

SOP: Inspection of Delivered Goods for Quantity, Quality, and Condition

This SOP details the procedure for **inspection of delivered goods for quantity, quality, and condition**, encompassing verification of delivery against purchase orders, assessment of product quality and specifications, examination for any damages or defects, proper documentation of inspection results, and reporting of discrepancies or issues to relevant departments. The objective is to ensure that all received goods meet the required standards and contractual agreements before acceptance and storage.

1. Purpose

To define the process for inspecting delivered goods for quantity, quality, and condition prior to acceptance into inventory.

2. Scope

This SOP applies to all personnel involved in receiving and inspecting goods delivered to the organization.

3. Responsibilities

- **Receiving Staff:** Conduct inspection, record findings, and report discrepancies.
- **Warehouse Supervisor:** Oversee inspection process and escalate major issues.
- **Procurement Department:** Resolve issues related to purchase orders or supplier agreements.

4. Procedure

1. **Receipt of Goods**
 - Obtain delivery documents (invoice, delivery note, packing list).
 - Visually inspect external packaging for signs of damage before unloading.
2. **Verification of Delivery**
 - Match goods received with purchase order and delivery note for correct product, quantity, and specifications.
3. **Quality and Condition Inspection**
 - Inspect the goods for damages, defects, contamination, or non-conformances.
 - Where applicable, test product using predefined quality parameters.
4. **Documentation**
 - Record inspection results on the Goods Receipt and Inspection Form (see sample below).
5. **Handling Discrepancies**
 - Report shortages, damages, or non-conformances to warehouse supervisor and procurement immediately.
 - Segregate and label non-compliant goods for further action.
6. **Acceptance and Storage**
 - If goods meet all requirements, sign off on receipt documents and proceed to store appropriately.

5. Documentation

Item	Quantity Ordered	Quantity Received	Quality Check	Condition	Remarks
Example Product 1	100	100	Pass	No Damage	-
Example Product 2	50	48	Pass	Slight packaging tear	Reported to Supervisor

6. References

- Purchase Order Documents
- Goods Receipt and Inspection Form
- Contractual Quality Standards

7. Revision History

Version	Date	Description	Approved by
1.0	2024-06-10	Initial release	QP Manager