SINOSPECT

China supplier technical file checklist

For industrial equipment and materials sourced from China. Fourteen sections, with a procurement control point for each. Updated September 2026.

01

Supplier identity and real manufacturer

Confirm who sells, exports and manufactures the product before any technical comparison.

[ ] Legal company identity or business licence is received.
[ ] Real manufacturer and production address are identified.
[ ] Commercial role is clear: factory, trader, exporter, group company, agent or assembler.
[ ] Names match across quotation, datasheet, certificates, test reports and proforma invoice.
[ ] Certificates and factory evidence can be linked to the same manufacturing site.
[ ] Factory contact details are recorded for later inspection or clarification.

Procurement control point

Do not qualify a supplier when the legal seller, exporter and real manufacturing site cannot be reconciled.

02

Exact product or equipment description

Lock the product identity before price comparison, sampling, deposit payment or production release.

[ ] Full designation, model, reference and variant are written.
[ ] Capacity, grade, dimensions and operating limits are defined.
[ ] Included options, accessories and exclusions are listed.
[ ] Quotation, datasheet, drawings and certificates use the same product reference.
[ ] Photos or samples show the same model as the commercial offer.

Procurement control point

Do not compare prices if one supplier has quoted a different variant, lighter grade or incomplete configuration.

03

Specification, BOQ or bill-of-quantities conformity

Check whether the offer answers the project requirement line by line.

[ ] Supplier compliance table is received where a specification or BOQ exists.
[ ] Each BOQ or schedule line is linked to a product offered.
[ ] Performance, dimensions, materials, finishes and quantities are confirmed.
[ ] Equivalents are explained and not hidden as simple compliance.
[ ] Exclusions, missing accessories and scope limits are written.
[ ] Local Chinese standards are explained where equivalence matters.

Procurement control point

A one-word 'compliant' answer is not evidence. The file must show exactly what is included and what is excluded.

04

Datasheet version, content and traceability

Use a specific technical datasheet, not a broad catalogue page, as the baseline for approval.

[ ] Datasheet is dated and identifies the manufacturer.
[ ] Reference, version and product family are clear.
[ ] Dimensions, materials, performance values and standards are stated.
[ ] Use limits, installation conditions and units are explicit.
[ ] Datasheet matches the quotation and latest clarification record.
[ ] Old or marketing-only brochures are not used as final approval evidence.

Procurement control point

The approved datasheet should let the project team validate the product without interpretation or supplier memory.

05

Materials, dimensions, thicknesses and tolerances

Confirm the physical substance of the product before production starts.

[ ] Material grade, composition and surface treatment are specified.
[ ] Nominal dimensions, thicknesses and unit weights are recorded.
[ ] Tolerances are written and tied to a standard where relevant.
[ ] Quotation, datasheet, drawings, certificates and sample are aligned.
[ ] Finish type, coating thickness or treatment method is defined.
[ ] Any deviation from the project minimum is approved in writing.

Procurement control point

Do not release production when thickness, material grade or tolerance differs between the quotation and technical file.

06

Declared performance and use conditions

Separate measurable performance from catalogue claims.

[ ] Guaranteed performance values are listed.
[ ] Test method, standard or measurable condition is named.
[ ] Operating limits such as load, flow, pressure, power, temperature or humidity are defined.
[ ] Environmental and destination-site conditions are considered.
[ ] Catalogue values are backed by test evidence where performance is critical.
[ ] Acceptance criteria are written before inspection or FAT.

Procurement control point

Performance should be proven under conditions that resemble the project, not only declared in a sales brochure.

07

Certificates: scope, validity and product match

A real certificate can still be irrelevant if the scope does not cover the product ordered.

[ ] Certificate holder, number and issuer are readable; validity dates or status are checked where applicable. Confirm the certificate with its issuer or in its register where one exists, including the issuer's accreditation or notification scope where required.
[ ] Covered scope, plant and product family are checked.
[ ] Model or product reference is linked to the offered product.
[ ] ISO certificates are not treated as product conformity evidence by themselves.
[ ] Expired, generic or unrelated certificates are flagged.
[ ] Certificate of origin or destination-market certificate is requested where needed.

Procurement control point

Do not accept a certificate as comfort unless it applies to the exact product, plant and requirement being purchased.

