



Customer Information

WQS Customer Reference Number:
Name:
Address:
Contact Name:
Contact Number:

Factory Information

Name:
Address:
Contact Name:
Contact Number:
Inspection Date:
Inspection Location:

Product Information

Product Name:
Product / Item Number:
Quantity Ordered:
PO Number:
Styles / Colors:
Components:
Subcontractors:
Specific Tests Requested:
Inspection Standards: [Sampling level, AQL-major, minor and critical]
Additional Remarks:

Inspector Information

Inspector(s) Name:
Inspector's Remarks:



Factory Infrastructure and References

Personnel

Organization Chart:
Factory Manager:
Quality Assurance Manager:
Quantity of Office Personnel:
Quantity of Factory Personnel:

Communications

Telephones: [# , quantity]
Fax: [# , quantity]
Computer: [quantity]
Internet Connection: [capability]
Website: [address, capability]
Digital Cameras: [quantity]

Quality Assurance

Quality Assurance System:
Quality Control System:

Credentials / References

1 [name, line of business, product made, contact info]
2



Pre-Production Inspection Report

WQS Insp. # XXX-XX-XXXX



Production

Workflow Chart:

Work Process Instructions: [ready, on line?]

Quality Control:

In-process Quality Control [exist, procedures and documented?]

In-process QC Testing Equipment [exist, procedures, calibrated and documented?]

Personnel: [quantity, trained?]

Workspace: [(square meters)]

Machinery: [make, model, quantity, capacity, maintenance records]

Percent of Personnel Dedicated: [quantity dates]

Percent of Factory Dedicated: [workspace, machinery, dates]

Capacity: [process, machines, workers, hours, totals]

Specific Tests Requested:

Overall Preparedness:

Additional Remarks:

Samples, Materials and Components

Inspection Standards:

[Sampling level, Quantity Inspected, AQL-major, minor and critical, defects found-major, minor and critical]

Inspect - Samples, First Articles, Prototypes Etc...: [if not available then when?]

Inspect Raw Materials: [if not available then when?]

Inspect Components: [if not available then when?]

Subcontractors: [yes / no, documentation]

Additional Remarks:

Production Forecast

Production Start Date:

Production Capability:

Factory Projected Ready To Ship Date:

Inspectors Comments:

Recommendations

Recommendations: [for corrective action to assist in dealing with time constraints, quality and production issues.]



Shipping and Receiving

Personnel: [quantity, training/education, etc...]

Equipment: [make, model, software, etc...]

Capacity:

Procurement

Raw Materials and components

Subcontracting

Additional Remarks:

Packing and Packaging

Unit Packing: (Materials, Measurements, Printing etc.)

Unit Packaging: (Materials, Measurements, Printing etc.)

Shipping Packing: (Materials, Measurements, Printing etc.)

Shipping Packaging: (Materials, Measurements, Printing etc.)

Shipping Marks:

Additional Remarks: