Standard Operating Procedure (SOP): Receiving and Inspection of Inventory Deliveries

This SOP details the **receiving and inspection of inventory deliveries**, including procedures for verifying shipment accuracy, inspecting goods for quality and damage, documenting discrepancies, proper handling and storage of received items, and communication with suppliers. The goal is to ensure that all inventory deliveries meet the required standards and are accurately recorded to maintain efficient inventory management and prevent operational disruptions.

1. Purpose

To establish a consistent process for the accurate receiving, inspection, documentation, and storage of inventory deliveries.

2. Scope

This SOP applies to all staff involved in the receiving and inspection of goods delivered to [Company/Department Name].

3. Responsibilities

- **Receiving Staff:** Physically receive, inspect, and record incoming deliveries.
- **Warehouse Supervisor:** Ensure procedures are followed, manage discrepancies, and coordinate communication with suppliers.
- **Inventory Manager:** Oversee the accurate recording in inventory systems and ensure all issues are resolved.

4. Procedure

1. **Preparation**
   - Review expected deliveries based on purchase orders or advance shipping notices.
   - Prepare receiving area to ensure space for inspection and temporary holding.
2. **Receiving Delivery**
   - Confirm the delivery is intended for your facility (check supplier, delivery address, and PO/reference number).
   - Obtain delivery documents from the carrier (packing list, bill of lading, etc.).
   - Record the date and time of receipt.
3. **Inspection**
   - Compare items received with the purchase order and packing list for:
     - Correct product
     - Correct quantity
     - Correct specifications (size, model, etc.)
   - Check all packaging for signs of damage (tears, moisture, tampering, etc.).
   - Open cartons as necessary to inspect products for:
     - Physical damage
     - Missing parts or items
     - Obvious quality issues
4. **Documentation**
   - Record findings on the receiving log or system, noting:
     - Product codes
     - Quantities received
     - Any discrepancies or issues
   - If discrepancies or damage are found, document them (description, quantity, photos if required).
   - Obtain carrier/supplier signature if damage/discrepancy found.
5. **Handling and Storage**
   - Move accepted goods to appropriate storage locations following company guidelines for safety and product care.
   - Isolate and label any rejected or questionable goods pending further instruction.
6. **Communication**
   - Report discrepancies and damages to the Warehouse Supervisor and Inventory Manager immediately.
   - Notify suppliers following established communication protocols, providing required documentation.
7. **Inventory Update**
   - Update inventory records to reflect received, accepted, and/or rejected goods.

5. Documentation Examples

Form/Document	Description
Receiving Log	Record of all inventory received, quantities, inspection status, and notes on discrepancies.
Discrepancy Report	Details of damaged, missing, or incorrect items with supporting evidence.
Photo Evidence	Photographic records of damage or quality issues, attached to reports.

6. References

- Company Purchase Order Policy
- Inventory Management Guidelines
- Supplier Agreement Terms

7. Revision History

Date	Version	Description
[YYYY-MM-DD]	1.0	Initial release