VELNARK
INSPECTION SERVICES

SAMPLE REPORT · EXAMPLE DATA

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Vendor Assessment Report

REPORT NO.	DATE	STAGE	PROJECT
VNK/VA/25-26/0003 · Rev 0	12 February 2026	ITP-1.0 · Document review and site visit	Project 4471-A

ITEM	CLIENT	VENDOR
Proposed supplier for quadcopter / UAV frame assemblies	Example Client Pvt. Ltd.	Example Aerotech Works

LOCATION	INSPECTOR
Vendor works, Bhiwandi, Maharashtra	A. Inspector, Velnark

1 · Scope

Assessment of the vendor's capability to manufacture 500 quadcopter frame assemblies to DRG-4471-02 within 14 weeks: machines, processes, quality system, calibration, people, sub-vendors and capacity.

2 · Reference documents

Client requirement: 500 nos, delivery 14 weeks from order
Vendor company profile and machine list dated Jan 2026
Vendor quality manual QM-01 rev 4 and procedures

3 · Checks and observations

#	ITEM	REQUIREMENT	OBSERVED	RESULT
1	**Machines and equipment**	Bonding jigs, torque tools, soldering stations, test bench	All present; 4 assembly stations, 1 thrust bench, 1 flight test cage	Accepted
2	**Process capability**	Documented processes for each stage	8 of 10 processes documented; two drafts pending approval	Noted
3	**Calibration register**	All measuring instruments in date	3 of 14 instruments overdue (torque wrench, 2 multimeters)	Punch
4	**Technician qualification**	Soldering and assembly training on record	9 of 9 on record; records seen	Accepted
5	**Quality system**	Incoming, in-process and final inspection procedures	Procedures exist and are followed on the floor	Accepted
6	**Sub-vendor chain**	Approved sources for carbon tube, motors, cells	Three sub-vendors identified; two visited previously by vendor QA	Accepted
7	**Capacity vs. schedule**	500 nos in 14 weeks	Current loading allows 45 nos/week — 11 weeks; margin adequate	Accepted

4 · Findings

REF.	SEVERITY	FINDING AND REQUIRED ACTION	OWNER	DUE
VA-01	Major	Three instruments overdue for calibration, including the torque wrench used on motor mounts. Calibrate before the first in-process inspection and submit records.	Vendor QA	28 Feb 2026
VA-02	Minor	Two process documents in draft (ESC soldering, final test). Approve and display at stations before production starts.	Vendor production	05 Mar 2026

5 · DISPOSITION

Approved for use

Capability score 8 of 10. Recommended for the order subject to closure of VA-01 before the first hold point.

Inspector, Velnark

Vendor representative

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