

SOP Template: Inventory Receiving and Inspection Procedures

This SOP details the **inventory receiving and inspection procedures**, outlining the steps for accurate receipt, verification, and quality assessment of incoming goods. It includes protocols for checking shipment accuracy, inspecting items for damage or defects, documenting discrepancies, and ensuring compliance with purchase orders. The purpose is to maintain inventory integrity, prevent errors, and ensure timely reporting of issues to support efficient supply chain management.

1. Purpose

To ensure the accurate and timely receiving, inspection, and documentation of all incoming inventory to maintain stock integrity and support operational efficiency.

2. Scope

This procedure applies to all incoming deliveries of goods or materials for inventory at [Company Name/Location].

3. Responsibilities

- **Warehouse/Receiving Staff:** Responsible for receipt and inspection of goods, reporting discrepancies, and updating inventory records.
- **Inventory Manager/Supervisor:** Oversees the process, reviews discrepancy reports, and liaises with vendors if needed.
- **Quality Assurance:** Assists in inspecting goods for compliance with quality standards as required.

4. Definitions

Term	Definition
Packing List	Documentation provided by supplier specifying items and quantities shipped.
Discrepancy	Any difference between goods received and purchase order or packing list, including quality issues or damages.
RMA	Return Material Authorization - process for returning incorrect or defective items to supplier.

5. Procedure

1. **Preparation and Initial Check**
 - Review purchase order and anticipated deliveries for the day.
 - Ensure receiving area is clear and ready for inspection.
2. **Receipt of Goods**
 - Accept delivery from carrier; verify delivery documentation (bill of lading, packing list).
 - Visually inspect packaging for signs of damage or tampering prior to acceptance.
 - Refuse delivery if severe damage is evident and document the refusal.
3. **Verification Against Documentation**
 - Open packages and compare contents to the packing list and purchase order (PO).
 - Check quantities, part numbers, descriptions, and other relevant information.
4. **Inspection of Items**
 - Inspect items for visible damage, defects, or non-conformance to quality specifications.
 - Involve Quality Assurance for critical or regulated goods if required.
5. **Documentation and Discrepancies**
 - Document any discrepancies, damages, or shortages on the receiving report.
 - Take photos of damages and keep records for claim purposes.
 - Tag and segregate non-conforming items for further action (e.g., RMA process).
 - Notify Inventory Manager/Supervisor of discrepancies immediately.
6. **Inventory Update and Storage**
 - Update inventory management system with received quantities and location.
 - Move accepted goods to designated storage area, ensuring proper handling.
7. **Follow-Up Actions**
 - Initiate return or claim processes as required for incorrect or damaged goods.

- Communicate and coordinate with vendors/suppliers for resolution.

6. Records

- Receiving Reports
- Packing Lists
- Photographic Evidence of Damages (if any)
- Discrepancy and Claim Records
- Inventory System Updates

7. References

- Company Purchase Order Policy
- Quality Control Procedures
- Inventory Management Guidelines

8. Revision History

Version	Date	Description	Author
1.0	2024-06-10	Initial SOP Release	[Your Name]