

Process & Pre-Shipment Inspection Summary

Document Version: 0

Inspector

Inspection Date

Order & Product Information

Customer / Project		Supplier / Factory		Product	
PO / Order No.		Part / Drawing No.		Material / Grade	
Order Quantity		Inspection Quantity		Batch / Lot No.	

Inspection Summary

In-Process Inspection			Pre-Shipment Inspection		
Inspection Area	Result	Remarks	Inspection Area	Result	Remarks
Material Identification			Product Identification		
Key Dimensions			Quantity Verification		
Appearance / Surface			Final Dimensions		
Machining / Features			Appearance / Workmanship		
Marking / Traceability			Accessories / Components		
Process Records			Packaging / Shipping Marks		
			Required Documents		

Comprehensive Inspection Result

Overall Result	Open Nonconformities	Release Status	Reviewed By

Detailed Record Structure

Record Type	Purpose / Typical Content
In-Process Inspection Record	Material identification, process-stage checks, visual condition, machining / feature checks and process traceability.
Dimensional Measurement Record	Drawing characteristics, specification / tolerance, actual measured values, sample identification and measuring equipment.
Pre-Shipment / Supporting Records	Final dimensions, appearance, quantity, packaging and shipment checks; photos, test reports and NCR records where applicable.

Sample template for reference only. Actual inspection scope, sampling plan, dimensional characteristics, acceptance criteria and supporting records vary according to the approved drawing, product specification, customer order and project requirements. Detailed dimensional measurement values are maintained in supporting inspection records and are not shown on this summary page.