

BUYER PLANNING TOOL

LED Mirror Manufacturing Evidence Request Checklist

Use this checklist to align the evidence needed for a selected LED bathroom mirror configuration. The final record set depends on the product, sample status, destination market, order scope and agreed inspection plan.

1. Product reference

REQUEST	WHAT TO IDENTIFY	WHEN TO REVIEW
☐ Approved drawing or revision	Model reference, dimensions, lighting layout, mounting and revision date.	Before sample or production release
☐ Configuration summary	Controls, anti-fog, electrical version, labels, instructions and accessories.	Quotation and order confirmation
☐ Approved sample reference	What the sample is intended to prove and any agreed change list.	Before production release

2. Production and inspection records

REQUEST	WHAT TO IDENTIFY	WHEN TO REVIEW
☐ Material and component check	Mirror, frame, lighting, driver, controls, anti-fog and accessory references relevant to the order.	Incoming or pre-assembly stage
☐ Assembly checkpoint	Visible build details, wiring route, mounting components and product identification.	During production
☐ Functional inspection	Lighting behaviour, controls, dimming or colour-temperature sequence, anti-fog function and visual condition as applicable.	In-process or final inspection
☐ Final visual review	Mirror surface, edges, frame finish, illumination appearance, labels and included accessories.	Before packing

3. Packaging and shipment preparation

REQUEST	WHAT TO IDENTIFY	WHEN TO REVIEW
☐ Packaging construction	Protective layers, corner and edge protection, accessory position, carton and handling assumptions.	Sample pack review or order preparation
☐ Artwork and labels	Brand presentation, product label, instructions, carton artwork, room or SKU identification.	Before printed-material release
☐ Packed-product evidence	Closed carton, product identifier and pack completeness for the agreed configuration.	Before shipment release
☐ Loading or dispatch record	Pallet or carton grouping, shipment references and loading sequence when included in the order plan.	Dispatch stage

4. After-delivery review

REQUEST	WHAT TO IDENTIFY	WHEN TO REVIEW
☐ Installation context	Wall, vanity, connection point, mounting condition and room lighting when a result needs review.	Installation or issue review
☐ Issue record	Order reference, model, quantity affected, photos or video, observed condition and requested next step.	As soon as an issue is identified
☐ Resolution record	Confirmed cause, agreed action, replacement or service scope and closure status.	After technical review

Buyer inputs to include with the request

Product or drawing reference | estimated quantity | destination market | required review stage | buyer inspection requirement | packaging route | target shipment or project milestone | any confidentiality or anonymisation requirement

IMPORTANT	Price, production schedule, warranty, certification scope, inspection plan and the exact evidence pack are confirmed in writing for the selected configuration and order.
------------------	---