FREE MANUFACTURING QUALITY TEMPLATE

Incoming Material Inspection Checklist

Use this 60-point checklist to verify receiving documents, shipment condition, material identity, sampling, inspection results, certificates, measurement validity, release status, supplier nonconformance, storage, and supplier performance.

Supplier / PO	Receiving date	Material / part	Lot / batch

Internal manufacturing template. Apply current purchase requirements, drawings, specifications, supplier-quality procedures, sampling rules, calibration controls, and approved material-status requirements as controlling references.

1. Purchase order, specification, supplier, and receiving-document verification

1 **Confirm the purchase order, supplier, material or part number, description, revision, quantity, delivery location, and required delivery date match the received shipment.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Start with the approved purchase order and current material specification. The inspection should verify the exact material that was ordered, not...

2 **Verify the current approved drawing, specification, bill of material requirement, quality clause, inspection plan, or receiving standard is available before inspection begins.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Start with the approved purchase order and current material specification. The inspection should verify the exact material that was ordered, not...

3 **Confirm the supplier is approved for the received material or service and any required qualification, certification, or special approval remains current.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Start with the approved purchase order and current material specification. The inspection should verify the exact material that was ordered, not...

4 **Verify delivery note, packing list, invoice reference, shipment ID, batch or lot information, and other receiving documents correspond to the physical shipment.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Start with the approved purchase order and current material specification. The inspection should verify the exact material that was ordered, not...

5 **Check any purchase-order-specific requirements for certificates, test reports, country of origin, regulatory declarations, special packaging, or inspection evidence are identified.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Start with the approved purchase order and current material specification. The inspection should verify the exact material that was ordered, not...

6 **Record the receiving date and time, supplier, purchase order, material code, shipment reference, receiver or inspector, and inspection status.** INCOMING

FINAL STATUS | Enter

INSPECTOR | Enter

QUALITY APPROVAL | Enter

Execution tip: Start with the approved purchase order and current material specification. The inspection should verify the exact material that was ordered, not...

2. Shipment integrity, packaging condition, contamination, and transport damage

7 **Inspect pallets, crates, cartons, drums, bags, reels, containers, seals, and protective packaging for visible damage, crushing, punctures, moisture, tampering, or mishandling.**

CRITICAL | INCOMING

Accept | Needs review | Reject / hold

LIVE PHOTO | Add

Execution tip: Inspect the shipment before unpacking and again after opening it. Photos taken before packaging is disturbed are valuable evidence for transit...

8 **Verify shipping seals, tamper-evident features, labels, container IDs, or security controls are intact where required.**

INCOMING

Accept | Needs review | Reject / hold

LIVE PHOTO | Add

Execution tip: Inspect the shipment before unpacking and again after opening it. Photos taken before packaging is disturbed are valuable evidence for transit...

9 **Check for contamination, dirt, corrosion, rust, water ingress, oil, chemical residue, odor, insects, foreign material, or other conditions that could affect material suitability.**

CRITICAL | INCOMING

Accept | Needs review | Reject / hold

LIVE PHOTO | Add

Execution tip: Inspect the shipment before unpacking and again after opening it. Photos taken before packaging is disturbed are valuable evidence for transit...

10 **Confirm fragile, moisture-sensitive, static-sensitive, temperature-sensitive, hazardous, or otherwise special materials were transported using the required protective controls.**

CRITICAL | INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Inspect the shipment before unpacking and again after opening it. Photos taken before packaging is disturbed are valuable evidence for transit...

11 **Verify temperature indicators, data loggers, shock indicators, humidity indicators, or other transport-condition evidence is reviewed where applicable.**

CRITICAL | INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Inspect the shipment before unpacking and again after opening it. Photos taken before packaging is disturbed are valuable evidence for transit...

12 **If transport damage or packaging failure is found, segregate the affected material, preserve evidence, and prevent use until disposition is authorized.**

CRITICAL | INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Inspect the shipment before unpacking and again after opening it. Photos taken before packaging is disturbed are valuable evidence for transit...

3. Material identity, part number, revision, batch, lot, and traceability

13 Confirm the material or part number on the physical item or package matches the purchase order and approved receiving specification.

CRITICAL | INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Trace the material identity across the physical item, supplier label, packaging, purchase order, certificate, and ERP record. Any mismatch should...

