

Foam Mat Pre-Shipment Inspection Checklist

1. Order and Inspection Record

PO / report ID: _____ Lot / SKU: _____ Date: _____

Complete before inspection. This is a working template, not a universal acceptance standard. Blank fields are not passes.

Field	Entry
Buyer / supplier / manufacturing site	
PO / SKU / specification revision	
Product construction / size / color	
Destination market / intended use	
Approved sample / artwork / packaging IDs	
Inspection date / inspector / report ID	
Inspection lot IDs and quantities	
Quantity completed / packed / available	
Cartons presented / inaccessible stock	
Inspection authority / release authority	
Required reports and status	

Foam Mat Pre-Shipment Inspection Checklist

2. Sampling and Decision Plan

PO / report ID: _____ Lot / SKU: _____ Date: _____

Ac = acceptance number; Re = rejection number. Use the agreed plan; do not multiply AQL by shipment quantity.

Field	Agreed entry
Sampling standard and edition / alternative agreed plan	
Lot definition and separation by SKU or production group	
Inspection unit: mat / retail set / other	
Inspection level / severity / plan type	
Random selection method / group coverage	
Cartons selected and IDs	
Units selected and IDs	
Critical class: definition / sample / decision rule	
Major class: definition / AQL if used / sample / Ac / Re	
Minor class: definition / AQL if used / sample / Ac / Re	
Counting basis and multiple-finding convention	
Separate functional / destructive test allocations	
Separate document and safety release conditions	
Reinspection / resubmission procedure	

Foam Mat Pre-Shipment Inspection Checklist

3. Product and Packaging Checks | 1 of 2

PO / report ID: _____ Lot / SKU: _____ Date: _____

Status: Pass / Fail / Pending / Not Checked / N/A (give reason). Duplicate pages for additional SKUs or observations.

Check	Requirement / method / limit	Sample IDs / count	Findings / measurements	Status / evidence ID
SKU and revision match				
Carton count and sampled pack quantity				
Retail assortment / borders / accessories				
Unpacking interval / conditioning				
Length / width / measurement locations				
Thickness / instrument / contact conditions				
Tooth fit / assembly / border fit				
Flat lay / curl / panel alignment				
Front and back appearance				
Edges / corners / cuts / foreign matter				
Color reference / viewing conditions				
Print / registration / graphic continuity				

Foam Mat Pre-Shipment Inspection Checklist

3. Product and Packaging Checks | 2 of 2

PO / report ID: _____ Lot / SKU: _____ Date: _____

Status: Pass / Fail / Pending / Not Checked / N/A (give reason). Duplicate pages for additional SKUs or observations.

Check	Requirement / method / limit	Sample IDs / count	Findings / measurements	Status / evidence ID
Surface layers / visible lifting				
Product-specific function				
Safety evaluation evidence, where required				
Physical test report identity and scope				
Chemical report identity and scope				
Odor observation under agreed conditions				
Labels / instructions / warnings				
Barcode scan and decoded information				
Bag / wrap / straps / pack-induced distortion				
Carton markings / closure / weight / dimensions				
Batch codes retained through repacking				

Foam Mat Pre-Shipment Inspection Checklist

4. Defect Log

PO / report ID: _____ Lot / SKU: _____ Date: _____

Retain all findings. Apply the agreed counting rule; multiple findings on one unit do not automatically mean multiple defective units.

Finding ID	Unit / carton / lot ID	Description / location / extent	Photo ID	Class and criterion	Count under agreed convention	Disposition

Foam Mat Pre-Shipment Inspection Checklist

5. Results and Exceptions

PO / report ID: _____ Lot / SKU: _____ Date: _____

Keep original failures and link corrective actions to identified stock. Missing evidence remains pending.

Item	Record
Critical findings / decision	
Major count / threshold / decision	
Minor count / threshold / decision	
Separate functional and packaging results	
Missing tests / documents / access limitations	
Quantity held and location	
Sorting / rework / replacement scope	
Corrected stock identification	
Reinspection report and result	
Permissible concession: exact deviation / quantity / authorization	

Foam Mat Pre-Shipment Inspection Checklist

6. Release Authorization

PO / report ID: _____ Lot / SKU: _____ Date: _____

No automatic release. A passing sample does not guarantee every unit conforms. A concession cannot waive applicable legal requirements.

Field	Entry
Inspection outcome	
Other shipment conditions completed or outstanding	
Release decision: released / held / rejected / authorized concession	
Exact lots and quantities covered	
Decision maker, signature or controlled approval reference, and date	
Required loading verification	
Retained specimens and record location	