

Raw Material Inspection Report

Date: [Insert Date]

Company Name: [Insert Company Name]

Address: [Insert Company Address]

To Whom It May Concern,

This report presents the findings from the inspection conducted on the incoming raw materials received on [Insert Receipt Date]. The materials inspected include:

- Material Type: [Insert Material Type]
- Batch Number: [Insert Batch Number]
- Supplier: [Insert Supplier Name]

Inspection Summary:

The inspection comprised the following evaluation criteria:

- Physical Appearance: [Insert Findings]
- Dimensions: [Insert Findings]
- Quality Tests: [Insert Findings]
- Supplier Certification: [Insert Findings]

Conclusion:

Based on the inspection results, the raw materials are [approved/rejected] for use in production. Please find the details in the attached documentation.

For any questions, please contact [Insert Contact Name] at [Insert Contact Information].

Regards,

[Your Name]

[Your Job Title]

[Company Name]