

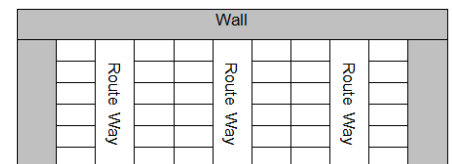


# INSPECTION PREPARATION GUIDANCE

Initial Production Check | During Production Check | Pre-Shipment Inspection

## THE RIGHT CONDITIONS

1. The factory / supplier shall provide good working conditions to the BV representatives. This includes adequate lighting, sufficient working space, ventilation, flat table of appropriate size / height, additional cartons or bins to store pass / defective samples.
2. Inspections cannot be performed under poor lighting conditions, in trucks, shipping containers, or outdoors.
3. The factory/ supplier should provide sufficient manpower to assist inspectors in moving, unpacking, and repacking inspected goods and cartons.
4. If an inspector encounters any difficulty, resistance or misunderstanding about the required working conditions, he/she will not proceed with inspection and will contact their supervisor for further instructions.
5. If the production status does not meet this requirement, the inspector will automatically proceed with, an Initial Production Check (IPC/IPI) or During Production Check (DUPRO) as per the actual completion status.
6. Samples may be sealed at the request of the customer. The Factory/ Supplier may be requested to provide packing materials according to actual needs?
7. To help assure a smooth inspection process, please allow access for our inspector to the factory's telephone and/or fax machine.
8. Inspectors cannot sign a Non-Disclosure Agreement upon arrival to the inspection facility. If you need a Non-Disclosure Agreement signed, please inform BV Operating Office prior to the date of executing the service to avoid any delays or extra costs associated with the delays of execution for this reason.
9. To allow proper counting and random sampling please organize the export cartons in one storage location and stack them as below example or in a way that the inspector can see all of the individual cartons and 1) either access them directly or 2) either direct the factory to fetch specific cartons, under his/her direction and monitoring. Also number the cartons based on the agreement with your client:



### Remarks

- Please organize the products by product ID number (or color, size, packaging).
- In this example, for every 2 columns there should be 1 route way, the route way should be wider than 1 carton.

## IMPORTANT NOTE

Should random sampling not be possible due to poor carton stacking and/or the absence of carton numbers we will proceed with the inspection and rate the overall inspection result as 'INCONCLUSIVE' and include in the remark section "the random sampling of the goods were compromised because all the cartons could not be accessible and/or were not numbered, we therefore decline responsibility for findings at the port of arrival that were not identified at the time of the inspection"

Passed

Failed



Ship to:

Item nr.:

Batch:

Lot:

Supplier:



