

# Furniture inspection checklist

Qualis Assurance · Rev 1 · 2026-10-10 · <https://qualisassurance.com/furniture-inspection-checklist/>

## Order details

Sample size and accept/reject numbers for your lot: <https://qualisassurance.com/aql-sampling/>

|                     |  |
|---------------------|--|
| Buyer               |  |
| Factory             |  |
| Cluster or city     |  |
| PO number           |  |
| Product / SKU       |  |
| Lot size (pieces)   |  |
| Inspection level    |  |
| AQL major           |  |
| AQL minor           |  |
| Sample size         |  |
| Major accept number |  |
| Major reject number |  |
| Minor accept number |  |
| Minor reject number |  |
| Moisture limit (%)  |  |
| Destination market  |  |
| Inspection date     |  |
| Inspector           |  |

## B · Before you book When you place the order

Put the standard in writing before production starts, so the inspection measures what you actually bought.

| Code | Check                                          | How it is checked                                                                                                                               | Your requirement         | Result                                                                                   |
|------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------|
| B-01 | Purchase order, specification and packing list | Send all three to the inspector before the visit                                                                                                | PO number                | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| B-02 | Golden sample references                       | Agree the approved sample, or its photographs, that finish and workmanship are judged against                                                   | Golden sample reference  | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| B-03 | AQL and inspection level in the PO             | Write the AQL for major and minor defects and the inspection level into the purchase order. Default: AQL 2.5 major, 4.0 minor, General Level II | AQL major / minor, level | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |

|             |                               |                                                                                                                                           |                    |                                                                                          |
|-------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------|
| <b>B-04</b> | Moisture limit for solid wood | Write the moisture limit for your destination into the PO; the inspector measures against it                                              | Moisture limit (%) | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>B-05</b> | Lots in a mixed order         | Decide whether each SKU is inspected as its own lot or the order as one, and put the choice in the checklist                              | One lot / per SKU  | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>B-06</b> | Inspection date               | Book when production is at least 80% complete and packed, ideally 5 to 7 days before the container date, so rework fits before the vessel | Inspection date    | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |

## V · Supplier verification Before you pay a deposit

Establish who you are buying from before money moves.

| Code        | Check                       | How it is checked                                                             | Your requirement         | Result                                                                                   |
|-------------|-----------------------------|-------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------|
| <b>V-01</b> | Legal identity              | Company registration, proprietorship/LLP/Pvt Ltd status, registered directors | Registered name          | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>V-02</b> | Export licence (IEC)        | Importer-Exporter Code validity and name match                                | IEC number               | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>V-03</b> | GST registration            | Active status, address match to premises, filing consistency                  | GSTIN                    | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>V-04</b> | Premises visit              | Unannounced physical visit: factory vs trading office, photographed           | Address visited          | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>V-05</b> | Manufacturer vs trader      | Machinery consistent with product, raw material stock, work in progress       |                          | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>V-06</b> | Real capacity               | Workforce present, shift pattern, output vs claimed monthly capacity          | Claimed monthly capacity | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>V-07</b> | Subcontracting exposure     | Which processes leave the building: carving, finishing, upholstery            |                          | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>V-08</b> | Export history              | Past shipments, destination markets, container volumes, references            |                          | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>V-09</b> | Bank account match          | Account name vs legal entity vs quote: the wire-fraud check                   | Account name on quote    | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>V-10</b> | Working conditions snapshot | Basic safety and workforce observations, photographed                         |                          | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |

## A · Factory audit Before you commit to programme volumes

Optional for a single order; worth it before a repeat programme.

| Code        | Check                  | How it is checked                                                                       | Your requirement | Result                                                                                   |
|-------------|------------------------|-----------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------|
| <b>A-01</b> | Profile and legitimacy | Ownership, history, export record, documents recap (builds on verification)             |                  | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>A-02</b> | Production process     | Machining, joinery, assembly and finishing flow: bottlenecks and risk points mapped     |                  | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>A-03</b> | Material control       | Timber sourcing, kiln capacity and cycle records, moisture management, storage          |                  | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>A-04</b> | Quality control system | In-process checkpoints, final QC, defect recording, golden-sample handling, calibration |                  | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |

|             |                      |                                                                                                          |                    |                                                                                          |
|-------------|----------------------|----------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------|
| <b>A-05</b> | Real capacity        | Workforce, shifts, machine hours vs claimed monthly output: the over-promise check                       |                    | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>A-06</b> | Subcontracting map   | Which processes leave the building, to whom, and how that work is controlled                             |                    | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>A-07</b> | Workforce and safety | Working conditions, safety equipment, basic social-compliance observations                               |                    | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>A-08</b> | Compliance readiness | Ability to meet destination requirements: fire labels, formaldehyde documents, timber legality paperwork | Destination market | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |

