

Sample Approval Checklist

Keep specifications, exceptions and the release decision together.

01 Identify the sample

Project / product / reviewer / date

Sample ID / drawing revision / quantity received

Bottle / pump / closure / carton / insert revisions

Formula category / intended market / agreed scope

02 Review against agreed criteria

Dimensions / capacity / critical interfaces

Record the method, agreed limits, result and evidence reference.

Dispensing / seal / formula compatibility

Use the actual selected combination and agreed test conditions.

Color / finish / decoration / artwork

Record the approved visual reference and acceptable variation.

Assembly / packing / identification

Confirm the component list, packing reference and sample traceability.

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03 Resolve exceptions

Deviations and supporting evidence

Corrective action / owner / due date

Repeat sample or test required?

Specify what must change and what must be checked again.

Documents required before release

Identify missing drawings, material records or test results.

04 Approval & release

Decision: approve / conditional / revise

Record any conditions explicitly; approval is not automatic.

Approved specification and sample revision

Customer / supplier review names and date

Production release authority / remaining conditions

Sampling approval and order release should be recorded separately when required.

This is a planning tool, not a product test report or universal acceptance standard. Agree methods, limits and responsibilities for the selected packaging, formula and market.