

# Material Receiving Quality Control Checklist

Date:                      PO Number:  
Supplier:                Material Description:  
Quantity Received:

## Checklist

Inspection Item	Accept	Reject	Remarks
Material matches purchase order			
Material physically undamaged			
Correct quantity received			
Certificate of Compliance & documents provided			
Packaging intact and suitable			
Labeling and markings correct			
Other (specify)			

## Comments / Remarks

Inspected by:  
Date: