

LED Mirror Sample Approval Worksheet

Use one sample reference to record what was reviewed, what changed and what must be rechecked before the production configuration is released.

BUYER / COMPANY	_____
PRODUCT / MODEL	_____
CONFIGURATION CODE	_____
DRAWING / REVISION	_____
SAMPLE REFERENCE / DATE	_____
DESTINATION / APPLICATION	_____

1. Review scope and responsibility

VISUAL REVIEWER	_____
FUNCTION REVIEWER	_____
INSTALLATION REVIEWER	_____
PACKAGING REVIEWER	_____
COMPLIANCE / DOCUMENT REVIEWER	_____

2. Physical sample review

REVIEW AREA	REFERENCE / METHOD	RESULT / CHANGE	STATUS / OWNER
Appearance	Shape, dimensions, mirror, edge/frame and finish	Record observation or required revision	■ Accept ■ Revise
Lighting	Light zones, visual colour target and agreed test condition	Record observation or requested evidence	■ Accept ■ Revise
Controls / anti-fog	Switching, dimming, memory and requested clear zone	Record operation and open item	■ Accept ■ Revise
Electrical / installation	Supply plan, power entry, mounting, clearance and parts	Record interface or drawing change	■ Accept ■ Revise

Do not treat a visual approval as evidence of an electrical rating, IP rating, certification, light performance or production consistency. Record the agreed method and selected configuration for every requested performance item.

CHANGE, EVIDENCE AND RELEASE CONTROL

Keep accepted changes attached to the final order reference

REVIEW AREA	REFERENCE / METHOD	RESULT / CHANGE	STATUS / OWNER
Labels / instructions	Rating label, languages, warnings and document revision	Record missing or revised content	■ Accept ■ Revise
Packaging	Protection, accessories, artwork, barcode and handling route	Record packed-sample change	■ Accept ■ Revise
Market evidence	Requested mark, report, test, model scope and reviewer	Record evidence received / pending	■ Accept ■ Pending
Pre-shipment evidence	Inspection points, sampling, photos, reports and trace reference	Record agreed supplier return	■ Agree ■ Revise

3. Controlled change list

CHANGE NO.	REQUEST / REASON	DRAWING / BOM / PACK IMPACT	OWNER / DUE	REAPPROVAL

4. Release decision

APPROVED CONFIGURATION / REVISION	_____
OPEN ITEMS BEFORE QUOTATION / ORDER	_____
CHANGE REQUIRING REAPPROVAL	_____
BUYER APPROVER / DATE	_____
SUPPLIER ACKNOWLEDGEMENT / DATE	_____

Planning aid only. Final engineering, ratings, compliance evidence, sample and freight terms, price, MOQ, production schedule, warranty, inspection and delivery scope require written confirmation for the selected configuration.