



# Booking Form – Inspection Services

## PT QUALIS INDONESIA

Jl. Pajajaran No.17 Kel. Gandasari, Kec. Jatiuwung, Tangerang, Banten 15137

Phone: (021) 55652583 – 55652586 Fax.: (021) 55652489

Commodity :

Booking Form No. \* :

Date :

To :		Attn :	
Applicant (Company Name) :			
Address :			
Contact Person :	Tel :	Fax :	
Email :			
Report Sent To :	Buyer <input type="checkbox"/> Applicant <input type="checkbox"/>	CC To :	
Invoice To :	Buyer <input type="checkbox"/> Applicant <input type="checkbox"/> Supplier <input type="checkbox"/> Factory <input type="checkbox"/>	Email :	
Other Instructions : (Please specify)			
Buyer Name :		Country :	
Type of Services			
Initial Production Inspection (IPI)	<input type="checkbox"/>	During Production Inspection (DPI)	<input type="checkbox"/>
Final Random Inspection (FRI)	<input type="checkbox"/>	Re-Inspection (Previous Report No. )	<input type="checkbox"/>
Loading Supervision (LS)	<input type="checkbox"/>	Sample Sealing	<input type="checkbox"/>
Fabric Inspection	<input type="checkbox"/>	Others :	<input type="checkbox"/>
Other Details :			
Product Description :		Shipment Qty :	
Item / Style No. :		% Ready :	
PO Number :		Shipping date :	
Reference Material provided to Inspection office : Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes please specify by "X" mark in below)			
Approved Samples	<input type="checkbox"/>	Product specification/drawing	<input type="checkbox"/>
Swatch card	<input type="checkbox"/>	PO copy	<input type="checkbox"/>
LC copy	<input type="checkbox"/>	Client Instruction sheet	<input type="checkbox"/>
Certificate	<input type="checkbox"/>	Construction Data Form	<input type="checkbox"/>
Digital Images	<input type="checkbox"/>	Packing list / Invoice copy	<input type="checkbox"/>
Road map	<input type="checkbox"/>	Other :	<input type="checkbox"/>

\*) filled by officers



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<b>Additional Requirement / Amendments :</b>				
<b>Inspection Location :</b>				
Factory / Supplier Name :				
Address :				
Contact Person :		Tel :		Fax :
Requested Inspection Date :				

<p>Remark :</p> <ul style="list-style-type: none"><li>(1) Inspection request shall be made at least 5 working days prior to the scheduled date of inspection.</li><li>(2) To make sure QUALIS receive the booking form, kindly follow up with a phone call.</li><li>(3) Re-send this form to QUALIS for any amendment.</li><li>(4) Make sure the goods are ready for inspection according to client's requirement upon QUALIS's inspector(s) arrival, otherwise inspection will be aborted and you are required to absorb the abortive inspection fee of agreed man-day rate x no. of inspectors + any expenses incurred.</li></ul> <p>Tangerang ,</p>
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### Term and Conditions

