

Quality Control (QC) Checklist

1. General Information

Supplier Name: _____
Product Name: _____
PO Number: _____
Inspection Date: _____

2. Packaging & Labeling

- ✓ Packaging meets agreed standards
- ✓ Correct labels and barcodes
- ✓ Export markings and CE symbols
- ✓ Palletization stable and secure

3. Visual Inspection

- ✓ No visible defects or damage
- ✓ Finish, color, and dimensions match sample
- ✓ Components fit correctly

4. Measurement & Functional Testing

- ✓ Samples measured and within tolerance
- ✓ Functionality tested (if applicable)
- ✓ Random sampling rate: _____%
- ✓ Test results recorded and attached

5. Documentation Check

- ✓ Commercial invoice & packing list verified
- ✓ Certificates (CE, ISO, Test reports)
- ✓ Export documents complete

6. Photos & Evidence

Attach minimum 10 photos:

- Packaging
- Labels
- Product close-ups
- Production line overview
- Measurement tools in use

7. Final QC Decision

■ PASS ■ CONDITIONAL PASS ■ FAIL

Inspector Name: _____

Signature: _____

Date: _____