Pre-shipment inspection · Supplier's yard · [Factory location], PRC

Pre-shipment inspection report

Sinospect Industrial Company Limited.
Sinospect sources, quality-controls and delivers industrial equipment from China.

Unit-by-unit verification of twelve mini excavators against the order, with function tests, documentation and packing checks, recorded before the balance payment and container loading.

Goods
12 × 1.8 t mini excavator, model [Identifier] · canopy, rubber tracks, 400 mm bucket, breaker piping · Kubota D722-E4B

Supplier
[Supplier company] · [Factory location]

Prepared for
[Client company]

Order & inspection basis
[PI reference] · 12 units · FOB Qingdao · CE build · 12 units checked; retraction tested on 3; weight measured on U04

Report reference
SAMPLE-PSI

Inspection date & location
12 May 2026, 08:30–17:40 · supplier's yard and test area, [Factory location]

Prepared by
Sinospect inspection engineer · Inspection engineer · 13 May 2026

Reviewed & issued by
Sinospect quality desk · Quality review · 14 May 2026

Conclusion of record

Conditional release — 11 of 12 units

Eleven units pass the recorded function tests. U12 is on **hold** for the hydraulic weep. Before loading: U01–U11 require C1/C2; U12 also requires the witnessed C3 re-test. Section 02 records the configuration checks and sample scope.

Three recorded states

- Shipment release — applicable checks and closure conditions complete
- **Conditional partial release — units and outstanding conditions listed by serial**
- Shipment hold — the failing item stated for the lot

§	Report section	State
01	Quantity and serial-number verification	**12 of 12 verified**
02	Configuration against the order and specification sheet	**F-02 · F-03**
03	Function tests per unit	**11 pass · 1 fail**
04	Documentation pack, keys and attachments	**1 gap**
05	Packing, marking and container-loading readiness	**1 finding**
06	Findings register with owners and closure	**3 Major · 1 Minor**
07	Release recommendation	**11 conditional · U12 hold**

01 Quantity and serial-number verification

All twelve units were presented in one yard; plates and hour meters were read and photographed on each, and serials checked against the packing list and the CE declarations. U01 to U12 and E01 to E12 are sample identifiers.

#	Machine S/N (plate)	Engine S/N (block plate)	Hour meter	Build month	Packing list	CE DoC	State
01	U01	E01	0.6 h	2026-04	Match	Match	Verified
02	U02	E02	0.5 h	2026-04	Match	Match	Verified
03	U03	E03	0.8 h	2026-04	Match	Match	Verified
04	U04	E04	0.4 h	2026-04	Match	Match	Verified
05	U05	E05	0.7 h	2026-04	Match	Match	Verified
06	U06	E06	1.1 h	2026-04	Match	Match	Verified
07	U07	E07	0.9 h	2026-05	Match	Match	Verified
08	U08	E08	0.5 h	2026-05	Match	Match	Verified
09	U09	E09	0.6 h	2026-05	Match	Match	See F-02
10	U10	E10	0.7 h	2026-05	Match	Match	Verified
11	U11	E11	1.2 h	2026-05	Match	Match	Verified
12	U12	E12	0.8 h	2026-05	Match	Match	Verified

12 of 12 presented; hour meters at 0.4–1.2 h, consistent with factory testing only. Unit U09: identity verified, plate error recorded under F-02.

02 Configuration against the order

Item	Ordered (PI and client specification sheet)	Observed on the 12 units	State
Engine	Kubota D722-E4B, 3-cylinder diesel, EU Stage V	Engine block plates on all 12 read D722-E4B; Stage V label on each engine	Conforms
Machine plate, engine field	"D722-E4B", matching the DoC	11 correct. **Unit U09 plate stamped "D722-E3B"** (Stage IIIA); fitted engine is a D722-E4B. Plate error, not a substitution	Deviation · F-02
Canopy	4-post, ROPS/TOPS certified, seat belt	Fitted on 12; certification label present, seat belts fitted	Conforms
Undercarriage	Rubber tracks 230 mm, retractable to 990 mm	230 mm rubber tracks on 12; retraction tested on 3 units	3 tested conform
Bucket and hitch	400 mm bucket with teeth, mechanical quick hitch	Fitted and pinned on 12; hitch locks checked	Conforms
Auxiliary hydraulics	Breaker piping to arm end, couplers, foot pedal	Fitted on 12, couplers capped; pedal tested under Section 03	Conforms
Operating weight	1,800 kg ± 3% with bucket	Unit U04 on the yard weighbridge: 1,835 kg (+1.9%)	U04 conforms
Colour, decals, CE plate	Client colour and logo; English safety decals; CE plate with year, S/N, power, mass	Colour and logo per artwork on 12; CE plates correct except U09; safety decals Chinese only (Section 04)	See F-03

03 Function tests per unit

Every unit was started cold, run 15 minutes, then worked through the full hydraulic cycle, travel, slew and auxiliary circuit. The leak check followed warm-up at full reach and rated speed, when hose and seal weeps show.

