

Inspection Report

(During Production Check)

Report #:

INSPECTION RESULT

PRODUCT DESCRIPTION

Client Name:

Product Name:

Inspection date:

Your reference number:

P/O number:

Supplier:

Supplier address:

Contacts:

Order quantity:

Pcs ready for inspection:

Reference sample available:

Reference sample available:

Factory cooperation

Factory organization

Inspector's opinion on the factory

Or refer to Supplier Inspection report:

RESULTS

Specifications Check:					
Tests:					
AQL:			CRI	MAJ	MIN
		Found			
		Max			
		Checked			

IMPORTANT REMARKS / GENERAL DEFECTS

INSPECTION STANDARDS

Inspection type	
Sampling standard	
Sampling level	
AQL for Critical defective	
AQL for Major defective	
AQL for Minor defective	
Sampling size for Cri/Maj/Min	
Nb of inspected pieces	
Total number of cartons	
Nb of cartons inspected	
Nb on the inspected cartons	

QUALITY STANDARD

RAW MATERIAL & PRODUCTION PROCESS

1. Raw material quantities

Description / Quantity	Result	Actual findings/comments

Pictures	

2. General conditions of storage

Expected Result	Result	Actual findings/comments
Client's instructions :		
Is there a warehouse protecting raw materials?		

3. Manufacturing Process

Expected Result	Result	Actual findings/comments
client's instructions:		
How many workers are dedicated to this production?		
How many machines are used for this production?		

Pictures	

4. Production Capacity

Expected Result	Result	Actual findings/comments
Client's instructions :		

Limiting step / bottleneck (please take picture):
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Pictures:

FINISHED PRODUCT

1. Quantity

Expected Result	Result	Actual Finding / Comments

Quantity of packed products:	
Quantity of finished products:	
Quantity of semi-finished products:	

Pictures:	

2.Colours			
Expected Result	Result	Pantone code	Comments
Pictures:			
Client's comments:			

Pictures:	

3. Product dimensions		
a. Dimensions		
Expected Result	Result	Actual Finding / Comments
b. Weight		
Expected Result	Result	Actual Finding / Comments
Client's comments:		

MEASUREMENT TABLE - Actual Finding						
	Expected	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5
Inner circumference						
Front eyelets						
eyelets from top						
weight						
Pictures:						

4. Artworks

a. Logo

Client's comments:

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Pictures :

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b. Label

Expected Result	Result	Actual finding / Comments

Pictures:	

5. Packing and packaging		
a. Unit packing		
Expected Result	Result	Actual Finding / Comments

Pictures:	

b.Inner packing		
Expected Result	Result	Actual Finding / Comments

Pictures:	

c. Outer packing		
Expected Result	Result	Actual Finding / Comments
Client's comments:		

Pictures:		
d. Dimensions of export cartons		
Expected Result	Result	Actual Finding / Comments

Pictures:	

e. Weight of cartons		
Expected Result	Result	Actual Finding / Comments

Pictures:	

Shipping Marks		
a. Carton Front Mark		
Expected Result	Result	Actual finding / Comments
SIZE: QUANTITY: COLOR: CARTON NO.:		
b. Carton Side Mark		
Expected Result	Result	Actual finding / Comments

Pictures:	

TESTS AND SPECIAL REQUIREMENTS		
Test description	Comments from Inspector	Result

CLIENT'S IMPORTANT INSTRUCTIONS ON TESTS

Client's Instructions	Actual Finding / Comments

SAMPLE COLLECTION

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DEFECTIVES LIST					
		CRI	MAJ	MIN	Picture

DEFECTIVES LIST SUMMARY				
	CRI	MAJ	MIN	AQL result
Number of Defectives found				
Maximum Allowed				
No. of Inspected samples				

CRI:

MAJ:

MIN:

CLIENT'S IMPORTANT INSTRUCTIONS ON AQL

Client's Instructions	Actual Finding / Comments

ADDITIONAL PICTURES

Other Pictures:

Cartons:

Factory Disclaimer

Original signature from Factory Manager accepting JWB Inspection conditions on Shipment authorization and bribery issues

End of the Report