

●●● **1. General Information**

- Factory Name: _____
- Inspection Date: _____
- Inspector Name: _____
- Customer/Product Brand: _____
- PO Number: _____
- Product Description: _____
- Inspection Type: Initial During Production Final Random Inspection

●●● **2. Quantity Check**

- Confirm total quantity produced matches the purchase order.
- Check quantity per carton matches packing list.
- Record units inspected and total order quantity.
- Note any shortages, overages, or mixed products.

●●● **3. Workmanship Check**

Sample Size Inspected: _____ unit

- Check for cosmetic defects (scratches, dents, marks, discoloration, etc.)
- Check for functional issues (e.g., moving parts, switches, electronics)
- Classify defects:
 - Critical: _____
 - Major: _____
 - Minor: _____
- Document defects with photos.

●●● 4. Product Specifications

- Measure key product dimensions and compare to approved samples or drawings.
- Confirm materials used match customer requirements.
- Check product weight and finish.
- Test printing or labeling accuracy (logos, text, expiry dates, barcodes).

●●● 5. Functionality / Performance Testing

- Perform basic function tests to ensure product works as intended.
- Test specific product features (e.g., charging, lights, movement).
- Test packaging seals, zippers, clips, latches, etc.
- Check power on/off, battery functionality, or mechanical movement if applicable.

●●● 6. Safety and Compliance

- Confirm applicable compliance labels are present (CE, FCC, etc.).
- Check warning labels and user manuals (language, placement).
- Confirm product edges or materials are safe for end use.
- Conduct drop tests or stress tests if applicable.

●●● 7. Packaging and Labeling

- Confirm outer carton specs (weight, dimensions, strength).
- Inspect inner packaging – foam, inserts, bags, instructions.
- Check labeling (shipping marks, barcodes, quantity).
- Confirm packaging matches customer requirements and is protective.

●●● **8. Carton Drop Test (for final inspection)**

- Conduct drop test from 1 meter (8 angles: 3 edges, 3 corners, 2 faces).
- Check product condition after test – any visible damage?

●●● **9. Photos Required**

- Factory overview
- Workers during production
- Product defects
- Packaging and cartons
- Measuring and testing processes
- Shipping marks

●●● **10. Inspector's Comments and Recommendations**

- Notes: _____
- Recommendation: Accept Accept with reservation Reject
- Inspector Signature: _____
- Date: _____



Tip

Why Use a Sourcing Agent?

A trusted sourcing company like **China Sourcing Co** not only manages inspections with professional teams on the ground, but also helps you create tailored QC checklists based on your product. This ensures your standards are met and risks are minimized before your goods ship.