Product Quality Assurance Checklist Template

Product Name:

Project / Batch Code:

Date:

Inspector:

Checklist Items

No.	Item	Pass	Fail	Comments
1	Materials meet specification	☐	☐	
2	Product dimensions are accurate	☐	☐	
3	Functionality tests passed	☐	☐	
4	Packaging meets requirements	☐	☐	
5	Labeling is correct and legible	☐	☐	

General Remarks

Inspector's Signature: