

Product Monitoring and Measurement Control Procedures

Document No.	WII/QP-16
Version status	Version A time 3
Distribution department code	The system covers all departments
Controlled state	



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Released on April 08, 2024

Implemented on April 08, 2024

WII/QR01-05

List of Document Modifications

Date of modification	Modified content	Original version	Modified version	Modifier
20/05/2022	Initial Release	Version A time 0	Version A time 0	Xiao Jianbin
10/03/2023	Changed the language from Mandarin to 3 languages, namely English, Mandarin and Indonesian.	Version A time 0	Version A time 1	Ma Weilei
09/10/2023	Divide the previous version into three and rewrite it according to the Chinese, English and Indonesian versions	Version A time 1	Version A time 2	Elian
08/04/2024	To change PMC to Supply Chain and Quality Control to Quality.	Version A time 2	Version A time 3	Elian

1. Purpose

Standardize the inspection procedures of the company to prevent products that have not been inspected or fail to pass the inspection from being transferred or delivered from the factory.

2. Scope of application

These procedures are applicable to the inspection and control of raw materials, auxiliary materials, manufacturing processes, semi-finished products, in-process products, finished products, outbound products and other samples.

3. Responsibilities

3.1 The Quality Department is the centralized management department and is responsible for inspection.

3.2 Other relevant departments are responsible for cooperating with Quality Department and workshop inspection.

3.3 The Quality Department is responsible for the preparation and repair of this procedure document.

4. Definitions

4.1 Additional auxiliary materials: All auxiliary materials used in product formula except tobacco raw materials.

4.2 Semi-finished products: tobacco powder produced in the tobacco powder workshop of the production department.

5. Contents

5.1 Preparation of standards

5.1.1 Preparation of standards

The technical department is responsible for formulating enterprise standards (including technical indicators, inspection operation standards, sampling methods, judgment rules, etc.) for all raw materials, products,

semi-finished products, process control according to customer requirements, national or industry standards, product formula requirements and production requirements. See "Document Control Procedures" for details.

5.2 Inspection of raw and auxiliary materials

- 5.2.1 After the raw and auxiliary materials arrive, the Supply Chain department shall report to the Quality department for inspection and fill in the inspection form.
- 5.2.2 The Quality department shall sample, inspect and judge the materials according to the enterprise standards; The Quality department entrusts the technical department to carry out sensory evaluation and judgment according to the requirements in the Operation Standard of Sensory Suction Evaluation and Inspection.
- 5.2.3 The Quality Department shall issue the Inspection Report according to the inspection results.
- 5.2.4 The Quality department determines that the materials are qualified according to the enterprise standard and the Supply Chain department directly puts them into storage. If the materials are unqualified, it shall be implemented according to the nonconforming product control procedure.

5.3 Semi-finished product inspection

- 5.3.1 After each batch of production is completed, the tobacco powder workshop of the production department shall report to the Quality department for inspection and fill in the inspection form.
- 5.3.2 The Quality department shall sample, inspect and judge according to the relevant product enterprise standards, and send the samples to the technical department for sensory evaluation and judgment according to the requirements in the Sensory Suction Evaluation and Inspection Operation Standard.
- 5.3.3 According to the inspection results, the Quality department will issue the inspection report data.

5.3.4 The Quality Department shall make comprehensive judgment according to relevant product enterprise standards and sensory index results of technical department. If it is qualified, Supply Chain shall put it into storage, and if it is unqualified, it shall be implemented according to Nonconforming Product Control Procedure.

5.4 Process inspection

5.4.1 Process inspection of reconstituted tobacco leaves by thick pulp method

5.4.1.1 According to the project requirements of each model "Process Technology Standard", the production operators shall conduct on-line production self-inspection, and the key indicators shall be sampled, tested and judged by the workshop process inspectors according to the "Process Technology Standard", and the workshop shall be notified to adjust when the inspection results are unqualified.

5.4.1.2 The Quality Department shall inspect and judge according to the enterprise standards and process inspection operation standards of corresponding products, and if the products fail, it shall be implemented according to the Nonconforming Product Control Procedure.

5.5 Finished product inspection

Check all indexes of products that have been put into storage after completion (including physical and chemical indexes and sensory indexes of finished products).

5.5.1 Physical and chemical indexes

5.5.1.1 Inspectors of QC Dept. shall sample, inspect and judge the finished products to be inspected according to the requirements in "Inspection Operation Standard for Finished Products and Outbound Products".

5.5.2 Sensory Indicators

5.5.2.1 Suction Evaluation Committee shall sample, prepare, evaluate and judge the finished products to be inspected according to the requirements of the Sensory Suction Evaluation Operation Standard.

5.5.3 If the inspection is qualified, the Quality department will change the product status from pending inspection to qualified; If it is unqualified, it shall be implemented according to the Nonconforming Product Control Procedure.

5.6 Outbound inspection of finished products

5.6.1 After receiving the delivery notice from the Integrated Management Department, the Quality department shall conduct random inspection according to the inspection operation standard of finished products and outbound goods.

5.6.2 The Quality Department shall issue the Product Outbound Inspection Report when the product passes the inspection according to the enterprise standard of the corresponding product. Delivery is arranged by the Integrated Management Department; If the inspection is unqualified, it shall be carried out according to the Nonconforming Product Control Procedure.

5.7 Sample delivery inspection

5.7.1 When other departments of the company send samples to the Quality department, they shall attach the "inspection form" approved by the person in charge of the department to indicate the sample type, inspection items, inspection related requirements, inspection standards and judgment basis, etc.

5.7.2 Inspectors of Quality Department shall inspect the incoming samples according to relevant inspection standards.

5.7.3 Inspectors of Quality Department shall issue "Inspection Report" or "Result Sheet" according to the inspection results and send it to the inspector.

5.7.4 For samples that do not provide criteria for determination, the Quality Department will only issue inspection data.

5.8 Sample management shall be carried out according to the Sample Management Operation Standard.

5.9 The status identification involved in the inspection process shall be carried out according to the Identification and Traceability Control Procedure.

5.10 Records shall be managed in accordance with the Record Control Procedures.

6. Related documents

- 6.1 WII/QP-02 (Record Control Procedures)
- 6.2 WII/QP-17 (Nonconforming Product Control Procedures)
- 6.3 WII/QW04-20 (Operational Standard for Sensory Suction Evaluation)
- 6.4 WII/QW04-07 (Process Inspection Rules)
- 6.5 WII/QW04-22 (Sheet Product Control Specifications)
- 6.6 WII/QW04-09 (Operation Standard for Finished Products and Outbound Inspection)
- 6.7 (Process Technology Standard)
- 6.8 Relevant Enterprise Standards

7. Related records

- 7.1 WII/QR04-02 (Test Report)
- 7.2 WII/QR04-05 (Product Outbound Inspection Report)