

# SOP Template: Guidelines for Receiving and Inspecting Deliveries

This SOP provides **guidelines for receiving and inspecting deliveries**, covering procedures for verifying shipment accuracy, checking for damage, ensuring compliance with order specifications, documenting discrepancies, and proper handling of received goods. The goal is to maintain quality control, prevent errors, and ensure timely and accurate processing of all incoming deliveries.

## 1. Purpose

To establish a standardized process for receiving and inspecting all deliveries, ensuring product integrity, accuracy, and regulatory compliance.

## 2. Scope

This SOP applies to all personnel involved in receiving and inspecting incoming shipments at [Company/Department Name].

## 3. Responsibilities

- **Receiving Staff:** Inspect all deliveries upon arrival, complete documentation, and report discrepancies.
- **Supervisors/Managers:** Ensure adherence to SOP and review discrepancy reports.
- **Procurement:** Coordinate with suppliers regarding any discrepancies.

## 4. Procedure

1. **Preparation:**
  - Review purchase orders and delivery schedules prior to delivery arrival.
  - Ensure area is clean and equipment (scanners, forms, PPE) is available.
2. **Receiving the Delivery:**
  - Greet delivery personnel and verify their identification, if required.
  - Check delivery paperwork (packing slip, bill of lading, PO).
3. **Inspection:**
  - **Visual Inspection:**  
Check parcels for signs of damage (tears, dents, leaks, broken seals).
  - **Accuracy Verification:**  
Match received items against the purchase order and packing slip: item description, quantity, unit, and part number.
  - **Compliance Check:**  
Ensure goods meet quality, expiry date, and specification requirements.
4. **Documentation:**
  - Record receipt date, time, and condition of goods.
  - Document any discrepancies or damage (see table below).
5. **Discrepancy Handling:**
  - Notify supervisor and record all issues (missing items, overages, damages).
  - Contact supplier if further action is required.
6. **Storage:**
  - Move accepted goods to designated storage area, ensuring proper handling and environmental conditions.
7. **Completion:**
  - Sign off on delivery paperwork and provide copy to accounts/records department.
  - Return signed documents to supplier/carrier if required.

## 5. Documentation of Discrepancies

Date	Order/PO #	Item	Issue Type	Description	Action Taken	Signature
YYYY-MM-DD	123456	Widget A	Damage	Box dented, item scratched	Supplier Notified	

## 6. Related Documents

- Purchase Order Form
- Receiving Log
- Discrepancy Report Form

## 7. Revision History

Date	Revision	Description of Change	Approved By
YYYY-MM-DD	1.0	Initial release	Name/Signature