

Document ID	Document Title		Revision
<b>QMS-WI-002</b>	<b>Brand Addition Incoming Inspection</b>		<b>1.1</b>
<b>Applicable Sites</b>	<b>Manchester</b>	<b>Hagen</b>	

### Appendix 3 – Incoming Inspection criteria (to be shared with suppliers)

#### 1. Delivery Received as per BA guidelines

Type	
<b>Vehicle Acceptability?</b>	
a	Vehicle Roadworthy
b	Vehicle / Trailer / Sea Container clean and undamaged
c	Vehicle / Trailer / Sea Container secure with no signs of tamper (slashed curtains, broken seals etc.)
<b>Consignment Acceptability?</b>	
d	Delivery re-arranged with forwarder or BA (doesn't turn up un announced)? (applicable to 1 pallet or 20 cartons or greater)
e	Packaging secure and sealed (not tampered with)
f	Packaging / Carton clean and undamaged.
g	Pallets clean and undamaged (all stringers and corner blocks intact and be capable of holding the goods intended for delivery)
<b>Mandatory Requirements - Labelling?</b>	
h	BA Purchase Order Number (minimum on outer packaging)
i	BA Stock Code (minimum on every outer carton)
j	Product Description (minimum on every outer carton)
k	Unit of Quantity per Carton (minimum on every outer carton)
L	Supplier Item Code and/or Batch Number

#### 2. Item Received Matches Product Description

	Type	Method	Criteria
a	Is the colour correct	Visual	Matches sample or product description
b	Is it the correct size? (If applicable)	Visual Or Measurement	Matches product description Or Within 5%
c	Does the item match the description on the box / PO	Visual	Description matches

#### 3. Product Quality (Quality of Item)

	Type	Method	Criteria
a	Is the inner packaging damaged?	Visual	No damage to Packaging
b	Are there any scratches scuffs on the product visible when holding the product at arm’s length	Visual	No scratches can be identified
c	Is the product broken or damaged in anyway (e.g. chips in ceramic items, obvious scuffs across the surface, dents in metal products, broken glass wear, creases in stickers or paper items, ring	Visual	No damage identified Matches Sample

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	detached from keyring, rips or dirt on garment)		
d	Is the Item discoloured or not match the approved sample. Is the colour inconsistent with other samples of the same product inspected?	Visual	Matches Sample Or Colour Inconsistencies
e	Are there any signs of mould or the product being damp?	Visual	No Mould Present
f	Are there any loose parts that have become detached (Lids becoming detached from pens)	Visual	No Loose Parts
g	Is there a nasty odour?	Smell	Does the product have a bad odour?

#### 4. Quality of Branding + Logo (If Present)

	Type	Method	Criteria
a	Branding shall be intact with no issues with poor print quality or poor registration	Visual	Printing is legible / aligned & image is not blurry
b	All imagery should be well defined (e.g. eyes look like eyes etc.)	Visual	Image is representative of artwork / approved sample
c	Branding shall be positioned correctly as per approved sample / artwork	Visual	Matches samples / artwork
<b>Printed Items</b>			
a	There shall be no scratches or scuffs to the branding of the item	Visual	Branding must be fully intact with no damage
b	No print should lift from the product	Tape Test	No print should lift from any product tested
<b>Embroidered Items</b>			
a	No loose threads are present around branding or logo	Visual	No hanging threads from embroidery
b	The embroidery of the item is of good quality (Logo is clear etc.)	Visual	Embroidery matches sample / artwork

#### 5. Product Functionality

Note: Functionality testing may not be possible on all items but this should be undertaken where possible. Listed below are some examples of functional checks that should be performed but these are usually common sense:

- Writing instrument – Does it write?
- Pen – Does the clicker work?
- Does the lid remove from a drinks bottle?
- Does the safety break detach and re-attach on a lanyard?

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## Special Categories

### Garments (Clothing – e.g. T-Shirt, Hoodie, Jacket)

	Type	Method	Criteria
a	Product must contain a label.	Visual	Care Label in Product
b	Does the care label contain: <ul style="list-style-type: none"> <li>Garment Composition (e.g. 100% cotton)</li> <li>Washing Instructions</li> <li>Country of Origin (could be on a separate sticker)</li> <li>Size (could be on a separate sticker)</li> <li>Manufacturer / Importer Info, e.g. Fruit of the Loom / Brand Addition (could be on a separate sticker)</li> </ul>	Visual	Information can be found on product or care label
c	Garment size matches description	Visual Or Measurement	Size on product correct Or Within 5% of agreed dimensions

### Garments (Headwear – e.g. Cap, Beanie)

	Type	Method	Criteria
a	Product must contain a label.	Visual	Label in Product
b	<ul style="list-style-type: none"> <li>Does the care label contain:</li> <li>Garment Composition (e.g. 100% cotton)</li> <li>Washing Instructions</li> <li>Country of Origin (could be on a separate sticker)</li> <li>Manufacturer / Importer Info, e.g. Fruit of the Loom / Brand Addition (could be on a separate sticker)</li> </ul>	Visual	Information can be found on product or care label

### Food items & Confectionary

	Type	Method	Criteria
a	Product must contain a label.	Visual	Label in Product
b	<ul style="list-style-type: none"> <li>Does the label or product contain:</li> <li>Ingredients</li> <li>Allergy Warning (If applicable)</li> <li>Manufacturer</li> <li>Best Before Date</li> <li>Net Qty (e.g. 30g)</li> </ul>	Visual	Information can be found on product or label

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#### Electrical & Electronic Items

	Type	Method	Criteria
a	Product Markings Present	Visual	Marking on Product, packaging or in instructions
b	Product Markings must include: <ul style="list-style-type: none"> <li>CE Mark</li> <li>WEEE Symbol (Crossed out wheelie bin)</li> <li>Manufacturer details</li> <li>'Made in' location</li> </ul>	Visual	Information can be found on product, packaging or within instructions
c	Product must include instructions	Visual	Instructions present

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#### Revision History

Revision No.	Change Description	Author	Release Date
0.1	First Draft for Review	K.Motyl	22/05/2019
0.2	Updated based upon discussions with Purchasing and Warehouse Team	K.Motyl	23/05/2019
0.3	Included Appendix 3 to be shared with suppliers	K.Motyl	28/05/2019
1.0	First Issue	K.Motyl	30/05/2019
1.1	Updated BA Part Number to BA Stock Code	K.Motyl	03/06/2019