Checklist for Final Inspection and Verification of Eyeglasses

Use this checklist to ensure that the inspection and verification process runs smoothly for every pair of eyeglasses you receive from your lab.

By Nallibe Mehfoud, LDO

BY diligently following this checklist, you’ll accurately inspect and verify every pair of eyeglasses delivered from your lab. Before you begin, cross reference the lab’s paperwork against your order to ensure you received the right eyeglasses (labs occasionally send the wrong job). Also, look for glaring paperwork errors like the wrong frame, lack of ordered lens treatments, etc. Remember, you have not looked at the product yet; you’re still only looking for ordering errors on the paperwork.

When you get to the stage of verifying the prescription, remember to adjust the eyepiece on the lensometer for your eye.

Now you’re ready to begin inspecting and verifying the eyewear.

**Match the Lab Invoice with the Office Rx Form**
- Patient’s name
- Rx
- PD
- Segment or OC placement (segment heights for multifocal, fitting heights for progressives, OC heights for single vision if appropriate)
- Lens material
- Frame information (A, B, DBL, color, etc.)
- Special instructions (special lens style, color, etc.)
- Lens treatments (coatings, tints, etc.)

**Visual Inspection of the Eyeglasses**
- Frame
  - Verify
    - Frame style—model, number, rimmed or rimless, etc.
    - Frame color
    - Eye size
- Lens—Physical Characteristics
  - Verify
    - Lens style
    - Lens material
    - Appropriate thickness at the center and edges
    - Tint
    - Coatings
    - Impact resistance (if necessary)
  - Inspect for
    - Chips, flakes, scratches
- Waves or other irregularities
- Tint
- Coatings
- Edge treatments

**Eyewear assembly**
- Inspect for
  - Scratches
  - Imperfections

“Inspect and verify every pair of eyeglasses delivered from your lab.”

**Lenses—Physical Characteristics**
- Verify
  - Lens style
  - Lens material
  - Appropriate thickness at the center and edges
  - Tint
  - Coatings
  - Impact resistance (if necessary)
- Inspect for
  - Chips, flakes, scratches

**Final Evaluation**
- Verify price of lenses and coatings (and frame if appropriate) from the lab invoice with your price list
- Initial and date Rx form
- Secure lenses in metal frame eye wires with Loctite® or similar product
- Secure temple screws with Loctite or similar product
- Adjust into standard bench alignment
- Clean eyeglasses
- Place eyeglasses in eyeglass case
- Notify your patient and notate the call in your record using date, time, and your initials.

By carefully and methodically completing each of these steps, you’ll be sure that every pair of eyeglasses you dispense is exactly what you and your patient ordered.

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