



QC Inspection Checklist (Pre-Shipment)

Purpose: Use this during inspection to verify final product quality before shipment. This checklist covers the 5 critical inspection areas to ensure goods meet requirements before final payment and dispatch.

1. Visual Defects Inspection

Checkpoint	Result (Pass / Rework / Reject)	Comments / Photo Ref
Surface defects (scratches, dents, marks)		
Color consistency		
Finish quality		
Assembly quality		
Overall appearance		
Notes / Photo Ref		

2. Dimensions vs Specification

Checkpoint	Result (Pass / Rework / Reject)	Comments / Photo Ref
Key dimensions checked		
Tolerance compliance		
Weight verification		
Fit with components (if applicable)		
Measurement tools used		
Notes / Photo Ref		

3. Function Testing

Checkpoint	Result (Pass / Rework / Reject)	Comments / Photo Ref
Product functions as intended		
Load / stress testing (if applicable)		
Safety checks		
Durability check (basic)		
User experience check		
Notes / Photo Ref		

4. Packaging & Labeling

Checkpoint	Result (Pass / Rework / Reject)	Comments / Photo Ref
Correct packaging type used		
Artwork / print accuracy		
Barcode readability		
Instruction manual included		
Retail packaging condition		
Notes / Photo Ref		

5. Carton Quality & Quantity

Checkpoint	Result (Pass / Rework / Reject)	Comments / Photo Ref
Carton strength / condition		
Correct carton markings		
Inner packing protection		
Quantity per carton verified		
Total shipment quantity confirmed		
Notes / Photo Ref		

Photo Evidence Log

Photo Description	File Name / Reference

Final Inspection Decision

Overall Result (Pass / Rework / Reject)	
Critical Issues Found	
Corrective Actions Required	
Inspector Name / Date	
Buyer Approval	