14 Verify description, grade, type, size, model, revision, drawing level, specification revision, or other identity attributes match the approved requirement.

CRITICAL | INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Trace the material identity across the physical item, supplier label, packaging, purchase order, certificate, and ERP record. Any mismatch should...

15 Confirm supplier batch, lot, heat, melt, serial, date code, manufacturing date, or other traceability identifier is present and legible where required.

CRITICAL | INCOMING

Accept | Needs review | Reject / hold

LIVE PHOTO | Add

Execution tip: Trace the material identity across the physical item, supplier label, packaging, purchase order, certificate, and ERP record. Any mismatch should...

16 Verify internal material code, barcode, label, or ERP identity created at receiving is linked to the correct supplier and traceability information.

INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Trace the material identity across the physical item, supplier label, packaging, purchase order, certificate, and ERP record. Any mismatch should...

17 Check mixed lots, mixed revisions, mixed part numbers, unidentified items, or unlabeled containers are separated and investigated before release.

CRITICAL | INCOMING

Accept | Needs review | Reject / hold

LIVE PHOTO | Add

Execution tip: Trace the material identity across the physical item, supplier label, packaging, purchase order, certificate, and ERP record. Any mismatch should...

18 Record the received lot or batch identifiers and any internal traceability number assigned to the inspected material.

INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Trace the material identity across the physical item, supplier label, packaging, purchase order, certificate, and ERP record. Any mismatch should...

4. Quantity, count, weight, unit-of-measure, and sampling-plan readiness

19 **Verify received quantity matches the purchase order and packing list using count, weight, length, volume, reel quantity, or other applicable unit of measure.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Resolve quantity discrepancies before the material enters stock. Then confirm the sampling plan matches the material risk, specification, and site...

20 **Confirm overages, shortages, duplicate shipments, partial deliveries, damaged quantities, or packaging-count discrepancies are documented and escalated.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Resolve quantity discrepancies before the material enters stock. Then confirm the sampling plan matches the material risk, specification, and site...

21 **Verify package quantity and individual-item quantity are consistent where nested packaging or multiple units are used.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Resolve quantity discrepancies before the material enters stock. Then confirm the sampling plan matches the material risk, specification, and site...

22 **Confirm the approved incoming-inspection sampling plan, inspection level, sample size, or 100-percent inspection requirement is identified before inspection begins.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Resolve quantity discrepancies before the material enters stock. Then confirm the sampling plan matches the material risk, specification, and site...

23 **Verify sampled units are selected in a way that represents the received lot and avoids choosing only easily accessible or visibly good items.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Resolve quantity discrepancies before the material enters stock. Then confirm the sampling plan matches the material risk, specification, and site...

24 **Record lot size, sample size, quantity inspected, quantity accepted, quantity rejected, and any additional sampling triggered by defects.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Resolve quantity discrepancies before the material enters stock. Then confirm the sampling plan matches the material risk, specification, and site...

5. Visual condition, workmanship, dimensions, physical properties, and specification checks

25 **Inspect sampled material for cracks, dents, burrs, scratches, deformation, discoloration, corrosion, contamination, incomplete features, poor finish, or other visible defects.** CRITICAL INCOMING

Accept | Needs review | Reject / hold — LIVE PHOTO | Add

Execution tip: Inspect against the approved drawing or specification. Use defined defect criteria and objective measurements rather than informal judgments...

26 **Verify critical dimensions, thickness, diameter, length, weight, tolerance, fit, or other measurable characteristics against the approved specification where required.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Inspect against the approved drawing or specification. Use defined defect criteria and objective measurements rather than informal judgments...

27 **Check material grade, hardness, finish, coating, color, texture, marking, physical property, or other specified characteristics using the approved method where applicable.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Inspect against the approved drawing or specification. Use defined defect criteria and objective measurements rather than informal judgments...

28 **Confirm components, subassemblies, fasteners, connectors, features, labels, and supplied accessories are complete and correctly configured.** INCOMING

Accept | Needs review | Reject / hold — LIVE PHOTO | Add

Execution tip: Inspect against the approved drawing or specification. Use defined defect criteria and objective measurements rather than informal judgments...

