



# Inspection Booking Form

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

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

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

INFORMATION ON FACTORY	
Factory Name:	_____
Address in English	_____
Address in Chinese:	_____
Contact person:	_____
Mobile No.:	_____
	Tel. 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 2 working days advance notice. Already purchased air/train tickets will be charged if non-refundable or cannot be changed.

Requested by: \_\_\_\_\_ Signature: \_\_\_\_\_