

Sample Inspection Checklist

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SAMPLE IDENTITY

- [] Inquiry / component ID: _____
- [] Vehicle / intended application: _____
- [] Supplier and production location: _____
- [] Sample ID, date and drawing revision: _____
- [] Review participants / approval responsibility: _____

DOCUMENTS AND DRAWING CONTROL

- [] Current drawing matches sample label and supplier acknowledgment.
- [] Material grade, thickness and finish requirements recorded.
- [] Complete bill of materials, fasteners and assembly count available.
- [] Previous sample deviations and change requests resolved or logged.

DIMENSIONAL REVIEW

- [] Critical mounting-hole positions measured against drawing datums.
- [] Mating brackets, threads and clearances checked with agreed tools.
- [] Fit near nearby body panels, sensors and existing modifications checked.
- [] Measurement result and evidence file recorded for each critical point.

APPEARANCE AND PROTECTIVE FINISH

- [] Surface preparation, edge condition and visible damage assessed.
- [] Welds, fasteners, coating coverage and contact faces inspected.
- [] Corrosion / environmental evidence reviewed if contract requires it.

Sample Review & Release Decision

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INSTALLATION AND FUNCTIONAL CHECKS

- ☐ Trial installation performed on the exact agreed vehicle or test fixture.
- ☐ Installed hardware count, torque requirements and service access checked.
- ☐ Moving doors, hatches, covers and nearby systems operate as intended.
- ☐ Any structural load or road-use claims supported by appropriate validation.

PACKAGING AND MARKING

- ☐ Carton dimensions, weight, cushioning and edge protection recorded.
- ☐ Correct part number, variant, revision and hardware count on packing list.
- ☐ Artwork, label placement, barcodes and instructions approved if applicable.
- ☐ Transport damage, handling and storage risk assessed.

DEVIATION LOG AND CORRECTIVE ACTION

- ☐ Issue number / photo reference: _____
- ☐ Expected versus actual condition: _____
- ☐ Severity, owner and due date: _____
- ☐ Corrective action and revised drawing/sample ID: _____

DECISION AND SIGN-OFF

- ☐ Result: ☐ Accept sample ☐ Accept with conditions ☐ Reject / revise
- ☐ Responsible buyer / reviewer: _____
- ☐ Approval date and controlled revision: _____
- ☐ Independent engineering / testing status, if applicable: _____
- ☐ Production release is a separate, explicit approval stage.