

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Incoming Pallet Inspection**Number: **B15-FM-100-001**Owner: **Mike Carver**Revision: **1**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. Completed checklists need to be returned to the Quality department weekly.

- ☐ 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)

Vendor: _____**Delivery Date:** _____**Type of pallet:** _____**Quantity Delivered:** _____**Quantity Accepted:** _____**Comments:**

Inspected By/Date: _____**Reviewed By/Date:** _____

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