



Keysight Premium Used

Final Inspection 101-Point Checklist

SECTION 1: GENERAL INFORMATION

Model number/ New CID# :

Serial number :

Inspector :

Date (dd/mm/yy):

SECTION 2: FINAL INSPECTION CHECKLIST

ROUTINE SAFETY TEST		Pass	Reject	N/A	Remarks
01	Pass Routine Safety test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
02	Routine Safety test "Passed" label adhered/ date correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PTD LABEL VS BACKLOG WORK ORDER		Pass	Reject	N/A	Remarks
03	Information on PTD label (packaging label) vs Backlog Work Order align	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DOCUMENTS		Pass	Reject	N/A	Remarks
04	Model number, serial number, option and label visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05	Certificate of calibration (CoC) included/ pages correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06	Calibration document and sticker in good condition ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07	Certificate of functional test (FTC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08	Certificate of operational verification (OPV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
09	Calibration date of CoC < 120 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	FTC/ OPV validity for standalone model refer to firmware masterlist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	COC calibration sticker and calibration certificate are same date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Calibration tamper-proof seal is present on unit and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Determining the Recalibration Due Date/ Recommended Due Date for Adjustment/ Calibration included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Calibration data / Calibration Report Notification Letter and Test Data are in envelope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	All documents match the model#, serial# and option of unit (calibration data, certificate and sticker, traveler)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	"100% KEYSIGHT QUALITY" label visible on unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Windows license label is correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Electronic standards symbols visible (e.g: CSA/ UKCA, CE/ NLF/ KC Mark/ RCM, WEEE, BIOS, MAC ID..etc..)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FRONT-PANEL CHECK		Pass	Reject	N/A	Remarks
19	Name plate frequency description is correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Keysight/ IXIA trademark visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Product model number and / or name visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Lettering / silk screen printing in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Power line switch, keys and knobs in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Front panel correctly assembled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Front panel label is correctly labelled (e.g. Option label/ RF connector overlay/ other label)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Jumper cable and protector in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Ground connector/ LED/ LAN port/ USB port/other connector in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	RF/ BNC/ GPIB/ other screws present and correctly fastened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	RF/ BNC/ other Center pin present and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Handle properly assembled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Scratches, stains, dust & dirt mitigated ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

RIGHT SIDE PANEL CHECK		Pass	Reject	N/A	Remarks
32	Feet / foot stand & assembly in good condition; balances correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Ground connector/ LED/ LAN port/ USB port/other connector in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	RF/ BNC/ GPIB/ other screws present and correctly fastened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	RF/ BNC/ other Center pin present and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Handle in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	Side trims in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Scratches, stains, dust & dirt mitigated ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

REAR-PANEL CHECK		Pass	Reject	N/A	Remarks
39	Silk screen lettering in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Power line switch, keys and knobs in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Feet / foot stand & assembly in good condition; balances correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Fuse condition and correct fuse value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Ground connector/ LED/ LAN port/ USB port/ other connector in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Jumper cable in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	RF/ BNC/ GPIB/ other screws present and correctly fastened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	RF/ BNC/ other Center pin present and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Handle properly assembled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Pouch Bag provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Scratches, stains, dust & dirt mitigated ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

LEFT SIDE PANEL CHECK		Pass	Reject	N/A	Remarks
50	Feet / foot stand & assembly in good condition; balances correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Ground connector/ LED/ LAN port/ USB port/ other connector in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	RF/ BNC/ GPIB/ other screws present and correctly fastened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	RF/ BNC/ other Center pin present and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	Handle properly assembled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Side trims in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	Scratches, stains, dust & dirt mitigated ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TOP PANEL CHECK		Pass	Reject	N/A	Remarks
57	Feet / foot stand & assembly in good condition; balances correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	Ground connector/ LED/ LAN port/ USB port/ other connector in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59	RF/ BNC/ GPIB/ other screws present and correctly fastened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60	RF/ BNC/ other Center pin present and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	Handle/ top cover properly assembled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62	Pouch Bag provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63	Scratches, stains, dust & dirt mitigated ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

BOTTOM CHECK		Pass	Reject	N/A	Remarks
64	Feet / foot stand & assembly in good condition; balances correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65	All screws present and correctly fastened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	Key lock in secured position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67	Bottom cover is correctly assembled and secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68	Moving part inside unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69	Scratches, stains, dust & dirt mitigated ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ELECTRICAL CHECK		Pass	Reject	N/A	Remarks
70	Unit turn ON properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71	No error message displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72	Default Mode Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
73	Instrument noise (e.g., fan noise) is to specification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DISPLAY CONDITION		Pass	Reject	N/A	Remarks
74	Display/ LED / lights in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
75	Pixel integrity ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76	Scratches, stains, dust & dirt mitigated ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

INFORMATION CHECK		Pass	Reject	N/A	Remarks
77	Verify that instrument model and serial number match with COC and PTD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78	Verify that instrument option installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
79	Verify option from bluebook/ firmware masterlist link/ instruction link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
80	Firmware / software revision level is latest ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
81	Information screen with Self-Test status passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
82	Hardware Statistical Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
83	Verify if user data file has deleted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FUNCTIONAL TEST		Pass	Reject	N/A	Remarks
84	Display Test (scratches, stains, dust, pixel ³ burn in good condition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
85	Keypad Test/ Knob Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
86	Front panel LED Test/ PORT LED Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
87	Touch Screen Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
88	Self-Test status passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
89	Probe Test status passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
90	Verify mouse device is functioning after USB port connected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
91	Mouse and keyboard functionality test using PS2 interface connector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
92	Verify that time zone and date are set to local time zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

WINDOWS APPLICATION CHECK		Pass	Reject	N/A	Remarks
93	All drivers are present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
94	Desktop setting is default	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
95	Sealing/ internal recovery is done correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PROTECTION CHECK		Pass	Reject	N/A	Remarks
96	RF/ BNC & other connector protection caps present and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
97	Unit covers front panel /rear panel present and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCESSORIES		Pass	Reject	N/A	Remarks
98	Verify BCL Tool for correct part number and quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
99	Verify accessories/ scanned ATO list vs scanned ATO Item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
100	Accessories are in good condition and properly packaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PARENT-CHILD CHECK		Pass	Reject	N/A	Remarks
101	Verify parent-child information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

¹ Per the Keysight Premium Used Refurbishment Operating Procedure

² Per the Keysight Premium Used Cosmetic Inspection Standard

³ One stuck on or one stuck off pixel is acceptable

Learn more about the Keysight
Premium Used quality standards
www.keysight.com/find/used

