



FREE BUYER CHECKLIST

China Quality Inspection Checklist

A buyer-ready checklist for preparing, witnessing and reviewing pre-production, during-production or pre-shipment inspections.

Supplier / factory _____	Product / model _____
Buyer / company _____	Review date _____
Order value _____	Deposit requested _____

1. Inspection brief before booking

☐ Attach the purchase order, product specification, approved sample or reference photos.
☐ List drawings, dimensions, tolerances, materials, colors, finish and performance requirements.
☐ Define critical, major and minor defects with buyer-approved examples.
☐ Confirm inspection stage, lot size, sample plan, AQL or 100 percent check requirements.
☐ Provide packaging artwork, barcode data, labels, manuals, warnings and destination markings.

2. Arrival and sample selection

☐ Record factory, address, inspection date, product, PO, lot and inspector identity.
☐ Record production completion and packing status before sampling begins.
☐ Select cartons and units across the available lot rather than accepting a factory-prepared sample.
☐ Photograph carton marks and sample identifiers so findings can be traced to the inspected lot.



3. Product and packaging checks

- ☐ Reconcile order quantity, packed quantity, carton count, assortment and accessories.
- ☐ Check workmanship, contamination, finish, gaps, assembly, loose parts and cosmetic defects.
- ☐ Measure dimensions and weight with the full product, tool origin and reading visible in evidence photos.
- ☐ Run buyer-approved function, fit, power, load, assembly or safety checks.
- ☐ Verify model, color, material, logo, barcode, labels, manuals and required warnings.
- ☐ Check unit protection, carton strength, sealing, assortment, shipping marks and handling risks.

4. Report evidence

- ☐ State the sample size, inspection level, acceptance limits and actual result.
- ☐ Separate critical, major and minor findings and show the quantity of each defect.
- ☐ Include clear overview, close-up, measurement, function-test, packaging and defect photos.
- ☐ Record any inaccessible goods, factory interference or limitation that affects confidence.
- ☐ Conclude pass, fail or pending only against the buyer-approved checklist.

5. Failure and rework follow-up

- ☐ Ask the factory for a written corrective-action and sorting or rework plan.
- ☐ The buyer decides whether to repair, replace, discount, delay, re-inspect or cancel under the contract.
- ☐ When rework is material, book a re-inspection and verify corrected units plus remaining lot risk.



Decision Record

Decision	Use when
☐ Pass	Observed results meet the buyer-approved sample plan, limits and specification.
☐ Pending	A decision needs missing evidence, buyer approval, laboratory results or clarification.
☐ Rework and re-inspect	Material defects require correction and independent confirmation before release.
☐ Reject / hold	Critical risk or unacceptable defects require shipment hold under the purchase agreement.

Notes and unresolved questions

Planning checklist only. A photo, certificate or company registration record is one piece of evidence, not a guarantee of future performance. Use qualified legal, customs, compliance or laboratory professionals where required.