08

Factory test records and laboratory reports

Ask for complete reports when a critical performance decides acceptance.

[ ] Full report is received, not only a cover page or summary.
[ ] Laboratory, method, sample, date, results and acceptance criteria are identified; laboratory accreditation for the method is checked where the contract or destination requires it.
[ ] Tested model, material, finish, capacity or batch matches the offered product.
[ ] Old reports or reports issued to another manufacturer are reviewed critically.
[ ] Results are compared with the declared performance and project criteria.
[ ] Missing critical tests are performed, or their deferral approved in writing, before shipment release.

Procurement control point

A test report for a similar product is not proof for the product being ordered unless equivalence is justified.

09

Drawings, installation details and interfaces

Confirm that the product can be integrated into the project without late site changes.

[ ] Dimensioned drawings or shop drawings are received where relevant.
[ ] Interfaces, fixings, connections, utilities, loads and envelope dimensions are shown.
[ ] Drawing revision matches the approved technical file.
[ ] Critical dimensions are compared with architectural, structural, process or utility drawings.
[ ] Units, scale and installation notes are clear.
[ ] Changes after clarification are reissued as revised drawings.

Procurement control point

Generic drawings are not enough when installation space, interfaces or civil works depend on exact dimensions.

10

Samples, mockups and reference photos

Make visual or physical approval traceable enough to control later production.

[ ] Sample or mockup is identified by supplier, date, reference, material and finish.
[ ] Production, packing and marking photos show the offered product.
[ ] Photos include context, scale, labels or serial/lot references where possible.
[ ] Catalogue photos are not treated as production evidence.
[ ] Approved sample quality is linked to production acceptance criteria.
[ ] Differences between sample and production are recorded.

Procurement control point

A beautiful sample is useful only if it can be used later to control the goods actually made and shipped.

11

Production conditions and quality control

Check how the supplier will maintain conformity from sample to shipment.

[ ] Production steps, control points and responsible team are known.
[ ] Quality-control plan or inspection criteria are received.
[ ] Lot, batch or serial traceability is defined where relevant.
[ ] Factory tests, in-process checks or FAT are planned for higher-risk equipment.
[ ] Supplier explains how non-conformities will be recorded and corrected.
[ ] Production capacity and schedule are plausible for the order.

Procurement control point

Do not accept 'we check before shipping' as a quality plan. Criteria and evidence must be defined.

12

Packing, marking and conditioning

Connect the technical file to the packages that will move through freight, customs and site receipt.

[ ] Packing method and protective materials are suitable for international transport.
[ ] Package count, dimensions, gross/net weights and contents are known.
[ ] Shipping marks, labels, serial numbers or lot identifiers are defined.
[ ] Sea-freight humidity, stacking, handling and port storage are considered.
[ ] Packing photos and marking photos are requested before shipment.
[ ] Packing list can be reconciled with the approved product file.

Procurement control point

If the package cannot be linked to the approved file, receipt, customs and warranty evidence become weak.

13

Shipping documents and logistics consistency

Before shipment, match the commercial and logistics file to the approved technical file.

[ ] Commercial invoice description matches the approved product reference.
[ ] Packing list gives package-by-package detail where needed.
[ ] Draft bill of lading description, package count, weights and consignee details are consistent before the bill is issued, then checked again on the issued bill of lading.
[ ] Certificate of origin, insurance or destination documents are included where required.
[ ] Loading photos and pre-shipment inspection report are linked to the same order.
[ ] HS code, marks and quantities are checked before final document release.

Procurement control point

Do not let vague shipping descriptions undo a well-controlled technical approval.

14

Warranty, manuals, spare parts and release criteria

Close the file so the delivered product can be accepted, operated and defended later.

[ ] Warranty terms apply to the delivered product and destination country.
[ ] Manual, user instructions or maintenance documents are received where relevant.
[ ] Spare parts, accessories, consumables and exclusions are listed.
[ ] Final certificates and inspection report are included in the receipt file.
[ ] Open inspection reservations are closed or formally accepted.
[ ] Release, hold or conditional release decision is documented.

Procurement control point

Final release should leave a usable evidence pack for receipt, commissioning, customs and warranty discussions.

Full version, with guidance: sinospect.com/resources/china-supplier-technical-file-checklist