



## Form # 109, Container Loading 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>Container Loading Inspection</b>
PO Number	
Style Number	
Product description	
Order Quantity	
Offered Quantity	
Number of container for Loading	
Type of container	
Container size	
Will Shipping Line seal available at the time of loading.	
Will container be closed & sealed on Inspection day.	
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:

Please use Adobe PDF Reader version 8 or above to fill this form. In other PDF Readers or Adobe versions some features of this form may not Work.

**NO Inspection will be arranged without receiving your Inspection confirmation form filled for its confirmed Inspection date Location details, Offer quantity etc by email back to us as soon as Possible. All Inspection confirmation form filled needs to be send minimum 3(three) working days in advance by factory to RSJ in order to avoid delay or additional fees.**

## Inspection booking requirements & notes:

**1. Booking:** All Inspection confirmation E-mail form need to be send minimum 3(three) Working days in advance by Factory to RSJ Inspection Service Private Limited.

**2. Cancellation or Postponement:** 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) The manufacture is responsible for if Loading is cancelled on confirming date by the manufacturer due to goods not in house/ ware house or any other circumstances that related with loading activity may be arrived from forwarder/ shipping line company, loader or who is directly or indirectly responsible for loading activity.  
c) Already the Quality Engineer has left for loading inspection trip.

**3. Requirement:** All cartons offered for loading inspection has to be ready on or before arrival of RSJ QE on loading inspection date i.e. before 9.30 AM

**4. Access:** I loading 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 loading inspection for allowing RSJ QE with its equipment's such as laptop, camera, pen drive, Tab, mobile to carry out loading inspection.

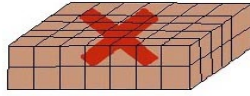
**5. Place of container loading inspection**

- a) The container loading inspection is required to take place in a clean, well-lit area.
- b) Please provide the sufficient man power to load the container to RSJ Quality Engineer.

**6. Carton Arrangement Requirement:** Please arrange your finished cartons according to the below picture, so that we can carry out the loading inspection more efficiently.

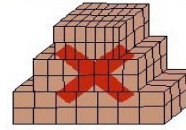
**Carton Stacking - Do's & Dont's**

Incorrect stacking method,  
No Accessibility of Random sampling



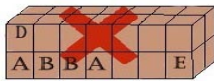
Cartons should not be stacked more than two continuous rows

Incorrect stacking method,  
No Accessibility of Random sampling



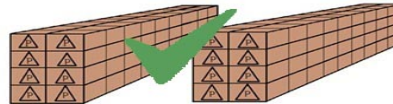
Do not stack carton in pyramid shape

Incorrect stacking method



Do not mix different style / other buyers shipment

Correct stacking method



At least 3m between two rows  
Carton arrangement requirements

**7. Co-operation:** The RSJ QE need factory co-operation regarding,

- To bring the selected cartons from carton stacking area to inspection room.
- To open the selected cartons for sampling.
- To repack the selected sample / cartons after inspection.
- To provide the calibrated equipment / instrument for testing or on-site test if required.
- Sufficient manpower to load the container during working hours.

**8. Equipment:** Factory need to provide Equipment such as Gsm cutter ,Weighing Balance ,Metal Detection Machine to our Quality Enginner along 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 won't use that instrument and inspection result will be kept as "pending"and it may affect shipment release.

**9. 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

**10. Provisional Report:** The draft 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 be sent to the client. The results stated in drat report may change subjected to Verification by technical department.

**11. Confidentiality:** We, hereby declare that the observation made during the course of inspection, and the results of inspection as well all theinformation pertaining to client / supplier such as proprietary information (trade secret, secret formulas, process, methods used in production process), designs and drawing, specification, commercial terms in purchase order copy, any clarification, complaints and feedback will be kept confidential by RSJ QE, RSJ witness auditor, External witness auditor of RSJ or everyone who has involved during course of inspection & communication through RSJ”.

**12. Witness:** Trainee QE, Inspection Manager, Technical Manager, External Auditor of RSJ for onsite audit / surprise audit may come to your factory. Their presence neither incurred any additional charges not affects the final result of inspection.

**13. Service condition:** We at RSJ Inspection Service Pvt. 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@rsjq.com