Machine S/N	Cold start	Run 15 min, idle stable	Boom · arm · bucket cycle	Travel fwd / rev, track tension	Slew 360° both ways	Aux circuit, pedal	Leak check after warm-up	Controls, gauges, horn, lights	Result
U01	P	P	P	P	P	P	P	P	Pass
U02	P	P	P	P	P	P	P	P	Pass
U03	P	P	P	P	P	P	P	P	Pass
U04	P	P	P	P	P	P	P	P	Pass
U05	P	P	P	P	P	P	P	P	Pass
U06	P	P	P	P	P	P	P	P	Pass
U07	P*	P	P	P	P	P	P	P	Pass
U08	P	P	P	P	P	P	P	P	Pass
U09	P	P	P	P	P	P	P	P	Pass
U10	P	P	P	P	P	P	P	P	Pass
U11	P	P	P	P	P	P	P	P	Pass
U12	P	P	P	P	P	P	F	P	Fail · F-01

P* on U07: first cold start needed a second 4 s crank; started at once on every later attempt and on a repeat cold start at 16:50; observation, no action. Unit U12: after 20 minutes under load a weep formed at the boom-cylinder rod-side hose crimp, wet to the touch, no drip within 5 minutes.

04 Documentation pack, keys and attachments

Item	Required	Found	State
EC Declaration of Conformity	One per unit citing 2006/42/EC, 2000/14/EC, 2014/30/EU, with S/N, signed by the legal representative	12 originals with the correct S/N, signed and chopped; the U09 declaration states D722-E4B	Complete
Operator's manual	English, printed, one per unit	12 printed, English; content reviewed against the model	Complete
Parts and service manual	English, one printed set plus electronic copy	1 printed set, USB stick with PDF, English	Complete
Engine documentation	Kubota operator's manual and warranty registration per engine	12 manuals (EN), warranty cards with engine S/N	Complete
Keys	2 ignition keys per unit, tagged	24 counted, tagged with S/N, held by the shipping clerk	Complete
Attachments and loose items	Bucket fitted; tool kit, grease gun, spare pins per unit	12 buckets fitted; tool kits and grease guns boxed by S/N; spare pins in each kit	Complete
Safety decal set	English decal set applied per client specification §7	Decals on all 12 units are Chinese-only; the English set is printed but not applied	Gap · F-03

05 Packing, marking and container-loading readiness

Check	Observed	State
Shipping marks	Weatherproof tags on canopy and bucket with PI number, client mark, S/N and destination; match the packing list	**Pass**
Corrosion protection	Cylinder rods greased and wrapped; bucket teeth waxed; loose items boxed	**Pass**
Batteries and fluids	Batteries disconnected, terminals taped on 12; oils at level; coolant to −25 °C	**Pass**
Fuel level for sea freight	Project carrier's recorded limit: at or below one quarter. Seven units comply; **five (U03, U05, U08, U10, U11) above one quarter**	**F-04**
Loading plan, lashing	4 × 40' HC, 3 units per container, boom folded, blade down; plan checked against unit length 3.56 m; lashing points marked, timber and 5 t straps (4 per unit) counted on site	**Pass**

Supplier's booking: containers positioned 19 May, loading 19–20 May, Qingdao cut-off 22 May.

06 Findings register

Major: function, safety or compliance findings requiring closure on affected units. Minor: loading-readiness actions. Close all applicable conditions before loading. Responses agreed on site and confirmed in writing by the supplier's sales manager on 13 May.

