QUALITY CONTROL DEPARTMENT

SSR FLOW CHART

Is USA Hillsdale (HDF) order?

YES

CHECK

D&D trigger Quality dept when there is new SSR

NO

Check if external QC required?

YES

Get external QC inspection date from marketing

NO

Sampe done by SHF sample team ?

NO

HOD assign task to QA to check sample at factory

YES

HOD assign task to QA to check sample at Sample office

QA will download all product data from wrike / gather from sample office

Gather product data from factory, also cross check data in Wrike

Internal structure upon request by D&D

Pre-PPS review

HDF PPS zoom review

Decide whether Inspection Report is needed?

NO

Upload photos / video evidence or relkated information in Wrike tasks

Perform adetails checking base including assmbling, structure, testing, quality and product specs., AI, Cutting lists

YES

QA need to generate and upload **SSR report** in Wrike within 3 working days.

QA need inform sample team and D&D for any data changes in products, Boring Plan and A.I

END

QA will get notice from RnD through wrike when all amendment done

Tasks required Inspection Report:

Golden sample data compilation
Sample for showroom display
Sample send out for customer review
Sample send out for customer selection
Sample send out for photo shooting
Sample for customer PPS review
Sample done at supplier / factory
Sample Internal drop test
Sample carton arrangement
Internal lab test
Internal structure test

Tasks that Inspection report is not compulsory:
Sample structure testing
internal photo shooting
Showroom display (unconfirm)
Internal review
Sample send for lab test
sample send for transit test
Sample load testing
sample structure testing
Hardware testing
Other testing
Others