



Next Plc — Program Training (Report Generation)

For Internal Training

Prepared by: Christy Chan (PSD)

Approved by: Jacky Chiu

Expected Duration: 30 mins

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Initial Date:

5 Apr 2016

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2.0 (27 June 2017)



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This e-training presentation refers to the below versions of the program documents:

NEXT-GB-PAID-V32

Always follow the most up-to-date program documents in CPSTDoc to understand the program instructions.

After attending this training session, you will be able to:

- Correctly execute the Report Generation procedures for Next.

This training will help:

- Make your job easier
- You meet the client's expectations more efficiently & without error



Training Benefits

- Efficient and error-free performance of report generation procedures.
- Improved client relationship due to no client complaints regarding non-technical errors found in reports.
- More effective use of time and manpower at the Lab level due to fewer or no report revisions for reporting errors.
- Better business maintenance due to no business loss caused by repeat errors and incorrect procedures.



Training Agenda



- A. Client's Report Format
- B. Client's Report Specifications
- C. Pre-test Report Requirement
- D. Report Distribution
- E. Report Retention



Client's Report Format

- Client's specific report formats: 1 HL, 2 SL
- All report templates are saved in CPSdoc
 - CPSDOC\Program Client Documents\NEXT Plc (NEXT)\Report Templates



NEXT-HL-RPRT-GENERAL-V2.doc



NEXT-SL-RPRT-FOOTWEAR TEST REPORT-V1.doc



NEXT-SL-RPRT-GENERAL TEST REPORT-V3.doc

Client's Report Specifications



Electronic Signatures

- Yes

Report Locked / Protected

- Yes

BVOneSource Reporting:

- Yes
- CPSDOC\Non-Program Client Documents\Standard Operating Procedure (Non-Technical)\CPSD-GB-NSOP-PROCEDURE FOR POSTING REPORTS TO OTRD
- Post Report only

Report Revision Requests :

- BV Standard Procedures

Pre-test Report Requirement



- Do **NOT** send pre-test report to master client
- Do **NOT** use master client report template for pre-test
- Do **NOT** show master client name on the pre-test report

Report Distribution

➤ Only by Email

	HL / SL		
Recipient	Client -	To:	Per TRF
	Vendor -	To:	Per TRF
Email Subject Line	Report No.		
Example	N/A		
Report Format	PDF (Must be converted directly from Word version using softwares like Acrobat)		
Report File Naming Convention	report#.pdf (E.g. 52091234567.pdf)		
Max. Reports per Email	1		
Allow report to be sent to vendor before posting	No		
Remarks	None		

Report Distribution – report pre-audit procedures

- Below information is for Labs when they receive NEXT submissions for the first time.
- Purpose: to Monitor the low error rate in terms of technical and non-technical areas.
- Duration: at least 2 months.
- Procedures:

Step	Lab Action
Sample Login – Received samples (Non-Technical review)	Contact PAC via e-mail and attached a copy of TRF on or next working day of submission received date with subjectline: NEXT TRF+BVLab Preview Audit From Kowloon Bay 5212XXXXXXX Mailbox: CPSPACProcessMail (CPSPACProcessMail@VERITAS) & copy Harris Chan (Harris Chan/HKG/VERITAS)
Report Generation – Draft report (Technical review)	Contact Global Report Audit team via email and attached the draft report Report(s) with color picture(s), TRF, Scanned packaging, care and fiber labels one day before the report due date Mailbox: 1) BvcpsNextSLNDAmail 2) globalreportauditMail@VERITAS 3) Himani Dimri/IND/VERITAS@VERITAS

Report Retention

7 Years*	Electronic Copies of All Testing Reports
* Keep all Data Packs/Records in any form of media for the same duration as report retention requirement	



Questions & Answers Assessment

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Questions & Answers

Please email [Christy Chan]
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if you have any questions.



Assessment

- All trainees must complete the assessment via MyLearning in the set timeframe.
- Any trainee who does not complete the assessment, or does not pass, must re-take the training.
- There are 10 questions; each is worth 10 marks. You must obtain 100 marks to pass.

Thank you for
attending this training.



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Revision History

Creation Date: 5 Apr, 2016

Author: Christy Chan

Version No.	Revised By	Description of Change(s)	Approved By	Date (M/D/YY)
1	Christy Chan	Newly Created	Jacky Chiu	5 Apr, 2016
2	Christy Chan	Updated for new changes	Jacky Chiu	27 Jun, 2017