Outgoing Finished Goods Audit Report

Report No.: _____   **Date:** _____

Customer: _____   **PO No.:** _____

Product Name: _____   **Product Code:** _____

Batch/Lot No.: _____   **Quantity:** _____

Inspection Checklist

Inspection Item	Specification	Result	Remarks
Appearance	_____	Pass / Fail	_____
Dimensions	_____	Pass / Fail	_____
Packaging	_____	Pass / Fail	_____
Labeling	_____	Pass / Fail	_____
Quantity Check	_____	Pass / Fail	_____

Audit Summary

_____

_____

_____

_____

Inspected by
(Name & Signature)

_____

Checked by
(Name & Signature)

Approved by
(Name & Signature)