

SITE SURVEY REPORT

Pre-Shipment Inspection Report

Prepared for	Calderbrook Office Interiors Ltd
Date	8 Oct 2026
Site	Wrekin Steel Furniture, Telford
Prepared by	R. Achterberg

FORM

Pre-Shipment Inspection Report

1. Order and supplier

Project	Wrekin Steel Furniture, Telford: pre-shipment inspection, PO 4471 (completed example)
Inspection address (factory or warehouse)	Unit 9, Stafford Park 12, Telford TF3
Buyer	Calderbrook Office Interiors Ltd
Location (GPS)	52.6655, -2.4260
Inspection date	8 Oct 2026
Inspector	R. Achterberg
Supplier or factory	Wrekin Steel Furniture Ltd
Supplier contact present	M. Hollins (quality lead)
Type of inspection	Pre-shipment (final random inspection)
Purchase order number	PO-EXAMPLE-4471
Product description	Steel 3-drawer mobile pedestal, white, with lock
Item code or style number	PED-EXAMPLE-3D-WH
Order quantity (units)	400
Ship to (country or warehouse)	Calderbrook warehouse, Dublin
Incoterms rule and named place, if the order states one	FCA, supplier's dock, Telford (as the order states)
Planned shipment or collection date	12 Oct 2026

This report records what the inspector checked on a sample of finished, packed goods against the order, the specification and the approved sample. It does not certify the goods or confirm that they meet product law. The sample size and acceptance numbers come from the buyer's own sampling plan.

2. Specification and sampling plan

Specification or tech pack reference and revision	Calderbrook tech pack TP-EXAMPLE-118, revision C
Approved (golden) sample available to compare against?	Yes

Sampling plan used	Calderbrook quality manual QM-EXAMPLE-02, sampling table for finished furniture
Lot size presented (units)	400
Cartons presented	400
Sample size (units inspected)	32
Cartons opened	32
Acceptance number: critical	0
Acceptance number: major	1
Acceptance number: minor	3

The form does not set sample sizes or acceptance numbers. Enter the figures from the buyer's plan for this lot size. A defect class passes when the count in the sample is at or below its acceptance number.

Lot presented as % of the order	100
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3. Quantity, packing, marking and labels

Units found packed	400
Units found less the lot presented	0
Quantity packed matches the packing list	Pass
Assortment and ratio per carton as ordered	Pass
Export cartons undamaged, dry and sealed	Fail
What needs doing, or why not checked	Pallet 12: four cartons crushed at the corners where the top layer overhangs the pallet. Product inside the two opened cartons undamaged.
Carton grade and size as the packing specification	Pass
Inner packing as specified	Pass
Pallets, wrapping and pallet pattern as the packing instruction	Pass
Shipping marks on each carton as the buyer's instruction	Pass
Carton barcode label scans and matches the item code and quantity	Pass
Product label or rating label present and correct	Pass

Product markings the specification requires are present and legible	Pass
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Country of origin marking as the order requires	Not applicable
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Instructions, warnings and documents in the pack, in the required language	Pass
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Photos: cartons, shipping marks and labels



Packing and marking checks failed	1
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Not checked	0
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4. Product checks and dimensions

Colour, finish and material match the approved sample or specification	Pass
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Workmanship: no sharp edges, burrs, loose parts or poor joints	Pass
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Parts, fittings and accessories complete	Pass
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Function test as the specification describes	Fail
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What needs doing, or why not checked	One of 32: top drawer lock turns but the bar does not engage. Other 31 lock and unlock correctly, drawers run fully.
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Any other on-site test the buyer's protocol lists	Pass
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Dimensions and weights checked 1: Overall height

Dimension	Overall height
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Specified value	600
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Tolerance, plus or minus	3
Unit	mm
Measured value	601
Deviation from the specified value	1
Result	Within tolerance

Dimensions and weights checked 2: Overall width

Dimension	Overall width
Specified value	420
Tolerance, plus or minus	3
Unit	mm
Measured value	419
Deviation from the specified value	-1
Result	Within tolerance

Dimensions and weights checked 3: Overall depth

Dimension	Overall depth
Specified value	540
Tolerance, plus or minus	3
Unit	mm
Measured value	542
Deviation from the specified value	2
Result	Within tolerance
Dimensions out of tolerance	0
Product checks failed	1
Not checked	0

5. Defects found in the sample

Defects 1: Top drawer lock bar does not engage when the key is turned

Defect	Top drawer lock bar does not engage when the key is turned
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Class	Major
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Units in the sample with this defect	1
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Carton numbers	112
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Defects 2: Outer carton crushed at one corner, product inside undamaged

Defect	Outer carton crushed at one corner, product inside undamaged
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Class	Minor
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Units in the sample with this defect	2
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Carton numbers	233, 236
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Photos of the defect**Defects 3: Light scratch on the left side panel, about 20 mm**

Defect	Light scratch on the left side panel, about 20 mm
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Class	Minor
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Units in the sample with this defect	1
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Carton numbers	301
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Critical defects	0
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Major defects	1
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Minor defects	3
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Critical against acceptance	Within
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Major against acceptance	Within
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Minor against acceptance

Within

6. Result

Checks failed

2

Dimensions out of tolerance

0

Not checked

0

Calculated result

Hold: checks failed or dimensions out of tolerance

Calculated result: Fail if any defect class is over its acceptance number; otherwise Hold if a check failed or a dimension is out of tolerance; otherwise Pass. The buyer makes the final decision.

Inspector's result

Hold: buyer to decide

Reason for the result

Defects are within the acceptance numbers, but the packing check failed on pallet 12 and one lock failed. Holding until the buyer agrees the rework.

Opened cartons resealed and marked as inspected?

Yes

Inspection seal or sticker numbers

QC-EXAMPLE-0801 to 0832

7. Actions and sign-off

Checks failed and dimensions out of tolerance

2

Result

Rework or a buyer decision needed before shipment

Actions 1: Repack pallet 12 so no carton overhangs the pallet edge, replace the four crushed outer cartons and photograph the rebuilt pallet.

Action

Repack pallet 12 so no carton overhangs the pallet edge, replace the four crushed outer cartons and photograph the rebuilt pallet.

Priority

Before loading

Who will do it

M. Hollins (Wrekin Steel Furniture)

Due by

9 Oct 2026

Status

Done, checked

Actions 2: Replace the lock on the unit in carton 112 and check the lock on every remaining unit before sealing the cartons. Send the check record.

Action

Replace the lock on the unit in carton 112 and check the lock on every remaining unit before sealing the cartons. Send the check record.

Priority	Before loading
Who will do it	M. Hollins (Wrekin Steel Furniture)
Due by	10 Oct 2026
Status	In progress

Actions 3: Add a no-overhang rule to the pallet pattern in the packing instruction.

Action	Add a no-overhang rule to the pallet pattern in the packing instruction.
Priority	On the next order
Who will do it	J. Farrelly (Calderbrook buying)
Due by	31 Oct 2026
Status	Open
Actions still open	2
Decision	Ship after the listed rework, no re-inspection
Summary for the buyer	400 pedestals presented, 32 inspected. 1 major and 3 minor defects, within the buyer's acceptance numbers (0, 1, 3). All dimensions in tolerance. Held for two reworks: repack pallet 12 and fix the failed lock plus a lock check on all units. Buyer agreed to ship once the supplier's records are received.
Inspector name	R. Achterberg
Inspector signature	

R. Achterberg

Supplier representative name	M. Hollins
Supplier representative signature	

M. Hollins