TEMPLATE / UNISSUED - NOT AN INSPECTION RESULT

CONTROLLED BUYER DOCUMENT

Cat Litter Pre-Shipment Inspection Template

Product, packaging, quantity, container and release checks

ORDER AND INSPECTION

Inspection report no.	
Customer / PO	
Product / SKU	
Manufacturer / site	
Inspection date / place	
Inspector / organisation	
Order quantity / completed quantity	
Inspection stage	[ ] During production [ ] Pre-shipment [ ] Loading supervision
Specification / approved sample	
Sampling plan / AQL	Buyer-approved plan and lot definition required

REPORT STATUS

TEMPLATE
This blank template is not an inspection result. Record the actual lot, sampling plan, observed evidence, defects, photos, quantity, container condition and authorised disposition.

TEMPLATE / UNISSUED - NOT AN INSPECTION RESULT

CONTROLLED BUYER DOCUMENT

Product & Packaging Inspection

Controlled project record

PRODUCT CHECKS

Product identity				
Appearance / granule				
Moisture / density				
Dust / fines				
Absorption / clumping				
Odour / fragrance				
Foreign matter				

PACKAGING CHECKS

Pack format / material				
Net content				
Seal / closure / leakage				
Artwork / barcode / code				
Carton / multipack				
Pallet / wrap				

TEMPLATE / UNISSUED - NOT AN INSPECTION RESULT

CONTROLLED BUYER DOCUMENT

Quantity, Container & Loading

Controlled project record

QUANTITY RECONCILIATION

Order quantity	
Finished quantity	
Inspected quantity	
Accepted / rejected / held	
Carton / pallet count	
Tolerance / variance	

CONTAINER AND LOADING

Container number / type				
Interior clean / dry / odour-free				
Damage / light / floor / door				
Desiccant / liner / dunnage				
Loading pattern / restraint				
Final count / gross weight				
Seal number / time				

TEMPLATE / UNISSUED - NOT AN INSPECTION RESULT

CONTROLLED BUYER DOCUMENT

Defects, Evidence & Disposition

Controlled project record

DEFECT SUMMARY

	Critical / Major / Minor			

DISPOSITION

Inspection result	[ ] Pass [ ] Pass with condition [ ] Hold [ ] Fail
Corrective action / reinspection	
Required documents	COA / packing list / invoice / origin / inspection / other as approved
Open points	
Buyer decision	

AUTHORISATION

Prepared by / date		Reviewed by / date	
Buyer acknowledgement		Approval status	[ ] Pending [ ] Approved [ ] Rejected