SOP: Inventory Receiving and Inspection Procedures

This SOP details the **inventory receiving and inspection procedures**, covering the systematic approach to receiving goods, verifying order accuracy, inspecting items for quality and damage, documenting discrepancies, and ensuring proper storage. The objective is to maintain inventory accuracy, prevent losses, and guarantee that received products meet quality standards before being integrated into the inventory system.

1. Purpose

To outline standardized procedures for receiving and inspecting inventory to ensure all incoming products meet predetermined quality and quantity requirements prior to storage or use.

2. Scope

This SOP applies to all staff involved in the receiving, inspection, and storage of inventory at [Company/Department Name].

3. Responsibilities

- **Receiving Staff:** Responsible for physical receipt, initial inspection, documenting, and reporting discrepancies.
- **Inventory/Logistics Manager:** Verifies completion of procedures and addresses any discrepancies or quality issues with suppliers.
- **Quality Control Team (if applicable):** Performs further inspections as required.

4. Procedure

4.1 Pre-Receiving Preparation

- Review purchase orders (PO) and delivery schedules prior to expected arrival.
- Prepare receiving area by ensuring cleanliness and availability of handling equipment.

4.2 Receiving Goods

- Check that the shipment is addressed to your facility.
- Record delivery date and time, and obtain signature from delivery personnel.

4.3 Verifying Order Accuracy

- Match items received against the purchase order and delivery note.
- Record quantities received for each item.
- Note any missing, excess, or substituted items.

4.4 Inspection for Quality and Damage

- Visually inspect packaging for damage or tampering.
- Open cartons as needed and examine goods for visible damage, defects, or inconsistencies.
- If necessary, conduct functional or sample testing per product specifications.

4.5 Documentation and Discrepancy Management

- Complete the receiving report, noting item condition and any discrepancies (damage, short/over quantity, wrong items).
- Photograph damage or quality issues for records.
- Notify the Inventory/Logistics Manager immediately for further action (quarantine, return, or rework, if needed).

4.6 Updating Records and Storage

- Update inventory management system with received quantities and any notes or exceptions.
- Label and store approved items in their designated locations, following any applicable first-in, first-out (FIFO) or location-specific guidelines.
- Isolate and clearly mark any rejected items pending resolution.

5. Documentation & Forms

- Receiving log or forms
- Receiving inspection checklist
- Discrepancy/damage report
- Photographic evidence (if required)

6. References

- Purchase Order Documents
- Quality Standards/Specifications
- Company Inventory Management Policy

7. Revision History

Version	Date	Description of Change	Approved By
1.0	[Date]	Initial creation	[Name]

End of SOP: Inventory Receiving and Inspection Procedures