

Form # 106, Final Random Inspection Confirmation Form

Dear Inspection Provider, please send us the duly filled below confirmation form along with Packing List:

Factory Contact Details

Factory Name		
Factory/ Inspection Provider Contact Person	Name	
	E-mail	
	Phone	
	Mobile	
Inspection Location	Address	Door No
		Street
	Landmark	
	City	
	State/ Province	
	Country	

Upon confirmation from client, we may copy inspection report to your company email-ids (used in the relevant mail communication). If you have any special instruction on which mail Ids should be or should not be copied, please inform us through mail.

Inspection Details

Buyer Name	
Inspection Date	
Requested Service Type	Final Random Inspection
PO Number	
Style Number / Style Name	
Product Description	
Order Quantity	
Offered Quantity	If not matching to order quantity:
If Partial Quantity	
Shipment Destination Country	
Packing List	Packing list attached along.
Laboratory Test Report	Lab report attached along.
Internal Inspection Report	Inspection report attached along.
Carton stacking photos	8 to 10 photos of stacked cartons Shared for overview of stacking condition.

I have read/Understood all inspection requirements/Instructions/Notes Mentioned in pages 1 to 4 of this Document and I agree to adhere the same.

Name:

Designation:

Definition: **Inspection Provider** is one who is offering the items for inspection to RSJ. Inspection Provider may be Client/client factory/Manufacturer/Exporter/Buying Agent etc.

Inspection Booking Requirements and Notes

1. Booking: All inspection confirmation e-mail form needs to be sent minimum 3(three) working days in advance by Inspection Provider to RSJ, along with any special request if any (Please refer special request clause for charges in this document). In case inspection requests is received in less than 3 working days, then it will be considered along with express booking fees payment as mentioned in clause #6 of this document.

Along with booking form it is requested to share below documents:

- a) Packing list. b) Laboratory test report. c) Internal Inspection Report. d) Carton stacking photos.

Wherever client asks to get payment from Inspection provider, and / or any special requests from Inspection provider, then Payment Terms to Inspection Provider is Advance(unless otherwise written agreement with RSJ). For some of our clients, payment term is advance.

In case payment term is advance to client or Inspection provider (Manufacturer / Supplier/ Agent etc.), then payment needs to be made 3 working days in advance from the requested Inspection date. Merely submitting the form without payment, if any, will not be considered.

2. 1 Cancellation or Postponement: If there is a change in schedule, please notify us in written via email not later than 2 working days prior to Inspection Day. (eg. If Inspection requested day is Thursday, then any change in need to be notified latest by Monday)

The cancellation fee of USD 275 Per Man-Day may be applicable to Inspection Provider / factory if,

- Notice of change reach to RSJ not before 2 working days.
- Inspection is cancelled on confirming QC date due to goods not ready for the required Percentage or other causes from the Manufacturer.
- The Quality Engineer has left for the inspection trip already.

2.2 Any abortive services / No show by Inspection Provider: USD 275 Per Man-Day, and applicable OPE if any, will be charged to Factory / Inspection Provider. Examples of No Show are: a) Inspection location (Factory) locked; b) No factory exist in provided location; c) Refused access to enter Inspection Premises etc.

3. Obligation to Inspection Provider:

3.1 A. On arrival of RSJ QE, goods shall be 100% available* in the inspection location & minimum 80% packed in cartons (This clause will be superseded if client has specified other requirement) to proceed with Final Random Inspection. In case this condition is not met then Final Random Inspection may be converted to during production / In-line inspection (DUPRO) to add value instead of aborting the service. In converted to DUPRO case, in quantity section result shall be mentioned as "Not Conformed" and disclaimer shall be added in the inspection report recommending to client go for Final Random Inspection (FRI) again before shipment release. Client may charge the inspection fee to factory in such DURPO, re-inspection or abortive cases.

*Available means 100% production processes (Stitched & Finished) completed.

3.1.B. In case proceeding with Final Random Inspection, if offered quantity contains non-finished goods then additional sample size may be selected from unfinished goods, however these results will be presented as actual finding and will not affect the overall result of the inspection.

3.1 C. Place of inspection: Please provide below support to RSJ field Associate to Conduct product inspection efficiently.

