

# SOP: Pre-Inspection Material Verification and Documentation

## Purpose

This SOP details the process for **pre-inspection material verification and documentation**, ensuring all materials are accurately identified, verified against specifications, and properly recorded before inspection. It covers procedures for checking material quality, quantity, and compliance with project requirements, as well as maintaining thorough documentation to support traceability and accountability in the inspection process.

## Scope

This procedure applies to all staff responsible for receiving, verifying, and documenting materials prior to inspection on all projects handled by [Department/Company Name].

## Responsibilities

- **Receiving Personnel:** Verify material upon receipt and notify relevant parties of discrepancies.
- **Quality Assurance (QA):** Ensure material verification aligns with specifications and document quality checks.
- **Project Manager:** Review and approve documentation, ensure compliance with project requirements.

## Procedure

1. **Material Receipt**
  - Receive materials at designated area and compare against delivery documentation (packing list, purchase order, etc.).
2. **Material Identification**
  - Check material labels, tags, or markings to ensure correct part numbers and descriptions.
  - Review certificates (e.g., Mill Test Certificate) if applicable.
3. **Verification Against Specifications**
  - Compare received materials against project specifications, drawings, or technical datasheets.
  - Inspect physical condition for damage, corrosion, or other non-conformities.
4. **Quantity Check**
  - Count or measure materials to confirm quantities match order and delivery documents.
5. **Documentation**
  - Complete **Material Verification Form** (see example below) or update digital systems as required.
  - Attach/support all relevant documents (delivery note, certificates, material data sheets, etc.).
6. **Discrepancy Handling**
  - Report non-compliance or discrepancies immediately to the project manager and QA.
  - Segregate non-conforming materials and initiate Corrective Action Process.
7. **Record Maintenance**
  - Store verification records in accordance with document control procedures for traceability during/after inspection.

## Documentation Example: Material Verification Form

Material / Item	[Type/Description]
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Part Number	[Enter Part Number]
Specification / Drawing Ref.	[Enter Reference]
Certificate No.	[Enter if applicable]
Quantity Received	[Enter Value]
Physical Condition	[Good / Damaged, etc.]
Verified By	[Name / Signature]
Date	[DD/MM/YYYY]
Remarks	[Any comments, notes on discrepancies]

## References

- Project Specification Documents
- Quality Management System Manual
- Applicable Industry Standards

## Revision History

Revision	Date	Description	Prepared By
0	[DD/MM/YYYY]	Initial Release	[Name/Title]