RECEIVING INSPECTION PROCEDURE

Quality Procedure

Al Khobar Stockist Warehouse & Distribution Facility

DTE-QMS-PRO-06 | Revision 00 | Effective 01 January 2026

Document No.	DTE-QMS-PRO-06	**Revision**	00
Document Title	Receiving Inspection Procedure	**Effective Date**	01 January 2026
Issued By	HSE & Compliance Function	**Approved By**	General Manager
Applicable To	Al Khobar Warehouse & Distribution Facility	**Classification**	Internal / Controlled

Receiving Inspection Procedure

All incoming goods received at the Al Khobar warehouse — whether from the affiliated UAE/Qatar production facilities or other approved suppliers — are subject to receiving inspection before being put away into stock.

Inspection Activities

- Verification of delivered quantity, product description, and batch/lot marking against the purchase order and delivery note.
- Visual inspection for transport damage, packaging integrity, and correct labelling.
- Review of accompanying certificates of conformance/compliance for accuracy against the specification, purchase order, and drawing (where applicable).
- Basic dimensional or visual verification against specification where the risk assessment or customer requirement calls for it.

Sampling Approach

Where a delivery consists of multiple units of the same batch/lot, inspection is carried out on a representative sample rather than 100% of units, with sample size scaled to consignment size and criticality; any nonconformance found in the sample triggers inspection of the full consignment before release to stock.

Non-Conforming Receipts

Goods found not to conform to specification, quantity, or documentation requirements at receiving inspection are held in a clearly identified quarantine area, are not put away into saleable stock, and are logged for supplier corrective action under the Corrective Action & Control of Nonconforming Product Procedure. The supplier is notified and a resolution (replacement, credit, or accepted concession) is agreed and recorded before the goods are released or returned.

Records

Receiving inspection outcomes are recorded against the relevant purchase order / goods-received note and retained together with supplier certificates for a minimum of five years, supporting full traceability of every consignment received.

Legal & Regulatory References

This procedure has been developed with regard to the following legal, regulatory, and industry reference points applicable to Diode's operations in the Kingdom of Saudi Arabia. Diode does not represent certification against any external standard referenced below unless separately stated; references are used to inform internal practice.

Reference	Relevance
ISO 9001, Clause 8.6 (Release of Products & Services)	Reference point for verifying conformance before goods are released into saleable stock.

Records Retained

The following records evidence the operation of this procedure and are retained for a minimum of five (5) years unless a longer period is required by contract or law, and are made available to customers, principals, and appointed auditors upon reasonable request:

- Goods-received notes with inspection sign-off
- Supplier certificates of conformance/compliance
- Quarantine log for non-conforming receipts

Related Documents

- DTE-QMS-PRO-05 Purchasing & Approved Supplier Management Procedure
- DTE-QMS-PRO-07 Warehouse Inspection, Product Release & Traceability Procedure

AUTHORIZATION

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Company Stamp: