

# Company Inspection Procedure



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## Introduction:

AZ Gloves Inspection Services Pakistan is a Quality Control company founded in 2010, providing ONE-STOP services for you from quality controlling to final container loading, to make better and reliable shipments.

Whether you are developing products, projects, or processes, you need trusted independent inspection to ensure that both your legal obligations and the standards you expect are met, at every stage. Our comprehensive range of world-leading inspection services helps you to reduce risk, control quality and quantity, and meet all relevant regulatory requirements across different regions and markets in Pakistan.

## AZ Gloves Inspection Services:

We provide a wide range of quality control services to importers. Our inspection services cover the various stages of the production process. We conduct the following inspections:

### **Pre-Production Inspections (PPI)**

Conducted once raw materials are received at the factory and they are ready to begin production.

### **During Production Inspections (DUPRO)**

Conducted once at least 20% of production is completed.

### **Pre-Shipment Inspections (PSI)\***

The most common type of inspection. Conducted once your products are 100% complete and at least 80% packaged.

### **Loading Inspections (LI)**

Conducted once products are 100% complete, 100% packaged and are ready to be loaded into a container.

### **Sort Inspections (SI)**

Conducted when an issue is discovered and defective products need to be separated from acceptable ones.

Just after inspection, AZ Inspection controller and the responsible in the factory (or agent) will make a debriefing about the results. Depending on customer requirements, a copy of number of defects, shades and measurement tables will be signed and given to the factory.

During inspections, AZ Gloves will control all these criteria (according customer requirements):

- Workmanship defects
- Measurements defects
- Raw edge and colour (shades)
- Accessories / Labels / care labels
- Packaging
- Tags and position
- Presence and accuracy of the barcode stickers on polybag.
- Shipping marks/packing list
- Hand feel
- Basic folding, paper sheets and size stickers
- Odors
- Metal detector



## • **What is a Product Inspection?**

Product Inspections are an important part of an effective quality control program. They allow you to get a snapshot of the quality of your shipments and take corrective action before they make the journey overseas.

In a product inspection, a neutral third-party inspector generally Travels to your supplier's facilities. They follow industry-standard Practices to determine whether your products.

- Meet safety standards,
- Are in compliance with regulations, and
- Meet predefined standards for quality



At the end of the inspection, you receive an inspection report. The report provides detailed information about the inspector's findings, along with photographs. If there are any issues, recommendations are provided to help you manage them in the most effective way possible.

## • Why Should You Conduct Product Inspections?

Your suppliers have their own quality control processes in place. However, a neutral third-party can maintain a more objective view and represent you effectively at the factory.

Product Inspections allow you to:

- Ensure product quality and safety
- Avoid late shipments and costly recalls
- Monitor the manufacturing process
- Reduce customer issues and complaints



At Insight Quality, we work to help ensure that the shipment you receive meets safety requirements, is compliant with regulations, and meets your standards for quality.

## • Service order transmission

### A. Elements supplied by customer to AZ Gloves Inspection

- **Order(s) to be inspected**
- Supplier's contacts (contact name – address – phone n° - email address)
- **Reference sample by colour approved by customer**
- **Measurement chart – technical file**
- **Packing list**

These elements will have to be sent by customer 5 days before AZ Gloves Inspection intervention.

**NO INSPECTION IS AUTHORIZED WITHOUT BOLDED ABOVE ELEMENTS**

### B. Inspection planning

Customer sends the list of orders to be inspected to AZ Gloves Inspection.

AZ Inspection provides the guaranty to schedule interventions within the 3 next day maximum after receipt of inspection request (a confirmation email has to be sent to AZ Inspection).

In case AZ Inspection is not able to perform an intervention at the requested dates, AZ inspection will have to inform the client and the supplier in urgency.

AZ Inspection cannot refuse to perform an inspection without any serious reason.

### C. Organization

Once AZ Glove Inspection has received the inspection planning, AZ Glove Inspection has to organize the interventions contacting suppliers to inform them accordingly.

