SOURCE FOSHAN / BUYER FIELD TOOL

# Hardware kit traceability record

Blank order-level worksheet - attach the actual approved drawing, BOM, label and packing evidence

## 01 Freeze the release identity

Do not mix drawing or kit revisions

| PROJECT / ORDER ID | FURNITURE MODEL / SKU | DRAWING REVISION | HARDWARE BOM REVISION | KIT / LABEL REVISION | APPROVED BY / DATE |
|---|---|---|---|---|---|
| | | | | | |

## 02 Join each physical part to its bag and carton

One row per part ID and revision

| Part ID | Specification / finish | BOM qty | Bag qty | Bag ID | Carton ID | Install step | Evidence / exception ID |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |

## 03 Reconcile the count before sealing

State the unit: per item, kit, or carton

| FURNITURE UNITS (N) | KITS PER UNIT (K) | APPROVED SPARE KITS (S) | EXPECTED N X K + S | COUNTED BAGS | VARIANCE |
|---|---|---|---|---|---|
| | | | | | |

If any field is blank, the release status stays OPEN. A photograph of loose screws is not a count record.

# Release and service handoff

Complete against the same model, order and revision as page 1; this is a method, not a completed-case result

## 04 Evidence gates

Write a reference, not just a tick

| Gate | Required linked record | Document / photo ID | Owner + date | Decision + exception ID |
|---|---|---|---|---|
| **BEFORE PO** | Approved drawing, part specification and BOM revision | | | |
| **PRE-SEAL** | Bag count, label revision and carton packing-list match | | | |
| **SERVICE** | Shipped revision, spare compatibility and installer closure | | | |

## 05 Alternate-part and interface check

A visual fit alone is not approval

| ORIGINAL PART ID / REVISION | PROPOSED ALTERNATE / REVISION | DRAWING / FIT EVIDENCE | FUNCTION / TEST EVIDENCE | APPROVED LOT / DATE |
|---|---|---|---|---|
| | | | | |

## 06 Issue closure - if a part is missing or wrong

Dispatch is not proof of repair

| CARTON ID | BAG / PART ID | RECEIVED-CONTENT PHOTO ID | REPLACEMENT REVISION | INSTALLER CONFIRMATION / DATE |
|---|---|---|---|---|
| | | | | |

Release rule: OPEN until identity, quantity, interface, carton and service path reconcile to one controlled revision.

Source Foshan original blank decision tool. No quantities, pass results or client outcomes are supplied by this template.