

QUALITY PLANNING

Apparel Quality Control Reporting Checklist

Use this worksheet before production to agree what will be checked, recorded and shared for a custom apparel order.

Planning document only

This checklist is not a laboratory report, inspection certificate or promise that every record applies to every product. Final methods, sample sizes, tolerances and available evidence must be confirmed for the specific project.

1. PROJECT BASELINE

Define the reference before inspection starts

Product / style reference

Specification or tech-pack version

Approved sample or construction reference

Order quantity and size range

Destination and packing requirement

2. REPORTING MILESTONES

Agree when evidence will be shared

CHECKPOINT	RECORDS TO AGREE	CADENCE
1. Pre-production	Approved sample or reference, specification version, measurements and tolerances, material and trim direction.	Before bulk production
2. Material review	Lot or shade reference photos and available weight, shrinkage or test notes when included in the project plan.	Before cutting
3. In-line review	Key measurement photos, construction close-ups, stitch or decoration placement, and an agreed progress update.	During production
4. Final release	Final inspection summary, quantity and size breakdown, packing photos, carton marks and open-issue status.	Before shipment release

BUYER WORKSHEET

Evidence and release plan

Mark the records that matter for this order, then confirm the exact method and timing with the supplier before production.

3. EVIDENCE TO REQUEST

Select the useful records for this style

☐ Fabric and trim lot references	☐ Color or shade reference
☐ Available weight or shrinkage notes	☐ Key measurement photos
☐ Tolerance table and exceptions	☐ Seam and construction close-ups
☐ Print or embroidery placement	☐ Labels and trim placement
☐ Quantity and size breakdown	☐ Folding and packing photos
☐ Carton marks and count	☐ Open-issue and corrective-action note

4. COMMUNICATION PLAN

Set the update route and ownership

Primary buyer contact

Update channel: Email /
WhatsApp / Other

Update frequency

Supplier reporting owner

Approval response target

5. RELEASE QUESTIONS

Confirm these points before shipment

- ☐ Are the approved reference and current specification version identified?
- ☐ Are product-specific tolerances and inspection priorities written down?
- ☐ Are any unavailable records or test methods clearly noted?
- ☐ Are unresolved issues, decisions and corrective actions visible to both sides?
- ☐ Are quantity, size breakdown, packing and carton marks confirmed?
- ☐ Has the buyer named the person authorized to approve shipment release?

NEXT STEP

Send your product type, quantity, destination, specification or reference sample, then request a project-specific QC reporting plan at yinuoapparel.com/contact/.