Standard Operating Procedure (SOP)
Inventory Receiving and Inspection Procedures

This SOP details the **inventory receiving and inspection procedures**, covering the systematic process of verifying incoming goods, checking quantities and quality against purchase orders, documenting discrepancies, handling damaged items, and ensuring accurate record-keeping. The goal is to maintain inventory accuracy, prevent losses, and uphold product quality standards through thorough and consistent inspection practices upon receipt.

1. Purpose

This document defines the standard processes for receiving and inspecting inventory to ensure all received goods meet order specifications, quality standards, and company requirements.

2. Scope

This SOP applies to all staff involved in receiving and inspecting inventory at *[Company Name]* at all locations and warehouses.

3. Responsibilities

- **Receiving Personnel:** Physically receive, inspect, and record inventory details.
- **Warehouse Supervisor:** Oversee the receiving process, investigate discrepancies, and authorize follow-up actions.
- **Procurement Department:** Provide purchase orders and assist in resolving discrepancies with vendors.
- **Quality Control:** Evaluate quality concerns and approve/reject items as needed.

4. Procedure

1. **Pre-Receiving Preparation**
   - Verify readiness of receiving area and necessary inspection tools (e.g., scales, checklists).
2. **Receiving Shipment**
   - Accept shipment and check for visible damage to packages.
   - Record shipment arrival details (date, time, carrier, delivery document number).
3. **Documentation Verification**
   - Obtain and review the purchase order, packing slip, and delivery note.
   - Confirm shipment is expected and matches documentation.
4. **Physical Inspection**
   - Open packages carefully to avoid damage to products.
   - Count items and compare received quantities to those on the purchase order.
   - Inspect items for:
     - Damage
     - Contamination
     - Correct labeling and marking
     - Product specifications and expiration dates (if applicable)
5. **Document Discrepancies**
   - Report damages, shortages, overages, or incorrect items using the Inventory Discrepancy Report Form.
   - Notify supervisor for further instructions.
6. **Handling Damaged or Nonconforming Items**
   - Segregate and label damaged or rejected goods in a designated area.
   - Coordinate with Procurement for return, replacement, or disposal.
7. **Record Keeping**
   - Enter all received items, their quantities, and condition into the inventory management system.
   - File receiving documents and inspection reports as per company policy.
8. **Release to Inventory**
   - Only verified and accepted inventory is released for storage or use.

5. Documentation

- Purchase Order (PO)
- Packing Slip/Delivery Note
- Inventory Discrepancy Report Form
- Inventory Receiving Log
- Quality Inspection Checklist

6. References

- Inventory Management Policy
- Quality Assurance Guidelines
- Supplier Agreements

7. Revision History

Version	Date	Description	Reviewed By
1.0	[Insert Date]	Initial SOP release.	[Name, Title]