

Quality Control Form - Desktop

This form is to be completed prior to equipment delivery.

1 copy is to be sent with the shipment and 1 copy is to be saved by Production for future reference.

QC1 – Assembly Technician	
QC2 – SR/JR Technician or Supervisor	

Date: DD/MM/YYYY	
Sales Order No.	
RCT Package Serial No.	
RCT Item Serial No.	
Make/Model:	
Processor Type/Speed:	i GEN
MS O/S COA Serial No. (Note if Chrome/Linux)	
MS Office COA Serial No.	
RAM Serial No.	
RAM Serial No.	
Drive Serial No.	

Note: The type and GB size of the RAM and Drive is listed on the Serial No.

VISUAL INSPECTION – Mark “X” or “N/A” for each criteria.

Case - Scratches/Dents/Cracks	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Cleanliness - Inside/Outside, Stickers Removed	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	

POST/BIOS/HARDWARE VERIFICATION – Mark “X” or “N/A” for each criteria.

RAM/DRIVE - Correct specs/size in O/S	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
POST Errors/RAM seated properly	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
CMOS battery and clock	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
BIOS - Setting Reset	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
BIOS ID Tags Removed	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Boot Sequence: HDD/CD/Network	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	

DEVICE OPERATION VERIFICATION – Mark “X” or “N/A” for each criteria.

Correct Image loaded	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Required programs installed (default/add-ons)	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
USB ports - Working	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Sound/Microphone - Quality	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Network connection - Available/Working	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Webcam – Available/Working	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Monitor – Case, Screen, Working	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Device Manager – No errors	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
CD/DVD Drives - Available/Working	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Correct Time/Date/Time Zone (EST)	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
MS Office Activated + Shortcut Pinned	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	

FINAL INSPECTION (to be performed just before package or skid is sealed) – Mark “X” or “N/A” for each criteria.

Visual (cleanliness, screws, disks removed)	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Keyboard/Mouse – Clean/Working	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Correct connectors/adapters – Clean/Working	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	
Items match Sales Order - Verified	QC 1: PASS		QC1: FAIL		QC 2: PASS		QC2: FAIL	