

Receiving deliveries



- Check that it came with a Delivery Order, then be sure to sign it.
- Perform [GRN](#) on Tenderboard.
- Log it [[chemicals](#)] [[non-chemicals](#)].
- Update the inventory [[chemicals](#)] [[non-chemicals](#)].
- If it is an equipment, [tag it](#) and [update the equipment list](#).
- If it comes with a manual, scan and [upload it](#).
- If it comes with an MSDS, [archive it](#) and update the [MSDS monitor](#).
- Conduct a [Risk Assessment](#).
- Draft [SOPs](#) and [SWPs](#).

QR code for the links



QR code for current deliveries



Poster version code:	
Poster prepared by:	Laboratory Manager
Date printed:	
Approved by:	
Signature:	