

Sign quality control checklist

Tick each item at its pause point. The person who completes a pause point signs it. Skip points a sign does not need. signcustomiser.com

Order no. _____ Customer _____ Sign type _____ Ship date _____

1 Order and proof before materials or files

- ☐ Text matches the order letter by letter (read it aloud)
- ☐ Width, height, letter height and unit match the order
- ☐ Font, colours, backboard type, shape and colour match
- ☐ Every extra is on the ticket: dimmer, outdoor, plug, cable, mounting
- ☐ Indoor or outdoor is clear
- ☐ Written proof approval, or the online order; build from it
- ☐ Lit sample approved where colour must match
- ☐ Warnings on the order resolved

Checked by _____ Date _____

2 Production files before the machine

- ☐ Approved proof version, named with the order no.
- ☐ Scale 1:1; size in the file matches the order
- ☐ Cut, route and bend paths are closed vectors, no doubles
- ☐ Fonts converted to outlines
- ☐ Print parts: enough pixels at finished size; bleed
- ☐ Counters (inside of A, O, R) kept or bridged
- ☐ LED neon: bends above the flex maker's minimum; letters readable
- ☐ Raster art for cut/bent signs redrawn as vectors and proofed

Checked by _____ Date _____

3 Materials and parts day before production

- ☐ Material type, thickness, colour and vinyl grade as quoted
- ☐ One batch of vinyl, acrylic and LEDs per job
- ☐ LED colour temperature and bin match
- ☐ Power supply: voltage, wattage, safety marks, wet rating if outdoor
- ☐ Hardware, stand-offs, mounting kit and cable in stock
- ☐ Above vinyl minimum application temp. (ORACAL 651 8°C/46°F; MPI 1105 7°C/45°F flat; IJ180mC 4°C flat)

Checked by _____ Date _____

4 Cutting, routing, bending before finishing

- ☐ Size within ±_____ mm (ISO 2768-m to 1/2/4 m: ±0.8/1.2/2 mm)
- ☐ Letter count and order right (lay out in sequence)
- ☐ Edges clean: no burrs, chips, melting or burns
- ☐ Holes and stand-offs match the mounting template
- ☐ Inside pieces and small parts all there
- ☐ Protective film still on faces
- ☐ Runs of identical parts: first one checked in full
- ☐ LED neon: no kinks, twists or lifted flex

Checked by _____ Date _____

5 Print, vinyl and finish before laminate and assembly

- ☐ Colour matches proof or sample under D50 light, not a screen
- ☐ No banding, head strikes, missing nozzles or ink spots
- ☐ Dried before laminating (Avery: solvent 24 h, wraps ≥72 h, UV ≥12 h)
- ☐ No bubbles, wrinkles, dust or lifted edges (look from several angles)
- ☐ Contour cut on the print, no white edge
- ☐ Paint and powder coat even, cured, right colour
- ☐ Faces clean: no prints, glue or overspray

Checked by _____ Date _____

6 Power and light test lit signs only

- ☐ Connections checked with a multimeter; polarity right
- ☐ Every section lights; no flicker or dead LEDs
- ☐ Even brightness and colour to the far end of each run
- ☐ Ran _____ h (shop std; we found none published); PSU and joints not too hot
- ☐ Dimmer, remote or controller works through full range
- ☐ PSU load within its rating; mounted where it can lose heat
- ☐ Strain relief where cables leave the sign and PSU
- ☐ Outdoor: PSU and joints rated for the site; drains open
- ☐ Labels on: listing mark your market needs; input V and A

Checked by _____ Date _____

7 Final inspection by someone who did not make it

- ☐ Text read against the order, word by word
- ☐ Size, letter height and mounting points measured
- ☐ Viewed in raking light and from reading distance
- ☐ Lit signs checked lit and unlit, in a dim room
- ☐ No scratches, dents, glue, dust; film on or off as agreed
- ☐ Labels and markings on and readable
- ☐ Photos saved: sign (lit), labels, job ticket

Checked by _____ Date _____

8 Packing and handover box open

- ☐ All parts in: PSU, dimmer/remote, plug adaptor, screws, stand-offs, cable, template
- ☐ Plug and voltage suit the destination country
- ☐ Install and care instructions in ("indoor use only" if not outdoor)
- ☐ Faces and corners protected; nothing moves when shaken
- ☐ Box strong enough for parcel drops and stacking
- ☐ Order no. on the box; photo of the packed box saved

Checked by _____ Date _____

ADA tactile signs (US, 2010 ADA Standards §703) at final inspection

- ☐ Raised 1/32 in min; uppercase sans serif
- ☐ Height 5/8 to 2 in (uppercase I; 1/2 in min with separate visual text); stroke ≤15%
- ☐ Grade 2 braille below text, ≥3/8 in from it
- ☐ Dots: base 0.059–0.063 in; height 0.025–0.037 in
- ☐ Non-glare finish; light on dark or dark on light
- ☐ Install: 48–60 in to baselines, latch side

If a check fails hold tag the part, log it (non-conformance report), fix it, check it again at the same pause point

Pause point	Found by	What was wrong	Cause and fix	Time / material lost
_____	_____	_____	_____	_____