Description	Definition/Conditions
Booking Lead Time	Inspection request shall be made at least 5 working days prior to the scheduled date of inspection
Pre-Shipment Inspection (PSI)	PSI (Final Random Inspection or FRI) is a random sampling inspection conducted when a shipment is 100% produced and min. 80% is packed. The inspection criteria covers type identification, function, markings, quality (consistent workmanship), quantity, packing, unit completeness and compliance with the agreed specification.
Initial Production Inspection (IPI)	IPI takes place when up to 20% of total order quantity is produced / at the beginning of the production cycle normally. Depending on the product and the manufacturing process, the IPI may cover raw materials, partially completed products, and/or as in PSI finished products and packing. Production status is verified at this stage.
During Production Inspection (DPI)	DPI takes place when approximately 20%-40% of total order quantity is produced / at the beginning of the production cycle normally. Depending on the product and the manufacturing process, the DPI may cover raw materials, partially completed products, and/or as in PSI finished products and packing. Production status is verified at this stage.
Loading Supervision	This shipment lot is loaded into container under supervision. Favorable container's conditions, packing, quantity and products loaded are checked and ensure the delivery is correct and in good condition.
Sample Sealing	Samples are selected randomly and sealed from a lot at a factory or other location by PSI inspector for lab test, customer reference or other purpose. Sample sealing may be performed as part of an inspection or as a separate service.
Fabric Inspection	Also known as fabric checking, is a systematic fabric evaluation in which defects are identified. Fabric inspection is basically visually examining the fabric to defect that can potentially mar the quality of the final garment.
Re-Inspection	Re-Inspection quantity stated should be equal or less than the quantity in previous Final Inspection. Re-Inspection is conducted when reworked products is 100% produced and 100% packed unless below either of these limits is confirmed in writing by the client.
Man-day	8 working hours (09:00-18:00 with an hour for lunch, UTC+08:00) including inspection, reporting and/or travelling within a normal working day. Minimum charge: 1 man-day. Rate: as agreed with customer
Travelling Time Charge	Applicable if Travelling Time (Round Trip) > 4 hours. Rate: > every 4 hours (Round Trip): extra 0.5 man-day
Travelling Expense	Cost of Transportation. Rate: Charged as per quotation
Accommodation	Applicable if <ol style="list-style-type: none"> <li>Travelling is required on the day before or day after the inspection.</li> <li>Inspection requires 2 days or above to complete.</li> </ol> Rate: Charged as per quotation
Postage	Postage on samples & document delivery as requested by customer. Rate: Collect on delivery
Overtime	Hours worked outside of normal working hours. (09:00-18:00, UTS+08:00) Rate: As agreed with customer of Man-hour = man-day rate/8 hours x 1.5
Working/Travelling on Holiday Charger	Weekend & local public holidays Rate : 1. Saturday will be charged by 1.5 times of the agreed manday rate. 2 Sunday & public holiday will be charged by 2 times of the agreed manday rate.
Abortive Inspection Charge	QUALIS will abort an Inspection, Loading Supervision or Sample Sealing or any customized service upon arrival at the inspection location if the relevant conditions of the goals, loading arrangement etc., do not meet the requirements stated in the service definitins above or in the relevant agreemtn with the customer, e.g. if goods are not 100% produced as retail units and min. 80% are packed in export cartons in a PSI/FRI. A fee will becharged as mentioned below. Before aborting a service, QUALIS will wait for at most 2 hours to make reasonable efforts to contact customer for instructions and to allow the conditions to reach the aforementioned requirements. Abortive Inspection Charge: Man-day rate x no. of inspectors + any expense incurred.
Late Booking	For any online booking received after 12:00pm on the working day before requested inspection date, there is no guarantee that inspection can take place and it is subjected to manpower. Administrative fee of 80 USD for covering additional work-load unless instructed otherwise by QUALIS.
Late Cancellation	For cancellation or change of inspection received after 12:00pm on the working day before confirmed inspection date, administrative fee of 80 USD for covering additional work-load unless instructed othervive by QUALIS.
Document	Document, which are not provided, will not be inspected. No conclusion can be made in the inspection report without sufficient documentation provided. Document must be provided to QUALIS at least 3 day prior to inspection date. All services will be governed by QUALIS procedural document if the customer does not specify its own requirements.
Liability	Customer must give written notice to the Company within 30 days of discovery of the facts with all necessary documents to justify such claim. PT. QUALIS INDONESIA shall under ni circumstances be liable to the Client or its agents, servants of representatives, for any direct or indirect loos or damage suffered by the Client, its agents, servants or representative. In the events that PT. QUALIS INDONESIA is found liable to the Client, its agets, servants or representative by opation of law, the maximum amount of PT. QUALIS INDONESIA's liability shall not exceed the amount of fees paid by the Client to PT. QUALIS INDONESIA in respect of the Technal Services.
Confidentiality	PT. Qualis Indonesia is responsible for ensuring that all personnel maintain the confidentiality of all information belonging to customer that is confidential and knwn to such personnel as a result of the employment relationship with the acceptance of the inspection. If confidential information must be provided to the public domain then PT. Qualis Indonesia will inform the customer about this action and obtain the consent of the customer. Expect as required under ISO / IEC 17020:2012, information about a specific certified customer of individual shall not be communicated to a third party without the prior written consent of a certified customer. If PT. Qualis Indonesia is required by law to disclose confidential information, customer will be notified of information provided unless prohibited by law.
Payment Terms	Payment for inspection fees be made in advance or as agreed with customer, otherwise, no scheduling arrangement will be made.
Sample Storage Period	Approval Sample (provided by costumer) : max 6 months Shipment Sample (drawn by inspector) : max 6 months Defective Sample (drawn by inspector) : max 6 months Or other retention period agreed with customer.