

1. Pattern Checking

A. Style _____ has been signed off as correct by Head Office on the following date: ___/___/

2. Material Checking

___/___/____

A. I have checked that the colours requested in the order sheet are in stock for the materials requested on the following date: ___/__/___

B. I have checked that the colours of the materials requested match the colour shades of the interlock swatch book on the following date: ___/__/___

C. If the colours do not match, I have stopped production of this item and have reported to Head Office on the following date: ___/__/___

D. I have checked that every single type of material being used for this item has passed a wash test for its batch of material on the following date:

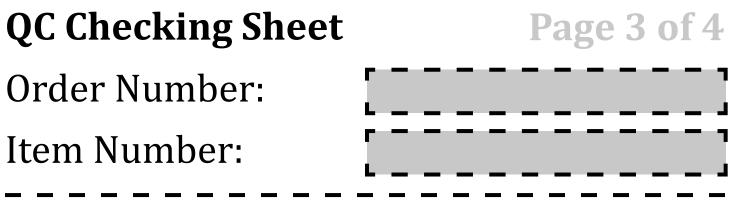
Enclose the wash tests signed off by QC Manager, Factory Manager and Storekeeper with date

QC Checking Sheet Page 2 of 4		
Order Number:		
Item Number:		
3. Embroidery Checking		
	A. A checking sheet has been created for [number of] logos and sent to Head Office for approval on the following date://	
	B. A checking sheet has been approved for [number of] logos by Head Office on the following date://	

4. Printing Checking

A. A checking sheet has been created for _____ [number of] logos and sent to Head Office for approval on the following date: ___/___/___

B. A checking sheet has been approved for ____ [number of] logos by Head Office on the following date: ___/___/___



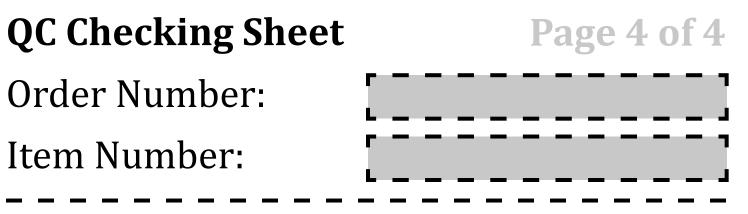
5. Size Chart Checking

A. The size of the finished product has been compared to the approved size charts for _____ [number of] different sizes on the following date: ___/___/___

6. Order Sheet Checking

A. I have checked and approved the specification of this item against the supplier order sheet on the following date: ___/__/___

B. I have checked and approved the quantities of this item against the supplier order sheet on the following date: ___/__/___



7. Packaging Checking

___/___/____

A. I have checked that each individual polybag containing a product has the corresponding barcode stuck to the front of the polybag on the following date: ___/___/___

B. After the barcodes have been stuck on to the polybags, there are _____ [number of] barcodes left

C. The factory manager has been made aware of the missing product(s) on the following date:

D. Head Office has been made aware of the missing product(s) on the following date:

E. I have checked that every single item from this order has been packed and sealed inside one large polybag on the following date: ___/___/____

F. I have checked that the order and item number is cleared displayed on a label on the large polybag on the following date: ___/___