Incoming LED Screen Parts Inspection Checklist

Checking parts when they arrive saves hours of fault-finding later and makes any warranty or transit claim easier. Do this before assembly, with the delivery note and invoice in hand.

When to use: When any shipment of modules, cabinets, power supplies or control cards arrives.

PROJECT / CUSTOMER _____ SITE _____

DATE _____ CHECKED BY _____

INVOICE / DELIVERY NOTE NO. _____ SUPPLIER _____

Delivery

- [ ] Number of boxes matches the delivery note
- [ ] Outer boxes checked for crushing, water marks or opened tape, with photos of any damage
- [ ] Model numbers and quantities match the invoice and the order

LED modules

- [ ] All modules for one screen are from the same batch (batch or bin code noted)
- [ ] No broken, missing or knocked-off LEDs on the face
- [ ] Masks, frames and magnets or screws present and undamaged
- [ ] Connectors and pins straight, ribbon and power cables included
- [ ] Sample modules powered and tested with the correct receiving card configuration

Cabinets

- [ ] Size and module layout match the order
- [ ] Frame square and flat, no bends from transit
- [ ] Locks, alignment pins, handles and doors working
- [ ] Paint, galvanising or die-cast finish free of damage

Power supplies and control cards

- [ ] Power supply model, output voltage and current match the order
- [ ] Sample power supplies tested: output voltage checked before connecting to modules
- [ ] Receiving and sending card models match the order
- [ ] Sample cards detected in the control software

Records

- [ ] Batch codes, quantities and test results recorded below
- [ ] Any shortage or damage reported to the supplier with photos, as soon as it is found

☐ Spare quantity set aside from the same batch for future repairs

Notes

Signature

Date

Free to use, print and share. These checklists are shared only to help the LED screen trade: no charge, no sign-up, nothing to buy. They are general guidance, not professional or engineering advice. Always follow the manufacturer's datasheets and instructions, local electrical rules and the advice of a qualified electrician or engineer. MG TechLink accepts no responsibility or liability for any loss, damage or injury arising from their use.

Shared free by MG TechLink, national supplier of LED screen raw materials: LED modules, cabinets, power supplies and control systems.
mgtechlink.com · +91 95586 94194 · jalew.mgtechlink@gmail.com