

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.