

During Production Inspection (DPI) Guide & Report

A During Production Inspection is conducted when 20–80% of the production run is complete. It identifies defects and process issues while there is still time to correct them — before finishing and packaging. This document is both an inspector guide and a field report.

1. Production & Order Details

Client / Buyer

PO / Order Number

Factory Name

Factory Location

Product

Total Order Quantity

% Completed at Visit

Inspection Date

Inspector

Planned Ship Date

Report Ref

2. Production Status Assessment

Item	Status	Notes
Raw materials available and correct	■ OK ■ Issue	
Components match approved samples	■ OK ■ Issue	
Production line staffed adequately	■ OK ■ Issue	
Equipment in good working condition	■ OK ■ Issue	
Work-in-progress quantity matches schedule	■ OK ■ Issue	
Rejected pile identified and segregated	■ OK ■ Issue	
Quality control staff present on line	■ OK ■ Issue	
First article sample approved	■ OK ■ Issue	

3. In-Process Quality Checks

Sample size inspected

Number of defects found

Defect rate %

Defect Category	Description	Qty Found	AQL Limit	Result
Critical Defects				

Defect Category	Description	Qty Found	AQL Limit	Result
Major Defects				
Minor Defects				

4. Workmanship Spot-Check

- ☐ Dimensions in spec
- ☐ Colour consistent across batch
- ☐ Surface finish acceptable
- ☐ Joints / welds acceptable
- ☐ Assembly sequence correct
- ☐ Labels / markings correct
- ☐ Weight in tolerance
- ☐ Functionality test passed
- ☐ Packing method correct

5. Corrective Action Required

List any issues found and the agreed corrective actions. A re-inspection may be required before final shipment.

Issue / Non-conformance	Severity	Corrective Action Agreed	Responsible	Due Date
	☐ Crit ☐ Maj ☐ Min			
	☐ Crit ☐ Maj ☐ Min			
	☐ Crit ☐ Maj ☐ Min			
	☐ Crit ☐ Maj ☐ Min			
	☐ Crit ☐ Maj ☐ Min			

6. Re-Inspection Required?

- ☐ Re-inspection required before shipment
- ☐ Client notification sent
- ☐ No re-inspection needed – proceed to PSI

7. Result & Sign-off

OVERALL RESULT	☒ PASS	☐ FAIL	☐ ON HOLD
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Inspector Name

Signature

Date

Client Approval