BUYER WORKBOOK / PRODUCTION

Garment Quality Review Workbook

Quality review begins with an agreed product reference. Keep the approved sample, current measurements and packaging instructions available together. Define who checks the goods, what they record and who decides whether findings have been resolved. This guide supports buyer preparation; the order-specific inspection scope and acceptance criteria still need to be agreed for the actual product.

01

Collect the references

Identify the approved sample, latest specification, colour and trim references, and packaging instructions. Resolve version conflicts before the review.

02

Agree the review scope

Record the styles, colours, sizes and quantities covered. Agree the inspection method, acceptance criteria and any separate evaluation requirements with the responsible parties.

03

Record findings clearly

Use photographs, measurements and item identifiers. Separate product findings from packing or documentation issues, and assign each item an owner.

04

Close the release decision

Record corrective action, the recheck result and who authorised release. Keep unresolved items visible rather than treating completion of an inspection as automatic approval.

Before you proceed

- ☐ Approved sample and latest technical specification identified.
- ☐ Review scope, method and acceptance criteria agreed.
- ☐ Style, colour, size and lot recorded for each finding.
- ☐ Measurement, workmanship and functional observations separated.
- ☐ Labels, packing and assortment checked against instructions.
- ☐ Corrective action, recheck result and release owner documented.

Use page 2 to record the current project position. This planning aid does not confirm a quotation, production slot or approval; record order-specific decisions with the responsible parties.

PROJECT WORKING SHEET

Prepare a Garment Quality Review

Brand / project:

Owner / revision date:

Order / references

Order ID, style, approved sample and specification revision.

Scope / method

Goods covered, inspection method, agreed criteria and reviewer.

Product finding

Item ID, measurement or workmanship issue, photo and extent observed.

Packing finding

Labels, size assortment, packaging or carton identification issue.

Corrective action

Owner, proposed action, due date and recheck result.

Release decision

Released / held; unresolved items, approver and date.

Keep this sheet with the supporting specification and references. Mark undecided items explicitly and share one consolidated revision. Further reading: yifufashion.com/blog/garment-quality-control-buyer-checklist