Material Inspection and Receiving Checklist

Receiving Details

Date Received		PO Number	
Supplier Name		Delivery Note/Invoice No.	
Received By		Location	

Material Inspection Details

Item Description	Quantity Ordered	Quantity Received	Unit	Condition (OK/Not OK)	Remarks
				OK ▼	
				OK ▼	
				OK ▼	

Inspection Checklist

Checklist Item	Yes	No	Remarks
Packaging Intact	☐	☐	
No Physical Damage	☐	☐	
Correct Documentation Provided	☐	☐	
Meets Specification	☐	☐	
Other	☐	☐	

Comments / Notes

Signatures

Inspected By		Date	

Reviewed By		Date	