

## GILES CHEMICAL ~ PREMIER MAGNESIA

**Company Form** 

Title: Incoming Pallet Inspection Number: B15-FM-100-001

Owner: Mike Carver Revision: 0
Effective Date: 1/26/17 Page: 1 of 1



## **Incoming Pallet Inspection**

Prior to signing the delivery ticket, pallets will undergo a visual inspection, as outlined below, to ensure the pallets conform to our expectations. If any non-conforming pallets are discovered, sort the pallets in question from the acceptable pallets and prepare them to return to vendor on the same trailer, if possible. Notify Facility Manager and/or Quality of any issues and return completed checklist with delivery ticket to Inventory Control Manager. Delivery truck is clean and dry Pallets are clean and dry Pallets are free of mold Condition of pallets do not present a safety hazard (boards broken and/or splintered, unusually thin boards, nails) Type of pallet: **Delivery Date:** Quantity Delivered: \_\_\_\_\_ Quantity Accepted: \_\_\_\_\_ **Comments:** 

Inspected By/Date: \_\_\_\_\_

Reviewed By/Date: \_\_\_\_\_