



Booking Form - Inspection Services

PT. QUALIS INDONESIA

Artha Gading Niaga Blok H / No: 1, Kelapa Gading

Jakarta, Indonesia

No Telp: +62-21-458 50883/85/86/87

To	PT. Qualis Indonesia	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"/>
Loading Supervision (LS)	<input type="checkbox"/>	Sample Sealing	<input type="checkbox"/>
Factory Audit (FA)	<input type="checkbox"/>	Others: _____	<input type="checkbox"/>
Order Details:			
Product Description:		Shipment Qty:	
Item / Style No.:		% Ready:	
PO Number:		Shipping date:	
Reference Material provided to Inspection office: Yes <input checked="" 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"/>
Additional Requirement / Amendments:			



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Inspection Location:					
Factory / Supplier Name:					
Address:					
Contact Person:		Tel:		Fax:	
Requested Inspection Date:					

Remark:

- (1) Inspection request shall be made at least 5 working days prior to the scheduled date of inspection.
- (2) To make sure QUALIS receive the booking form, kindly follow up with a phone call.
- (3) Re-send this form to QUALIS for any amendment.
- (4) Make sure the goods are ready for inspection according to client's requirement upon QUALIS' 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 .

Date

Name

Authorized Signature & Company Stamp



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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 (aka 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, packaging, 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 packaging. Production status is verified at this stage.
During Production Inspection (DPI)	DPI takes place when approximately 20%-40% of total order quantity is produced 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 packaging. Production status is verified at this stage.
Loading Supervision	The 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.
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 1. Travelling is required on the day before or day after the inspection. 2. Inspection requires 2 days or above to complete. 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, UTC+08:00) Rate: As agreed with customer or Man-hour = man-day rate/8 hours X 1.5
Working/Travelling on Holiday Charge	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 goods, loading arrangement etc., do not meet the



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	<p>requirements stated in the service definitions above or in the relevant agreement 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 be charged 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.</p> <p>Abortive Inspection Charge: Man-day rate X no. of inspectors + any expense incurred</p>
Late Booking	<p>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.</p> <p>Administrative fee of 80 USD for covering additional work-load unless instructed otherwise by QUALIS.</p>
Late Cancellation	<p>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 otherwise by QUALIS.</p>
Document	<p>Document, which are not provided, will not be inspected.</p> <p>No conclusion can be made in the inspection report without sufficient documentation provided.</p> <p>Document must be provided to QUALIS at least 3 days prior to inspection date.</p> <p>All services will be governed by QUALIS procedural document if the customer does not specify its own requirement.</p>
Liability	<p>Customer must give written notice to the Company within 30 days of discovery of the facts with all necessary documents to justify such claim.</p> <p>PT. QUALIS INDONESIA shall under no circumstances be liable to the Client or its agents, servants or representatives, for any direct or indirect loss or damage suffered by the Client, its agents, servants or representative. In the event that PT. QUALIS INDONESIA is found liable to the Clients, its agents, servants or representatives by operation of law, the maximum amount of PT. QUALIS INDONESIA's liability shall not exceed 2 times of the amount of fees paid by the Client to PT. QUALIS INDONESIA in respect of the Technical Services.</p>
Payment Terms	<p>Payment for inspection fees shall be made in advance or</p> <p>as agreed with customer; otherwise, no scheduling arrangement will be made.</p>
Sample Storage Period	<p>Approval Sample (provided by customer) : max 6 months</p> <p>Shipment Sample (drawn by inspector): max 6 months</p> <p>Defective Sample (drawn by inspector): max 6 months</p> <p>Or other retention period agreed with customer.</p>