

Factory QC Checklist

Blank inspection planning template. Record actual measurements; this is not evidence of a completed inspection.

DOCUMENT STATUS

Procurement reference edition / 10 September 2026. Not a final approved model datasheet, certificate, quotation or contractual warranty. Confirm the exact SKU, sample and written order terms before purchase.

Project identity	Complete before inspection
RFQ / order; SKU; batch; quantity	
BOM / drawing / artwork / sample revision	
Inspection site; responsible operator; date	

Agree methods and acceptance limits before sampling

Checkpoint	Method / threshold / result / evidence
Incoming material and supplier lots	Record selected material, lot IDs, certificates where verified, and disposition.
Assembly and workmanship	Record work instruction, sample size, fit, joint and assembly observations.
Functional / electrical / print tests	Use the agreed method; record conditions, equipment, threshold and actual result.
Labels, serial / QR and manuals	Check SKU, ratings, language, code uniqueness and scan sample.
Packaging and quantity	Verify approved artwork, contents, protection, unit count and carton marks.
Nonconformities and corrective action	Record each exception, affected quantity, containment, owner and re-test result.
Release authorization	Reviewer, evidence IDs, acceptance or hold decision, date and signature.

No default pass, sample size or universal acceptance limit is supplied. The buyer and responsible manufacturer must agree the plan for the actual product, destination and risk. Unresolved items stay on hold.