

incoming product or raw material QA checklist

Manufacturing

INCOMING PRODUCT/RAW MATERIAL QA

Incoming product Name

Does the packaging have any damage from outside?

☐ Yes☐ No☐ Na

The product has been served with required packaging?

☐ Yes☐ No☐ Na

Prior to opening, does it seem like the product was tampered with?

☐ Yes☐ No☐ Na

The quantity and the packing list are equal?

☐ Yes☐ No☐ Na

The product/part number is the same as that mentioned on the packaging?

☐ Yes☐ No☐ Na

Is there any issue with color?

☐ Yes☐ No☐ Na

Cosmetic and tolerance magnetic quality is matched by the fit and finish?

Yes

No

Na

Incoming RMA products

Yes

No

Na

The outside of the package includes an RMA number?

Yes

No

Na

Does the packaging have any damage from outside?

Yes

No

Na

The product has been served with required packaging?

Yes

No

Na

Prior to opening, has the product suffered any damage?

Yes

No

Na

Product quantity is matching with the RMA number?

Yes

No

Na

The serial number on the RMA sheet matches with that of the product?

Yes

No

Na

Has there been any damage that has not been reported to the RMA sheet?

Yes

No

Na

Incoming products repaired by outside vendors

☐ Yes☐ No☐ Na

Does the packaging have any damage from outside?

☐ Yes☐ No☐ Na

The product has been served with required packaging?

☐ Yes☐ No☐ Na

Prior to opening, has the product suffered any damage?

☐ Yes☐ No☐ Na

The quantity and the packing list are equal?

☐ Yes☐ No☐ Na

The product/part number is the same as that mentioned on the packaging?

☐ Yes☐ No☐ Na

Has the disposition of the repair been reported?

☐ Yes☐ No☐ Na