

## Goods-In Procedure

The following procedures cover all deliveries into the onsite warehouse.

- Indicate to the driver, the position that the vehicle is required to part for unloading and check the delivery paperwork against the purchase order.
- Prior to unloading, inspect the condition of the load e.g. curtains bulging or apparent damage. If you believe the load is unsafe to move, take pictures, inform your manager and refuse the load.
- If the load looks safe, unload pallets and stack safely in allocated stows as defined in the warehouse, whilst inspecting exterior wrapping and pallet condition whilst doing so.
- If you believe the products are not up to specification, take pictures, inform your manager and refuse the load.
- When unloading is complete, check delivery paperwork against quantities and if correct sign and stamp delivery paper. If there are shortages/refusals state this on the delivery paperwork.

### Quality Issue

Complete NCR log sheet for all faulty goods or refusals. This will then feed into the NCR log. See QCD 215 Complaints and NCR process.

### Health and Safety and Environmental

Ensure the visiting driver does not enter beyond the barrier on the inside of the door.

Ensure you have the correct PPE, follow any H&s instructions, and ensure any waste procedure is followed.

I confirm I have read, understood, and will adhere to the above procedure.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_