

Massage Chair Pre-Shipment Quality Control Checklist

A 25-point buyer and inspector worksheet covering incoming materials, frame and welds, track, mechanisms, motors, airbags, heating, noise, electrical safety, controls, aging, appearance, packaging, and loading release.

Buyer / Brand		Factory	Forrest / _____
PO / Contract		Inspection date	
Model / Revision		Color / Config.	
Voltage / Plug		Inspector	
Lot / Packed Qty		Planned shipment	

Inspection basis and sampling plan

Approved sample ID		Specification rev.	
Sampling standard	ISO 2859-1 / Other: _____	Inspection level	
Critical rule	Ac 0 unless agreed otherwise	Major AQL	
Minor AQL		Sample code / size	

CONTROL LAYER	WHEN IT APPLIES	EVIDENCE
100% production screen	Critical identity, core functions, required routine safety and pack-line checks	Unit/serial result or controlled line record
Random final inspection	Appearance, workmanship, carton audit, function verification and lot decision	Sample size, defect counts and Ac/Re result
Qualification / reliability	New design, safety, stability, aging, durability and package performance	Method, load, values, cycles/hours and signed report
Loading supervision	Quantity, carton condition, container condition, stacking and seal	Tally, container/seal and loading photos

Use the current purchase order, approved sample, specification, control plan, compliance file, artwork and packing specification. This worksheet does not invent model limits and does not replace certification or type testing.

25 Inspection Checks

Mark a result for each check and attach measurement sheets, serial lists, photos, videos and nonconformance records where required.

01 Purchase Order, BOM, and Component Identity	
Inspection method Compare incoming lot labels, supplier codes, part numbers, revisions, voltage ratings, colors, and quantities with the approved bill of materials, drawings, purchase order, and change-control record. Segregate unapproved substitutions.	Pass standard Part identity, revision, rating, quantity, and approved supplier match the current order file. Any substitution has written approval and updated traceability before use.
Recommended coverage Every incoming lot; 100% verification of lot identity and critical ratings, with dimensional or attribute sampling according to the incoming plan.	Common defects Wrong motor or control-board revision, mixed voltage parts, unapproved supplier, incorrect color, obsolete label, short quantity, mixed component lots.
Inspection record Receiving lot number, supplier, part/revision, quantity, inspection sample, result, nonconformance number, approval reference, inspector and date.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

02 Upholstery, Foam, and Color Materials	
Inspection method Compare PU or synthetic leather, fabric, foam, thread, piping, and color against the approved sample and material specification. Review shade under controlled light and check thickness, surface, odor, defects, and roll or batch identity where specified.	Pass standard Material type, shade, grain, thickness, feel, foam specification, and workmanship match the approved standard within stated tolerances; no contamination, mildew, tears, delamination, or objectionable odor.
Recommended coverage Every material lot; samples taken across multiple rolls, sheets, or batches, with tightened review after a supplier, color, or material change.	Common defects Shade variation, wrong grain, thin material, surface pinholes, peeling, weak backing, foam density variation, oil marks, mildew, strong odor.
Inspection record Supplier batch, roll/sheet references, approved sample ID, measurements, shade photos, defect map, disposition and inspector sign-off.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

03 Motors, Pumps, Heaters, Boards, Sensors, and Harnesses	
Inspection method Verify component model, rating, connector, wiring pinout, firmware or board revision, and physical condition. Run incoming electrical or functional samples using the approved fixture and test plan.	Pass standard Components match the approved revision, connect correctly, operate within specified electrical and performance limits, and show no cracked housings, loose terminals, corrosion, or transport damage.
Recommended coverage Every incoming lot; 100% identity/rating check for critical parts, plus performance sampling and supplier certificates or test records as required by the control plan.	Common defects Wrong board firmware, noisy motor, weak pump output, open heater, damaged sensor, reversed pinout, loose terminal, bent connector, mixed ratings.
Inspection record Component lot, supplier, model/revision, test fixture, measured values, certificate or supplier report reference, failures and disposition.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

04 Frame Dimensions, Alignment, and Structural Fit

Inspection method Measure defined frame datums, mounting points, diagonals, seat/back geometry, recline pivots, footrest interfaces, and mechanism brackets with approved gauges or fixtures. Check for twist and deformation before assembly continues.	Pass standard Critical dimensions and alignment remain within drawing tolerances; the frame sits correctly in the fixture and accepts the mechanism, panels, and moving assemblies without forcing or rework.
Recommended coverage First-off frame at each setup or fixture change, periodic in-process samples, and additional checks after any tooling, material, or welding correction.	Common defects Twisted frame, out-of-square mounting points, misaligned pivots, incorrect bracket location, deformation, poor footrest fit, forced assembly.
Inspection record Frame lot, drawing revision, gauge/fixture ID, measured datums, first-off approval, periodic results, rework and operator/inspector IDs.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

05 Weld Quality, Burrs, and Surface Protection

Inspection method Visually inspect specified welds for continuity, size, location, spatter, undercut, porosity, cracks, burn-through, and distortion. Check cut edges, burrs, rust prevention, coating coverage, and grounding contact points where applicable.	Pass standard No cracked, missed, or structurally unacceptable weld; no sharp burr or exposed edge; coating and corrosion protection are complete without blocking required electrical or assembly contact surfaces.
Recommended coverage 100% in-process visual screen of defined structural welds and edges; periodic dimensional, coating, or strength verification according to the welding and process qualification plan.	Common defects Missed weld, crack, excessive spatter, porosity, undercut, distortion, sharp tube end, rust, thin coating, paint on grounding point.
Inspection record Frame serial or lot, weld station, visual checklist, defect location photos, process verification result, repair approval and reinspection result.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

06 Track Installation and Full-Travel Run

Inspection method Run the carriage through the complete approved S, L, SL, or flexible track path in both directions. Check homing, position feedback, clearances, joints, fasteners, cable routing, obstruction, and transition areas.	Pass standard Smooth travel across the full path with correct homing and position response; no binding, derailment, interference, cable contact, abnormal impact, skipped section, or loose track hardware.
Recommended coverage 100% line function screen; repeat on the final inspection sample and after any track, carriage, bracket, firmware, or assembly adjustment.	Common defects Binding, travel deviation, missed home position, collision, loose rail, uneven joint, carriage jump, cable rub, limited coverage.
Inspection record Chair serial/lot, track type, program or fixture used, full-travel result, observed position issue, repair and final retest.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

07 Massage Mechanism, Rollers, and Intensity Response

Inspection method Operate kneading, tapping, rolling, width, speed, depth, spot, and manual controls included in the configuration. Use the approved fixture, load, reference chair, or measured force/current checks specified for the model.	Pass standard All ordered massage axes and adjustments respond correctly, roller pairs remain aligned, force and current stay within model limits, and movement is smooth without stall, slip, impact, or abnormal heat.
Recommended coverage 100% production function screen for core mechanism movement; full performance matrix on first-off and final samples, with measured checks according to the model plan.	Common defects One roller inactive, uneven depth, weak force, stalled motor, slipping gear, wrong width, intermittent motion, excessive heat, incorrect direction.
Inspection record Serial number, mechanism revision, functions tested, settings/load, measured values where required, defect video and retest result.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

08 Recline, Zero-Gravity, Lift, and Footrest Motors

Inspection method Cycle the backrest, seat, lift, zero-gravity positions, and footrest through their full ordered range. Check synchronization, limit switches or sensors, stopping, manual commands, recovery after interruption, and clearances under the specified test load.	Pass standard Each movement starts, stops, reverses, and reaches its defined positions without drift, stall, asymmetric motion, mechanical interference, loss of position, or unintended restart.
Recommended coverage 100% full-motion production screen; loaded or extended-cycle verification on the approved sample size and after motor, sensor, linkage, or software changes.	Common defects Uneven recline, footrest not returning, limit overshoot, motor stall, linkage noise, position drift, movement after stop command, interference with covers.
Inspection record Serial number, motion sequence, load and positions tested, current/time measurements if specified, fault code, repair and retest.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

09 Air Pump, Valve, Tube, and Airbag Routing

Inspection method Inspect pump mounting, valve connections, tube color/port match, clamps, bends, rubbing points, kink risk, moving-part clearance, and airbag orientation before covers close. Cycle every air zone after assembly.	Pass standard Correct port and zone connection, secure tubing without kink or abrasion, pump and valves mounted correctly, and each ordered airbag inflates and releases in the intended sequence.
Recommended coverage 100% in-process routing and connection check plus 100% functional zone cycle; final inspector verifies sampled units with covers and movements complete.	Common defects Crossed tubes, loose tube, kink, tube trapped by frame, wrong air zone, weak pump mounting, valve not switching, bag folded or reversed.
Inspection record Chair lot/serial, air-system revision, zone checklist, routing photo where required, failed port/zone, repair and retest.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

10 Airbag Pressure and Leakage

Inspection method Run all zones and intensity levels. Measure pressure or inflation time at specified points and perform the approved dwell/pressure-decay or leak-detection method on defined samples. Observe symmetry and unintended deflation.	Pass standard Pressure, inflation/deflation time, zone response, and decay remain within the model specification; no audible or detected leak, unintended pressure loss, overpressure, or asymmetric operation.
Recommended coverage 100% functional inflation screen; measured pressure/leak sampling by model and lot, tightened after tube, valve, pump, or airbag changes.	Common defects Slow inflation, leak at joint, punctured bag, unequal left/right pressure, valve bleed, pump cycling continuously, zone not releasing.
Inspection record Serial/sample ID, zone, intensity, gauge/equipment ID, initial and final pressure or time, leak location, repair and recheck.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

11 Heating Function and Temperature Protection

Inspection method Activate every ordered heating zone from a stabilized starting condition. Measure temperatures at defined locations and times with calibrated equipment; verify control response, uniformity, timer behavior, and applicable protective cut-off.	Pass standard Heat rises and stabilizes within the approved time and temperature limits, remains reasonably uniform for the design, shuts down as specified, and shows no hotspot, odor, discoloration, control fault, or damage.
Recommended coverage 100% heat activation screen; measured multi-point temperature test on first-off and lot samples, plus requalification after heater, sensor, foam, cover, or software changes.	Common defects No heat, slow heat, hot spot, excessive temperature, one side colder, sensor mislocation, timer failure, odor, discolored upholstery.
Inspection record Serial/sample, ambient/start condition, measurement points and times, instrument ID, temperature curve, protective response and result.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

12 Noise, Vibration, and Abnormal Sound

Inspection method Operate the mechanism, recline, footrest, pump, valves, fans, and rollers separately and together in defined positions and loads. Compare with the approved sample and measure sound at the specified distance and background condition when a numeric limit exists.	Pass standard No scrape, knock, click, rattle, gear slip, resonance, or vibration outside the approved reference; measured sound meets the model test limit under the stated condition.
Recommended coverage 100% operator abnormal-sound screen; measured noise on first-off, final samples, complaint-related lots, and after motor, gear, pump, frame, or cover changes.	Common defects Track knock, gear whine, pump resonance, loose-panel rattle, cable contact, bearing noise, sound only under recline or user load.
Inspection record Serial/sample, operating mode, position/load, background and measured level if applicable, sound description/video, source and corrective action.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

13 Wiring Harness, Connector, Fuse, and Strain Relief

Inspection method Inspect wire gauge/color, routing, connector lock, terminal insertion, polarity, fuse, protective sleeve, bend radius, strain relief, earth conductor, clearance from heat and moving parts, and fastening against the wiring diagram.	Pass standard Correct wire and protection components are used; connectors are fully locked; no exposed conductor, pin back-out, reversed polarity, trapped cable, sharp-edge contact, excessive tension, or movement interference.
Recommended coverage 100% in-process visual and connector check at defined stations; final sample review and additional checks after harness, board, plug, frame, or routing changes.	Common defects Loose terminal, wrong fuse, pin not seated, missing sleeve, crushed wire, inadequate strain relief, cable near heater, missing earth connection.
Inspection record Serial/lot, harness and drawing revision, station checklist, connector/route photos where required, defect location, repair and verification.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

