

Pre-Shipment Inspection Procedure Overview

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Your Position]

Subject: Overview of the Pre-Shipment Inspection Procedure

Dear [Recipient Name],

This letter serves to provide an overview of the pre-shipment inspection (PSI) procedure that must be adhered to prior to the shipment of goods.

1. Purpose of Inspection

The primary purpose of the PSI is to ensure that the products meet the agreed-upon specifications and quality standards before shipment.

2. Inspection Process

1. **Notification:** Suppliers must notify relevant parties [X days] prior to shipment.
2. **Documentation Review:** All necessary documents shall be submitted for verification.
3. **On-Site Inspection:** Inspectors will conduct an on-site check of the goods.
4. **Reporting:** A detailed report will be generated post-inspection.

3. Responsibilities

It is the responsibility of the supplier to ensure that the goods are ready for inspection and comply with the quality requirements. The inspection team will be responsible for conducting thorough evaluations and reporting findings.

4. Consequences of Non-Compliance

Failure to comply with the PSI requirements may result in delays, penalties, or rejection of the shipment.

We appreciate your cooperation in adhering to these procedures to ensure a smooth pre-shipment inspection process.

Best Regards,

[Your Name]
[Your Position]
[Your Company]