



Receiving Area Inspection Checklist (Daily) - Damage, condition

Arrival & Documentation

Verification of paperwork and initial assessment upon arrival.

Date of Receipt

Time of Arrival

Purchase Order (PO) Number

Carrier Name

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

Enter a number...

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

Enter a number...

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)

Enter a number...

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