

QUALITY INSPECTION HISTORY RECORD CHECKLIST

Format No. :		Document No. :	
Rev. No. :		Document Date :	
Rev. Date :		Record No. :	
Storage ID		Process Document – Quality I.D.	
Job Order No. if any		Note	
#	Check point	Available	No. Available
01	Incoming material receive note & records		
02	Incoming inspection records / note		
03	Instruction records		
04	Material Sampling plan records / results		
05	Product History Root		
06	In process inspection records		
07	In process inspection / sample results		
08	Internal final inspection report / release note etc..		
09	Third party inspection agency report (if applicable)		
10	Packaging Inspection records		
11	Outgoing material audit		
12	Internal audit report / details - quality concern		
13	External audit report / quality concern		
14			
15			
16			
17			
18			
Document which are not available – Please explain reasons			
Remarks			
Quality Executive Sign.			