



## Inspection Checklist for Household Ceramics

Item code	Details	Sample size & Defects Classification		
		Critical	Major	Minor
1	<b>Packaging Check</b>	At least the square root of the total number of cartons or defined by client, and check all cartons that were selected for sampling.		
A	Appearance of master carton and unit package			
	Damaged / deteriorative/wet		X	X
	Dirty / dusty		X	X
	Missing "Country of origin" marking or label		X	
	Missing "Distributor or importer's name and post address" marking or label		X	
	Missing the "upwards", "moisture proof" and "breakable" marking or label		X	
	Missing / illegal warning statement for some type/size of packing poly-bag	X		
	Any non-compliance with client's sample		X	
	Wrong type, deformed carton or gift box		X	
	Export carton box wet / damaged / torn through inside gift box		X	
	Export carton box wet / damaged / torn but not through inside gift box			X
	Export carton important marking wrong, incomplete, off position / poor cutting / slanting (Brand name, shipping mark...)		X	
	Export carton unimportant marking off position / poor cutting / slanting			X
	Smudge (dirty) printing on carton / gift box found not readable		X	
	Smudge (dirty) printing on carton / gift box but still readable			X
	Missing, wrong label or peel off on carton / gift box		X	
	Labels off position / slant or not align			X
	Wrong barcode or serial number (on unit, gift box, carton)		X	
	Wrong color on carton / gift box		X	
	Color fade on carton / gift box			X
	Security gummed tapes missing or not secured / fully sealed / open end		X	
Length of center security gummed tape less than 2 cm but still secured			X	
Loose part, foreign, extra material inside carton		X		
Unusual / irritant odor smelled after open the package	X			



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	Dead insects, worm eggs	X		
	Old, second hand material or poor material used		X	
	Bar code on gift box not compliance with unit.		X	
	Carton size is too big/too small for internal box			X
	The picture is not consistent with actual product		X	
	Color plate/sleeve too big/small for Blister box/shell			X
	Dirty/scratches on the surface of clam shell			X
	Blister box/shell is thin, there have concave after be pressed or knocked			X
	Blister box/shell upper & lower parts not aligned or with obvious gap(>2mm for reference)			X
	Poor shrinkage with Blister box/shell			X
	Blister box/shell internal space too big/small for product/accessories			X
B	Shipping mark and artwork			
	Wrongly in content and format		X	
C	Package method / material of master carton and unit package			
	Wrong package method / material was used		X	
D	Pack size			
	The actual quantity / measurement size / weight does not match requirement of package		X	
	The actual quantity / measurement size does not match that on the pallet label. (If applicable)		X	
<b>2</b>	<b>Marking, labeling, illustration and instruction check</b>		<b>G-II</b>	
A	Detailed literature content check shall be conducted for 3pcs, for other presswork, only need to do visual comparison			
	Incorrect/missed shipping mark		X	
	Incorrect/missed price label/rating label/warning label/barcode. etc		X	
	Missed/incorrect/unscannable/damaged barcode		X	
	Missing or wrong User manual, warranty card, ...etc.		X	
	Seriously torn, damaged on literature found useless		X	
	Slightly torn, damaged on literature			X
	Poor printing / poor cutting / smudgy on literature found not readable		X	
	Poor printing / poor cutting / smudgy on literature found still readable			X
	Bad binding on user manual		X	
	Missing language(s)		X	
	Poor quality of paper			X
	Dirt / scratch / unclear / illegible / wrong / damaged / wrinkled/peeled/detached/smeared/displaced		X	X
Misleading/incorrect descriptions/claims		X		



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	Wrong label / Instruction used		X	
	Missing instruction/warranty sheet		X	
	Missing warning notes in instruction manual	X		
<b>3</b>	<b>Accessory contents check</b>	G-II		
A	Poly-foam/cardboard tray extensively damaged and reduce the usability		X	
	Poly-foam/cardboard tray damaged, but can still withstand the drop test			X
	Poly-foam/cardboard tray material contains visual contaminates			X
	Plastic bag missing (for unit, accessory, literature...)		X	
	Plastic bag damaged or torn but still with protection			X
	Loose parts or other foreign material in the gift box		X	
	Accessory missing, or wrong type enclosed (Such as screws, connector, ...etc)		X	
<b>4</b>	<b>Bar Code verification</b>	S-2		
A	Bar code can not be scanned		X	
	Wrong bar code label is used		X	
	Missing barcode		X	
<b>5</b>	<b>Aesthetics / Appearance Check</b>	G-II		
A	Scratch on front surface/scratch on side surface, seriously. ( more than 10 mm)		X	
	Scratch on back /side surface ( more than 5mm but less than 10 mm)			X
	Any sharp edge / Sharp point / Burrs that may hurt the user	X		
	Poor shape / distortion		X	X
	Any non-compliance with client's sample		X	
	Any missing parts or wrong type parts		X	
	Pin holes		X	X
	Crack marks, mould marks		X	
	Broken or damaged pieces / parts		X	
	Poor glazing		X	X
	Flashes		X	X
	Poor printing /painting		X	X
	Paint / ink residue		X	X
	Wrong color or discolor of components / materials		X	
	Dent / protrude / abrasion / press mark		X	X
	Stains / glue / grease could not be removed		X	X
	Stains / glue / grease could be removed			X
	Uneven brim or wall		X	X
	Coating peeled off		X	
	Poor registration		X	X
Logo off position		X	X	



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	Scars, impurities		X	X
	Wobbly base		X	
	Unsmooth surface		X	X
<b>6</b>	<b>Function / performance check</b>	G-II		
A	All claimed function should be workable			
	Missing function / intermittent function / malfunction		X	
<b>7</b>	<b>Adhesive test on the logo</b>	S-2		
A	Apply 3M tape on the logo or printing/coating, and peel rapidly			
	Coating peeled off		X	
<b>8</b>	<b>Volume check</b>	S-2		
A	Put water into the ceramics, and measure the weight			
	Out of the claimed volume		X	
<b>9</b>	<b>Water leakage test</b>	S-2		
A	Put water into the ceramics			
	Water leaked		X	
<b>10</b>	<b>Stability test</b>	S-2		
A	Put ceramics on an incline of 5 degrees			
	Ceramics overturns		X	
<b>12</b>	<b>Smell test</b>	G-II		
A	No offensive odor smelled		X	
<b>13</b>	<b>Export carton drop test</b>	1 carton		
A	Testing method: - 1 corner (most weak corner), 3 edges for the corner, 6 faces - Drop height: (As per ISTA 1A or 1B)			
B	Loose / detached parts	Fail the shipment		
	No function / malfunction			
	Broken carton			
	Wrinkle carton or slightly visual defect on unite such as slightly scratch or deformation which does not affect on shipment purpose	Mention the issue in report		

**Note:**

1. The above mentioned defects are those most commonly found, but not necessarily cover all possible defects.
2. Acceptance standard will be adjusted according to the standard the client could accept. E.g. If the A class ceramic product, then less than 2 very small pinholes (< 0.5 mm) on the product are acceptable.