



The Cloth From Luxurious Tailor

**CLT BD PTE LTD**

**Bangladesh**

**Quality Manual**

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## **QUALITY CONTROL PROCEDURE:**

Generally quality control standards for export are set strictly; as this business not only holds the prestige of the company but also holds the prestige of the county, as an export house earning foreign exchange for the country, as it is important to perform according to the promises given to the buyer or else it creates very bad impression to valued customers and results in loss of business and reputation; so CLT Bd Pte Ltd made it mandatory to have good quality control of all their products and here quality control is practiced right from the initial stage of sourcing raw materials to the stage of final finished garment.

CLT Bd Pte Ltd set many strategies and rules that are required to be followed strictly to achieve on-time delivery with superior garments-

### **• Procedure 1: Making T&A and QC File Handover:**

- Soon after any order placement to any factory respective merchandiser prepare a time and action calendar showing all the time-line for each & every submission and approval, copy of which is forwarded to related QC supervisor and factory to follow strictly.
- At the same time, order forecasting chart and initial file with all the styling information is given as well to the QC supervisor to follow up initial sampling, fabric & trims booking.
- QC Supervisor along with his respective QC then study the file, T&A calendar and order-related information thoroughly to get clear understanding.
- They then sit with the Technical & Merchandising dept of the particular factory to achieve their clear understanding as well.

• **Procedure 2: QC Visit To Factory:**

- Responsible QC must pay his visit to respective factory on regular basis and then follow up all the submissions based on provide time & action calendar.

• **Procedure 3: Work in Progress Meeting:**

- Concern Merchandiser, QC Supervisor and QC must sit with the factory concerned people at least twice in a month as a part of work in progress meeting.

• **Procedure 4: Sample follow-up:**

- QC along with factory technician must check pattern, fabric and trims to be used before start sewing of any sample to ensure proper quality.
- Once sample is ready QC must
  - Check the sample tag to make sure all the related information is there.
  - Check its overall workmanship & measurement.
  - Give the written comments in measurement chart and attach it with the sample tag, and then send to the office Technician for further checking.
  - Our technician then finally checks the sample thoroughly and fit it in the mannequin along with concern merchandiser before sending this to buyer.

• **Procedure 5: Fabric Follow-up:**

- QC must take bulk yarn in-house date, knitting plan & dyeing plan and fabric in-house date from concern factory merchandiser and follow up on regular basis with all the concern dept.
- Need to calculate the running status as per plan to see it is achieved or not, if not then immediately draw the attention of the concern merchandiser, QC supervisor and factory management for recovery.



**- Fabric Knitting Follow-up:**

- In case of knitted fabric, check the yarn count, yarn quality and grey fabric's GSM.
- In case of sweater, must check yarn shade, yarn count, knitting machine adjustment for knitting quality, design chart when bulk is running, and tension of the knitted fabric. Also need to check the courses & needle to make sure it is as per approved size set sample.

**- Dyeing Follow-up:**

- 1<sup>st</sup> collect the dyeing status.
- Check either dyeing is running as per given plan or not, if not then take necessary action.
- Give the shade approval based on approval lab dips which is given by CLT Bd Pte Ltd merchandiser, not by factory lab dips.
- Check & keep record-shade continuity card, GSM continuity card.
- Check GSM randomly, fabric's grain line when give the fabric shade approval.
- Arrange fabric from every lot and make dummy and send it to our office with your signature for shrinkage test, color fastness test, spirality test. Otherwise you can't go for bulk.
- Randomly check dyeing quality, like uneven shade, thick & thin, crease mark, hairiness, hole, hand-feel, yarn contamination, fabrics strength etc.
- If any contrast part in the garments then wash it together with bulk fabric for color fastness.
- If fabric is single jersey & GSM bellow 160 then you have to make a garment for spirality test because it is not possible to get the actual report from fabric form.

• **Procedure 6: Production QC File:**

QC Supervisor must collect production QC file from respective merchandiser at least 45 days prior to ex-factory date.

Production QC file must contain 5-page work sheet, latest fit approval comment, trim card, fabric swatches, purchase order & all other related information. Here it is mentionable that 5-page is such as effective format in which anyone can get all the necessary information at a glance.

We have to collect 5 page Format from concern merchandiser

• **Procedure 7: Size Set Sampling Before Production:**

- Respective QC must make complete size-set sample with all actual accessories before bulk cutting.
- While checking the size-set sample must follow the below rules -
  - Check the pattern carefully to see either it is needed rectification.
  - Check the fabric weight, shade, and labels/tags.
  - Write down special comments on size set sample.
  - Clearly indicate the embellishment position.
  - Clearly give the briefings to production people, like-P.M, and Quality manager/controller.
  - Pick 1 pc of sample from size set for in-house color fastness test, embellishment durability test, and shrinkage test.

• **Procedure 8: Cutting Follow-up:**

- After getting the passed fabric test report from our lab, you can go for test cutting.
- Before cutting check the ratio with cutting in-charge.
- Collect the cutting status & calculate that either given plan is ok or not, if not then take necessary action.
- Ensure that factory is inspecting all the fabrics before cutting. If not then take necessary action.



- If there is any embellishment then needs to follow up either cut pcs are sent to print/embroidery factory and need to make sure cut panel will be in house before sewing start.
- Check the cutting procedure like -
  - Make sure factory lay the fabric smoothly.
  - Make sure laid fabrics are relaxed,
  - Have to count number of marker in a lay.
  - Check stripe matching front and back if fabric is yarn dyed.
  - Make sure factory cut the GSM from each & every roll before cutting.
  - Check the fabrics blanket before the cutting (for woven).

