SAMPLE Quality Assurance Procedure Checklist

Intended for advanced compliance programs

I. Production Part Approval Process – Factory shall invite purchaser to validate manufacturing process control through a standard production part approval process (PPAP). The PPAP is intended to ensure design specifications and quality requirements are documented and understood by the Factory. The PPAP runs concurrently with tasks leading up to full scale manufacturing. This process ensures that the manufacturing process can consistently produce parts that meet all design requirements. PPAP Requirements Include:

1. Establish client expectations and acceptable production standards
2. Technical Design Record & Approvals
3. Design Failure Mode Effects Analysis
4. Process Flow Diagram
5. Process Failure Mode Effects
6. Control Plan
7. Dimensional Results
8. Material/Performance Result
9. Initial Process Study
10. Sample Production Parts
11. Master Sample
12. Packaging Plan

II. Design Guidelines – Factory is required to use pre-approved product design guidelines to maintain precision and integrity throughout production. These guidelines will be provided to the factory by purchaser prior to production. Conformance to guidelines will be validated through third party inspection.

II. Physical and Chemical Testing – Factory will use a pre-approved physical and chemical testing plan to ensure all production meets applicable laws and regulations. This plan will be developed by purchaser in consultation with a third party testing laboratory and will be provided to the factory prior to production. Each plan will be based on a risk assessment of the reasonable and foreseeable use of the product, the materials used to construct the product, and the advised location of distribution.

IV. Material Management – Factory must demonstrate a documented process for the management of material or component supply and change which affects any purchaser product to be or in manufacturing. Purchaser must be notified prior to changes during production. Factory will provide for review all documentation related to any changes. Under no circumstances can production continue until notification is received and proper steps are taken to re-certify the change is in compliance.

V. Inspection of Materials – Factory and third party QC personnel will utilize product specifications and certified samples at various stages throughout production to maintain precision. For all inspections QC personnel shall take with them and prepare the following:

- Certified sample with signature approvals from purchaser, client, and factory
- Printed purchase order
- Blank draft QA inspection form
- Product design specification guidelines

VI. Initial Production Inspections (IPI) – Factory and third party QC personnel will test random samples of raw materials prior to production commencement. All production raw materials must be present, compliant and accounted for production. Samples will be tested according to the physical and chemical testing plan and the product specification guidelines as established in this document and as contracted.

- Based on Mil STD 105E general inspection Level II and AQLs of 0.4% for critical defects, 2.5% for major defects and 4.0% for minor defects – collect and inspect random samples from various points throughout production for conformance with design guidelines.
- Manually complete draft inspection form with findings. Present findings to factory and have them sign the document to verify they understand findings. Leave one copy for the factory. Keep the original copy for purchaser QA file.
- Take photos of all defects, including product defects, packing defects, and carton marking defects.

VII. During Production Inspections (DPI) – Factory and / or third party QC personnel will test samples of semi-finished or finished goods at thirty percent production. Samples will be inspected according to the physical and chemical testing plan and the product specification guidelines as established in this document.

VIII. Final Random Inspections (FRI) – Factory and / or third party QC personnel will test random samples of finished products prior to packing and shipment. As needed, a third party ISO 17020 certified inspector will be contracted by purchaser to conduct this audit. Samples will be certified in accordance with the specification guidelines below.

- Count total carton quantities to ensure a minimum of eighty percent of the goods are ready for inspection. All cartons must be sealed and marked.
- Choose cartons randomly to inspect based on 2.5 AQL Normal level standard (See Appendix C), mark the chosen cartons with “Inspection Label” – do not leave the chosen cartons unattended until inspection is started.

- Place all nonconforming products in a separate box / bin clearly marked with "defective" so as to avoid being repacked as approved product.
- Inspect product from each carton using the certified sample and design guidelines.
- Check cartons for marking details.
- Manually complete draft inspection report with findings. Present findings to factory and have them sign draft report. Leave one copy with the factory and keep original for purchaser file.
- Take photos of all defects, including product defects, packing defects, and carton marking defects.

IX. Corrective Actions – Purchaser will issue corrective actions on a case-by-case basis for significant defects identified during an IPI, DPI, or FRI. Corrective actions will be based on predetermined limits of acceptability. The factory will be given a set amount of time to respond to all corrective actions. Verification may require reassessment by third party auditors.

X. Inspection Report Filing Timeline –

- QC inspections will be finished on or before the date that the shipment leaves the factory.
- QC personnel will send purchaser draft QC report on the same day the inspection is completed.
- QC personnel will send purchaser final QC report two days after issuing draft report.
- Factory will replace all defective product identified during the QC inspection.

~~XI. Continuous Improvement~~ – ~~Factory must demonstrate a commitment to continuous improvement in the areas of social~~ and environmental accountability, product quality and safety, security of goods and compliance with applicable regulatory laws.