14 Routine Electrical Safety Tests

Inspection method Use calibrated safety-test equipment to perform the production routine tests required by the approved model control plan, such as protective-earth continuity for Class I construction, insulation/dielectric checks, and leakage-current checks where applicable.	Pass standard All measured values meet the applicable approved limits with no breakdown, flashover, protective-device operation, exposed live part, or unsafe construction. Limits come from the compliance file, not from this public checklist.
Recommended coverage 100% production routine testing where required by the applicable control plan; final inspector witnesses tests and reviews traceable records on selected units.	Common defects High earth resistance, insulation breakdown, excessive leakage, wrong equipment setting, missing earth path, damaged cord, failed protective component.
Inspection record Serial number, voltage/class, tester and calibration ID, program/limit setting, measured result, operator, timestamp, failure and retest authorization.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

15 Remote, Touchscreen, Shortcut Keys, and Display

Inspection method Check power, start/pause/stop, navigation, every physical key, touchscreen zones, icons, language, brightness, display segments, cable or wireless connection, holder, and response while the chair is moving.	Pass standard Every ordered control responds once and correctly, labels and language match the approved artwork, displayed status matches actual chair operation, and no dead zone, ghost touch, freeze, reset, or loose control occurs.
Recommended coverage 100% control response screen; full key/menu matrix on first-off and final samples, tightened after controller, display, firmware, language, or artwork changes.	Common defects Dead key, ghost touch, wrong icon, untranslated menu, frozen screen, delayed stop, incorrect status, loose holder, intermittent cable or pairing.
Inspection record Serial/sample, controller/firmware/language version, key and menu matrix, defect screenshot/video, software correction and final verification.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

16 Automatic Programs, Manual Functions, Sensors, and Connectivity

Inspection method Run each auto program or an approved accelerated program matrix and verify included manual controls, body/shoulder detection, timers, memory, voice, Bluetooth, speakers, app, or other functions in the ordered configuration.	Pass standard Program sequence, duration, mechanism path, airbags, heating, positions, intensity controls, sensors, and connectivity match the approved function specification without lockup, skipped step, unintended function, or data mismatch.
Recommended coverage 100% core-function and abbreviated program screen; complete program/configuration matrix on first-off, final samples, and every firmware or feature revision.	Common defects Wrong program time, skipped air zone, sensor mis-detection, heat active in wrong mode, memory not retained, Bluetooth dropout, incorrect voice/language.
Inspection record Serial/sample, model option and firmware, program matrix, actual vs expected sequence, connectivity device/version, defect log and retest.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

17 Stop Functions, Interlocks, Sensors, and Protective Response

Inspection method Trigger the stop or pause control and each applicable interlock, obstruction sensor, overload/overcurrent response, thermal protection, limit input, child-lock, or recovery condition defined for the model. Confirm the approved safe response.	Pass standard The chair stops, inhibits, alarms, resets, or recovers exactly as specified without unexpected restart or loss of essential protective function. No bypassed sensor or disabled protection is accepted.
Recommended coverage 100% check of user stop and critical production-testable protections; complete safety-function matrix on qualification and final samples according to the control plan.	Common defects Stop delay, unintended restart, bypassed limit, sensor not detected, fault not displayed, thermal cut-off failure, overload without protection.
Inspection record Serial/sample, protection triggered, test condition, expected and actual response, fault code/time, equipment, result and corrective action.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

18 Stability and Tip Risk in All Positions

Inspection method Place the chair on the specified test surface and evaluate stability in upright, reclined, zero-gravity, raised, and footrest-extended positions under the loads and forces defined by the approved safety or design test plan.	Pass standard No tip, uncontrolled shift, structural collapse, foot lift beyond the approved criterion, or unstable transition. Feet, base, wheels, and anti-slip elements remain correctly installed and effective.
Recommended coverage Design/qualification test for every relevant model or structural revision; lot verification sample and recheck after frame, base, actuator, center-of-gravity, or footrest changes.	Common defects Rear tip tendency, side instability, base movement, lifted foot, cracked support, actuator drift, unstable transition, wrong caster/foot.
Inspection record Model/revision, sample serial, surface, load/force and position, setup photos/video, measured result, approval and change-control reference.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

