



## Form # 102, Pre Production Inspection confirmation Form

Please send us the duly filled below confirmation form along with Production Status:

### Factory Contact Details

Factory Name		
Factory 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	<b>Pre -Production Inspection</b>
PO Number	
Style Number	
Order Quantity	
Offered Quantity	
Product Description	
Packing List	

Please use Adobe PDF Reader version 8 or above to fill this form. In other PDF Readers or Adobe versions Some features of this form may not Work.

I have read/Understood all inspection requirements/Instructions/Notes Mentioned in page 1, 2, 3 of this Document and I agree to adhere the same.

Name:

Designation:

Registered Office Address: RSJ Inspection Service Pvt. Ltd. 131F,3rd Floor,Pocket 1,Mayur Vihar Phase 1, Newdelhi -110091	Website-www.rsjqa.com Email-inspection@rsjqa.com CIN # U74900DL2009PTC191155	Contact us + 91 120 455 9205 + 91 22 41310570
Revision No.01	Document No. RSJ_INSP_FT_56	Effective as of 03/03/2016
		Page 1 of 3

## Inspection booking requirements & notes:

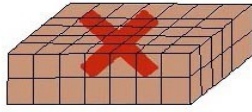
<p><b>1. Booking:</b> All Inspection confirmation E-mail form need to be send minimum 3(three) Working days in advance by Factory to RSJ Inspection Service Private Limited.</p>
<p><b>2. Cancellation or Postponement:</b> If there is a change, Please notify us in Written via email not later than 2 working days Prior to Inspection day.          The cancellation fee of one man day may be applicable to factory if,          a) Notice of change reach to RSJ not before 2 working days.          b) Inspection is cancelled on confirming QC date due to goods not ready for the required Percentage or other causes from the Manufacturer.          c) The Quality Engineer has left for the inspection trip already.</p>
<p><b>3. Requirement:</b> All style / Item has to be ready as per the required percentage of client procedure and offered for inspection before 09.30am to our Quality Engineer on inspection date.</p>
<p><b>4. Access:</b> If inspection location is in SEZ/SEEPZ/Loading Port /Government Authorized area/custom area, it is responsibility of the manufacturer (factory) / supplier to get prior permission from concerned government authority to avoid undue problem on day of Inspection for allowing RSJ QE with its equipment's such as laptop, camera, pen drive, Tab, mobile to carry out inspection.</p>
<p><b>5. Place of inspection:</b>          a) The product inspection is required to take place in a clean, well-lit area. Please provide the RSJ Quality Engineer the below to Conduct product inspection efficiently.          b) Proper inspection table which is sufficient to accommodate one full piece after opening.          c) Sufficient light (minimum twin tube light above the height of four feet from inspection table).          d) Required labor to assist for carton bringing from stacking, opening and Re-packing.</p>
<p><b>6. Approval sample and Specs:</b> Please provide RSJ Quality Engineer with Client's Approved sample, Color swatches, Size Specs (Sizing, Tolerances, and diagram and measurement methods), Labelling, Packaging, Trim card and Carton Marking if client requested to collect it from Factory &amp; further the detailed packing Lists at the time of inspection.</p>
<p><b>7. Equipment:</b> The factory need to provide equipment such as roll length counting meter, GSM machine, Weighing balance to our Quality Engineer with calibration certificate.If Calibration record is not available or machine/instrument is not in usable condition at the time of inspection then RSJ Quality Engineer won't use that instrument and inspection result will be kept as "Pending"and it may affect shipment release.</p>
<p><b>8. Carton Arrangement Requirement:</b> Please arrange your finished cartons according to the below picture, so that we can carry out the Inspection more efficiently.</p>

Head Office Address: RSJ Inspection Service Pvt. Ltd. B-58,2nd floor, Sector -60, Noida-201307, Uttar Pradesh, India	Website- <a href="http://www.rsjq.com">www.rsjq.com</a> Email- <a href="mailto:inspection@rsjq.com">inspection@rsjq.com</a> CIN # U74900DL2009PTC191155	Contact us + 91 120 455 9205 + 91 22 41310570	
Revision No.01	Document No. RSJ_INSP_FT_56	Effective as of 03/03/2016	Page 2 of 3



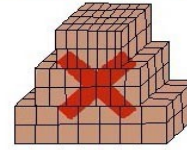
## Carton Stacking - Do's & Dont's

Incorrect stacking method,  
No Accessibility of Random sampling



Cartons should not be stacked more than two continuous rows

Incorrect stacking method,  
No Accessibility of Random sampling



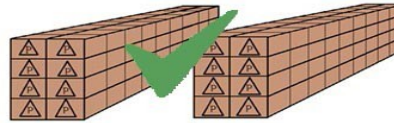
Do not stack carton in pyramid shape

Incorrect stacking method



Do not mix different style /  
other buyers shipment

Correct stacking method



At least 1m  
between  
two rows  
Carton arrangement requirements

**9. Co-operation:** The factory need to extend their co-operation by providing work force to our Quality Engineer for

- To bring the selected cartons from stacking area to inspection room.
- To open the packed selected carton for inspection
- To unpack the selected sample for inspection.
- It is strongly recommended to re-place the inspected samples/cartons immediately to avoid any mix-up later. Our QE will provide the status of replaced cartons in the report.
- To laid the sample on table for inspection.

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

**11. Provisional Report:** The draft copy of report provided by RSJ QE 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 drat report may Change subjected to verification by technical department.

**12. Confidentiality:** We, hereby declare that the observation made during the course of inspection, and the results of inspection will be kept confidential by QE, RSJ witness auditor, External witness auditor for RSJ or everyone who has involved during the course of Inspection through RSJ.

**13. Witness:** Trainee QE, Inspection Manager, Technical Manager, External Auditor of RSJ for onsite audit / surprise audit may Come to your factory. Their presence neither incurred any additional charges no affects the final result of inspection.

**14. Service condition:** We at RSJ Inspection Service Pvt. 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: +91-120-4559205, E-mail: inspection@rsjqa.com

Registered Office Address: RSJ Inspection Service Pvt. Ltd. 131F, 3rd Floor, Pocket 1, Mayur Vihar Phase 1, Newdelhi -110091	Website-www.rsjqa.com Email- inspection@rsjqa.com CIN # U74900DL2009PTC191155	Contact us + 91 120 455 9205 + 91 22 41310570	
Revision No.01	Document No. RSJ_INSP_FT_56	Effective as of 03/03/2016	Page 3 of 3