Pre-Shipment Inspection Report

Template v1.3 (EN)

1. Basic Information

Report No.	**FQC2026102301**
Inspection Date	2026/10/23
PO No.	[redacted]
Product / Model	Bamboo Craft Pen
Order Quantity	500 pcs
Sample Size / Code Letter	50 / H
Supplier / Inspection Location	Yiwu Dongqianwang District
Inspection Criteria	Spec Sheet / Approved Sample / Purchase Contract

2. Sampling Plan (AQL)

Inspection Level	**Major AQL 2.5**	**Minor AQL 4.0**	**Critical**
Level II	Ac 3 / Re 4	Ac 5 / Re 6	Ac 0 / Re 1

3. Inspection Items & Results

No.	**Item**	**Standard / Requirement**	**Result**	**Defect Level**
1	Appearance – Bamboo barrel	No burrs, cracks, spots, mold or damaged grain; even lacquer coating	Sagging (flow mark) of lacquer at 10.5mm below the metal fitting	Minor
2	Appearance – Engraving	Clear characters, no scorching, matches approved sample	5cm × 1cm area clear, identifiable from three viewing angles	Pass
3	Appearance – Metal fittings	Coating evenly distributed, no base exposure, no peeling	Coating uneven, base metal visible; no peeling in rub test	Minor
4	Dimensions	Key dimensions measured and recorded	Overall length 148.0mm (tape, ±1mm); dia. 8.56 / 12.92 / 10.65mm (caliper, ±0.01mm)	Pass
5	Assembly	10 plug/unplug cycles, clamping force without degradation	No abnormality after 10 cycles	Pass
6	Function – Writing	Continuous 10cm line, no ink interruption	Pass	Pass
7	Drop Test	1m × 3 drops, no cracking or	Pass	Pass

		detachment		
8	Printing, shipping marks, inner packing	Per PO requirements	Photo archived	Pass

4. Physical Tests (as applicable by product)

Test Item	Standard	Result
Odor level	≤ Grade 2 (EU/US requirement)	Pass
Drop test	Packaging intact, product undamaged	Pass

5. Defect Summary

Defect Level	Found	Ac	Within Acceptance
Critical	0	0	—
Major	0	3	Yes
Minor	2	5	Yes

6. Defect Photo Records



coating uneven sagging

7. Inspection Conclusion

☑Passed / Released	□ Rework & Re-inspect	□ Sorted Release	□ Rejected

Disposition: 2 minor appearance defects found, within acceptance criteria — released. Note: base metal exposure on coating — recommend monitoring in subsequent lots to determine whether it is a batch-wide issue.

8. Sign-off

Inspector: Liu Zheng (Glenn Liu)	Date: 2026/10/23	Supplier Representative:	Date:

Remarks: 1. Any critical defect (safety hazard) at any quantity results in rejection; 2. Defect classification: Critical = safety/regulatory, Major = functional failure, Minor = cosmetic; 3. Reworked lots require re-inspection; 4. This report is filed with the order and serves as basis for payment and claims.