



40.0 Record of Goods Received

Name of Person Receiving Goods: _____

Supplier: _____

Description of Goods Received: _____

Quantity Correct: Yes No State Quantity: _____

Goods received in good condition: Yes No

Invoice received: Yes No

Goods match description on invoice: Yes No

Good passed receiving inspection: Yes No

Action taken/ Comments: _____

Where goods received do not meet the acceptable criteria, Please complete a non-conformance report (Document 7.3)