

Inspection Report Sample

This is a sample inspection report template. It records product quality, compliance, and shipment readiness based on inspections carried out before delivery.

1. Basic Information

Report ID	
Supplier Name	
Factory Address	
Product Name	
Order/PO Number	
Inspection Date	
Inspector Name	

2. Inspection Results

Criteria	Result (Pass/Fail)	Comments
Product Dimensions		
Material & Specifications		
Workmanship & Appearance		
Functionality		
Safety & Compliance		
Packaging & Labeling		
Quantity		

3. Defect Summary

Defect Type	Minor	Major	Critical	Notes
Scratches/Marks				
Color Variation				
Broken/Missing Parts				
Other				

4. Photos & Evidence

Attach inspection photos here for documentation.

5. Conclusion

Overall Result: ☐ Pass ☐ Fail ☐ Conditional

Inspector Signature: _____ Date: _____