



## Receiving Inspection Checklist

12 Sep 2025 / Madelyn Wolf

Complete

Score	32 / 34 (94.12%)	Flagged items	2	Actions	1
Conducted on	12 Sep 2025 11:19 PST				
Prepared by	Madelyn Wolf				
Location	835 W 6th Ave, Anchorage, AK 99501, USA (61.216861, -149.899004)				

Flagged items & Actions

2 flagged, 1 action

Flagged items

2 flagged, 1 action

Receiving Inspection Checklist / Time & Temperature Sensitive Materials

Has a time report been included with the documentation package?

No

Temperature is noted, but the actual time the product has spent in an insulated box has not been detailed.

**To do** | Assignee: SafetyCulture Staff | Priority: High | Due: 19 Sep 2025 11:24 PST | Created by: SafetyCulture Staff

Ask for time report

Contact supplier for a time report within the documentation package. (Temperature is already included)

Completion Page


Overall Assessment

Non-Compliant

Other actions

0 actions

<b>Receiving Inspection Checklist</b>		1 flagged, 1 action, 32 / 33 (96.97%)
Part Accountability		7 / 7 (100%)
Has a supplier Certificate of Conformance (CoC) been received?		Yes
Has the supplier's CoC been reviewed for accuracy and required content?		Yes
Does the CoC revision level match the Receiving Report?		Yes
Is the correct quantity received?		Yes
Is each item traceable to the manufacturer's lot or batch number?		Yes
Are all parts visually free of defects, such as scratches, dents, or paint damage?		Yes
Do the parts meet finish and marking requirements, if applicable?		Yes
Product Accountability		12 / 12 (100%)
Has a Material Test Report been received?		Yes
Does the material conform to engineering requirements (i.e. drawings, release sheets, purchase orders)?		Yes
Does the alloy and temper of raw stock meet requirements?		Yes
Does the alloy and temper of finished products meet requirements?		Yes
Does the raw stock size meet specifications?		Yes
Does the thickness meet specifications?		Yes
Does the grain direction meet specifications?		Yes
Does the material specification (e.g., AMS, BAC, QQ-A-200/11) match requirements?		Yes
Was the material manufactured by approved mills and tested by approved sources?		Yes
Do the chemical properties conform to requirements?		Yes

Do the mechanical properties conform to requirements?	Yes
Does the Certificate of Compliance include specification and revision?	Yes
Special Processes	
Does the product certification package list all special processes (i.e. process name, description, spec number and revision)?	N/A
Are all special processors listed on the customer's approved processor list?	N/A
Characteristic Accountability & Verification	5 / 5 (100%)
Does the item incorporate all noted exceptions from fabrication or purchase order instructions?	Yes
Have all additional requirements per Receiving Quality Control (RCQC)/Receiving Inspection Control Plan been verified?	Yes
Has a First Article Inspection (FAI/DFAI) been received when required by the Receiving Report?	Yes
Have non-conforming parts been held and Supplier Quality/Quality Engineer (QE) notified until FAI/DFAI is approved?	Yes
Has the receipt and status of any Nonconformance Reports (NCRs) been verified?	Yes
Time & Temperature Sensitive Materials	1 flagged, 1 action, 3 / 4 (75%)
Were shipping temperatures within allowable limits?	Yes
Appreciate supplier's use of innovative materials to help keep temperature sensitive items at the right range.	
	
Photo 1	
Has a time report been included with the documentation package?	No
Temperature is noted, but the actual time the product has spent in an insulated box has not been detailed.	
To do   Assignee: SafetyCulture Staff   Priority: High   Due: 19 Sep 2025 11:24 PST   Created	

by: SafetyCulture Staff

Ask for time report

Contact supplier for a time report within the documentation package. (Temperature is already included)

**Has a temperature report been included with the documentation package?**

Yes

**Were consumables manufactured and distributed by approved facilities?**

Yes

Closing Review

5 / 5 (100%)

**Have all documents been verified and signed off?**

Yes

**Are all non-conforming items documented?**

Yes

**Are all non-conforming items segregated?**

Yes

**Has Supplier Quality/Procurement been notified of any issues?**

Yes

**Has the inspector signed or stamped the inspection record to indicate approval?**

Yes

Additional Comments

All is in working order, but need a follow up for the time documentation regarding the delivery.

Overall Assessment

Non-Compliant

Indicate corrective actions required:

Need to follow up for time documentation.

Auditor Signature

*Madelyn Wolf*

Madelyn Wolf  
12 Sep 2025 11:25 PST

Supervisor Signature (if applicable)

*Weston Greenholt*

Weston Greenholt  
12 Sep 2025 11:26 PST

## Media summary



Photo 1