



Pre-Production Checklist

Purpose: Ensure all critical elements are aligned before mass production begins. This checklist is designed to prevent costly errors and ensure smooth production flow.

1. Approved Sample Confirmation

Checklist Item	Status / Comments
Pre-production sample approved (Y/N)	
Matches final specifications (Y/N)	
Signed-off by buyer (Y/N)	
Reference sample stored (location)	
Notes	

2. Packaging Approval

Checklist Item	Status / Comments
Packaging design approved (Y/N)	
Artwork / labeling confirmed (Y/N)	
Barcode verification completed (Y/N)	
Drop test requirements confirmed (Y/N)	
Notes	

3. Materials Confirmation

Checklist Item	Status / Comments
All materials approved (Y/N)	
Material samples matched (Y/N)	
Color / finish confirmed (Y/N)	
Suppliers of materials verified (Y/N)	
Notes	

4. Production Timeline Agreement

Checklist Item	Status / Comments
Production start date	
Production completion date	
Buffer time included (Y/N)	
Shipping deadline confirmed (Y/N)	
Notes	

5. Quality Control Standards

Checklist Item	Status / Comments
QC standard defined (AQL if applicable)	
Inspection stages agreed (IQC / PQC / FQC)	
Critical quality points identified	
Testing requirements confirmed	
Notes	

6. Golden Sample Control

Checklist Item	Status / Comments
Golden sample approved (Y/N)	
Stored by (factory / buyer)	
Accessible during production (Y/N)	
Used as QC reference (Y/N)	
Notes	

Final Go / No-Go Decision

Ready for Production (Y/N)	
Key Risks Identified	
Actions Required Before Start	
Approved by / Date	