



## Form 112, Sample Evaluation 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>Sample Evaluation Inspection</b>
PO Number	
Style Number	
Order Quantity	
Offered Quantity	
Product description	
Packing List / Production status	
Partial Shipment	

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 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) 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.

**3. Requirement:** All style / Item has to be ready as per the required percentage of client procedure and offered for inspection before 09.30am to our Quality Engineer on inspection date.

**4. Access:** 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.

**5. Place of inspection:**

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.

**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.

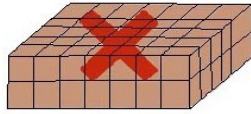
**7. Equipment:** Factory need to provide equipment such as GSM cutter, weighing balance, and metal detection machine to our Quality Engineer along with Calibration certificate. If calibration record is not available or machine/instrument is not in usable condition at the time of inspection then RSJ Quality Engineer won't use that instrument and Inspection result will be kept as "Pending" and it may affect shipment release.

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



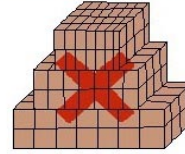
## Carton Stacking - Do's & Dont's

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



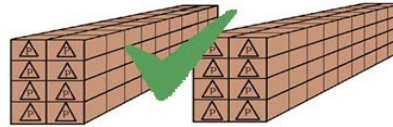
Do not stack carton in pyramid shape

Incorrect stacking method



Do not mix different style / other buyers shipment

Correct stacking method



At least 1m  
between  
two rows  
Carton arrangement requirements

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

- To bring the selected cartons from stacking area to inspection room.
- To open the packed selected carton for inspection
- To unpack the selected sample for inspection.
- 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.
- To laid the sample on table for inspection.

**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 as well all the information 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”.

**13. 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 no affects the final result of inspection.

**14. 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@rsjqa.com