进货验证记录

编号：\_\_企业代码\_\_-\_\_质检部门代码\_\_-02

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 来料日期 | 供货单位 | 材料名称 | 型号规格 | 材料  数量 | 验证项目 | | | 验证结果 | | 处理意见 | 验证人 |
| 外观 | 合格证 | 数量 | 合格 | 不合格 |
| \_\_采购1产品到货时间\_\_ | \_\_采购1产品供方\_\_ | \_\_采购1产品\_\_ | \_\_采购1产品规格型号\_\_ | \_\_采购1产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购2产品到货时间\_\_ | \_\_采购2产品供方\_\_ | \_\_采购2产品\_\_ | \_\_采购2产品规格型号\_\_ | \_\_采购2产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购3产品到货时间\_\_ | \_\_采购3产品供方\_\_ | \_\_采购3产品\_\_ | \_\_采购3产品规格型号\_\_ | \_\_采购3产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购4产品到货时间\_\_ | \_\_采购4产品供方\_\_ | \_\_采购4产品\_\_ | \_\_采购4产品规格型号\_\_ | \_\_采购4产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购5产品到货时间\_\_ | \_\_采购5产品供方\_\_ | \_\_采购5产品\_\_ | \_\_采购5产品规格型号\_\_ | \_\_采购5产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购6产品到货时间\_\_ | \_\_采购6产品供方\_\_ | \_\_采购6产品\_\_ | \_\_采购6产品规格型号\_\_ | \_\_采购6产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购7产品到货时间\_\_ | \_\_采购7产品供方\_\_ | \_\_采购7产品\_\_ | \_\_采购7产品规格型号\_\_ | \_\_采购7产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购8产品到货时间\_\_ | \_\_采购8产品供方\_\_ | \_\_采购8产品\_\_ | \_\_采购8产品规格型号\_\_ | \_\_采购8产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购9产品到货时间\_\_ | \_\_采购9产品供方\_\_ | \_\_采购9产品\_\_ | \_\_采购9产品规格型号\_\_ | \_\_采购9产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购10产品到货时间\_\_ | \_\_采购10产品供方\_\_ | \_\_采购10产品\_\_ | \_\_采购10产品规格型号\_\_ | \_\_采购10产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购11产品到货时间\_\_ | \_\_采购11产品供方\_\_ | \_\_采购11产品\_\_ | \_\_采购11产品规格型号\_\_ | \_\_采购11产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购12产品到货时间\_\_ | \_\_采购12产品供方\_\_ | \_\_采购12产品\_\_ | \_\_采购12产品规格型号\_\_ | \_\_采购12产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购13产品到货时间\_\_ | \_\_采购13产品供方\_\_ | \_\_采购13产品\_\_ | \_\_采购13产品规格型号\_\_ | \_\_采购13产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购14产品到货时间\_\_ | \_\_采购14产品供方\_\_ | \_\_采购14产品\_\_ | \_\_采购14产品规格型号\_\_ | \_\_采购14产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购15产品到货时间\_\_ | \_\_采购15产品供方\_\_ | \_\_采购15产品\_\_ | \_\_采购15产品规格型号\_\_ | \_\_采购15产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购16产品到货时间\_\_ | \_\_采购16产品供方\_\_ | \_\_采购16产品\_\_ | \_\_采购16产品规格型号\_\_ | \_\_采购16产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购17产品到货时间\_\_ | \_\_采购17产品供方\_\_ | \_\_采购17产品\_\_ | \_\_采购17产品规格型号\_\_ | \_\_采购17产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购18产品到货时间\_\_ | \_\_采购18产品供方\_\_ | \_\_采购18产品\_\_ | \_\_采购18产品规格型号\_\_ | \_\_采购18产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购19产品到货时间\_\_ | \_\_采购19产品供方\_\_ | \_\_采购19产品\_\_ | \_\_采购19产品规格型号\_\_ | \_\_采购19产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |
| \_\_采购20产品到货时间\_\_ | \_\_采购20产品供方\_\_ | \_\_采购20产品\_\_ | \_\_采购20产品规格型号\_\_ | \_\_采购20产品数量\_\_ | √ | √ | √ | √ |  | 接收 | \_\_质检负责人\_\_ |

编制/日期：\_\_质检负责人\_\_ \_\_一般记录日期\_\_ 审批/日期：\_\_最高管理者\_\_ \_\_一般记录日期\_\_