

Pre-shipment inspection checklist

The points to prepare and check before you pay the balance and let your goods leave the factory.

1. Before the inspection: prepare with your supplier

- ☐ **Purchase order:** references, colours, quantities and shipping date confirmed in writing.
- ☐ **Approved reference sample (golden sample):** signed and kept at the factory, a duplicate kept by you.
- ☐ **Product specifications:** dimensions, materials, tolerances, functions, finishes.
- ☐ **Packaging and marking requirements:** carton type, shipping marks, labels, barcodes, user manual, languages.
- ☐ **AQL levels:** critical, major and minor defects and inspection level (II by default), written into the order.
- ☐ **Defect list:** what counts as critical, major or minor for this product.
- ☐ **Regulatory markings for the destination market:** CE, crossed-out bin (WEEE), age warnings, rating plate...
- ☐ **Production status:** production finished and most of the goods packed on the inspection day.

2. Quantity and packaging

- ☐ **Quantity:** produced and packed quantity compared with the purchase order.
- ☐ **Cartons:** count, random selection of the cartons to open, condition of the cartons.
- ☐ **Shipping marks:** carton markings, dimensions and gross weight as specified.
- ☐ **Inner packaging:** polybags (thickness, holes, warnings), inserts, protection of fragile parts.
- ☐ **Carton drop test:** packaging strength checked for transport.

3. Appearance and conformity (AQL sample)

- ☐ **Random sampling:** units drawn from cartons across the whole lot, sample size given by the AQL table.
- ☐ **Comparison with the reference sample:** colour, materials, finish, logo, accessories.
- ☐ **Defects:** each defect found classified as critical, major or minor and photographed.

4. Measurements and tests

- ☐ **Dimensions and weight:** measured against the specifications.
- ☐ **Function and assembly:** the product works and assembles as intended.
- ☐ **Product-specific tests:** e.g. hi-pot and earth continuity (electrical), small parts (toys), stability (furniture).
- ☐ **Barcodes:** scanned and checked against references.
- ☐ **Labels and markings:** regulatory marks, warnings, country of origin, user manual in the right languages.

5. Decision

- ☐ **Result per category:** defects found compared with the accept / reject numbers of each AQL.
- ☐ **Inspection report:** with photos of the products, the packaging and every defect.
- ☐ **Your decision:** ship, rework and re-inspect, or refuse. Pay the balance only once the lot is accepted.

Your AQL plan for this order

Lot size	Inspection level	Code letter	Sample size

Defect category	AQL	Accept (Ac)	Reject (Re)	Found
Critical	0	0	1	
Major				
Minor				

Find your sample size and accept / reject numbers in our AQL table or with the online simulator: lpi-quality.com/faq/quality-assurance-guide

Book a pre-shipment inspection

An LPI inspector on site in China or Asia, report with photos. lpi-quality.com/our-services/inspections/final-random-inspection · inquiries@lpi-quality.com