Inspection report

TEMPLATE - UNCOMPLETED / NOT A RESULT

Identification	Value
Report ID	QC-[YYYYMMDD]-[NNN]
Client / supplier	[Client code] / [Supplier name]
Site / inspection date	[Full address] / [Date and UTC offset]
Service / revision	[Service type] / [Revision]
Reviewer / specification	[Inspector and reviewer] / [Spec version]

Executive summary

Lot [ ]; sample [ ] units from [ ] cartons; selection [ ].

Unique defective units [ ]; Critical [ ], Major [ ], Minor [ ] occurrences.

Top three issues or uninspected items [ ].

Advisory: [Pass / Conditional / Do Not Ship Yet]; factual basis [ ].

Corrections / owner / verification / unresolved limitations [ ].

Method

Customer-confirmed plan [reference / approver / date]. Lot identity [ ]; carton/unit selection [ ]; sample count [ ]; severity definitions and acceptance/rejection rules [ ]; coverage limitations [ ].

inspected on a sampling basis — not a 100% inspection. No ISO/AQL compliance or certification is claimed. No unverified standard table is used. Sample findings do not establish a whole-lot defect rate.

Method and findings

Live start/end [date/time/zone/offset]; actual duration [ ]; participants [ ]; interruptions [ ]; tools and calibration status [ ]; written factory access and recording consent [reference].

Checklist: v2.0. Safety scope: non-destructive basic observations only; no lab, chemical, electrical-safety or certification results.

Section	Findings	Evidence index
Quantity	[Observed facts / actual values / result / limitations]	[Photo IDs / video offset]
Workmanship	[Observed facts / actual values / result / limitations]	[Photo IDs / video offset]
Function	[Observed facts / actual values / result / limitations]	[Photo IDs / video offset]
Packaging & Labels	[Observed facts / actual values / result / limitations]	[Photo IDs / video offset]
Consistency with specs	[Observed facts / actual values / result / limitations]	[Photo IDs / video offset]

Defect list

ID	Grade	Description / units	Qty	Photos
[ID]	[Grade]	[Description / unit IDs]	[N]	[Photo IDs]

Record defect occurrences separately from unique affected units. Multiple defects on one unit must not inflate the unique count.

Photos and evidence index

Attach actual authorized photographs to the private client report and retain original filenames, timestamps and video offsets. Blank entries below are not evidence.

Photo ID	Caption	Source	Video
[ID]	[Caption / unit ID]	[Original filename + capture datetime/offset]	[Video offset]

Live photo target: 30+ half-day, 60+ full-day. Record any permission/coverage shortfall and agreed remedy; do not fabricate missing evidence.

Delivery and retention

Report [private link]; full recording [private link]; photo pack [private link]; defects [private link]; delivery timestamp [ ]; retention-until [at least 90 days]; access restrictions [ ].

Disclaimer

This report records what was observed on site on the inspection date, based on sampling. It is not a product certification, lab test result, or a guarantee of the supplier or of unsampled units. The shipping recommendation is advisory; the final decision remains yours.

Prepared by [ ]; reviewed by [ ]; approval date [ ]. Complete factual review before issuance. No invented signatures, inspection findings or credentials.