

Custom Trolley Drawing Review Checklist

Mark these points before releasing a trolley drawing for quotation, sample approval or batch production.

Project / company: _____ Date: _____

Design-for-inspection review

Design point	What to mark or confirm	Drawing note
Load path	Cargo position, distributed or point load, reinforcement, deck support and frame transfer.	_____
Caster interface	Wheel model, load rating, plate flatness, hole pattern, brake side and ground clearance.	_____
Movement	Handle height, push direction, turning space, aisle width, slope and floor condition.	_____
Bends and holes	Material, bend radius, flange length, hole distance from bend and formed fit.	_____
Welded assembly	Fixture needs, visible welds, distortion-sensitive dimensions, grinding and edge treatment.	_____
Finish interfaces	Threads, hinges, bearing areas, holes, masking zones, color, texture and visible surfaces.	_____
Packing	Assembled or knock-down, hardware bags, labels, carton, pallet, protection and packed dimensions.	_____

Drawing release checks

- ☐ Units and scale are clear: mm / inch Tolerance notes are clear: _____
- ☐ Material grade and thickness are specified for every critical part.
- ☐ Critical-to-function dimensions are marked, including wheel holes, shelf clearance and overall width.
- ☐ The drawing shows quantity, left / right hand parts, weld symbols, edge condition and surface treatment.
- ☐ The assembly drawing matches the parts list, wheel model, fasteners, labels and packing instructions.

Sample and first article acceptance

- ☐ Overall dimensions and critical hole positions match the approved drawing.
- ☐ Frame is square; caster plates sit correctly; the trolley rolls, turns and parks as required.
- ☐ Shelves, doors, drawers, locks, handles, hooks and accessories fit and function.
- ☐ Finish color, coverage, scratches, sharp edges and contact protection are accepted.
- ☐ Packing protects finished surfaces and includes the agreed hardware, labels and spare parts.

Attach this marked drawing with your RFQ. A project-specific review should confirm the final material, process route, inspection plan and packing method.