

Receiving Inspection Record

Verifying incoming material before it reaches the floor

Supplier	PO number	Date received
Part / material	Quantity received	Quantity ordered
Lot / heat number	Packing slip #	Received by

Verification Checks

#	Check	Requirement	Result	Notes
1	Quantity matches packing slip and PO	Count verified		
2	Part number / material matches PO	Exact match		
3	Certificate of Conformance received	C of C on file		
4	Material cert matches material supplied	Heat / lot traceable		
5	Supplier is on the approved supplier list	Approved, current		
6	Damage in transit	None observed		
7	Packaging and preservation intact	Per requirement		
8	Shelf life / expiry within limits	If applicable		
9	Original manufacturer traceable (aerospace)	OCM identified		
10	Dimensional / functional check performed	If required		

Disposition: () Accepted () Accepted with deviation () Quarantined () Rejected — NCR # _____

Inspected by	Date	Approved by	Date
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The cert is the part of this people skip. A Certificate of Conformance that sits in a folder unread is not verification. Check that the heat or lot number on the cert actually matches what is stamped or tagged on the material — that mismatch is more common than you would think, and it is the one that ends a traceability investigation badly.

Quarantine means physically separated. Not a sticker on a skid in the same rack as good material. If suspect stock can be picked by mistake, it will be.