

SOP Template: Instrument Receipt and Verification Protocol

This SOP establishes the **instrument receipt and verification protocol** to ensure accurate and efficient handling of incoming instruments. It details procedures for inspecting shipment condition, verifying instrument specifications against purchase orders, documenting receipt with proper records, and reporting discrepancies or damages. The goal is to maintain quality control, prevent operational delays, and ensure the integrity of instruments before they are integrated into workflows or inventories.

1. Purpose

To outline the procedures for receiving, inspecting, and verifying instruments upon delivery to ensure conformance with purchase order requirements and to maintain instrument integrity.

2. Scope

This protocol applies to all personnel involved in the receipt and verification of instruments at [Facility/Department Name].

3. Responsibilities

- **Receiving Personnel:** Inspect shipments, perform verification, document findings, and report discrepancies.
- **Quality Assurance:** Oversee verification process, review records, and address quality concerns.
- **Procurement:** Provide purchase documentation and support discrepancy resolution.

4. Procedure

1. **Shipment Receipt:**
 - Receive instrument shipment from courier or supplier.
 - Check shipping labels and delivery documentation for accuracy.
2. **Inspection of Shipment Condition:**
 - Examine packaging for signs of damage, tampering, or exposure to adverse conditions.
 - Note any external defects and photograph if necessary.
3. **Verification Against Purchase Order:**
 - Match each instrument's model number, serial number, and specifications to purchase order and packing list.
 - Confirm quantity and accessories as per order.
4. **Instrument Inspection:**
 - Unpack instruments carefully, following any handling guidelines.
 - Perform visual inspection for physical damage or defects.
 - If required, carry out basic functional checks.
5. **Documentation:**
 - Record details of receipt, inspection findings, and verification results in the Instrument Receipt Log (see sample below).
 - Retain copies of shipping and purchase documents.
6. **Reporting Discrepancies or Damages:**
 - Immediately report any discrepancies or damages to Procurement and Quality Assurance.
 - Document issue(s) with photos and written description.
7. **Storage and Transfer:**
 - If acceptable, label and store the instrument securely for further processing or deployment.
 - Update inventory records as appropriate.

5. Documentation

Use the **Instrument Receipt Log** to capture all relevant information. Example:

Date	Instrument Name/Model	Serial Number	PO Number	Shipment Condition	Verification Result	Remarks	Inspected By
YYYY-MM-DD	ABC Analyzer 123	SN456789	PO0001	No Damage	Conforms	-	John Doe

6. References

- Company Purchase Order Policy
- Quality Assurance Manual
- Instrument Handling Procedures

7. Revision History

Version	Date	Description of Change	Approved By
1.0	YYYY-MM-DD	Initial release	Jane Smith