

Work instruction: Incoming goods inspection of pool sheets

Objective:

To ensure that all delivered pool slabs meet the specified quality standards and arrive undamaged at the recipient's premises.

1. Goods receipt inspection

- **Responsible person:** The incoming goods inspection is carried out by the responsible specialist or the warehouse team.
-

2. Receipt of the delivery

- Check the delivery note and ensure that all items and quantities match the order.
-

3. Inspection before processing the sheets

- **Packaging:**
Check that the packaging (e.g. film, pallets) is undamaged and that there are no signs of improper handling.
- **External damage:**
If possible, check each pool sheet for external damage such as scratches, cracks, dents or breaks. Document any damage and report it immediately.
- **Markings:**
Check that all required labels on the sheets are correct and legible.
- **Quantity:**
Count the pool sheets supplied and ensure that the quantity ordered matches the delivery.
- **Product:**
Compare the pool sheets in terms of size, colour and material with the details on the order and the delivery note. Pay attention to any discrepancies.

5. Check for quality features

- **Dimensions:**
Measure the pool sheets for deviations in size and thickness if necessary. Ensure that the sheets are in the right size.
 - **Surfaces:**
Check the surface condition of the sheets for uniform texture and colour as well as material defects or deformations. The sheets must always be checked for colour differences before welding.
-

6. Documentation of defects and deviations

- **Defect report:**
If defects or deviations are found, document them carefully. If necessary, take photos of the damage and, if possible, attach them to a report. Inform the relevant complaints department immediately and notify the supplier of the defects.
 - **Follow-up:**
Ensure that all defects and complaints are followed up to ensure a speedy solution (replacement delivery, credit note, rectification).
-

7. Completion of the incoming goods inspection

- **Note on delivery note:**
Confirm the inspection on the delivery note with signature and date if there are no defects.
 - **Storage:**
- After successful inspection, the pool sheets are transferred to the appropriate warehouse or designated area. The sheets must be stored on a flat surface or on suitable system racks with surface support.

The sheets must be stored indoors. Outdoor storage is only permitted in exceptional cases and if white protective film is used (for more information, see product information for swimming pool products). For block storage, a maximum of 3 pallets should be stacked on top of each other. In order to avoid overbending and the loosening of pallet nails, the use of suitable forklifts, if necessary, with a cross beam, must be prescribed for lengths of 3m or more.

8. Follow-up

- If defects are found, coordinate the return or replacement of the goods with the supplier. If necessary, document all steps relating to the complaint in the internal systems and ensure that the affected stocks are blocked or marked.