

# SOP: Inspection and Verification of Incoming Packages

This SOP details the **inspection and verification of incoming packages** to ensure accuracy, quality, and compliance with purchase orders. It covers procedures for checking package labels, quantities, and conditions upon arrival, documenting discrepancies, and reporting damages or shortages. The goal is to maintain inventory integrity and prevent the acceptance of incorrect or damaged goods through systematic inspection and verification processes.

## 1. Purpose

To establish standard procedures for the inspection and verification of all incoming packages to ensure that only correct, undamaged, and compliant goods are accepted into inventory.

## 2. Scope

This procedure applies to all employees responsible for receiving and inspecting goods at all company locations.

## 3. Responsibilities

- **Receiving Personnel:** Carry out package inspections, document findings, and report discrepancies.
- **Warehouse Supervisor:** Review inspection records, escalate issues, and coordinate resolutions.
- **Procurement Department:** Address and resolve issues with suppliers regarding discrepancies or damaged goods.

## 4. Procedure

1. **Receive Packages:**
  - Sign for and acknowledge the receipt of packages from the carrier.
2. **Initial Inspection:**
  - Check package for visible damage, signs of tampering, or leakage.
  - If significant damage is noticed, photograph the package and notify the supervisor immediately.
3. **Verify Label Information:**
  - Confirm that labels match the corresponding purchase order, including part number, description, and quantity.
4. **Count and Inspect Contents:**
  - Open packages carefully, count items, and inspect for damage or defects.
  - Check condition and expiry date where applicable.
5. **Document Findings:**
  - Record all details-received quantity, condition, and any discrepancies-on the inspection form or in the inventory management system.
6. **Report Discrepancies/Damages:**
  - Immediately report missing items, overages, or damages to the warehouse supervisor and procurement.
  - Attach photographs and relevant documents where possible.
7. **Segregate Non-Conforming Goods:**
  - Isolate any items found to be damaged or non-compliant until resolution is achieved.
8. **Complete Records:**
  - Ensure all records are accurate, filed, and accessible for auditing purposes.

## 5. Documentation

- Package Inspection Form (paper or electronic)
- Discrepancy and Damage Reports
- Photographic Evidence (if required)

## 6. References

- Company Purchase Order Policy
- Inventory Management SOP

## 7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-20	Initial release	Logistics Manager