	INSTRUCTION		Code	QE-IN-14	
	GENERAL PREVIO INSTRUCTION		Author	JC	
			Version	1,0	
			Checker	SZ	
		Approver	AM	Review	0
				Page	1

OBJECTIVE 目的

To establish a common instruction for BASIC "PREVIO" inspection services. To make sure SBE engineers or inspectors' activities have a specific and correct guideline when performing BASIC PREVIO services. 为基本的 PREVIO 服务创建完整和详细的说明。确保 SBE 项目经理或者检验员在做监柜的时候有个正确的指导。

Introduction 介绍

This instruction will explain the basics confirmations and pictures to be taken for a BASIC PREVIO service.

Rules

- Customs Agent and Customer may require more specific instructions according to the type of products and specific situations.
- No matter the inspection is done through Real Time App or by Word template, the basic following instructions shall be considered.
- In case of lack of specifications or product inspection remarks, this instruction shall be taken as the default guideline for the PREVIO inspection performance.
- Specific instructions of the techniques/methodologies employed by SBE inspectors shall follow the internal SBE Inspection Procedure and Inspection Audit Handbook.

Definitions 定义

Definitions and responsibilities are defined in the Previo Procedure.



INSTRUCTION



GENERAL PREVIO INSTRUCTION

Author	JC	Code	QE-IN-14
Checker	SZ	Version	1,0
Approver	AM	Review	0
		Page	2

Inspection Instructions 检验步骤

Inspection Quantity 检验数量要求

Responsible: SBE engineer or inspector SBE 工程师或检验员

English	中文
<p>LOT AND LOADED QUANTITY Inspector shall:</p> <ul style="list-style-type: none"> Count and Mark with a red permanent marker all the product SKU quantity found onsite in a numerical consecutive manner. The last SKU marked shall be placed by the Container door (together with the inspected and marked SKUs) to verify and proof the counting method and action. Inspector shall take a pictures of this mark and SKU position. Consequently, confirm the quantity loaded in the container. In case any complication or special situation happens. Inspector shall report to SBE offices and place remark in the report. <p>SAMPLED QUANTITY According to customer's standard, randomly take 3 cartons for each item, and then check <u>1pcs</u> per carton.</p> <p>If different, CUSTOMS AGENT/CUSTOMER will determine the FINAL number of the sampling before we start the inspection.</p>	<p>产品数量与装柜数量</p> <p>检验员应：</p> <ul style="list-style-type: none"> 点数并用红色马克笔在所有包装上用连续数字标记显示（比如 1，2，3）。 把最后做标记的那箱放在集装箱门口，来证明我们 SBE 检验员的点数数量和方法。最后检验员要拍一张这个标记和装箱位置的照片。 同时，确认集装箱里的实际装柜数量。 如果发现任何不符或者特殊情况，检验员应报告办公室，并写进报告里。 <p>抽样</p> <ul style="list-style-type: none"> 根据之前客户的标准，每款抽三箱，然后验个 1 个产品。 最后客户在检验前会规定检验的抽检数量。
	

APPEARANCE ATTRIBUTES

English	中文
<p>Product Configuration</p> <ul style="list-style-type: none">Take at least 3 units of the product, accessories & parts out of the packaging and put them on a flat surface one besides the other.Product configuration shall be consistent among all samples.Take at least 1 overall picture of the configuration. <p>Appearance & Design</p> <p>Take pictures of item from all the possible angles available (Top, Bottom, Front, Back, sides, inside and outside)</p> <p>Material Check</p> <p>Take at least 1 close up pictures (5-20 cm distance)</p>	<p>查看3个产品，应该是一致的。 从各个角度拍一套产品照片。 拍微距照片（近距离拍材料）。</p>
	
	



LABELS & MARKS ARTWORK(Labels, hangtags, logos, barcodes, marks, etc...)

English	中文
<ul style="list-style-type: none"> • Check at least 3 units • Labels shall be consistent among samples checked. • Take close up pictures (5-20 cm distance) for every label, mark, logo found in the product and components. VERY IMPORTANT. • VERY IMPORTANT to Document Logos, Marks and Artwork when product has registered trade mark. This will be specified per event. • Take interior labels pictures found inside the product and components. VERY IMPORTANT. Need to check both outside and inside of product. For example, need to open the bag to confirm if there are any labels inside. 	<p>检查3个产品。</p> <p>如果产品有LOGO, 标记和彩印, 都需要拍清楚的照片。需要仔细检查产品的内部和外部, 并拍所有能看到的标签。需要能看清上面的每一个字母, 以便清关。</p>



PACKING AND MARKINGS(Inner packaging, Individual Packing, Export Cartons)

English

中文

Shipping Marks (check at least 3 units)

- Shipping Marks shall be consistent among all the inspected cartons.
- Take pictures of all shipping marks found.

Inner Packaging (check at least 3 units)

- Packing shall be consistent among all the inspected cartons.

拍产品唛头和包装，内包装。

拍唛头标签照片，需要能看清上面的每一个字母，以便清关。

GENERAL PREVIO INSTRUCTION**Author**

JC

Version

1,0

Checker

SZ

Review

0

Approver

AM

Page

6

- Take pictures that explain the inner packing (inside the carton) methods used by the supplier.
- Individual Packing** (check at least 3 units)
- Packing shall be consistent among all the inspected cartons.
 - Take pictures that explain the unit packaging methods used by the supplier.





INSTRUCTION		Code	QE-IN-14	
GENERAL PREVIO INSTRUCTION	Author	JC	Version	1,0
	Checker	SZ	Review	0
	Approver	AM	Page	7

Reference Documents

SBE QUALITY SERVICES USER MANUAL [ENGLISH](#) | [SPANISH](#)

[QE-DC-01.1 INSPECTIONAUDITING FUNDAMENTALS](#)

Revision History

Revision Date	Modified by	Comments
01/23/2015	SZ	Instruction creation
05/292015	JC	Add counting quantity and translation.

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