

BIAB Regulation on Quality Control and Inspection

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In order to avoid any what-so-ever quality/packing complains, from now on, we decide to monitor each order based on below rules:

1. We divide our current clients into groups:

Group 1: UNICEF, ICRC, IFRC, UNHCR, UNDP, NGOs

Group 2: All UN peace keeping missions

2. Different monitor step applies to each Groups:

For group #1: below steps must be 100% followed:

Step 1:

Send production sample to the client for final approve, once approved by the client, this sample is for final quality control use, any product from the mass production, which is not comply to the sample, will be rejected by BIAB. The person who in-charge-of the each project, must taking consideration of the sampling time to avoid delay on the shipment.

Step 2:

For some of the items such as ruler, bag which are too easier to arising problems, we should take below action:

Level 1: arrange mid- production inspection + final third party inspection with the absent of BIAB members. For heavy and liquid products, the carton and pallet weight-bearing test/evaluation must be applied during the production.

OR, for items which are difficult to judge the raw material/environment friendly standard (like crayon and paint), we should take below action:

Level 2: go and pick up samples from factory and send for testing + final third party inspection. For heavy and liquid products, the carton and pallet weight-bearing test /evaluation must be applied during the production.

OR, for other items, we should take below action:

Level 3: arrange the final third party inspection. For heavy and liquid products, the carton and pallet weight-bearing test /evaluation must be applied during the production.

For group #2: below steps must be applied:

Step 1: For some items, which may cause confusion, we should send samples to client for approve before production.

Step2: For heavy and liquid products, the carton and pallet weight bearing test/evaluation must be applied during the production.

Step 3:

For value > USD 20 000 of each item, level 1 as mentioned above should be applied.

For value between USD 5000-USD 19999 of each item, level 3 as mentioned above should be applied.

For value < USD 4999 of each item, self inspection can be applied by factory or BIAB members.

For items which are not easy to judging the materials, we should pick up samples in the middle stage and send for testing.

All final inspection report must be confirmed by HZO branch manager and then sent to GO for final approval before loading.