

Incoming Inspection

Product Name/Description:

Supplier Name:

Inspection Date:

Inspector Name:

INSTRUCTIONS

This checklist is designed to conduct an incoming inspection of purchased raw materials to validate their quality based on set acceptance criteria. Carefully review each item and mark the corresponding checkbox to indicate compliance or note any observations and non-conformities. Use the "Notes/Observations" section to provide additional details, corrective actions, and any required follow-up.

1. PRODUCT IDENTIFICATION AND DOCUMENTATION

Product name and description match the purchase order and packing slip. Yes No NA

Product specifications and documentation are provided by the supplier. Yes No NA

Material certification or test reports are included as required. Yes No NA

Batch/lot numbers and expiration dates are clearly labeled (if applicable). Yes No NA

Observations/Notes/Corrective actions, if any:

2. QUANTITY VERIFICATION

The received quantity matches the quantity stated on the packing slip/purchase order. Yes No NA

Overages or shortages are documented and communicated to the supplier. Yes No NA

Quantity discrepancies are investigated and resolved. Yes No NA

Observations/Notes/Corrective actions, if any:

3. PACKAGING AND LABELING

Packaging is intact, clean, and free from damage. Yes No NA

All labels and markings are clear, legible, and accurate. Yes No NA

Packaging materials are suitable for the transportation and storage of the raw material. Yes No NA

Special handling instructions, if any, are followed. Yes No NA

Observations/Notes/Corrective actions, if any:

4. VISUAL INSPECTION

- The raw material appears free from physical defects, contamination, or foreign objects. Yes No NA
- Color, texture, and appearance meet the specified requirements. Yes No NA
- No visible signs of spoilage or degradation are observed. Yes No NA

Observations/Notes/Corrective actions, if any:

5. DIMENSIONAL AND PHYSICAL MEASUREMENTS

- Measured dimensions match the specified tolerances. Yes No NA
- Physical properties (e.g., hardness, density) meet the required standards. Yes No NA
- Equipment used for measurements is calibrated and in good working condition. Yes No NA

Observations/Notes/Corrective actions, if any:

6. FUNCTIONAL AND PERFORMANCE TESTING

- Functional tests are conducted to ensure the raw material meets its intended purpose. Yes No NA
- Performance testing is performed according to the specified requirements. Yes No NA
- Test results meet the acceptance criteria for the raw material. Yes No NA

Observations/Notes/Corrective actions, if any:

7. CHEMICAL AND MATERIAL ANALYSIS

- Chemical composition and material analysis are performed as required. Yes No NA
- Test results conform to the specified chemical properties and material characteristics. Yes No NA
- Materials meet the safety and regulatory requirements. Yes No NA

Observations/Notes/Corrective actions, if any:

8. NON-CONFORMANCE AND DISPOSITION

Non-conforming raw materials are identified and segregated.

Yes No NA

Disposition of non-conforming materials is determined and documented.

Yes No NA

Actions taken to address non-conformities are recorded.

Yes No NA

Observations/Notes/Corrective actions,
if any:

ADDITIONAL NOTES/OBSERVATIONS

[Insert any additional notes or incoming inspection observations made during the inspection]

STATEMENT OF COMPLIANCE

I certify that I have conducted the above incoming inspection and that the inspected raw materials meet the set acceptance criteria and are in compliance with the specified requirements.

Inspector's Name :

Signature :

Date :

APPROVED BY

Name :

Signature :

Date :