

MFE SOURCING

YOUR EYES ON THE GROUND

QC Inspection Checklist — Template

Free template by MFE Sourcing · </resources/qc-checklist-template>

How to use: Derive this from your QC plan, tailored to one product. The inspector fills it on-site and marks each line Pass / Fail.

Header

Field	Entry
Product / PO #	
Supplier / factory	
Inspection stage	☐ PPI ☐ DUPRO ☐ PSI ☐ CLC
Inspector	
Date	
Order qty / sample size	

1. Product specs & reference sample

Check	Standard	Pass/Fail	Note
Matches approved golden sample		☐ P ☐ F	
Correct material		☐ P ☐ F	
Correct colour vs reference		☐ P ☐ F	

2. Dimensions & weight

Measurement	Spec	Tolerance	Actual	P/F
		±		☐ P ☐ F
		±		☐ P ☐ F

3. Function tests

Test	How to perform	Pass criteria	P/F
			☐ P ☐ F
			☐ P ☐ F

4. Appearance & workmanship

Defect type	Allowed?	Classification	Found (qty)
Scratches / marks		Minor	
Colour variation		Major	
Broken / non-functional		Critical	
> Attach photos of every defect found.			

5. Packaging & labeling

Check	Standard	P/F
Retail/master carton correct		☐ P ☐ F
Barcode / label correct & scannable		☐ P ☐ F
Carton drop test		☐ P ☐ F
Markings & shipping marks		☐ P ☐ F

6. AQL & defect limits

Class	AQL	Sample size	Accept $\leq$	Reject $\geq$	Found	Result
Critical	0		0	1		☐ P ☐ F
Major	2.5					☐ P ☐ F
Minor	4.0					☐ P ☐ F

7. On-site test methods (reference)

List exactly how each functional/safety test is performed so any inspector gets the same result.

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Result

Overall	☐ PASS ☐ FAIL ☐ HOLD
Inspector signature	
Photos attached (count)	

Want an independent inspector to run this at the factory before you pay? → [Product Inspection](#)