



Vendor Self-Inspection  
(ETQ Remote Inspection) Guide  
供应商自检指南

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## 1. 目的 Purpose

**HFT 远程检查 (或称为供应商自检):** 是指由供应商代表 HFT 在遵循 HFT 指定的检验清单和 ETQ 系统中的要求下执行装货前检验。

**HFT Remote Inspection (or called Vendor Self-inspection):** Pre-shipment inspection conducted by the vendor on HFT's behalf and following HFT designated Inspection Checking List and requirement in ETQ. 供应商依据 HFT 所采购产品的要求执行供应商出货自检, 并依据 HFT 的要求提交出货自检报告。此检验不能取代或者改变供应商现在既有的任何检验活动以及质量管理手段。

The vendor shall perform self-inspection of HFT purchased products per the HFT checklist in ETQ, and submit the self-inspection report based on HFT's requirements. This self-inspection does not replace or change any existing inspection activities and quality management process performed by the vendor.

## 2. 适用范围 Scope

适用于所有 HFT 采购产品并在 HFT 检验系统中 (ETQ 系统) 指派为供应商出货自检的检验任务 (Remote)  
Applicable to all HFT purchased products and POs for which a vendor self-inspection is requested.

## 3. 自检准备器械工具 Inspection environment, tools & test equipment

**3.1 自检环境:** 供应商需要准备合适的自检环境, 如必要的检验房、测试间或者合适的会议室等。(注意自检拍摄检验照片的背景整洁干净)

**3.1 Self-inspection environment:** The inspection should be performed in a suitable self-inspection environment, such as an inspection room, test lab or conference room. All inspection photos should be clear and unambiguous.

**3.2 器械工具:** 供应商在执行供应商出货自检前应确保 Checklist 中所要求的检验工具都准备完好, 并在校准合格的时间范围内。

**3.2 Test equipment & tools:** The vendor shall ensure that all test equipment & inspection tools, required in the checklist, are properly calibrated

## 4. 操作步骤 Operation Procedure

### 4.1 出货检验申请 Inspection application

4.1.1 供应商应依据 HFT vendor guideline 的要求于产品出运前至少 14 天在 ETQ 检验系统中提出出货检验的申请。

4.1.1 The vendor shall request an inspection schedule for the PO(s) in the ETQ system at least 14 days before the ship date, as per requirement in the HFT vendor guideline.

4.1.2 HFT QA 部门在收到出货检验的申请后会依据实际情况安排 HFT QA 的现场检验或者是供应商自

检。

4.1.2 HFT QA department will determine if vendor self-inspection is required and notify the vendor of the decision

4.1.3 如果 HFT 安排了供应商自检, 供应商会收到 ETQ 系统的邮件提醒, 供应商可以通过邮件中的链接直接进入供应商自检任务; 或者是登录 ETQ 系统在 Inspection 子栏目中找到对应的供应商自检任务。

4.1.3 If HFT QA dept. determines that self-inspection is required, the vendor will receive an email from the ETQ system. The vendor can directly enter the self-inspection task through the link in the email, or log into the ETQ system to find the corresponding self-inspection task in the inspection sub-column.

4.1.4 如果申请发出之后有任何变更请以邮件或者通信 App (如微信等) 通知 HFT QA 人员或 QA 经理协助处理, 针对紧急提前的检验申请或变更, 供应商需要在邮件或者通信 App (如微信等) 通知时附上相关紧急变更申请是基于 HFT 所要求的证明文件或邮件。

4.1.4 For changes in the inspection request, the vendor must notify HFT QA personnel via email or an app such as WeChat. For urgent change requests, the vendor needs to attach the relevant emergency change document, such as an email from HFT stating the nature of the urgency and/or reason for the change.

## 4.2 供应商自检步骤 Vendor self-inspection procedure

### 4.2.1 供应商自检亦是 HFT QA 质量体系的一部分, 同 HFT QA 检验具有等效效力。

4.2.1 Vendor self-inspections must be performed in exactly the same manner as onsite inspections by a HFT QA inspector.

4.2.2 供应商可以通过 ETQ 系统邮件的链接直接进入供应商自检任务界面; 或者供应商先登录 ETQ 系统, 进入 Assignments 主界面的 Inspection 子栏目下的任务中找到对应 SKU 的供应商自检任务。

4.2.2 The vendor can directly enter the self-inspection task through the link in the email, or log into the ETQ system to find the corresponding self-inspection task in the inspection sub-column.

