

Update History

Document Description:	CEI HK Inspection Guidelines		
Document no.:	CEIHK_IG_v1.0	Issue date:	04 Jul 2018
Version no.	1.0	Previous version no.:	N/A
Major changes:	N/A		
Prepared by:	CEI QA		

A. General

1. This inspection guideline shall be applied in 1 week after the date of issue.

B. Requisition, Scheduling and Performance of QA Inspections

1. Suppliers shall request all QA inspections of CEI online at least 8 working days prior to the closing date and the inspections will be confirmed by email after arranged schedule for all inspections of a following week (latest on Thursday). Suppliers must state the address of the factory in English and Chinese.
2. The inspection lot must be finished and packed at least by 80% prior to inspection by CEI.
3. Suppliers should provide their best supports at the the time of CEI inspection including assistants, inspection area, inspection equipment, tools, testers which are required.
4. If inspection lot is not ready according to the previous booking, the supplier has to inform CEI to cancel/revise the inspection at least 1 working day prior to the inspection due date.

C. Inspection expenses

1. If the inspection cannot be carried out at the confirmed date due to supplier's faults (e.g. insufficient quantity/packing or wrong inspection date/address& failed inspection, etc). The re-inspection charge is calculated as below. Amounts below USD 10 will be waived.
2. If inspection is failed and re-inspection is necessary, then supplier must bear inspection charges. The re-inspection charge is calculated as below:

Re-inspection within China

#	Order Value USD	Inspection Fee
1.	0 - 5.000	1.25% x order value
2.	5.000 - 10.000	1% x order value
3.	10.000 - 25.000	0.75% x order value
4.	Over 25.000	USD 220/Day

Re-inspection within Taiwan

#	Order Value USD	Inspection Fee
1.	0 - 5.000	2% x order value
2.	5.000 - 10.000	1.75% x order value
3.	10.000 - 25.000	1.5% x order value
4.	Over 25.000	USD 280/Day

NOTE: Flight ticket, long distance bus ticket and hotel fee will be added if inspector has to use those transportation to reach factory in remote location.

D. Defect Definition & Sampling Plan

1. Critical Defect:

A defect that is likely to result in hazardous or unsafe condition for an individual in consuming the product or that is contravening against mandatory regulations.

2. Major Defects:

A defect that is likely to result in failure, reducing the usability of the product and obvious appearance defects affecting the salability of the product.

3. Minor Defects:

A defect that does not reduce the consumption or sale of the product or a deviation from established standards, having minor influence on the effective use, operation of the unit or appearance.

4. Sampling Plan: MIL-STD 105EK,

- a. Sample size: General Inspection Level II
- b. AQL: Critical =0 (Not allowed); Major=1.5; Minor=2.5

E. Defect Classification

Defect Descriptions	Critical	Major	Minor	Remarks
I) External Packing				
Damaged/Wet/Crushed/Deformed shipping carton		x		x
Dimension cannot meet the requirement(old/new item)		x		x
Wrong quantity per external packing (w/ EAN on external packaging if 1pc product packaging in it)		x		x
Gross weight cannot meet the requirement		x		x
Missing or wrong shipping information		x		x
II) Product Packaging & manual				
Missing transparent tape to seal gift box		x		x
Wrong packing version		x		x
Missing ,wrong or non-scannable EAN		x		x
Wrong or incomplete delivery contents when compared to the packing and manual		x		x
Different specification/outlook among product, manual & packing		x		x
Missing manual or wrong manual version		x		x
Missing an indication of product type on packing of combined versions		x		x
III) Product Conformity				
Weight cannot meet the requirement		x		x
Dimensions are different from specifications		x		x
Different power adaptor in actual shipment		x		x
Noticeable scratch, dent, rack or damage on the item		x	x	
Dirt on the item		x	x	
Some pins on PCBA are not soldered		x		
IV) Safety, functional & technical features				
Failed in safety test if applicable (e.g. hipot, earth continuity)	x			
Malfunctions or working procedures are different to the manual		x		x
Unable to assemble or assembly procedures are different to the manual (for self-assembly products)		x		x
Sharp points or edges could hurt the user	x			
Exposed live part	x			
V) Labelling				
Missing or wrong marking if applicable e.g. CE, GS	x			x
Missing rating label	x			x
Rating label peeled off		x		x
Rating label curled			x	
Data in rating label is not same as CEI database		x		x

N.B.

1. The above defects are most common found during inspection only, it doesn't mean the defects are limited as above.
2. The classification above is a general rule only. The actual classification acc. to the degree of severity found during inspection based on the decisions of CEI inspection and CEI QA.
3. When the defects are classified as "remarks" by inspectors, the inspection will be failed or pending depends on the actual finding.