



MATERIALS MANAGEMENT DEPARTMENT

Check Point-Acceptance of Pre-Inspected Material Received against Stock/Non-Stock Purchase order

- ✓ Check availability of Purchase order
- ✓ Assign DBR no. for the received material
- ✓ Check for availability of Inspection Certificate issued by nominated Inspection Agency as per Purchase order along with the supply
- ✓ Check whether the material received is as per the Purchase order Description
- ✓ Check whether the received quantity tallies with the Inspected and passed quantity
- ✓ Ensure availability of Test reports in case referred by Inspecting Agency in Inspection Certificate
- ✓ Check whether the material was received within the Validity of the Inspection certificate
- ✓ Check whether material was received within the Delivery date of Purchase order
- ✓ Check whether firm has submitted Warranty Certificate as per Purchase orders Terms and Conditions
- ✓ Verify and compare the Hologram Serial numbers available on the Material with Hologram serial number range mentioned in the Inspection certificate
- ✓ Verify and compare the Inspection mark/Seal on the material with the mark/seal mentioned in the Inspection certificate
- ✓ Record the Hologram serial numbers/Inspection marks/seal and certify the confirmation on matching of same with Inspection certificate.
- ✓ Consignee has final rights to accept or reject the material. If necessary, carry out Internal Inspection and record the readings against parameters on which the inspection is carried out.