



# Pre Shipment Inspection Policy – Version : 01

Version	Date	Writer	Modification - Remarks
01	05/05/2022	Zhou Wen	Creation in QMS MAPEDIA

MAPED Group defines hereunder the policy for Pre Shipment Inspection (PSI).

Suppliers and Partners (name Seller hereunder) are classified in 3 groups according to quality performance and historical delivery data:

- Class C: New Seller and Seller not working in insurance quality. Pre-shipment inspection is mandatory
- Class B: Seller working in insurance quality. Pre-shipment inspection is regularly according to Maped Quality department decision.
- Class A: Seller working in full Insurance Quality. Pre-shipment inspection is managed by the Seller quality team except first mass production shipment. The PSI report done by the seller must be sent to Maped Quality team.

### How to classify ABC suppliers:

Class	ISO9001 certificate	Samples validation	Maped Pre-Assessment or assessment	
			Quality	Regulation
A	YES	PASS in one time	A,B	A,B
B	YES or NO	PASS within two times	B,C	B,C
C	NO	PASS more than two times	C,D	C,D

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**Maped Pre-shipment inspection management:**

Class	1st shipment	2nd shipment	3rd shipment	4th shipment
A	YES	NO if first inspection PASS; it's fully under responsibility of seller quality team		
B	YES	YES	NO if first two inspections PASS; Maped make randomly pre-shipment inspections	
C	YES	YES	YES	NO if first three inspections PASS; Maped make randomly pre-shipment inspections

Randomly = PSI decision will be reviewed in quality weekly meeting according to last Quality data and PSI will occur at minimum 1 time per year.

- Rules for PSI:
  - The Seller shall send Maped buyer and Maped Quality Department a notice for goods availability for inspection. The Seller shall give between 7 to 10 days' notice to the inspection agent prior to the proposed date of the pre-shipment inspection
  - To carry out the inspection, the seller shall provide the inspection agent with purchase order, shipment quantities, internal inspection reports, and other relevant documents. The seller shall provide all necessary facilities to the inspecting agent to enable it to carry out a quality & quantity inspections and to conduct tests, analysis and other processes as may require in the circumstances.
  - To carry out the inspection, the Seller shall make sure at least 80% of order quantities (finished goods) are completed prior to inspection date and the rest has to be in packing process at least. If it is not the case, the seller will bear the cost of 2<sup>nd</sup> inspection.
  - The seller shall make all necessary arrangement for the handling presentation (including unpacking and re-packing).
  - In case of PSI failed for critical or supercritical issues a 2nd PSI must be organized at suppliers' charge.
  - In case of PSI failed for major or minor issues the supplier must provide :
    - 1) Rework video
    - 2) Quality assurance guarantee letter
    - 3) Internal report in Maped requested form with statement of rework process and rework results (defective pieces rejected per defect).
  - Only Maped Quality Manager (MOS or Maped France) must give the final decision (Green Light to release shipment) in case of failed PSI.



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**Maped incoming inspection management:**

Class	Complexity of product		
	Light	Medium	High
A	Quality Assurance	Quality Assurance	Randomly inspection
B	Quality Assurance	Randomly inspection	Each Batch
C	Randomly inspection	Each Batch	Each Batch

Randomly = PSI decision will be reviewed in quality weekly meeting according to last Quality data and PSI will occur at minimum 1 time per year.