I. Purpose:

To regulate the procedures governing recruiting, training and employee evaluation to ensure that all jobs are properly done, particularly those related to quality control.

II. Scope:

The protocol pertains to all activities concerning the recruiting and training of employees.

III. Abbreviations:

- CTD - Chief of the Training Division
- DC -Division Chief
- BOD - Board of Directors
- QCM – Quality Control Manager
-

IV. Content:

A. Training:

1. New Employees: the HR Division is responsible for ensuring that trainees spend their first day of employment being familiarized with the following information:

- Establishment and history of the company, product line, company structure and the total number of employees.
- Compensation and company rules and regulations.

The QCM will familiarize the trainee with his/her tasks in the following way:

- Week 1: The QCM will explain the trainee's division structure, work guidelines, procedures, title and assignments.
- Week 2: Trainees shall observe and practice their assignments under the supervision of the CTD and QCM. Lab trainees will be familiarized with the following tests:
  + Evaluating the average mass per unit area of geotextiles [ASTM D5621-10]
  + Evaluating trapezoid tearing strength of geotextiles [ASTM D453311]
  + Grab breaking load and elongation of geotextiles [ASTM D4632-91]
- Week 3: Observation and practice of the following tests:
  + Static Puncture Strength of geotextiles using a 50mm probe [ASTM D6241-04]
  + Water permeability of geotextiles [ASTM D4491-91a]
- Week 4: Observations and Practice on AOS (Apparent Opening Size) [ASTM D4751-04]
-

2. Veteran employees

2.1 A CD may request re-training for a veteran employee by submitting form BM/HC08 to the PTĐT for consideration.

2.2 The CD will discuss the practicality of all training requests with the BOD and CTD. If the requested training must be conducted outside the company, the discussion will include a consideration of the costs.

2.3 If outside training is required, a request will be sent to GM for approval. The Division of Training will then be tasked with hiring outside trainers.

2.4 The division will generate a list of employees to be trained on form BM/HC10.

2.5 At the conclusion of each training course, each employee will be required to file a copy of his or her training certificate with the Division of Training for documentation using form BM/HC09. All such records will be forwarded to the QCM who will be responsible for ensuring an adequately trained work force.

2.6 If training is handled internally, veteran employees shall conduct training sessions.

B. Evaluation

1. Following each training course, staff from Division of Training will issue examinations to the trainees. The QCM will evaluates trainees based on the following point system:

- Theory: 5 points
- Practice: 5 points
- Pass: ≥ 7 points
- Trainees who fail to pass must be re-trained and re-evaluated.

2. The results of all employee evaluations must be recorded on form BM/HC09 and documented in accordance with the company's documentation protocol.

3. The QCM and CTD must collaborate on providing an annual training session. The QCM and CTD must also hold trainings every time the company purchases new equipment. These sessions must comply with sections 2.1-2.6 and B.

Individuals in charge	Procedure	Documents
DC BOD/CTD	Requests Training	BM/HC08
CTD&QCM	Evaluates Request	BM/HC10
CTD& QCM	Maintain a list of employees requiring training	
Trainers	Organize Trainings	BM/HC09
HR Division/QCM	Evaluation	
HR Division/ QCM	Update and supervise trainings	
	Maintain records	

V. Forms applied

- BM/HC08, BM/HC09, BM/HC10.

PREPARED BY	EXAMINED BY	APPROVED BY

I. Objective:

Guarantee that disqualified products (Non-conforming products) will not be put into use.

II. Scope of Application:

Applies to all imported raw materials, semi-finished and finished products.

III. Abbreviation

- CEO: Chief Executive Officer
- QC: Quality Control

IV. Content:

1. When an employee or Division supervisor becomes aware of a disqualified product (i.e. raw material, semi-finished, finished product, product returned by client) he or she must immediately fill out a BM/KCS11 form and affix it to the product. Said employee must immediately quarantine the disqualified product and report it to the appropriate Division Chief.

2. The Division Chief must quarantine and thoroughly inspect any non-conforming product and any subsequently produced products until all non-conforming products are identified, quarantined and assigned a BM/KCS11 form.

3. The Division Supervisor must fill out a full BM/KCS05 report that includes one or more of the following recommendations:

- A plan to repair the products and return them to the client that complies with the company's QC protocol. OR

- A plan to retrieve all non-conforming products from the client. OR

- A plan to downgrade the products to be reused for other purposes. OR

- A plan to destroy the products and salvage the raw materials. OR

- A plan to return any and all non-conforming raw materials to the supplier.

4. The QC Manager must inspect the disqualified products and transfer the Division Chief's BM/KCS05 report to the CEO for review. Following the CEO's review, the QC Manager will assign personnel to resolve the non-conformance based on the supervisor's recommendations.

5. The personnel assigned to resolve the non-conformance shall follow the steps outlined in the BM/KCS05 report. Once these steps are completed, the personnel assigned to resolve the non-conformance must issue a full report to the CEO.

6. The QC Manager will supervise the implementation resolution outlined in the BM/KCS05 report and ensure that the disqualified product remains quarantined until the non-conformance is resolved.

7. The Division Chief will determine if the non-conformance merits amendments to the production protocol to ensure the error is not repeated.

Individuals in charge	Flowchart	Document
	Non-conformance detected	
-Division Chief	Inspect and quarantine all disqualified products	-BM/KCS11.00
- Employees - Division Chief	Fill out and affix a BM/KCS11 form to disqualified products	-BM/KCS11.00
- Division Chief	Generate a BM/KCS05 report that includes a recommended resolution	-BM/KCS05.00
- Quality Control Manager - CEO	Assess (No / Yes)	- BM/KCS05.00 - QC
- Division Chief - CEO	Assign personnel to execute recommend actions in BM/KCS05.00	-BM/KCS05.00
	Report the outcome to the CEO and division supervisors	
- Division Chief - CEO - QC Manager	Assess results (No / Yes)	-BM/KCS05.00
	Determine whether the production protocol must be amended to prevent future non-conformance	-BM/KCS05.00
	Completion	

V. Forms applied

1. BM/KCS05.00
2. BM/KCS11.00

PREPARED BY	EXAMINED BY	APPROVED BY

I. Objective:

To assess the Quality Management System and to ensure that application is corresponding with the management systems in writing as well as to ensure that the system is proper and effective to achieve the aim and the policy of the company.

II.Scope of Application:

The protocol applies to all internal assessment activities, including drafting an assessment plan, conducting an audit, generating reports and next follow-up. The QCM is in charge of this process.

III. Abbreviation:

- BOD: Board of Directors
- GM: General Manager
- AAD: Auditors and Division Being Evaluated.
- QCM: Quality Control Manager
- QC: Quality control

IV. Content:

1. Assessment plan:

At least twice a year (or more frequently, in the event of an emergency), the QCM or Board of Directors must draft an assessment plan to see if the management system:

A) Whether or not the management system is suitable with management system established by the company.

B) Whether or not the management system has been properly applied and maintained.

2. Team of auditors *and evaluation program:*

QCM will draft a team of auditors; including a Chief Auditor and subordinate auditors.

At least 01 week before the audit begins, the QCM must create a schedule that includes the following assessment procedures:

- An inspection of the production plant.
- A review of all previous audits (if available).
- A review of all product certification procedures.
- An inspection of all testing equipment, procedures and calibrations.
- An observation of resin sampling and material lot control procedures.

- A review and observation of all geotextile sampling and testing procedures.
- A review of product correspondence to the standards through documentation or by requirement of checking to evaluate if the product is checked by the correct method.
- A review of all nonconforming product documentation and actions taken.
- An observation of on-processing work if it's suitable with protocol and instructions.

3. Preparation for the assessment:

For the assessment to be continuous and effective, the AAD should prepare assessment schedule as well as should jointly review all relevant documents such as:

- All available QC records;
- Previous audits and performance assessments;
- The audit standard, scope and method;

4. Inaugural meeting:

The AAD should hold an opening meeting in order to review the assessment plan and method as well as to introduce all of its participants.

5. Conducting the internal audit:

A)The AAD must follow the following guidelines:

- The assessment must be objective and independent;
- The process must strictly adhere to the approved schedule;
- The AAD must use all documents and records established to operate effectively process according to the standard.
- The AAD must control the non-conformance, adequacy and effectiveness of processes and products accurately.
- The AAD must analyze any inappropriate or inefficient action so as to prevent it from happening again.

B) The AAD must be prepared to address any and all inadequacies:

- If any inadequacies (e.g. faulty products, inefficient processes) are discovered during the audit process, the AAD must note them in an official report.
- The audit team must recommend corrective measures for any inadequacies and distribute BM/KCS05 reports to the evaluated division.

6. Closing meeting:

The auditors will conclude their internal assessment by announcing their findings and recommendations. At this time, they should also stipulate how their recommendations are to be implemented and evaluated.

7. Reporting the results:

The auditors will generate a detailed report deeming whether or not the current QC protocol is:

- Appropriate: Complies with the company's quality standards in theory and in practice.
- Inappropriate: Does not meet the standards stated above.

The report should outline a course of corrective action for any and all inadequacies. At the same time, the report should assist the company's managers in recognizing hard-working employees and raising morale.

8. *Resolving inadequacies:* According to precautions and remediation for non-conformance.

Assessing the solution:

9. *Assessment of corrective actions:* According to precautions and remediation for non-conformance.

Assessing the solution:

10. Concluding the assessment:

The auditors must assemble a dossier containing every document reviewed during the assessment process. Each of these files must be signed by the participants and sent to the GM after finishing the internal audit documents.

