**SOP for Documentation on DOA Incoming Shipment Report**

1. 2 packing list form will be given
2. One for LAB - for allocation of tanks and the other Section - Results of water tests and DOA management
3. Complete and fill in the necessary information - for Section, ensure whether any DOA/a tick/sickness/wrong order etc. For LAB - The right tests have been performed and indication of results - in-situ and ex-situ.
4. Open the clean scanner app and take all documents submitted.
5. Do the necessary cropping and save as - Date of shipment, Supplier and REPORT
6. Once saved, proceed to share the document in the WhatsApp group chat - #DOA Management.
7. From there, Nicole will do the necessary checks.

**Theory on Documentation on DOA Incoming Shipment Report**

Not much to explain as these are strictly for documentation purposes. Should there be an audit, this will be one of the criteria and if there is a lawsuit or complaint filed, this will act as evidence and supporting role.