

# SOP Template: Inspection of Shipment Condition and Packaging Integrity

This SOP details the **inspection of shipment condition and packaging integrity**, covering the procedures for verifying the physical state of shipments upon receipt, assessing packaging materials for damage or tampering, documenting discrepancies, and ensuring compliance with quality standards. The goal is to prevent product damage, maintain shipment quality, and support effective inventory management through timely identification and resolution of packaging issues.

## 1. Purpose

To establish a standardized process for inspecting incoming shipments and their packaging integrity, aiming to ensure product safety, prevent inventory loss, and comply with organizational quality controls.

## 2. Scope

This SOP applies to all inbound shipments and received materials at [Facility Name/Location].

## 3. Responsibilities

- **Receiving Staff:** Perform shipment inspection, record findings, and report discrepancies.
- **Warehouse Supervisor:** Oversee inspection process, review documented issues, and implement corrective actions if needed.
- **Quality Assurance:** Audit inspection records and ensure consistency with quality standards.

## 4. Procedures

### 1. Preparation

- Ensure inspection area is clean and equipped with required tools (inspection forms, camera, etc.).
- Review shipping documents for quantity, items, and specific handling instructions.

### 2. Shipment Receipt

- Visually inspect the external packaging for damage, wetness, punctures, or evidence of tampering.
- If external packaging is intact, proceed to open.
- If damage/tampering is evident, document immediately (with photographs) before opening.

### 3. Inspection of Packaging Integrity

- Check inner packaging for:
  - Tears, dents, or crushed areas
  - Signs of moisture or contamination
  - Seal integrity and security features
- Assess if packaging protects contents adequately.

### 4. Product Condition Assessment

- Verify contents against packing slip for completeness and correctness.
- Document any discrepancies (shortages, overages, wrong items).
- Check products for physical damage resulting from packaging failure.

### 5. Documentation and Reporting

- Record inspection findings on the Shipment Inspection Log (see template below).
- If issues are present, photograph and report to supervisor and supplier as per escalation procedure.
- Label and segregate affected items for further review.

### 6. Follow-Up

- Supervisors to review reported issues and determine corrective or preventive actions.
- Update records with disposition of affected shipments.

## 5. Records

All inspection logs and discrepancy reports must be retained for a minimum of [X] years, or as specified by company policy/regulatory requirements.

## 6. Shipment Inspection Log Template

Date	Shipment/PO Number	Supplier	Packaging Condition	Product Condition	Discrepancies/Comments	Inspector Name	Photos Attached (Y/N)

## 7. References

- [Insert relevant quality standards, policies, regulatory requirements, or SOP numbers]

## 8. Revision History

Revision	Date	Description of Change	Approved By
00	[Date]	Initial draft	[Name/Title]