



# INSPECTION REPORT

Pre-Shipment Inspection

Report No: H-xxx

## INSPECTION INFORMATION

Client	xxx		
Supplier	xxx		
Factory	xxx		
Inspection Instruction	GWI-H-004-HQT		
P.O. No.	1165441-B	P.O. Quantity	255 Pieces
Item No.	Refer to quantity sheet	Sampling Plan	Fixed Sample
Inspection Date	18/11/2020	Inspection Level	-
Inspection Sequence	Original inspection	Sample Size	20 Pieces
Inspection Location	xxx	AQL	Critical:0, Major:2.5, Minor:4.0
Product Description	OFFICE CHAIR		



## INSPECTION RESULT SUMMARY

Category	Conform	Not Conform	Pending
1.Quantity			x
2.Workmanship		x	
3.Style, Color & Documentation	x		
4.Field Test & Measurement	x		
5.Shipping Mark & Packaging	x		
<b>OVERALL CONCLUSION</b>	<b>NOT CONFORM</b> to client's requirement		

Approved by HQT Supervisor:

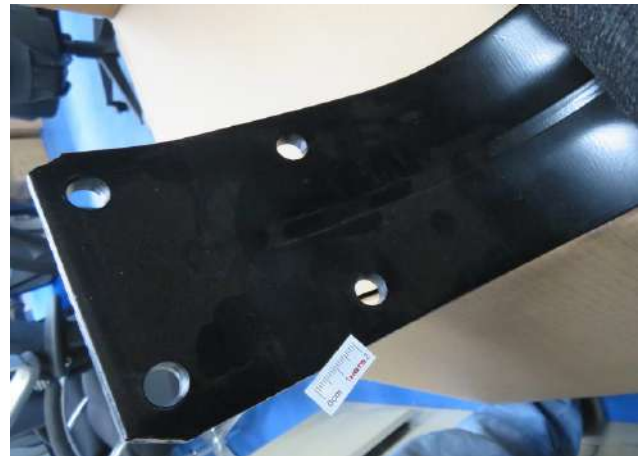
*This report reflects the facts as recorded by HQT at the time and place of inspection. It does not relieve the manufacturers from their contractual obligations nor prejudice client's right for compensation for any apparent and/or hidden defects not detected during our random inspection or occurring thereafter.*

**SPECIAL ATTENTION POINT (SAP)**

<b>1</b>	<b>Quantity</b>	
1.1	The shipping quantity was 241 pieces instead of 255 pieces as stated in P.O.	
<b>2</b>	<b>Workmanship</b>	
2.1	For all items, 60% of inspected samples were found dirty mark at backrest steel surface (can be removed), which was defined as minor defect. Details refer to photos attached.	



SAP 2.1 Dirty mark at backrest steel surface (can be removed)



SAP 2.1 Dirty mark at backrest steel surface (can be removed)

<b>4</b>	<b>Field Test &amp; Measurement</b>	NIL
<b>5</b>	<b>Shipping Mark &amp; Packaging</b>	NIL

**INSPECTION DETAILS**

1. Quantity					Pending			
P.O. No.	Item No.	P.O. Qty	Shipment Qty		Packed Qty		Sample Size	
		(Piece)	(Piece)	(Carton)	(Piece)	(Carton)	(Piece)	(Carton)
1165441-B	750007-1	50	50	50	50	50	4	4
1165441-B	750007-2			50		50		
1165441-B	750008-1	70	56	56	56	56	4	4
1165441-B	750008-2			56		56		
1165441-B	750011-1	45	45	45	45	45	4	4
1165441-B	750011-2			45		45		
1165441-B	750013-1	50	50	50	50	50	4	4
1165441-B	750013-2			50		50		
1165441-B	750014-1	40	40	40	40	40	4	4
1165441-B	750014-2			40		40		
Total		255	241	482	241	482	20	40

2. Workmanship		Not Conform		
Defects Description		Critical	Major	Minor
Item# 750007-1 Sample Size=4				
Untrimmed thread end at backrest edge(3cm)		-	-	1
Item# 750008-1 Sample Size=4				
Untrimmed thread end at backrest(1cm)		-	-	1
Item# 750011-1 Sample Size=4				
Broken mark at carton(15cm)		-	1	-
Item# 750013-1 Sample Size=4				
Rust mark at armrest steel(0.3cm)		-	1	-
Item# 750014-1 Sample Size=4				
No defects found		-	-	-
Total Found:		0	2	2
Allowed:		0	1	2
Sample Size:		20	20	20

**SPECIAL ATTENTION POINT:**

In addition to defects recorded in the workmanship table, the below massive defects were also found:

- 2.1 For all items, 60% of inspected samples were found dirty mark at backrest steel surface (can be removed), which was defined as minor defect.

