

Order Number:

Item Number:

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

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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: ___/___/___

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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: ___/___/___

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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: ___/___/___