**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.

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

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| --- | --- | --- |
| **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.**

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| 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.**

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| 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.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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.**

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| 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 |  |