## DO's & DON'Ts - INSPECTION COOPERATION REQUESTED

DO's	DO NOT's
<p>Factory/ supplier shall let the BV representatives record their visit in the factory visitors' register by themselves (do not enter the details on their behalf even if requested).</p> <p><b>Factory /supplier shall make available all the inspection related documents or supporting (samples, packing list, reference materials...) in the inspection room at / before the confirmed inspection time and date.</b></p> <p>Keep the inspection room free of any unwanted samples or items.</p> <p><b>Factory/ supplier shall nominate a key representative to coordinate with the BV representative during service (including acknowledging / signing the BV COC, Inspection report and discussion on the inspection findings).</b></p> <p>Factory/ supplier shall allow only the nominated factory personnel in the inspection room instead of overcrowding with too many staff. Nominated factory staff should just help in opening the BV selected cartons and the packaging materials and repacking the samples.</p> <p><b>Factory/ supplier shall sign with date (by factory key representative) the inspection related documents (packing lists, PO, supporting communication if any) prior to handover to the BV representatives.</b></p> <p>Factory/ supplier shall provide access to BV representatives (if needed) to take printouts / copies of inspection related documents.</p> <p><b>Factory/ supplier shall allow BV representatives to take pictures of the inspection related activities as a reference to the clients / BV. Do raise your concern if anything confidential.</b></p> <p>Factory/ supplier shall review and acknowledge the BV COC (Part 1) before commencement of the service. Declare your comments in the COC (Part 2) and sign / acknowledge the same after completion of the inspection service.</p> <p><b>Factory/ supplier shall keep the cartons available in the location where inspection is requested for. Also, stack the cartons in 1 location as far as possible and preferably near the inspection room.</b></p> <p>Factory/ supplier shall move only the BV selected cartons into the inspection room under the supervision of the BV representatives. Assign only the nominated factory staff for the same</p> <p><b>Factory/ supplier shall immediately report to the Factory management and BV management (contact details in the BV COC) for any serious issues noticed during the inspection service (against the BV representatives).</b></p> <p>Factory/ supplier shall share opinion on the findings of the BV representatives only during the closing meeting.</p> <p><b>If the factory representative does not agree on inspection findings with respect to product defects, defect classification etc. Inspector shall ask factory representative to furnish details on the space just above the signature block on page 1 of the draft report.</b></p> <p>Factory/ supplier shall calibrate all the factory equipment / tools (such as metal detector / Snap / Button / weighing machine...) used by the BV representatives and produce certificates upon request.</p> <p><b>Factory/ supplier shall be with the BV representatives while the Onsite tests are being carried out so as to confirm the findings / observations.</b></p>	<p><b>Factory/ supplier shall not take inputs / go by the BV representatives' advise on what to declare (IN / OUT time, Lunch / Dinner, Bribe related issues...) in the BV COC.</b></p> <p>Factory/ supplier shall not offer goods when the required quantity is not complete and substitute with empty cartons / irrelevant products / already inspected products, so as to meet the required quantity.</p> <p><b>Factory/ supplier shall not request the BV representatives to wait for a time period more than the stipulated waiting time in case the goods aren't complete to offer for inspection.</b></p> <p>Factory/ supplier shall not copy / retain any BV related documents (except for inspection reports / other supporting documents handed over by the BV staff).</p> <p><b>Don't submit outdated technical specs or client protocol to BV representatives for verification.</b></p> <p>Factory/ supplier shall not swap the BV selected cartons or samples with other cartons / samples unrelated to the inspection to be offered.</p> <p><b>Factory/ supplier shall not get into irrelevant conversation with the BV representatives during the course of the BV service or encourage such discussions by the BV representatives.</b></p> <p>Factory/ supplier shall not select the cartons or samples on behalf of the BV representative (even if requested).</p> <p><b>Factory/ supplier shall not inspect the selected samples prior to handover to the BV representatives - when helping in opening the selected samples from polybag / other packaging materials.</b></p> <p>Factory/ supplier shall not provide access to the factory facilities for any personal work of the BV representative / s.</p> <p><b>Factory/ supplier shall not try to influence the BV representatives to give favorable results by offering any kind of direct / indirect benefits - verbally or physically.</b></p> <p>Factory/ supplier shall not put pressure (intimidate) the BV representatives to give favorable results (by reducing the findings and passing the inspection).</p> <p><b>Factory/ supplier shall not offer food / other refreshments to the BV representatives without being asked for.</b></p> <p>Factory/ supplier shall not decline the appropriate payments made by the BV representative / s in case any food or refreshments are requested for consumption.</p> <p><b>Factory/ supplier shall not encourage BV representatives to smoke or indulge in other activities against the policy of the Client / BV / Factory.</b></p> <p>Factory/ supplier shall not disrupt the inspection service upon sensing a fail result and ask the BV representative to issue a MISSING / VISIT IN VAIN report.</p> <p><b>Factory/ supplier shall not disrupt the BV inspection service by meddling with the selected samples, identified defective samples. Also, don't raise concerns on the findings while the inspection is still in process.</b></p> <p>Factory/ supplier shall not tamper the BV sealed samples kept for Client / BV future reference without any formal notification to the Client / BV.</p> <p><b>Factory/ Supplier shall not choose the testing sample or testing area on behalf of the BV inspector.</b></p> <p>Factory/ Supplier shall not do the measurement and / or record the data on the inspection report which BV inspector is supposed to do.</p>