

PROCEDURE FOR ON-SITE PRODUCTS INSPECTIONS

1. PURPOSE

The aim of that procedure is to describe the way of realising the inspections on the products, before shipment, on the site where they are produced.

2. METHOD

The inspection will be organised when all the goods ordered will have been made and when the packing will be almost finished.

2.1 SAMPLING METHOD

The inspection will be done on a part of the quantity of products made for a same reference.

The sampling size depends on the batch size and on the inspection level chosen (see table 1 below).

The **general inspection** level for qualitative and quantitative controls will be **Level II**.

The **special inspection** level, for functional tests, will be **Levels S-2 or S-3**, it depends on the cases.

The picking of the carton that will be inspected must be done by random by the inspector and not dictated by the supplier or by the easiness of accessibility of the cartons.

The number of carton to pick up must be **2 x $\sqrt{\text{Number of carton}}$** .

Ex: if 100 cartons has been produced and if 80 samples have to be picked up, these samples must be picked up among $2x\sqrt{100} = 20$ cartons.

All the numbers of the cartons that have been opened will be noted in the Inspection report.

Table 1: sampling sizes according to the quantities produced:

LOT / BATCH SIZE	SPECIAL INSPECTION LEVELS				GENERAL INSPECTION LEVELS		
	S-1	S-2	S-3	S-4	I	II	III
2 to 8	2	2	2	2	2	2	3
9 to 15	2	2	2	2	2	3	5
16 to 25	2	2	3	3	3	5	8
26 to 50	2	3	3	5	5	8	13
51 to 90	3	3	5	5	5	13	20
91 to 150	3	3	5	8	8	20	32
151 to 280	3	5	8	13	13	32	50
281 to 500	3	5	8	13	20	50	80
501 to 1 200	5	5	13	20	32	80	125
1 201 to 3 200	5	8	13	32	50	125	200
3 201 to 10 000	5	8	20	32	80	200	315
10 001 to 35 000	5	8	20	50	125	315	500
35 001 to 150 000	8	13	32	80	200	500	800
150 001 to 500 000	8	13	32	80	315	800	1 250
500 001 and over	8	13	50	125	500	1 250	2 000

2.2 ACCEPTABLE QUALITY LEVELS

The Acceptable Quality Levels (AQL) are:

- For the general inspections (Level II), 0% of critical defects, 2,5% of major defects and 4% of minor defects,
- For the special inspections (Level S-2 or S-3), 0% of critical defects, 0,4% of major defects and 1.5% of minor defects (see table 2 below).

Table 2: number of defects accepted according to the sample size:

SAMPLE SIZE	ACCEPTABLE QUALITY LEVELS										
	0.10	0.15	0.25	0.40	0.65	1.0	1.5	2.5	4.0	6.5	10
	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC
2	0	0	0	0	0	0	0	0	0	0	1
3	0	0	0	0	0	0	0	0	0	1	1
5	0	0	0	0	0	0	0	0	1	1	1
8	0	0	0	0	0	0	0	1	1	1	2
13	0	0	0	0	0	0	1	1	1	2	3
20	0	0	0	0	0	1	1	1	2	3	5
32	0	0	0	0	1	1	1	2	3	5	7
50	0	0	0	1	1	1	2	3	5	7	10
80	0	0	1	1	1	2	3	5	7	10	14
125	0	1	1	1	2	3	5	7	10	14	21
200	1	1	1	2	3	5	7	10	14	21	21
315	1	1	2	3	5	7	10	14	21	21	21
500	1	2	3	5	7	10	14	21	21	21	21
800	2	3	5	7	10	14	21	21	21	21	21
1 250	3	5	7	10	14	21	21	21	21	21	21
2 000	5	7	10	14	21	21	21	21	21	21	21

Definitions

Critical defect: defect that affects the consumer security or that could cause the destruction of the product, or that puts the product in contradiction with the regulations of the country where it will be sold.

- Major defect: defect that affects the looking, the solidity or the comfort of the product, in such a way that the product can't be sold.
- Minor defect: defect that affects the esthetical characteristics of the product, without compromising the comfort and/or the product's resistance, but that doesn't prevent the product from being sold.

Comment

If a same defect is noticed on several products it is counted as many defects as products concerned
Ex: 3 broken caps noticed on 3 different pens are counted as 3 major defects.

2.3 INSPECTION REPORT

The inspection report is written on to the frame given by Sourcing Associates Limited and is signed by the supplier after the inspection. This report must have all the information required by Sourcing Associates Limited and all the pictures necessary to understand the points checked by the inspector and the defects funded.