

SAMPLE AUDIT CHECK LIST

Sample Audit Report Form - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Nitro Pro 10

Clipboard Font Alignment Number Styles

Calibri 11 A A

B I U

Wrap Text

General

\$ % , .0 .00

Conditional Formatting

AH30

TP		SAMPLE EVALUATION FORM													
STRIVE FOR BEST QUALITY SERVICE		Page No: 1/1 TPLFN: 02/17		EVALUATION REF NO: TB-01/17		Comment Date : 10-Feb-16									
EVALUATION VARIABLES															
Client/ Brand Name				Manufacturer Name				FINAL CONCLUSION							
Supplier Name				Manufacturer Location				Approved ☐							
Season For				Sample Qty for Inspection (Pcs				Rejected ☐							
Item Description				Sample Audit Size				Conditional Approved ☐							
Vendor Style Name				Sample Receive Date				Hold ☐							
P.O. Number				Shipment Date				Explain Hold/ Conditionally Approved/Reject :							
SAMPLE TYPE FOR INSPECTION			TOOLS FOR INSPECTION			FABRICS & TEST DETAILS:			PRINT, EMB & HANDCRAFTS TEST						
1st 2nd 3rd 4th															
Initial Proto: ☐ ☐ ☐ ☐			Reference Sample ☐			a) Fabric Type :			Stickiness : ☐						
Fit Sample: ☐ ☐ ☐ ☐			Techpack ☐			b) Construction :			Color Fastness : ☐						
Photo Shoot Sample: ☐ ☐ ☐ ☐			Approve Sample ☐			c) Weight (Gsm) :			Others : ☐						
Salesman: ☐ ☐ ☐ ☐			Pattern ☐			d) Shade Check: ☐			STITCHING QUALITY & SPI Test:						
Size Set: ☐ ☐ ☐ ☐			F & A Card ☐			e) Dimensional stability to washing ☐			a) Lock Stitch ☐						
Pre-Production: ☐ ☐ ☐ ☐			Size Specifications ☐			f) Color Fastness to washing : ☐			b) Overedge Stitch ☐						
Shipment Sample: ☐ ☐ ☐ ☐			Print Strikeoff ☐			g) Color Fastness to Water : ☐			c) Flat Lock cover Stitch ☐						
Others: ☐ ☐ ☐ ☐			Emb Strikeoff ☐			h) Color Fastness to Rubbing : ☐			d) Blind Stitch ☐						
			Fabric Test Report ☐			i) Color Fastness to Light : ☐			e) Chain Stitch ☐						
			Wash Test Report ☐			WASH DETAILS:			f) Button Stitch ☐						
						Wash Name & Code: ☐			g) B/H Stitch ☐						
						(If Wash Fail, Explain): ☐			h) ZigZag Stitch ☐						
CHECK POINTS (Correct= Y, Incorrect=X and Not Applicable= N/A)															
General		Y X N/A		Y X N/A		Y X N/A		SIZE SPEC DETAILS		Size Color					
Styling ☐ ☐ ☐		Apperance ☐ ☐ ☐		Color ☐ ☐ ☐		Description		8		Black					
Accessories				Packing				Waistband top edge at curve		## - 5/8					
Main Label ☐ ☐ ☐		Metal Zipper ☐ ☐ ☐		Folding ☐ ☐ ☐		Waistband height		2		- 1/8					
Size Label ☐ ☐ ☐		Nylon Zipper ☐ ☐ ☐		Individual Poly Bag ☐ ☐ ☐		High hip placment(3 1/2 from T.O.W)		3 1/2							
Care Label ☐ ☐ ☐		Sewing Thread ☐ ☐ ☐		Master Poly Bag ☐ ☐ ☐		High hip width		##		3/8					
Hang Tag ☐ ☐ ☐		Blind Stitch Threac ☐ ☐ ☐		Poly Bag Warning ☐ ☐ ☐		Low hip placment(7 from T.O.W)		7							
Price Ticket ☐ ☐ ☐		Fusing ☐ ☐ ☐		Tissue Paper ☐ ☐ ☐		Low hip width		##		- 1/8					
Other Tag & Label ☐ ☐ ☐		Embroidery ☐ ☐ ☐		Silica Jel ☐ ☐ ☐		Thigh 1" below crotch seam		##		1/4					
Button ☐ ☐ ☐		Print ☐ ☐ ☐		Tag Pin ☐ ☐ ☐		Knee placment 13"from crotch		##							
Hook & Flex ☐ ☐ ☐		Replacments Acc ☐ ☐ ☐		Assortment ☐ ☐ ☐		Knee width		##		- 1/8					
Plastic Ring ☐ ☐ ☐				Carton Quality ☐ ☐ ☐		Bottom opening		##		- 1/4					
						Inseam		##		- 1/4					
						Front rise-T.O.W		### ###		3 1/2					
						Back Rise -T.O.W		### ###		- 1/8					
FABRICS,TRIMS & EMBELLISHMENTS (PRINT, EMB & HANDCRAFTS) CHECK DETAILS:															
1															
2															
3															
PATTERN & FIT & MEASUREMENT CHECK DETAILS:															
1															
2															
3															
WORKMANSHIP															
1															
2															
3															
IMPORTANT EXPLAIN (if Any):															
Signature															
TPL Auditor Name								Factory Representative							