

# Incoming Material Inspection Checklist

Date

Material Name / Code

Material Name or Code

Supplier

Supplier Name

PO No.

Purchase Order Number

Invoice / DN No.

Invoice or Delivery Note Number

Batch/Lot No.

Batch or Lot Number

## Inspection Checklist

No.	Check Item	Specification	Result	Remarks
1	Quantity		<input type="text"/>	Comments
2	Packaging Condition		<input type="text"/>	Comments
3	Physical Appearance		<input type="text"/>	Comments
4	Labeling		<input type="text"/>	Comments
5	Certification / Documents		<input type="text"/>	Comments
6	Others		<input type="text"/>	Comments

## Overall Result

## Remarks

Additional notes or remarks

Inspected by

Checked by

---

Approved by