



Warehouse Receiving Process Checklist

4 Mar 2022 / Katie Weingram

Complete

Score	94.74%	Failed items	1	Actions	1
Site	1025 LA-1181, Plaquemine, LA 71362, USA (30.9834221, -91.9632511)				
Date and Time of Delivery	4 Mar 2022 11:45 PST				
Supplier Name & Address	MSUL Natural Food and Products 71359-1000, Pineville, LA 71362, USA				
Delivered By	Katie Weingram				
Received By	Sennajane Richards				

Failed Items & Actions

1 failed, 1 action

Failed items

1 failed, 1 action

Warehouse Receiving Process / Unloading

Are loading areas properly lit?

No



Photo 2

To do | Priority Low | Due 18 Mar 2022 11:35 PST | Created by SafetyCulture Staff

Immediately repair any lights that aren't working.

Other actions

0 actions

General Information

Purchase Order Number

PO-453987

Material Name

Organic rice

Description

Organic rice is a type of rice that has been grown and processed according to set organic standards.

Take photos of the material



Photo 1

Quantity

18 sacks of 50 kilos rice

Documentation

100%

Are warehouse operating procedures updated and documented?

Yes

Are receiving reports being processed properly?

Yes

Are receiving documents available at the time shipment is received?

Yes

Are they adequate for complete identification of material in the shipment?

Yes

Are items checked for description, quantity, and condition at the arrival of shipment and before completing the receiving report?

Yes

Is management informed of any abnormal backlogs of unprocessed receiving reports?

N/A

Receiving Inspection

100%

Checked for any shipping damage?

Yes

Are there proper markings/complete finishing?

Yes

Are its functions according to specifications?

Yes

Are its dimensions according to specifications?

Yes

Inspection Result

Accept

Select the course of action

Place in stock

Unloading

1 action, 1 failed, 80%

Are vehicles stopped, braked, and stabilized before loading/unloading starts?

Yes

Are loading areas properly lit?

No



Photo 2

To do | Priority Low | Due 18 Mar 2022 11:35 PST | Created by SafetyCulture Staff

Immediately repair any lights that aren't working.

Are loading areas free from hazards?

Yes

Are loading areas free of traffic? (Forklift traffic should always be one-way.)

Yes

Are there necessary loading/unloading zone signs?

Yes

Inventory

100%

Is the quantity of material correct?

Yes

Are spot checks conducted to determine the location of the material as reflected on the stock records?

Yes

Are the stock records reflecting shelf-life information retained in a follow-up file?

Yes

Are periodic spot checks conducted to verify the quantity and condition of material indicated on the stock records?

Yes

Completion

Additional Comments and Recommendations

Ensure to schedule periodic inspections for this product as it can easily be damaged if not handled and stored properly.

Inspector/Receiver Signature

Sennajane Richards
11 Mar 2022 11:45 PST

Appendix



Photo 1



Photo 2