

INSPECTION OF GOODS

2683

(May 2005)

INSPECTION, ACCEPTANCE AND REJECTION STANDARDS

2683.1

(May 2005)

The State has standard inspection, acceptance and rejection requirements as described in the [General Provisions](#) for non-IT (Article #16) entitled “Inspection, Acceptance and Rejection” to ensure these activities are conducted in accordance with State requirements.

INSPECTING A SHIPMENT

2683.2

(May 2005)

Departmental receiving and/or designated staff (dependent upon the goods received and whether or not staff with specialized expertise is necessary), should, upon acknowledging receipt of an order, conduct an inspection for the following minimum conditions:

- Verify that what was ordered conforms to purchase document documentation (Statement of Work, specifications, attachments, etc.), including the product description, model, brand and product numbers.
- Verify the quantity ordered against the quantity shipped or delivered.
- Inspect for damage or breakage. **Pick up the cartons if possible and check for any rattling noises indicating that something may be broken inside the carton.**
- Check for operability/functionality.
- Confirm instructions regarding special handling or packaging were followed.
- Verify that the unit of measurement count is correct (e.g. if the unit of measurement on the purchase document is one dozen, count 12 in the unit package).
- Verify that delivery documentation (packing slip, certifications, etc.) is acceptable.
- Verify that packaging integrity is preserved (no leakages or water marks, damages (no holes, tears or stains) sealing tape broken, package opened, etc.).
- Verify that perishable items are in good condition and expiration dates have not been exceeded.

CONDUCT TIMELY INSPECTIONS

2683.3

(May 2005)

Inspections should be completed within a reasonable amount of time. If a **purchaser** knows that the inspection will not be immediate, then the purchase document must provide when the inspection will occur and how it will be accomplished.

PARTNERING INSPECTIONS

2683.4

(May 2005)

Purchasers determining that the supplier will inspect the goods on the state's behalf (this may occur in shipments to multiple field locations and where set-up and/or installation services are required) will describe in the documentation what activities will be performed.

INSTALLATION CHECKLIST

2683.5

(May 2005)

Documentation may include a standard installation checklist for the supplier to complete and provide to a state representative upon completion of the tasks.

DOCUMENTING THE RESULTS

2683.6

(May 2005)

Receiving staff are advised to document all inspection results and provide the results to the **purchaser** for filing within the procurement file.

The document should, at a minimum, identify what action was performed, who was in attendance, both department and supplier personnel by name and title, when and where the inspection occurred, and the inspection results.

Documentation shall be retained within the procurement file.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)