



Receiving Area Inspection Checklist (Daily) - Damage, Condition

 Show only Checklist

Display Style
Default 

Arrival & Documentation

Verification of paperwork and initial assessment upon arrival.

Date of Receipt

Enter date...

Time of Arrival

Enter time...



Purchase Order (PO) Number

Enter a number...

Carrier Name

Write something...

Bill of Lading (BOL) Present?

Yes

No

BOL Number (if present)

Write something...

RA Number Present (If Applicable)

Yes

No

RA Number (if present)

Write something...

Packaging Condition

Assessment of external packaging integrity (boxes, pallets, shrink wrap).

Number of Damaged Boxes/Pallets

Box Condition

- Excellent
- Good
- Fair
- Poor - Significant Damage

Pallet Condition

- Excellent
- Good
- Fair
- Poor - Broken/Cracked


Signs of Damage on Packaging

- Tears
- Crushing
- Wetness
- Punctures
- Missing Labels
- None

Detailed Notes on Packaging Damage (if any)

Write something...

Attach Photo(s) of Damaged Packaging

 Upload File

Product Condition - External

Initial visible condition of the product itself before opening.

Visible Scratches/Abrasions?

- None
- Minor
- Moderate
- Severe

Dents or Dings?

- None
- Minor
- Moderate
- Severe

Cracks or Breaks?

- None
- Minor
- Moderate
- Severe

Missing Parts/Components (External)

- None
- Minor
- Significant

Quantity Discrepancy (External Count vs. Packing Slip)

Enter a number...

Additional External Observations

Write something...

Product Condition - Internal

Detailed examination of product contents for damage, defects, and completeness.

Overall Product Condition Description

Write something...

Visible Defects (Select all that apply)

- Scratches
- Dents
- Cracks
- Missing Parts
- Broken Components
- Discoloration
- Stains
- Other (Specify Below)

Description of 'Other' Defects (if selected)

Write something...

Quantity of Damaged Items

Packaging Inside (if applicable)

- Original
- Damaged
- Missing

Photo Evidence of Damage

 Upload File

Functionality Check (if applicable)

- Functional
- Not Functional
- Partial Functionality

Pallet/Unit Load Stability

Checks for secure stacking, stability, and potential shifting of goods.

Pallet Stack Height (inches)

Pallet Wrap Condition

- Intact
- Damaged
- Missing

Pallet Base Condition

- Good
- Cracked
- Broken
- Missing Pieces

Load Shifting Issues?

- No Shifting
- Minor Shifting
- Significant Shifting

Notes on Pallet/Load Stability

Write something...

Environmental Factors

Assessment of temperature, humidity, and cleanliness of the receiving area.

Ambient Temperature (°C)

Enter a number...

Relative Humidity (%)

Enter a number...

Lighting Adequacy

- Adequate
- Insufficient
- Needs Adjustment

Cleanliness - Receiving Area Floor

- Clean
- Slightly Dirty
- Dirty

Pest Control Presence

- Evidence of Pests
- No Evidence
- Traps Present & Checked

Additional Comments/Observations Regarding Environment

Write something...

Return Authorization Verification (If Applicable)

Confirmation of valid RA numbers and process adherence.

Return Authorization Number Present?

Yes

No

Return Authorization Number (if applicable)

Write something...

RA Validated by Supervisor?

Yes

No

N/A

Notes on RA Validity (reason for rejection/questionable)

Write something...

Correct Return Reason Code Applied?

- Yes
- No
- N/A

Quantity Authorized for Return (vs. actual quantity)

Enter a number...

Upload Supporting Documentation (e.g., Customer Communication)

 Upload File