



SYSTEM PROCEDURE

FOR

QUALITY CONTROL & ASSURANCE

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M/S Dstexco Quality Control Assurance

Document Title: *System Procedure for Quality Control & Assurance*

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1.0 Purpose:

The purpose of this procedure is to establish Quality Assurance Mechanism from fabric inspection to internal final audit by incorporating the best QC and QA practices.

Analyze quality constraint in major and minor categories (in the light of customer provided manuals).

Update and maintain Quality reports in all respect of Buyers and internal references.

And also provide standard guidelines for Quality assurance & controlling activities keeping in view the buyers requirements.

2.0 Scope:

This procedure is applicable in the IMS (ISO 9001:2000, SA 8000:2001, ISO 14001:1996) to Quality related departments at any subjected mill.

3.0 Responsibility:

Quality Head with the coordination of his team (Quality Officer, Supervisor and his other team members) is responsible to control & ensure the quality at every stage as per the buyer requirement and as well as ensure the implementation of this procedure as per the required formats.

4.0 Procedure:

Pre Production Meeting

Before starting any new order its quality head responsibilities to arrange the Pre-Production meeting with his quality team and relevant department (production ,processing & merchandisers) to discuss on fabrication standard, make style, stitching & packaging specification etc, During this meeting we also compile a complete record(Quality Manual, Technical Detail, Packaging Details & any written mail etc) of the under discussion customer in Master File . Purpose of this meeting is to clear all the issues before going in to production and also to get the good quality with on time delivery.

Fabric Inspection

10% fabric of the total lot is inspected at 4 Point Quality System, on arrival at mill, using our internal quality report format, (although the fabric which comes in sapphire is also inspected at supplier premises under supervision of our processing team before dispatching at sapphire) but its our internal procedure to assure the fabric quality as per customer required standard,

Our fabric QA select his sample size (10%fabric) from the total fabric lot, after selecting the sample size he tear the full width piece (6"x full width) from every selected roll or ball & check the shade, design repeat & hand feel with the customer approved standard. Quality auditor also check the bowing & skewing on these pieces of the selected rolls after checking all these requirement QA starts the visual inspection of the selected sample in which he inspect the weaving and finishing mistakes

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After completion of the visual inspection of the sample size he counts the penalty points of the fabric & calculate it as per 4 point formula system ,if the fabric comes with in tolerance then fabric move in fabric store as OK for cutting or for Export as piece goods shipment.

Cutting Inspection

Our QC review the fabric inspection report against requested fabric demand to the store, during the fabric issuance procedure QC make a sample from the actual fabric as per the required specs to make sure the correct direction & stitching margins (Its procedure to make the sample before starting the cutting), finally sample signed by Quality manger in keeping view of customer specs & style.

Its our internal procedure QC tear the full width piece from every roll to make the shade continuity and as well to check the Bowing and skewing from every roll prior to starting the cutting range, if he found any roll off quality he separate it from the A quality rolls and give go ahead for cutting, during layering cutting personals keep their eyes on fabric faults also, cutting quality inspector also keeps their eyes randomly on fabric during the layering process (on fabric faults and also very conscious on lay height, this should be Max 4")

After completion of the lay cutting master mark the lay for cutting but cutting master could not start the cutting until our QC cross checked the marking which he done (to make sure the correct marking as per the specs) after checking the marking our QC give him go ahead for the cutting during cutting he keep his eyes on cutting, after completion of cutting Qc takes the pieces from lay and inspect the cutting accuracy on 2.5 AQL ,if result of lay found ok then it will stack in the racks for inducting in stitching

QC also generates their reports at every step as per findings as per internal report format & signed by the quality Manger at the end of the day or next day.

Inline Stitching Inspection

Before start of the confectioning process inline quality inspectors review the sample which we make before starting the cutting to make sure the stitching style and direction, QC,s also check this sample against the customer specs.

Its inline quality controller responsibilities to make sure that required article should be made as per the customer specs & as per the approved sample, this also include in the responsibilities of the qc, s that they get hourly feed back from table inspection (where 100% inspection done) so that they can focus on those faults which they are highlighting during 100% inspection., in general as per our internal standards the quality departments constantly inspects the following aspects:

- ✓ Approval of the pre production stitched sample which was stitched before starting the cutting (signed by the concerned merchandiser and Quality manager).
- ✓ Counter checking of the approved sample as per the customer specifications.
- ✓ At the time of loading at switch track one sample in each style is stitch from any cutting layer before going into production for the assurance of all quality aspects, e.g. correct hemming size, width and length sizes etc.
- ✓ Random quality inspection is constantly made on all operations in inline stitching.
- ✓ Faults highlighted by the quality inspector discuss with the Production Manager for the improvement

M/S Dstexco Quality Control Assurance

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- ✓ Hourly faults % calculated and show to Quality Manger.
- ✓ At the end of the day quality reports are generated on the basis of random inspections.

