

Pre-Production Master Checklist for China Orders

Use before releasing an order into bulk production. Lock the production reference, record evidence, and make later changes visible. This checklist is not a contract template or legal advice.

Product

Checklist item	What to confirm / evidence	Status	Buyer notes
☐ Final product / SKU / model is identified.	Product identity and revision are clear.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Final specification revision is locked.	One final production definition controls the order.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Materials and critical components are defined.	Material grade, composition and critical components are specified.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Dimensions and tolerances are defined.	Measurement points and limits are documented.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Color / finish requirements are defined.	Color, coating, texture and surface-treatment requirements are controlled.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Functional requirements and tests are defined.	Required performance and product-specific tests are documented.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Approved deviations are recorded.	Departures from the original requirement are explicitly recorded.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	

Approved reference

Checklist item	What to confirm / evidence	Status	Buyer notes
☐ Approved / Golden Sample is clearly identified where applicable.	Sample ID or clear physical reference is recorded.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ The sample is linked to the final written specification.	Sample date, revision and specification version are connected.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Drawings are final.	Final drawings and tolerances are available.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Artwork is final.	Final artwork files, labels and barcodes are controlled.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Production-representative differences are understood.	Final materials, tooling, components and process differences are assessed.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	

Production setup

Checklist item	What to confirm / evidence	Status	Buyer notes
☐ Primary production site is identified.	Factory or production-site address is recorded.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Outsourced processes are identified.	Processes performed outside the primary site are listed.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Critical subcontractors / external workshops are known where relevant.	Names, locations and roles are recorded where relevant.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Multi-factory or split production is disclosed.	Each site's role and quantity are understood.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Production-site / subcontractor changes require notification or approval where appropriate.	Change-control trigger is defined before production.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	

Packaging and labeling

Checklist item	What to confirm / evidence	Status	Buyer notes
☐ Unit packaging is approved.	Individual packaging and protection requirements are defined.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Labels and barcodes are final.	Product, care, warning and SKU labels are controlled.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Artwork is final.	Logo, text, layout and print files are approved.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Carton packing and shipping marks are defined.	Carton configuration, quantities and marks are specified.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	

Execution

Checklist item	What to confirm / evidence	Status	Buyer notes
☐ Final quantity by SKU / variation is confirmed.	Order quantity and assortment are recorded.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Production lead-time start point is clear.	The event that starts lead-time calculation is identified.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Production milestones are understood.	Start, completion, inspection and packaging milestones are recorded.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Inspection timing is planned.	Enough time remains for corrective action or re-inspection where appropriate.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Shipment-readiness target is clear.	The target date and readiness conditions are defined.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	

Quality control

Checklist item	What to confirm / evidence	Status	Buyer notes
☐ Inspector / QC reference documents are ready.	Final specification, sample, drawings and instructions are available.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Defect definitions or acceptance criteria are defined where relevant.	Critical, major and minor defects or other criteria are documented.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Sampling / inspection method is defined where appropriate.	Applicable sampling plan or inspection method is stated.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Functional tests are defined.	Test method, conditions and pass criteria are recorded.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Packaging and labeling checks are included.	Artwork, labels, barcodes, cartons and marks are included in the inspection basis.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Response to failed or unresolved inspection findings is operationally clear.	Rework, evidence, re-inspection and decision steps are defined.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	

Change control

Checklist item	What to confirm / evidence	Status	Buyer notes
☐ Material changes requiring approval are defined.	Specify when material changes require notice or approval.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Component changes requiring approval are defined.	Specify when component or source changes require notice or approval.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Factory / subcontractor changes requiring approval are defined.	Specify production-site and subcontractor change triggers.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Process / tooling changes requiring approval are defined.	Specify process, tooling and construction change triggers.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Artwork / packaging changes requiring approval are defined.	Specify print, label and packaging change triggers.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	
☐ Re-sampling / re-testing / re-inspection triggers are defined where appropriate.	Define when a change requires a new sample, test or inspection.	☐ Locked ☐ Needs confirmation ☐ Requires re-approval ☐ N/A	

Before bulk production: use the final version intended for this order. If information is missing, two versions conflict, a supplier proposes a change, or the sample conflicts with the written specification, resolve the issue before production or define the required re-approval, testing or inspection step.