

ISQC Checklist – Retail Plants, Garden Products & Homewares

Supplier Name:

PO Number:

Date:

- ☐ **PO Match** – Product type, quantity, and SKU match the purchase order.
- ☐ **Product Condition (Plants)** – No signs of pests, disease, wilting, or stress. Healthy foliage, stems, and roots.
- ☐ **Product Condition (Non-Plant)** – No cracks, chips, scratches, dents, or broken parts.
- ☐ **Packaging** – Undamaged, protective, and retail-presentable.
- ☐ **Labelling & Tags** – Barcodes, tags, brand marks, and price labels are correct and legible.
- ☐ **Size/Variant Accuracy** – Matches order (size, colour, fragrance, shape, etc.).
- ☐ **Aesthetic Presentation** – Uniform, clean, dust-free, and attractive to customers.
- ☐ **Expiry Date (if applicable)** – Still within shelf life (e.g. fertilisers, candles, lotions).
- ☐ **Safety Compliance** – Meets safety standards (e.g. electrical items, sharp tools).
- ☐ **Supporting Documentation** – Manuals, care instructions, warranty cards, MSDS (if applicable).

Inspection Outcome: ☐ **Pass** ☐ **Fail** ☐ **Quarantine**

Management Notified of Failure: ☐ Date Returned to Supplier: