

Final Shipment Quality Approval Checklist

Shipment No.

Date

Customer

P.O. Number

Item Description

Checklist

No.	Inspection Point	Pass	Fail	Remarks
1	Product Name/Label/Model Match PO	<input type="checkbox"/>	<input type="checkbox"/>	
2	Quantity Checked	<input type="checkbox"/>	<input type="checkbox"/>	
3	Packing & Packaging Condition	<input type="checkbox"/>	<input type="checkbox"/>	
4	Product Appearance & Workmanship	<input type="checkbox"/>	<input type="checkbox"/>	
5	Functionality / Performance Test	<input type="checkbox"/>	<input type="checkbox"/>	
6	Safety Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>	
7	Documentation (Manuals, Labels, Barcode, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
8	Special Instructions/Customer Requirements	<input type="checkbox"/>	<input type="checkbox"/>	
9	Carton/Container Marking	<input type="checkbox"/>	<input type="checkbox"/>	
10	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Remarks

Inspected by:

Name/Signature/Date

Approved by:

Name/Signature/Date