

# WAREHOUSE INSPECTION & QUALITY ASSURANCE REPORT

Report Number:	WH-QA-2024-1247
Inspection Date:	December 20, 2024
Inspector Name:	Michael Rodriguez
Facility Location:	Distribution Center West - Building 3
Report Status:	FINAL

## EXECUTIVE SUMMARY

This comprehensive quality assurance inspection was conducted on December 20, 2024, covering incoming shipment receiving, quality control protocols, inventory accuracy, and operational compliance. The inspection encompassed 1,850 pallet positions, 23 dock doors, and assessment of current WMS integration procedures. Overall compliance rating: 94.2% with three areas identified for improvement.

## SHIPMENT DETAILS

Parameter	Value	Status
Freight Type	Palletized Dry Goods	✓
Shipment Size	42 Pallets (Full Truckload)	✓
Carrier	Northern Freight Express	✓
BOL Number	BOL-NFE-457821-23	✓
PO Reference	PO-2024-08745	✓
Expected Units	10,080 Cases	Verified
Temperature Requirements	Ambient (15-25°C)	Compliant

## QUALITY INSPECTION RESULTS

### Visual Inspection Checklist

Inspection Criteria	Standard	Result	Pass/Fail
Pallet Condition	No broken boards, protruding nails	Acceptable	PASS

Shrink Wrap Integrity	100% coverage, no tears	98.5% intact	PASS
Case Damage	< 2% damaged cases	0.8% damaged	PASS
Product Labeling	All cases properly labeled	100% labeled	PASS
Expiration Dates	Min 120 days shelf life	156 days average	PASS
Lot Code Visibility	Clearly readable	All readable	PASS
Stacking Pattern	Per company standards	Column stack	PASS
Load Stability	No leaning > 5 degrees	All stable	PASS

## SCANNING & SYSTEM VERIFICATION

All receiving activities were processed through RF handheld scanners integrated with SAP WMS. System verification confirmed accurate data capture and real-time inventory updates.

Process Step	Technology Used	Completion Rate	Errors
BOL Scanning	Zebra MC3300 - 2D Scanner	100%	0
Pallet License Plating	SAP WMS Auto-LPN	100%	0
Case Count Verification	Manual count + RF entry	100%	1*
Lot Code Capture	OCR + Manual verification	100%	0
Put-away Confirmation	RF Scanner location verify	100%	0

\*Note: One case count discrepancy (short 1 case) was identified and documented. Variance recorded in SAP and supplier notified per standard procedures.

## SPECIAL HANDLING COMPLIANCE

Requirement	Procedure	Compliance
Stack Height Limit	Maximum 5 pallets high per racking specs	✓ Compliant
Weight Distribution	Heavier items on bottom per OSHA guidelines	✓ Compliant
Fragile Item Protocol	Top-load only, handle stickers visible	✓ Compliant
FIFO Rotation	Older stock positioned for first pick	✓ Compliant
Aisle Clearance	Minimum 4ft clearance maintained	✓ Compliant

## QUALITY ACCEPTANCE CRITERIA

Criterion	Threshold	Actual Result	Status
Visible Damage	< 2% of units	0.8%	✓ PASS

Temperature Compliance	Ambient 15-25°C	21°C recorded	✓ PASS
Seal Integrity	100% intact	100% intact	✓ PASS
Documentation Complete	100% of required docs	100% received	✓ PASS
Count Accuracy	99.5% or higher	99.99%	✓ PASS
Labeling Compliance	100% compliant	100%	✓ PASS

## EXCEPTIONS & ESCALATIONS

One minor exception was identified during receiving. The escalation path was followed according to company policy:

<b>Exception Type</b>	Quantity Shortage
<b>Description</b>	1 case short on Pallet #27 (SKU: DRY-40521)
<b>Action Taken</b>	Immediate supervisor notification (A. Williams)
<b>Documentation</b>	Variance report VR-2024-4521 created in SAP
<b>Resolution Path</b>	Supplier credit request submitted
<b>Status</b>	Closed - Credit approved by supplier
<b>Timeframe</b>	Resolved within 2 hours of identification

## DOCUMENTATION & APPROVALS

All required documentation was received, verified, and archived according to company retention policies. The following documents were reviewed and approved:

- Bill of Lading (BOL-NFE-457821-23) - Original signed copy received
- Packing Slip - Complete and accurate
- Certificate of Conformance - Supplier quality certification
- Product Specifications - Rev. 4.2, current version
- Delivery Receipt - Signed by receiving associate
- Temperature Log - Not required for ambient freight
- Chain of Custody - Not required for this shipment type

### Sign-Off and Approvals

Role	Name	Signature	Date
Receiving Associate	David Chen	[Signed]	12/20/2024 14:35
Quality Inspector	Michael Rodriguez	[Signed]	12/20/2024 15:10

Warehouse Supervisor	Angela Williams	[Signed]	12/20/2024 15:45
Inventory Manager	James Patterson	[Signed]	12/20/2024 16:20

## RECOMMENDATIONS & CORRECTIVE ACTIONS

- 1. Continue Current Protocols:** The receiving process demonstrated excellent compliance with established procedures. No significant changes recommended to current workflow.
- 2. Enhanced Supplier Communication:** While the quantity shortage was minor and properly handled, recommend implementing pre-shipment count verification calls with this supplier to prevent future discrepancies.
- 3. Staff Recognition:** The receiving team demonstrated exemplary attention to detail and proper adherence to safety protocols. Recommend formal recognition in monthly safety meeting.

## OVERALL ASSESSMENT

Category	Rating	Score
Documentation Completeness	★★★★★	100%
Quality Compliance	★★★★★	100%
System Accuracy	★★★★★	99.99%
Safety Protocol Adherence	★★★★★	100%
Time Efficiency	★★★★■	92%
<b>&lt;b&gt;OVERALL RATING&lt;/b&gt;</b>	<b>&lt;b&gt;★★★★★&lt;/b&gt;</b>	<b>&lt;b&gt;98.4%&lt;/b&gt;</b>

**CONCLUSION:** This shipment meets all quality acceptance criteria and has been approved for inventory receipt and storage. The receiving process was executed efficiently with proper documentation, system accuracy, and adherence to safety protocols. The single quantity variance was identified and resolved through established escalation procedures.

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