### 4.2.3 供应商自检样本数量以及抽样方案的确定

#### 4.2.3 determination of the number of self inspection samples and sampling plan of the vendor

4.2.3.1 供应商进入供应商自检任务后, 首先选择货物完成比例并保存, ETQ 系统会自动计算本次自检任务所需要抽取的检验样本数量; 供应商必须在大货完成至少 80% 以上的情况下才能开始执行自检, 并在自检报告中提供大货照片以资证明。

4.2.3.1 After logging into the the self-inspection task, enter the PO(s) completion % and save it. The ETQ system will automatically calculate the number of inspection samples required. ***The vendor can only start self-inspection if the PO(s) completion status is 80% or higher,*** Provide cargo photos in the inspection report as proof.

4.2.3.2 待检验样本数量确定后, 检验样本数量即为所需开具的外箱数, 比如订单数量 1000pcs, 要求检验样本数量为 19pcs, 则 19pcs 产品需要从 19 个不同的外箱中抽取; 此外外箱的选择应做到分散覆盖整个批次, 举例整个批次生产分为早中晚三班完成, 则这 19 个外箱也应该分别从早班中班晚班的生产产品中抽取; 以获取具有代表性的结果。针对一次检验任务包含多个 PO 的情况, 供应商在抽取样本时需要确保每一个 PO 都有样品被抽取到执行检验。

4.2.3.2 After the quantity of samples to be inspected is determined, it will be the quantity of shipping boxes to be drawn. For example, the order qty is 1,000pcs, and the qty of samples 19pcs, the 19pcs of samples need to be drawn from 19 different shipping boxes; In addition, the 19 shipping boxes should cover the whole order dispersedly. For example, if the 1,000 pcs is from 3 shifts in the morning, noon and evening, then the 19 shipping boxes should also be drawn from the 3 shifts proportionally; If an inspection task covers multiple POs, the vendor needs to ensure that the samples are drawn from each

PO and shift proportionally for inspection.

#### 4.2.4 执行供应商自检

##### 4.2.4 Perform vendor Self Inspection

4.2.4.1 供应商完成样本抽样后，应依据 ETQ 系统中产品检验要求 (Checklist 要求) 逐条完成供应商自检，产品检验要求主要包括：外箱唛头，外箱水分测试，外箱跌落，产品包括部件以及文件、颜色，产品外观，产品标贴吊卡，产品尺寸，产品重量，产品性能测试，产品安全测试，安排模拟实际使用测试，产品跌落等。具体检验内容依据每个产品的检验要求来逐一执行完成供应商自检

4.2.4.1 After completing sampling, the vendor shall complete the vendor's self inspection item by item following the product inspection requirements(checklist) in ETQ system, which mainly includes: shipping mark, moisture check and drop test on shipping box, product including parts, document, color, appearance, label, dimension, weight, performance, safety(including sharp edge and point), and simulated actual use test, product drop test, etc. Each checking point needs to be verified one by one following the HFT inspection requirement.

#### 4.2.5 允收标准

##### 4.2.5 Acceptance criteria:

4.2.5.1 供应商自检的允收标准同 HFT QA 检验的允收标准一致，如果不是更严。

4.2.5.1 the acceptance standard of vendor self inspection is consistent with that of HFT QA inspection if not stricter.

4.2.5.2 具体允收标准在 ETQ 系统自检任务的每一个检验栏目右侧都有明确的要求，供应商质量相关人员需要在执行供应商自检时逐一核对自检结果是否在允收范围内。

4.2.5.2 the specific acceptance requirement is listed on the right side of each checking point of the checking list in ETQ. The vendor's inspector needs to check and rate whether the checking result is within the acceptable range one by one when performing the vendor's self inspection.

#### 4.2.6 供应商自检结果记录

##### 4.2.6 vendor self inspection result record

4.2.6.1 供应商质量相关人员在执行供应商自检时应该依据 HFT 公司产品检验要求 (Checklist 要求) 逐一记录检验以及相关测试数据，如果实际检验结果同产品检验要求 (Checklist 要求) 相符，则在 Result 栏位中选择 C；如果实际检验结果同产品检验要求 (Checklist 要求) 不相符，则在 Result 栏位中选择 NC，并在 NC Description Detail 栏位中备注 NC 的具体描述以及相应的 NC 比率，同时供应商质量相关人员在 Severity of NC 中选择 NC 的级别 (critical, Major, Minor)。

4.2.6.1 The vendor inspector shall record the inspection data one by one according to the product inspection requirement (checklist ) when performing the vendor's self inspection. If the actual inspection result meets the product requirement, select "C" in the result field; If not, select "NC" in the result field, add the specific description of "NC" and the corresponding NC ratio in the "NC description detail" field, meanwhile, select the NC rating(critical, major, minor) in the "severity of NC".

