

SAMPLE INSPECTION REPORT

Requested by:

Company:	3 West Enterprises	Phone number	
Contact:	Natalie	Mobile number	
Address:			
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Skype			

Samples Supplier Details:

Product name	Copper Water bottles		
Product reference	CWB01	PO No.	
Supplier name		Date	10 th August
Supplier Address			
Supplier Email		Supplier phone	

RESULTS OVERVIEW		
Part	Checkpoints	Findings & comments
1.	Production Details	4 Copper water bottles
2	Packing	Individually cased in rectangle Styrofoam
3.	Additional comments or points to inspect	
4	Defects found	One minor dent, slight marks on one lid
FINAL RESULT:		Failed. Based on the evaluation, we suggest explore more suppliers (At least 3 more)

Part 1: Product Details:

Checkpoint (what was being checked)	Findings & comments
What is in the Box:	4 copper water bottles: 1x design 1xhammered 1xbrushed copper 1x polished copper
Product Labelling:	N/A
Overall appearance: All product labels readable	Each bottle in plastic bag and individual cut to size Styrofoam Labels N/A
Overall appearance: All product labels readable	Ok
Product finish: Must be reasonable quality and free from distortion, burs and marks.	Hammered bottle had black marks on lid Minor Dent in brushed bottle
Key Measurement Points:	Height approx. 26cm Width 7.5cm
Basic Moving Parts: All moving parts must actually move	Lid works ok
Basic Working Parts:	Seal holds water when tight no leaks
Additional points:	Lid must be on tight for seal to work.

1.2 PHOTOS OF PRODUCT & KEYPOINTS PROBLEMS

[description]	See section 4 for problems
	<p>1 x designer bottle 1 x polished 1 x hammered 1 x matte</p>

Part 2: Packaging

Checkpoint (what was being checked)	Findings & comments
External Packaging:	Ok
Product packaging:	N/A – no product packaging requested for sample
Product labelling: Must be readable and understandable. Must state "Made in"	N/A
General condition: Products should be in good condition, inside and outside.	N/A
Holes, humidity, smell: There should be no holes, no strong humidity, and no smell.	

2.1 PHOTOS OF PACKAGING PROBLEMS


[description]	
[photo]	
N/A	

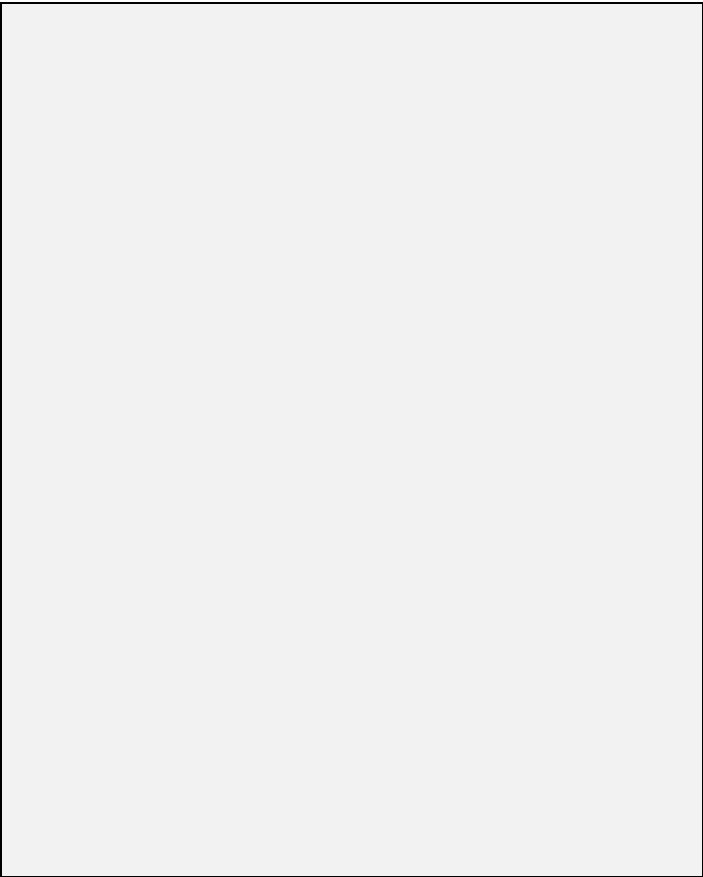
3. Additional comments or points for inspection:

Checkpoint (what was being checked)	Requirement (list any request)	Findings & comments
Please list any additional points for inspection		

[description]	
[photo]	