AZ Glove Inspection organize the inspections by contacting the suppliers and asking:

- The best date for the inspection
- The exact place for inspection
- The exact quantities

Suppliers have to return an Application Form For Final Inspection 5 days before the inspection date from 8:00 AM to 5:00 PM (between Monday and Saturday) in order to provide the best schedule and not delay the shipments. All these information must be written on application form document.

### D. Late cancellation fees

Inspection cancellation or postponement should be notified to AZ Glove Inspection with 1 working days (before 10:00am) advance notice. In case this agreement is not respected by supplier, a penalty will be charged to supplier. This penalty is full inspection price + travelling fees (if any).

### E. Extra hours

Inspections conduct after legal hour or during local day off will be charged twice the cost (extra fee at supplier charge)

## • General inspection procedure

### A. Random sampling

#### 1) Sample selection

The number of cartons that will be opened shall be equal to the square root of the total number of cartons.

For the pieces to be controlled corresponding to the sampling size, inspector should pick up maximum  $\frac{1}{4}$  of pieces per carton. Number of pieces per sizes inspected is determinate following the size assortment of the order (%). The pieces should be picked up from top / middle and bottom of the carton.

Supplier has to provide workers to put off the polybag of inspected pieces, to fold and repack the accepted pieces.



## 2) Level, AQL, Sampling

AZ Glove Inspection use the norm ISO 2859, NF X 06-022, ex MI-STD 105E.

AZ Glove Inspection use generally for sampling size and for AQL the specific customer requesting:

Single Sampling Plan for Normal Inspection, ANSI/ASQ Standard Z1.4-2003 (R2013)							
Sample Size Code Letters							
Lot Size	General Inspection Levels			Special Inspection Levels			
	GI	GII	GIII	S1	S2	S3	S4
2 to 8	A	A	B	A	A	A	A
9 to 15	A	B	C	A	A	A	A
16 to 25	B	C	D	A	A	B	B
26 to 50	C	D	E	A	B	B	C
51 to 90	C	E	F	B	B	C	C
91 to 150	D	F	G	B	B	C	D
151 to 280	E	G	H	B	C	D	E
281 to 500	F	H	J	B	C	D	E
501 to 1200	G	J	K	C	C	E	F
1201 to 3200	H	K	L	C	D	E	G
3201 to 10000	J	L	M	C	D	F	G
10001 to 35000	K	M	N	C	D	F	H
35001 to 150000	L	N	P	D	E	G	J
150001 to 500000	M	P	Q	D	E	G	J
500001 and over	N	Q	R	D	E	H	K

Single Sampling Plan for Normal Inspection, ANSI/ASQ Standard Z1.4-2003 (R2013)							
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Lot Size	General Inspection Levels			Special Inspection Levels			
	GI	GII	GIII	S1	S2	S3	S4
2 to 8	A	A	B	A	A	A	A
9 to 15	A	B	C	A	A	A	A
16 to 25	B	C	D	A	A	B	B
26 to 50	C	D	E	A	B	B	C
51 to 90	C	E	F	B	B	C	C
91 to 150	D	F	G	B	B	C	D
151 to 280	E	G	H	B	C	D	E
281 to 500	F	H	J	B	C	D	E
501 to 1200	G	J	K	C	C	E	F
1201 to 3200	H	K	L	C	D	E	G
3201 to 10000	J	L	M	C	D	F	G
10001 to 35000	K	M	N	C	D	F	H
35001 to 150000	L	N	P	D	E	G	J
150001 to 500000	M	P	Q	D	E	G	J
500001 and over	N	Q	R	D	E	H	K

Sample Size Code Letter		Acceptance Quality Levels (Normal Inspection)																									
		0.065		0.1		0.15		0.25		0.4		0.65		1		1.5		2.5		4		6.5		10		15	
Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re
A	2																										
B	3																										
C	5																										
D	8																										
E	13																										
F	20																										
G	32																										
H	50																										
J	80																										
K	125																										
L	200																										
M	315																										
N	500																										
P	800																										
Q	1250																										
R	2000																										