**4.2.6.2 供应商质量相关人员依据 HFT 公司产品检验要求 (Checklist 要求) 完成所有检查项目后请提交报告，点击 send 按钮发送供应商自检报告给对应的 HFT QA 人员进行审核**

4.2.6.2 after completing all inspection items according to HFT's product inspection requirements (checklist), the vendor's inspector should submit the inspection report by clicking the "send" button to the corresponding HFT QA personnel for review.

#### 4.2.7 开具 IC (Inspection Certificate)

##### 4.2.7 Issue IC

4.2.7.1 HFT QA 人员在收到报告后对供应商自检报告进行 Review, 如果审核结果符合 HFT 要求, 则开具 IC 给供应商。如果审核报告过程中发现任何不符合 HFT 要求项目, 则需要把供应商自检报告退回至供应商进行更新直至无误后方可开具 IC, 同时所有需要更新的项目 HFT QA 都需要在该份供应商自检报告中添加 comments 进行备注。如果供应商无法及时提供 HFT QA 人员足够的资料或者照片致使 IC 无法开出, 一切后果由供应商自行承担。

4.2.7.1 after receiving the report, HFT QA personnel will review the vendor's self inspection report. If the inspection results meet HFT requirement, IC will be issued in ETQ. If any NC is detected in the review, the report will be returned to the vendor for update until the NC is corrected, then the IC will be issued. For each NC, HFT QA will add comment in the vendor's self inspection report. If the vendor fails to provide sufficient information or photos in time, and it causes delay in issuing IC, vendor shall be responsible for the consequence.

## 5. 要求说明 Requirements

### 5.1 名词解释

#### 5.1 Definition

5.1.1 供应商自检(Remote Pre-shipping Inspection): HFT 供应商自检虽然用词为 Remote, 但是请注意此程序是供应商代表 HFT 做产品检验, 供应商应严格遵守 HFT 检验要求规范来执行出货检验。

5.1.1 vendor self inspection (Remote PSI): Although the term is HFT Remote Inspection, please note that it shall be no difference from HFT Onsite inspection, which is performed by HFT inspectors, and the vendor should strictly follow HFT inspection requirements to perform and report inspection.

5.1.2 IC: IC (Inspection Certificate) 检验证书, HFT 在确认产品通过检验后会开具 IC 给供应商----IC 是作为 HFT 发放的证明产品质量已查允许发货的凭据。依据 HFT 供应商手册要求, 供应商没有收到 IC 前不允许安排产品出货。如供应商在未收到 IC 前自行发货, 有可能导致货款结算的延误或无法结算。

5.1.2 IC: IC (inspection certificate). After HFT QA verifies that the products pass inspection, IC will be issued to the vendor via ETQ - IC is the certificate issued by HFT to prove that the product quality has been checked and the products are allowed to ship. According to HFT Vendor Guide, vendor is not allowed to arrange product shipment before receiving the IC. If the vendor ships out the cargo without receiving IC, it may lead to the delay or failure of payment settlement.

### 5.2 供应商自检要求

5.2.1 供应商质量人员着装: 供应商质量人员着装应符合供应商内部要求, 同时不允许拖鞋、赤膊、抽烟等不规范的画面出现在检验报告以及检验照片中。

5.2.1 Dress Code of inspectors: the dress of vendor's quality personnel shall conform to his internal requirements. Meanwhile, improper dress such as slippers, shirtless, smoking, etc. are not allowed to appear in the inspection photos.

5.2.2 供应商自检照片: 供应商质量人员在执行供应商自检时必须对所检验的栏目进行拍照留档, 所拍摄的照片必须符合以下几点基本要求:

5.2.2 Vendor self inspection photos: when performing inspection, the vendor must take photos of each inspected item and keep them on file. The photos taken must meet the following basic requirements.

