Procedure: [Receiving Proc. Title]

1. **SUMMARY**
   1. The purpose of this procedure is to define the methods for verifying products and services purchased by [Short Client Name] meet its requirements before they are used.
   2. The [who?] is responsible for implementation and management of this procedure.
2. **REVISION AND APPROVAL**

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| --- | --- | --- | --- |
| **Rev.** | **Date** | **Nature of Changes** | **Approved By** |
| [Rev Number] | [Date of Issue] | Original issue. | [Procedure Approver Name] |
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1. **PROCEDURE: RECEIVING** 
   1. Incoming items are received from various shipping carriers and staged for receiving.
   2. The Receiving Clerk will conduct an immediate visual examination of the packaging of each received item, looking for obvious damage. If such damage is found, the Receiving Clerk will hold the driver, and notify Purchasing if an immediate refusal should be conducted.
   3. Once items are accepted without any visual damage, the driver may leave.
   4. The Receiving Clerk will then conduct an incoming receiving inspection for each package, checking the following against the Purchase Order [ or ERP entry]:
      1. Correct quantity received
      2. Correct items received
      3. Items received on time or late
      4. Obvious damage to items inside the packaging.
      5. Items on backorder
   5. Any problems will be noted on the [what form?] and Purchasing alerted. Purchasing will advise the Receiving Clerk as to what actions to take. In the interim, the questionable received items must be segregated away from accepted items, and marked or tagged as “AWAITING DISPOSITION” or similar language.
   6. Depending on the severity of the problem, Purchase may alert the supplier and attempt to resolve the issue over the phone, or may submit a full Supplier Corrective Action Request (SCAR) per the procedure ***[Purchasing Proc. Title].***
   7. The [what form?] shall be used to track the quality of products received by suppliers; this form is then summarized or sent to Purchasing for evaluation and consideration of any changes to the supplier’s current approval status in the Approved Vendor List (or ERP).
   8. Once items are deemed acceptable, Receiving will determine if the items require additional precision inspection by QC. If so, these items shall be sent to QC for dimensional or precision inspection. QC will notify the Receiving Clerk of the results of the inspection, and allow release if they are acceptable. If the items are unacceptable, the controls set forth in the procedure ***[Control of NCP Proc. Title]*** are to be followed.
   9. [QC or QA Preferred Term] will maintain records of inspections of incoming items.
   10. For accepted items, the PO will be stamped RECEIVED with the date received; any backorder or other notes may be indicated on this PO. This PO is then returned to Purchasing for review and filing.
   11. Accepted items may then be staged for routing to the appropriate location, either to inventory or to the buyer.
   12. Items entered into inventory shall be marked with the company PO # and material or item number or description, if the packaging does not already include this information.
   13. [If the ERP system provides for location tracking] The ERP system will be updated with the location where the items have been placed in inventory, along with the quantity added.
   14. Any received certificates of conformity, test reports, certificates of analysis, etc. will be forwarded to [QC or QA Preferred Term] for review. [QC or QA Preferred Term] will review these reports for adequacy and to ensure they reflect the actual lot received. If there are any problems, [QC or QA Preferred Term] or Purchasing will notify the supplier to submit a corrected certificate. If the certificate is acceptable, [QC or QA Preferred Term] or Purchasing will stamp or initial the report, and file it accordingly.
   15. All items are to be handled carefully, in a manner that will not introduce damage, foreign objects, or deterioration.
   16. Only certified fork truck or lift operators may operate receiving or warehouse vehicles.
   17. As required, broken down packages shall be relabeled so that split items are readily identifiable if aster packaging labels are destroyed.
   18. Only authorized persons may enter or remove items from inventory; this authorization is recorded within employee training records.
   19. Materials handlers must abide by all company safety rules and training while working in the areas.
   20. No product may be released to production prior to receiving inspection.
   21. Items with a shelf life (expiration date) are to be labeled with an expiration sticker, based on the manufacturer’s product guidelines, unless such a label has been affixed by the manufacturer. [Short Client Name] management may override manufacturer guidelines for expiration if they document the basis for doing so and maintain this on file in Purchasing.
   22. Tools received with calibration certificates, or those tools which are known to need calibration, must be submitted to [QC or QA Preferred Term] for inclusion in the calibration records prior to delivery to the buyer. See the procedure ***[Calibration Proc. Title]*** for more details on calibration activities.
   23. Management will use information provided by Receiving and Purchasing on supplier incoming inspection results to re-evaluate suppliers and adjust supplier ratings accordingly.