Standard Operating Procedure (SOP)

Package Receipt and Logging Procedures

This SOP details the **package receipt and logging procedures**, including steps for verifying incoming shipments, inspecting packages for damage, recording package details accurately, assigning tracking numbers, and ensuring proper documentation. The objective is to maintain an organized and efficient system for handling received packages, preventing loss or misplacement, and facilitating timely distribution within the organization.

1. Purpose

To outline the standardized process for receiving, inspecting, and logging packages to ensure accountability, accuracy, and timely distribution.

2. Scope

This SOP applies to all personnel involved in the receipt, inspection, logging, and distribution of packages delivered to the organization.

3. Responsibilities

- **Receiving Staff:** Responsible for receiving and inspecting all incoming packages, logging details, and documenting discrepancies.
- **Logistics Supervisor:** Oversees process compliance, reviews logs, and ensures issues are promptly addressed.
- **Recipients:** Confirm receipt of package from receiving staff and report any damage or discrepancies.

4. Procedure

1. **Receipt of Packages:**
   - Receive packages from delivery personnel during designated receiving hours.
   - Verify delivery documentation (e.g., delivery manifest, waybill).
2. **Inspection:**
   - Visually inspect each package for damage, tampering, or discrepancies.
   - If damage or other issues are found, document details and notify the Logistics Supervisor before acceptance.
3. **Logging Details:**
   - Record each package in the Package Receipt Log (see sample below).
   - Details to record: Date/Time, Sender, Carrier, Recipient, Package Description, Number of Items, Tracking/Reference Number, Condition, and Initials of receiver.
4. **Assign Tracking Number:**
   - Assign a unique internal tracking number if not already provided by the carrier.
5. **Documentation:**
   - Attach receipt copies and inspection notes to the package or scan and upload to digital records.
   - File discrepancies and incident reports as required.
6. **Distribution:**
   - Notify intended recipient of the package arrival.
   - Upon pickup, obtain the recipient's signature in the logbook or digital system.

5. Records and Documentation

Maintain all receipt logs and documentation for a minimum of one year, or as required by company policy.

Date/Time	Sender	Carrier	Recipient	Package Description	Tracking Number	Condition	Received By (Initials)	Recipient Signature (on pickup)
2024-06-15 10:05	ABC Supplies	FedEx	Jane Doe	Box of printer toner	FX123456	Intact	JD	

6. References

- Company Receiving Policy
- Package Discrepancy & Damage Reporting Guidelines
- Records Retention Policy

7. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial SOP creation	Logistics Team