ChecklistGuro

Quality Control Inspection Checklist: Manufacturing Defect Prevention & Process Improvement

Raw Material Inspection

Verify incoming materials meet specifications and quality standards.

Lot Number

Enter a number...

Material Grade

- [ ] Grade A
- [ ] Grade B
- [ ] Grade C

Quantity Received

Enter a number...

Quantity Accepted

Enter a number...

Supplier Comments/Notes

Write something...

Appearance

- [ ] Acceptable
- [ ] Slightly Discolored
- [ ] Unacceptable

Upload Certificate of Analysis (COA)

Upload File

Machine Calibration & Maintenance

Confirm machines are properly calibrated and maintained for consistent output.

Last Calibration Date

Enter date...

Calibration Measurement (e.g., Speed, Pressure)

Enter a number...

Acceptable Tolerance Range (Lower Limit)

Enter a number...

Acceptable Tolerance Range (Upper Limit)

Enter a number...

Calibration Result (Pass/Fail)

- [ ] Pass
- [ ] Fail

Calibration Notes (e.g., Adjustments made)

Write something...

Next Calibration Due Date

Enter date...

Calibration Certificate (if applicable)

Upload File

In-Process Inspection

Assess product quality at various stages of the manufacturing process.

Batch Number

Enter a number...

Measured Dimension (mm)

Enter a number...

Weight (grams)

Enter a number...

Color Consistency

- [ ] Pass
- [ ] Fail
- [ ] Minor Variation

Surface Finish

- [ ] Acceptable
- [ ] Slight Imperfection
- [ ] Major Defect

Notes/Observations

Write something...

Inspection Date

Enter date...

Inspection Time

Finished Product Inspection

Comprehensive evaluation of the completed product against quality criteria.

Overall Dimension Accuracy (mm)

Enter a number...

Weight (kg)

Enter a number...

Surface Defect Count

Enter a number...

Color Match (to standard)

- [ ] Pass
- [ ] Fail
- [ ] Slight Deviation

Functional Tests Passed?

- [ ] Test 1
- [ ] Test 2
- [ ] Test 3
- [ ] All Tests Passed

Detailed Observation Notes

Write something...

Overall Product Condition

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Photo Evidence (if applicable)

Upload File

Packaging & Labeling

Check packaging integrity, labeling accuracy, and adherence to regulatory requirements.

Quantity of Units Packaged

Enter a number...

Packaging Material Type

- [ ] Cardboard
- [ ] Plastic
- [ ] Foam
- [ ] Other

Label Application Method

- [ ] Automated
- [ ] Manual

Notes on Packaging Condition

Write something...

Packaging & Label Photo

Upload File

Label Material Type

- [ ] Paper
- [ ] Polypropylene
- [ ] Vinyl
- [ ] Other

Lot Number

Write something...

Documentation & Traceability

Review records for accurate data collection, process tracking, and product traceability.

Batch/Lot Number

Enter a number...

Date of Inspection

Enter date...

Time of Inspection

Inspection Status

- [ ] Pass
- [ ] Fail
- [ ] Conditional Pass

Inspector Notes

Write something...

Supporting Documents (e.g., calibration records)

Upload File

Raw Material Certificate Verified?

- [ ] Yes
- [ ] No

Equipment Used (Serial Number)

Write something...

Non-Conforming Material Handling

Evaluate procedures for identifying, segregating, and addressing defective materials.

Quantity of Non-Conforming Material

Enter a number...

Detailed Description of Defect

Write something...

Root Cause Category (e.g., Material, Equipment, Process)

- [ ] Material
- [ ] Equipment
- [ ] Process
- [ ] Human Error
- [ ] Other

Affected Production Stages

- [ ] Raw Material Receiving
- [ ] Machining
- [ ] Assembly
- [ ] Packaging
- [ ] All Stages

Disposition of Non-Conforming Material

- [ ] Rework
- [ ] Return to Supplier
- [ ] Scrap
- [ ] Use As Is (with approval)

Date of Identification

Enter date...

Time of Identification

Supporting Documentation (Photos, Reports)

Upload File

Corrective Actions & Preventative Measures

Assess implemented changes to address identified defects and prevent recurrence.

Detailed Description of Corrective Action Taken

Write something...

Quantity of Defective Units Affected

Enter a number...

Root Cause(s) Identified

- [ ] Equipment Failure
- [ ] Material Defect
- [ ] Process Deviation
- [ ] Operator Error
- [ ] Design Flaw

Date Corrective Action Implemented

Enter date...

Explanation of Preventative Measures

Write something...

Estimated Cost of Corrective Action

Enter a number...

Effectiveness of Corrective Action (Initial Assessment)

- [ ] Highly Effective
- [ ] Moderately Effective
- [ ] Slightly Effective
- [ ] Not Effective

Operator Training & Competency

Verify operators are properly trained and demonstrate understanding of quality procedures.

Training Module Completion Status

- [ ] Not Started
- [ ] In Progress
- [ ] Completed
- [ ] Needs Retraining

Number of Retakes/Corrections Required

Enter a number...

Specific Areas of Weakness Observed

Write something...

Understanding of Safety Procedures

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Needs Improvement

Relevant Procedures Verified (Select all that apply)

- [ ] Machine Operation Manual
- [ ] Quality Control Protocol
- [ ] Safety Guidelines
- [ ] Emergency Procedures

Last Training Date

Enter date...

Comments/Notes on Operator Performance

Write something...

Environmental Control

Evaluate environmental conditions (temperature, humidity, cleanliness) impacting product quality.

Temperature (Celsius)

Enter a number...

Relative Humidity (%)

Enter a number...

Air Pressure (kPa)

Enter a number...

Cleanliness Level (ISO Class)

- [ ] ISO Class 1
- [ ] ISO Class 5
- [ ] ISO Class 7
- [ ] ISO Class 8

Lighting Conditions

- [ ] Adequate
- [ ] Dim
- [ ] Insufficient

Date of Last Cleaning

Enter date...

Any unusual observations related to environmental conditions

Write something...