

QUALITY & PROJECT COORDINATION

Quality & Project Coordination Guide

A practical framework for specification control, sample approval, production follow-up, inspection coordination and shipment preparation.

Specifications

Sample Approval

Inspection Coordination



Quality Starts with Clear Requirements

The most effective quality control begins before production, with product requirements written clearly enough to be checked and approved.



01

Product Details

Dimensions, construction, components, function and approved references.

02

Materials

Material type, grade or relevant performance expectations.

03

Colors & Finishes

Pantone, plating, coating, texture, polish and appearance references.

04

Branding / Artwork

Logo size, position, method, artwork files and visual approval.

05

Packaging

Unit pack, retail or gift packaging, inserts, labels and protection.

06

Buyer / Market Requirements

Testing, labeling, documentation and destination-market requirements when applicable.

Use Samples to Align Expectations Before Production

Physical samples and documented review comments provide a practical reference for appearance, construction, packaging and workmanship.

01 Reference Sample

Use an existing item or approved reference where useful.

02 Development Sample

Review structure, materials, color, branding and function.

03 Revision Record

Keep comments specific and track what changed between rounds.

04 Packaging Review

Confirm product fit, presentation, protection and labeling.

05 Approval Point

Record the approved sample, artwork and outstanding exceptions.

06 Production Reference

Use the approved requirements as the production baseline.



Keep Key Requirements Visible During Production

Follow-up is most useful when it focuses on milestones, approved details and any changes that could affect quality, timing or shipment.

01 Pre-Production Confirmation

Confirm approved sample, materials, artwork, packaging and critical dimensions.

02 Material / Component Status

Track major materials or components that affect timing or appearance.

03 Production Milestones

Follow the key dates relevant to the project rather than every minor factory activity.

04 Change Control

Document any agreed change after approval and confirm its impact before implementation.

05 Issue Escalation

Raise material quality, workmanship or schedule risks early enough for corrective action.

06 Production Evidence

Use photos, samples or reports when they provide useful confirmation of status.

Inspection Should Check the Approved Requirements

Inspection method and timing depend on the product, order, buyer requirements and project risk. The focus should remain on verifiable requirements.



01 Inspection Plan

Define what is to be checked, when and against which approved reference.

02 Critical Checks

Dimensions, appearance, function, materials, branding, packaging and quantity as applicable.

03 Issue Classification

Separate critical concerns from minor cosmetic or workmanship points.

04 Corrective Action

Document the issue, agreed action, responsibility and timing.

05 Recheck When Needed

Confirm corrected points or arrange re-inspection when project risk requires it.

06 Records

Retain relevant photos, reports and approval records for project reference.

Finish the Project with the Same Discipline

Before shipment, confirm packing, documentation, buyer-specific requirements and any outstanding quality actions.

01 Packing Confirmation

Unit packing, inner packing, master carton and protective requirements.

02 Carton Marks & Labels

Buyer marks, item identification and destination requirements where applicable.

03 Documentation

Commercial and shipment documents coordinated according to the transaction and destination.

04 Open Quality Actions

Close or clearly document any agreed exception before shipment.

05 Shipment Coordination

Align cargo readiness, booking requirements and handover information.

06 Project Records

Keep key approvals, specifications and reports available for repeat orders and future reference.

PRACTICAL COORDINATION

Clear requirements.
Clear approvals.
Clear follow-up.

TrustNovar coordinates the information and checkpoints needed to keep product development and shipment preparation moving forward.