

Pre-Shipment Inspection Checklist for China Orders

Define the inspection basis before the inspector arrives. Complete the relevant sections for your product and order. A PSI is a point-in-time, sample-based inspection and does not guarantee every unit is defect-free.

A. Before booking

Check	What to define / provide	Status	Notes / evidence
Is PSI the correct inspection stage for the main risk?	Confirm whether the main risk occurs at final production or earlier.	☐ Defined ☐ Missing ☐ N/A	
Is enough production expected to be complete?	Confirm finished and packed quantities before booking.	☐ Defined ☐ Missing ☐ N/A	
Is the final inspection location confirmed?	Record the exact factory or warehouse address.	☐ Defined ☐ Missing ☐ N/A	
Are all SKUs / variants expected to be available?	Confirm sizes, colors, models and packaging variants.	☐ Defined ☐ Missing ☐ N/A	
Is there enough time for corrective action before shipment?	Leave time for rework and re-inspection where needed.	☐ Defined ☐ Missing ☐ N/A	

B. Product standard

Check	What to define / provide	Status	Notes / evidence
Final specification and revision locked	Provide one controlled final revision.	☐ Defined ☐ Missing ☐ N/A	
Approved / Golden Sample identified	Record sample ID, revision, approval date and deviations.	☐ Defined ☐ Missing ☐ N/A	
Drawings and tolerances provided	Include measurement points and acceptance limits.	☐ Defined ☐ Missing ☐ N/A	
Approved deviations documented	List deviations accepted by the buyer.	☐ Defined ☐ Missing ☐ N/A	
Change-control issues resolved	Resolve material, process, factory or packaging changes.	☐ Defined ☐ Missing ☐ N/A	

C. Artwork and packaging

Check	What to define / provide	Status	Notes / evidence
Final artwork provided	Include approved logo, text, fonts and layout.	☐ Defined ☐ Missing ☐ N/A	
Labels / barcodes provided	Include care, warning, product and size labels where relevant.	☐ Defined ☐ Missing ☐ N/A	
Packaging specification provided	Define unit pack, cartons, protection and inserts.	☐ Defined ☐ Missing ☐ N/A	
Carton marks provided	Provide shipping marks and identification rules.	☐ Defined ☐ Missing ☐ N/A	
SKU / size / color assortment defined	Record the final assortment and packing rules.	☐ Defined ☐ Missing ☐ N/A	

D. Inspection method

Check	What to define / provide	Status	Notes / evidence
Inspection checklist defined	List the checks that matter for this product and order.	☐ Defined ☐ Missing ☐ N/A	
Functional tests defined	Specify test method, conditions and pass criteria.	☐ Defined ☐ Missing ☐ N/A	
Measurement method defined	Specify instruments, points, tolerances and units.	☐ Defined ☐ Missing ☐ N/A	
Defect categories defined	Define critical, major and minor defects for the product.	☐ Defined ☐ Missing ☐ N/A	
Sampling plan / AQL defined where applicable	State the applicable standard or plan, lot and sample basis.	☐ Defined ☐ Missing ☐ N/A	
Acceptance / rejection criteria defined	Set limits before the inspection result is known.	☐ Defined ☐ Missing ☐ N/A	

E. After inspection

Check	What to define / provide	Status	Notes / evidence
Full report reviewed	Review report, photos, measurements and uncompleted checks.	☐ Pass ☐ Fail ☐ Corrective Action ☐ Unresolved	
Defect photos / evidence reviewed	Confirm findings and severity.	☐ Pass ☐ Fail ☐ Corrective Action ☐ Unresolved	
Uncompleted checks identified	Record anything not inspected or not testable on site.	☐ Pass ☐ Fail ☐ Corrective Action ☐ Unresolved	
Corrective action agreed where needed	Define rework, evidence and owner.	☐ Pass ☐ Fail ☐ Corrective Action ☐ Unresolved	
Rework evidence received	Review updated photos, measurements or records.	☐ Pass ☐ Fail ☐ Corrective Action ☐ Unresolved	
Re-inspection completed where appropriate	Confirm whether re-inspection is required and completed.	☐ Pass ☐ Fail ☐ Corrective Action ☐ Unresolved	
Approved deviation documented	Record any buyer-approved departure from the standard.	☐ Pass ☐ Fail ☐ Corrective Action ☐ Unresolved	
Shipment / payment decision recorded	Tie the decision to the contract or PO milestone.	☐ Pass ☐ Fail ☐ Corrective Action ☐ Unresolved	

Before releasing payment or shipment: review the complete report, understand critical findings, document deviations, receive rework evidence, complete re-inspection where appropriate, and tie the decision to the contract or PO.