

Pre-Shipment Inspection Report Sample

出货前验货报告样本

A structured visual and document-check record for mixed furniture and building-material orders. All entries below are fictional examples. / 适用于家具与建材混合订单的视觉及文件检查记录。以下内容均为虚构示例。

Document status / 文档状态	Sample template / 样本模板	Version / 版本	V1.0 / 2026-08
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Important / 重要：This sample is not a product certificate, laboratory test, engineering approval, legal opinion, statutory inspection, or proof that an entire order is complete. Inspection scope, sample size, tolerances, standards, and release authority must be agreed for the real order. / 本样本不是产品认证、实验室测试、工程审批、法律意见、法定检验或整单已完工的证明。

01

Inspection identity and agreed scope

验货身份与约定范围

Report reference / 报告编号	FB-SAMPLE-PSI-001	Inspection date / 验货日期	YYYY-MM-DD
Supplier / 供应商	Anonymized supplier A	Location / 地点	Foshan, China (sample)
Order / 订单	Sample mixed package	Stage / 阶段	Pre-balance / pre-shipment
Quantity basis / 数量口径	Order total TBC; sample size agreed separately	Inspector / 检查人	Name / organization / role
Reference files / 参考文件	PO + approved schedule + drawings + samples + packing spec	Release owner / 放行人	Buyer / authorized representative

02

Inspection summary

验货摘要

Area / 项目	Result / 结果	Evidence / 证据	Open action / 待办
Identity and quantity	Sample entry: PASS	Model/room codes match the approved schedule for checked items.	Reconcile full packing list before loading.
Dimensions and finish	Sample entry: HOLD	One fictional cabinet-door batch differs from the approved finish sample.	Isolate affected pieces; resubmit evidence before release.
Function and accessories	Sample entry: CONDITIONAL	Checked hinges and hardware operate; two cartons lack spare-parts labels.	Add labels and photo proof.
Packing and markings	Sample entry: CONDITIONAL	Corner protection present; two room labels missing in the illustrative sample.	Relabel before loading.
Documents	Sample entry: OPEN	Final packing list and loading sequence not yet attached.	Issue controlled revision before release.

03 Detailed check record
详细检查记录

ID	Item / 检查项	Method / 方法	Result / 结果	Evidence ref. / 证据号
D01	Product/model/room code	Compare approved schedule, product label, carton label.	Pass / Hold	P01-P03
D02	Quantity and set completeness	Count checked units, accessories, fixings, spare parts.	Pass / Hold	Count sheet
D03	Dimensions and opening direction	Measure agreed critical points; record tool and tolerance.	Pass / Hold	P04 + log
D04	Material, colour, finish	Compare approved sample/specification under agreed lighting.	Pass / Hold	P05-P06
D05	Function and visible workmanship	Operate moving parts; inspect visible edges, joints, surfaces.	Pass / Hold	Video / P07
D06	Glass, stone, ceramic, lighting	Check visible damage, labels, drivers, accessories; testing scope separately agreed.	Pass / Hold	P08-P10
D07	Packing and room labels	Check protection, fragile marks, orientation, package code, room/elevation labels.	Pass / Hold	P11-P13
D08	Open issues and recheck	Assign owner, due date, replacement/rework method, and required proof.	Open / Closed	Issue log

04 Photo and evidence register
图片与证据索引

Ref.	Required view / 必需画面	File name / 文件名	Date/time + location / 时间地点	Notes / 备注
P01	Supplier/factory context and inspection area	_____	_____	Do not expose private labels in public copies.
P02	Overall checked batch and quantity basis	_____	_____	Show what was available, not only selected good units.
P03	Product/model/room label close-up	_____	_____	Match controlled schedule.
P04	Critical dimension with readable measuring tool	_____	_____	Record tolerance and measurement owner.
P05	Approved sample beside production finish	_____	_____	Lighting conditions noted.

04B

Photo and evidence register — continued
图片与证据索引（续）

Ref.	Required view / 必需画面	File name / 文件名	Date/time + location / 时间地点	Notes / 备注
P06	Defect or exception close-up + context	_____	_____	One close-up plus one locating image.
P07	Function or assembly check	_____	_____	Video reference if applicable.
P08	Accessories, hardware, spares	_____	_____	Count and model reference.
P09	Inner protection and carton/crate condition	_____	_____	Include corners and fragile areas.
P10	Final labels and package count	_____	_____	Before loading.

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Exception and corrective-action log
异常与整改记录

Issue	Affected scope	Severity	Required action	Owner / due	Closure evidence
EX-01	Fictional cabinet-door batch	Hold	Isolate, rework/replace, resubmit comparison photos.	Supplier / TBC	Open
EX-02	Two fictional cartons	Conditional	Add room and package labels before loading.	Packing lead / TBC	Open
EX-03	Final packing list	Document	Issue controlled revision matching physical count.	Supplier / coordinator	Open
EX-__	_____	Minor / major / critical	_____	_____	_____

06

Release decision
放行决定

Decision / 决定	When it applies / 适用情况	Authority / 权限
[] ACCEPT	Agreed scope passed; required records attached; no blocking issue remains.	Buyer or named authorized approver
[] ACCEPT WITH CONDITIONS	Non-blocking actions are listed with owners, deadlines, and proof requirements.	Buyer or named authorized approver
[] HOLD	Blocking defect, quantity/document gap, or unapproved deviation remains.	No balance/shipment release until written closure

Sign-off / 签核：Inspector records what was checked. The supplier confirms corrective action. The buyer or named representative decides commercial release. Local professionals remain responsible for local code, engineering, certification, installation, and final acceptance. /
检查人记录已查范围；供应商确认整改；买方或授权代表决定商务放行。当地法规、工程、认证、安装与最终验收仍由相应专业方负责。