YAO LASER / SHIPMENT PROOF

Global shipment readiness for PACK assembly lines

Packaging, FAT evidence, spare parts, labeling, moisture control, and unloading questions for overseas equipment delivery.

Audience	Overseas buyers checking whether a production line is ready to leave the factory.
Recommended route	Factory acceptance route
Use before	First supplier call, RFQ comparison, or internal project handoff.

1 How to use this file

Reduce overseas delivery risk by confirming evidence before equipment leaves the factory, when correction is still practical.

Field to prepare	Notes before sending
FAT record	Fill this with project-specific information or mark it as unavailable.
Crate list	Fill this with project-specific information or mark it as unavailable.
Packing photos	Fill this with project-specific information or mark it as unavailable.
Spare-parts list	Fill this with project-specific information or mark it as unavailable.
Installation drawing	Fill this with project-specific information or mark it as unavailable.
Unloading plan	Fill this with project-specific information or mark it as unavailable.

1 FAT evidence before packing

- Collect final station list, running videos, sample production records, test reports, and unresolved issue log.
- Confirm whether open items block shipment or can be handled during installation.
- Tie final payment milestones to specific records rather than general verbal confirmation.

2 Packing and documentation

- Request crate list, crate photos, labels, moisture protection, spare-parts box location, and document package index.
- Check whether manuals, drawings, electrical diagrams, software backups, and calibration certificates are included.
- Confirm export markings and receiving-side unloading assumptions.

3 Arrival and installation readiness

- Clarify unloading tools, floor conditions, utilities, installation schedule, remote support, and training plan.
- Agree how damaged packaging, missing parts, or software access issues will be reported.
- Keep shipment evidence available to both procurement and engineering teams.

Checklist: Shipment readiness checklist

Milestone	Evidence to collect	Owner
FAT pass	Station videos, test reports, issue list	Supplier + buyer engineer
Packing approval	Crate list, photos, labels	Supplier logistics
Spare parts	Itemized list and box location	Supplier project manager
Documents	Manuals, drawings, calibration certificates	Supplier document owner
Moisture control	Protection method and photos	Supplier logistics
Shipping marks	Crate number and destination labels	Supplier logistics
Unloading	Forklift, crane, route, receiving constraints	Buyer site team
Installation	Schedule, utilities, training, remote support	Both teams

Supplier reply review

Supplier claim	Evidence received	Verified by	Decision / open issue

Keep claims, attachments, and unresolved points in the same row so later decisions are traceable.

Internal routing notes

Field	Notes
Prepared by	
Project or account	
Target region	
Decision owner	
Recommended next route	
Files attached	
Open questions	

Final handoff note

Attach drawings, sample photos, target region, timeline, and decision owner before sending the inquiry onward. If a line item is unknown, mark it openly instead of letting the supplier assume the scope.