

Initial Sample Inspection Report

Incoming Material Sampling

Format No.

Material ID	Material Name	End User Department

Purchase Order No. & Date	Supplier Name

Material Description

Nos. of Sample Taken	Initial Sample Test Plan
Nos. of Trial	

External Standards Used	Internal Standards

Material Specifications

Material Standards

Acceptable Tolerance / Criteria

Method Used

Tests	Acceptable Limits	Result

Remarks

Inspector Name & Signature:

Date:

Purchase Manager Signature: