

FREE MANUFACTURING QUALITY TEMPLATE

Finished Product Inspection Checklist

Use this 60-point checklist to verify final specifications, traceability, appearance, dimensions, functional tests, measurement validity, labels, packaging, sampling, nonconformance, release evidence, and shipment readiness.

Product / part

Inspection date

Batch / lot

Inspector / reviewer

Internal manufacturing template. Apply current drawings, specifications, customer requirements, sampling rules, test procedures, measurement controls, packaging standards, and approved final-release processes as controlling references.

1. Final inspection plan, specification, customer requirements, and readiness

- 1** Confirm the current approved drawing, specification, final inspection plan, control plan, quality standard, or customer requirement is available before inspection begins. **CRITICAL** FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Begin with the current final-inspection plan. Confirm exactly which product revision, characteristics, tests, sample size, and release requirements...

- 2** Verify the product or part number, revision, production order, batch or lot, customer, and final inspection stage match the documents being used. **CRITICAL** FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Begin with the current final-inspection plan. Confirm exactly which product revision, characteristics, tests, sample size, and release requirements...

- 3** Confirm final acceptance characteristics, tolerances, sampling requirements, test methods, inspection frequency, and release criteria are clearly defined. **CRITICAL** FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Begin with the current final-inspection plan. Confirm exactly which product revision, characteristics, tests, sample size, and release requirements...

- 4** Verify special, critical, safety-related, regulatory, customer-specific, or key characteristics are identified where applicable. **CRITICAL** FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Begin with the current final-inspection plan. Confirm exactly which product revision, characteristics, tests, sample size, and release requirements...

- 5** Confirm required gauges, fixtures, test equipment, approved samples, packaging standards, labeling references, and trained inspectors are available. FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Begin with the current final-inspection plan. Confirm exactly which product revision, characteristics, tests, sample size, and release requirements...

- 6** Record facility, product, batch or lot, production order, quantity, inspection date, inspector, and final-inspection-plan reference. FINAL QC

FINAL STATUS | Enter

PRODUCTION OWNER | Enter

QUALITY RELEASE | Enter

Execution tip: Begin with the current final-inspection plan. Confirm exactly which product revision, characteristics, tests, sample size, and release requirements...

2. Finished-goods identity, lot traceability, quantity, and status verification

7 Confirm finished goods are positively identified by product or part number, description, revision, batch or lot, serial number where required, and quantity. **CRITICAL** FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Before inspecting quality, prove that the finished goods are the correct product and lot. Physical labels, production records, and ERP or MES status...

8 Verify traceability links finished product to relevant raw-material, component, subassembly, production order, process, and inspection records where required. **CRITICAL** FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Before inspecting quality, prove that the finished goods are the correct product and lot. Physical labels, production records, and ERP or MES status...

9 Confirm finished quantity matches the production record, packing quantity, inventory record, or final transfer quantity. FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Before inspecting quality, prove that the finished goods are the correct product and lot. Physical labels, production records, and ERP or MES status...

10 Verify finished goods awaiting inspection or release remain clearly identified and separated from fully released product. **CRITICAL** FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: Before inspecting quality, prove that the finished goods are the correct product and lot. Physical labels, production records, and ERP or MES status...

11 Check rejected, rework, quarantine, returned, concession, and other restricted finished goods are physically and electronically segregated. **CRITICAL** FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: Before inspecting quality, prove that the finished goods are the correct product and lot. Physical labels, production records, and ERP or MES status...

12 If product identity, lot traceability, revision, or status is unclear, hold the affected finished goods until the discrepancy is resolved. **CRITICAL** FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Before inspecting quality, prove that the finished goods are the correct product and lot. Physical labels, production records, and ERP or MES status...

3. Visual appearance, workmanship, completeness, and cosmetic conformity

13

Inspect finished goods for cracks, dents, chips, scratches, burrs, deformation, discoloration, corrosion, contamination, poor finish, or other defined visual defects.

