

ACME COMPANY

INCOMING GOODS INSPECTION CHECKLIST



Palladium,

FRIDAY 2ND MAY 2025

S U M M A R Y

Partial Pass

Observation: 36 units acceptable; 4 units rejected due to damage and dimensional issues. These defective units for return or replacement.

General Information

Q#	QUESTION	RESPONSE
1.	Supplier name & address	Precision Motors Inc., 456 Industrial Lane, Rutherford MA
2.	Purchase order number	PO-2025-789

Receiving Inspection

Q#	QUESTION	RESPONSE
3.	Material name & description	Model X Electric Motor, 220V, 1.5kW
4.	Take photos of the material	N/A



02 May 25 10:35 AM

5.	Packaging and product without visible damage from shipping	NO
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INCOMING GOODS INSPECTION

CHECKLIST



02 May 25 10:53 AM

2 units with torn packaging and superficial damage

6.	Are there proper markings? All units have clear labels with model number, voltage, and manufacturing date.	YES
7.	Are its functions according to specifications? Randomly tested 10 units; all operated within specified parameters.	YES
8.	Are its dimensions according to specifications? 2 units have mounting holes misaligned by 2mm.	NO
9.	Inspection Result 36 units acceptable; 4 units rejected due to damage and dimensional issues.	PASS
10.	What is the next the course of action?	Accept 36 units; quarantine 4 defective units for return / replacement.
11.	Cause of Rejection	4 units rejected due to shipping damage and manufacturing dimensional discrepancies.

DECLARATION

Auditor
(Jennifer Hunt)

AUDITOR'S LOCATION