Third-Party Inspection Checklist

ISO 17020-aligned checklist for booking and reviewing independent inspections.

Vendor & Inspector Independence

- [ ] **1.** Inspection agency has no financial or ownership relationship with the factory.
- [ ] **2.** Inspector is ISO 17020 Type-A trained and rotated between assignments.
- [ ] **3.** Report is delivered directly to the buyer, not the factory.
- [ ] **4.** Retest / re-inspection escalation path defined in writing before booking.

Documents to Provide the Third-Party Inspector

- [ ] **1.** Purchase order with full SKU, quantity and Incoterm.
- [ ] **2.** Approved reference / golden sample with signed tag.
- [ ] **3.** Tech pack, BOM, artwork files and packaging spec.
- [ ] **4.** AQL level per defect class (Critical / Major / Minor).
- [ ] **5.** US destination + any state-specific compliance notes (e.g. California Prop 65, NY Article 27, Washington CSPA).

On-Site Inspection Scope

- [ ] **1.** Quantity verification against packing list and PO.
- [ ] **2.** Random AQL 2.5 sampling per ANSI Z1.4 across cartons and pallets.
- [ ] **3.** Product workmanship, dimensions, function and safety per tech pack.
- [ ] **4.** Packaging, labelling, barcodes, shipping marks and pallet integrity.
- [ ] **5.** Container loading supervision, seal number and photo log.

Reporting & Escalation

- [ ] **1.** Digital PDF report + photo pack delivered within 24 hours.
- [ ] **2.** Defect classification: Critical (safety/legal), Major (function), Minor (cosmetic).
- [ ] **3.** Clear Pass / Hold / Fail verdict; hold conditions and rework plan documented.
- [ ] **4.** Payment release only after buyer sign-off on report.
- [ ] **5.** Optional: lab retention sample sealed for 90-day dispute period.

US Importer Best Practice

1. For first 3 POs with a new supplier: run IPC + DUPRO + PSI + CLS.
2. For toys / juvenile products: verify CPSIA test reports and tracking labels.
3. For textiles: check care label per 16 CFR Part 423 and fiber content per Textile Fiber Products Identification Act.
4. For electricals: confirm FCC ID, UL/ETL marks and voltage compatibility.
5. For FBA-bound goods: FNSKU label, poly-bag suffocation warning and case pack verified.