- The product inspection is required to take place in a clean, well-lit area.
- Proper inspection table which is sufficient to accommodate one full piece after opening.
- Sufficient light (minimum twin tube light above the height of four feet from inspection table).
- Required labor to assist for carton bringing from stacking, opening, and Re-packing etc.

In case proper inspection environment conditions (sufficient light, table size etc...) are not available, inspection shall be carried out however below remark/comment shall be mentioned in the report.

"Due to improper inspection environment conditions (like insufficient light, table size etc...) the workmanship findings furnished in this report may not reflect the reliable results to release shipment. Hence, we strongly recommend doing re-inspection after factory arranges the inspection environment conditions properly, to get neutral findings before making final decision".

3.2 Approval sample and Specs: Please provide RSJ Quality Engineer with Client's Approved sample, Color swatches, Size Specs (Sizing, Tolerances, and diagram and measurement methods), Labeling, Packaging, Trim card and Carton Marking if client requested to collect it from Factory & further the detailed packing Lists at the time of inspection.

3.3 Requirement: All style / Item must be ready as per the required percentage of client procedure and offered for inspection before 09.30 am to our Quality Engineer on inspection date.

3.4 Access: If inspection location is in SEZ/SEEPZ/Loading Port /Government Authorized area/custom area, it is responsibility of the Inspection provider (factory) / supplier to get prior permission from concerned government authority to avoid undue problem on day of Inspection for allowing RSJ Associate with its equipment's such as laptop, camera, pen drive, Tab, mobile to carry out inspection, any health certificate (COVID Vaccine certificate) or any Testing requirements prior to enter the factory premises etc. If any special requirements/ process needs to be followed to get entry into factory, please provide that information in advance. If any service is cancelled due to delay or no permissions, such Abortive service will be charged as per clause 2.2 of this document.

3.5 Equipment: Inspection Provider need to arrange for calibrated equipment's to perform the inspection activity such as weighing balance, metal detection machine, perch machine for fabric inspection, colour matching cabinet, pantone book, appropriate calipers etc. during Inspection to RSJ Associate. In case Inspection Provider / factory unable to provide such calibrated equipment, then respective part in the report will be marked as "Actual Findings" due to non-availability of calibrated equipment, findings shall be non-conclusive, and it may affect shipment release.

3.6 Carton Arrangement Requirement:

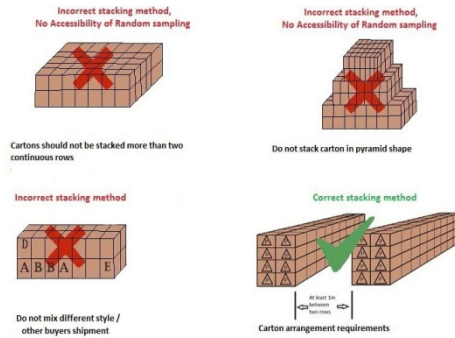
Following points are critical to protect randomness of sampling, it's risk and integrity of inspection findings.

RSJ Inspection Service Ltd	Headoffice: B-58, 2 nd FLOOR, Sector 60, Noida (Delhi NCR), Uttar Pradesh, INDIA -201307	CIN # U74900DL2009PLC191155
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- a) Please arrange your finished cartons according to the below correct marked picture, so that inspection can be carried out the more efficiently.
- b) All the cartons of the shipment shall be offered at one inspection location only. Even in case few cartons/ SKU stored in different locations shall not be considered for inspection.
- c) In case carton stackings are found incorrect/ improper causing hurdles for random sampling, inspection shall be carried out however below remark/ comment shall be mentioned in the report.

Inspection findings critically depends on integrity of randomness of sampling. Here due to improper carton stacking, unable to select the cartons /samples randomly and this impacted integrity of randomness of sampling. So, the inspection findings furnished in this report may not reflect the reliable results to release shipment. Hence, we strongly recommend to do re-inspection after factory arranges the carton properly, to get neutral findings before making final decision".

