

Pre-shipment acceptance checklist

Agree inspection records, packing checks and dispatch information before shipment.

Project / reference: _____ Date: _____

Agree before production

- ☐ Purchase order, model and drawing revision identified
- ☐ Inspection characteristics, method and acceptance criteria agreed
- ☐ Requested documents and inspection responsibility agreed

Equipment & dimensional records

- ☐ Model, quantity, material and treatment match the agreed scope
- ☐ Dimensions and hole arrangement checked against the approved drawing
- ☐ Agreed flatness or other dimensional checks recorded with method
- ☐ Supports, connecting parts and fixture quantities reconciled

Condition & packing

- ☐ Visible condition documented with clear photographs
- ☐ Locating faces, holes and exposed surfaces protected as agreed
- ☐ Small parts counted, identified and secured
- ☐ Packing dimensions, gross weight and lifting information provided

Dispatch & receiving

- ☐ Packing list and commercial documents reconciled

- ☐ Destination, consignee and shipping responsibilities confirmed

- ☐ Unloading equipment and site access arranged by the responsible party

- ☐ Receiving inspection and discrepancy-reporting process agreed

This checklist does not certify compliance or set acceptance tolerances. Agree the inspection requirements with the supplier before the order. Record findings and unresolved items before dispatch.