

Receiving Process Checklist

	RESPONSIBLE	ACTIVITY	COMPLETE
Receive	PEO	Provide tracking support to logistics organization	
	PEO	Define quality control and quality assurance metrics for inspections	
	VISN Logistics	Ensure that systems for receiving are effective and operational across VISN	
	VAMC Logistics	Receive delivered equipment and ensure proper inventory tagging occurs	
	VAMC Logistics	Ensure that receiving report is submitted to NAC	
	VAMC Equipment Program Manager	Ensure that equipment shipped directly to facility is properly received into tracking systems	
Inspect	VISN Logistics	Ensure that quality control and quality assurance targets for inspections are being carried out across VISN	
	VAMC Biomedical Engineers	Perform safety checks on newly-received equipment prior to delivery to requesting clinical service and installation	
	VAMC Logistics	Inspect equipment in accordance with national and VISN-level guidance	

	RESPONSIBLE	ACTIVITY	COMPLETE
Sort to destination	VAMC Logistics	Sort received equipment to intended destination (typically the biomedical engineering shop, so they may perform required safety checks)	