

# SOP: Quantity and Quality Checks Against Purchase Order/Specifications

This SOP details the process for **quantity and quality checks against purchase order/specifications**, ensuring that all received goods conform to the required standards and ordered quantities. It covers steps for inspecting products upon receipt, verifying compliance with purchase order specifications, documenting discrepancies, and coordinating with suppliers for resolution to maintain product integrity and operational efficiency.

## 1. Purpose

To define the procedures for conducting quantity and quality inspections of received goods in alignment with purchase order (PO) specifications, ensuring only compliant materials enter the supply chain.

## 2. Scope

This SOP applies to all personnel involved in receiving, inspecting, and accepting goods or materials ordered via purchase orders.

## 3. Responsibilities

- **Receiving Staff:** Conduct initial inspection, quantity count, and documentation.
- **Quality Control (QC) Personnel:** Perform detailed quality checks.
- **Procurement Department:** Manage supplier communication and discrepancy resolution.

## 4. Procedure

1. **Preparation**
  - Obtain and review the relevant purchase order and product specifications.
2. **Receipt of Goods**
  - Log arrival of goods and record PO/reference numbers.
3. **Quantity Check**
  - Count packages/units and compare with PO quantity.
  - Record any shortfall, surplus, or damaged packages.
4. **Quality Check**
  - Inspect packaging for damage or tampering.
  - Sample products as per QC guidelines.
  - Verify product condition, labeling, and specification compliance.
5. **Documentation**
  - Complete the Inspection Checklist (see sample below).
  - Document details of any discrepancies or defects.
6. **Discrepancy Management**
  - Report issues promptly to Procurement and initiate supplier communication.
  - Arrange for return, replacement, or corrective actions as required.
7. **Approval and Storage**
  - Approve compliant goods for inventory/storage.
  - Reject and isolate non-conforming goods pending resolution.

## 5. Documentation

- Goods Received Note (GRN)
- Inspection Checklist
- Discrepancy/Non-conformance Report
- Communication log with suppliers (if applicable)

## 6. Sample Inspection Checklist

Inspection Item	Status (Yes/No)	Comments
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Correct quantity received?		
Packaging intact and undamaged?		
Product matches specifications?		
Correct labeling and documentation?		
Visual quality defects?		

## 7. References

- Purchase Order
- Product Specification Documents
- Company Quality Manual

## 8. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-01	Initial release	SOP Team