

Pre-shipment inspection

Demonstration format - no check conducted

This is an illustrative report structure. It contains no real supplier, inspection, client result or accreditation. The final scope, method and report contents must be agreed for the project.

Project and agreed scope

Field	Information to record
Project reference	[To be assigned to a real commissioned project]
Buyer / authorised contact	[Confirmed client details - not supplied in this example]
Product and batch	Product identity, batch/lot and stated quantity
Specification	Agreed specification, reference sample and checks
Readiness	Declared and observed completion/packing status within scope
Sampling basis	Method and acceptance criteria agreed before inspection

Checks to define before work

- Batch identity, quantity and readiness within scope
- Agreed appearance, dimensions or function checks
- Agreed packaging, labelling and shipment checks
- Sampling basis, observed defects, evidence and limitations

Evidence and uncertainty

Each factual finding should be traceable to a source or evidence reference. Separate observed information, supplied statements and anything not verified. Record exclusions and information gaps.

Findings and evidence

Placeholder fields only - no inspection result

Batch and sampling	Blank field - no assessment performed
Lot / batch quantity	[Not assessed - batch identity and quantity]
Sampling method	[Not assessed - method agreed in the written scope]
Checked / sample count	[Not assessed - actual number inspected]
Defect classification	[Not assessed - critical / major / minor, or agreed classes]
Defect counts by class	[Not assessed - actual count for each agreed class]
Acceptance limits	[Not assessed - agreed project criteria; no AQL standard assumed]

Evidence log

Check record	Blank field - no assessment performed
Check / requirement	[Agreed check and specification reference]
Observation / measurement	[Not assessed - result or actual measurement]
Photo / evidence reference	[Not supplied - traceable evidence reference]
Reviewer conclusion / limitations	[Not assessed - no inspection has taken place]

Decision and scope limits

A verification or inspection report supports the buyer's decision. It is not an unrestricted quality guarantee, legal opinion or compliance certificate. Sampling results do not establish the condition of every unit. Specialist tests and further work are separately scoped.

Report review and issue

[Record the responsible reviewer, issue date, version, agreed recipients and any correction history when an actual report is issued.]

DEMONSTRATION ONLY: no staff signature, finding, result or client case is represented by this document.