

# MFE SOURCING

YOUR EYES ON THE GROUND

## Quality Control Plan — Template

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

**How to use:** Fill in every field for one product. Write the plan once, then every inspection runs against the same standard. Sections match the six in our [Quality Control Plan guide](#).

### Header

| Field                        | Entry |
|------------------------------|-------|
| Product name / model         |       |
| Client / buyer               |       |
| Supplier / factory           |       |
| Plan version                 | v1.0  |
| Date                         |       |
| Approved golden sample ref # |       |

### 1. Product specs & approved sample

| Attribute            | Specification | Tolerance | Reference |
|----------------------|---------------|-----------|-----------|
| Material             |               |           |           |
| Dimensions           |               | ±         |           |
| Weight               |               | ±         |           |
| Colour (Pantone/ref) |               |           |           |
| Finish / surface     |               |           |           |
| Key components       |               |           |           |

Attach photos of the signed golden sample. The sample is the final tie-breaker in any dispute.

### 2. Critical-to-Quality (CTQ) points

*The few features that MUST be right — list 3–6. 1. 2. 3.*

### 3. AQL & defect classification

| Defect class                                                  | AQL level | Examples for this product   |
|---------------------------------------------------------------|-----------|-----------------------------|
| Critical                                                      | 0         | (safety / legal / unusable) |
| Major                                                         | 2.5       | (affects function / sale)   |
| Minor                                                         | 4.0       | (small cosmetic)            |
| > Default = General Inspection Level II. Adjust to your risk. |           |                             |

## 4. Inspection stages

| Stage                     | Do it?                   | Timing                 | Who |
|---------------------------|--------------------------|------------------------|-----|
| Pre-production (PPI)      | <input type="checkbox"/> | Before line starts     |     |
| During production (DUPRO) | <input type="checkbox"/> | ~20–30% output         |     |
| Pre-shipment (PSI)        | <input type="checkbox"/> | 100% made, ≥80% packed |     |
| Container loading (CLC)   | <input type="checkbox"/> | At loading             |     |

## 5. Test methods

| What to check | Method / equipment | Pass criteria |
|---------------|--------------------|---------------|
|               |                    |               |
|               |                    |               |
|               |                    |               |

## 6. Corrective action

| If this fails         | Action                            | Responsible | Deadline |
|-----------------------|-----------------------------------|-------------|----------|
| Critical defect found | Hold shipment, rework, re-inspect |             |          |
| Over major AQL limit  |                                   |             |          |

## Sign-off

| Role                     | Name | Date |
|--------------------------|------|------|
| Buyer / approver         |      |      |
| Supplier acknowledgement |      |      |

*Need someone on the ground to run this plan at the factory? → [Product Inspection](#) · [Talk to a China sourcing agent](#)*