**The following field test included in workmanship check**

Function check

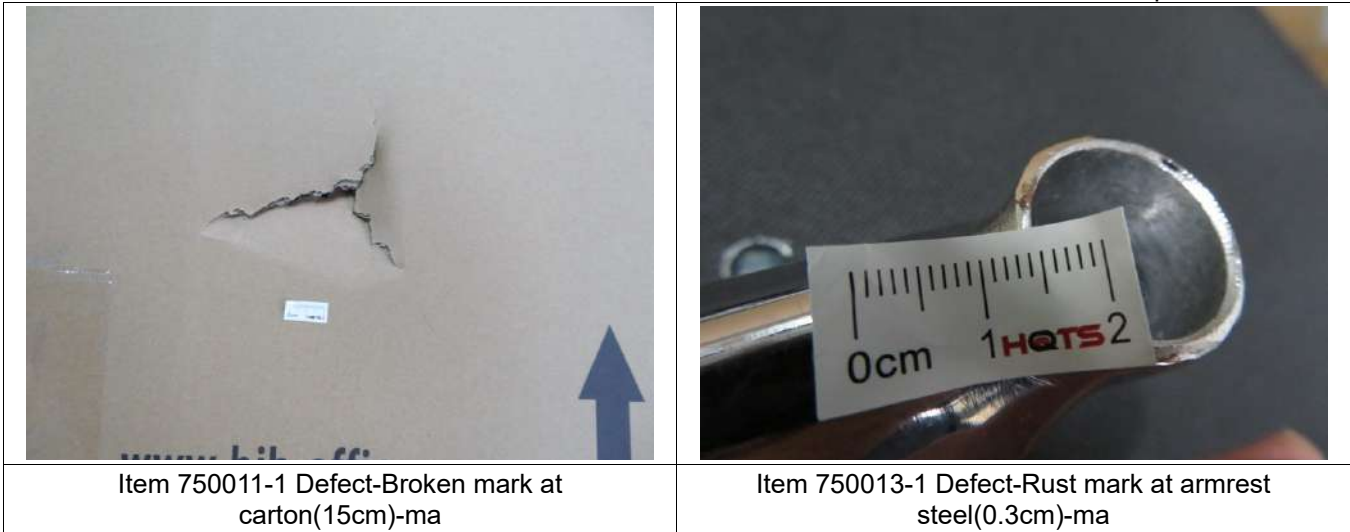
**Defect Photos**



Item 750007-1 Defect-Untrimmed thread end at backrest edge(3cm)-mi



Item 750008-1 Defect-Untrimmed thread end at backrest(1cm)-mi



3. Style, Color & Documentation	Conform		
DESCRIPTION	Conform	Not Conform	Pending
<b>The inspected samples were consistent with</b>	-	-	-
Purchase Order	x		
Product Specification	x		
Digital photo	x		
<b>Instruction manual and Document Verification</b>	-	-	-
Instruction manual in English.	x		

4. Field Test & Measurement				Conform		
Item	Specification	Sample Size	Conform	Not Conform	Pending	
4.1	Assembly check	-	X			
4.2	Loading test	130kgs for 2 hour	X			
4.3	Barcode readability check	-	X			

<b>5. Shipping Mark &amp; Packaging</b>	<b>Conform</b>
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5.1 Shipping mark photos



5.2 Packaging photos



Remark: Only item number 750007-1 is listed here for your reference. For other items please refer to photos attached.

**Packaging Description:**

- 1 unit with instruction manual was packed into two export cartons.
- Export carton was sealed with gummed tape.

**6. Reference Note**

6.1	Carton No. was not assigned yet.
6.2	Manufacturer did not allow us to draw any production sample for reference.
6.3	Our inspector required the factory to repair all defective samples before shipment.
6.4	Draft report has been provided to the factory and defective points have been explained as well.
6.5	The inspected cartons were not sealed because the factory did not repack them immediately after inspection.

