AuditDAT

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Incoming Goods Inspection

Receiving QA for inbound materials: document check, sampling, accept/reject, and quarantine.

PLANT / WAREHOUSE

SUPPLIER

PO / ASN REF

INSPECTOR

DATE / TIME

DELIVERY NOTE #

1. Document & identity

Delivery note matches PO (item, qty, revision)	◯ Pass ◯ Fail ◯ N/A
Certificates / CoC / CoA present where required	◯ Pass ◯ Fail ◯ N/A
Labelling / lot / batch identification clear	◯ Pass ◯ Fail ◯ N/A
Packaging intact; no transit damage	◯ Pass ◯ Fail ◯ N/A

2. Inspection results

QTY RECEIVED

SAMPLE SIZE INSPECTED

CHECKS / MEASUREMENTS

ATTRIBUTE / DIMENSION	SPEC	RESULT	PASS/FAIL	NOTES

Disposition ◯ Accept ◯ Conditional accept ◯ Reject ◯ Quarantine

NON-CONFORMANCE DETAILS / NCR REF

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY

DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY