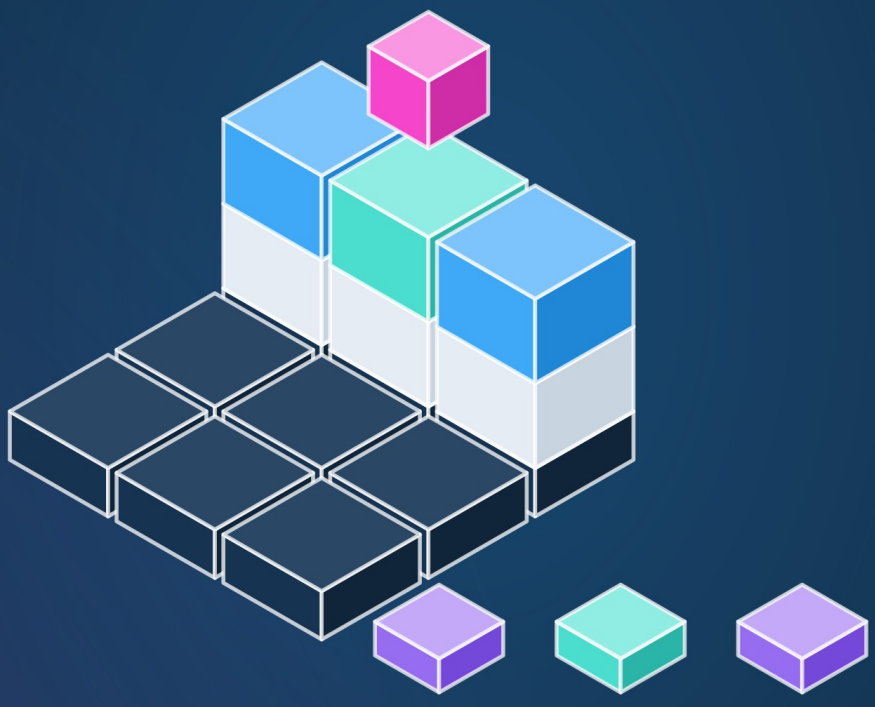
OPERATIONS INSIDER

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INCOMING INSPECTION AND TRACEABILITY QUICK START CHECKLIST

Score one receiving area in one hour, with records you can point at.



CLASSIFY. SAMPLE. DECIDE. TRACE.

START HERE

How to Use This Check

One plant or one receiving area, one hour with quality, purchasing and the warehouse, twenty-five statements, one number.

01 LOOK	02 SCORE	03 ACT
Go to the dock and open the real records: the inspection plans, the receipt log, the blocked area and the last trace you were asked for.	Score each statement from 0 to 4. Without a plan, a record or a label you can point at, the score is 2 or lower.	Pick the weakest block and agree one action with an owner and a date before you leave.

The Scoring Scale

POINTS	MEANING
0	Not in place.
1	Happens occasionally, depends on individuals.
2	Partly in place, not consistent across parts or suppliers.
3	Mostly in place and visible in the records.
4	Consistently in place, visible, reviewed and improved.

> **WHY INSPECTION SCOPE AND TRACEABILITY BELONG TOGETHER**
>
> **Inspecting everything the same way costs hours and still lets defects through, because the attention is spread evenly over parts with very different risk. A clean record of lots and serial numbers is what lets you reduce inspection without losing control, and what lets you answer in hours when one bad lot has to be found again.**

Before You Start

- **Scope:** one receiving area with its purchased parts, suppliers and the stock locations behind it.
- **Evidence:** inspection plans, the receipt records of four weeks, the blocked material list and one real trace request.
- **Tone:** you check the system, not the inspectors. Ask what they decide alone, not why they are slow.

THE CHECK

01 Inspection Scope by Risk

NO.	CHECK	SCORE 0 TO 4
01	Every purchased part number has a written inspection scope: what is checked, how, how often and by whom.	
02	The scope follows a risk class derived from the effect of a defect, not from habit or from the price of the part.	
03	The characteristics to be checked are named per part and taken from the drawing, the specification or the control plan.	
04	Parts without a risk that justifies inspection are released after an identity, quantity and document check at the dock.	
05	The scope of a part is reviewed when the part, the process or the supplier changes, and the review is recorded.	

02 Sampling Plans and Decision Rules

NO.	CHECK	SCORE 0 TO 4
06	Every sampling plan states the lot size it applies to, the sample size and the number of defects at which the lot is rejected.	
07	The team can explain what a sample proves, and nobody treats an accepted lot as a lot free of defects.	
08	Samples are drawn across the lot, not from the top layer of the first pallet.	
09	Rules for tightened and reduced inspection exist, and the switch is triggered by the record, not by a discussion.	
10	Every inspection is recorded with sample size, defects found and decision, so the plan can be reviewed against reality.	

THE CHECK

03 Receiving Flow and Blocked Stock

NO.	CHECK	SCORE 0 TO 4
11	Inspection has a marked place with space, light and a table at working height, and a gauge set that stays there.	
12	The time from the truck to the stock location is measured per receipt and known as an average.	
13	Lots waiting for inspection are visible, in a defined place and in a known sequence, and nothing is forgotten in a corner.	
14	Blocked material is in a separate, marked and access controlled area, labeled with lot and reason, and cannot be picked by mistake.	
15	Inspection capacity is planned against the expected receipts, and urgent lots follow a written rule instead of a shout.	

04 Nonconforming Material and Decisions

NO.	CHECK	SCORE 0 TO 4
16	A nonconforming lot is blocked in the system and physically within one shift, and not by the person who caused it.	
17	Every blocked lot gets a decision within an agreed time: use as is, sort, rework, return, scrap or a documented deviation.	
18	A deviation names the quantity, the time limit, the reason and the approver, and it ends by itself.	
19	Returns and the cost of sorting and rework are charged to the supplier and reported back with the record.	
20	A repeated defect triggers a structured problem solving request, and the next lots are inspected tighter until the fix is proven.	

THE CHECK

05 Traceability and Supplier Proof

NO.	CHECK	SCORE 0 TO 4
21	Every delivered lot carries a readable identification that is recorded at receipt and stays with the material to the point of use.	
22	The lot of a purchased part is linked to the production order, the batch or the serial number of the product it goes into.	
23	Shipping records link the serial number or batch of the product to the customer and the date, so a forward trace is possible.	
24	A trace in both directions is practiced in a drill at least once a year and finished inside an agreed time.	
25	Inspection is reduced or skipped for a supplier only on a written release with evidence, and the release ends on a rejection.	

Your Result

BLOCK	POINTS	OUT OF
01 Inspection Scope by Risk		20
02 Sampling Plans and Decision Rules		20
03 Receiving Flow and Blocked Stock		20
04 Nonconforming Material and Decisions		20
05 Traceability and Supplier Proof		20
TOTAL		100

YOUR RESULT

Read the Number

The total tells you how much of your incoming control is decided and how much is improvised. The weakest block tells you where to start.

TOTAL	WHAT IT MEANS	WHAT TO DO FIRST
0 to 39	Improvised. The scope depends on who is on shift, and a trace takes days.	Classify the parts by risk. Write one plan per class.
40 to 59	Documented. Plans exist and are the same for every part.	Move class C to a dock check. Agree sampling and switching rules.
60 to 79	Steered. Scope follows risk, blocked lots are decided, lots are recorded.	Link lots to serial numbers. Release the first suppliers.
80 to 100	Proven. Inspection sits where the risk is, a trace takes hours.	Hold the level. Run the drill once a year, review the classes.

Your Three Priorities

NO.	WHAT TO IMPROVE	FIRST ACTION	OWNER	DUE

THE RULE FOR EVERY ACTION

Owner and date, or it did not happen. Repeat the check after three months and compare the blocks, not the feeling.

What to Do Next

NEXT STEP	WHAT YOU GET
STARTER KIT	The guide for the first 30 days in one area, plus the inspection plan sheet in Excel with the risk matrix, a sampling calculator and the receipt record.
EXCELLENCE BUNDLE	The full playbook, a two-day workshop pack, six templates, the Excel system with supplier status, blocked stock, traceability, the timed drill and the audit, and a workshop deck. Both at operationsinsider.com.