Personnel	Audit Flow Chart	Documents/Forms
QCM	Demand for Assessment	
	Schedule an Assessment	- Assessment schedule BM/HC13
	Approval (No)	
	Assessment Scheme	
	Approval (No)	- Assessment program BM/HC11
	Preparation	
Chief Auditor	Evaluation	- BM/HC12 -BM/HC14
AAD Division being evaluated	Joint assessment	
	Propose/review solutions	
AAD Division being evaluated	Closing meeting (No → Report; Yes)	
	Report the Assessment results ← Propose solutions	- BM/KCS05
Chief Auditor		
Evaluated division	Carry-out recommended solutions	
	Assess the solution → Distribute KCS05	- BM/KCS05
Chief Auditor	Conclude Assessment	
	Report to the CEO	- Assessment report BM/HC15
Storage staff	Storage	

V. Form applied

- Internal Assessment Procedure BM/HC11
- Assessment Checklist BM/HC12
- Assessment Schedule BM/HC13
- Assessment Questions BM/HC14
- Internal Assessment Procedure Report BM/HC15

PREPARED BY	EXAMINED BY	APPROVED BY

I. Purpose

To ensure that due precaution is taken to prevent the manufacture of non-conforming products and that all such products are quarantined and the cause of the problem is quickly remediated.

II. Scope of application

- Relates to all Polypropylene (PP) products.

III. Abbreviations

- GM: General Manager
- DC :Division Chief
- NCP: Non-conforming product.
- BOD: Board of Directors

IV. Content

1. Remedial and Precautionary protocols

1.1 The company's remedial and precautionary protocols are generated by DCs and upper-managers to minimize the possibility of releasing a non-conforming product. They are also designed to assist the company staff, customer service professionals and members of the sales team in using customer complaints and comments in a constructive manner.

1.2 The protocol is generated based on a thorough analysis of the following data:

* Division protocols and their impact on product quality
* Employee evaluations, QC test results, and product check samples
* Customer suggestions and complaints.

1.3 During routine Internal Audits, all reports pertaining to non-conforming products are thoroughly reviewed. The auditors are responsible for analyzing existing remedial and precautionary procedures and generating recommendations for new ones.

1.4 The auditors' recommendations (as recorded in their BM/KCS05 reports) will be sent to the departments responsible for implementing them. These reports are then transferred to a representative of the BOD so that he/she can revise according to our protocols. The BOD will then assign a representative to track the implementation of the remedial and precautionary recommendations.

1.5 The DC responsible for the division in which the nonconformance was first detected is responsible for analyzing the causes of any non-conformance and presenting remedial and precautionary measures, appointing staff to implement them and establishing a deadline for their implementation. These measures will be considered and approved according to the jurisdictional flow chart attached in section two.

1.6 The Board of Director's Representative will appoint and evaluate a supervisor charged with implementing the remedial and precautionary procedures. Test samples will be gathered.

- If the results are satisfying (e.g. consistently positive) then the appointed supervisor will record them in his/her BM/KCS05 report and submit it to the Board of Director's representative. At this point, the process will be complete.
- If the results are unsatisfying (e.g. negative or inconsistent) then the appointed supervisor will record them his/her BM/KCS05 report and submit it to the Board of Director's representative; at which point, the representative will issue a new BM/KCS05 and repeat steps 1.4 –1.6 of this protocol.

2.**Jurisdictional flow chart pertaining to remedial and precautionary measures**

No.	Problem area	Jurisdiction		
		Oversight	Diagnosis	Implementation
1	Product quality	Board of Directors	QC Department, Manufacturing Department	Manufacturing Department
2	Manufacturing process	Board of Directors	Manufacturing Department	Manufacturing Department
3	Testing inspection and measurement equipment	Board of Directors	Engineering Department	Engineering Department
4	Purchasing goods	Board of Directors	Marketing Manager	Marketing Staff
5	Equipment	Board of Directors	Engineering Department	Technician
6	Product maintenance, storage and delivery.	Board of Directors	Warehouse Manager	Warehouse-Manager
7	Training	Board of Directors	Head of Training Department, QCM	TCHC Department's Staff

1.1. Classification of nonconformance

- NC+ is considered a Major Nonconformance—wherein company protocols have not been implemented whatsoever.
- NC- is considered a Minor Nonconformance—wherein company protocols were followed but insufficiently.
- OBS is Observation—a note demanding improvements to general process to improve business performance.

REMEDIAL ACTION FLOW CHART

Individuals in charge	Procedure	Documents
-DC	Detects non-conforming Product	
-DC/ QCM	Isolates cause, recommends solution	BM/KCS05.00
-DC wherenon-conformance is detected	Consideration	BM/KCS05.00
-DC where non-conformance is detected	Determine cause	BM/KCS05.00
-DC where non-conformance is detected	Consideration	BM/KCS05.00
-DC where non-conformance is detected	Suggest solutions	BM/KCS05.00
-DC where non-conformance is detected	Consideration	BM/KCS05.00
-DC where non-conformance is detected	Apply solution	BM/KCS05.00
GM and Concerned DC	Evaluate results	BM/KCS05.00 BM/KCS10.00
QC Division	Planning a resolution	
QC Division	Documentation	

V. **Forms applied**

- BM/KCS05.00
- BM/KCS10.00

PREPARED BY	EXAMINED BY	APPROVED BY

I. Object:

Ensure that the company's lab and measurement equipment remains properly calibrated at all times.

II. Scope of application:

Applies to all lab and measurement equipment used in QC procedures throughout the factory.

III. Abbreviation:

- CEO: Chief Executive Officer
- QCM: Quality Control Manager
- HTD: Head of Technical Division

IV. Content:

1. *Inventory of all lab and measurement equipment:*
   - The QCM and the HTD must maintain an inventory of all measurement equipment used during production both inside and outside the factory.
   - This inventory must be maintained on a BM/KCS12 form.

2. *Establishing a schedule for maintaining and calibrating measurement equipment:*
   - All measurement equipment must be calibrated at least once a year. The schedule for calibrating must be created and maintained by the HTD on a BM/KCS13 form.
   - This schedule shall be transferred all related Division Chiefs for review before being submitted to the CEO for approval.
   - Factory equipment must be cleaned every weekend as described on the BM/KCS16 form**.**

3. *Establishing a plan for calibrating and monitoring measuring equipment:*
   - The plan should be recorded on a BM/KCS14 form and include: the proposed dates of calibration, the equipment used, the location of the procedure, the personnel in charge.
   - The calibration plan should be submitted to the CEO for final approval.

4. *Executing the calibration plan:*
   - The personnel in charge need to follow the plan; in case any problem arise during the calibration procedures, they must report back to the QCM immediately for advice.
   - After the calibration is complete, the personnel in charge must submit their results to the QCM. These results must include: calibration equipment used, the method of calibration, and maintenance methods used for calibration.

5. *Certification label/hallmark specifications:*

   Calibration technicians must affix a label onto all calibrated measurement equipment. This label must include: the date of calibration, the equipment's name, the name and signature of the technician.

6. *Internal calibration inspections and checks:*

- Before being applied to the company products, all measurement equipment must be inspected internally by being compared to equipment calibrated by outside authorities. Following such inspections, an "internally inspected" sticker must be affixed to the machine.
- Following each bi-annual calibration, the HTD must recheck all measurement equipment. He/she must quarantine all unqualified equipment, and immediately fill out a BM/KCS15 form and submit it to the DC responsible for said equipment.
- In the course of operation, if measurement equipment is observed to provide inaccurate results, the operator must immediately report the problem to the maintenance department and have the device repaired at once.

7. Monitoring calibrated equipment
   - Any measurement equipment that has been subject to repairs must be calibrated and checked before being put into use, unless it is returned with a certificate of calibration.
   - In the event that new measurement equipment has been purchased, the laboratory should demand: a certificate of calibration issued by an accredited laboratory, instruction on calibration, the tools necessary to conduct internal calibration, a training contract for the operator & maintenance staff.
   - Disqualified machines must be quarantined and labeled "Do not use".
   - All relevant divisions must guarantee that all testing and measuring equipment is dismantled, moved, maintained, stored in accordance with factory specification in order to ensure these machines provide accurate readings at all times. This equipment must be stored and operated in a secure, cleanly environment.
   - Equipment not subject to calibration or checks cannot be used in executing QC protocols. However, such devices may be used to conduct preliminary examinations or reference purpose.

8. Record keeping:
   - All the documents related to measurement equipment calibration protocols must be carefully stored in accordance with the Record Retention and Destruction Protocol.

Individuals in charge	procedure	Documents
	Request for examination of lab/measurement equipment	
HTD/QCM	Generate inventory of lab/measuring equipment	List of measuring equipment: BM/KCS12.00
QCM	Calibration Schedule	Calibration Schedule: BM/KCS13.01
DC/CEO	Approval	
QCM	Generate calibration plan	Calibration Plan: BM/KCS14.01
CEO	Approval	
Technicians	Execute calibration plan	Calibration schedule assessment checklist: BM/KCS15.01
Head of division/QCM	Approval	
Technicians	Create hallmark	
Technicians/QCM	Put equipment into use/storage	
Technicians/QCM	Update files	
	Completion	Record Retention protocol
	Repair → Approval → Generate calibration plan	
	Approval → Elimination	

V. Forms applied:

List of measuring equipment	BM/KCS12.00
Calibration schedule	BM/KCS13.01
Calibration plan	BM/KCS14.01
Assessment checklist	BM/KCS15.01

PREPARED BY	EXAMINED BY	APPROVED BY

Gia Loi	**CRITERIA TO CHECK MATERIALS & FINISHED PRODUCTS**	DCN: HD TSKTNVLTP.01 Revision: 01 Effective date: 05/01/2020 Page:1/1

I. Purpose

Check correctly & adequately criteria of materials and finished products to evaluate product quality correctly.

II. Scope

- Materials: resin & additives
- PP finished products

III. Abbreviations

- COA : Certificate of analysis

IV. Criteria & test methods

Testing criteria	Methods	Testing frequency
PP fabric		
Average weight	ASTM D5261	According to ASTM D4354
Permeability	ASTM D4491	
AOS	ASTM D4751	
Grab breaking Load/Elongation	ASTM D4632	
Trapezoid Tear strength	ASTM D4533	
Static puncture Resistance CBR	ASTM D6241	
UV resistance	ASTM D4355	
Resin: Check COA & TEST REPORT (COA has regulation of checking frequency according to ASTM D4354 & lot #).		

PREPARED BY	EXAMINED BY	APPROVED BY

I. Purpose:

To ensure that products are safely unloaded, wrapped, and stored in good condition and that deliveries are executed in order to prevent damage or loss of product.

II. Scope:

This practice applies to all products input into our warehouse.

III. Abbreviations:

FG: Finished goods

IV. Content:

1. *Order of storage:*

After packaging, team leaders must generate a warehouse receipt using form BM/ĐG06.

1. *Storage admission procedures:*

- Before admitting FG to the warehouse, the storekeeper must recheck the product numbers, packaging and labels for any damage. The storekeeper must inspect the identification label to ensure that no mistakes have been made in labeling. If labeling mistakes are detected then the product should be separately wrapped up and set aside.
- If no labeling mistakes are detected, the storekeeper must sign form BM/ĐG06 and begin the storage procedure.

2. *Arrangements for storage:*

- The storekeeper is responsible for maintaining a neat and tidy storehouse.
- The storekeeper is responsible for directing loaders in storing the products. The storehouse must be organized according to the principle of 'First In – First Out'.
- All stored items must be stacked under hanging identification boards that classify stored products by production code, specifications and quantity.
- Each product must include an identification label that includes the product code, specification, wrap date and weight.
- During shipment all products must be handled gently to avoid damage. All forklift tines must be more than two-thirds the length of product rolls that they are used to transport.

- All products stored outside of the storehouse must be placed on a pallet and properly covered. They may not be stored outdoors for more than 10 days.

- In rainy locations, all products stored outdoors must be placed on a pallet and be properly covered.

- Should damage (products, label, packing, strap, paper core…) be detected during storage, it must be reported to the appropriate supervisors and immediately addressed.

3. *Delivery:*

- After receiving a copy of a sales manifest from a salesperson, the storekeeper must recheck the products in the storehouse using form BM/K04 and ensure that the quantity meets the customers' demands. Then he must report his findings to the salesperson. The salesperson must then request a bill of goods from the Accounting Department.

- The storekeeper must ensure that the transfer or shipment of over-sized and heavy products is carried out using the appropriate apparatus (forklift, conveyor belt, etc.) to avoid damage during transportation.

- The storekeeper must hand over the position and quantity of products to QA staff who is in charge of loading products onto the containers. The store keeper should also cooperate to check up during loading time like reweigh Master Rolls. If any problems arise concerning the weight, the quantity as well as the quality (quality of products, packing, strap, label…), the process must be halted and the storekeeper must report the matter to the agent/division in charge using form BM/K05.

- The storekeeper should collaborate with security personnel to ensure that the products remain safe until transferred to the customer.

4. *Documentation:*

- All delivery records and files must be carefully maintained.

- All relevant data must be reported to the sales division, quality control division, export-import division and planning division.

Division in charge	Procedure	Documents
Packaging Division	Quality assurance & delivery	BM/ĐG06
Storekeeper	Receives products	BM/ĐG06
Storekeeper	Visual inspection	
Storekeeper	Signs storage receipt	Monitoring arrangements
Storehouse staff	Arranges storage	BM/K01 BM/K05
Storekeeper	Inspection	
Storehouse staff	Delivery	Bill of goods
Storekeeper, QA	Checking → Monitors NC	
	Prepares documentation	
	Completion	

V. Application forms:

- BM/K01
- BM/K04
- BM/K05

PREPARED BY	EXAMINED BY	APPROVED BY

I. Purpose:

To outline the procedures for collecting, maintaining and discarding company documents.

II. Scope:

This protocol applies to all documents generated in the course of manufacturing, QC testing and distribution.

III. Abbreviation

IV. Content:

1. *Cataloging / generating records:*

Each Division Chief is responsible for cataloging pertinent documents using form BM/HC01 (F/A-01) and submitting them to the General Manager (GM) for review at least once a year. The GM is responsible for ensuring these catalogs are reviewed by the Quality Control Manager (QCM).

If the need for a new form or company document arises, a Division Chief must notify the QCM of said need. If the QCM approves the Division Chief's request, he/she may supervise the creation a new form. Once a new document has been generated, the QCM is responsible for introducing it to all of the company's Division Chiefs.

Once said steps are taken, each Division Chief will be held responsible for ensuring his employees use this document. He/she may assign an employee to gather and catalog the division's documents using form BM/HC01 (F/A-01)

2. *Classifying and organizing stored documents:*

Division Chiefs are responsible for ensuring that their official documents are submitted in a clear and well-organized catalog.

Each division catalog should be presented in a format that is easy to follow and suitable for long-term storage. Said catalog should only contain pertinent documents; all others should be discarded. Documents whose pertinence remains unclear should be filed separately. After 5 years, these documents should be discarded, if proven to be of no use. These documents, however, should be included in the catalog's table of contents.

Documents that should be stored for at least 5 years include:

a. NTPEP audit documentation.
b. All specimens and results related to QC tests conducted on raw materials.
c. All specimens and results related to QC tests conducted on fabric products.
d. Training and competency records.
e. Equipment calibration/standardization checks.
f. Internal audits and all related documents.
g. COAs provided by resin supplier

3. *Organization and preservation of records:*

   Documents should be organized into file folders that are clearly labeled by document type, the time the documents were generated and the division charged with storing them.
   If the documents are to be stored in desk drawers, for example, their location must be clearly labeled to ensure that they can be easily located. (For example: Desk 1, Drawer 1, etc.)
   All test results and specimens should be labeled accordingly:
   Client\Year\Month\Order\Date of release
   Every Division Chief is responsible for ensuring that their document storage facilities are cleaned every month. Documents that are not being used during office hours must be immediately returned to their proper storage location.

4. *Introducing new documents*

   In the event that a new document is generated by the QCM, Division Chiefs are responsible for ensuring that it is incorporated into use within two weeks of its creation.

5. *Storage protocol*

   Each division is responsible for reviewing its document catalog every month. Expired documents are to be discarded.
   All document destruction must be conducted according to company protocol.
   Each Division Chief is responsible for maintaining a record of all document destruction that should include: the time and place of the document disposal, the individual in charge of its disposal, the list of documents to be discarded (based on form BM/HC01) and a signature.

6. *Requirements*

   Each document should be carefully marked and safely stored in an easily accessible location.
   This includes documents submitted by suppliers, such as COAs.

7. *Document access*

   Each division member is welcome to access any and all company documents (except for classified materials) provided that they request permission from the company record keeper.
   Employees may request access to documents generated by other divisions from either the Division Chief or the General Manager.
   Customers wishing to review company documents are required to request access in the terms of their contract. The General Manager may also grant them access.

Personnel	Flowchart	Documents
Division Chief	Request a new document	Announcement
Division Chief QCM	Approving new documents/records	BM/HC01
Division Chief		
PTĐT	Cataloging documents	BM/HC01
Person assigned	Consideration	BM/HC01
Person assigned	Identification - Categorizing	BM/HC01
Person assigned	Arrangement - Storage	BM/HC01
Person assigned	Update - Discard	BM/HC01
General Manager, Division Chief, Customers, Other Companies	Storage review	BM/HC11
Person assigned	Consideration → Discard	
	Storage	
	Completion	

V. Forms applied

- BM/HC01 List of stored records.
- BM/HC11: List of destroyed records.

PREPARED BY	EXAMINED BY	APPROVED BY

I. Purpose:

To monitor both internal documents and ones submitted by outside agencies.

II. Scope:

All diagnostic and QC documents used in the monitoring of the company's products
These documents are considered part of the company's official diagnostic documents.

III. Abbreviations:

- Division in charge (DIC)
- Documents from Outside Sources (DOS)
- Chief of Training Division (CTD)
- Division Chief (CD)

IV. Content:

A. Coding of documents

-Procedure: QT/ xx.xx
- xx.xx: Numbers signifying the version of the document.
- KPPN: Initials from name of the procedure

eg: QT/KPPN.01

-Production Form: BM/ xx.xx –Document version
- xx: Order
- S: Code for division, based on the first (sometimes first two) letters in its name

eg: BM/S01.00

-QC Form: BM/ KCS.xx –Document version
- xx: Order

-Tracking Form: BM/ TD.xx –Document version
- xx: Order

-Formulation: CN.xx.xx- Document version
- xx: Product name of each stage
- xx: Code for division, based on the first (sometimes first two) letters in its name

-Operation record form: BM/NKVH.xx- Document version
- xx: Code for division, based on the first (sometimes first two) letters in its name

-Guideline: HD/ xx.xx-Version
- xx: Initial letters from name of the guidelines following 'HD'

B. Issuance of new documents

1. If the need for new documents arises, a requester will fill out form BM/HC02 and send it to the CTD for consideration.

2. After consideration, the CTD will either:
   - Notify the requester if he/she does not agree.
   - Instruct a subordinate to draft the new document (designating he or she the "Drafter") and sign the submitted BM/HC02 if he/she agrees.

3. Drafter
   - The Drafter must begin drafting the document taking care to include the time of issuance and sign the box on the BM/HC02 marked 'planner.'
   - The Drafter then sends a draft document to all related divisions, the company's Document Monitor and the employee tasked with gathering feedback about the document. Gathering general feedback about a document is optional, though the company's Document Keeper must review and provide feedback about all draft documents. All relevant opinions must then be summarized, reviewed and incorporated into a revision by the Drafter.
   - After all revisions are complete, the Drafter must submit the new documents to the CTD for approval (including any feedback that was used in the revision process). All relevant feedback about the document must be submitted to the CTD before approval is granted.
   - After the revised document meets the approval of the CTD, the Drafter will send it to the Document Keeper.

4. The Document Keeper must include new documents on the current document list on form BM/HC05. This list must always be available for review by company employees so that they may confirm that they are not using expired forms.

5. The Document Keeper is tasked with making copies, marking them 'monitored', and distributing them to the parties identified in the CTD-approved BM/HC06 form.

6. Employees who have received a new document must make sure they have received the correct form and inform their colleagues that a new document is available for use.

7. The Chief of the Document Keeping Division is responsible for maintaining an original copy. This original copy must not be marked 'monitored' so it may be used for making subsequent copies.

C. Amending existing documents

1. If an employee recognizes the need to make amendments to an existing document he or she must send request form BM/HC03 to the CTD.
2. After consideration, the CTD will either:
   - Notify the requester if he/she does not agree.
   - Instruct the Drafter to begin revising the document and provide written approval on form BM/HC03 if he/she agrees.

3. The Drafter can then begin revising the portions of the document that require revision as outlined in steps 3 – 7 in Section A.

4. Classifying revised documents

a. Majorly-revised documents:

- Print the whole document anew.
- Commence document revision, making sure to generate a new version number (adding 1) and edit the date of issuance.
- The Document Keeper must make copies of all revised documents and mark them 'monitored' and then begin to distribute them according to steps step 4 - 7 in section A.
- Document borrowers must return all out-of-date documents to the Document Keeper to be destroyed. If the documents are not to be discarded, all must be filed away as 'expired'.

b. Slightly-revised documents

- Slightly-revised documents include those that require changes on pages 1 - 3. The CTD will determine to what degree the documents require revision (e.g. majorly or slightly) depending on the circumstances.
- The Document Keeper must make copies of all revised pages (without marking them 'monitored')and then begin distributing them according to steps 4 - 7 in section A.
- After receiving the revisions, the Document Keeper must collect and replace all outdated pages and discard them.
- In the event of slight revisions, the Document Keeper shall print only the revised pages and make sure to edit the version number listed on the revised pages only.
- The Drafter must make note of these changes on form BM/HC03.

5. The Document Keeper must maintain one original copy of the expired documents. These documents must be marked 'expired' and included on a list of documents in accordance with form BM/HC07.

D. Documents from Outside Sources (DOS)

1. If a requester suggests that the company adopt a DOS, these documents must be submitted along with a proposal for their use (form BM/HC04) to the CTD for consideration and approval.
2. After a DOS is approved, the requester must send the DOS to the Document Keeper to maintain as an original copy and to update the list of documents (using form BM/HC05, if the DOS are engineering documents). The original copy will be maintained by the Chief of QA Division.
   The distribution of a DOS follows steps 4 - 7 in section A.
   The Document Keeper is responsible for contacting the publisher of a DOS and ensuring they are updated if the publisher ever issues a revision.
   Every three months, the company's Assessment Division shall ensure that the company's documents comply with current laws and QC protocols. The findings of these evaluations

will be reported to the CTD. All unnecessary DOS will be discarded and outdated DOS will be revised.

E. Forms

1. Forms collected for the creation of a manual will be reviewed and approved by the CTD. Each form will feature a different code and version number.
2. Forms distributed along with Practices and Additional Documents do not necessarily require changes when associated forms require revisions. So, only version codes will be updated for these documents. Old forms should be discarded. Details on distribution of forms need not be recorded.
3. This practice is not applicable to some special forms.

F. Approval of documents

The General Manager must approve all manuals, documents, forms, etc. The Board of Directors shall consider the appropriateness of the system as a whole. Division Chiefs are responsible for approving work instructions/guidelines

Personnel	Procedure	Documents
Requester	Requests pertaining to diagnostic documents	BM/HC02; BM/HC03
Divisions involved + Document Keeper + Requester	Discussion	
CTD	Consideration	BM/HC07
CTD	Assign	
Assigned individuals	Drafting	
CTD	Approval	BM/HC05
Document Keeper	Update	Seal for monitoring
Document Keeper	Classify	BM/HC06
Document Keeper	Copying, distribution	
Document Keeper	Recording	
	Completion	

III. Forms applied

- BM/HC02. - BM/HC07.

PREPARED BY	EXAMINED BY	APPROVED BY

I. Objectives:

- Easy to identify products, preventing from confusion in using
- Convenient to check and to do statistics of products

II. Scope of application:

Materials, tapeline, unrewinded rolls and final rolls

III. Abbreviation

- QC: quality control

IV. Procedure:

A. Materials

1. After receive to the warehouse, the keeper needs to alternatively stick the label on 1 side of the pallet. For plastics, 2 large labels need to be attached on 2 sides of pallets
2. Materials half used: team leaders stick identify label on the bags
3. Material label content: material name, lot number: retain the manufacture's lot numbers, date of receipt (stock-in)

B. Sợi / tape:

1. Before coming to QC department, every trolley of tape has to be stuck a paper label mentioning it's kind of tape by tapeline team leaders or staff responsible
2. Count the quantity of bobbins, put in bags. QA staff staples tape identify label to every bag.

   Yarn lot: Tapeline #/ letter A-Z/times of specs change or material lot change(1-99)
3. Pallets of tape bags (3 labels): team leaders weigh and affix 1 barcode label onto the top of pallet, 2 other labels of KCS01 onto 2 sides of pallet

   Tape bins (2 label): 1 barcode label, 1 label on the top. Tape bins are kept into rows and stacked together by tape specs. An identify label will be put in front of each row of specs
4. When delivering to looms: QA department will keep the barcode label for delivery tracking, the remaining label will be there for loom operator to recognize.

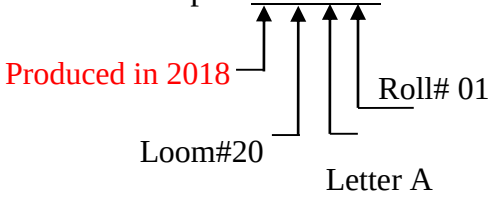
C. Uwindered rolls

1. When unloading, loom operators attach 2 BM/D01 labels onto the edge of the roll and fill information of unloading date, product code, roll number, lot number and the length of roll.

- Principle of roll coding:

  Loom number – 1 letter in alphabet order A, B, C – the number of rolls produced by each loom (range from 01-99)

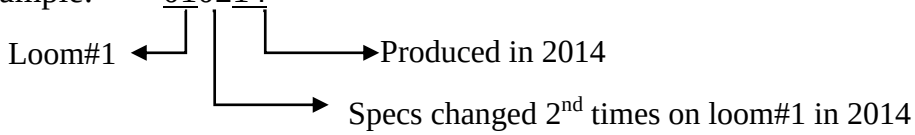
  Example: 1820A01



- Principle of lot coding:

  Loom number – time of specs change –2 last numbers of the production year

  Example: 010214



2. Loom operators stick color label for identifying PP fabric rolls:

Products	**label colors**
GS5.5	blue
GS5.0	no label
GS4.6	orange
GS4.0	pink
GC3.0	no label

3. QA staff weigh fabric rolls and full fill contents of weight into D01, average weight into BM/KCS07

D. PE coated fabric rolls:

QA staff at rewinding section will affix BM/KCS06 label onto 1 tip of the steel core of the roll

Finished rolls:

1. Label colors designated for PP products

Finished products	**label colors**
GS5.5	blue
GS5.0	no attached
GS4.6	orange
GS4.0	not attached
GC3.0	no attached

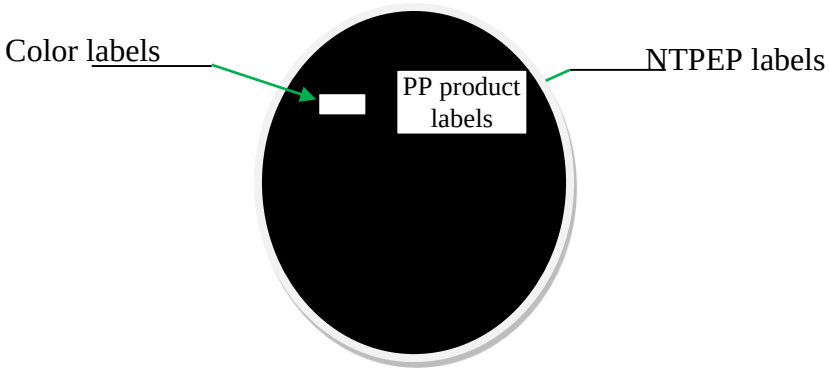
2. Labeling position on PP products:

   QA staff at winding area stick label as following:

   - Color label: attach on 1 tip of fabric roll

   -NTPEP label (BM/ĐG05): stick 4 same labels (inside 2 ends of paper core, outside 2 base sides of fabric roll). In case that 1 NTPEP label is split into 1 barcode label and another as request of customer, apply same labeling method as above.

   - Labels are stuck onto the roll immediately after such roll is film winded. In case of using auto film winder, 2 labels will be glued inside the core firstly, then other 2 labels will be attached once the roll goes thru the winder and comes to last point of the conveyor



- In case that product in stock is winded, firstly stick 2 labels inside the core.

3. **PE finished product**:

   QA staff affix labels:

- Product-in-bag: identify PE finished products by means of bag colors and information on KCS/ĐG04 label stuck on the bag

Products	**Bags**
H8	orange words printed
MS	blue words printed
UV	black words printed

- Product-in-roll: affix labels in correspondence with label BM/ĐG04 attached on the master roll

Person in charge	Flowchart	Documents
Material warehouse keeper QA team leader in tapeline	Materials (in use), tape, fabric rolls	KCS01
Loom operators in shift	Attach identify label in every department	BM/D01
QA staff in rewinding	Update the weight of fabric roll into label D01	BM/D01
QA staff in rewinding	Report specs of fabric roll	BM/KCS07
QA staff in rewinding	Check specs & labels — No	BM/KCS09
QA staff in rewinding	Yes: Enter unfinished fabric book	
QA staff in rewinding	Stick rewinding label BM/KCS06 while rewinding and coating	BM/KCS06
QA staff in packaging	Stick label BM/ĐG04 while packaging Stick label BM/ĐG-05 while winding	BM/ĐG04 BM/ĐG05
Warehouse keeper, packaging team leader	Check labels — No: Control procedure of nonconforming products	BM/TP03
	Yes: Deliver to finished product warehouse	

V. Forms used

-BM/D01

-BM/KCS01

-BM/KCS07

-BM/KCS06

-BM-KCS09

-BM/ĐG04

-BM/ĐG05

-BM-TP03

Prepared by	Checked by	Approved by

I. Purpose:

To provide a complete roadmap to the company's timely and efficient manufacturing process.

II. Scope:

Applies to the entire manufacturing process divided as follows:

- Yarn – tape process.
- Quality Control process
- Weaving process
- Rewinding and packing process
- Storage process.

III. Abbreviations:

- V1 : Velocity (Speed) of tape up unit (film from T-die, before stretching)
- V2 : Velocity (Speed) of the stretching unit
- V3 : Velocity (Speed) of the annealing unit
- S :Scrap
- Wv :Weaving
- T :Thread
- W :Washing.
- Wk :Worker
- TL : Team lead
- Mtl :Material.
- SK :Storekeeper
- QC :Quality Control
- FPG :Finished – product group.

IV. Operating instructions

TAPESECTION:

1.1 Preparation:

Storekeeper: Dispatches materials to weavers for manufacturing.

Team leader: Weighs out raw materials according to the established mix ratios.

- Powers up the machine.
- Sets he temperature for the extruder.
- Sets the synchronous velocityto3.5V
- Adjusts the temperature for the filtering net.
- Sets the heat pattern of the mold.
- Turns on the circulating water pump to fill the cooling tank.
- Opens the drain valve, once the film has cooled, and empties the tank.
- Turns the film pulling roller and the film shaft on and off; checking the V1,V2 and V3.
- Calculate the washer's thickness based on the thread width outlined in the order: set the washer and the cutting device in the film cutting shaft.

- Open the valve to fill and empty the cooling tank in the V3 film shaft.
- Set the temperature for the extrusion and steam rig and check the hot – air blower.

Worker: *Powers on the thread collecting rig

- Prepares the bobbins.
- Prepare yarn carrying carts.

1.2. Thread manufacturing procedures:

- Worker:*Places material into the mixing tank.

*Presses the ON button to turn on the machine, after 10 minutes, presses the OFF button.

*Open the intake valve, funneling raw material into the plastic tank.

* Turns on the plastic pump and pumps the mixed raw materials into the hopper

- After 90 minutes, the device's heat will rise to the set temperature parameter

- Team leader:*Slowly increases the extruder speed to push plastic out of the mold; stops when the plastic film is being steadily extracted at a speed of30r/minute

* Pulls the film into the water tank to cool it down.

* Pulls the film onto a pulling roller and lowers the grab to pull the film.

* Adjusts the pull speed to avoid tearing or breaking the film.

* Pulls the film under the cutting blade and cuts the film

* Continue to put the film into the take up roller and adjusts V1 to prevent snapping the film.

* Opens the hatch on the heating oven.

* Pulls the thread into the heating oven and closes the hatch.

* Continues to pull the film towards theV2godets.

* Lower the grab and adjusts V2 so that V2/V1=I(I : stretching coefficient).

* Continues to pull the film to V3 godets.

* Lowers the press roller and adjustsV3 to make it fit formula (V3-V2= annealing factor)

-Worker: Continues to pull the film to the end of the collection rig and winds the thread around the iron spindles.

- Team leader: after the thread has been wound, increases the speed of the extrusion puller to speed required by BM/CNS.

- Worker: take each tape to a winder. After the bobbin meets the diameter required, worker will take out and load the bobbins onto the trolleys and send them to the Quality Control Division. This division will check, weigh, and then store the thread.

- Worker:guides the thread onto the collection winder

*40-45 minutes/bobbin for waft tape.

*25-30 minutes/bobbin for weft tape.

1.3 Cleaning up:

1.3.1 Atthebeginning of each shift:

- At the beginning of each shift, the team lead must assign the members of his/her group to clean the work place and set up the necessaryequipment.

- Clean the cooling tank.

- Clean the opening of the mold before shaping the thread film.

1.3.2 In the middle and at the end of each shift:

- Clean the plastic pump once in the middle of each shift.
- Clean the floor of the workplace in the middle and at the conclusion of each shift.
- Weigh the scrap, turn off machines, cut power, close and lock the door when all tasks are complete.

2. THREAD QUALITY CONTROL PROCEDURES:

2.1 Operating process:

The Quality Control Division will inspect the thread while the Weavers are collecting it on the spindles.

- Take thread samples and check for loose strands. Inspect the weight and width of each thread and then report findings to the team leader in charge of Yarn and Tape production.
- After 15 minutes, continue checking for loose thread, noting weight, width, and the endurance of the thread again. Record the results on the thread quality test table (BM/KCS03) and yarn weight checklist (BM/KCS02).
- The thread should be inspected again as it is transferred to the iron spindles. The results of this inspection should also be noted on the aforementioned forms.
-Store and record the finished product of thread in accordance with specification of warp thread and shuttle thread.(Report details on Daily finished product of Thread Log (BM/KCS12)
- Quarantine and record details of non-conforming product(On a non-conforming product report sheet BM/KCS05).
- Basing on the order of production, the Quality Control division should move the thread to the weaving machine and record the data (Using a table on daily thread usage BM/D02)

2.2 Cleaning up:

- One hour before the end of each shift, clean and tidy up the workplace, storing all equipment in its rightful location.
- Clean up the storehouse, gathering all non-conforming thread. Sort out the scrap thread by color, weight and note the results. At the conclusion of each shift, turn off all lights and machines and close the door.

3 .WEAVING SECTION:

3.1 Preparation:

- Switch on power supply.
- Weaving equipment: scissors, slip stick.
- Pour silicon into intake spout.
- Record the initial data on textile output report: the clock number shown on the meter reflecting the speed at which the machine starts weaving, the number of weaving machines and names of the each product.

3.2Weaving operation process, storing and dispatching:

- Follow the order, the Head of the Yarn – tape guides the team lead to prepare the weaving machine.
- Receive warp thread and shuttle thread from spindle trolleys.
- Arrange winder on slubbing frame according to order arranged on trolleys.
- Pull the thread to the top of the frame.
- Slip the thread through the comb, the porcelain hole, the weft and then into the weaving machine.
- Put the spindles of shuttle thread on and begin weaving.

- When the number of cloth rolls meets the requirements, inform the worker to take the cloth down.
- Record the length of the final fabric product and the weave date on the stamps and glue them to the cloth rolls (BM/D04).
-QC Division cut cloth samples for QC testing:
Check the elongation of the cloth (ASTM D4632).
Check the durability of the cloths (ASTM-4533).
Check the puncture resistance of the cloth (ASTM -6241).
Check cloth permeability (ASTM-4491).
Check Apparent Opening Size (ASTM – 4751).

*__Storage__:

- Worker: Bring finished products to their appropriate storage location and record the number of rolls produced that day(Note on Daily Textile Log) (BM/D07)

*__Dispatching__:

- Worker: Use the winch to load cloth into correct position for rolling and unrolling.

__*Unwinding, storing and dispatching finished products__

-Worker: Use the winch to lift the cloth onto the unwinder unit.
- QC Division: Check the measurement clock:
* Set the clock to 000 when rolling begins.
* Set the wheel of the meter counter at a right angle to the fabric roll.
* In case defects in the fabric are detected, the QC section must move the wheel of the measuring clock out of the fabric roll before pulling and cutting.
*Unwind and inspect the fabric for further defects.
*Wrap up the textile according to the customers' orders and record the process of supervising the release (BM/KCS08)
*Adhere stamps to product in accordance with Production order
-Worker: Use the winch to lift the finished cloth rolls. Tie 3 rolls together and then bring them to the store.
- QC division: Record the data onto a store receipt (BM/ĐG06).
- Storekeeper: Use lift truck and winch to dispatch products following receipt of a dispatch form: 02-VT (K01)

__3.3 Cleaning up:__

- Loom worker: During the weaving operation, take time to cut the shuttle thread and return empty iron spindles to plastic containers.
- There are 15 minutes between shifts. At the end of each shift, workers from the departing shift must collect scraps and bring them to the end of the rig for the team leader to weigh and record data into the Weaving Machine Output Report (BM/D03).
- Clean up the area around the machine and prepare for the next shift. Turn off all machinery and shut down power to the work area.
- Workers in the unrolling section, packing section, supply and sale section must clean up, weigh scraps, arrange the finished products in order and fill out necessary reports. When leaving the work area, turn off

machines and lights, switch off power and close doors.

PREPARED BY	EXAMINED BY	APPROVED BY

TASKS

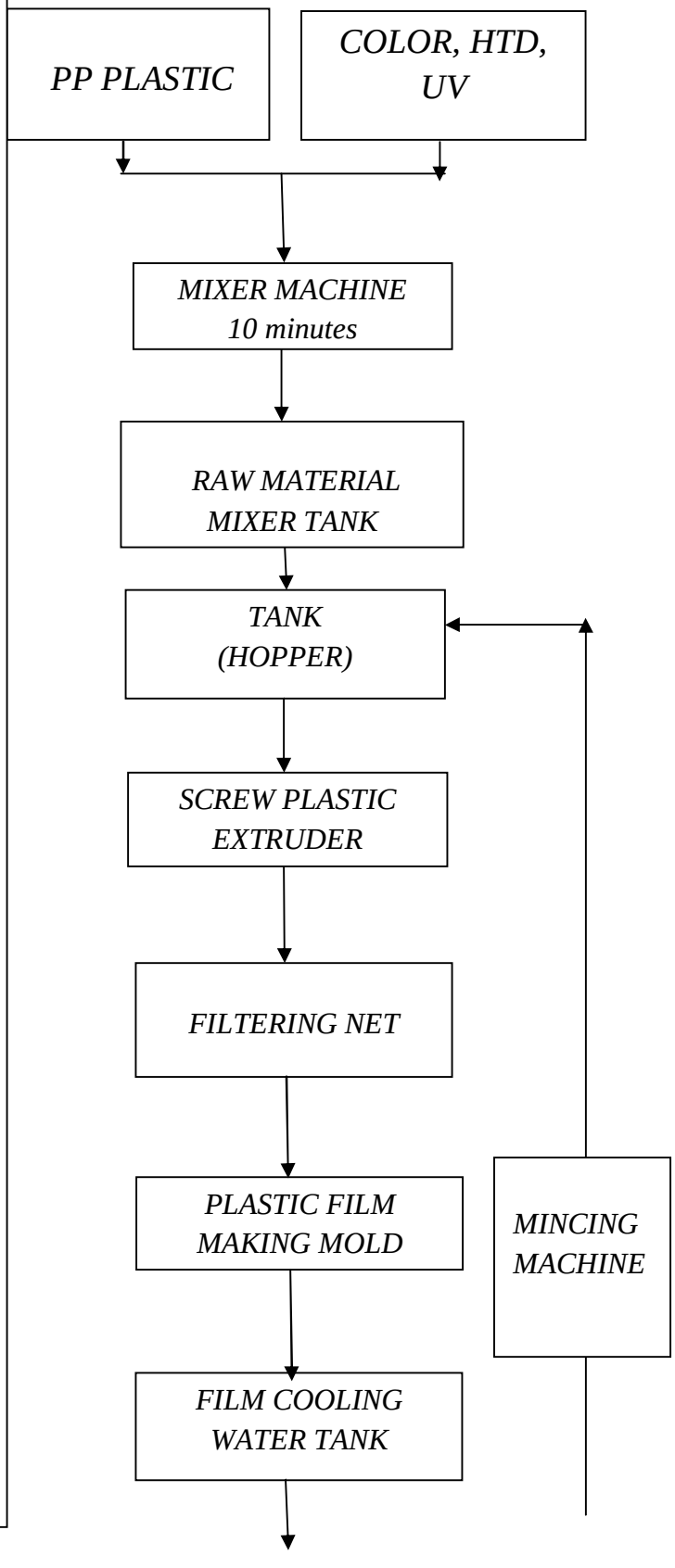
TL: Team Leader
WK: Worker
QC: Quality Control Technician
WV: Weavers

- Storekeeper: Dispatches the PP plastic and materials to factory
-TL: Weighs the materials according to the mix ratio.
-Writes the daily material receipt

- Wk: Turns on the material mixer on and off, monitors its operation.
- Wk: Opens the valve to put the mixture into the tank

- WK: Turns on the machine to pump plastic into the hopper
-Cleans the plastic pump
-TL: Turns on and sets the temperature for the screw plastic extruder.

-TL: Adjusts the temperature and filtering net tension parameters
- TL: Checks the net tension to change the filtering net
- TL: Sets up the heat pattern of the mold
- TL: Turns on the pump to fill the film cooling tank.
- TL: Opens the drain



DOCUMENTS

- Production order (BM/KH01)
- BM/CNS01
- Receipt (BM/S02)

- BM/NKVH01

- BM/CNS01
- BM/NKVH01

- BM/CNS01

- BM/CNS01

- BM/NKVH01

TL: Turns on the film pulling roller

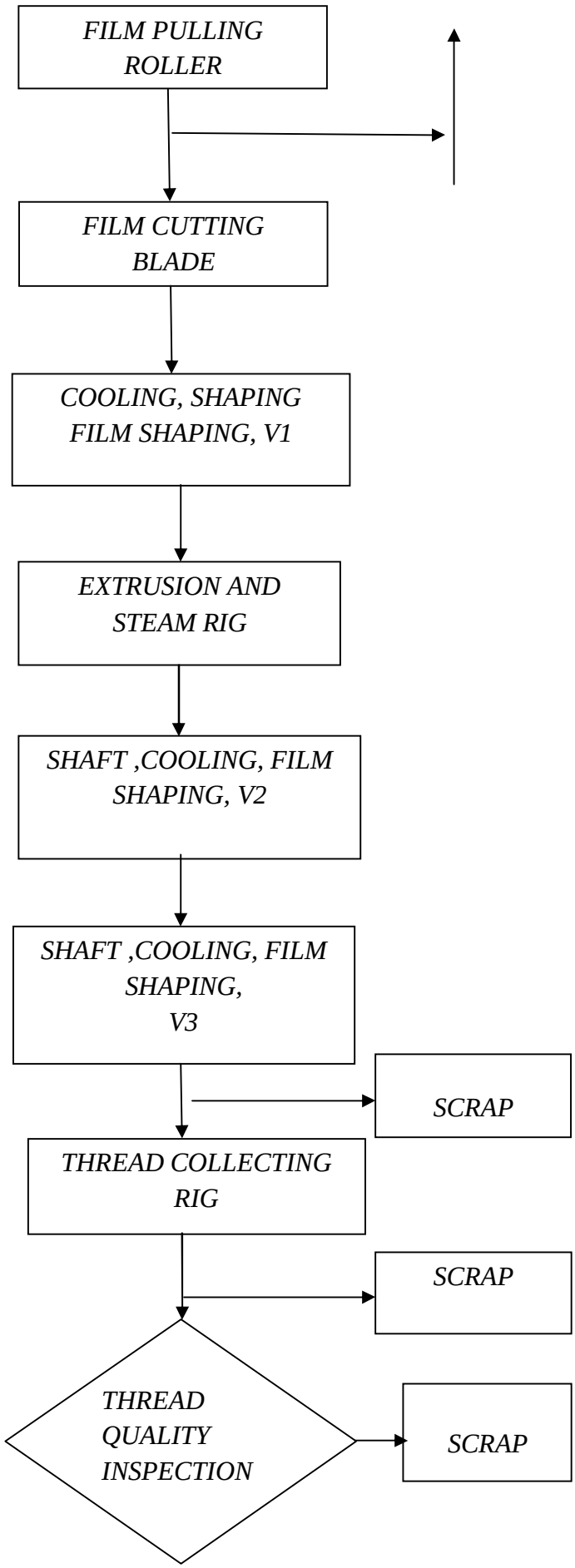
-TL: Calculate washer thickness and prepares the film cutting blade.
-TL: Lowers the blade and cuts the film.

-TL: Sets the velocity for the film shaft (V1)

-TL: Sets the temperature for the extrusion and steam rig; checks the hot-air blower.

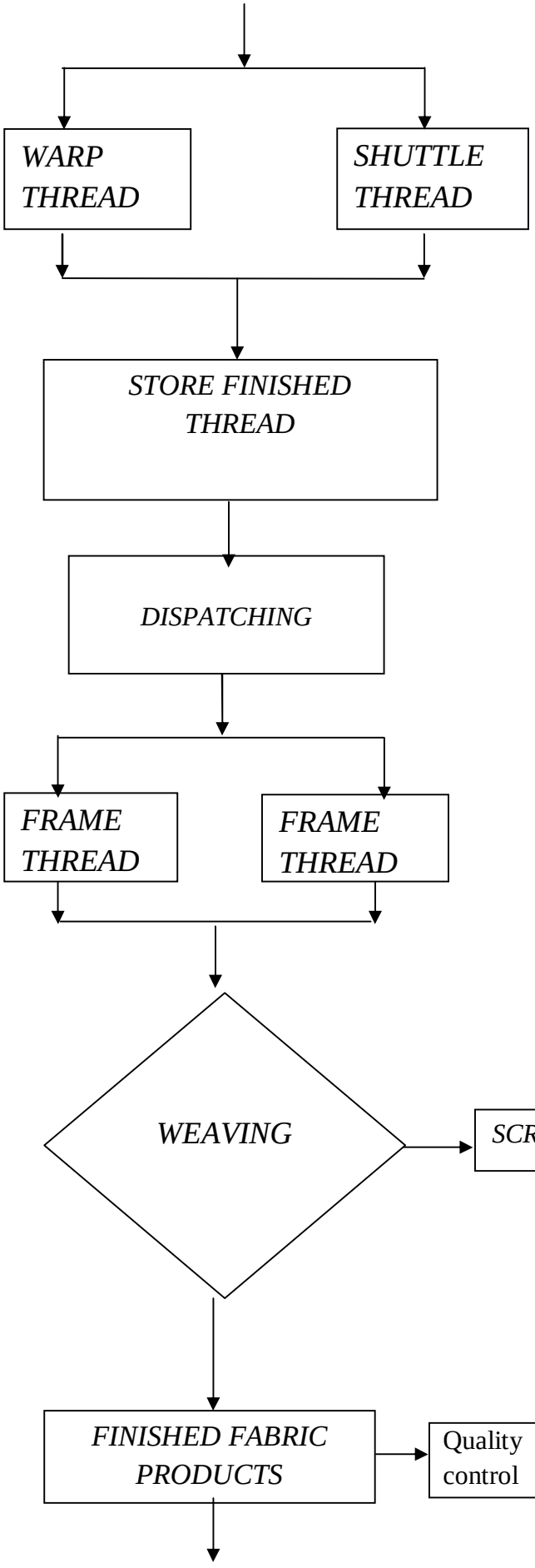
-TL: Sets the velocity for film shaft (V2)
-TL: Opens the valve to l to cool the shafts and then sets velocity (V3)
- Wk: Powers on the thread collecting rig
- Wk: Prepares the iron spindles.
- Wk: Winds the thread around the spindles
- Wk: Transfers the thread to the spindles

- QC: Checks spindle size and thread sample: tumbled thread, loose thread, thread weight, thickness and endurance
-QC: Weighs and stamps finished products, checks the spindles.



BM/NKVH01

- BM/CNS01
- BM/CNS01
- BM/NKVH01
- BM/CNS01
- BM/CNS01
- Fiber weight checking table (BM/KCS02)
- Fiber quality checking table (BM/KCS03)



- QC: Checks the size of the frame spindles and the frame shuttle.

-QC: Stores the thread separating warp thread and shuttle thread

-QC: Glues product stamps on the rolls and records the data.

-QC: Provides materials on demand. What has been stored first will be shipped first.

Weavers: Receives warp thread and shuttle thread
-WV: Assemble frame spindles.
-WV: Pull the thread towards the end of the frame.
-WV: Thread it through the comb, the weft and then into the loom; puts the shuttle in and start weaving.
-WV: Write the weaving report.
-WV: Record fabric length and date of production on label and attach to rolls
-QC: Cuts and tests fabric samples

- BM/NKVH01
- Report and process non-conforming products (BM/KCS05)

- Report table of daily finished product of thread. (BM/KCS12)
- Stamp finished thread (BM/KCS01)

Fill in daily thread usage log (BM/D02)

- *BM/CND01*
- *Record weaving machine output (BM/D03)*

- *Fabric Labeling (BM/D04)*

QC PRODUCT TESTING PROTOCOL

Wk: deliver fabric to storehouse and record product data.

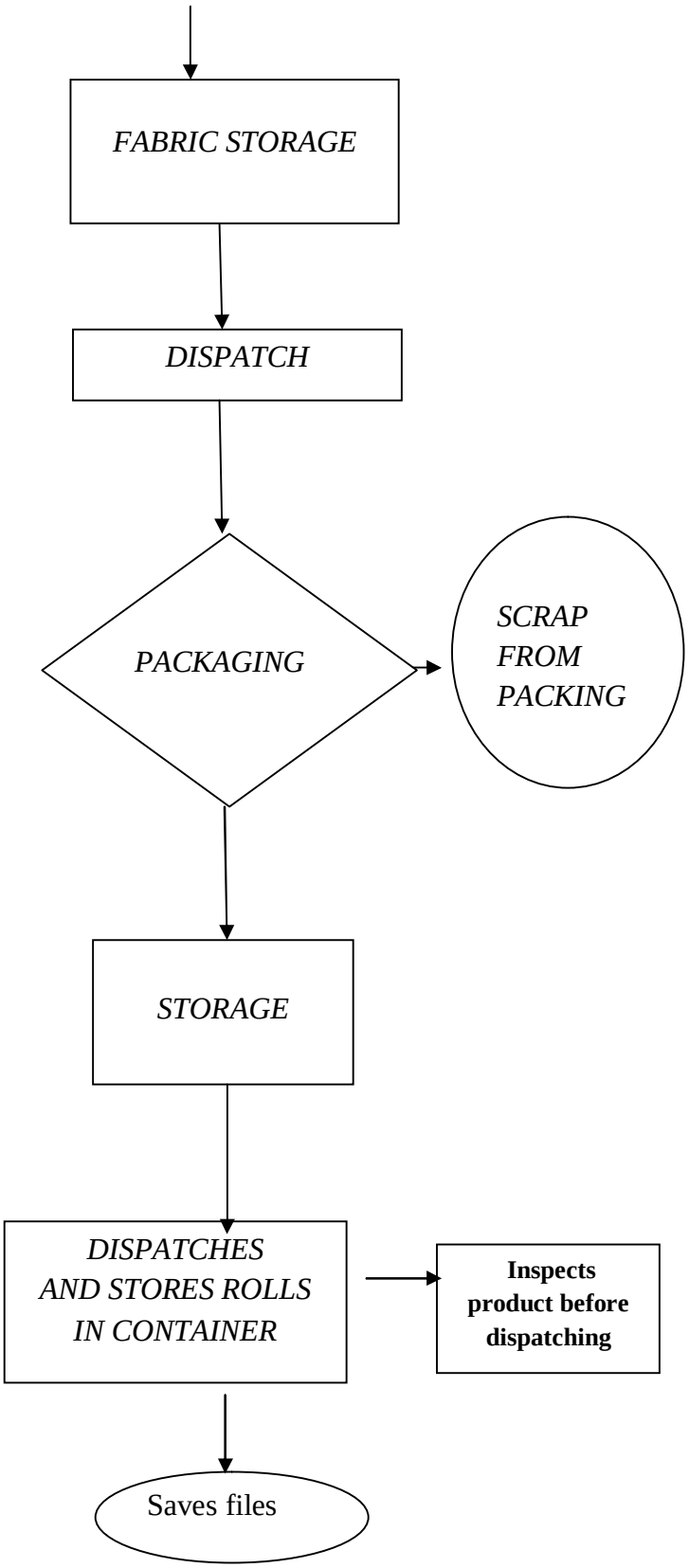
- Use winch to unload rolls.

-Load fabric on washing rig.

Wash and quality checking: Wash and check cloth.
- Measure the length of each fabric roll:
- Glue stamps on the finished products.

- Wk: Use the winch to bring finished cloth to the storehouse.
Finished product group: Writes store receipt.

Wk: Dispatches fabric by using lift truck and winch
Finished product group: Writes dispatch receipt



- Report table of daily inspection of woven cloth (BM/D07)

- Check table on the process of washing and rolling cloth. (BM/KCS08)

- Store receipt (BM/K01)

- Dispatch receipt MB/K01
Inspects product before dispatching: BM/K05

Gia Loi	**PROCEDURE OF CHECKING QUALITY IN MANUFACTURING PROCESS**	DNC: QT KTTSX.01 Revision: 01 Effective date: 02/01/2020 Page: 1/3

I. Purpose

- Control closely products in manufacturing process to ensure supplying qualified products as customer's requirement.
- Discover promptly & give solution for non-conforming products.

II. Scope

- PP products

III. Abbreviation

- QC: quality control
- FP: Finished products

IV. Content

1. When outputting materials, storekeeper fills in material lot # in BM/K03
2. Get tape sample:
    2.1. When start running machine: check samples of two continuous trolleys. When machine runs stably, each 2 trolleys get sample 1 time & no limit to get samples if necessary.
    2.2. Sample for checking is no less than 10% tapes.
    2.3. Check criteria according to TC02, TC05. Use BM/KCS02 & BM/KCS03 forms. If it fails, solve as non-conformance process procedure.
3. When putting into bags to input tape warehouse, on each bag stick label BM/KCS01 & fill in enough information.
4. Weaving: Loom workers need to check fabric surface during weaving process, mark or tie string on fabric edge so that the next stage other sections can easily identify & solve. Lab QC gets sample to check "finished product checking criteria"
5. Winding: Winding workers need to check fabric surface during winding process according to product surface criteria, TC09, TC10, use forms BM/KCS04 & BM/KCS09. When inputting warehouse, use form BM/ĐG06.

