

# Incoming Raw Materials Inspection Checklist

## Assembly Line

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Supplier Name: \_\_\_\_\_

Material Part No.: \_\_\_\_\_

Delivery Note/Invoice No.: \_\_\_\_\_

Batch/Lot No.: \_\_\_\_\_

Inspected By: \_\_\_\_\_

PO Number: \_\_\_\_\_

### Inspection Checklist

No.	Inspection Item	Specification/Requirement	Result	Remarks
1	Material Type	As per PO/spec	Pass / Fail	
2	Dimensions	As per drawing/spec	Pass / Fail	
3	Quantity	As per delivery note	Pass / Fail	
4	Surface Condition	No damages/defects	Pass / Fail	
5	Packaging	Proper / No damages	Pass / Fail	
6	Labeling	Correct & Clear	Pass / Fail	
7	Certificate of Analysis (if needed)	Attached / Not required	Pass / Fail	
8	Other (specify)		Pass / Fail	

### Inspection Summary

Accepted -		Rejected -	
Inspector Signature:	Date:	Supervisor Signature:	Date: