

## 3.4 Packaging

Company must have written procedures designed to assure that correct labels, labeling and packaging materials are used for products; such written procedures shall be followed. Consistent and accurate packing is an important part of the product making process. Packing directly influences the presentation of the product and design to stimulate customer desire for the product. Packing work area.

- Packing area must be clean, free of excessive dust and with sufficient space to allow easy movement of workers and material handling equipment.
- It should be lighted to around 100 foot-candles at work area.
- Personal safety equipment must be available and in use by relevant associates.
- Appropriate machinery must be used to attach Hang Tag, Joker Tag and Price Ticket.

### 3.4.1 Packaging Workspace

- Dedicated packaging workspace should have all tools and products necessary for product packaging clearly labeled and organized to prevent mixing or mis-labeling products

Poor packaging area examples:



Disorganized packing space



Product labels mixed with material and cleaning supplies

Good packaging area examples:



Organized packing space sorted by style and size to prevent mislabeling



Clean and organized packaging area

### *3.4.2 Packaging Instructions*

- Packaging instructions and example needs to be available to all packaging workers for reference to ensure consistent packaging.

### *3.4.3 Product Storage in Packaging Area*

Packaged products need to be stored in a way that keeps them protected from damage.

- Product ready to be packed should not be stored in a way that could damage product:
  - Products should never:
    - Be on the ground or directly on a pallet that could damage product
    - Stacked too high to cause damage to products on the bottom of the stack,
    - Uncovered in a dusty/dirty environment

## 3.5 Outgoing Quality Control

Carton audit and Final Random inspection. Quality Assurance must conduct the Carton Audit and Final Random inspection before shipment in order to ensure that the entire shipment is First Quality.

### *3.5.1 Storage Area*

Products should be organized and clearly labeled to ensure products are protected and outgoing shipments have the correct inventory.

- Warehoused products should be clearly labeled with style specific information (size, color, model number, etc..) to ensure workers choose correct products for outgoing orders or shipments.
- Boxed products should be packaged and stored in a way to prevent damage of finished goods.
  - Boxes should never be overfilled to squish or damage product or risk box busting in transit.
  - Stacked boxes should never be so high or heavy to crush boxes at bottom of stack.
  - Boxes should never be near a wall or window that could cause environmental damage to the boxes.

Poor storage examples:



Incoming materials mixed with outgoing shipments



Inventory storage boxes not on racks, unclear labeling and mixed



Good storage examples:



Shipments well organized on pallets



Inventory clearly labeled and separated by style, size and color

### 3.5.2 Outgoing QC inspection

A clear and defined process for Outgoing Quality Control (OQC) on ready to be shipped goods is required to ensure consistent inspection of products for damage and defect.

- Shipments should be checked for the following:
  - Quantity and PO inventory matching
  - Packaging and labeling
  - Product quality
    - Products should be checked with consistent sampling plan and record keeping
  - Box weight, dimensions, order information and other shipment labeling
- Sewn goods- Needle control process is necessary to prevent broken needles from becoming caught in products and causing harm to workers or consumers or damaging product.
  - **Best Practice-** 100% of goods should be run through a needle detection machine to check for needle parts at final QC.
    - If the factory is not able to acquire a needle detection machine another process must be in place for broken needle control to assure 100% of goods are checked.



Best practice: Needle detection machine



100% check with portable needle

### 3.5.3 Defective and Non-Conforming Products

Defective or non-conforming shipments or products found in OQC inspection need to be clearly identified to prevent mixing with conforming materials.

- A designated area with clear signage should be set up the OQC area.
- Rework goods are to be clearly labeled, defects identified, and sent to separate rework area
  - Rework goods should go through FQC inspection after corrections have been made.

Poor non-conforming identification examples:



Non-conforming goods not clearly labeled

Good non-conforming identification examples:



Non-conforming goods clearly labeled