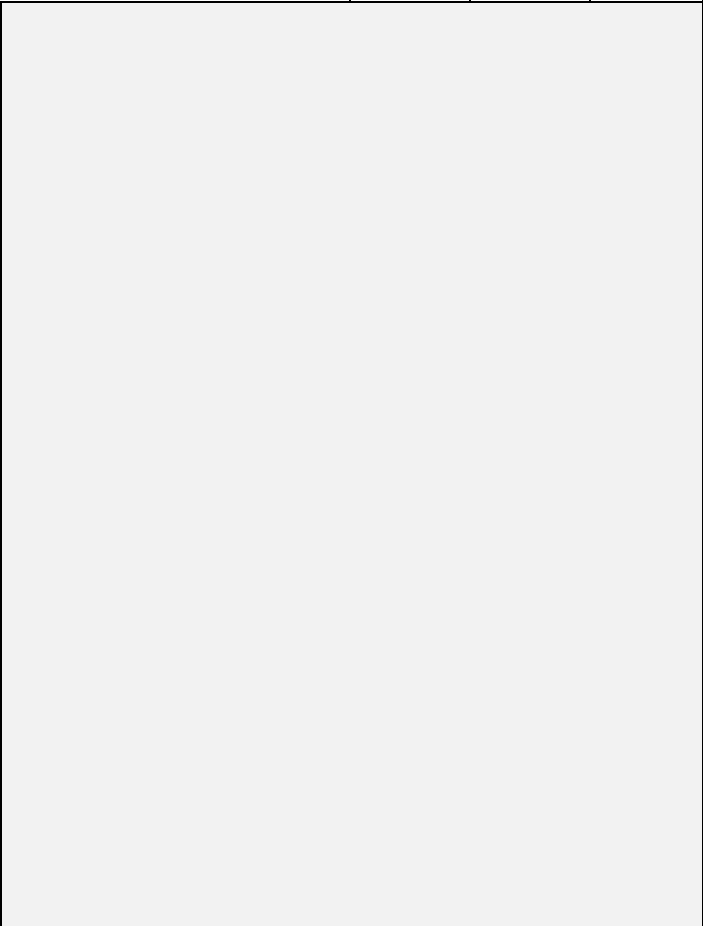
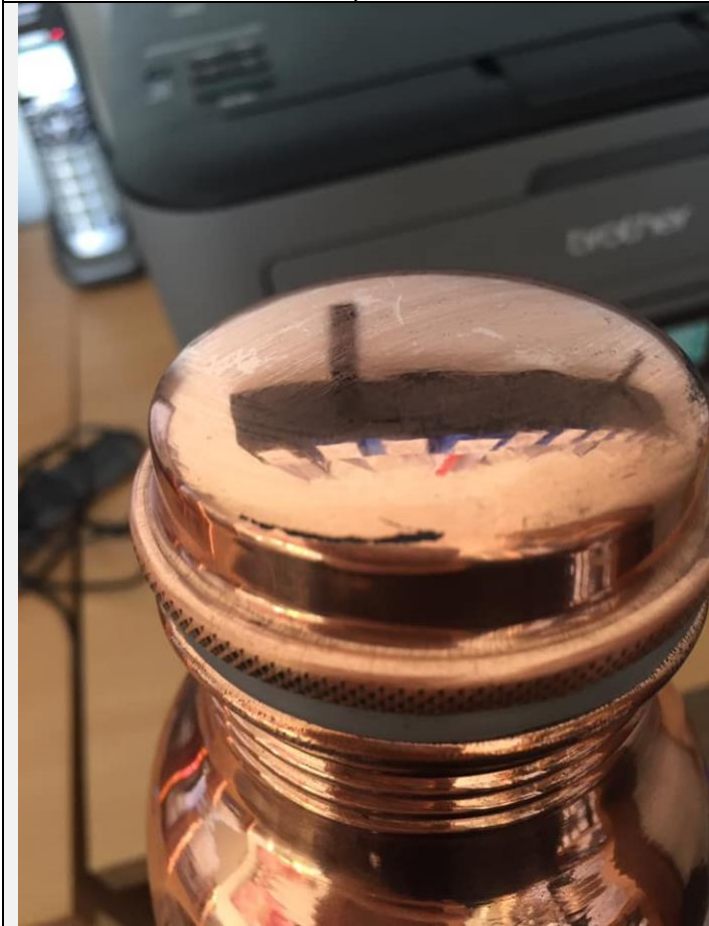
4. NUMBER OF DEFECTS

Description of defect	Defect category & No.		
	Critical	Major	Minor
[Description of 1 st defect] One minor dent in brushed bottle			x
			
[Description of 2 nd defect] Minor black scuff marks on lid of hammered bottle			x



[Description of 3rd defect] Black marks did rub off ok. However, did ruin the first impression of the bottle

x



Company:	MOVAA	Phone number	
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Inspected by: MOVAA Private Limited
Date: 10/08/2020
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