Carton Stacking - Do's & Dont's



3.7 Co-operation: The factory needs to extend their co-operation by providing work for our Quality Engineer/ Associate for

- a) To bring the selected cartons from stacking area to inspection room.
 - b) To open the packed selected carton for inspection
 - c) To unpack the selected sample for inspection.
 - d) It is strongly recommended to re-pack the inspected samples/cartons immediately to avoid any mix-up later. RSJ Associate will provide the status of repacked Cartons in the report.
 - e) To lay the sample on table for inspection.
- Quality Engineer/ Associate may take support of factory in some inspection activities (e.g. measuring, testing, recording the findings, etc..) under his/ her monitoring to manage the workload.

3.8 At all times be responsible for the complete care and control of the locations where the services are to be performed and provide a safe and secure environment for the RSJ Associates. Immediately take all necessary steps to eliminate or remedy any obstruction to or interruption in the required services.

3.9 Inform RSJ in advance of all known hazards and dangerous, actual and potential, related to any order, including the risk of radiation and all environmental pollution or poisons.

4.0 Sample collection: If Client requested to draw Shipment samples or defective samples during the course of inspection then, our Quality Engineer/ Associate may draw some samples from shipment. It is manufacturer responsibility to provide such sample with gate pass.

5.0 Provisional Report: The draft copy of report provided by RSJ Quality Engineer/ Associate at the end of inspection is only for your reference. The Final Inspection report will be issued after verification/ review and will be sent to the client. The results stated in draft report may change subjected to verification by technical department.

6.0 Inspection Provider special Request sand additional applicable charges

Context of Special Request

Uncertainty and volatility are a given in today's business environment. Every business today is required to be nimble on its feet, agile in its working yet flexible to accommodate rapidly changing customer (Client/client factory/Manufacturer/Exporter/Buying Agent/ Inspection Provider) expectations. We at RSJ have been witnessing this happening in the market. Considering the fast-changing market conditions, we carried out an extensive review of our processes, policies and systems. After carefully examining all issues, we have decided to review and revise our position with respect to Inspection Provider/customer special requests to accommodate emerging needs like inspection during week-ends, holidays, last minute change to schedules, Express ABC reports etc.

While there is a merit in Inspection Provider/customers special requests, we at RSJ are also committed for taking care of our associates and ensure that they have better work-life balance and are given adequate time and opportunity to spend quality time with their family, pursue their interests and other passions during the week ends. Considering all aspects, we have decided to meet the Inspection Provider/customer's special request judiciously and towards meeting that we have revised certain provisions as mentioned in clause 6.1 to 6.7

Additional charges may be applicable for any special requests to be performed along with standard inspection. If any special request is raised by Inspection Provider, then RSJ will charge such additional fees, applicable OPE and GST, to Inspection Provider.

6.1 Conducting inspection on weekly off / Sunday or Listed Holidays:

In case of any exceptional / unavoidable circumstances, we may accept & conduct service on Sundays or Holidays / weekly off on a case to case basis and as decided from time to time. These requests will incur premium charges of USD 275 per Man-Day in addition to the agreed fees for particular service. It may also be noted that some holidays are mandatory and not allowed to work as per local regulations. Requests for services on those days will not be taken.

6.2 Premium for extra working hours: We prefer that our associates do not work for any extra time. The Inspection should be offered in the morning by 10 am. In exceptional cases, if mutually agreed in advance or inspection is offered late, we may accommodate the extra working time request with Premium Fees of USD 275 per Man-Day in addition to the agreed fees for particular service. In any case the inspection shall be offered before 2 pm, so it can be completed within extra 4 hours (10 pm) from normal working hours end time (6 pm).

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Responsible Value Creation

6.3 Express Report Delivery: This involves additional efforts of some of our associates, and this will be charged express delivery charge of USD 40 per Man-Day above the agreed service fees. Express includes same day report delivery requirements or sending it on Sunday or National holidays.

6.4 Express Booking Request: We normally need minimum 3 working days advance notice to plan / prepare / execute the Service effectively to meet service requirements. In exceptional cases, we may accept/ accommodate the booking till 3 working days advance notice without premium charges. Any last-minute booking request, less than 3 working days prior to required service date, will incur Express booking charge of USD 40 and applicable additional OPE, if any, above the agreed service fees.

6.5 Additional Sample Inspection / Sample Sealing:

Clients' requiring this special service (Sample Inspection / Sealing of samples of other styles / PO from the requested Inspection) during Inspection, will incur additional charge of USD 40 per style and actual courier charges, if any. RSJ may accept such special request only after they are subjected to workload validation. Requests meeting internal validation norms will be accepted.

