

QC INSPECTION CHECKLIST

Pass, fail, or N/A for each check, defects, disposition, and sign-off.

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INSPECTION DATE

INSPECTOR

SAMPLE SIZE

PRODUCT / JOB / LOT NO.

CUSTOMER OR ORDER REFERENCE

SPECIFICATION / DRAWING REFERENCE

INSPECTION STAGE

☐ Incoming

☐ In-process

☐ Final

CHECKS

#	Check	Pass	Fail	N/A	Notes
1	Dimensions within tolerance	☐	☐	☐	
2	Visual finish	☐	☐	☐	
3	Correct materials and components	☐	☐	☐	
4	Function or operation test	☐	☐	☐	
5	Labels and markings	☐	☐	☐	
6	Packaging and protection	☐	☐	☐	
7	Quantity matches order	☐	☐	☐	
8	Documentation complete	☐	☐	☐	
9		☐	☐	☐	
10		☐	☐	☐	
11		☐	☐	☐	
12		☐	☐	☐	

DEFECTS FOUND

DISPOSITION

☐ Accept

☐ Accept with deviation

☐ Rework

☐ Reject

CORRECTIVE ACTION

INSPECTOR SIGNATURE

APPROVED BY