

304 RECEIPT INSPECTOR

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified RECEIPT INSPECTOR (NAVEDTRA 43239-A (CH-1)).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

304 RECEIPT INSPECTOR (JOURNEYMAN)

Estimated completion time: 4 weeks

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: NONE

304.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

304.1.1 SCHOOLS:

SH 'A' School A-823-0012 (RECOMMENDED)

Completed _____
(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS: NONE

.3 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

Completed _____
(Qualifier and Date)

105 Bulk Storeroom Custodian/Receipt Inspector

Completed _____
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS: NONE

304.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What safety precautions must be observed?
- E. What follow up action is required?
- F. Satisfactorily perform this task.

WATCHSTATION 304

304 RECEIPT INSPECTOR (JOURNEYMAN)

Questions

304.2.1 Retrieve DD form 1155 from Receipt Inspector File (WF1) (3 times) A B C F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.2 Retrieve DD form 1149 from Receipt Inspector File (WF1) (3 times) A B C F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.3 Receive stock from Purchase Order (3 times) A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.4 Receive stock from OSO (3 times) A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 304

304 RECEIPT INSPECTOR (JOURNEYMAN)

Questions

304.2.5 Receive Stock from CLO (Prime Vendor) (3 time)

A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.6 Count open containers (2 times)

A B F

(Signature and Date)

(Signature and Date)

.7 Count case lots

A B C F

(Signature and Date)

.8 Receive partial shipment (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.9 Circle, sign, date, print name and rate on documentations (3 times)

A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 304

304 RECEIPT INSPECTOR (JOURNEYMAN)

Questions

304.2.10 Inspect stock for quantity, quality and expiration date (2 times) A B C E F

(Signature and Date)

(Signature and Date)

.11 Assemble stock on the pier/hanger bay (2 times) A B C D E F

(Signature and Date)

(Signature and Date)

.12 Ensure safety and security of stock received on the pier/hanger bay (2 times) A B C E F

(Signature and Date)

(Signature and Date)

.13 Conduct turnover of receipt documents to the recordskeeper (3 times) A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .2 AREA COMPRISES 88% OF WATCHSTATION.

304 RECEIPT INSPECTOR (JOURNEYMAN)

304.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What safety precautions must be observed?
- E. What follow up action is required?
- F. Satisfactorily perform this task.

Questions

304.3.1 Reject incoming stock (2 times) A B C E F

(Signature and Date)

(Signature and Date)

.2 Receive stock in inclement weather A B C D E F

(Signature and Date)

COMPLETED .2 AREA COMPRISES 12% OF WATCHSTATION.

304.3 INFREQUENT TASKS – None to be discussed.

304.4 ABNORMAL CONDITIONS – None to be discussed.

304.5 EMERGENCIES – None to be discussed.

304.6 WATCHES – None.

304.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

304.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)