5.2.2.1 所有拍摄的检验照片必须带有日期水印

5.2.2.1 All photos taken must have date watermark.

5.2.2.2 所有拍摄的检验照片必须为当下供应商自检时所拍摄的，重复的照片不允许使用，如有发现供应商不同的自检报告中重复使用同一张检验照片，HFT 会拒收供应商自检结果以及自检报告。

5.2.2.2 All the inspection photos taken must be live for the current inspection. The same photos are not allowed to be used repeatedly. If the same photos are found used repeatedly in different inspection reports, HFT will reject the vendor's report and result, and won't issue IC until the issue is corrected.

5.2.2.3 所有拍摄的检验照片应清晰地呈现被检测产品和部位的状态，作为对应项检查方法，数据和结果的证据。

5.2.2.3 All inspection photos taken shall clearly show the status of the product and the specific part as evidence of the corresponding inspection method, data and result.

5.2.2.4 所有拍摄的检验照片必须注意照片像素，建议像素 1280\*1024，1024\*768 或者其他像素比例，但是单张照片大小尽可能控制在 3M 以内。

5.2.2.4 All inspection photos taken must apply proper pixels. Recommend to use the pixel ratio of 1280\*1024,1024\*768 or other, but the size of a single photo should be within 3M as possible.

5.2.2.5 所有拍摄的检验照片必须注意特写的使用，针对唛头，日期标，产品尺寸，产品重量，产品条码扫描结果，测试结果等，供应商除了需要拍摄测量测试过程以外还需要对结果进行特写拍摄，并把两张照片都加入到供应商自检报告中

5.2.2.5 Must use close-up feature. i.e for the shipping mark, date code, product size, weight, barcode scanning, test results, both for the results and the inspection process, and add both photos to the report.

5.2.2.6 所有拍摄的检验照片拍摄后需要进行检查，所有模糊、抖动、不清晰的图片都不允许上传到供应商自检报告中，供应商需要进行重新拍摄清晰的图片

5.2.2.6 All inspection photos taken need to be clear. Any blurry, jittery and unclear photos are not allowed to be uploaded to the vendor's self inspection report.

**5.2.3 检验要求或者允收标准同实际产品的差异:** 如果供应商在执行供应商自检时发现 Checklist 检验项目中对应的检验要求或者允收标准同实际产品有任何差异，供应商需要立刻同 HFT 验货经理进行报备并寻求处理。

5.2.3 When the vendor finds any discrepancy between the inspection requirements and/or acceptance criteria in the checklist and the actual products during inspection, he needs to report the issue to related HFT inspection manager immediately.

### **5.3 供应商自检发现不符合项 (NC-Non-conforming) 的处理**

#### **5.3 Handling of NC detected in Vendor self inspection**

5.3.1 供应商自检时如果发现 NC，供应商需要第一时间联系 HFT QA 进行货物处理方案的讨论，并把讨论结果发送邮件或者微信给 HFT QA

5.3.1 When NC is detected during inspection, the vendor needs to contact HFT QA promptly to discuss the cargo handling plan, and send the discussion result to HFT QA by email or Wechat.

5.3.2 供应商自检时如果发现 NC，需要供应商如实的记录在供应商自检报告中，并发送给 HFT QA，由 HFT QA 进行判定需要返工重验，还是可以接受放行

5.3.2 When NC is detected during inspection, the vendor needs to record it in the inspection report and submit it to HFT QA for review. HFT QA will determine the disposition, which includes rework and Re-inspection, or accepted as it is.

5.3.3 供应商需要根据 HFT 的要求完成对应的 SCAR 报告，整个 SCAR 报告的流程同 HFT 检验发现 NC 的 SCAR 流程一致。



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5.3.3 the vendor needs to complete the SCAR report per HFT requirement, the SCAR process is the same as the SCAR issued for the NC detected in HFT Onsite inspections.

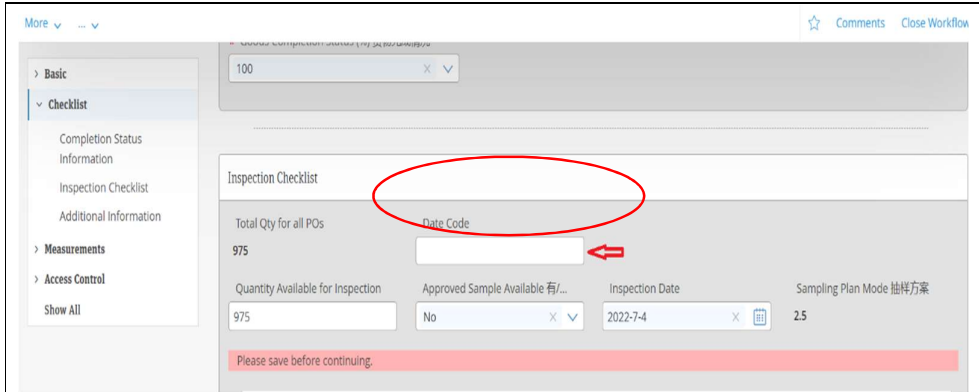
5.3.4 针对供应商自检验货 NC 后并已经制定改善方案的情况，供应商也需要如实报告给 HFT QA 并依据 HFT 要求走 SCAR 程序并留有相应的记录。为了避免影响产品交期，供应商需要及时同 HFT QA 人员沟通并跟进 SCAR

5.3.4 If the vendor has developed CAPA(Corrective & Preventative) plan for the NC, he still needs to report the NC and CAPA to HFT QA, and follow the SCAR process to keep the records in ETQ. The vendor needs to report to and communicate with HFT QA on NC and complete SCAR promptly to avoid delay in shipping schedule.

## 6. 案例分享 Examples

6.1 没有填写 date code 或 date code 填写错误

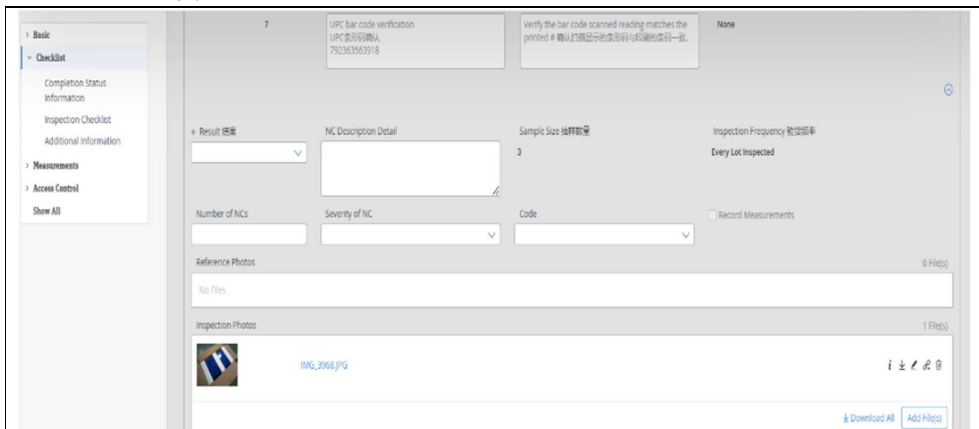
6.1 Date code is not filled in or filled in correctly



The screenshot shows the 'Inspection Checklist' form in ETQ. The 'Date Code' field is highlighted with a red circle and a red arrow pointing to it, indicating it is empty. Other fields include 'Total Qty for all POs' (975), 'Quantity Available for Inspection' (975), 'Approved Sample Available' (No), 'Inspection Date' (2022-7-4), and 'Sampling Plan Mode' (2.5). A red banner at the bottom says 'Please save before continuing.'

6.2 照片插入错误

6.2 Insert wrong photo



The screenshot shows the 'Inspection Photos' section of the ETQ form. A photo of a barcode is being inserted into the 'Inspection Photos' section. The photo is labeled 'img\_2068.jpg'. The 'Reference Photos' section is empty. The 'Inspection Photos' section shows 1 file. The 'Number of NCS' is 7. The 'Severity of NC' is 'None'. The 'Code' is 'None'. The 'Sample Size' is 3. The 'Inspection Frequency' is 'Every Lot Inspected'. The 'Second Measurements' checkbox is unchecked. There are 'Download All' and 'Add Files' buttons at the bottom.

6.3 照片缺失, 不全.

6.3 Photos are missing or incomplete.



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Item # 5

Checklist Item 检查清单项目: All labels, hangtags, artwork & bar code 所有标签, 吊卡, 吊牌以及条形码

Acceptance Criteria 接受标准: Must conform with most updated LPM and approval sample, but LPM is 1st priority 必须与最新 LPM 及批准样品一致, 批准 LPM 是第一位

AQL 缺陷率: 2.5

Result 结果: 19

Sample Size 抽样数量: 19

Inspection Frequency 检验频率: Every Lot Inspected

Number of NCs: [ ]

Severity of NC: [ ]

Code: [ ]

Record Measurements:

Reference Photos: 2 File(s)