The inspection can be performed only when 100 % of the production is already produced and 100% packed for shipment (or according customer requirement)

## **B. Workmanship defects**

After the inspection all the inspected pieces will have to be repacked in the initial export cartons (pieces to put on the top of cartons). These cartons have to be closed with AZ Glove Inspection stamp. The number of cartons opened for the inspection will have to be mentioned in the inspection report and on packing list.

### **1) Main defects**

The basic rule is that, any difference with the approved sample is classified as a defect. The item is entirely controlled (front, behind, inside, pockets...) according to defects classification defined between customer and AZ Glove Inspection.

- **Critical defect:** a critical defect is a styling defect, packaging defect or a defect which makes the product dangerous for customers or makes it illegal according to European law. This kind of defect can lead to the destruction of the product.
- **Major defect :** a major defect is a defect of appearance / resistance / comfort which makes the product not sellable through our usual distribution channels (products with major defect won't be bought by our customer)
- **Minor defect:** a minor defect harms the attractive characteristics of the product but not the comfort and / or the resistance .These defects are not really visible for customer.

### **2) Measurement**

The measurements will be checked against the measurements chart provided by client (allowance if ½ size between measurement chart and product) on 10% of the total quantity of pieces inspected with a minimum of 3 pieces per size. The size mentioned on the size label has to correspond to the size mentioned on the hangtag label.

### **3) Assortment in cartons, labelling, packaging**

Conformity or non-conformity is given against customer specifications, technical file.

#### **Labelling:**

The composition label must correspond to the hangtag label

#### **Packaging:**

Conformity or non-conformity is given against customer's packaging conditions (folding/price labels position/packaging of products...).Customer requests inspector to check following points: cartons size / weight / thickness / way of opening. All is mentioned in inspection report.

The inspector controls the packing according to the packing list and the technical file given by customer.

#### **Defective Pieces**

During inspection, all the defective pieces will have a number. The controller has to take photos of each defect for the report. Defective pieces have to be separated from the bulk. Supplier can replace these defective pieces by corrects ones; with being inspected by AZ Glove Inspection. In that case, the inspector will mention on each carton and on the packing list the added pieces.



## 4. Reporting

Findings have to be reported within 24 hours after the inspection by email to the customer.

Copy of the report must be send to the supplier too.

AZ Glove Inspection cannot be responsible for any delay due to:

- Missing document, wrong packing
- Unexpected reason as Flood, electricity cut down

## 5) Additions

The following copies of documents have to be enclosed to the inspection report:

- Bar codes
- Composition label
- Hangtag label
- main label
- Photos of products
- Photo of metal detector machine
- Photos of the way to take measures for the ones found beyond tolerances
- Digital photos have to be sent with inspection report.

## 6) Inspection conclusion

If AQL standards failed: Inspector will conclude “FAIL” or “RESERVATION” on the report. But customer will make the final decision based on the inspection results. Client will inform supplier and AZ Glove Inspection about his final decision: if the goods should be sorted out, repaired or if order is cancelled.

If AQL standards passed: Inspector will conclude “PASS” on the report. But customer will make the final decision based on the inspection results. Client will inform supplier and AZ Glove Inspection about his final decision. The goods will be shipped out ONLY on Quality department agreement and after shipment approval from buyer.

## 7. Ethics code

No AZ Glove Inspection controller is allowed to accept any kind of gift or favor (money, present...).

No AZ Glove Inspection controller shall have an interest (personal, professional) in a supplier.

If the factory tries to give present or to influence an AZ Glove Inspection controller, this one has to mention it to the team manager and to the AZ Glove Inspection office.

Customer’s factories and suppliers of AZ Glove Inspection are committed to respecting the company’s code of ethics