Standard Operating Procedure (SOP): Instrument Receiving and Inspection Procedures

1. Purpose

This SOP details the **instrument receiving and inspection procedures**, including the steps for verifying delivered items against purchase orders, inspecting instruments for damage or defects, ensuring proper calibration and certification, documenting inspection results, and managing the acceptance or rejection of instruments. The purpose is to guarantee that all received instruments meet quality standards and specifications before being integrated into operational use, thereby maintaining accuracy, safety, and compliance.

2. Scope

This procedure applies to all personnel involved in the receipt and inspection of instruments in the facility.

3. Responsibilities

- **Receiving personnel:** Initial inspection and documentation.
- **Quality Assurance/Control (QA/QC):** Final inspection, calibration certificate verification, and decision on acceptance or rejection.
- **Warehouse/Inventory Manager:** Proper storage and record maintenance.

4. Materials and Equipment

- Purchase orders (PO)
- Inspection checklist/form
- Calibration certificates (if applicable)
- Protective gloves and other PPE
- Camera (for documentation of discrepancies or damages)

5. Procedure

1. **Receiving of Instruments**
    - Confirm receipt against purchase order (PO) including item, quantity, and specifications.
    - Inspect packaging for signs of damage before unpacking.
    - Record delivery date and supplier details.
2. **Visual and Physical Inspection**
    - Carefully unpack instruments and inspect for physical damage, defects, or missing components.
    - Check instrument model number, serial number, and other identifiers for conformity with the PO.
    - Take clear photographs of any damage or non-conformities, if present.
3. **Calibration and Certification Verification**
    - Verify that valid calibration certificates or test reports are provided (when applicable).
    - Check calibration status and due date.
4. **Documentation**
    - Complete the instrument inspection form/checklist, noting all findings.
    - Retain all supporting documents (delivery note, calibration certificates, inspection form).
5. **Disposition: Acceptance or Rejection**
    - If all requirements are met, accept the instrument and notify inventory/warehouse for storage or onward distribution.
    - If discrepancies or defects are found, quarantine the instrument and report findings to QA/QC and purchasing for further action.
6. **Filing and Record-Keeping**
    - Maintain records for traceability and audit purposes in accordance with company policy.

6. Documentation and Forms

- Instrument Receiving Checklist
- Inspection Report Form
- Calibration Certificate

- Non-Conformance Report (if applicable)

7. References

- Company Quality Manual
- Instrument technical specifications
- Relevant ISO/industry standards

8. Revision History

Date	Revision No.	Description	Approved By
YYYY-MM-DD	1.0	Initial Release	[Name]