INSPECTION REPORT

Site, equipment or building inspection

Report no.	Date and time	Type	Area
Inspector	Accompanied by	Checklist used	Previous report

Findings (likelihood and severity 1 to 5; risk = likelihood x severity)

No.	Item or location	What was found	Likelihood	Severity	Risk	Action	Owner	Due

Summary

Items checked	
Findings raised	
Items with no finding	
Inspection score (%)	
High risk findings	

Overall result and immediate actions taken

Inspector	Area supervisor	Site manager

QUALITY INSPECTION REPORT

Receiving, in-process or final inspection

Report no.	Date	Stage	Supplier
Part no. and rev.	Description	PO and lot no.	Lot size
Code letter, sample	Major AQL, Ac / Re	Minor AQL, Ac / Re	Cert. of conformance

Dimensional checks (margin = distance of the worst reading from the nearest limit; negative is out of tolerance)

Characteristic	Lower limit	Upper limit	Gauge	Lowest reading	Highest reading	Margin

Defects found in the sample

No.	Defect	Class	Found	Ac	Re	Result
			Total defects			

Sample result

Sample inspected	
Defects found	
Defects per hundred units	

Lot decision and disposition

Inspector

Quality engineer

Released by