|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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** |
|  | Delivery challan/Invoice is verified and found OK | | |  |  |  |
|  | Cleanliness of the vehicle is satisfactory? | | |  |  |  |
|  | Is the manufacturer an Approved vendor? Verify against the approved vendor List. | | |  |  |  |
|  | Is de-dusting of containers carried out prior to shifting to Quarantine area? | | |  |  |  |
|  | Verify manufacturer Labels for the correctness | | |  |  |  |
|  | Is manufacturer COA available? | | |  |  |  |
|  | Are the containers received in good condition without damages? | | |  |  |  |
|  | Is all containers have proper sealing | | |  |  |  |
|  | Re test/Expiry Date Available | | |  |  |  |
|  | Food Grade certificate available for packing material? | | |  |  |  |
|  | Is the material storage condition available? | | |  |  |  |
| **Additional checks in case of tankers (Point No’s 1,3,6 above are also applicable for tankers)** | | | | | | |
|  | Name of the material on tanker matches with actual material received  (Reject the tanker in case of discrepancy) | | |  |  |  |
|  | Is the tanker accompanied by cleaning certificate? | | |  |  |  |
|  | Are seals available with each compartment? | | |  |  |  |
|  | 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 |
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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:**