

Quality inspections

Quality management

Documentation version 1.0
Published 17 November 2026
https://www.hesabuerp.co.ke/documentation/

Quality management

Quality inspections

Define what to check on an item and record inspection results on receipts, deliveries and production.

Intermediate · About 25 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Available with the **Production** add-on, which any plan can add. Contact us to add it.

Overview

A **Quality Inspection** records the result of checking goods against a specification, for example the moisture of grain you receive or the finish on a product before delivery. It can be required before a document is submitted.

Prerequisites

Items created. Decide what to check and the acceptable range for each reading.

Steps

Create an inspection template

1. Search for **Quality Inspection Template** and click **Add**.
2. Enter a name, such as *Grain Intake*.
3. Search for **Quality Inspection Parameter** first and add each parameter you check, such as *Moisture* or *Weight*.
4. In the template, add the parameters, with the **Acceptance Criteria**: either a numeric range (**Minimum Value** and **Maximum Value**), or an **Acceptance Criteria Value** or **Formula**.
5. Save.

Require it on an item

1. Open the **Item**, and find the **Quality Inspection** section.
2. Tick **Inspection Required before Purchase** and/or **before Delivery**, and choose the **Quality Inspection Template**.
3. Save.

Record an inspection

1. From a **Purchase Receipt**, **Delivery Note** or **Stock Entry**, click **Create > Quality Inspection**. You can also add one from **Quality Inspection** directly.
2. Choose the **Inspection Type** (*Incoming*, *Outgoing* or *In Process*), the **Item**, the **Sample Size** and the **Inspected By**.
3. The template's parameters fill in. Enter each **Reading Value** and mark it **Accepted** or **Rejected**.
4. Save and **Submit**. The overall **Status** is *Accepted* if all readings pass, or *Rejected* if not.

Practical example

A mill checks each delivery of maize. Moisture must be at most 13.5%. A lorry's sample reads 15.1%, so the inspection is rejected, and the receipt is held. The purchasing manager contacts the supplier.

Important notes

- If an inspection is required and not done, the system can stop the document from being submitted. Check the setting in **Stock Settings**.
- Record readings honestly. The inspection history is your evidence in a dispute with a supplier.
- Return rejected goods with a **Purchase Return**. See Purchase returns and debit notes.

Common mistakes

- A range that is too tight, so everything fails.
- Inspecting after the goods have been issued.

Next steps

Read Quality management.

Related documentation

- Quality management: goals, procedures and non-conformances
- Creating items
- The procurement cycle