7. Photos



Warehouse



Warehouse



Warehouse



Warehouse



Loading test



Loading test



Item 750007-1



Item 750007-1



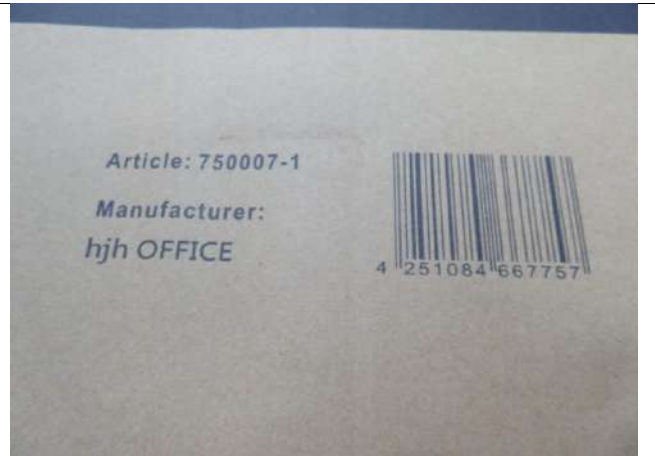
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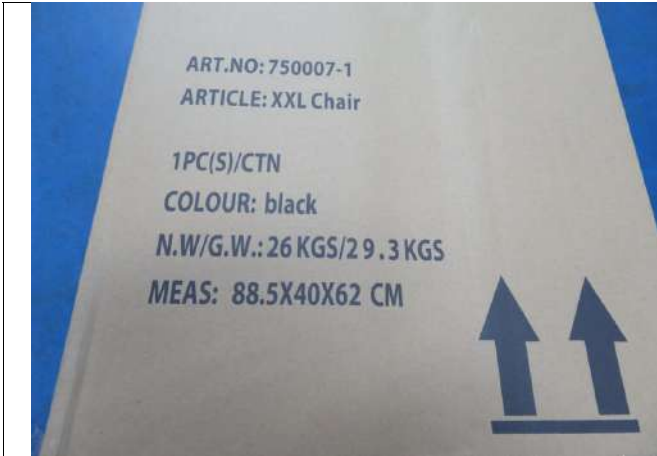
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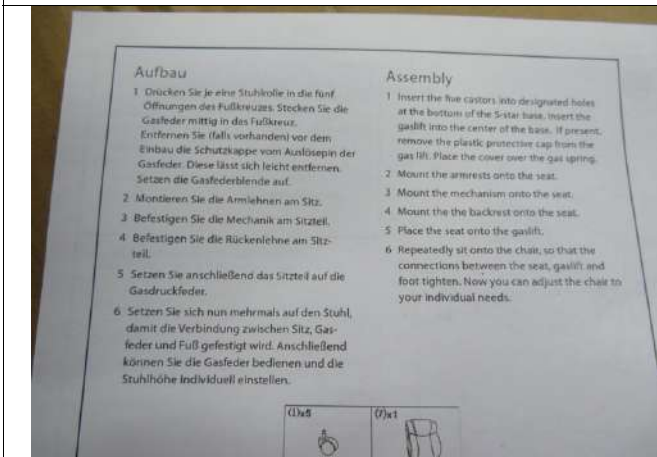
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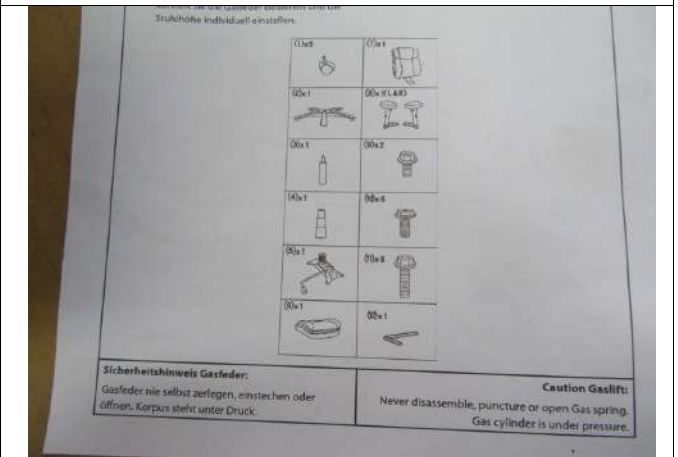
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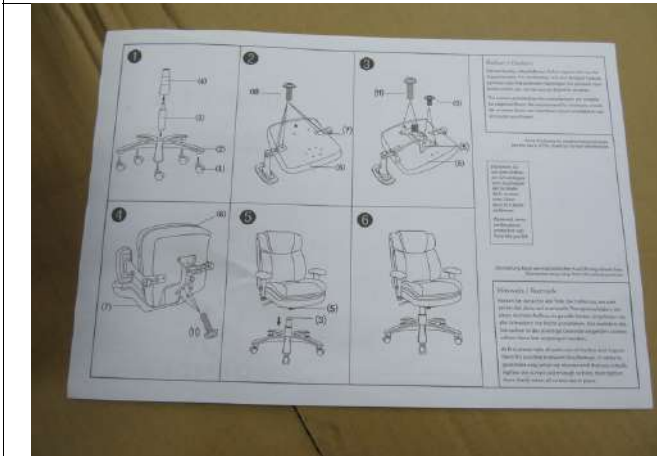
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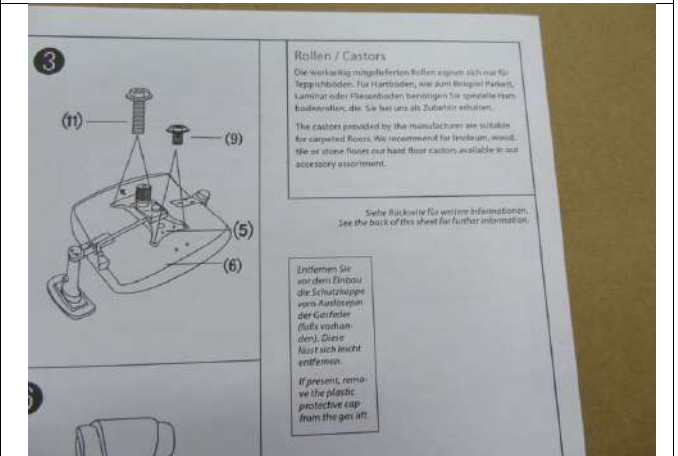
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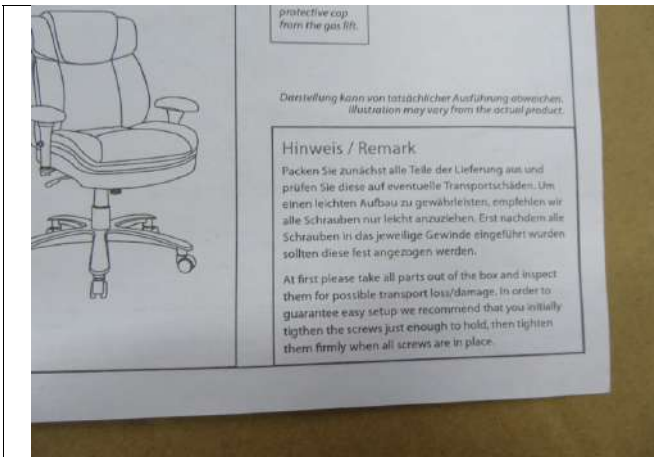
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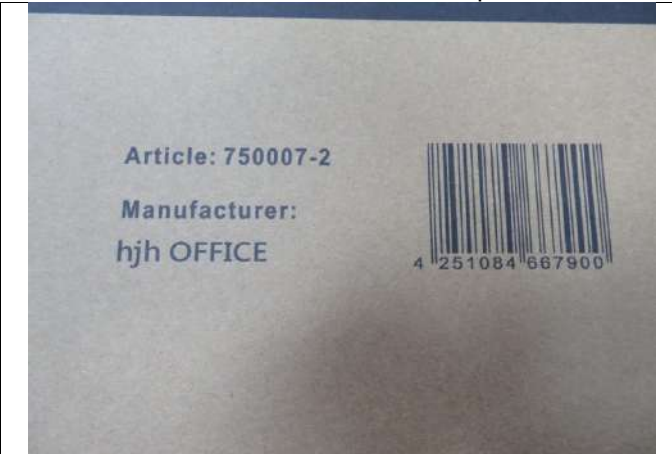
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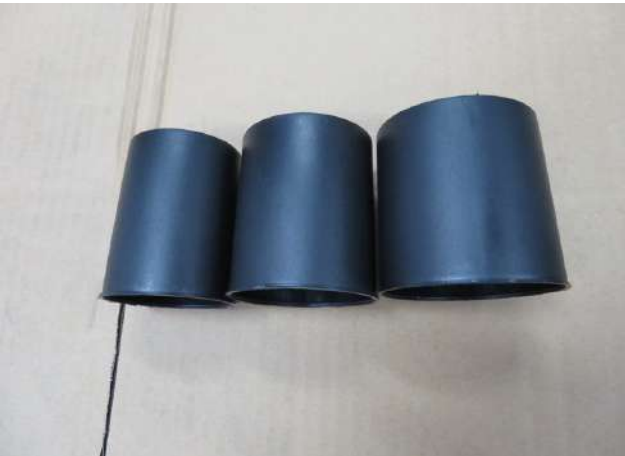
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Item 750008-1



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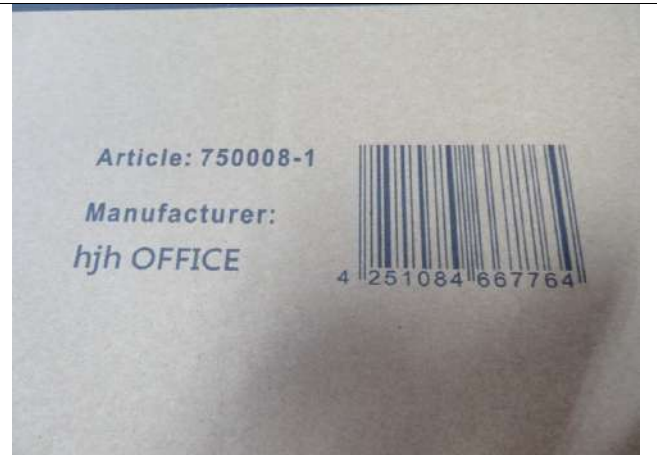
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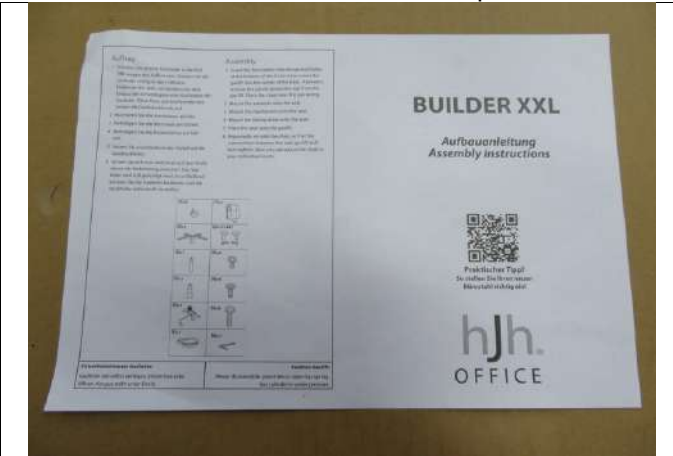
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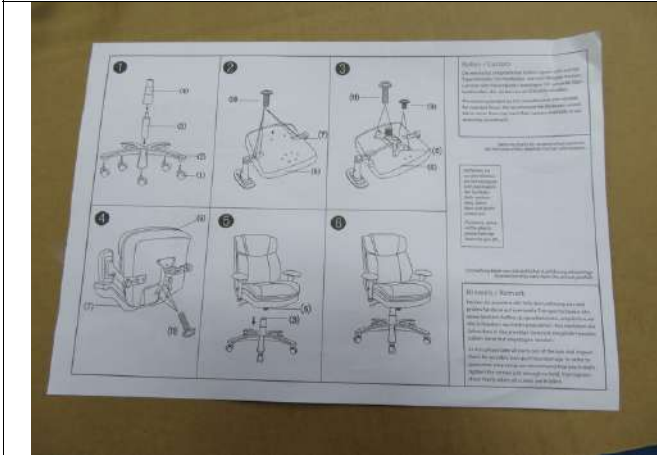
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Item 750008-1