Appendix A- Periodic Inspection / Testing Plan

Periodic Inspection / Testing Plan

Plan Effective Date:		Created By:	
Company:		Brand:	
Address:		Product Family:	
Contact:		Model/Item #:	
Phone:		SKU:	
Email:		Model/Item #:	

No. Of Samples To Be Tested		Testing Interval		QA Inspection/ Factory Audit	

Factory:		Phone:	
Address:		Contact:	

MATERIAL CHANGE FORM POLICY IMPLEMENTED: YES
Tests To Be Conducted
Test 1:
Test 2:
Test 3:
Test 4:
Test 5:
Test 6:
Test 7:
Rational For Design Of Test Plan:
Notes:

Appendix B- Quality Assurance Inspection Form

Quality Assurance Inspection Form

Inspection No.		Client Name :	
Inspection Date :		Products :	
Inspector Name (s) :		PO#:	
Factory Name :		Ref# :	

Important Remarks: (Please remark all not OK findings and failed test here)	

DEFECTIVE LIST				
No.	**Defect Description**	**Critical**	**Major**	**Minor**
Total Defects Found				
Total Samples Inspected				

I, the Inspector, hereby certify that the inspection has been performed in a fair, professional and honest way, and that I have not asked, nor received, any favour, compensation or gift from the Factory staff.
我作为检验员，在此保证所进行的检验工作是公平诚实的，没有向工厂的工作人员索要或接受他们的任何恩惠，报酬或礼物。

I, the Factory Representative, hereby confirm that the inspector behaved properly during inspection, and that I have not proposed, nor been required to offer, any favour, compensation of gift to the Inspector.
我作为工厂代表，在此证实检验员在检验过程中的行为正当，工厂没有被要求提供任何的恩惠，报酬或礼物给检验员。

Name of Factory Representative: _____
工厂代表姓名：

Signature: _____
签名：

Name of Inspector(s): _____
检验员姓名：

Signature: _____
签名：

Appendix C- Random Sampling Inspection

RANDOM SAMPLING INSPECTION PLAN

Quality control inspections will follow Mil Standard 105E / ANSI/ASQ Z1.4. This standard is used to ascertain the acceptable quality levels (AQL) for each production batch. The AQL table below identifies statistically significant samples sizes and defect acceptance/ rejection levels for ranges of production. Three types of defects will be noted in QC inspections: critical, major and minor defects. Inspection "intensity" will follow the Mil STD 105E general inspection Level II and AQLs of 0.4% for critical defects, 2.5% for major defects and 4.0% for minor defects. AQLs establish the maximum number of non-conformities per 100 items.

		LEVEL II					
		0.4 AQL		2.5 AQL		4.0 AQL	
		Critical Defects		Major Defects		Minor Defects	
Order/ Lot	Sample Size	Accept	Reject	Accept	Reject	Accept	Reject
500 - 1,200	80	0	> 1	5	> 6	7	> 8
1,201 - 3,200	125	1	> 2	7	> 8	10	> 11
3,201 - 10,000	200	2	> 3	10	> 11	14	> 15
10,001 - 35,000	315	3	> 4	14	> 15	21	> 22
35,001 - 150,000	500	5	> 6	21	> 22	21	> 22
150,001 - 500,000	800	7	> 8	21	> 22	21	> 22
500,001 and Over	1250	10	> 11	21	> 22	21	> 22

For the purposes of this inspection plan critical, major and minor defects are defined as follows:

- *Critical* - A critical defect is one that is likely to result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the products; or prevent performance of the tactical function of a major end item. A "critical defect" is a unit of product that contains one or more critical defects.
- *Major* - A major defect is one, other than critical, that is likely to result in failure, or to reduce materially the usability of the unit of product for its intended purpose. A "major defect" is a unit of product that contains one or more major defects.
- *Minor* - A minor defect is one that is not likely to reduce materially the usability of the unit of product for its intended purpose, or is a departure from established standards having little bearing on the effective use or operation of the unit of product. A "minor defect" is a unit of product that contains one or more defects.

Appendix D- Manufacturing Defect Standards

MANUFACTURING DEFECT STANDARDS

This list may not contain all possible defect types. Good judgment and common sense is needed to ensure good quality. Defects marked with * are expected to be 100% compliant. The .4% AQL sampling plan will be used to make a quality judgment as 100% inspection is not practical. Supplier is responsible for 100% compliance and needs to ensure during the manufacturing steps or by doing 100% inspection. When the lot is sampled for this type of defect 1 reject fails the lot. Foreign objects are not allowed as they represent a safety concern. Auditor must use judgment when defects of this type are found and recommend the lot for metal detection and / or 100% inspection.

Date Issued:	
Revision #:	
Approval Person:	

Class	Code #	Defect Name	Critical (0.4 AQL)	Major (2.5 AQL)	Minor (4.0 AQL)
Manufacture Marking	MM01	Incorrect or missing manufactures marking (i.e. part#, serial#, date, etc.)	X		
Dimensions	DM01	Dimensions of product incorrect per approved sample	X		
Weight	WT01	Incorrect weight of finished product		X	
Weight	WT02	Incorrect weight of raw materials		X	
Color	CL01	Pantone color mismatch	X		
Folding & Packing	FL01	Incorrect bundle tie			X
Folding & Packing	FL02	Incorrect quantity in box		X	
Folding & Packing	FL03	Packed incorrect		X	
Folding & Packing	FL04	Box or carton defects (damage to carton)		X	
Folding & Packing	FL05	Marking and carton labeling (missing information, misspellings, etc.)		X	
Folding & Packing	FL06	Not secured properly with adhesive tape and plastic bands		X	
Foreign	FN01	Object foreign to approved sample		X	
Raw Material	RM01	Holes/ cuts in material		X	
Raw Material	RM02	Streaks or dying problems - any finishing defects		X	
Raw Material	RM03	Stain/dirty mark, weaving problems, thin spots		X	
Raw Material	RM05	Non-approved material	X		
Sewing/ Cutting	SQ01	Stitching broken, gathered or bunched, pleated, uneven, dropped, twisted, loose, tight, crooked, untrimmed, etc.			X