*<ProDUCT Name>*

PRODUCT CHECKLIST DEFINITION

Version *<1.0>*

*<mm/dd/yyyy>*

REVISION HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | *<Author name>* | *<mm/dd/yy>* | *<name>* | *<mm/dd/yy>* | Product Specification draft |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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# PRODUCT DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Product Name |  | | |
| Product Reference |  | | |
| Date |  | IP Rights |  |

# REFERENCE SAMPLES

*[Provide information with respect to any reference samples or golden samples that are available, where are they and what to check for. Add this information to the Product Specification Document.]*

A reference sample is a sample produced by a manufacturer that is perfect in almost all ways, so that when evaluated it can be tested and receive a high standard review.

|  |  |  |
| --- | --- | --- |
| **Reference sample** | **Identified with… (Label / tag / stamp…)** | **Signed by…** |
| Already in factory  To be sent to inspectors  No ref. sample |  |  |

# PRODUCT & PACKAGING SPECIFICATIONS

The Product Specification document documents and tracks the necessary information required to effectively define the product specification. The Product Specification document is created in order to communicate product specifications to all relevant parties that need to understand what the product is.

## Aesthetics & Smell

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Conformance to Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Function, Endurance, Strength, Fitness for purpose, Usability

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Safety & Regulatory

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Other

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Photos of Approved Sample(s)

|  |  |
| --- | --- |
| [description] |  |
| [photo] |  |
|  |  |
|  |  |
|  |  |
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# THE INNER PACKING

*[Provide information with respect to the product packaging, including general packaging requirements, internal packaging, inserts and labelling. Add this information to the Product Specification Document including photographs for reference and inspection purposes. Ensure you include all bar codes or unique identification codes.]*

Product packaging must be of good quality, strong enough to withstand the shocks and loadings normally encountered during transport, including trans-shipment between transport units and between transport units and warehouses as well as any removal from a pallet or over-pack for subsequent manual or mechanical handling. Packaging must be constructed and closed so as to prevent any loss of contents that might be caused under normal conditions of transport, by vibration, or by changes in temperature, humidity or pressure.

## Aesthetics & Smell

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Conformance to Specifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Safety & Regulatory

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Function, Endurance, Strength, Fitness for purpose, Usability

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Other

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Photos of Approved Inner Packing

|  |  |
| --- | --- |
| [description] |  |
| [photo] |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# OUTER PACKING SPECIFICATIONS

*[Provide information with respect to the product packaging, including general packaging requirements, internal packaging, inserts and labelling. Add this information to the Product Specification Document including photographs for reference and inspection purposes. Ensure you include all bar codes or unique identification codes.]*

Product packaging must be of good quality, strong enough to withstand the shocks and loadings normally encountered during transport, including trans-shipment between transport units and between transport units and warehouses as well as any removal from a pallet or over-pack for subsequent manual or mechanical handling. Packaging must be constructed and closed so as to prevent any loss of contents that might be caused under normal conditions of transport, by vibration, or by changes in temperature, humidity or pressure.

## Aesthetics & Smell

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Conformance to Specifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Safety & Regulatory

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Function, Endurance, Strength, Fitness for Purpose, Usability

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Other

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Description** | **Required Result** | **Sampling** |
|  |  |  |  |
|  |  |  |  |

## Photos of Approved Sample(s)

|  |  |
| --- | --- |
| [description] |  |
| [photo] |  |

# POTENTIAL DEFECTS

*[Provide as much information regarding potential defects on the product as possible, this should include all the packaging. Once you have completed the list of defects you should categorize each of the defects into Critical, Major, or Minor so that the Product Specification template includes as much detail as possible.]*

Identifying defects helps the suppliers understand the inspection process, and then replicate this process internally to increase chances of acceptance. Once you have a list of defects, you should decide on each one’s category:

* Critical defects might harm a user, or do not respect the importing country’s regulations.
* Major defects are usually not accepted by end customer, so they would not buy the product.
* Minor defects are the slight issues that usually don’t prevent the sale of the product.

## Defect Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description of Defect** | **Present on…** | | | **Severity** | | |
|  | **Product & Unit Packing** | **Inner Packing** | **Outer Packing** | **Critical** | **Major** | **Minor** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Passed / Failed Photos

|  |  |
| --- | --- |
| [description] |  |
| [photo] |  |
|  |  |
|  |  |
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# QUALITY INSPECTION STANDARDS

* ISO 2859-1 standard, normal severity, level II.
* AQL limits: critical defects are not allowed, 2.5 for major defects, 4.0 for minor defects.
* Final random inspection: 100% to be finished and at least 80% to be fully packed at 9:00AM on inspection day.

# SIGNATURES

|  |  |
| --- | --- |
| **For the Customer**  **Name:**  **Title:**  **Date:**  **Signature & Company Stamp** | **For the Supplier**  **Write by hand “Understood and agreed below”**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name:**  **Title:**  **Date:**  **Signature & Company Stamp** |

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