**Inspection Booking Form**

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| **Date:** | Click here to enter a date. |

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| **1.** | Inspection Booking form must be duly filled and returned to us at 5 (five) days before the inspection. |

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| **2.** | **Buyer:** |  |
| Address: |       |
| Contact Person: |       | Email: |       |
| Telephone: |       | Mobile: |       |

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| **3.** | **Supplier:** |  |
| Address: |       |
| Contact Person: |       | Email: |       |
| Telephone: |       | Mobile: |       |

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| **4.** | **Product Description:** |  | **Product Style Number :** |  |
| Order Number: |       |
| Order Quantity: |       |
| Shipment Date: | Click here to enter a date. |
| **Inspection Date:** | Click here to enter a date. |
| Inspection Location: |            |

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| **5.** | **Type of Services:** |
| Sample Inspection | : | [ ]  |  | Sample Picking | : | [ ]  |  |
| Production approval | : | [ ]  |  | During Production Inspection | : | [ ]  |  |
| Pre-shipment Inspection | : | [ ]  |  | Container Loading Supervision | : | [ ]  |  |
| Piece to Piece Inspection (100%) | : | [ ]  |  | Re-Inspection | : | [ ]  |  |

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| **PREREQUISITES FOR INSPECTION** |

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| 1.1 | Inspection Booking form must be duly filled and returned to us at 5 (five) days before the inspection. |

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| 2.1 | Buyer should provide Inspection Highlights containing all the important points to check on the particular item if convenient. “Inspection Highlights” are those points, which are major cause of concern for the Buyer. |

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| 2.2 | Buyer should provide Approved Sample or Sealed sample. It is always considered a bench mark and our principals are always encouraged to send it to us. |

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| 2.3 | Buyer should provide Purchase Order with all available specifications sheets. It is a must requirement to carry-out inspection. |

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| 3.1 | Factory/Seller must assure that all the goods are 100% completed. At least 80% goods should be packed at the time of “Pre-shipment Inspection”. |

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| 3.2 | Factory/Seller must assure that at least 30%-40% goods are finished and minimum 10% are fully packed to carry out “Online Inspection”. |

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| 3.3 | Factory/Seller must assure that all the goods are 100% packed and container and stuffing labor pre-arranged for “Container Loading Supervision”. |

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| 4.1 | Factory/Seller must ensure that Export Cartons are numbered. Export cartons should be openly available for easy view and count & collection of random sample pick. |

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| 4.2 | Inspector should be assisted and provided a separate inspection room, well lit with Inspection table, necessary test equipment and helpers to handle unpack and re-pack the goods and cartons. |

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| 4.3 | Inspectors should be freely allowed to take pictures of cartons, goods, any relative documentation etc. |

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| 4.4 | Factory Q.C. Manager should be readily available during inspection to answer any queries of the inspector. |

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| 4.5 | Inspector can work alone as per his/her wish and must not be disturbed in any way by any person during his inspection work. |

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| 5.1 | Allow our inspector to communicate (by fax or phone) his inspection results to the PRIAAS head office. |

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| 5.2 | Inspectors should be allowed to collect reference sample(s) from the factory. These samples are to facilitate any further questions of our client. |

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| 6.0 | Cancellation Fees apply : |
| 6.1 | When our inspector arrives at the factory on the booked inspection date and the goods are found not in accordance with “point 3.1 or 3.2 or 3.3”, 100% of the applicable man-day rate including travelling & lodging expenses will be charged.  |
| 6.2 | When an inspection date is revised or cancelled within 12 (Twelve) working hours (Mon-Sat 0900 HRS - 1700 HRS) prior to requested inspection date. We will apply a cancellation fee of US$200.00, plus travelling & lodging expense occurred if the inspector has already been dispatched. |

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| 7.1 | Non-conformance to above points may cause delay or cancellation of inspection. |

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| Any other relative information can be sent at priaas@priaas.com |