Item 750011-1



Item 750011-1



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Item 750011-1



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Item 750011-1



Item 750011-1



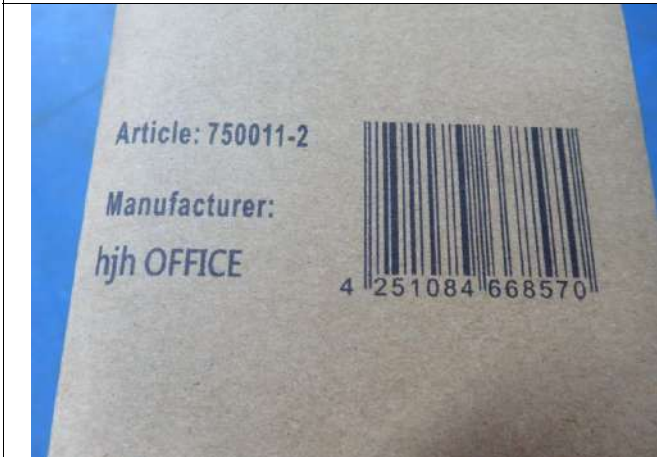
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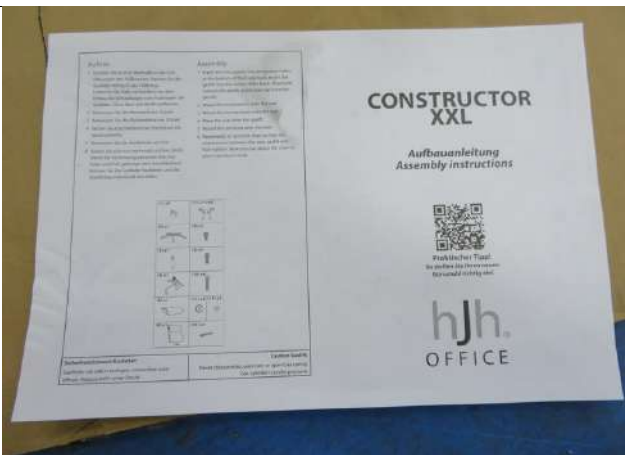
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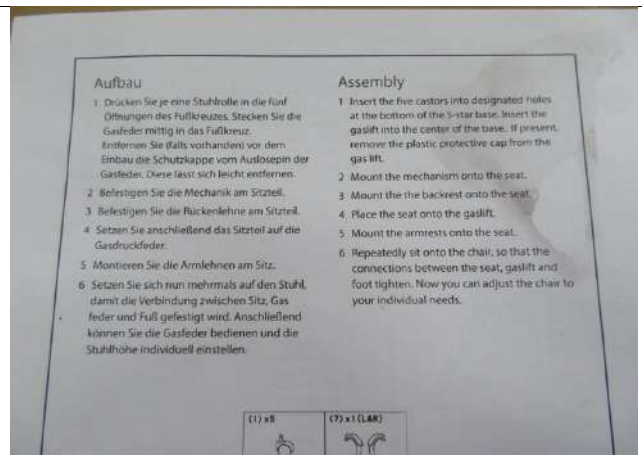