RESPONSIBILITY	DIAGRAM	DOCUMENTS
Storekeeper	Output warehouse	
Storekeeper	Fill lot # in output form	BM/K03
Tape QC	Get tape sample	
Tape QC	Check	BM/KCS02 BM/KCS03 TC02, TC05
Tape QC	Input warehouse	BM/KCS01
Loom workers; Lab QC	Weave fabric	Surface quality criteria, TC09, TC10
Loom workers, team leader	Check	
	Control non-conformance	
	Wind fabric	
Packaging QC	Check	BM/KCS04 BM/KCS08
FP storekeeper	Input warehouse	BM/ĐG05 BM/ĐG06

V. Form applied :

- BM/KCS01
- BM/KCS02
- BM/KCS03
- BM/KCS04
- BM/KCS08
- BM/ĐG05
- BM/K03

PREPARED BY	EXAMINED BY	APPROVED BY

I. Objective :

- Guarantee timely and efficient production for all customer orders.
- Detect and amend any foreseeable delays in production.

II. Scope of Application:

- All orders.

III. Abbreviation:

- PEB: Production Executive Board
- PD: Planning Division
- PM Production Manager
- PO Production Order

IV. Content:

a. Receive production request, order:

After receiving a Production Request from the Sales Division, PD determines the feasibility of the order.

+ If positive, PD will commence scheduling production shifts.

+ If negative, PD will report to the Production Director.

b. Creating and implementing a production plan:

The company's standard production protocol shall be established based on regular POs and Contracts from the PM. Planning staff will submit a production schedule to the PM to deploy production divisions using form BM/KH01.

Regular orders shall be processed according to the company's established protocol. All orders involving unique customer specifications or requests shall require a BM/KH01 form outlining those requests. This form shall be and distributed to all parties involved in production to ensure the specifications are met.

All PD schedules will allot enough time to ensure that all products will be manufactured and stored before the date of delivery established in the Order/Contract drafted by the Business Division.

c. Supervising orders:

Production planner shall supervise the implementation of the BM/KH04, BM/KH02 and BM/KH06 on a daily basis in conjunction with the production divisions. Output Reports shall be generated to ensure timely and efficient production. This process will ensure that all orders are promptly met and that any foreseeable delays in production will be promptly reported. Upload the forms as follow: Drop box\Gia Loi Company\Production\order position\Year\Month\Date

d. Order adjustments:

i. <u>Delivery time adjustment:</u>

If, for some reason, the established manufacturing deadline cannot be met, the PD shall fill out a BM/KH03 form requesting an extension and submit it to the Production Director. This form shall then be sent relayed back to the PD to result in two possible outcomes:

- If an extension is possible the salesperson will approve and return the form to the PM, who will forward it to the PD to ensure the new deadline is met.

- If an extension is not approved, Sales will reject the request in writing and relay it to the Production Director. The director and a planner shall then generate an overtime schedule to ensure that the original deadline is met.

ii. <u>Production plan adjustment:</u>

Upon receiving a BM/KD03 from, the PD will follow one of two courses of action:

- If the delivery date is extended, then planning agents shall determine a time for attending the BP. If the production plan proves satisfactory, the existing order will be filled accordingly. Otherwise, the planning agents will either generate a new PO or supplement the existing PO. The new or amended PO will then be forwarded to the production divisions.

- In the even tthat the company receives requests for quantity or quality alterations (before commencement or in the process of manufacturing) production planning agents may supplement existing POs or generate new POs and revoke the old ones.

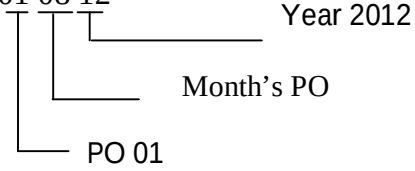
e. Order Closure: use form BM/KH05

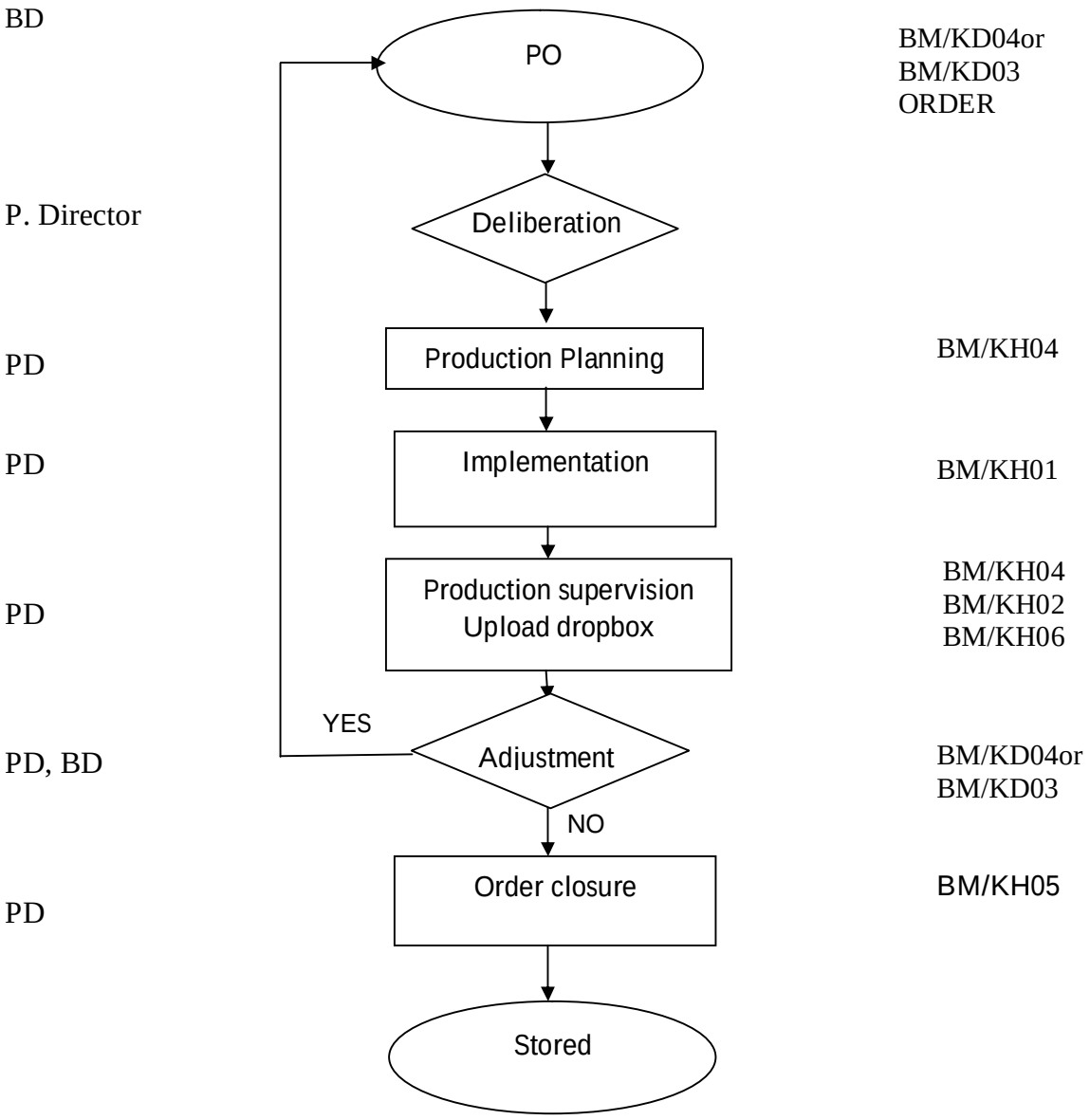
Production Order Description:

Number of PO: Ordinal number of the month's PO + month's PO + last two numbers of the year

Example:

PO: 01 08 12





PREPARED BY	EXAMINED BY	APPROVED BY

I. Objective

To quickly resolve any customers' complaints or non-conforming products by tracing all products to their origin

II. Scope of Application

Applies to all products

III. Abbreviation

TP: Finished product

MT: Materials

PP: Polypropylene

PE: Monomer Ethylene

IV. Content

1. To trace any finished fabric product to its origin, begin by reviewing the product label (ĐG04, ĐG05). Locate the identification number and packaging date of the fabric roll.
2. Using the packing date and the identification number, locate the BM/KCS09 form which includes the unloading date for any and all PP fabric products. For PE fabric products, use the BM/KCS06 label to verify coating date. Use the coating date to locate the BM/T01 form, which includes a list of the coating materials as well as the material lot; then cross-reference the unloading date and the BM/D02 form to identify the number of fabric lots used in weaving.
3. Fabric lot: Use the BM/S01 form to locate the material and the material lot used for spinning.
4. From the lot number, determine the origin of the material along and its quality.

INDIVIDUALS IN CHARGE	Flowchart	Documents
QC Division	Finished fabric product	
	- Locate the fabric ID number - Locate the packing date	-BM/ĐG04 -BM/ĐG05
	Locate the unload date & coating date	BM/KCS09 BM/KCS10
	PE → Locate the MT, MT lot used for coating	BM/T01
	PP → Locate the fabric lot used for weaving	BM/D02
	Locate the MT, MT lot used for spinning	BM/S01
	Find the certificate & analysis of the MT	COA of the manufacturer
	Make a record of the file	

V. Forms applied

- BM/ĐG04
- BM/ĐG05
- BM/KCS09
- BM/T01
- BM/D02
- BM/S01

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