• **Procedure 9: Embellishment Checking:**

- Randomly check the print/embroidery part.
- Wash the print/embroidery cut pcs from the very beginning.
- Check the print/embroidery placement.
- Check either print/embroidery is running as per size requirement or size grading.

• **Procedure 10: Inline Inspection:**

- Must inform the concern office merchandiser and factory merchandiser on day before of the 1<sup>st</sup> inline.
- Do 1<sup>st</sup> inline from the first slot of produced garments.
- Collect color-wise garment from 1<sup>st</sup> inline & wash the garments using our in-house lab.
- Go through the sewing line, find out the problems & solve that on the spot from the very beginning.
- Check the machine adjustment, sewing thread shade, and SPI.
- Check the accessories attachment.
- Check for the size mistake between body & sleeve, back & front part, body & neck/collar.

- Check either factory attached the embellishment as per size grading or not.
- Check minimum neck stitch, neck shape, hood shape, and overall appearance based on buyer PP sample comments.

• **Procedure 11: Follow up ironing:**

- Advise the factory to use the measurement tape at the time of pressing for better measurement.
- Check the pressing garments & advise how to keep good appearance by pressing and avoid shiny mark.

• **Procedure 12: Follow up finishing work:**

- Cross check the packing ratio with the factory.
- Check the shipping mark, carton measurement & quality, poly mark, hang tag, and stickers.
- Check & brief to factory about the barcode attachment position.
- In case of children's garments must make sure that factory passes the entire ready garment through metal detector.

• **Procedure 13: Pre-final inspection:**

- Must do a pre-final inspection before the final inspection after completion of 70% of total goods.



• **Procedure 14: Final Inspection:**

- Do the final inspection as per AQL 2.5 and follow the bellow instruction.
- Pick up the carton as per lot quantity.
- Give decision independently but with full confidence. If any confusion then brings back the samples of problematic garments and discuss with concern merchandiser & QC supervisor.
- Collect the shipping sample for our shipment reference at the time of final inspection.

**Chart: Acceptable quality level-II**

Consignment size (total number of pieces available for audit)	Sample size (pes)	Normal Inspection Acceptable Quality Level (AQL)					
		AQL 1.5		AQL 2.5		AQL 4.0	
		<i>Accept</i>	<i>Reject</i>	<i>Accept</i>	<i>Reject</i>	<i>Accept</i>	<i>Reject</i>
51-90	13	0	1	1	2	1	2
91-150	20	1	2	1	2	2	3
151-280	32	1	2	2	3	3	4
281-500	50	2	3	3	4	5	6
501-1,200	80	3	4	5	6	7	8
1,201-3,200	125	5	6	7	8	10	11
3,201-10,000	200	7	8	10	11	14	15
10,001-35,000	315	10	11	14	15	21	22
35,001-150,000	500	14	15	21	22	21	22

• **Procedure 15: File Closing:**

Close the file along with all the approval documents, inline inspection report, final inspection report, wash test report, GSM cut pcs, shade continuity card, approved pp sample & keep it on your own responsibilities up to 6 months.

**CONCLUSION:**

CLT Bd Pte Ltd cares that quality is ultimately a question of customer satisfaction. We cordially feel Good Quality increases the value of a product or service, establishes brand name, and builds up good reputation for the garment exporter, which in turn results into consumer satisfaction, high sales and foreign exchange for the county. The perceived quality of a garment is the result of a number of aspects as described above, which together help achieve the desired level of satisfaction for the customer. Therefore, quality control in terms of garment, pre-sales service, posts-sales service; delivery, pricing, etc. are essentials for any garment exporter. So, CLT Bd Pte Ltd believe quality must be taken care of strongly; excuses are not entertained in international market for negligence for low quality garments.



# ASSURE QUALITY

MANAGEMENT CERTIFICATION SERVICES PVT. LTD.

## Certificate of Registration

QUALITY MANAGEMENT SYSTEM

This is to certify that



### CLT BD Pte. Ltd.

Sayma Palace, House#29, Road#10  
Sector#14, Uttara, Dhaka-1230  
Bangladesh

Has been assessed and found to be in accordance with the requirements of standard detailed below

## ISO 9001:2015

For the following scope

Trading of Knit items (Men's T-Shirts, Men's Polo-Shirts, Men's Tank Tops, Ladies T-Shirts, Ladies Polo-Shirts, Ladies Tank Tops, Kids T-Shirts, Kids Polo-Shirts, Kids Tank Tops), Woven items (Tops & Bottoms) and Sweater items

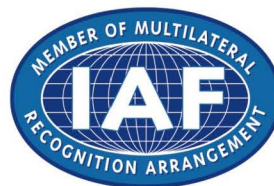
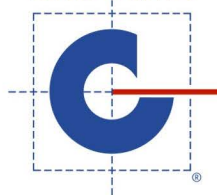
Certificate Number: I000AD/00AG:0519

Originally Registered: 31 May.2019 Latest Issue: 31 May.2019 Originally Expiry Date: 30 May.2022

Validity of this certificate is subject to annual surveillance audit to be done successfully on or before of 22 May.2020 & 22 May.2021 respectively. In case if surveillance audit is not allowed to be conducted; this certificate shall be suspended/withdrawn.



JAS-ANZ



*Joginder Chahal*

For AQMCS PVT LTD

Validity of this certificate can be checked at [www.jas-anz.org/register](http://www.jas-anz.org/register). The validity of certificate is subject to continuous compliance the requirement of concerned standard & relevant provision of AQMCS customer contract & scheme of registration A004(latest version) available at [www.aqmcs.com](http://www.aqmcs.com). This certificate remains the property of AQMCS & shall be returned immediately at the request to AQMCS headquarters:  
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