Engineering and quality report

A reference format for engineering reviews, inspections and test activities. Check items, methods and coverage are selected for the assignment.

Assignment reference

Project / product reference

[Reference only - no public customer identity]

Report reference

[Report ID and revision]

Hardware / firmware reference

[Applicable approved revisions]

Coverage

[Selected files, samples or units]

Approved inputs

[Checklist, files, sample or procedure]

Work date and review owner

[Complete when work is performed]

Choose the work package

Select relevant modules and adapt the checklist to the product and customer priorities.

Assignment	Example check coverage	Evidence that may be recorded
DFM review	Board and assembly inputs, production constraints, and interfaces.	Annotated references, review questions, recommended changes.
Functional checks	Agreed product functions, interfaces, and operating conditions.	Procedure reference, observations, photographs or logs.
Firmware programming	Approved image, matching hardware, write verification and agreed post-write checks.	File/version reference, unit or batch reference, programming log.
Supplier QC	Approved product reference, agreed visual/functional checks and identification.	Coverage record, photographs, findings and follow-up.

Keep the evidence connected

- Approved reference
- > Unit / sample ID
- > Evidence reference
- > Finding and recheck

Checks and follow-up

The checklist below shows a recording structure. Replace these example rows with the agreed checks; no tests were performed for this template.

Check	Reference and method	Observation and evidence	Status
Visual assembly	[Approved assembly reference]	[Observation / photo reference]	[Result]
Interface fit	[Interface reference + method]	[Observation / evidence reference]	[Result]
Programming	[Approved HW + file reference]	[Write log / verification reference]	[Result]
Function sequence	[Agreed test procedure]	[Observation / test record]	[Result]

Outcomes: Conforms / Does not conform / Needs input / Not run / Not in scope. Use an acceptance result only against the stated reference.

A finding with a next step

Illustrative finding - an incomplete revision reference

Observation The example check record does not identify the hardware revision.

Evidence reference [Photo, log or document reference linked to the item]

Recommended action Link the unit or sample, hardware revision and approved reference before the next check.

Action owner [Assigned role] **Action status** Awaiting recheck

Recheck and next decision

Record the follow-up evidence and review status. The agreed owner confirms the next step.

Programming verification and functional checks are recorded separately. An action is closed only with follow-up evidence; shipment decisions remain with the agreed approval owner.