19 Pinch, Crush, Entrapment, and Sharp-Edge Risk

Inspection method Inspect and operate all moving gaps around recline linkages, footrest, scissors, track, airbags, covers, hinges, and accessible mechanisms. Apply the probes, forces, guards, labels, sensors, and risk-control checks required by the approved safety plan.	Pass standard No accessible hazardous sharp edge, point, exposed moving mechanism, unacceptable pinch/crush gap, loose guard, or missing warning; protective sensors and stops function as designed.
Recommended coverage 100% final visual screen of guards/covers/labels; qualification and lot-sample functional risk checks, repeated after any structure, cover, sensor, or motion change.	Common defects Exposed scissor point, sharp trim, open gap, loose guard, hand-accessible linkage, missing warning, sensor not stopping motion.
Inspection record Serial/sample, hazard location, position, probe or test method, photo/video, risk classification, corrective action and approval.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

20 Aging and Repeated-Cycle Operation

Inspection method Run the model through the approved continuous or repeated program, recline, footrest, mechanism, air pump, heating, and control cycles for the defined duration or count. Monitor faults, current, temperature, noise, and interruptions.	Pass standard The sample completes the specified duration/cycles without unsafe temperature, fault, stall, abnormal noise, leakage, control reset, excessive wear, or function loss; post-aging checks still meet specification.
Recommended coverage Defined reliability sample rather than an AQL percentage; longer qualification testing for new designs/major changes and lot aging according to model risk and history.	Common defects Early motor failure, intermittent board reset, pump overheating, tube leak, gear wear, noise growth, loose fastener, heater drift, sensor fault.
Inspection record Sample serial, model/revision, program, cycles/hours, load, ambient condition, monitored values, interruptions, failure time and analysis.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

21 Post-Aging Full-Function Reinspection

Inspection method After aging, repeat the defined function, noise, air pressure, heating, electrical safety, fastener, visual, and control checks. Compare measurements and sound with the pre-aging baseline.	Pass standard All safety and functional checks remain within approved limits, with no material degradation, looseness, new noise, drift, odor, overheating, data loss, or damage caused by repeated operation.
Recommended coverage 100% of aging-test samples; failed samples trigger containment, root-cause analysis, corrective action, and an expanded or repeated test as defined by the quality plan.	Common defects New rattle, loose connector, pressure decay, temperature drift, worn gear, cracked tube, shifted upholstery, program error, electrical test failure.
Inspection record Before/after readings, serial, inspection matrix, photos/video, failure analysis, affected lot containment, corrective action and approval to release.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

22 Appearance, Upholstery, Stitching, Panels, and Cleanliness

Inspection method Inspect the complete chair under agreed lighting from normal viewing distance and close range. Compare color, grain, stitching, leather tension, seams, panels, gaps, gloss, logo, trims, cushions, odor, stains, scratches, dents, and cleanliness with the approved sample.	Pass standard Correct color and material; even stitching and tension; consistent gaps; secure panels and trims; no tear, stain, scratch, dent, glue mark, loose thread, contamination, unacceptable odor, or visible repair outside the defect standard.
Recommended coverage 100% factory final appearance screen plus random final inspection to the agreed AQL/defect classification, with tightened sampling for new colors or workmanship issues.	Common defects Color mismatch, wrinkle, loose thread, skipped stitch, panel gap, scratch, dent, dirty surface, glue, oil, odor, crooked logo, poor fit.
Inspection record Serial/sample, color/material, defect type/severity/location, photos with scale, quantity found, repair result and final disposition.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

23 Accessories, Manual, Labels, Serial Number, and Barcode

Inspection method Compare each packed unit and carton with the approved packing list and artwork. Check controller, cable, spare parts, hardware, manual, warranty card, rating label, warnings, certification marks, serial number, barcode, model, voltage, plug, language, and carton marks.	Pass standard All required items are present and match the ordered market/configuration; labels are legible, correctly positioned, traceable, and scannable; serial numbers are unique and linked to the production record.
Recommended coverage 100% pack-line checklist or scan for critical identity/items where available, plus final random carton audit and barcode scan across models, colors, and carton positions.	Common defects Missing remote, wrong plug, wrong-language manual, duplicate serial, unscannable barcode, incorrect voltage label, missing warning, mixed model carton.
Inspection record Serial/carton number, accessory checklist, label/artwork revision, barcode scan result, photos, missing/wrong item, correction and packer/inspector.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