CRITICAL

FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: Use current defect criteria, workmanship standards, or approved reference samples. Visual acceptance should be repeatable and not depend only...

14

Verify workmanship for assembly, alignment, fit, welds, bonds, seals, coatings, print, markings, labels, fasteners, and other visible features meets requirements.

CRITICAL

FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: Use current defect criteria, workmanship standards, or approved reference samples. Visual acceptance should be repeatable and not depend only...

15

Confirm all required components, accessories, inserts, fasteners, covers, protective items, documents, and supplied parts are present and correctly installed.

CRITICAL

FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: Use current defect criteria, workmanship standards, or approved reference samples. Visual acceptance should be repeatable and not depend only...

16

Check cosmetic zones, appearance classes, boundary samples, approved samples, visual aids, or customer cosmetic standards are current and applied consistently.

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Use current defect criteria, workmanship standards, or approved reference samples. Visual acceptance should be repeatable and not depend only...

17

Verify there are no loose parts, sharp unintended edges, protrusions, contamination, foreign material, or other visible conditions affecting safety, function, or customer acceptance.

CRITICAL

FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: Use current defect criteria, workmanship standards, or approved reference samples. Visual acceptance should be repeatable and not depend only...

18

Record visual defect type, location, quantity affected, evidence, sample ID, and disposition for any rejected or suspect finished product.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Use current defect criteria, workmanship standards, or approved reference samples. Visual acceptance should be repeatable and not depend only...

4. Dimensional characteristics, tolerances, fit, and measurement verification

19

Measure required dimensions, thicknesses, diameters, lengths, gaps, clearances, weights, or other quantitative characteristics according to the approved method.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Record actual values for critical or required characteristics. Final inspection should demonstrate conformance to the released specification, not only...

20

Verify measured values meet the current drawing tolerance, specification limit, customer requirement, or final acceptance criterion.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Record actual values for critical or required characteristics. Final inspection should demonstrate conformance to the released specification, not only...

21

Confirm datum references, measurement locations, setup conditions, fixture use, and sample preparation match the approved inspection method.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Record actual values for critical or required characteristics. Final inspection should demonstrate conformance to the released specification, not only...

22

Verify mating, fit, alignment, interchangeability, or assembly interfaces meet final acceptance requirements where applicable.

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Record actual values for critical or required characteristics. Final inspection should demonstrate conformance to the released specification, not only...

23

Record actual measured values, units, sample or serial identity, equipment ID, date, and result where data retention is required.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Record actual values for critical or required characteristics. Final inspection should demonstrate conformance to the released specification, not only...

24

Escalate unusual drift, repeated near-limit readings, inconsistent results, or significant variation even when individual samples remain within specification.

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Record actual values for critical or required characteristics. Final inspection should demonstrate conformance to the released specification, not only...

5. Functional, performance, safety, leak, electrical, and final test verification

25

Complete all required functional, performance, operational, leak, pressure, torque, electrical, software, endurance, safety, or other final tests specified for release.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Final functional tests should represent the approved release method. Confirm the test setup, sequence, limits, and product configuration before...

26

Verify test parameters, test sequence, fixtures, software version, environmental conditions, load conditions, and acceptance limits match the approved method.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Final functional tests should represent the approved release method. Confirm the test setup, sequence, limits, and product configuration before...

27

Confirm all required safety features, protective functions, interlocks, alarms, guards, labels, or warnings operate or are present as specified where applicable.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Final functional tests should represent the approved release method. Confirm the test setup, sequence, limits, and product configuration before...

28

Verify failed or interrupted final tests are documented and the product is not released without authorized retest and acceptable results.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Final functional tests should represent the approved release method. Confirm the test setup, sequence, limits, and product configuration before...

29

Check serial-number-specific, unit-specific, batch-specific, or electronic test records remain linked to the correct finished product where required.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Final functional tests should represent the approved release method. Confirm the test setup, sequence, limits, and product configuration before...

30

Record test result, actual value where required, equipment ID, operator or inspector, test time, and evidence supporting final acceptance.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Final functional tests should represent the approved release method. Confirm the test setup, sequence, limits, and product configuration before...

6. Inspection equipment, calibration, verification status, and measurement validity

31

Confirm measuring instruments, gauges, fixtures, scales, torque tools, electrical testers, test benches, reference standards, and other devices are suitable for final inspection.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: A final release decision depends on valid measurement. Verify equipment status and suitability before relying on dimensional or functional results.

32

Verify controlled measuring and test equipment is uniquely identified and within current calibration or verification status.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: A final release decision depends on valid measurement. Verify equipment status and suitability before relying on dimensional or functional results.

33

Check equipment range, resolution, accuracy, capability, fixture condition, software configuration, and environmental suitability are appropriate for the acceptance decision.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: A final release decision depends on valid measurement. Verify equipment status and suitability before relying on dimensional or functional results.

34

Inspect measuring and test equipment for visible damage, contamination, wear, loose parts, or other conditions that could invalidate results.

CRITICAL

FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: A final release decision depends on valid measurement. Verify equipment status and suitability before relying on dimensional or functional results.

35

Confirm inspectors use the approved measurement or test method and complete required zero, master, setup, or reference checks before use.

FINAL QC

C

PC

NC

NA

Execution tip: A final release decision depends on valid measurement. Verify equipment status and suitability before relying on dimensional or functional results.

36

If inspection equipment is out of status, damaged, or suspect, contain affected release decisions and assess whether previous results require review.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: A final release decision depends on valid measurement. Verify equipment status and suitability before relying on dimensional or functional results.

7. Labels, markings, packaging, documentation, and customer presentation

37

Confirm product labels, nameplates, barcodes, serial numbers, date codes, batch numbers, ratings, warnings, and other required markings are correct and legible.

CRITICAL

FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: A conforming product can still fail final acceptance through the wrong label, packaging, quantity, document, or customer-specific presentation...

38

Verify packaging type, orientation, protective material, cushioning, sealing, wrapping, moisture protection, ESD protection, or other packaging requirements are met.

CRITICAL

FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: A conforming product can still fail final acceptance through the wrong label, packaging, quantity, document, or customer-specific presentation...

39

Check packed quantity, unit count, accessories, manuals, certificates, inspection documents, installation items, or customer-supplied documentation are complete.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: A conforming product can still fail final acceptance through the wrong label, packaging, quantity, document, or customer-specific presentation...

40

Confirm shipping labels, destination information, customer part number, purchase-order reference, country or regulatory markings, and handling symbols are correct where required.

CRITICAL

FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: A conforming product can still fail final acceptance through the wrong label, packaging, quantity, document, or customer-specific presentation...

41

Verify packaging is free from significant damage, contamination, weak seals, crushed corners, tears, water exposure, or other conditions that could affect shipment integrity.

CRITICAL

FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: A conforming product can still fail final acceptance through the wrong label, packaging, quantity, document, or customer-specific presentation...

42

Confirm special customer packaging, preservation, labeling, serialization, or documentation requirements are satisfied before release.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: A conforming product can still fail final acceptance through the wrong label, packaging, quantity, document, or customer-specific presentation...

8. Sampling, defect classification, acceptance decision, and final quality status

43

Confirm the required final-inspection sample size, inspection level, 100-percent inspection rule, or other approved sampling method is followed.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Apply the approved sampling and defect rules consistently. Final release should clearly distinguish accepted, pending, rework, concession, and...

44

Verify samples are representative of the completed lot or batch and cover required cavities, machines, shifts, serial ranges, or other risk factors where applicable.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Apply the approved sampling and defect rules consistently. Final release should clearly distinguish accepted, pending, rework, concession, and...

45

Classify defects according to the approved critical, major, minor, cosmetic, functional, or other defect categories where used.

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Apply the approved sampling and defect rules consistently. Final release should clearly distinguish accepted, pending, rework, concession, and...

