

Job Number:	Part Description:			
Work Center	Date:			
Check 1 Part	 ck part against Work Order, Cut Sheet or Shop Instructions 1. Verify correct material for job 2. Verify correct quantity for job 3. Check quality of laminate, no damage, correct color, etc. 4. Grain Direction Verification 	Check Box		
EMPLOYEE #/Date	5. Proper Machine Set-up			
Saw Check 1 Part / EMPLOYEE #/Date	Check part against Work Order, Part Label or Shop Instructions 1. Panel Size Correct (+/5mm) 2. Cut Quality-(No excessive chips) 3. Material Thickness (+/3mm) 4. Grain Direction Verification			
Edge Check p Bander Check 1 Part / EMPLOYEE #/Date	 bart against Work Order, Part Label, *Drawing (if contour band 1. Correct EB (color/thickness, etc.)? 2. Correct Edges Banded? 3. Correct Banding Order 4. Does quantity match label? 	ed), or Shop Instructions		
CNC Check p Check 1 Part	 bart against Work Order, Part Label or Shop Instructions Panel Size Correct (+/5mm) Cut Quality-(No excessive chips) Material Thickness (+/3mm) Grain Direction Verification (when applicable) Verify part with DXF provided. Does quantity match label? 			
Boring Check against boring print in job packet.				
Boring Check 1 Part / EMPLOYEE #/Date	 Does Boring match print X/Y locations? Are bores the proper depths and diameters? Do components fit together properly (dry fit)? Does quantity match label? 			
Mill/Solid Surface Check 1 Part / EMPLOYEE #/Date	 Check against Drawing/Shop Instructions 1. Does part match drawing? 2. Are edges sanded and not sharp? 3. Is piece clean? 4. Does quantity match label? 5. Is product packaged per PM/Shop Instructions? 			



1st Article Part Inspection Checklist

Assembly Check a	gainst Drawing/Shop Instructions.	Check Box
	1. Does part fit with adjacent part?	
	2. Are edges sanded and not sharp?	
Check 1 Part	3. Is piece clean and operate properly?	
	4. Is all hardware installed/available?	
/	5. Is product labeled/tagged properly?	
EMPLOYEE #/Date	6. Is product packaged per PM/Shop Instructions?	

- 1. Operators are primarily responsible for their own 1st article inspection. Where practical they should use the Inspection Table for 1st article inspection.
- 2. When a Quality Inspector is on duty the operators can submit their 1st article inspection to the Quality Inspector for first piece inspection. This can be performed at the work-center or Inspection Table.
- 3. If the Inspector will not be available to inspect their parts due to a backlog or schedule conflict, the operator will be required to revert to their own inspection. All inspection will be done with calibrated measuring instruments.
- 4. Once a Quality Inspector inspects the panel and it passes, then an "Inspection" tag will be filled out and attached.
- 5. If the inspection fails, the inspector will notify a Quality Engineer and/or Production Supervisor. The NCR procedure will be followed.
- 6. During In-Process inspection, the above checklist will be used as a guideline. Inspection is only responsible to ensure the part matches the provided print or work order. They assume no responsibility for Design Intent of the product.

Notes:

