

EXAMPLE - PRE-SHIPMENT INSPECTION REPORT

FINAL RANDOM INSPECTION REPORT

This is an anonymised example report shown to help buyers understand the format, level of detail and decision support they receive. All names, quantities and findings below are illustrative only and do not represent a real factory, buyer or shipment.

REPORT NO.	EXAMPLE / PSI / 0000	INSPECTION DATE	Example date
BUYER	Buyer A (name withheld)	SUPPLIER / FACTORY	Factory A, Northern India (withheld)
PRODUCT	Women's woven viscose midi dress	PURCHASE ORDER	PO-EXAMPLE-118
ORDER QUANTITY	4,800 pcs	QUANTITY PRESENTED	4,800 pcs (100% packed)
INSPECTION STANDARD	AQL 2.5 major / 4.0 minor, Level II, single sampling	SAMPLE SIZE	200 pcs drawn at random from 96 cartons
INSPECTOR	BuyerSide India - buyer-side inspector	REPORT ISSUED	Same day as inspection

1. INSPECTION RESULT

RESULT	BASIS	BUYER DECISION SUPPORT
HOLD - NOT APPROVED FOR SHIPMENT	Major defects 12 found vs 10 accepted at AQL 2.5. Measurement deviation on 2 of 8 checked points beyond tolerance.	Rework of identified pieces and re-inspection of the affected cartons recommended before the goods leave the factory.

2. DEFECT SUMMARY AGAINST AQL

CLASSIFICATION	FOUND	ACCEPT	REJECT	STATUS
Critical	0	0	1	Pass
Major	12	10	11	Fail
Minor	9	14	15	Pass

3. DEFECTS OBSERVED

DEFECT	QTY	CLASS	WHY IT MATTERS TO THE BUYER
Open seam at side panel	4	Major	Garment fails at first wear; likely customer return.
Shade variation panel to panel	3	Major	Visible in daylight; rejected at retail quality check.
Puckered topstitch at neckline	3	Major	Appearance defect on a high-visibility area.
Loose thread ends not trimmed	2	Major	Finishing standard below approved sample.
Care label stitched off-centre	5	Minor	Acceptable but noted for factory feedback.
Light pressing marks	4	Minor	Cosmetic; correctable during repacking.

In a real report each defect is supported by photographs taken during the inspection, with carton and piece reference.

4. MEASUREMENT CHECK

POINT OF MEASURE	SPEC	TOL	MEASURED RANGE	RESULT
Chest width	47.0 cm	+/- 1.0	46.6 - 47.5	Pass
Waist width	42.0 cm	+/- 1.0	41.8 - 42.6	Pass
Front length HPS	118.0 cm	+/- 1.5	115.5 - 118.4	Fail
Sleeve length	58.0 cm	+/- 1.0	56.5 - 58.2	Fail
Neck opening	19.0 cm	+/- 0.5	18.8 - 19.3	Pass
Armhole	24.5 cm	+/- 0.6	24.2 - 25.0	Pass

8 points of measure checked on 20 pieces across 4 sizes against the buyer-approved size chart.

5. QUANTITY, PACKING AND LABELLING

CHECK	OBSERVED	RESULT
Carton count	96 cartons presented, matching packing list	Pass
Quantity per carton	50 pcs verified in 10 opened cartons	Pass
Assortment / size ratio	S-M-L-XL 1:2:2:1 as per PO	Pass
Shipping marks	Buyer artwork matched on both carton sides	Pass
Barcode / price ticket	Scanned on 20 pcs, all readable and correct	Pass
Care and content label	Fibre content and care wording as approved; 5 pcs off-centre	Noted
Polybag and warning print	Correct size, suffocation warning present	Pass
Carton drop test	Performed on 2 cartons, no damage to contents	Pass

6. RECOMMENDED NEXT STEPS FOR THE BUYER

1. Do not release the balance payment or shipping instruction until rework is completed.
2. Ask the factory to sort 100% of the affected cartons for open seams, shade variation and neckline puckering.
3. Request a corrected measurement report for front length and sleeve length before re-inspection.
4. Book a re-inspection of the reworked quantity; a short focused visit is usually sufficient.
5. Keep the approved sample and size chart as the single reference for any dispute with the factory.

7. SCOPE AND LIMITATIONS

This inspection is a random sampling check of the goods presented on the day of inspection. It is not a guarantee of the entire shipment, a laboratory test, or a certification of the goods. We do not accept commission, referral fees or incentives from any factory or agent. Our findings are reported only to the buyer who commissioned the inspection, and the buyer decides whether to ship, rework or hold.

This is an example document. Your report follows this structure and is prepared for your order, your specification and your approved sample - with photographs attached.