

Factory Documentation Preparation Resource

Document (s) / 文件

ISO Certification / ISO 证书

ICTI Certification / ICTI 证书

C-TPAT - GSV Certification / C-TPAT - GSV 证书

Formal documented system to control document revision, distribution and maintenance
控制文件的修订、分发及维护的系统文件

Documented system to define storage, protection and retention of quality records
规定质检记录的存放、保护及归档的文件

Documented Production procedures/instructions for all processes
各步骤的生产程序以及生产作业指导书

Documented Inspection procedures/instructions for all stages of production
各生产步骤的检验程序以及检验作业指导书

Documented pre-production meeting process / 产前会议程序

Pre-production meeting records / 产前会议记录

Documented Pilot/Test Run process / 试产程序

Documented Pilot/Test Run results / 试产结果

Documented factory delivery performance records / 工厂的交期达成率

Documented preventative maintenance process for all factory equipment
所有工厂设备的维护程序

Training / 培训

Documented training program for QC Inspectors on QC Processes / QC 的培训程序

Documented training program for Maintenance Workers / 维修工人的培训程序

Documented training program for Production Workers / 生产工人的培训程序

Factory Organizational Chart / 工厂组织架构图

Factory QC Shift schedule / 工厂 QC 的轮班制度

Daily/Weekly quality goals and results / 每日或每周的质量目标及结果

Factory Defect Classification List / 产品瑕疵等级分类清单

Quality Control Meeting schedule / 质量控制会议制度

Quality Control Meeting results / 质量控制会议记录

Maintenance Workers personnel files / 维修工人个人档案

QC Inspectors personnel files / QC 员个人档案

Production workers personnel files / 生产工人个人档案

Material/Supplier Management / 物料与供应商管理

Documented inventory process for monitoring/documenting incoming/outgoing material
监控或记录进出物料的库存程序

Documented process for reviewing all incoming raw material, components, sub-assemblies
conform to Specifications, Quality Standards

原材料、零部件及配件的规格、质量标准检查程序

Documented process for reviewing all incoming raw material, components, sub-assemblies
conform to Specifications, Quality Standards

原材料、零部件及配件的规格、质量标准检查程序

Documented process for reviewing all incoming packaging material under light box
在灯箱下对所有进厂包装材料对色检查程序

Records of non-conforming packaging status and disposition / 不合格包装的处理记录

Supplier performance and reliability documentation / 供应商交货合格率和可靠性记录

Non-conforming/rejected raw material, in process product, finished product disposition records / 不合格或拒收的原材料、半成品及成品的处理记录

Documented process for proper storage and handling of hazardous chemicals
有害化学品的正确储存及使用程序

Documented process for proper storage and handling of dyes/inks
染料或油墨的正确储存及使用程序

Documented process for proper packaging/handling of product going to a Sub-contractor
外加工产品的正确包装、处理程序

Documented process for inventorying, reconciling and inspecting product received from sub-contractor / 外加工产品回厂的核数、检验、及入库程序

Inventory and Inspection records of product received from sub-contractor.
外加工产品回厂的库存及品检记录

Documentation of sub-contractor QC controls, performance results, etc.
外加工产品的品质控制及考核记录, 等等

Documented process for inspecting incoming trims, sundries, hang tages, ect.
辅料、配件、吊牌的检验程序, 等等

Documented results of incoming trims, sundries, hang tags inspections.
辅料、配件、吊牌的检验记录

Documented records of trims, sundries, hang tag release form storage room to production
辅料、配件、吊牌的领发料记录

Laboratory / 实验室

Light box maintenance, calibration inspection results / 对色灯箱的维护、校验记录

Documentation / Certification of training for Lab Technicians
实验室技术员的培训文件或证书

Records of color vision testing for all lab personnel responsible for color evaluation
实验室所有负责颜色评估人员的色觉能力测试记录

Testing results of all Third Party Lab / Internal testing results
第三方实验室或工厂内部的测试结果

Sewing / Production Floor / 车缝/生产车间

Documented process for reconciling second quality product / 次品的核对程序

Documented process for inline inspections / 现场线检程序

Documented results of inline inspections / 现场线检结果

Documented process for During Production finished goods inspections
成品生产中的检验程序

Documented results of During Production finished goods inspections
成品生产中的检验结果

Documented process for Final Random Inspection of finished goods including packaging and cartons / 成品包括包装和纸箱的抽检程序

Documented results of Final Random Inspection finished goods inspections
成品的终期抽检结果

Documented process for broken needle control / 断针控制程序

Broken needle control log / 断针控制每日记录

Metal Detection / 过针测试

Documentation of metal detection process for appropriate product

对适用产品的过针测试程序

Documentation of records showing all required product passing through appropriate metal detection / 所有需要过针测试产品的过针测试记录

Documented results of metal detection device calibration / 过针测试器的校验结果

Screen print / 丝印

Documentation of screen print material inventory and issue logs

丝印材料的库存和发放记录

Documented process for cleaning of screens used for screen print

丝印网版的清洁程序