29 **Verify workmanship criteria, defect classifications, cosmetic standards, reference samples, or visual acceptance standards are current and applied consistently.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Inspect against the approved drawing or specification. Use defined defect criteria and objective measurements rather than informal judgments...

30 **Record inspection results, measured values, defect type, defect location, sample ID, and evidence sufficient to support the acceptance decision.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Inspect against the approved drawing or specification. Use defined defect criteria and objective measurements rather than informal judgments...

6. Certificates, test reports, compliance evidence, and document review

31 **Confirm required certificates of analysis, certificates of conformity, mill certificates, test reports, inspection reports, or declarations are present when specified.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A certificate should be reviewed, not merely collected. Confirm it belongs to the received lot and contains the information needed to support the...

32 **Verify certificate or report details match the supplier, material, part number, batch or lot, quantity, specification, and received shipment.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A certificate should be reviewed, not merely collected. Confirm it belongs to the received lot and contains the information needed to support the...

33 **Check reported test values, chemical composition, mechanical properties, dimensions, performance results, or other required characteristics meet the approved acceptance criteria.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A certificate should be reviewed, not merely collected. Confirm it belongs to the received lot and contains the information needed to support the...

34 **Confirm laboratory, test method, standard, accreditation, approval, or authorization details meet purchase-order or specification requirements where applicable.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A certificate should be reviewed, not merely collected. Confirm it belongs to the received lot and contains the information needed to support the...

35 **Verify certificates are legible, complete, traceable, protected from unauthorized alteration, and retained with the correct receiving record.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A certificate should be reviewed, not merely collected. Confirm it belongs to the received lot and contains the information needed to support the...

36 **If certificate information is missing, inconsistent, expired, altered, or outside specification, hold the material until the discrepancy is resolved.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A certificate should be reviewed, not merely collected. Confirm it belongs to the received lot and contains the information needed to support the...

7. Inspection equipment, calibration status, method, and measurement validity

37 **Confirm gauges, calipers, micrometers, scales, test equipment, fixtures, reference standards, and other inspection tools are suitable for the characteristics being checked.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Before relying on an inspection result, verify that the measurement method and equipment are suitable for the tolerance and within valid...

38 **Verify each controlled measuring device used for acceptance is within calibration or verification status and identifiable in the measurement-control system.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Before relying on an inspection result, verify that the measurement method and equipment are suitable for the tolerance and within valid...

39 **Check measurement range, resolution, accuracy, uncertainty, fixture capability, or other technical capability is appropriate for the required tolerance or acceptance decision.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Before relying on an inspection result, verify that the measurement method and equipment are suitable for the tolerance and within valid...

40 **Confirm inspectors use the approved measurement or test method, sample preparation, environmental condition, and measurement location where specified.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Before relying on an inspection result, verify that the measurement method and equipment are suitable for the tolerance and within valid...

41 **Verify inspection equipment is visually in acceptable condition and free from obvious damage, contamination, wear, loose components, or other issues that could invalidate results.** CRITICAL INCOMING

Accept | Needs review | Reject / hold — LIVE PHOTO | Add

Execution tip: Before relying on an inspection result, verify that the measurement method and equipment are suitable for the tolerance and within valid...

42 **If inspection equipment is found out of status or suspect, contain affected material decisions and assess whether previous inspection results require review.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Before relying on an inspection result, verify that the measurement method and equipment are suitable for the tolerance and within valid...

8. Acceptance, quarantine, rejection, labeling, and material-status control

43 **Confirm accepted material is clearly identified with the correct release status before it is moved into unrestricted inventory or issued to production.**

CRITICAL | INCOMING

Accept | Needs review | Reject / hold

LIVE PHOTO | Add

Execution tip: Material status should be unmistakable. Accepted, pending, quarantined, rejected, and concession material must be physically or electronically...

44 **Verify material awaiting inspection, test results, certificate review, engineering decision, or supplier response remains in controlled pending or quarantine status.**

CRITICAL | INCOMING

Accept | Needs review | Reject / hold

LIVE PHOTO | Add

Execution tip: Material status should be unmistakable. Accepted, pending, quarantined, rejected, and concession material must be physically or electronically...

45 **Confirm rejected or nonconforming material is identified, segregated, and protected from unintended use, mixing, or release.**

CRITICAL | INCOMING

Accept | Needs review | Reject / hold

LIVE PHOTO | Add

Execution tip: Material status should be unmistakable. Accepted, pending, quarantined, rejected, and concession material must be physically or electronically...

