EXPRESS EVALUATE

Basic Visual Inspection Instructions - 01 LQA

This Standard Operating Process defines a number of assigned activities ranging from assignment, pick up, inspection, transfer and delivery of tasks.

STEP 1. Once a new task is added to the control panel, select 'Task Received' status.

STEP 2. Check if the task has any special instructions assigned.

STEP 3. Track the package constantly until it arrives.
NOTE: Click on the tracking number to track the package.

STEP 4. Once you get the package, select 'Package Received' status.

STEP 5. Compare information on the package to the control panel.
NOTE: If the tracking number does not match, fill in the unregistered parcel report. Once you filled in the report, select 'Package Not Received' status.

STEP 6. Take a photo of the label on the package.

STEP 7. Check the package for damage. If there is any damage, take photos of it.

STEP 8. Open the shipping packaging.

STEP 9. Compare information inside the package to the control panel.

STEP 10. If there is any misplaced information, indicate it in the inspection form.

STEP 11. Take a photo of the invoice/receipt/packing list.

STEP 12. Take a photo of the product inside the package.

STEP 13. Check the factory seal on the product for damage. If there is any damage, take photos of it.
NOTE: Do not open or remove the factory seal.

STEP 14. Fill in the inspection form.

STEP 15. Upload all photos into the inspection form.

STEP 16. Report damage and misplaced information into comments in the inspection form.

STEP 17. Remove all paperwork from the inside of the package.

STEP 18. Remove the original label from the outside of the package.

STEP 19. Do not put old paperwork inside the package.

STEP 20. If the original package is damaged, put the product into a new packaging.

STEP 21. Secure the package with tape.

STEP 22. Print the label from the control panel. Wait for it, if it is not yet available.
NOTE: You can use any printer, printing services and/or postal services to print the label.

STEP 23. Compare the printed label to the label number on the control panel.

STEP 24. Attach the shipping label to the package.

STEP 25. Take a photo of the new label on the prepared package. Upload it to the inspection form.

STEP 26. Send out the prepared package.
NOTE: Designated shipping carrier is displayed on the shipping label.

STEP 27. Finish the inspection form.

STEP 28. Select 'Package Sent' status on the control panel.