

Procedure: Property Management - Receiving - Inspection of goods upon receipt

Revision	0
Effective Date	TBD
Management System	LPC
Owner	Jack Kelly
Review Cycle	

Inspection of shipment upon receipt.

1. Purpose

Inspection of product upon receipt from the carrier.

2. Procedure

- 2.1. Check the carrier delivery ticket or shipping label to ensure the shipment is for Fermilab.
- 2.2. Identify the Fermilab order number, number of pieces, cartons or pallets, etc.
- 2.3. Confirm the count on the freight bill is accurate, if not notate the actual number of pieces, carton or pallets etc. that are being offloaded.
- 2.4. Inspect all packaging, crating, shrink-wrap, shock watches etc. for visible damage.
- 2.5. Notate ALL visible damage with a subject to inspection stamp on the freight bill.
- 2.6. Include handwritten details pertaining to the damage: EX: carton crushed, shrink-wrap torn, forklift damage to box/crate, shock watch activated, etc.
- 2.7. Always take pictures of the subject to inspection shipment.
- 2.8. Always solicit a secondary clerk or supervisor to visually complete inspection.
- 2.9. If damage appears to be excessive or deemed un-useable refuse the shipment and return to sender. (Exclusions: International and In-Kind contribution shipments are never refused)
- 2.10. If/when a shipment is refused always make copies of the paperwork then notify the buyer/requestor including copies of any pertinent paperwork and/or pictures.

3. Responsibilities

- 3.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifies necessary resources and oversees consistent laboratory compliance.
- 3.2. **The FESS – Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 3.3. **The FESS – Logistics and Property Control Transportation Supervisor** is responsible for implementation of procedures in support of this procedure.
- 3.4. **The FESS – Logistics and Property Control Receiving Clerks** are responsible for adhering to these guidelines.

4. Revision History

Version Number	Date	Author	Change Summary
0	04/21/2020	Jackie Nickon	First issuance
1			

5. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2020.05.05 07:16:37 -05'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	
Acting Property and Infrastructure Management System Owner	Mark Jeffers	Mark Jeffers, UID:mjeffers <small>Digitally signed by Mark Jeffers, UID:mjeffers Date: 2020.05.05 12:09:05 -05'00'</small>