

### 3-ply Surgical Mask Generic Checklist

Checkpoint title	Checkpoint category	Checkpoint motive	Sampling size	Number of samples	Description	Required result
Packing method	Export Packing	Conformance to Specs	1 pc		Report quantity and breakdown inside export cartons.	Compare to client specification if applicable.
Shipping marks	Export Packing	Conformance to Specs	1 pc		Report actual shipping marks on export cartons	Compare to client specification if applicable.
Gross weight	Export Packing	Conformance to Specs	1 pc		Take weight, report actual finding. Values in kg.	Compare to client specifications and perfect sample if applicable.
Dimensions	Export Packing	Conformance to Specs	1 pc		Take dimensions, report actual finding. Values in cm.	Compare to client specifications and perfect sample if applicable.
Barcode scan	Export Packing	Conformance to Specs	Custom	5	Scan barcode	Compare result with actual printed number and specification from client if applicable.
Carton details	Export Packing	Conformance to Specs	All samples		Look at a carton details.	Report actual findings and tick the boxes below. Findings must conform to client specifications.
Free-fall carton drop test	Export Packing	Function, Endurance, Usability	1 pc		Drop carton 10 times (1 corner / 3 edges / 6 sides) on concrete floor. Select the weight below.	Carton should not be seriously damaged. Inner packing and products should not be damaged. Products should still function normally. If factory refuses: ask if dropping from a lower height is acceptable, and record the actual height in that case.
Inner packing contents	Inner Packing	Conformance to Specs	All samples		Check quantity and breakdown inside inner packing	Compare to client specification if applicable.
Inner packing marks	Inner Packing	Conformance to Specs	All samples		Report actual shipping marks on inner cartons	Compare to client specification if applicable.
Inner packing gross weight	Inner Packing	Conformance to Specs	Custom	2	Take weight, report actual finding. Values in kg.	Compare to client specifications and perfect sample if applicable.
Inner packing dimensions	Inner Packing	Conformance to Specs	Custom	2	Take dimensions, and report actual finding. Values in cm.	Compare to client specifications and perfect sample if applicable.
Inner packing barcode scan	Inner Packing	Conformance to Specs	Custom	5	Scan barcode	Compare result with actual printed number and specification from client if applicable.
Inner packing sticker	Inner Packing	Conformance to Specs	All samples		Check inner packing stickers	Conforms to specifications
Instruction manual	Inner Packing	Conformance to Specs	All samples		Check instruction manuals	Compare to client specification if applicable.
Inner packing polybag	Inner Packing	Conformance to Specs	All samples		Look at a polybag details	Report actual findings and tick the boxes below. Findings must conform to client specifications.
Inner packing information	Inner Packing	Conformance to Specs	All samples		Look at a carton details.	Report actual findings and tick the boxes below. Findings must conform to client specifications.
Appearance, workmanship, materials	Product & Unit Packing	Conformance to Specs	All samples		Report actual finding and take detailed photos. Count the layers. Burn 1 piece (spun bond burns with a flame, melt blown melts but does not burn)	Conforms to specifications. Spun bond inside and outside, melt blown inside.
Dimension	Product & Unit Packing	Conformance to Specs	Custom	2	Take dimensions	Report actual finding and compare to client specification if applicable. Values in cm.
Weight	Product & Unit Packing	Conformance to Specs	Custom	2	Take weight	Report actual finding and compare to client specification if applicable. Values in g.
Certification check	Product & Unit Packing	Conformance to Specs	Custom	0	Check with factory for NIOSH or other related certifications.	Report actual findings
Color check	Product & Unit Packing	Conformance to Specs	All samples		Check unit colors according to client's file	Conforms to specifications
Material check	Product & Unit Packing	Conformance to Specs	All samples		Check product material according to client's file	Conforms to specifications
Smell check	Product & Unit Packing	Aesthetics & Smell	All samples		Open the master carton, inner box, and product.	No strong or irritative smell should be found
Printing check	Product & Unit Packing	Conformance to Specs	All samples		Printing on masks is correct, good quality	Conforms to specifications
Fabric straps	Product & Unit Packing	Conformance to Specs	All samples		Fabric straps are fixed on the mask, no loose. Strap ends are neatly trimmed.	Conforms to specifications
Function test	Product & Unit Packing	Conformance to Specs	All samples		Check the function of the product, it should work as claimed	Conforms to specifications
Fitting test	Product & Unit Packing	Conformance to Specs	All samples		Put product on a dummy or a live model. Check if nose clip can be used in a natural manner and adapts to the shape of the nose and face.	Product should look good (no obvious fitting problem)
Waterproof test	Product & Unit Packing	Conformance to Specs	All samples		Drop water on the product surface.	It should be waterproof
Fatigue test	Product & Unit Packing	Conformance to Specs	Custom	3	Pull ear loops 50 times. 10N force, 2 seconds each time.	The products should remain as new.
Color fastness to rubbing test	Product & Unit Packing	Conformance to Specs	Custom	2	Rub the markings and the logo 20 times, with a soft cloth dipped in alcohol (if no alcohol is available, use oxygen water and mention it in the findings).	No color should get transferred.
Adhesive test on painting, marking and coating	Product & Unit Packing	Conformance to Specs	Custom	2	Use 3M adhesive tape to stick on logos and other markings	The painting, coating and other marking should not peel off