

INSPECTION TEXTILES & LEATHER PRODUCTS
WORK INSTRUCTION
UIS-I-30

1. Documents review:

- 1.1 Review of inspector assignment and relevant documents (contract, L/c, Proforma invoice and technical specification and any other special instructions).
- 1.2 A meeting is to be held with the supplier representative at the inspection site in order to review together the documents needed and to discuss the inspection plan and to request any assistance, if necessary.
- 1.3 Inspector is to be informed by the supplier on main quality system & standards applied for production and testing.
- 1.4 Check the on-site analysis results with contractual specifications to assure conformity.
- 1.5 Review records and certificates for calibration of the instruments and devices to be used for testing to assure their accuracy.
- 1.6 Review the standards to be used for sampling to determine the sample size & sampling techniques to be used.
- 1.7 Check that the buyer's approved samples and colors are available to be used for comparison purposes.

2. Visual & Dimensional Inspection

- 2.1 Check the fitness of transport means to transport the goods to buyer's warehouses.
- 2.2 Count the total number of carton boxes for each item.
- 2.3 Check the marking on the cartons and make sure that it contains at least: Item number, number of pieces, colour distribution, Size distribution, and any other information required by the L/C.

3. Sampling & Testing

- 3.1 Random sample of the goods should be drawn according to the agreed standards and Sampling procedure UIS– P-10.
- 3.2 Open the cartons selected as representative samples, count number of pieces, colours, sizes in each carton.
- 3.3 Check and test the physical characteristics of the goods and its conformity to contract standards, these include but not limited to: fabric appearance, weight per unit area, colour, its fastness & its, conformity to approved samples, workmanship to ensure that fabric has no manufacturing defects such as knots, loose yarn, curls...etc., ensure that all approved colours are available and in equal quantity,.
- 3.4 Determine whether fabric is printed or dyed, woven, non-woven, or knitted, design, and trimmings.
- 3.5 In addition to the above and especially when inspecting ready-made garments and leather products the inspector must ensure that goods inspected are in conformity with approved samples in respect to designs, trimmings, type & colour of buttons & their numbers, type of fabric or leather (natural or artificial) and sewing with that of the approved samples.
- 3.6 Check weight per unit area or unit length, sizes, length and width of fabric rolls.
- 3.7 Check for individual garments label/tag showing composition, size, logo, art. No., ...etc.
- 3.8 Lab sample, if requested, must be sent immediately from the inspection site by the inspector using a rapid courier to an accredited laboratory nominated by Technical Department. A fax letter form UIS-F-39 is to be sent directly to the laboratory from Technical Department.
- 3.9 Inform the Technical Department & the supplier immediately if non-conformity is ascertained during inspection before loading can start.

4. Packaging & Loading Inspection

- 4.1 Loading operation of the goods to be followed by the inspector to ensure that no damages may occur during loading operation & to ascertain the quantity loaded.
- 4.2 Check that packages are not damaged and of manageable size and weight.
- 4.3 Check that the label or information written on the packages are clear with no misprint and have no missing information.

5. Reporting to Technical Department

- 5.1 Daily reporting to Technical Department shall be made on form UIS-F-29 and shall include progress of inspection, non-conformity and any other remarks.
- 5.2 Upon completion of any given inspection, final inspection reports should be forwarded to the Technical Department by fax or email, as soon as possible but not later than (24) hours of inspection completion, together with the packing list, calibration certificates and any other document, signed, stamped and dated by the inspector.