

EQUIPMENT RECEIPT CHECKLIST

| ACTIONS | SIGNATURE | DATE |
|--|---|-------------|
| Check all equipment deliveries for shipping/handling damage and physical condition. | _____ Engineer/Technician (code 63100) | |
| | _____ SBT Inventory Mgr (code 63020) | |
| When practical, unpack/uncrate all equipment received and inspect for physical damage. | _____ Engineer/Technician (code 63100) | |
| | _____ SBT Inventory Mgr (code 63020) | |
| Verify received equipment against packing list and/or existing documents for shortages. | _____ Engineer/Technician (code 63100) | |
| | _____ SBT Inventory Mgr (code 63020) | |
| Review Material Inspection and Receiving Report, DD 250. Do not accept equipment until after installation. | _____ Engineer/Technician (code 63100) | |
| | _____ SBT Inventory Mgr (code 63020) | |
| Prepare all necessary receipt and control documents. | _____ Engineer/Technician (code 63100) | |
| | _____ SBT Inventory Mgr (code 63020) | |
| Provide covered temporary storage prior to final delivery and custodial acceptance. | _____ Engineer/Technician (code 63100) | |
| Assign plant account numbers. Affix PA barcode to equipment. | _____ SBT Inventory Mgr (code 63020) | |