

## Form # 106, Final Random Inspection Confirmation Form

Please send us the duly filled below confirmation form along with Packing List:

### 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>Final Random Inspection</b>
PO Number	
Style Number	
Order Quantity	
Offered Quantity	
Product Description	
Packing List	

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:

**Important Instruction:**

1. On arrival of RSJ QE, goods shall be 100% available\* in the inspection location & minimum 80% packed in cartons (This clause will be superseded if client has specified other requirement) to proceed with Final Random Inspection. In case this condition is not meet then Final Random Inspection may be converted to during production / In-line inspection (DUPRO) to add value instead of aborting the service. In converted to DUPRO case, in quantity section result shall be mentioned as “Not Conformed” and disclaimer shall be added in the inspection report recommending to client go for Final Random Inspection (FRI) again before shipment release. Client may charge the inspection fee to factory in such DURPO, re-inspection or abortive cases.

2. In case proceeding with Final Random Inspection, if offered quantity contains non-finished goods then additional sample size may be selected from unfinished goods, however these results will be presented as actual finding and will not affect the overall result of the inspection.

\*Available means 100% production processes completed.

**Inspection booking requirements & notes:**

<p><b>1. Booking:</b> All inspection confirmation e-mail form needs to be sent minimum 3(three) working days in advance by Factory to RSJ Inspection Service 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 must be ready as per the required percentage of client procedure and offered for inspection before 09.30 am 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. If any special requirements/ process needs to be followed to get entry into factory, please provide that information in advance.</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>In case proper inspection environment conditions (sufficient light, table size etc...) are not available, inspection shall be carried out however below remark/ comment shall be mentioned in the report.</p> <p>“Due to improper inspection environment conditions (like insufficient light, table size etc...) the workmanship findings furnished in this report may not reflect the reliable results to release shipment. Hence, we strongly recommend to go for re-inspection after factory arranges the inspection environment conditions properly, to get neutral findings before making final decision”</p>

**6. Approval sample and Specs:** 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 & further the detailed packing Lists at the time of inspection.

**7. Equipment:** Factory need to provide equipment such as GSM machine, Weighing balance, Metal Detection Machine, 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 will not use that instrument and inspection result will be kept as "Actual finding" and it may affect shipment release.

**8. Carton Arrangement Requirement:**

Following points are critical to protect randomness of sampling, it's risk and integrity of inspection findings

- a) Please arrange your finished cartons according to the below correct marked picture, so that inspection can be carried out the more efficiently.
- b) All the cartons of the shipment shall be offered at one inspection location only. Even in case few cartons/ SKU stored in different locations shall not be considered for inspection.
- c) In case carton stackings are found incorrect/ improper causing hurdles for random sampling, inspection shall be carried out however below remark/ comment shall be mentioned in the report.

**"Inspection findings critically depends on integrity of randomness of sampling. Here due to improper carton stacking, unable to randomly select cartons / samples and this impacted integrity of randomness of sampling. So, the inspection findings furnished in this report may not reflect the reliable results to release shipment. Hence, we strongly recommended to go for re-inspection after factory arranges the carton properly, to get neutral findings before making final decision".**

**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**  
Carton arrangement requirements  
At least 1m between two rows

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

- a) To bring the selected cartons from stacking area to inspection room.
- b) To open the packed selected carton for inspection
- c) To unpack the selected sample for inspection.
- d) It is strongly recommended to re-pack the inspected samples/cartons immediately to avoid any mix-up later. Our inspector will provide the status of repacked cartons in the report.
- e) To lay the sample on table for inspection.
- f) Quality Engineer/ Associate may take support of factory in some inspection activities (e.g. measuring, testing, recording the findings, etc...) under his/her monitoring to manage the workload. However, our associate is solely responsible for integrity of inspection findings.

**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:** Inspection Manager, Technical Manager, External Auditor of RSJ shall visit for onsite audit/ surprise audit to your factory or same shall be conducted through live streaming/ video calling. Their onsite presence or online monitoring shall neither incurred any additional charges nor affects the final result of inspection.

**14. Service condition:** We at RSJ Inspection Service 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

**15. Violation of 10 UN Global Compact principles:** In case quality engineer/ associates gains knowledge about violation of applicable 10 UN Global Compact principles (laws like child labour, forced/bonded labour or any other form of non-voluntary labour or principles) at client/ intermediaries/ joint venture partner/ franchisees/ contractors and supplier's location, they shall report the violation to office and discuss further action.

RSJ shall not engage in business with or cease business with any client (or its supplier/s) or business partner if it gains knowledge that client/ business partner is in violation of applicable 10 UN Global Compact principles (like child labour, forced/bonded labour or any other form of non-voluntary labour).

Use the link to explore about10 UN Global Compact principles. <https://www.unglobalcompact.org/what-is-gc/mission/principles>.