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## **Inventory Inspection Report Card Procedures**

All Incoming Inventory, Transferred Inventory, Productions and Work Orders are to be inspected and graded to confirm compliance or non-compliance with order specification and appearance requirements. We must be diligent to make sure that we are representing the quality of our products accurately to the market and the use of inventory report cards is critical to providing the purchasing department, Inventory Management and Sales with the necessary feedback to manage our vendors and keep our customers satisfied.

### **Procedures for Graders**

#### **1) Mill Inspection**

- a) Inspect all products at source of manufacture to assure purchasing specification compliance including Grade, Appearance, Packaging, End Sealing, and Moisture Content.
- b) Complete written copy of Inspection Report with all categories possible.
- c) *Transfer copy of inspection report to purchasing manager*
- d) Purchasing manager will include copy of inspection report with Mill Confirmation to head office.

### **Procedures for Warehouse and Inventory Managers**

- 1) Incoming shipments, warehouse transfers
- a) Inspect all incoming shipments upon arrival for purchase order compliance including Grade, Appearance, Packaging, End Sealing, and Moisture Content.
- b) If compliance concerns are raised during general inspection, select several random units to be opened for deeper inspection.
- c) If non-compliance indicated by random unit inspection advise purchasing and inventory managers immediately and await instructions.
- d) Send completed copies of Inventory inspection reports to Purchasing, Inventory Control, Receiving departments and Sales Group.
- e) Purchasing Manager will make recommended claims to vendors for non-compliance.
- f) Inventory manager will make any required code adjustments and or re-grading and remanufacturing recommendations.

### **Procedures for Mill Managers**

- 1) Re-manufactured products
- a) Inspect all Re-manufactured products to confirm compliance with Work Order specification including Grade, Appearance, End Sealing, Moisture Content and Packaging.
- b) If Non-Compliant advise the Work Order Administrator immediately to determine what actions to be taken.
- c) Inspection reports are to be submitted with all Work Order paperwork to the Work Order Administrator with Work Sheets, Time Sheets, and any other Work Order Paperwork prior to Work Order completion.