SOURCE FOSHAN · FURNITURE INSPECTION WORKSHEET

Furniture inspection report

Filling example + blank template · Version 1.0 · 16 October 2026

Use this worksheet to connect the approved specification, actual checks, evidence, correction and release decision. It is educational guidance, not a test certificate or a substitute for an agreed inspection plan.

> **Filling example — not a completed inspection.** CAB-01, its drawing and sample codes, measurements and reinspection values below are fictional. No client order, actual test, inspector signature or approval is represented. Photo and video codes describe the files a real report needs; no corresponding files are supplied. The stated tolerances and test cycles apply only to this example.

Fictional report header

Record	Example entry
Report / item	DEMO-ONLY-001 / CAB-01
Furniture / coverage	One two-door sideboard; 1 ordered / 1 shown in this example
Approved references	CAB-01-R02 (fictional approved drawing); FIN-OAK-02 (fictional retained finish sample)
Inspection date / inspector	Blank — no inspection took place
Overall release status	HOLD — no real inspection, supporting files or buyer authorisation supplied

1. Measurements and checks

Fictional sideboard measurements — not a real QC record

Check	Approved requirement	Example observation	Result	Evidence reference
Overall width	900 mm; agreed ±3 mm	902 mm	Example pass	P-02: tape at both ends
Overall depth	450 mm; agreed ±3 mm	450 mm	Example pass	P-03: depth measurement
Overall height	800 mm; agreed ±3 mm	799 mm	Example pass	P-03: height measurement
Right-hand door gap	2–3 mm, agreed for this item	5.0 mm at the upper edge	Example fail / D-01	P-04: gap gauge and door position
Door operation	Both doors open and close without contact; 10 cycles agreed for this check	No contact in the example; gap still fails	Function check alone does not close D-01	V-01: full movement and close-up
Material and finish	Compare FIN-OAK-02 and the approved material schedule	Not assessed in this example	Not checked	P-01/P-06 plus material records required
Packing and labels	Order-specific packing method and carton list	Not assessed in this example	Pending	P-07: before closure; P-08: closed carton label

All entries are fictional. Tolerances, quantities and function checks must be agreed for the actual product. Photo/video references are placeholders, not supplied evidence.

FILLING EXAMPLE · NO REAL INSPECTION OR APPROVAL

2. Defect, correction and reinspection

Fictional defect D-01: finding → correction → reinspection → release check

Step	Example record
Finding	D-01 / CAB-01 / upper right-hand door gap: 5.0 mm against the agreed 2–3 mm.
Classification	Major in this fictional order's agreed defect list. This is not a universal classification.
Initial decision	Hold CAB-01. Keep the failed measurement and its original photo reference in the record.
Proposed correction	Supplier adjusts the hinges and checks the door alignment. Record the actual method, responsible person and completion date.
Reinspection example	Right-hand gap remeasured as 2.5 mm; door movement repeated with no contact in the fictional example.
Evidence to attach	P-05: same measuring position after correction; V-02: movement after adjustment. These are reference labels, not supplied photographs or videos.
Finding status	Example: correction meets the stated gap requirement. Actual closure requires the inspector's dated evidence and review.
Shipment decision	Still HOLD in this template. Material/finish, packing and written release remain unverified.

3. Evidence and release review

- Attach identifiable, dated files for each measurement, finding and reinspection.
- Keep the original failed result alongside the correction. Never overwrite the original record.
- Record exclusions and unperformed checks as not checked or pending.
- List the exact items released and held, the authorised reviewer, written approval reference and date.
- Check the order terms for payment milestones, rework costs, repeat inspection and schedule changes.

No signature is supplied. Nothing in this example authorises shipment or payment.

Factory self-checks, sourcing-team checks, independent inspection and laboratory tests have different scopes. Agree who performs them and whether sample, courier, inspection and repeat-visit fees are included.

4. Order, approval and inspection header

Blank report header

Report field	Complete before inspection
Project / purchase order / supplier	_____
Report version / date / place / inspector	_____
Item code / description / room	_____
Ordered quantity / available quantity / inspected quantity	_____
Drawing / specification revision / approval date	_____
Retained sample / finish / hardware reference	_____
Scope / exclusions / sampling method / test equipment	_____
Agreed tolerances / defect list / release authority	_____

5. Measurements and checks

Blank measurements and function log — repeat rows as needed

Item / check	Approved requirement & tolerance	Actual result & unit	Photo / video	Pass / fail / not checked
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Use a separate sheet when more rows are needed. Record the same report version and item code on every sheet. Do not treat blank cells as passes.

6. Corrections and reinspection

Blank correction and reinspection log

Defect / item	Finding & agreed class	Action / owner / due date	Recheck / evidence / date	Open / closed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7. Release decision

Blank release record — a pass in one row is not shipment approval

Release field	Complete after evidence review
Remaining open / not-checked items	_____
Items released / items held	_____
Written exceptions and their approval references	_____
Packing list / package labels / quantity reconciliation	_____
Decision: HOLD / RELEASE / RELEASE WITH AGREED EXCEPTIONS	_____
Authorised reviewer / role / approval reference / date	_____
Payment milestone reference (if applicable)	_____

HOLD when required evidence or the authorised decision is still outstanding. A check result, inspector recommendation and buyer release are separate records.

Source Foshan · Current web guide: https://sourcefoshan.com/blog/furniture-inspection-report-sample/
Template v1.0 · 16 October 2026 · Example data are fictional; actual criteria and responsibilities follow your written order.