Sample Inspection Record

Record sample-specific observations. Use a PDF reader or print; retain reference photos.

Product / configuration / selected finish

Sample or order reference

Sample received / checked date

Included parts + counts: expected / received / differences

Condition observations + affected component(s)

Agreed functional review: method + observations (or not assessed)

Case fit / intended layout: observations (or not assessed)

Photo / video filenames or record references

Unresolved questions / required actions / responsible person

Review decision + scope: state what remains open

Reviewer / contact reference

Review date / next review date

Review checklist - mark only the checks completed

- [ ] Identify sample
- [ ] Count included parts
- [ ] Record condition
- [ ] Review agreed function
- [ ] Check intended case fit
- [ ] Record unresolved items

Record only checks actually performed and their agreed method.
This worksheet is not a test certificate or an order approval.

Save the completed record locally and share it through your agreed enquiry channel.