[client logo]

**PRODUCT SPECIFICATION SHEET**

|  |  |
| --- | --- |
| Product name |  |
| Product reference |  |
| Date |  | IP rights | **This document is [client company name]’s property.** |

|  |
| --- |
| **REVISION HISTORY** |
| **Rev.** | **Description of change** | **Page No.** | **Author** | **Date** |
| 0 | Document creation | -- |  |  |
| 1 |   |   |   |   |
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Ignore this column if you have no idea what sampling should be taken during QC inspections.

**1. PRODUCT**

* 1. **GENERAL SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Checkpoint** | **Requirement** | **Sampling** |
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* 1. **DIMENSIONS, WEIGHT…**

|  |  |  |
| --- | --- | --- |
| **Checkpoint** | **Requirement** | **Sampling** |
| Total product size |  |  |
| Total product net weight |  |  |
|  |  |  |
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* 1. **ON SITE TESTS**

|  |  |  |
| --- | --- | --- |
| **Test name** | **Test description & expected result** | **Sampling** |
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* 1. **PHOTOS OF APPROVED SAMPLE(S)**

|  |  |
| --- | --- |
| [description] |  |
| [photo] |  |
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| --- | --- | --- |
| **Reference sample** | **Identified with… (label / tag / stamp…)** | **Signed by…** |
| ☐ Already in factory☐ To be sent to inspectors☐ No ref. sample |  |  |

1. **THE INNER PACKING**

 **2.1 GENERAL SPECIFICATIONS**

|  |  |  |
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| **Checkpoint** | **Requirement** | **Sampling** |
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 **2.2 PHOTOS OF APPROVED INNER PACKING**

|  |  |
| --- | --- |
| [description] |  |
| [photo] |  |
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**3. THE EXPORT PACKING**

 **3.1 GENERAL SPECIFICATIONS**

|  |  |
| --- | --- |
| **Checkpoint** | **Requirement** |
| Quantity & breakdown inside export carton |  |
| Export carton dimensions |  |
| Export carton weight |  |
| Export carton quality |  |
| Inside protection |  |
|  |  |
|  |  |

 **3.2 PHOTOS OF APPROVED EXPORT PACKING**

|  |  |
| --- | --- |
| [description] |  |
| [photo] |  |
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**4. DEFECTS**

Try to define the most common defects. Usually there is no need to do a very exhaustive list.

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| --- | --- |
| **Description of defect** | **Category** |
| **Critical** | **Major** | **Minor** |
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