

Quality Control Checklist for Manufacturing Process

A **quality control checklist** for the manufacturing process ensures each production stage meets established standards, reducing defects and enhancing product reliability. This checklist helps identify potential issues early, maintaining consistent quality throughout the entire manufacturing cycle. Implementing such a tool optimizes efficiency and customer satisfaction by enforcing rigorous quality measures.

General Information

| | | | |
|---------------|-------|----------------|-------|
| Factory Name: | _____ | Date: | _____ |
| Product: | _____ | Batch/Lot No.: | _____ |
| Inspector: | _____ | | |

Checklist

| No. | QC Item | Standard/Criteria | Status (Pass/Fail) | Comments |
|-----|--------------------------|--------------------------------------------------|--------------------|----------|
| 1 | Raw Material Inspection | Approved supplier, batch test reports | | |
| 2 | Machine Calibration | Calibration within last 30 days | | |
| 3 | In-process Quality Check | No visual defects, measurements within tolerance | | |
| 4 | Assembly Verification | All components correctly installed | | |
| 5 | Finished Product Testing | Meets functional requirements | | |
| 6 | Packaging Check | No damage, correct labeling | | |
| 7 | Documentation Review | Batch records, inspection reports attached | | |

Corrective Actions

| Issue Found | Action Required | Responsible Person | Deadline | Status |
|-------------|-----------------|--------------------|----------|--------|
| _____ | _____ | _____ | _____ | _____ |

Inspector's Signature:

_____ Date: _____