Quality Control Checklist

A quality control (QC) checklist for inspecting product and output against specifications.

Prepare for inspection

- [ ] Obtain the current product specification and drawings.
- [ ] Confirm acceptance criteria and tolerances.
  Use the specification and standards that apply to your product.
- [ ] Define the sampling plan and inspection level.
- [ ] Verify measurement equipment is calibrated and in date.
- [ ] Prepare reference samples, gauges and check fixtures.
- [ ] Confirm the inspection method and recording format.

Incoming inspection

- [ ] Verify received goods match the purchase order and packing list.
- [ ] Check supplier certificates and material documentation.
- [ ] Inspect quantity, lot numbers and packaging condition.
- [ ] Sample and measure key characteristics against specification.
- [ ] Quarantine material until inspection is complete.
- [ ] Accept, reject or hold the lot and record the decision.

In-process inspection

- [ ] Confirm the first-off sample meets specification before the run continues.
- [ ] Inspect at set intervals during production.
- [ ] Measure critical dimensions and characteristics.
- [ ] Check appearance, fit and function as required.
- [ ] Monitor process trends for drift toward limits.
- [ ] Segregate any nonconforming product immediately.

Final inspection

- [ ] Inspect finished product against the full specification.
- [ ] Verify dimensions, function and performance.
- [ ] Check labeling, markings and packaging.
- [ ] Confirm required documentation accompanies the product.
- [ ] Apply the sampling plan and record results.
- [ ] Release, hold or reject the lot and document the decision.

Defects and nonconformance

- [ ] Identify and classify defects by type and severity.
- [ ] Compare defect counts against acceptance limits.
- [ ] Label and isolate nonconforming product.

- [ ] Decide disposition: rework, scrap, concession or return.
- [ ] Raise a nonconformance report where required.
- [ ] Notify suppliers or upstream processes of recurring defects.

Records and reporting

- [ ] Record measurements, sample sizes and results.
- [ ] Document accept and reject decisions with inspector sign-off.
- [ ] Maintain traceability to lot, batch or serial numbers.
- [ ] Summarize defect rates and inspection findings.
- [ ] Share quality data with production and suppliers.
- [ ] File records for traceability and audit.