Incoming Material Inspection Checklist

Date

PO No.

Invoice / DN No.

Batch/Lot No.

Inspection Checklist

No.	Check Item	Specification	Result	Remarks
1	Quantity			Comments
2	Packaging Condition			Comments
3	Physical Appearance			Comments
4	Labeling			Comments
5	Certification / Documents			Comments
6	Others			Comments

Overall Result

Remarks

Additional notes or remarks

Inspected by

Checked by

Approved by