

Incoming Raw Materials Inspection Checklist

Assembly Line

Date: _____

Supplier Name: _____

Delivery Note/Invoice No.: _____

Inspected By: _____

Time: _____

Material Part No.: _____

Batch/Lot No.: _____

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: _____