

Equipment delivery checklist template

A goods-in checklist for installers taking delivery of project equipment such as panels, inverters, batteries and chargers: check it against the order, record shortages, damage and serials, and where it's stored.

Project	Site	Completed by	Date
---------	------	--------------	------

1. Delivery details

1.1 Project and site **Required**

 TEXT

1.2 Supplier **Required**

 TEXT

1.3 Purchase order number **Required**

 TEXT

1.4 Delivery note number **Required**

 TEXT

1.5 Carrier

 TEXT

1.6 Date received **Required**

 DATE

1.7 Delivered to **Required**

☐ Our warehouse
☐ Site store
☐ Direct to install area
☐ Client's goods-in

CHOOSE ONE

2. Packaging and condition

Check before signing the carrier's paperwork.

2.1 Pallets or packages expected (packages)

 READING

2.2 Pallets or packages received **Required** (packages)

 READING

2.3 Outer packaging condition **Required**

☐ Good
☐ Minor marks
☐ Crushed or torn
☐ Wet
☐ Pallet broken or panels shifted

☐ Tilt or shock indicator triggered

CHOOSE ONE

2.4 Photo of the delivery as it arrived **Required**

Pallet, labels and any visible damage, before unwrapping.

PHOTO

2.5 Signed for as **Required**

CHOOSE ONE

☐ Received in good order

☐ Signed as unchecked

☐ Signed with damage noted

3. Items against the order

Open and check every line, not just the box count.

3.1 Line checks **Required**

CHECKLIST GRID

Check	Yes	No
Quantities match the delivery note	☐	☐
Delivery note matches the purchase order	☐	☐
Models and part numbers correct	☐	☐
Mounting kits, connectors, cables and accessories included	☐	☐
Items undamaged once unpacked	☐	☐

3.2 Serial numbers recorded

Upload a photo or list of serial labels (panel flash lists, inverter, battery and charger serials), or record serials on each product.

FILE UPLOAD

3.3 Everything received as ordered? **Required**

YES / NO

☐ Yes ☐ No

4. Discrepancies

4.1 Problem type

CHOOSE ANY

↳ Shown when "Everything received as ordered?" is No

☐ Short delivery

☐ Over delivery

☐ Wrong item

☐ Damaged item

☐ Missing paperwork

4.2 Items and quantities affected

↳ Shown when "Everything received as ordered?" is No

NOTES

4.3 Photos of damage or wrong items

↳ Shown when Problem type includes Damaged item or Wrong item

PHOTO

4.4 Supplier notified

Check your supplier's and carrier's deadline for reporting damage.

↳ Shown when "Everything received as ordered?" is No

DATE

4.5 Impact on the install

CHOOSE ONE

↳ Shown when "Everything received as ordered?" is No

☐ None

☐ Can start, item needed later

☐ Blocks the install

5. Storage and receipt

5.1 Stored at Required

e.g. warehouse bay 4, site compound, locked container.

TEXT

5.2 Stored to the manufacturer's instructions

YES / NO

e.g. panels flat and dry, batteries within the stated temperature range.

☐ Yes ☐ No

5.3 Labelled with project and install location Required

YES / NO

☐ Yes ☐ No

5.4 Received by Required

TEXT

5.5 Signature Required

SIGNATURE