

Medical Supply Arrival Compliance Checklist

General Information
Date of Arrival

Supplier Name

Delivery Reference / Invoice No.

Received By

Shipment Details

Item Description	Quantity Ordered	Quantity Received	Unit	Batch/Lot No.	Expiry Date	Compliant	Comments

Inspection & Compliance Checks
Packaging Intact

Correct Labeling & Documentation

Items within Expiry Date

Temperature Requirements Maintained

Any Damages or Discrepancies

Additional Observations/Notes