

INSPECTION PROCESS FLOW FACTORY CONFIRMATION

Factory Confirmation

Often new clients ask us;



“I have provided you the inspection date & factory contact details, why do you still need confirmation from factory.”

We tried to answer the same below in this presentation.

Agenda

Factory Voices

Why need Confirmation

Timelines

Requirements @ Inspection

Exceptions

Factory Voices

Find below few sample voices heard by our field inspectors where skipped this confirmation process.



“This is our head office and our factory is xx hour drive from here”

Factory Voices. . . .

“We were never informed or aware about 3rd party inspection involved in this order” “We have to check with our client to allow this inspection.”



“We never confirmed inspection date, today we are occupied by other audits/inspection so can't entertain you today.”

Factory Voices. . . .

“We have space constraints & nobody informed your stacking requirement. we can’t rearrange for inspection.”

“This is very strict inspection, we never know about this kind of standard.”



“We have manpower crunch today & nobody informed that you need assistance.” “we can’t provide helper for inspection”



Why need Confirmation



This process helps to

- I. Reduce/pre-empt last minute surprises
- II. Have clear understanding on inspection date / location
- III. Get confirmation on offer quantity
- IV. Communicate
 - a) Expected mini. % of merchandise should be ready @ inspection.
 - b) AQL Inspection Standard going to be followed @ inspection
 - c) Inspection requirements / timelines
 - d) Terms & conditions

Timelines

- I. After getting confirmed inspection booking
- II. Before 3-5 days from desired inspection date
- III. Any changes to the inspection date to be notified prior to 2 working days of inspection



Requirements @ Inspection

- I. Readiness of the committed quantity at committed location
- II. Proper lighting
- III. Proper Stacking of the cartons
- IV. Proper Inspection space
- V. Required manpower assistance



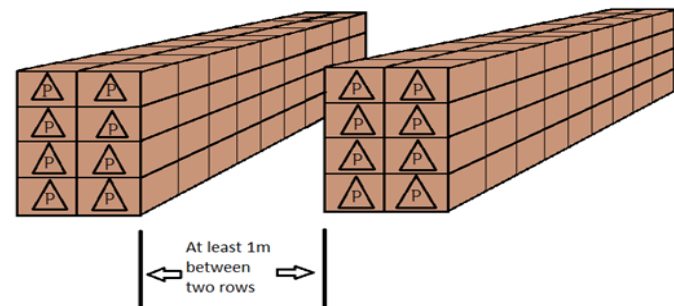
Sample confirmation form given below

INSPECTION CONFIRMATION FORM	
Buyer Name	
Vendor Name	
Factory Name and Address (Inspection Location)	
Factory Contact Person & Number	
Inspection Date	
PO #	
Style #	
Product Description	
Inspection Type	(INLINE or FINAL INSPECTION)
Order quantity	
Offered Quantity	
Are the client approved reference sample available for all styles.	Yes or No

Notes & Inspection Booking Requirements:

1. All Inspection Request form needs to be send minimum 3 Working days in advance by Factory to RSJ.
2. If there is a change, Please notify us in Written via email not later than 2 working days Prior to Inspection day. Full Inspection cost will be charged as cancellation fee for (1) Notice of change reaches RSJ too late and the inspector has left for the inspection trip already; (2) Inspection is Cancelled on QC date due to goods not Ready for the required Percentage or other causes from the Manufacturer.
3. Approval sample and Specs: Please provide RSJ Inspector a Sealer of Client's Approved sample, Colour swatches, , Size Specs (Sizing, Tolerances, diagram & measurement methods), Labeling, Packaging, Carton Marking & Packing list at the time & place of Inspection
4. Place of inspection: The Inspection is required to take place in a clean, well-lit area. Please provide the RSJ Inspector a Inspection Table to work on.

Carton Arrangement Requirements



Exceptions

Is factory confirmation mandatory always?

Not always but It is highly recommended.

Exceptions applicable

Where Client guarantees for payments & accepts responsibility for this process

For more Details please log on to www.rsjqa.com

Or

Contact us at

factoryconfirmation@rsjqa.com

