Incoming resin inspection log

One sheet per lot. Hold the lot until every line is checked.

ResinBridge
resinbridge.com/resin-incoming-inspection

PO number | Supplier | Grade | Color

Lot number(s) | Packages received / expected | Net weight | Date received

At the dock

Check	Pass when	OK	Hold	Notes
Paperwork	PO, packing list, bill of lading and COA agree on grade, color and quantity. Every lot has a COA.	☐	☐	
Packaging	Boxes dry and square, liners sealed, bags not punctured, pallets wrapped. Damage written on the bill of lading before signing, and photographed.	☐	☐	
Labels	Grade, color and lot on every package, and each lot matches a COA. No covered, handwritten or replaced labels without an explanation.	☐	☐	
Cold weather	Sealed packages left to warm up before opening, so condensation does not wet the pellets.	☐	☐	
Retain sample	About 1–2 lb (0.5–1 kg) from a freshly opened package, sealed and labeled with grade, color, lot, PO and date.	☐	☐	

Quick tests

Test	Method	Spec / COA value	Measured	OK	Hold
Moisture	Loss-in-weight or Karl Fischer, as received and after drying			☐	☐
Melt flow	ASTM D1238 / ISO 1133 at the COA's temperature and load, on dried resin			☐	☐
Color and contamination	Pellets on a white tray against the retain or color standard; molded plaque			☐	☐
Density	ASTM D792 / ISO 1183			☐	☐
Ash (filled grades)	ASTM D5630 / ISO 3451			☐	☐

Decision

☐ Released to production	☐ Held: supplier notified	☐ Rejected / returned

Received by | Tested by | Released by / date

Typical guidance only. The producer's specification and your customer's requirements set the real limits. Agree on test methods with your supplier before a dispute, not during one. Questions about a lot? A polymer chemist at ResinBridge can help: resinbridge.com/quote