

# SOP: Record-keeping and Filing of All Delivery and Inspection Paperwork

This SOP establishes guidelines for **record-keeping and filing of all delivery and inspection paperwork**, ensuring accurate documentation, proper organization, and secure storage of all relevant records. The objective is to maintain compliance, facilitate easy retrieval of documents, and support efficient tracking of delivery and inspection activities for quality control and audit purposes.

## 1. Scope

This SOP applies to all staff responsible for receiving, inspecting, recording, and filing delivery and inspection paperwork at [Organization/Department].

## 2. Responsibilities

- **Receiving Staff:** Collect and submit paperwork related to incoming deliveries and inspections.
- **Quality Control Staff:** Review and verify completeness of documentation.
- **Administrative Staff:** Ensure all documentation is accurately filed and securely stored.
- **Supervisors/Managers:** Oversee the implementation and compliance with this SOP.

## 3. Definitions

- **Delivery Paperwork:** Documents such as delivery notes, packing lists, and shipping receipts.
- **Inspection Paperwork:** Documents including inspection checklists, quality control reports, and non-conformance records.

## 4. Procedure

1. **Collection:** Upon receipt and inspection of goods, collect all associated delivery and inspection paperwork.
2. **Verification:** Verify all documents for accuracy and completeness. Report discrepancies immediately to the responsible supervisor.
3. **Labelling:** Clearly label each document with the delivery date, supplier name, product description, and unique delivery/inspection reference number.
4. **Filing:**
  - Sort documents by date, supplier, or product as per departmental guidelines.
  - File physical documents in designated filing cabinets with clearly marked folders.
  - Scan and store electronic copies in the secure shared drive with a consistent naming convention (e.g., YYYYMMDD\_Supplier\_DocumentType.pdf).
5. **Retention:** Retain records for a minimum of [X years] or as required by regulatory and company policies.
6. **Disposal:** Shred or securely delete records past the retention period, in accordance with data protection guidelines.

## 5. Documentation and Record Control

Document Type	Storage Location	Retention Period	Format
Delivery notes	Filing cabinet / Shared drive	5 years	Physical/Electronic
Inspection reports	Filing cabinet / Shared drive	5 years	Physical/Electronic
Non-conformance records	Quality control folder / QC database	5 years	Electronic

## 6. Compliance and Audit

- All records must be made available during internal or external audits.
- Non-compliance with this SOP will result in corrective actions as per company policy.

## 7. Related Documents

- Document Control Policy
- Data Retention Policy
- Goods Receiving SOP
- Inspection Procedure

## 8. Revision History

Version	Date	Description of Change	Approved By
1.0	[Insert Date]	Initial release	[Name/Title]