

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: