Receiving Inspection Checklist

CargoLens

Date	Receiver	Carrier	BOL or PO number

BEFORE THE DOORS OPEN

- [ ] Trailer number matches the BOL
- [ ] Seal number matches the BOL; seal photographed
- [ ] Seal intact (note broken or missing)
- [ ] Reefer: set point and actual temperature photographed

DOORS OPEN

- [ ] Load photographed as it stands, before anything moves
- [ ] Checked for load shift and leaning stacks
- [ ] Checked for crushed, punctured or wet cases
- [ ] Checked for broken pallets and failed stretch wrap
- [ ] Noted where damage sits: nose, middle or tail

UNLOADING AND COUNT

- [ ] Pallets counted against the BOL
- [ ] Cases or units counted against the PO
- [ ] Shortage and overage counts recorded
- [ ] Each damaged item photographed close up, label visible
- [ ] SKU, lot and quantity recorded for each damaged item

BEFORE THE DRIVER LEAVES

- [ ] Every exception written on the delivery receipt
- [ ] Decision: accept, accept with exceptions, partial refusal or refusal
- [ ] Receiver signature
- [ ] Driver signature, copy given to the driver

AFTER

- [ ] Photos and notice sent to the carrier or vendor
- [ ] Pallets checked for concealed damage when broken down
- [ ] Exception logged (carrier, origin, SKU, batch, quantity)
- [ ] Follow-up owner and due date set

NOTES

When something does not match, fill in the OS&D report form (free at cargolens.app/osd-app) with the counts, damage and signatures for that load.

Free template from cargolens.app. Use and change freely.