

INSPECTION REPORT

CUSTOMER	PURCHASE ORDER	SUPPLIER REF.	DATE	INSPECTOR
PART NAME	PART NAME (2)	DRAWING NO. + REV.	REVISION	

No.	Sym.	Specification	Min	Center	Max	#1	#2	#3	#4	#5	Sig.
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											

OVERALL RESULT

☐ Accepted
 ☐ Accepted under deviation
 ☐ Rejected

INSPECTED BY _____ DATE _____ SIGNATURE _____

RELEASE AUTHORISED BY _____ DATE _____ SIGNATURE _____

What this template buys you

An inspection report is not paperwork: it is the deliverable that proves conformity (ISO 9001 §8.6). The previous page is a print-ready form, **structured exactly like a report that holds up in front of a customer** — and in front of an auditor.

1 What each column is for

No. — The characteristic number, matching the balloon on the drawing. That visual link between drawing and report saves enormous time on review.

Sym. — The characteristic symbol: diameter, radius, angle, geometric tolerance.

Specification — The dimension exactly as written on the drawing, tolerance included.

Min / Center / Max — The limits derived from nominal and tolerances. Pre-computing them turns "in or out of tolerance" into a reading instead of mental arithmetic done twenty times over.

#1 to #5 — One column per inspected part. Add as many as your sample size requires.

Sig. — Initials of whoever measured the row. This is what makes the report defensible.

2 The four costly mistakes

1 Missing or wrong drawing revision.

The part is measured against revision 3 while the customer moved to revision 4. The report is flawless, and wrong.

2 Untraced instrument.

Six months later a micrometer comes back out of tolerance. With no instrument-to-measurement link, you cannot tell which parts are affected — so the whole lot is suspect.

3 The forgotten characteristic.

On a dense part, one dimension gets skipped during manual transcription. It does not show up in the shop: it shows up on installation.

4 No record of release.

The report exists, but nobody formally authorised shipment. Technically, the part should never have left.

What separates a good report from a reassuring one

A good report is **complete** (every dimension on the drawing is there), **traceable** (instrument, operator, release) and **retrievable** (structured, not a sheet lost in a binder).

Manual transcription is the enemy of all three: it consumes expert time and it introduces error. The goal is not to add paperwork — it is to make the report the automatic by-product of inspection done properly.



This template is the paper version of the reports produced by Asterion Report: dimensions extracted from the drawing, limits computed, report generated as the inspection happens. Trade software for Quebec manufacturing SMEs.