6.6 Sample Pick up / Testing sample handling:

If sample pick up / Lab Test Management (LTM) service required during inspection, handling charge of USD 40 in addition to actual courier charges (if any) and applicable testing fees.

6.7 Re-issue of Service Document (Report, certificate etc): If any revision in service document is required, other than RSJ error, than same will be charged as USD 100 for per Instance per Document.

7.0 Supervisory Checks and Monitoring: Inspection Manager, Technical Manager, External Auditor, Observer of RSJ shall visit for onsite audit / surprise audit to your factory or same shall be conducted through live streaming/ video calling. Their onsite presence or online monitoring shall neither incurred any additional charges nor affects the final result of inspection.

8. Service condition: We at RSJ Inspection Service Ltd. believe in Honesty, Fair Dealing, Confidentiality, Integrity & consider That gift and hospitality are not necessary in business relationship. We do not allow our staff to ask or accept any benefit offered by the customer like money, gift, favor, entertainment, merchandise, ticket, accommodations, free meals, free transportation, gift Vouchers or reimbursement of any part.

If you have any complaint or comments, please contact on
below Direct line: +91-8850 249 682, E-mail: contact@rsjqa.com

9.0 Liability:

9.1 RSJ's liability is limited to inspecting the goods based on the specific requirements of the client, and as made available by the manufacturer/ supplier at the time of inspection and report the findings to the client. RSJ is committed to execute the requested services on mutually agreed dates by Inspection provider, however in any circumstances if any service is not executed on requested dates, RSJ shall not be held liable for any claims or losses. We request Inspection providers / manufacturers / suppliers to plan and offer the inspections well in advance to mitigate any such unavoidable delay.

The results reflect our findings at time and place of inspection. The reports do not relieve sellers/manufacturers from their contractual liabilities or prejudice buyer's right for compensation for any apparent and/or hidden defects not detected during our random inspection or occurring thereafter.

9.2 Combined Sampling: RSJ recommends not to make several different product styles combined to make a single lot size for sampling inspection. Examples for different Softline styles are a) Fabric construction, quality etc b) some are printed styles and some are solid.

Maximum of 4 styles can be combines for Hardline products.

The risk associated with combined sampling is higher than single lot sampling as homogeneous conditions of lot is compromised. The chances of missing the quality issues are higher in combined sampling due to statistical rules are not followed. RSJ disclaim any liability if decisions are made on the service performed and report issued based upon combined sampling.

10.0 Violation of 10 UN Global Compact principles: In case Quality Engineer/ Associates gains knowledge about violation of applicable 10 UN Global Compact principles (laws like child labour, forced/bonded labour or any other form of non-voluntary labour or principles) at client/ intermediaries/ joint venture partner/ franchisees/ contractors, manufacturer, factory and supplier's location, they shall report the violation to office and discuss further action.

RSJ shall not engage in business with or cease business with any client (or its supplier/s) or business partner if it gains knowledge that client/ business partner is in violation of applicable 10 UN Global Compact principles (like child labour, forced/bonded labour or any other form of non-voluntary labour).

Use the link to explore about 10 UN Global Compact principles. <https://www.unglobalcompact.org/what-is-gc/mission/principles>.

11. We enforce our integrity policy strictly. Any cases of suspected or observed Bribery will be reported to local legal authority for investigation as per local law.

12. Thank you for your business. RSJ truly appreciates the opportunity to serve you with highly *Respected, Innovative* and *Quality* Service, and we hope to have earned your confidence for future business.

How did we do?

Please Help us to improve our services by sharing your valuable experience by scanning the adjacent QR code
Or by using this weblink : <https://bit.ly/3nUnNmW>



13. In aligned with our Purpose, 'Responsible Value Creation', we are working on below Two Initiatives to contribute to our Eco-system. To know more scan the QR codes or access through below given weblinks

Qualpedia®

Knowledge sharing Platform



www.qualpedia.com

Associate Quality Professional Program (AQP)

A Giving Back Initiative to Student Community



<https://www.linkedin.com/showcase/78780938/admin/>

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