

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



## **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:

