

Pre-Shipment Inspection (PSI) Checklist

This checklist is used by Africa Opal inspectors to verify finished goods at the supplier's facility before dispatch. It confirms quantity, quality, labelling and packaging against the buyer's purchase order. Complete all sections. Attach photographic evidence for every finding.

1. Order & Shipment Details

Client / Buyer

PO Number

Supplier / Factory Name

Supplier Location

Product Description

HS Code

Quantity (PO)

Inspection Date

Inspector Name

Report Reference

Country of Origin

2. Quantity Verification

Item	PO Qty	Carton Count	Pcs per Carton	Total Pcs Found	Variance	OK?
						■ Y ■ N
						■ Y ■ N
						■ Y ■ N
						■ Y ■ N
						■ Y ■ N

3. Workmanship & Appearance

Checkpoint	OK	Fail	N/A	Remarks
Surface finish acceptable	■	■	■	
Colour matches approved sample	■	■	■	
Dimensions within tolerance	■	■	■	
No sharp edges / burrs	■	■	■	
Assembly / joints correct	■	■	■	
Stitching / welds acceptable	■	■	■	



Checkpoint	OK	Fail	N/A	Remarks
Labels correctly placed	■	■	■	
Logos / markings correct	■	■	■	
Instruction manual included	■	■	■	
Accessories all present	■	■	■	
Odour acceptable	■	■	■	
No rust / staining	■	■	■	

4. AQL Sampling Results

AQL Level Applied	Sample Size	Inspection Level	Sampling Standard

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

5. Packaging & Labelling

- Inner packaging correct
- Outer carton correct spec
- Carton markings correct
- Barcode scans correctly
- Country of origin marked
- CE / safety markings present
- Drop test passed
- Weight within tolerance
- Carton sealing acceptable

6. Photographic Evidence Summary

Attach a minimum of 20 photographs to the final report. Include: product overview, label close-ups, defects found, packaging, carton markings, and seal/container number if applicable.

Total photos attached	Photo file reference

7. Overall Result & Sign-off

OVERALL RESULT	■ PASS	■ FAIL	■ ON HOLD
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Key findings / comments



Inspector Name

Signature

Date

Client Approval