

# Delivery Receiving Process

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VERSION HISTORY			
VERSION NO.	1.1	CURRENT VERSION DATE	6/30/2020
EFFECTIVE DATE	7/1/2020	EXPIRATION DATE	None
RESPONSIBLE PERSON	Chad Blake	SIGNATURE	Chad Blake
QA MANAGER	Doug Westlund	SIGNATURE	Doug Westlund
WRITER	Chad Blake	APPROVAL	Doug Westlund

## REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

## **1. Introduction**

Accurately receiving and distributing materials and other supplies is critical to our ability to complete projects in a timely manner.

## **2. Definition**

Receiving of deliveries and distributing them in an accurate and timely manner across all divisions.

## **3. Delivery Types**

Common Carrier – UPS, FedEx, USPS

3<sup>rd</sup> Party Freight – Old Dominion, USF Holland, etc.

Vendor Courier – Glantz, ALRO, Eastern Metal, etc.

Order Pickup – Home Depot, Harbor Freight, Menards, etc.

## **4. Delivery Zones**

Print Room – Responsible for all Common Courier Deliveries, Order Pickup, and Vendor Couriers specific to the Print Production Area.

Fabrication Shop – Responsible for all 3<sup>rd</sup> Party Freight and Vendor Courier deliveries specific to the Fabrication Shop.

## **5. Staging Areas**

Each Delivery Zone is to establish a Staging Area for products received for other areas. It is the responsibility of each division to check the Staging Areas daily for deliveries.

## **6. Requirements**

Each Delivery Zone must accurately verify the contents of the delivery vs the packing slip.

All Vendor Courier Deliveries must be verified while the courier is present, noting any discrepancies prior to the courier's departure.

## **7. Forms and Procedures**

Forms and Procedures to be located on the server in:

Y:\Westlund Concepts Forms\SOP\Operations

## **8. Process Review**

Operations Manager is responsible to review and revise this process, as necessary.

Failure to properly execute the process can result in education or discipline as outlined in the employee handbook.

## STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.