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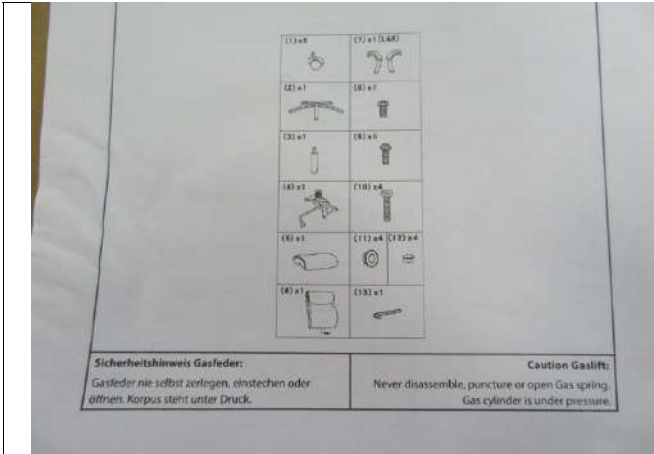
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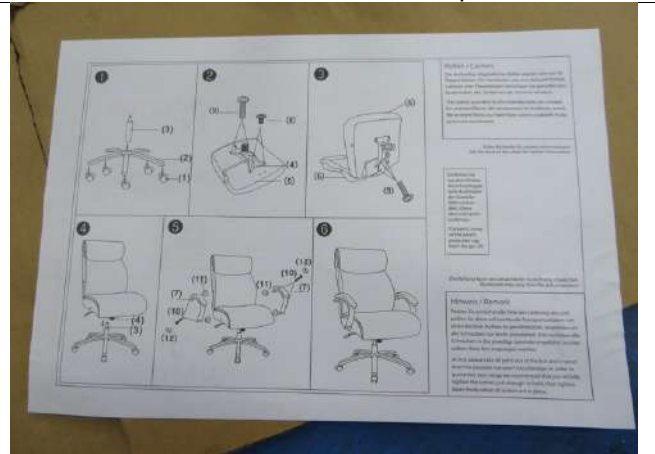
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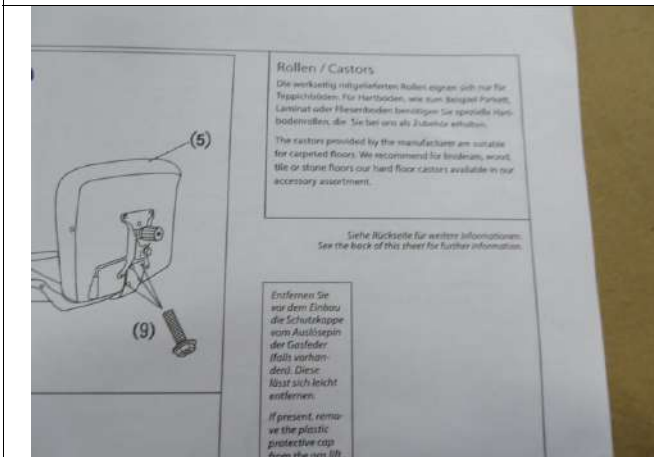
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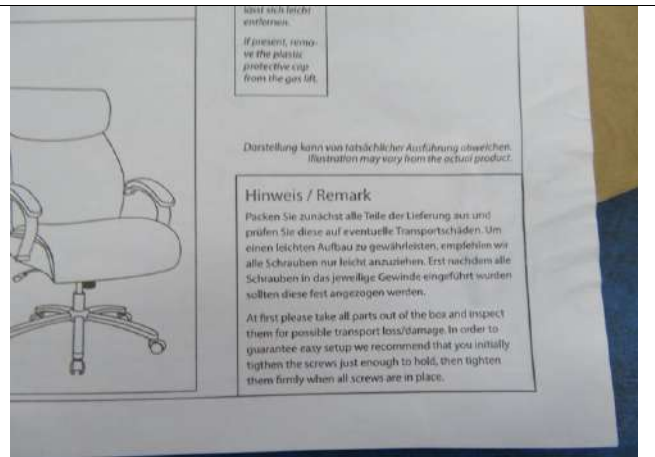
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Item 750011-1



