

Incoming Material Inspection Report

Date		Report No.	
Supplier		Purchase Order No.	
Material Name		Material Code	
Batch/Lot No.		Quantity Received	

Inspection Details

Inspection Item	Specification	Result	Remarks

Disposition

Accepted		Rejected	
Inspector			

Important Notes

- Ensure all inspection criteria are based on current material specifications or applicable standards.
- Document must be completed immediately upon receipt of incoming materials.
- Any nonconformities must be reported and handled as per company procedures.
- Retain inspection reports as part of the quality records.
- The inspector’s signature certifies all information is accurate and complete.