

QUALITY ACCEPTANCE INSPECTION REPORT

PURCHASE ORDER (PO) #: _____

VENDOR NAME: _____

BID NUMBER: _____

USING AGENCY: _____

DATE ITEM(S) RECEIVED: _____

PURCHASING AGENT: _____

PO LINE ITEM #	ITEM DESCRIPTION	TESTING METHOD / TEST RESULT OBSERVATION	PASS / FAIL

DESCRIPTION OF NONCONFORMANCE(S)

RE-INSPECTION (if initial inspection failed)	
Date of Re-Inspection: _____	Re-Inspection: Pass <input type="checkbox"/> Fail <input type="checkbox"/>

- NC Government Agencies/Institutions/Community Colleges and Universities are to inspect and assure that all equipment received and projects completed meet all Federal, State, and Local Health and Safety Requirements.
- All goods received must meet terms specified in Statewide Term Contracts.
- Invoices will not be paid until an inspection completed by the using agency receives a “pass inspection” result.

COMMENTS

	PRINTED NAME	SIGNATURE	DATE
Inspected by			
Re-Inspected by (if initial inspection failed)			
Procurement Acknowledgment			

*Submit inspection report to agency procurement office.
Procurement office MUST incorporate into procurement file.*

QUALITY ACCEPTANCE INSPECTION SPECIFICATION CHECKLIST

BID NUMBER: _____

VENDOR NAME: _____

USING AGENCY: _____

COMMODITY: _____

[illegible]

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QUALITY ACCEPTANCE INSPECTION CHECKLIST

(Subject to modifications when required due to change in requirements)

PURCHASE ORDER (PO) #: _____ ITEM DESCRIPTION: _____

VENDOR NAME: _____ LOCATION: _____

	Yes	No	N/A
Is the product operational?			
Is the product free of damage and material/manufacturing defects?			
Does the product match the specifications requested in the IFB/Quote?			
Is the product required to have a Safety Standards Label/Marking?			
If yes, does the product meet this requirement? Agency: Model/ID #:			
Is the vendor responsible for installation per IFB/Quote?			
If yes, was installation completed to the department's satisfaction?			
Have all manuals, instructions, setup media, security codes, and warranty documentation been received?			
If required, has software backup media (DVD, flash drive, online download) been provided?			
If required, has Vendor training been completed or scheduled?			

Any nonconformances found during the inspection shall be repaired by the Vendor, at their cost, prior to passing inspection.

Image of Safety Standards Label/Marking

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