Material receiving inspection report

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/material-inspection-report

Project	Report number	Date

Purchase order	Supplier	Delivery note / packing list

Received at	Inspected by	Release note

No.	Description	Size / rating	Material grade	Heat or batch no.	Qty ordered	Qty received	Certificate (3.1)	Marking OK	Condition OK	Result	Remarks
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

CHECKS

No.	Check	Status	Remarks
1	Delivery matches the purchase order and the packing list		
2	Material certificates received (EN 10204 3.1 where specified) and heat numbers match the marking		
3	Marking legible: grade, size, rating, heat number		
4	No damage, corrosion or contamination; end caps and preservation in place		
5	Positive material identification (PMI) done where required		
6	Rejected items tagged and quarantined; NCR raised		

Sign-off	Name	Signature	Date
Inspected by			
Accepted by			