

INSPECTION OF HOME APPLIANCES
WORK INSTRUCTION
UIS-I-43

An inspection plan should be agreed upon prior to inspection with the seller's representative.

Hereafter an outline of main inspection steps, which can be followed to conduct pre-shipment inspection for house home appliance such as, refrigerators, ovens, stove, washers, dryers, dishwasher, sewing machines, portable air conditions, vacuum cleaner, laundry appliances, mixtures machines...etc

1. Meeting & Documents Review:

- 1.1 Review of inspector assignment and relevant documents (Contract, L/C, Proforma Invoice, technical specification and any special instructions), also to acquire and review any additional relevant standards commonly such as ANSI, MIL-STD-105E, ISO2859 standard and / or regulations.
- 1.2 A meeting is to be held with the supplier representative at the inspection site in order to meet the supplier's representative in charge of inspection, to review the documents and to discuss the implementation of the inspection test 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 manufacture and testing of items subject to inspection.
- 1.4 For house home appliance review all the quantity check, style, color & material check ,workmanship check, function/safety check , size measurement if needed, package details, shipping mark , etc.. Check test result records of routine and daily analysis and tests done by quality control personnel.
- 1.5 Review records and certificates for calibration of the instruments & devices used for testing, measuring or weighing to assure their accuracy.
- 1.6 Inspector shall ask for and obtain technical specifications and certificates of components and materials and their sub suppliers to ensure they meet the requirements and that they are from the specified origins and according to the approved vendor list.

2. Visual and Dimensional Inspection

- 2.1 Inspector visually checks goods for appearance, newness, marking, packing, and physical defects; such as dents, mechanical damage, rust ...Etc.
- 2.2. Dimensionally check size if needed and quantity.
- 2.2 Discrepancies to be recorded photographed and reported on the daily and final inspection reports indicating extent and number or percentage of detected discrepancies.
- 2.3 Check for proper packaging (wrap, insulation handling etc.) All markings are to be checked, year of manufacture...etc.

3. Sampling & Testing

- 3.1 Inspector randomly draw some samples from finished goods, based on statistical random sampling technique to verify that the finished shipping lots conform to the clients specification, order, L/C, reference samples, etc
- 3.2 Check the function test on some randomly selected samples, protection type, packing, coating, and varnishetc.
- 3.3 According to applicable standards, a certain number of samples are subjected to relevant tests; results should be clearly recorded on adequate form or sheet mentioning the method applied and must be reviewed by the inspector. All test forms, function test report and sheets should be jointly signed by inspector and seller's representative.
- 3.4 The results of tests carried out or witnessed should be checked to determine conformity with contract requirements. If a certain degree of non-conformity is detected, the UIS technical department supplier and buyer should be immediately informed.

4. Packing

- 4.1 The inspector shall follow UIS common practice for packing and /or any international standard agreed by the buyer and seller.
- 4.2 The inspector should make sure that packaging is suitable and give adequate protection during transporting and handling. Inspector must note that many goods need special protection from wet weather conditions by proper wrapping, silica gel bags...etc.

4.3 The inspector should check for O.M. manuals, spare part ref and any requirement mentioned in PO ...etc.

5. **Reporting to Technical Department**

5.1 Daily reporting directly to Technical Department shall be made on UIS-F-29 form and should cover clearly the progress of inspection, testing activities non-conformities and any other remarks, with photos. Photos and supporting documents shall be included with Daily Inspectors' Reports.

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.