

SOP: Inventory Receiving and Inspection Procedures

This SOP details **inventory receiving and inspection procedures**, covering the systematic process for receiving goods, verifying shipment accuracy, performing quality inspections, documenting discrepancies, and ensuring proper storage of inventory. The aim is to maintain accurate inventory records, prevent stock issues, and ensure that all received items meet company standards for quantity and quality.

1. Purpose

To outline the standardized process for the receipt and inspection of inventory to ensure accuracy, quality, and integrity of incoming goods.

2. Scope

This procedure applies to all staff involved in the receiving, inspection, and storage of inventory items at [Company Name].

3. Responsibilities

- Receiving Staff:** Responsible for receiving, unloading, and documenting shipments.
- Inspection Staff:** Responsible for verifying shipment accuracy and performing quality inspections.
- Warehouse Supervisor:** Oversees procedure compliance, trains staff, and addresses discrepancies.

4. Procedure

- Receiving Goods**
 - Obtain and review the purchase order (PO) and expected delivery schedule.
 - Check shipment documentation (packing slip, bill of lading, etc.).
 - Unload goods in designated receiving area, verifying package integrity.
- Verifying Shipment Accuracy**
 - Match received items and quantities against the PO and packing slip.
 - Inspect shipping containers for damage or tampering.
 - Record discrepancies in quantity or incorrect items.
- Quality Inspection**
 - Inspect random or designated samples of received items for physical damage, defects, or non-conformity.
 - Document and photograph any issues or damages found.
 - Refer to product specifications and quality standards for inspection criteria.
- Documentation and Reporting**
 - Complete a Receiving Report for each shipment, noting PO number, items received, quantities, and condition.
 - Log any discrepancies or quality issues in the discrepancy log.
 - Notify procurement and warehouse supervisor of any issues for resolution.
- Inventory Update and Storage**
 - Update inventory records in the inventory management system with received and approved items.
 - Label inventory as needed (e.g., date-received stickers, batch numbers).
 - Store items in designated locations, following safe material handling and storage protocols.

5. Documentation

Document	Description	Retention
Receiving Report	Record of received items, quantities, condition, and PO reference	1 year
Discrepancy Log	Details of any discrepancies or issues identified during receiving	1 year
Packing Slip	Supplier's shipment documentation	1 year

6. References

- Company Inventory Management Policy
- Product Specification and Quality Criteria
- Purchasing and Procurement Procedures

7. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial Release	[Author Name]