

Inspection Report

(During Production Check)

Report #:

INSPECTION RESULT

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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:		
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 inspected cartons	
Nb of the cartons inspected	

PRODUCTION ORGANIZATION AND STATUS CHECK

Expected findings	Actual findings	Comments
Quantity of finished and packed products available?		
Quantity of finished and un-packed products available?		
Quantity of semi-finished products?		
Pictures		

Daily Order production capacity according to Factory?		
Daily Order production capacity, estimated by Inspector?		
Expected Order completion Date according to Factory?		

PRODUCTS INSPECTION

QUALITY STANDARD

1. Quantity

Expected Result	Result	Actual Finding /Comments
50% of the total order quantity must be finished and packed-order qty: Pcs		
Pictures:		
Packed products		

2. Colours			
Expected Result	Result	Pantone code	Actual Finding /Comments
Pictures:			

3. Product Dimensions						
a.Dimensions						
Expected Result	Result	Comments				
Unit size						
b.Weight						
Expected Result	Result	Comments				
Unit weight						
MEASUREMENT TABLE - Actual Finding						
	Expected	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5
Unit size						
Unit weight						
Screen size						

Pictures:	

4. Artworks		
Logo		
Client's comments:		
Pictures:		
Artwork or Sample	Bulk product	

a. Label quality		
Expected Result	Result	Actual Finding /Comments
General quality and design		
Spelling		
Font type		
Boldness		
Pictures:		
b. Logo colors		
Expected Result	Result	Actual Finding /Comments
c. Logo Dimension, Positioning and Alignment		
Expected Result	Result	Actual Finding /Comments
Dimension (width x height)		
Positioning		
Positioning		
Alignment and parallelism		

Pictures:		
Logo size check		
d. Label		
Expected Result	Result	Actual Finding /Comments
Compare to the attachment below.		
Pictures:		

5. Packing and packaging

a. Unit packing:

Expected Result	Result	Actual Finding /Comments
Pictures:		
b. Inner packing:		
Expected Result	Result	Actual Finding /Comments

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

Pictures:		
Carton size check		
e.Weight of cartons:		
Expected Result	Result	Actual Finding /Comments
Pictures:		
Carton weight check		

6.Shipping Marks		
a. Carton Front Mark		
Expected Result	Result	Actual Finding /Comments

b. Carton Side Mark		
Expected Result	Result	Actual Finding /Comments
Pictures		
Front mark	Side mark	
Barcode on master carton		

TESTS AND SPECIAL REQUIREMENTS : FINISHED PRODUCTS

Test description	Comments from Inspector	Result

CLIENT'S IMPORTANT INSTRUCTIONS ON TESTS					
Client's Instructions			Actual Finding / Comments		
SAMPLE COLLECTION					
pcs of shipment samples were collected by inspector					
pcs of defective samples were collected by inspector					
DEFECTIVES LIST					
		CRI	MAJ	MIN	Pictures

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

CLIENT'S IMPORTANT INSTRUCTIONS ON AQL	
Client's Instructions	<u>Actual Finding / Comments</u>

ADDITIONAL PICTURES	
<u>Your Product</u>	

<u>Factory Disclaimer</u>	

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

End of the Report