## C · Pre-shipment inspection At 80% packed, before the balance payment

The inspector draws the AQL sample at random from packed cartons and checks every sampled piece against these points.

| Code        | Check                                        | How it is checked                                                                | Your requirement        | Result                                                                                   |
|-------------|----------------------------------------------|----------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------|
| <b>C-01</b> | Quantity verification vs PO and packing list | Full carton tally, SKU-level                                                     | PO quantity             | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>C-02</b> | Moisture content (solid wood)                | Pin meter, multiple readings per sampled piece, range vs destination limit       | Moisture limit (%)      | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>C-03</b> | Dimensions vs approved spec                  | Calipers and tape on sampled pieces, tolerance per spec sheet                    | Tolerance per spec      | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>C-04</b> | Structural and joint integrity               | Racking, load and wobble checks referencing EN 1728                              |                         | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>C-05</b> | Finish and colour vs golden sample           | Side-by-side under daylight lamp, batch drift noted                              | Golden sample reference | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>C-06</b> | Workmanship defects                          | AQL 2.5 major / 4.0 minor by default, classified as critical, major or minor     |                         | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>C-07</b> | Hardware kits and assembly guides            | Kit-by-kit count vs BOM on sampled flat-packs                                    | BOM reference           | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>C-08</b> | Function and moving parts                    | Drawers, hinges, extensions, locks: cycle tested                                 |                         | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>C-09</b> | Packaging integrity                          | Carton spec, corner protection, drop test on sampled cartons referencing ISTA 3A | Carton spec             | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>C-10</b> | Marks, labels and barcodes                   | Shipping marks, country of origin, client labels scanned                         | Label list              | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |

## L · Container loading On stuffing day

What happens at the container door: count, condition, dunnage and seal.

| Code        | Check                            | How it is checked                                             | Your requirement | Result                                                                                   |
|-------------|----------------------------------|---------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------|
| <b>L-01</b> | Container exterior and structure | Dents, holes, door alignment, locking bars, CSC plate         | Container number | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>L-02</b> | Light test and watertightness    | Doors closed from inside: any daylight is a rejection         |                  | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>L-03</b> | Floor condition                  | Dry, clean, nail-free; moisture wicking risk for wood cartons |                  | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>L-04</b> | Odour and contamination          | Previous-cargo smell check: raw wood absorbs everything       |                  | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |

|             |                                  |                                                                        |                         |                                                                                          |
|-------------|----------------------------------|------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------|
| <b>L-05</b> | Carton tally vs packing list     | Every carton counted in, SKU-level, running tally sheet                | Cartons on packing list | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>L-06</b> | Carton condition at loading      | Damaged or rain-exposed cartons pulled before they enter               |                         | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>L-07</b> | Stacking and weight distribution | Heavy below light, tier limits, no void columns                        |                         | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>L-08</b> | Dunnage and bracing              | Airbags, corner boards, lashing where specified: photographed in place | Dunnage spec            | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>L-09</b> | Desiccant placement              | Count and position per spec for humidity control                       | Desiccant spec          | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>L-10</b> | Weather hold authority           | Loading paused during rain, no exceptions during monsoon               |                         | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>L-11</b> | Load plan as executed            | Photo sequence door-to-back, matched to the plan                       |                         | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>L-12</b> | Seal application                 | Seal applied in the inspector's presence, number photographed close-up | Seal number             | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |

## D • Decision After the report

The counts decide the lot, and you decide what happens next.

| Code        | Check                                      | How it is checked                                                       | Your requirement      | Result                                                                                   |
|-------------|--------------------------------------------|-------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------|
| <b>D-01</b> | Major defects vs accept and reject numbers | Pass at the accept number or fewer; reject at the reject number or more | Major accept / reject | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>D-02</b> | Minor defects vs accept and reject numbers | Both the major and the minor test have to pass                          | Minor accept / reject | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>D-03</b> | Critical defects                           | Any critical defect fails the lot on its own, whatever the other counts |                       | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>D-04</b> | Your decision                              | Release the balance payment, demand rework, or hold the container       | Decision              | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |
| <b>D-05</b> | Re-inspection after rework                 | A re-inspection re-checks the failed points in full                     | Re-inspection date    | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A |

The checklist records the standard; an independent inspector should still draw the sample at random from packed cartons and photograph every finding. No limits or tolerances are filled in: they come from your purchase order and specification. Any critical defect fails the lot on its own.