

Inspection Report

1 General information

Inspection Number		Inspection Report Date	
Inspection Begin Date		Inspection End Date	
To:		From:	
Email:		E-mail:	

Inspection Partner		Product family photo	
Inspection Partner File No.			
Inspection Partner Office			
Client			
HunterSourcing Company			
Merchandiser Name			
Vendor			
Factory			
Inspection Location City			
Inspection Location Country			
Previous inspection No. (only for RE-FRI)			
Style No.		Size	
Product Type		Color	
Product description			
P.O. No.		Service requested	
PO#, Actual inspected No. of style / Total No. of Styles on PO			
Combined sampling		Inspection booking date (if needed)	
Comments On Lab Test Report	Test Report Number # ☐ Pass ☐ No pass, but approved for inspection through E-mail ☐ N/A		

OVERALL INSPECTION REPORT RESULT

Result: _____ Reviewed by: _____

For combined sampling, record the style numbers and their individual quantities in the same row.

4 Inspection criteria

Golden sample	
CLIENT instruction/specification	
Completed QC File	
Other	

5 Workmanship

Appearance, function, labels and hangtags. Use one record per style; combine styles only when combined sampling applies.

Inspection method applied									
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection							Level:		
Acceptable Quality Limit (AQL) for				Critical:		Major:		Minor:	
Sample size:									
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m	
Total				Total defects:					
Maximum allowed:									
WORKMANSHIP RESULT:									

Inspection method applied									
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection							Level:		
Acceptable Quality Limit (AQL) for				Critical:		Major:		Minor:	
Sample size:									
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m	
Total				Total defects:					
Maximum allowed:									
WORKMANSHIP RESULT:									

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Inspection method applied									
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection							Level:		
Acceptable Quality Limit (AQL) for				Critical:			Major:		
Sample size:									
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m	
Total			Total defects:						
Maximum allowed:									
WORKMANSHIP RESULT:									

Inspection method applied									
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection							Level:		
Acceptable Quality Limit (AQL) for				Critical:			Major:		
Sample size:									
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m	
Total			Total defects:						
Maximum allowed:									
WORKMANSHIP RESULT:									

Inspection method applied									
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection							Level:		
Acceptable Quality Limit (AQL) for				Critical:			Major:		
Sample size:									
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m	
Total			Total defects:						
Maximum allowed:									
WORKMANSHIP RESULT:									

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Inspection method applied									
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection							Level:		
Acceptable Quality Limit (AQL) for				Critical:			Major:		
Sample size:									
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m	
Total						Total defects:			
Maximum allowed:									
WORKMANSHIP RESULT:									

Inspection method applied									
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection							Level:		
Acceptable Quality Limit (AQL) for				Critical:			Major:		
Sample size:									
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m	
Total						Total defects:			
Maximum allowed:									
WORKMANSHIP RESULT:									

Inspection method applied									
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection							Level:		
Acceptable Quality Limit (AQL) for				Critical:			Major:		
Sample size:									
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m	
Total						Total defects:			
Maximum allowed:									
WORKMANSHIP RESULT:									

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Inspection method applied									
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection							Level:		
Acceptable Quality Limit (AQL) for				Critical:			Major:		
Sample size:									
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m	
Total				Total defects:					
Maximum allowed:									
WORKMANSHIP RESULT:									

Inspection method applied									
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection							Level:		
Acceptable Quality Limit (AQL) for				Critical:			Major:		
Sample size:									
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m	
Total				Total defects:					
Maximum allowed:									
WORKMANSHIP RESULT:									

Inspection method applied									
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection							Level:		
Acceptable Quality Limit (AQL) for				Critical:			Major:		
Sample size:									
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m	
Total				Total defects:					
Maximum allowed:									
WORKMANSHIP RESULT:									

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Inspection method applied								
ANSI/ASQ Z1.4-2008, Single sampling plans for normal inspection						Level:		
Acceptable Quality Limit (AQL) for			Critical:			Major:		
Sample size:								
Style No.	PO No.	Colors	Sample size	Code No.	Defect description	C	M	m
Total				Total defects:				
Maximum allowed:								
WORKMANSHIP RESULT:								

6 Packing

Use one table per style. A combined table is suitable only for combined sampling or identical findings across styles.

Style No.:	P.O. No.:
6.1. Carton conformity	
Carton dimension found L x W x H = to cm	
Carton weight found: to kgs/carton	
6.2. Packaging	
A. Individual packing conformity (plastic bags, woven bags, hangtag, instruction card, etc.)	
B. Assortment	
Assortment checked on ___ cartons	
PACKING RESULT	

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Style No.:	P.O. No.:
6.1. Carton conformity	
Carton dimension found L x W x H = to cm	
Carton weight found: to kgs/carton	
6.2. Packaging	
A. Individual packing conformity (plastic bags, wowed bags, hangtag, instruction card,etc.)	
B. Assortment	
Assortment checked on ___ cartons	
PACKING RESULT	

Style No.:	P.O. No.:
6.1. Carton conformity	
Carton dimension found L x W x H= to cm	
Carton weight found: to kgs/carton	
6.2. Packaging	
A. Individual packing conformity (plastic bags, wowed bags, hangtag, instruction card,etc.)	
B. Assortment	
Assortment checked on ___ cartons	
PACKING RESULT	

7 Shipping marks

Style No.:	P.O. No.:
7.1. Side labels conformity	
7.2. Shipping marks conformity	
SHIPPING MARK RESULT	

8 Style and color conformity

Style No.:	P.O. No.:
8.1. Style conformity	
8.2. Material conformity (hand feeling)	
8.3. Color conformity	
STYLE/COLOR CONFORMITY RESULT	

9 Notes and inspection environment

Note: When more than one option per field is possible, write them separately by a slash. (For example, for different P.O. No. write: PO1 / PO2 / PO3).

The defects listed in report are findings from actual observation of product appearance / cosmetic during this inspection.

For avoid mould growth on product or packaging material, client is recommended to require vendor / factory / logistic service provider / store managers, to well control the storage condition and shipping condition for avoid any damage to products. Moisture content and humidity of the manufacturing plant should be measured and assessed, including monitoring of packaging materials, general housekeeping, etc. The moisture prevention procedure should also be implemented in shipment, transportation and finished products handling in distribution center and store.

Lighting	☐ Day light	☐ Room lighting	☐ Sufficient	☐ Insufficient
Inspection place	☐ Warehouse	☐ Factory workshop	☐ Other: workshop	
Inspection done on	☐ Table	☐ Other:		
Cleanliness	☐ Clean	☐ Dirty	☐ Other:	
Weather condition	☐ Rainy	☐ Dry	☐ Other:	
Observations				

Inspection photographs

Attach up to eight photographs on this page. Supply extra images as separate files when needed.

PHOTO ATTACHMENT	
Photo 1	Photo 2
Photo 3	Photo 4
Photo 5	Photo 6
Photo 7	Photo 8

The results reflect only the condition of the inspected samples. They do not relieve the supplier of responsibility for defects not detected during random inspection or occurring later. This report is not evidence of shipment.