24 Internal Protection, Carton, Closure, and Package Performance

Inspection method Open sampled cartons and verify approved foam, bags, corner protection, restraints, moisture protection, accessory placement, surface protection, carton grade, dimensions, gross weight, closure, straps, handling marks, and orientation. Run route-appropriate package qualification tests when specified.	Pass standard Packaging matches the approved pack drawing and bill, restrains the chair without damaging pressure points, protects surfaces and controls, closes securely, meets carton/weight tolerances, and passes the agreed transport test without unacceptable product or package damage.
Recommended coverage First packed unit for every model/carton revision; random carton audit in final inspection; package performance qualification by agreed ASTM/ISTA/buyer plan, not an arbitrary test on every shipment.	Common defects Missing foam, loose chair, control touching frame, weak carton, crushed corner, wrong orientation, excessive gross weight, loose strap, moisture exposure, failed drop/vibration test.
Inspection record Carton/pack revision, unit serial, dimensions/weight, material checklist, test sequence/standard and report, damage photos, corrective action and approval.	☐ PASS ☐ HOLD ☐ REWORK ☐ N/A Inspector initials: _____ Date: _____

25 Final Random Inspection and Container-Loading Release	
Inspection method Confirm production and packed quantity, randomly select units across the lot, models, colors, dates, and carton locations, and complete the agreed checklist. Before loading, inspect container condition, count cartons, follow orientation/stacking plan, and record seal number and loading photos.	Pass standard No critical defect; major/minor results remain within the agreed acceptance plan; all required tests and corrective actions are closed; quantity, model mix, cartons, marks, container condition, loading pattern, and seal match the release file.
Recommended coverage Final sample size from the agreed ISO 2859-1 inspection level/AQL plan; 100% carton count during loading and one loading record for every container.	Common defects Biased sample, hidden uninspected cartons, unresolved major defect, short/mixed quantity, wet or damaged container, incorrect stacking, crushed cartons, wrong seal.
Inspection record Lot and packed quantity, sample code/size, defect counts and classification, release/hold decision, corrective actions, container number, seal, tally and loading photos.	[] PASS [] HOLD [] REWORK [] N/A Inspector initials: _____ Date: _____

Defect Summary and Shipment Release

Critical defects	Found: _____ Allowed: _____	Result	☐ Within plan ☐ Exceeds plan
Major defects	Found: _____ Ac: _____ Re: _____	Result	☐ Within plan ☐ Exceeds plan
Minor defects	Found: _____ Ac: _____ Re: _____	Result	☐ Within plan ☐ Exceeds plan
Reworked units	_____ / _____	Reinspection	☐ Pass ☐ Hold Report: _____

RELEASE DECISION	SELECT AND EXPLAIN
☐ PASS / RELEASE	No critical defect; required records conform; sampled defects are within the agreed plan; packing and quantity are correct.
☐ CONDITIONAL RELEASE	Attach the buyer's written concession. No safety, compliance, identity or critical-function deviation may be accepted informally.
☐ HOLD	Contain the affected lot and attach nonconformance, root cause, corrective action and reinspection plan.
Decision notes	_____ _____

Container loading record

Container No.		Seal No.	
Planned cartons		Loaded cartons	
Container condition	☐ Dry ☐ Clean ☐ Odor-free ☐ Undamaged	Loading plan	☐ Followed ☐ Exception attached
Loading photos	☐ Empty ☐ Mid-load ☐ Full ☐ Doors ☐ Seal	Exception report	

Inspector signature		Date	
Factory representative		Date	
Buyer release authority		Date	

Keep this signed worksheet with the full inspection report, measurements, calibration evidence, defect photos, serial list, corrective actions, reinspection result, loading tally and container-seal record.