

Inspection and Traceability Checklist

A practical worksheet for connecting revisions, materials, process checks, results, and shipment release.



Evidence basis: documented JASPER product or factory imagery supports physical manufacturing scope only. Project-specific results require project-specific records.

Inspection plan header

Project / part number _____	Customer drawing revision _____
Artwork / circuit revision _____	Approved sample ID _____
Material / BOM revision _____	Lot or batch ID _____
Inspection plan revision _____	Inspector and date _____

Evidence chain checklist

- ☐ Current drawing, artwork, circuit, BOM, and work instruction revisions agree.
- ☐ Incoming material identity and supplier/lot records match the released BOM.
- ☐ First-piece checks close before repeated production continues.

- [] In-process checks identify the feature, method, frequency, result, and operator.
- [] Electrical fixtures and programs are identified where the project requires them.
- [] Appearance is compared under the agreed light, angle, sample, and viewing distance.
- [] Final inspection links results to the shipped lot, quantity, and release owner.
- [] Deviations and rework are approved, traceable, and closed before shipment.

Control matrix

Gate	Minimum record	Owner question
Incoming	Material identity, lot, condition, quantity, acceptance	Is the released material actually available?
First piece	Feature, method, result, revision, approval	Can repeated production start?
In process	Frequency, sample, result, operator, exception	Is process drift visible before final inspection?
Final	Inspection/test results, quantity, lot, release	Does the shipment match approved evidence?
Change	Reason, affected records, risk review, approval, effective lot	Can old and new builds be separated?

Project-specific items to define

- [] Critical dimensions and the measurement fixture or method.
- [] Continuity, resistance, insulation, LED, touch, or sensor test limits.
- [] Color, print, window, surface, contamination, and cosmetic acceptance.
- [] Sampling plan, data format, retention period, and certificate/report requirements.
- [] Change-notification route, deviation authority, and customer approval owner.

Project review contact

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