Item 750013-1



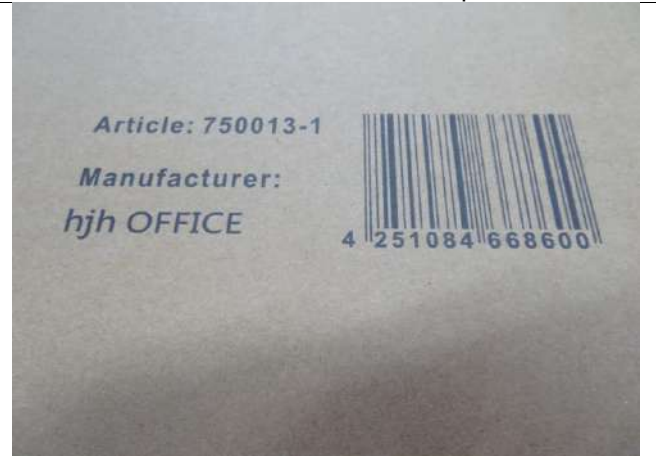
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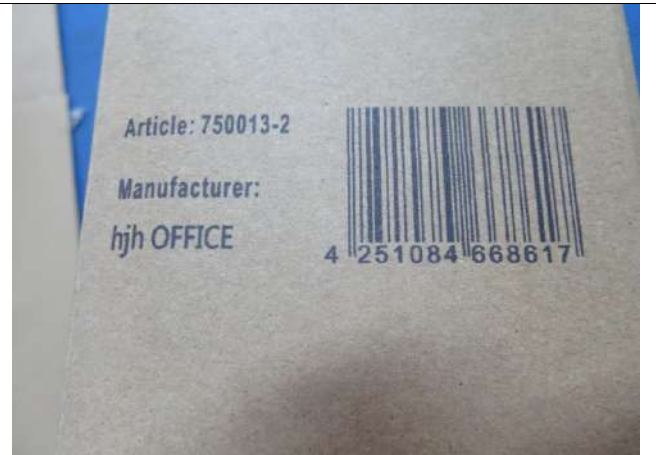
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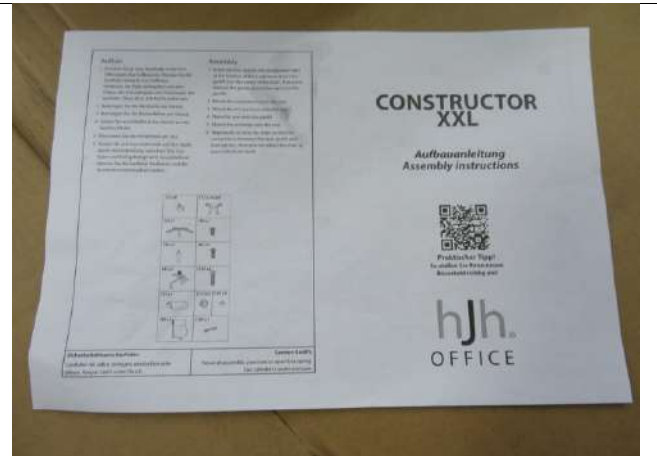
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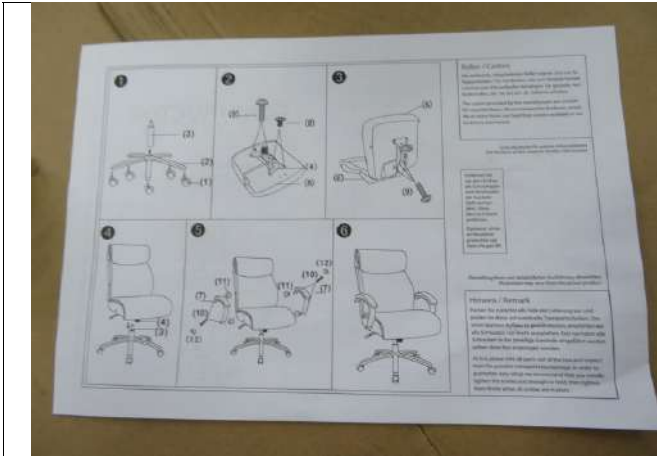
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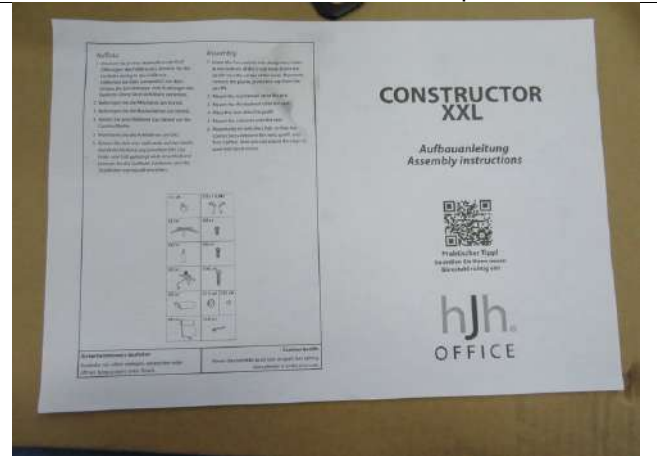
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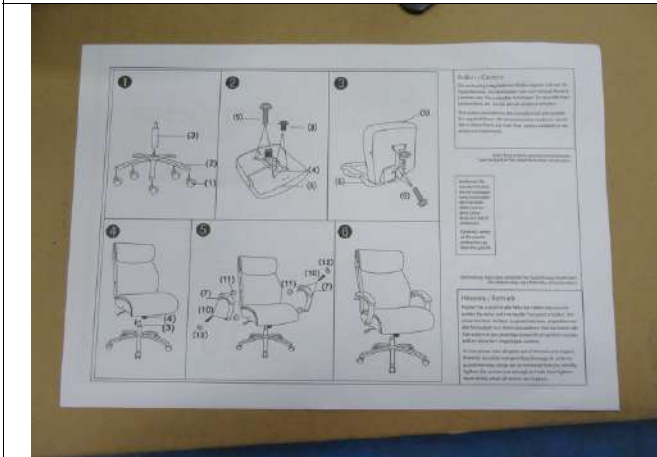
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<b>Inspector:</b>	2443	<b>Auditor:</b>	436
_____		<b>End of Report</b>	_____