
Incoming Lumber Grade Verification Against Purchase Order

1.0 Objective & Scope

The objective of this procedure is to ensure that all incoming lumber shipments are accurately verified against the corresponding purchase order (PO) for grade, species, dimensions, and quantity. This process maintains inventory accuracy, prevents costly rework, and ensures that only compliant material enters the warehouse. The Receiver and Inventory Clerk are responsible for executing this procedure.

2.0 Required Systems, Tools & Materials

- SupplyGrid WMS or ERP system with PO receiving module
- Mobile barcode scanner (Zebra or equivalent) or tablet with scanning capability
- Lumber grade stamp reference guide (e.g., NLGA, CLSAB, or WCLIB standards)
- Moisture meter (pin-type or pinless) for spot-checking
- Tape measure or digital caliper for dimension verification
- Clipboard, pen, and printed PO or digital copy
- Pallet jack or forklift for moving bundles
- Red quarantine tags for non-conforming material

3.0 Safety & Handling Precautions

- Wear CSA-approved steel-toed boots, high-visibility vest, and cut-resistant gloves when handling lumber.
- Ensure all forklift operators are certified and operate within designated traffic lanes.
- Inspect lumber bundles for loose straps or protruding nails before handling.
- Use proper lifting techniques for individual pieces; team lift bundles over 25 kg.
- Keep aisles clear of debris and maintain clear sightlines when moving loads.

4.0 Step-by-Step Procedure

1. Upon arrival of the lumber shipment, cross-reference the carrier's bill of lading with the open PO in SupplyGrid to confirm the shipment matches the expected supplier and order number.
2. Inspect the exterior of the truck or container for signs of damage, water ingress, or pest infestation. If damage is visible, photograph and note on the bill of lading before unloading.
3. Unload the lumber bundles onto the receiving dock using a forklift. Place each bundle in the designated inspection area, keeping bundles separated by grade and species.
4. Locate the grade stamp on at least three pieces per bundle. Verify the stamp matches the grade specified on the PO (e.g., #2 & Better, Select Structural). Record the stamp code and grading agency in the system.

5. Measure the dimensions (width, thickness, length) of a random sample of 5% of the pieces per bundle using a tape measure or caliper. Compare against the PO specifications and allowable tolerances (e.g., +/- 1/16" for surfaced lumber).
6. Use a moisture meter to test at least three pieces per bundle. Acceptable moisture content for kiln-dried lumber is typically 15% or less. Record readings in the system.
7. Visually inspect each piece for defects such as wane, checks, splits, knots, or warp. Flag any piece that exceeds the allowable defect limits for the specified grade.
8. Count the total number of pieces per bundle and compare to the PO quantity. For random-length bundles, verify the total board footage using the tally sheet or by manual calculation.
9. If all checks pass, scan the bundle barcode (or enter the PO and bundle ID) into SupplyGrid to confirm receipt. Assign the inventory to the correct bin location in the lumber storage area.
10. If any piece fails grade, dimension, or moisture checks, place a red quarantine tag on the affected bundle and move it to the designated non-conforming materials area. Do not put it into active inventory.
11. Update the PO status in SupplyGrid to 'Partially Received' or 'Received with Exceptions' as appropriate. Attach any photos or notes to the PO record.
12. Notify the Inventory Manager and Purchasing department immediately if the non-conforming material exceeds 5% of the total shipment volume.

5.0 Verification & Discrepancy Reporting

1. After completing the inspection, the Receiver must reconcile the physical count and grade observations with the PO in SupplyGrid. Any discrepancy in quantity or grade must be documented in the system.
2. If the discrepancy involves grade or dimension non-compliance, the Inventory Clerk must generate a Non-Conformance Report (NCR) and attach it to the PO record. The NCR must include photos, measurement data, and the grade stamp details.
3. For quantity discrepancies (overage or shortage), the Receiver must update the PO quantity to reflect the actual received count. If the variance exceeds 2%, the Purchasing Manager must be notified within 1 hour.
4. All quarantined material must be held for a minimum of 48 hours pending a decision from the Purchasing Manager. The material may be returned to the supplier, re-graded, or reworked only with written authorization.
5. The Inventory Manager must review all NCRs weekly and track recurring issues with specific suppliers. Supplier performance data must be updated in the vendor scorecard monthly.

Regulatory Disclaimer: This document is a generic operational template provided for educational purposes. The end-user assumes all liability for reviewing, adapting, and validating all step sequences and material handling protocols against local shop capabilities.