Packing Inspection

Packing starts only after one packed piece is signed by the relevant merchandiser and the quality manager keeping in view his all customer specifications (stiffener quality, folding style, UPC placement poly quality and packing style etc).

Quality department inspects the 100 % packaging of the required article before putting these in to the cartons, in this 100% inspection QC,s checks the UPC, Inlay card, placement of the stickers and quality of the poly bags .Quality inspector separate the faulty pieces from the good quality packed pieces and sent faulted pieces in a Box which is placed where the QC inspecting ,after every one hour quality inspector count the pieces fault wise and show it to the packing in charge and production manager. Quality inspector generates his report hourly after counting the fault wise pieces.

Quality department also checks the quality of the cartons, placement of the shipping marks at outside of the cartons, quantity per carton as per the customer requirement.

A final packing inspection report is generated by the quality inspector on the basis of his 100 % inspection and duly signed by the quality manager.

Internal Final Audit

Internal final audit is conducted when goods will be packed in the cartons; a detailed packing list is given to the internal quality auditor for the quality audit. Quality Auditor checks the following aspects during his audit as per the AQL given by the customer

- 1- Count the cartons as per the packing list given by the packing department.
- 2 -Select the cartons from different rows as per the our internal AQL (we always take extra sample size of the cartons for packing inspection)
- 3- After selection of the cartons he checks the shipping mark and matched it with the customer provided info or with customer approved shipping mark.
- 4- Auditor counts the pieces and checks the size inside the carton as per the quantity & size mentioned on outside of the cartons.
- 5- Auditor checks the packed pieces as per the required specification.(As per our internal procedure not a single fault is acceptable in packaging)
- 6-After conducting the detailed packaging audit he starts the stitching audit as per the required AQL.
- 7-During audit he inspects the Specs, Make style, stitching quality ,size mixing and shade matching, if any thing found disposition he marks the faults with the stickers and show it to the concern person and quality manger.(As per our internal system not single fault is acceptable of Size mixing)
- 8- Internal Quality auditor generates his report as per his finding during the audit and duly signed by the Quality Manager.

M/S Dstexco Quality Control Assurance

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The shipment is only dispatched if the quality reports are satisfactory and the results are within tolerance, shipment cannot be dispatched by the shipping department until and unless they receive the internal quality audit report.

Carton Inspections

To avoid any customer complaint on damages of carton or any wrong placement of shipping mark @ one of any carton, we implement a system of 100% carton inspection, this inspection is done by the QC before or at the time of shipment loading.

Samples Inspection.

Quality department is also responsible to inspect the samples. Its merchandiser's responsibilities to update the quality department with all technical data sheets by mail (SAMPLE REQUEST FORM). Quality department checks the sample as per the technical sheets and generate his report as per their findings. Report is duly signed by the merchandiser also. Further samples inspection report to be sent along with the samples if required.

Quality Control & Assurance Hierarchy

4.1 Quality control and Assurance.

- Quality Manager is overall responsible for all quality related matters from fabric inspection to Ex- mill the goods.
- Quality manager is responsible to review the all specifications and requirements of the customers and also responsible to execute the best Quality.
- Quality Manager is responsible to live in very close coordination with the merchandisers for quality related information's and pass it to the quality team.
- Quality Officer as per requirements of quality assurance checks the Cutting program & sends the relevant information to all quality inspectors.
- Quality Plans & Work instructions are provided for exact Quality & production control.
Note: All the Quality dispositions will be finalized by with the interaction of Customer.
- After completion of order Quality department inspects the packed cartons randomly & prepares Final inspection report, further, Shipment cannot be dispatched by the shipping department until and unless they receive the internal shipment release by the quality department.

Related documents

- Pre-Production Meeting Format.
- Fabric inspection report.
- Q.C Cutting report

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- Flat sheet inline report.
- Fitted sheet inline report.
- Pillow case inline report.
- Quilt covers inline report.
- Daily audit statement report
- Packing quality report.
- Quality control notification.
- Specs check list for Sheet set.
- Specs check list for TOB
- Check list for flat sheet.
- Check list for fitted sheet.
- Check list for pillow case.
- Check list for quilt cover.
- Check list for packing.
- Summary of audit report.
- 100% Carton Inspection Report
- Samples inspection report.