

# SOP: Physical Inspection of Goods Upon Arrival

This SOP details the **physical inspection of goods upon arrival**, focusing on verifying the quantity, quality, and condition of received items against purchase orders and shipping documents. It ensures all goods meet specified standards, identifies damaged or non-compliant products immediately, and facilitates accurate record-keeping to maintain inventory integrity and support efficient supply chain management.

## 1. Purpose

To establish a systematic process for inspecting goods upon arrival to ensure quantity, quality, and condition match purchase order and delivery documents, promptly identify discrepancies or damages, and maintain accurate inventory records.

## 2. Scope

This procedure applies to all goods received at the facility, including raw materials, components, and finished products.

## 3. Responsibilities

- **Receiving Staff:** Perform physical inspections, document findings, and report discrepancies.
- **Warehouse Supervisor:** Oversee inspection activities and resolve issues.
- **Quality Control (if applicable):** Support inspection for quality-specific items.

## 4. Procedure

### 1. Preparation

- Obtain relevant purchase orders (PO), delivery notes, and shipping documents.
- Prepare inspection tools (scanners, scales, PPE, documentation forms).

### 2. Initial Verification

- Check external condition of packages for visible damage or tampering.
- Record shipment arrival date and time.

### 3. Quantity Check

- Count packages/items and compare with PO and delivery documents.
- Note any shortages, overages, or missing products.

### 4. Quality & Condition Check

- Open packages as needed to inspect items visually for damage, contamination, or defects.
- Verify item specifications, batch numbers, and expiration dates (if applicable).
- Set aside any damaged, non-compliant, or suspect goods for further review.

### 5. Documentation

- Complete a receiving log or inspection checklist, recording findings and discrepancies.
- Take photographs when damage or non-compliance is identified.

### 6. Reporting & Escalation

- Immediately report all issues to the Warehouse Supervisor and/or Quality personnel.
- Maintain records for future reference and supplier feedback.

### 7. Acceptance or Rejection

- Release accepted goods into inventory.
- Isolate and label rejected or pending goods.

## 5. Records & Documentation

- Receiving log
- Inspection checklist
- Discrepancy/damage reports
- Photographic evidence (if applicable)

## 6. References

- Purchase Orders
- Shipping and Delivery Documents
- Company Quality Manual

## 7. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-07	Initial creation	_____