46 **Check status labels, ERP status, quarantine locations, hold tags, rejection labels, and physical segregation agree with one another.**

CRITICAL | INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Material status should be unmistakable. Accepted, pending, quarantined, rejected, and concession material must be physically or electronically...

47 **Verify use-as-is, concession, deviation, rework, sorting, return-to-supplier, scrap, or other dispositions are authorized by the required function before status is changed.**

CRITICAL | INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: Material status should be unmistakable. Accepted, pending, quarantined, rejected, and concession material must be physically or electronically...

48 **Record final receiving disposition, accepted quantity, rejected quantity, pending quantity, disposition authority, date, and status-location evidence.**

INCOMING

FINAL STATUS | Enter

INSPECTOR | Enter

QUALITY APPROVAL | Enter

Execution tip: Material status should be unmistakable. Accepted, pending, quarantined, rejected, and concession material must be physically or electronically...

9. Supplier nonconformance, containment, corrective action, and communication

49 **Create a nonconformance or supplier-quality record for material that fails specification, documentation, packaging, traceability, quantity, or other receiving requirements.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A receiving defect is supplier-performance data. Contain the material first, then communicate the problem with enough evidence for the supplier...

50 **Confirm immediate containment identifies all potentially affected quantities, lots, shipments, stock locations, work-in-progress, or production usage where necessary.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A receiving defect is supplier-performance data. Contain the material first, then communicate the problem with enough evidence for the supplier...

51 **Verify defect evidence includes clear description, photos, measured results, sample IDs, specification references, quantity affected, and receiving lot information.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A receiving defect is supplier-performance data. Contain the material first, then communicate the problem with enough evidence for the supplier...

52 **Communicate supplier rejection, return, sort, replacement, concession request, or corrective-action requirement through the approved supplier-quality process.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A receiving defect is supplier-performance data. Contain the material first, then communicate the problem with enough evidence for the supplier...

53 **For significant or recurring supplier defects, assign corrective action with owner, due date, expected response, containment, root-cause requirement, and effectiveness verification.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A receiving defect is supplier-performance data. Contain the material first, then communicate the problem with enough evidence for the supplier...

54 **Review whether supplier status, incoming-inspection level, sampling frequency, source inspection, or purchasing controls should change based on the nonconformance.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: A receiving defect is supplier-performance data. Contain the material first, then communicate the problem with enough evidence for the supplier...

10. Storage release, FIFO or FEFO, records, supplier trends, and final sign-off

55 **Confirm released material is transferred to the correct storage location with required environmental, segregation, stacking, ESD, contamination, or handling controls.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: The inspection ends only when status, storage, records, and supplier feedback are complete. Trend defects and repeated documentation failures...

56 **Verify FIFO, FEFO, shelf-life, expiry, date-code, aging, or other stock-rotation requirements are applied where relevant to the material.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: The inspection ends only when status, storage, records, and supplier feedback are complete. Trend defects and repeated documentation failures...

57 **Confirm receiving and inspection records are complete, legible, traceable to the purchase order and lot, protected, and retained according to the approved record-control process.** CRITICAL INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: The inspection ends only when status, storage, records, and supplier feedback are complete. Trend defects and repeated documentation failures...

58 **Review supplier performance trends such as defect rate, rejection rate, documentation errors, delivery discrepancies, repeated packaging damage, and corrective-action closure.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: The inspection ends only when status, storage, records, and supplier feedback are complete. Trend defects and repeated documentation failures...

59 **Verify recurring incoming-inspection failures are escalated to supplier quality, procurement, engineering, production, or management for systemic improvement.** INCOMING

Inspection item	Result / value	Owner	Evidence	Action

Execution tip: The inspection ends only when status, storage, records, and supplier feedback are complete. Trend defects and repeated documentation failures...

60 **Record final inspection status, unresolved critical material risks, required follow-up, next supplier or material review, inspector, quality reviewer, date, and approval.** CRITICAL INCOMING

FINAL STATUS | Enter

INSPECTOR | Enter

QUALITY APPROVAL | Enter

Execution tip: The inspection ends only when status, storage, records, and supplier feedback are complete. Trend defects and repeated documentation failures...