## 3-ply Surgical Mask Generic Checklist

<table>
<thead>
<tr>
<th>Checkpoint title</th>
<th>Checkpoint category</th>
<th>Checkpoint motive</th>
<th>Sampling size</th>
<th>Number of samples</th>
<th>Description</th>
<th>Required result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packing method</td>
<td>Export Packing</td>
<td>Conformance to Specs</td>
<td>1 pc</td>
<td></td>
<td>Report quantity and breakdown inside export cartons.</td>
<td>Compare to client specification if applicable.</td>
</tr>
<tr>
<td>Shipping marks</td>
<td>Export Packing</td>
<td>Conformance to Specs</td>
<td>1 pc</td>
<td></td>
<td>Report actual shipping marks on export cartons</td>
<td>Compare to client specification if applicable.</td>
</tr>
<tr>
<td>Gross weight</td>
<td>Export Packing</td>
<td>Conformance to Specs</td>
<td>1 pc</td>
<td></td>
<td>Take weight, report actual finding. Values in kg.</td>
<td>Compare to client specifications and perfect sample if applicable.</td>
</tr>
<tr>
<td>Dimensions</td>
<td>Export Packing</td>
<td>Conformance to Specs</td>
<td>1 pc</td>
<td></td>
<td>Take dimensions, report actual finding. Values in cm.</td>
<td>Compare to client specifications and perfect sample if applicable.</td>
</tr>
<tr>
<td>Barcode scan</td>
<td>Export Packing</td>
<td>Conformance to Specs</td>
<td>Custom 5</td>
<td></td>
<td>Scan barcode</td>
<td>Compare result with actual printed number and specification from client if applicable.</td>
</tr>
<tr>
<td>Carton details</td>
<td>Export Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Look at a carton details.</td>
<td>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.</td>
</tr>
<tr>
<td>Free-fall carton drop test</td>
<td>Export Packing</td>
<td>Function, Endurance, Usability</td>
<td>1 pc</td>
<td></td>
<td>Drop carton 10 times (1 corner / 3 edges / 6 sides) on concrete floor. Select the weight below.</td>
<td></td>
</tr>
<tr>
<td>Inner packing contents</td>
<td>Inner Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Check quantity and breakdown inside inner packing</td>
<td>Compare to client specification if applicable.</td>
</tr>
<tr>
<td>Inner packing marks</td>
<td>Inner Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Report actual shipping marks on inner cartons</td>
<td>Compare to client specification if applicable.</td>
</tr>
<tr>
<td>Inner packing gross weight</td>
<td>Inner Packing</td>
<td>Conformance to Specs</td>
<td>Custom 2</td>
<td></td>
<td>Take weight, report actual finding. Values in kg.</td>
<td>Compare to client specifications and perfect sample if applicable.</td>
</tr>
<tr>
<td>Inner packing dimensions</td>
<td>Inner Packing</td>
<td>Conformance to Specs</td>
<td>Custom 2</td>
<td></td>
<td>Take dimensions, and report actual finding. Values in cm.</td>
<td>Compare to client specifications and perfect sample if applicable.</td>
</tr>
<tr>
<td>Inner packing barcode scan</td>
<td>Inner Packing</td>
<td>Conformance to Specs</td>
<td>Custom 5</td>
<td></td>
<td>Scan barcode</td>
<td>Compare result with actual printed number and specification from client if applicable.</td>
</tr>
<tr>
<td>Inner packing sticker</td>
<td>Inner Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Check inner packing stickers</td>
<td>Conforms to specifications</td>
</tr>
<tr>
<td>Instruction manual</td>
<td>Inner Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Check instruction manuals</td>
<td>Compare to client specification if applicable.</td>
</tr>
<tr>
<td>Inner packing polybag</td>
<td>Inner Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Look at a polybag details</td>
<td>Report actual findings and tick the boxes below. Findings must conform to client specifications.</td>
</tr>
<tr>
<td>Inner packing information</td>
<td>Inner Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Look at a carton details.</td>
<td>Report actual findings and tick the boxes below. Findings must conform to client specifications.</td>
</tr>
<tr>
<td>Appearance, workmanship, materials</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>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)</td>
<td>Conforms to specifications. Spun bond inside and outside, melt blown inside.</td>
</tr>
<tr>
<td>Dimension</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>Custom 2</td>
<td></td>
<td>Take dimensions</td>
<td>Report actual finding and compare to client specification if applicable. Values in cm.</td>
</tr>
<tr>
<td>Weight</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>Custom 2</td>
<td></td>
<td>Take weight</td>
<td>Report actual finding and compare to client specification if applicable. Values in g.</td>
</tr>
<tr>
<td>Certification check</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>Custom 0</td>
<td></td>
<td>Check with factory for NIOSH or other related certifications.</td>
<td>Report actual findings</td>
</tr>
<tr>
<td>Color check</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Check unit colors according to client’s file</td>
<td>Conforms to specifications</td>
</tr>
<tr>
<td>Material check</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Check product material according to client’s file</td>
<td>Conforms to specifications</td>
</tr>
<tr>
<td>Smell check</td>
<td>Product &amp; Unit Packing</td>
<td>Aesthetics &amp; Smell</td>
<td>All samples</td>
<td></td>
<td>Open the master carton, inner box, and product.</td>
<td>No strong or irritative smell should be found</td>
</tr>
<tr>
<td>Printing check</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Printing on masks is correct, good quality</td>
<td>Conforms to specifications</td>
</tr>
<tr>
<td>Fabric straps</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Fabric straps are fixed on the mask, no loose. Strap ends are neatly trimmed.</td>
<td>Conforms to specifications</td>
</tr>
<tr>
<td>Function test</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Check the function of the product, it should work as claimed</td>
<td>Conforms to specifications</td>
</tr>
<tr>
<td>Fitting test</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>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.</td>
<td>Product should look good (no obvious fitting problem)</td>
</tr>
<tr>
<td>Waterproof test</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>All samples</td>
<td></td>
<td>Drop water on the product surface.</td>
<td>It should be waterproof</td>
</tr>
<tr>
<td>Fatigue test</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>Custom 3</td>
<td></td>
<td>Pull ear loops 50 times. 10N force, 2 seconds each time.</td>
<td>The products should remain as new.</td>
</tr>
<tr>
<td>Color fastness to rubbing test</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>Custom 2</td>
<td></td>
<td>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).</td>
<td>No color should get transferred.</td>
</tr>
<tr>
<td>Adhesive test on painting, marking and coating</td>
<td>Product &amp; Unit Packing</td>
<td>Conformance to Specs</td>
<td>Custom 2</td>
<td></td>
<td>Use 3M adhesive tape to stick on logos and other markings</td>
<td>The painting, coating and other marking should not peel off</td>
</tr>
</tbody>
</table>

### Checkpoints Explained
- **Conformance to**: Indicates the client's specifications.
- **Specs**: Indicates the product specifications.