



Inspection Booking Form

REQUEST FOR		
Pre-shipment inspection (PSI)	In-line inspection (ILI)	Other inspection – please specify below:
1 st re-inspection	Factory Audit (FA)	_____
2 nd re-inspection	Loading supervision (LS)	_____
Date of inspection booking: _____		Requested inspection date: _____

INFORMATION ON CUSTOMER / CLIENT	
Customer / Client: _____	
Address: _____	
Contact person: _____	Tel. No.: _____
Email address: _____	Mobile No.: _____
Order Number: _____	LC Number: _____
Product description: _____	Model / Type: _____
Order quantity: _____	AQL Level: _____

INFORMATION ON SUPPLIER / TRADER	
Supplier / Trader: _____	
Address: _____	
Contact person: _____	Tel. No.: _____
Fax No.: _____	E-mail: _____

INFORMATION ON FACTORY	
Factory Name: _____	
Address in English _____	
Address in Chinese: _____	
Contact person: _____	Tel. No.: _____
Mobile No.: _____	E-mail: _____

Note: Use table for multiple orders and/or products for inspection (if necessary, continue on separate sheet)				
Order No.	Product description / Model No.	Order QTY	AQL Level (major & minor)	Date requested for inspection

IMPORTANT: Inspection booking form shall be submitted at least 1 week in advance, duly signed and with company chop. Reference samples and related documents must be available at SLG office at least one week before the requested inspection date. If no specific instructions are given, SLG will use as default the General AQL Level II, Major 2.5 / Minor 4.0. No inspection can or will be conducted until all products listed on this form have been 100% completed on the production line, and a minimum of 80% is fully packed into marked and sealed shipping cartons. A missed inspection will occur if SLG inspectors arrive at the inspection site and these requirements are not fully met. A confirmed inspection booking can be cancelled or postponed by giving at least 3 working days advance notice. Already purchased air/train tickets will be charged if non-refundable or cannot be changed.

Requested by: _____ Signature: _____