



Discovery Labs

**PRE-INSPECTION REPORT FOR RAW MATERIAL**

Material Name:				
Manufacturer Name				
Manufacturer B.No.		Received Date		
In House B.No.		Received Quantity		
S. No.	Pre-Inspection check points	Yes	No	N/A
1.	Delivery challan/Invoice is verified and found OK			
2.	Cleanliness of the vehicle is satisfactory?			
3.	Is the manufacturer an Approved vendor? Verify against the approved vendor List.			
4.	Is de-dusting of containers carried out prior to shifting to Quarantine area?			
5.	Verify manufacturer Labels for the correctness			
6.	Is manufacturer COA available?			
7.	Are the containers received in good condition without damages?			
8.	Is all containers have proper sealing			
9.	Re test/Expiry Date Available			
10.	Food Grade certificate available for packing material?			
<b>Additional checks in case of tankers (Point No's 1,3,6 above are also applicable for tankers)</b>				
11.	Name of the material on tanker matches with actual material received (Reject the tanker in case of discrepancy)			
12.	Is the tanker accompanied by cleaning certificate?			
13.	Are seals available with each compartment?			
14.	General cleanliness of the tanker is satisfactory			

**Weighing details:**

S. No.	Container/ Bag No.	Gross weight on container	Gross weight Observed	S. No.	Container/ Bag No.	Gross weight on container	Gross weight Observed

Remarks (if any):

**Signature &Date:**

**Note:** if any of the above checks are “No” intimate to QA for a further decision, otherwise ‘Not Applicable’ in the QA comments column.

**QA Department Comments:****Signature &Date:**