

Manufacturing Quality Control Checklist - Industry Vetted

Template Information

Template ID	manufacturing-quality-control-checklist
Version	v1.0
Language	English (en)
Number of Check Items	34
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: This quality control checklist for manufacturing helps plant managers and QA leads catch defects before they become rework costs, keeping production lines consistent from raw materials to final shipping. Standardize inspection criteria across shifts, document checkpoints in real time, and track non-conformances before they reach the customer. Download this manufacturing quality control checklist to reduce scrap rates, strengthen compliance, and build a right-first-time quality culture across your facility.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 34 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

Manufacturing Quality Control Checklist - Industry Vetted — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	Visual	Product is free from physical damage (cracks, dents, scratches).		
2	Visual	Product is free from water damage or signs of moisture exposure.		
3	Visual	Product is free from dirt, dust, or contaminants.		
4	Visual	Product shows no discoloration, stains, or fading.		
5	Visual	All external and internal components are correctly assembled.		
	Visual	Additional Observations		
6	Dimensional & Weight Compliance	Product dimensions are within specified tolerances.		
7	Dimensional & Weight Compliance	Product weight is within the acceptable range.		
8	Dimensional & Weight Compliance	Center of mass is balanced within tolerance limits.		
9	Dimensional & Weight Compliance	Product is free from warping or deformation due to molding or machining.		
10	Dimensional & Weight Compliance	Dimensional measurements are consistent across the batch.		
11	Dimensional & Weight Compliance	Product fits correctly with corresponding components or assemblies.		
	Dimensional & Weight Compliance	Additional Observations		
12	Material & Structural Integrity	Product is made from the correct material composition.		
13	Material & Structural Integrity	All components are properly fastened and secure.		
14	Material & Structural Integrity	Material is free from impurities or irregularities.		
15	Material & Structural Integrity	Material is appropriately coated or sealed as specified.		
	Material & Structural Integrity	Additional Observations		
16	Functional & Mechanical Inspection	Product performs its intended function.		
17	Functional & Mechanical Inspection	Movements (rotation, sliding, adjustment) operate within safe limits.		
18	Functional & Mechanical Inspection	No unexpected noises, grinding, or irregular motion are present.		
19	Functional & Mechanical Inspection	Product is free from excessive vibration during use.		
20	Functional & Mechanical Inspection	All mechanical and electronic components operate correctly.		
	Functional & Mechanical Inspection	Additional Observations		
21	Aesthetic & Finishing	Colors, trims, and finishes are correct and consistent.		
22	Aesthetic & Finishing	Logos, labels, and markings are properly applied and legible.		
23	Aesthetic & Finishing	Stickers and decals are free from lifting, peeling, or misalignment.		
24	Aesthetic & Finishing	Surfaces are free from smudges, streaks, or imperfections.		
25	Aesthetic & Finishing	Surface textures are uniform and free from inconsistencies or rough spots.		
26	Aesthetic & Finishing	Edges and seams are smooth, aligned, and free from excess material.		
27	Aesthetic & Finishing	Gloss or matte finish matches the specified requirement.		
28	Aesthetic & Finishing	Decorative elements (embossing, coatings, etc.) are applied correctly.		
	Aesthetic & Finishing	Additional Observations		
29	Packaging & Labeling	Packaging is free from damage, deformities, and defects.		
30	Packaging & Labeling	Prints and labels are clear, color-accurate, and smudge-free.		
31	Packaging & Labeling	Packaging closes securely and protects the product adequately.		
32	Packaging & Labeling	Product is positioned securely within the packaging.		
33	Packaging & Labeling	All required compliance and regulatory labels are present.		
	Packaging & Labeling	Additional Observations		
		【表格】 Quality Audit		
	Packaging & Labeling	Table		
	Packaging & Labeling	Process / Station		

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No.	Section	Check Item	Result	Notes / Evidence No.
	Packaging & Labeling	Spec / Standard (Tolerance)		
	Packaging & Labeling	Measurement / Result		
34	Packaging & Labeling	Status		
	Packaging & Labeling	Remarks		

Manufacturing Quality Control Checklist - Industry Vetted — Scoring & Sign-off

Sign-off

Inspector signature	
Shift supervisor signature	
Line supervisor signature	