

QC Checklist Template + AQL Cheat Sheet

Companion to Quality Control in China for Small Importers

Adapt the template to your product, keep the cheat sheet next to every inspection report. Prices and table rows as of mid-2026.

Part 1: Inspection Checklist Template

Fill this in and send it to your inspection company before booking. The inspector checks what you wrote, nothing more.

Order Identity

Product name and SKU: _____

PO number: _____

Supplier name (registered legal name): _____

Factory address: _____

Order quantity: _____

Golden sample reference: _____

Sampling Plan

- ☐ Standard: ANSI/ASQ Z1.4 (ISO 2859-1), General Inspection Level II
- ☐ AQL: Critical 0 / Major 2.5 / Minor 4.0 (tighten major to 1.0 for higher-risk products)

Quantity and Packing

- ☐ Finished quantity vs PO (production 100% complete, at least 80% packed for a PSI)
- ☐ Export cartons: marks, quantity per carton, gross weight
- ☐ Inner packing matches spec (polybags, protective foam, inserts)

Visual Workmanship

List what a defect looks like for your product, and its class. Examples below.

- ☐ Scratch on visible surface longer than X mm: Major
- ☐ Scratch on bottom surface: Minor
- ☐ Stain, glue mark, dust under coating: Minor unless larger than X mm, then Major
- ☐ Logo misplaced, crooked, wrong color: Major
- ☐ Mold, hair, insect traces, blood: Critical

Measurements

- ☐ Dimensions to check, with tolerances (example: length 250 mm, plus or minus 2 mm)
- ☐ On how many units (typically 5 to 10 from the sample)
- ☐ Weight per unit, with tolerance

Function and Safety Tests

- ☐ Product powers on and performs the core function: on all sampled units
- ☐ Charge port works with a standard cable: pass or fail
- ☐ For electricals: hi-pot or earth continuity per the applicable standard, any failure is Critical

Packaging, Labeling, Barcodes

- ☐ Retail label content matches the approved artwork
- ☐ Country of origin marking present
- ☐ Barcode scans and matches the SKU
- ☐ Warnings and compliance marks required for your product present

On-Site Instructions for the Inspector

- ☐ Random sampling from across the packed cartons, not from cartons the factory presents
- ☐ Photograph every defect found
- ☐ Photograph carton marks, labels, and the general state of the goods

Part 2: AQL Cheat Sheet

General Inspection Level II, the e-commerce default: Critical 0 / Major 2.5 / Minor 4.0.

Lot Size	Sample Size	Major 2.5, Accept / Reject	Minor 4.0, Accept / Reject
281 to 500	50	3 / 4	5 / 6
501 to 1,200	80	5 / 6	7 / 8
1,201 to 3,200	125	7 / 8	10 / 11
3,201 to 10,000	200	10 / 11	14 / 15

Critical: accept 0, one critical defect fails the lot, at every lot size.

How to read it: the inspector pulls the sample size at random. Count defects per class. At or below the accept number, the lot passes that class. At or above the reject number, it fails. The budgets are separate: passing majors never offsets failing minors.

Verify rows outside this range against the full ISO 2859-1 / ANSI Z1.4 table. Beware online AQL calculators, several display shifted rows: when in doubt, trust the printed standard table.

Part 3: The Leverage Rule

Pay the balance only after a passed inspection. Written into the purchase order:

- ☐ 30% deposit, 70% balance after passed pre-shipment inspection
- ☐ Re-inspection after a supplier-caused fail is at the supplier's charge (agree this in writing before the first inspection)
- ☐ The inspection company reports, it does not decide: ship, rework, or negotiate is always your call