

RECEIVING CHECKLIST

CRITICAL INFORMATION:

Customer Name:		
Customer Contact:		
Customer Phone:		
Customer Fax:		
Load Information:	Purchase Order:	
	Number of Cases or Units:	
	Number of Different Items in Load:	
	Type of Loading (pallet, floor, slip sheets):	
	Temperature of Load (chilled or frozen):	
	Scheduled Arrival Time at Facility:	

ACTION ITEM:		RESPONSIBLE PARTY:	COMPLETED BY:	DATE & TIME:
Assign or record PO number		Office Staff		
Notify receiving dock of truck arrival		Office Staff		
Collect appropriate paperwork from driver		Office Staff		
Collect appropriate I.D. from driver, if appropriate		Office Staff		
Document truck arrival time		Office Staff		
Verify customer data from table above		Office Staff		
Resolve any discrepancies in paperwork, notify customer of any changes		Office Staff		
Assign receiving door to load		Office Staff		
Send appropriate paperwork to receiving dock supervisor or foreman		Office Staff		
Enter data into database (if appropriate)		Office Staff		
Create receiving manifest		Office Staff		
Send "non-negotiable warehouse receipt" to customer		Office Staff		
Check seal on trailer		Warehouse Staff		
Ensure proper trailer position at dock, verify that safety procedures have been followed		Warehouse Staff		
Ensure product integrity		Warehouse Staff		
Collect Appropriate Load Data:	Seal number	Warehouse Staff		
	Trailer number			
	Thermostat temperature			

ACTION ITEM:		RESPONSIBLE PARTY:	COMPLETED BY:	DATE & TIME:
	Thermostat setting			
	HACCP information, if appropriate			
Assign Lot Number		Warehouse Staff		
Print Lot Labels (if appropriate)		Warehouse Staff		
Collect Appropriate Load Data:	Trailer Temperatures (back, middle, front)	Warehouse Staff		
	Product Temperatures (back, middle, front)			
	Damage (trailer or cases)			
	Spoilage (product)			
	Date of unloading			
	Time of unloading			
	Box count of load			
	HACCP inspection sheet, if appropriate			
Cross reference load information with Bill of Lading (BOL), note any discrepancies		Warehouse Staff		
Provide driver with original BOL, including notations of product temperature, discrepancies, damage and piece count		Warehouse Staff		
Scan product, if applicable, or note on warehouse receiving form		Warehouse Staff		
Palletize product and prepare for put away		Warehouse Staff		
Verify that all information on this form is correct, signatures and date/time is entered.		Warehouse Supervisor		