Pre-shipment inspection report

A worked example showing how findings, limits and next steps are recorded. All order details and results in this document are fictional.

HOLD - CORRECTIVE ACTION REQUIRED	The illustrative sample exceeds the buyer-approved major-defect limit by one finding. Do not treat this sample as a real shipment decision.

Job snapshot

REPORT REFERENCE **TK-SAMPLE-001**	INSPECTION DATE **Example date only**	LOCATION **Illustrative factory, Zhejiang, China**
PRODUCT **Stainless-steel bottle, 500 ml**	PURCHASE ORDER **EXAMPLE-PO-001**	PRODUCTION LOT **1,200 units (illustrative)**

Inspection scope and agreed basis

Scope	Visual workmanship, closure function, product finish, quantity sample, carton condition and shipping marks.
Sample	80 units selected from the illustrative lot. The buyer and supplier would agree the sampling plan and access before the visit.
Buyer-approved limits	Critical: 0 | Major: maximum 2 | Minor: maximum 5. These are fictional, order-specific example limits, not a default TradeKit standard.

Result summary

CLASS	BUYER LIMIT	FOUND IN SAMPLE	RESULT
Critical	0	0	**Within limit**
Major	Maximum 2	3	**Exceeds by 1**
Minor	Maximum 5	5	**At limit**

Decision note: A live report records observed conditions against the written specification and agreed limits. The buyer makes the final release decision. A sample inspection cannot guarantee that every unit is defect-free.

Checks, findings and disposition

Illustrative details only - a real report is completed from the approved checklist and conditions observed at the factory.

Checklist summary

CHECK	BASIS	SAMPLE RESULT
Product appearance	Buyer-approved reference sample	3 major and 5 minor findings recorded below
Closure function	Buyer-approved hand test	2 units did not meet the agreed check
Dimensions / labeling	Written specification and artwork	Recorded as checked; no dimensional test equipment represented in this example
Cartons / quantity	Packing list and marked cartons	Carton count and marks recorded for reconciliation

Illustrative defect register

ID	CLASS	OBSERVATION	EVIDENCE
D-01	Major	2 of 80 sampled closures did not meet the buyer-approved leak check.	Example photo ref.
D-02	Major	1 sampled bottle showed visible seam deformation against the approved visual standard.	Example photo ref.
D-03	Minor	5 sampled units showed light surface scuffs outside the agreed appearance reference.	Example photo ref.

Evidence record on a live job

The live report should attach original, dated photos or video showing the inspected lot, sample selection, each recorded finding, packing and shipping marks. This illustrative PDF contains no fabricated inspection imagery; the evidence references above are placeholders.

EVIDENCE ID	CAPTURED VIEW	LIVE JOB RECORD
IMG-01	Lot and carton identification	Attach original image + timestamp
IMG-02	Sampled unit and defect close-up	Attach original image + timestamp
VID-01	Functional check, where relevant	Attach clip or state not performed

Recommended next step

HOLD the illustrative lot. Request corrective action for the major findings, document the buyer-approved remedy, and arrange reinspection if required. The buyer decides whether to release goods or payment after reviewing the actual report and evidence.

Limitations: This is an illustrative format, not an inspection certificate, laboratory test, factory audit, customs determination or guarantee of future production. Any real service scope, sampling plan, criteria, travel costs and report turnaround must be confirmed in writing before booking.