46

Confirm acceptance or rejection criteria are applied consistently and any sampling failure triggers the required containment or additional inspection.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Apply the approved sampling and defect rules consistently. Final release should clearly distinguish accepted, pending, rework, concession, and...

47

Verify accepted, pending, rejected, rework, concession, or conditional-release status is clearly updated physically and electronically after inspection.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Apply the approved sampling and defect rules consistently. Final release should clearly distinguish accepted, pending, rework, concession, and...

48

Record inspected quantity, accepted quantity, rejected quantity, rework quantity, defect counts, sampling result, and final inspection disposition.

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Apply the approved sampling and defect rules consistently. Final release should clearly distinguish accepted, pending, rework, concession, and...

9. Nonconforming finished goods, containment, rework, reinspection, and disposition

49

Immediately identify and segregate nonconforming or suspect finished goods so they cannot be shipped, issued, or mixed with accepted product.

CRITICAL

FINAL QC

Release

Needs review

Hold goods

LIVE PHOTO | Add

Execution tip: Finished-product nonconformance should be contained before release or shipment. Clearly identify affected quantities and maintain traceability...

50

Determine affected quantity using lot, serial, production order, inspection history, process history, and last known-good information as applicable.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Finished-product nonconformance should be contained before release or shipment. Clearly identify affected quantities and maintain traceability...

51

Create the required nonconformance, hold, defect, deviation, or quality-event record with specification reference and objective evidence.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Finished-product nonconformance should be contained before release or shipment. Clearly identify affected quantities and maintain traceability...

52

Confirm rework, repair, sort, concession, use-as-is, scrap, return, or other disposition is authorized by the required quality or technical function.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Finished-product nonconformance should be contained before release or shipment. Clearly identify affected quantities and maintain traceability...

53

Verify reworked, repaired, sorted, or otherwise corrected product is reinspected against applicable final acceptance criteria before release.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Finished-product nonconformance should be contained before release or shipment. Clearly identify affected quantities and maintain traceability...

54

Confirm final product status and inventory records are updated after disposition so restricted material cannot be released unintentionally.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Finished-product nonconformance should be contained before release or shipment. Clearly identify affected quantities and maintain traceability...

10. Final release, records, certificate evidence, CAPA, shipment readiness, and sign-off

55

Confirm final inspection records are complete, legible, attributable, traceable to product and lot or serial number, and retained according to the approved record-control process.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Final inspection is complete only when acceptance evidence, product status, records, and release authorization all agree. Repeated final-inspection...

56

Verify certificates of conformity, inspection certificates, test reports, release documents, or other required quality evidence are complete and linked to the correct finished goods.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Final inspection is complete only when acceptance evidence, product status, records, and release authorization all agree. Repeated final-inspection...

57

Confirm only authorized personnel approve final product release and the release decision is recorded before shipment or unrestricted inventory transfer.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Final inspection is complete only when acceptance evidence, product status, records, and release authorization all agree. Repeated final-inspection...

58

Review recurring final defects, customer-facing packaging errors, repeated rework, test failures, escape risk, and inspection trends for corrective or preventive action.

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Final inspection is complete only when acceptance evidence, product status, records, and release authorization all agree. Repeated final-inspection...

59

Verify corrective-action effectiveness through repeat inspection, defect trends, customer feedback, process data, audit follow-up, or other objective evidence.

CRITICAL

FINAL QC

Inspection item	Result / value	Owner	Evidence	Action
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Execution tip: Final inspection is complete only when acceptance evidence, product status, records, and release authorization all agree. Repeated final-inspection...

60

Record final release status, unresolved critical quality risks, affected finished goods, follow-up actions, shipment readiness, inspector, production owner, quality approver, date, and authorization.

CRITICAL

FINAL QC

FINAL STATUS | Enter

PRODUCTION OWNER | Enter

QUALITY RELEASE | Enter

Execution tip: Final inspection is complete only when acceptance evidence, product status, records, and release authorization all agree. Repeated final-inspection...