F-01 Unit U12: hydraulic weep at boom-cylinder rod-side hose crimp after warm-up — Major · Hold

Requirement	Client spec §5.3 (no leaks after warm-up test); ISO 4413 general	**Evidence**	Photos P-088 to P-091 (specimen C), video V-03; re-checked at 10 min
Supplier response	Hose assembly replaced from stock (same part, new crimp); unit re-run 20 min under load; leak check witnessed by Sinospect on site or by live video with the S/N plate in frame.		
Owner	Supplier service workshop	**Target closure**	**16 May 2026**, before container positioning

F-02 Unit U09: machine plate reads "D722-E3B"; engine and DoC read D722-E4B — Major · Closable

Requirement	Client spec §2.1: plate designation matches engine and DoC	**Evidence**	Photos P-064 (machine plate), P-065 (engine plate), DoC copy
Supplier response	Plate re-made with the correct designation and riveted before loading; photo with S/N legible sent for the file; old plate destroyed.		
Owner	Supplier QC	**Target closure**	**16 May 2026**

F-03 All units: safety decals in Chinese only; English set printed but not applied — Major

Requirement	Client spec §7: English safety decals fitted per drawing	**Evidence**	Photos P-030 to P-033; unapplied decal sheets sighted
Supplier response	Apply English decals to all 12 units per the drawing; record closure by S/N with four-side photos and unit-by-unit verification before loading.		
Owner	Supplier assembly	**Target closure**	**18 May 2026**

F-04 Five units above one-quarter fuel for container shipment — Minor

Requirement	Project carrier's fuel limit in this example: one quarter maximum	**Evidence**	Gauge readings noted per S/N in the checklist
Supplier response	Fuel drawn down before loading; gauge photographed per unit at loading, or verified by Sinospect on site if loading supervision is engaged.		
Owner	Supplier logistics	**Target closure**	**At loading, 19–20 May**

07 Release recommendation

Recommendation: **conditional release, 11 of 12 units**. Load U01–U11 after C1 and C2 close. U12 requires C1, C2 and the witnessed re-test in C3. Record closure evidence before authorising loading. The proposed balance-payment split is eleven twelfths for the released units and the last twelfth for U12, subject to the buyer's agreement under the order terms.

C1 **F-02 closed before loading.** New machine plate on U09 photographed with the S/N legible and the DoC alongside. Retain evidence that the old plate was destroyed.

C2 **F-03 and F-04 closed before loading.** Record decal application by S/N on all units, with the planned four-side photos and unit-by-unit verification. Photograph fuel gauges per unit before the machines enter the containers.

C3 **F-01 closed by a witnessed re-test.** Hose replaced, 20 minutes under load, crimp dry to the touch at 10 minutes after shutdown, S/N plate in frame. Witnessed by Sinospect on site if loading supervision is engaged, otherwise by live video.

– Photographic evidence

The record holds 132 timestamped photographs (11 per unit) and 4 video clips. Four specimen entries are listed here and the photographs are withheld from this sample; issued reports carry them at full resolution with the S/N in the caption.

A · Machine plate, U09. Engine field reads E3B; basis of F-02.

B · Engine block plate, U09. D722-E4B confirmed on the engine itself.

C · Hose crimp, U12. Weep after warm-up under load; basis of F-01.

D · Yard line-up. Units tagged by S/N before the function tests.

Basis

Client specification sheet and PI as the acceptance reference. Identity, visual configuration, listed function tests, workmanship and accessories checked on all 12 units; retraction tested on 3 units and operating weight measured on U04.

Method

Cold start, 15 min run, full hydraulic cycle, travel, slew and auxiliary circuit per unit; leak check after warm-up at full reach and rated speed. Plates read directly and photographed.

Limits

Engine identification uses the maker's plate and label. Findings reflect the units as presented on 12 May 2026.

Sample: illustrative equipment, identifiers, dates, measurements and findings demonstrate the report structure.

Certification & sign-off

§ Prepared, reviewed and issued

The preparing engineer records the checks, readings and findings. The quality desk reviews the report and the release recommendation. This sample shows the preparation and review fields.

Reliance & scope

Prepared for the named addressee's decision to release the goods for loading and to make the balance payment under the proforma invoice stated on the cover. Findings reflect the twelve units as presented on 12 May 2026. The inspection record covers the pre-shipment checks described in this sample.

Sample record

The supplier findings register records each corrective action, the responsible role and its closure evidence.

Prepared by

[Signature placeholder]

Sinospect inspection engineer
Inspection engineer · Sinospect (Ningbo)

Date of preparation · **13 May 2026**

Reviewed & approved by

[Signature placeholder]

Sinospect quality desk
Quality review · Sinospect

Date of issue · **14 May 2026**

Sample reference, preparation and review fields demonstrate how the report is recorded and issued.