Product monitoring and measurement control procedures

1.0 Purpose

Measure and monitor product characteristics to verify product requirements are met .

2.0 Scope of Application

Measure and monitor raw and auxiliary materials used in production, work-in-progress and final products during the production process.

3.0 Definition

None

4.0 Responsibility

4.1 The Technical Quality Department is responsible for the implementation of this procedure. Responsible for the formulation of inspection operation instructions and the verification of raw materials and products. Responsible for formulating various acceptance technical requirements according to the process requirements.

4.2 The purchasing department is responsible for the inspection report of purchased raw and auxiliary materials and external processed products.

4.3 The Marketing Department is responsible for the correct about ”Production construction sheet” attached sample bags,responsible for providing products inspection report .

4.4 The production workshop shall actively cooperate with the inspection

work and the protection of the inspection state.

5.0 Process Program

5.1 The technical quality Department shall formulate various technical requirements for acceptance, According to “Incoming inspection operation instruction book” Clear Detection Point,Sampling Plan,Inspection Program,Test Method,differentiate basis,Testing equipment used, etc.

5.2 Customer provide products test and verify according to ”Customer Property Control Procedures”in process.

5.3 Verification of externally processed products according to”Regulations on the administration of outgoing processing” carry out .

5.4 Purchase verification

5.4.1 Before the raw and auxiliary materials enter the warehouse,The warehouse staff checks the delivery note, confirm the material name、Size、Quantity and so on no mistake,After packaging is lossless, After hanging the mark to be inspected, notify the purchasing department according to the source of raw and auxiliary materials、Technical Quality Department.

5.4.2 The purchased raw and auxiliary materials shall be filled out by the warehouse clerk “Raw and auxiliary materials test sheet”Notify the Technical Quality Department to verify it, The raw material inspector should be test and veriify to ”incoming inspection instruction book” as Inspection or verification,Fill in the final conclusion “Raw and auxiliary materials test sheet” After reporting to the department head for examination and approval,One copy is retained and the remaining two copies are distributed to the purchasing department and the warehouse

5.4.3 After the inspection results,The quality inspection personnel shall cover the "qualified" seal on the outer package and remove the mark to be inspected. Qualified products shall be processed for warehousing and write the warehousing date; nonconforming products shall be isolated and stored according to the Control Procedures for Handling and Correction of Nonconforming Products.

5.4.4 The qualified sampling inspection shall not exempt the material supplier from the responsibility of providing qualified products that meet the production and quality requirements of the company.

5.5 Process inspection

5.5.1 In each process, the operator shall conduct self-inspection to remove the unqualified section generated by the process and the previous process in the rolling film, and the position shall be identified according to the Unqualified Section Management Regulations. The unqualified section shall be put into the "waste area" for scrapped.

5.5.2 Printing process、Squeeze lamination process、Dry process、Divide process、Process inspection of the bag-making process

Each process inspector need to implement the initial workpiece inspection in the process according to “ Process inspection operation instruction book” ,go the rounds inspection, the complete inspection (i. e., "three inspection"), and fill in the “Printing Process Inspection Record Form” , “Lamination Process Inspection Record Form”, “Cutting Process Inspection Record Form”, “The Bag Making Process Inspection Record Form”

a. First piece inspection: the first product of different batches, specifications, customers and other products in batch production shall be sent by the production workshop or by the process inspector to the site for sampling inspection and verification .
b. Go the rounds inspection, the complete inspection: The process inspector shall inspect the production workshop every 20 to 30 minutes; inspect again after completion and fill in the records .

5.5.3 Each process inspector shall follow the results of the in-process inspection,Test status identification according to “the Identification and Traceability Control Procedure”.

5.5.4 When the product is judged as unqualified by the process inspector, the person in charge of the production department shall make a review and disposal decision according to the

Control Procedures for Handling and Correction of nonconforming Products

5.6 Final Inspection

5.6.1 The technical quality department shall make the corresponding "finished product shipment report" for different products according to the "Quality Manual of Foshan Packtop Laminated Packing Co., Ltd." or the special requirements of customers.

5.6.2 After receiving the final product submitted for inspection, the final inspector shall conduct appearance inspection, check the construction sheet and the attached sample bag issued by the Marketing Department, fill in the corresponding column of Finished Product Delivery Report, and submit the samples to the laboratory inspector for physical and chemical performance testing.

5.6.3 The laboratory inspector shall fill in the final inspection conclusion according to the physical and chemical performance test results and appearance inspection results in the Finished Product Delivery Report and report it to the department head for review.

5.6.4 If the final product fails to pass the inspection, the final inspector shall mark the inspection status and isolate it according to the Identification and Traceability Control Procedure, and the person in charge of the Technical Quality Department shall handle the inspection according to the Control Procedures for Handling and Correction of Nonconforming Products.

5.6.5 If the final product passes the inspection, the inspector shall mark the inspection status according to the Identification and Traceability Control Procedure, and pack the box according to the requirements of the Check Bag and Packaging Operation Instructions.

5.6.6 After passing the inspection, the final inspector shall attach the product qualification card in the box and stamp the inspection seal, and the products can be stored or shipped.

5.7 Inspection And Test Records

5.7.1 Technical quality department to establish the supplier (including external processing units) to provide each batch of raw and auxiliary materials and outsourcing processing quality records, monthly "raw and auxiliary materials test sheet" and " monthly production in the report to the manager's office and purchasing department, determine the processing opinions and solutions.

5.7.2 The technical quality Department shall keep the inspection records of the production process and summarize the quality status monthly before the manager office.

5.7.3 The Technical Quality Department shall keep the Finished Product Delivery Report of each batch of products and report the unqualified products to the manager's office monthly.

5.7.4 Records shall be managed in accordance with the relevant provisions in the Record Control Procedure.

5.8 The Technical Quality Department is responsible for the inspection and testing of non-consistent raw materials and products, and report to the General Manager and notify the Marketing Department and Production Department.