of any discrepancies or quality issues immediately.
- Prepare a report for unresolved discrepancies and forward to Procurement or Quality Assurance for follow-up.

7. Acceptance or Rejection:

- Accept and transfer compliant products to inventory/storage.
- Isolate and label non-compliant products for further action (return, hold, or disposal).

5. Documentation & Records

Maintain the following documentation:

- Receiving logs and inspection forms
- Photos of damaged/non-compliant products
- Discrepancy and incident reports

Retain records for at least [X] years as per company policy.

6. References

- Purchase Order and Receiving Policies
- Quality Assurance Guidelines
- Inventory Control Procedures

7. Revision History

Version	Date	Description/Change	Prepared By
1.0	2024-06-26	Initial SOP release	[Your Name]

End of SOP