Inspection Photos: 1 File(s)

6.4 照片没有添加日期水印

6.4 No date watermark is added to the photo



6.5 没有按照要求提供重量或重量单位

6.5 The weight or weight unit is not provided as required

Item Sa... 7.1

Checklist Item: Product weight check 产品重量

Acceptance Criteria: Within +/- 9% of 1Spec, 0.114 lbs 标准重量为0.114磅, 上下9%以内可以接受

Measurements: 52g

Item Sa... 7.2

Checklist Item: Product weight check 产品重量

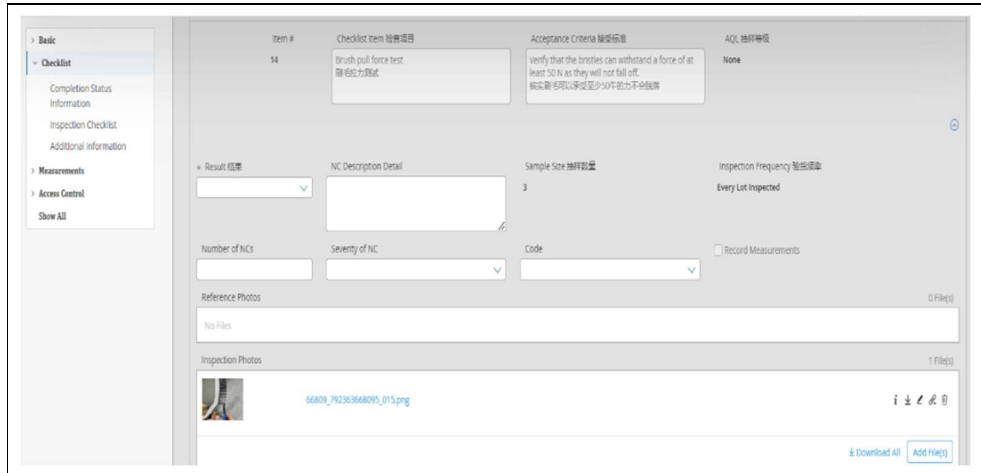
Acceptance Criteria: Within +/- 9% of 1Spec, 0.114 lbs 标准重量为0.114磅, 上下9%以内可以接受

Measurements: 0.114

6.6 没有按照测试要求做测试, 测试方法错误。

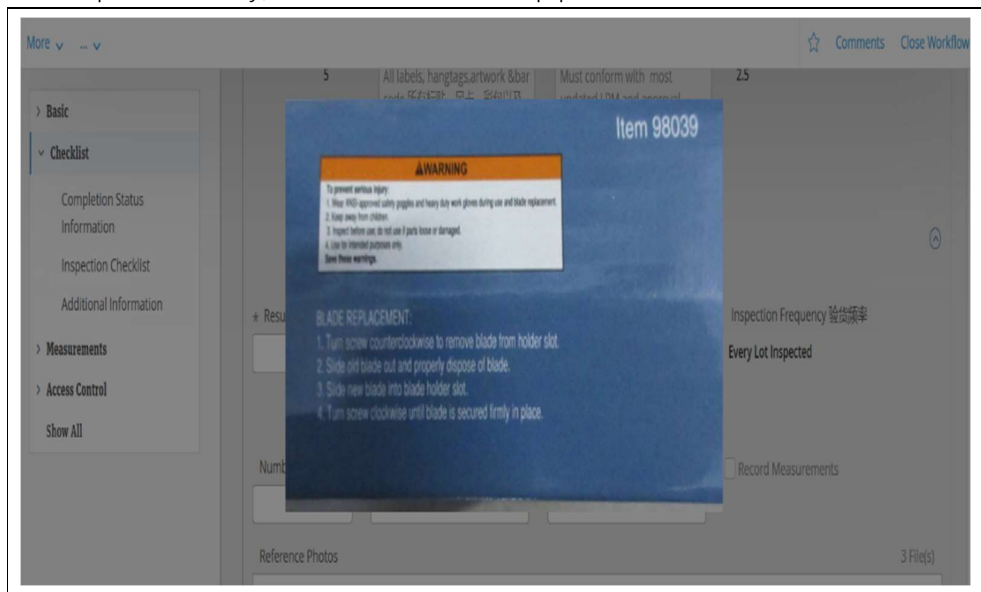
6.6 The test was not done following the test requirements, or applied wrong test method.

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6.7 照片模糊不清，没有特写拍摄。

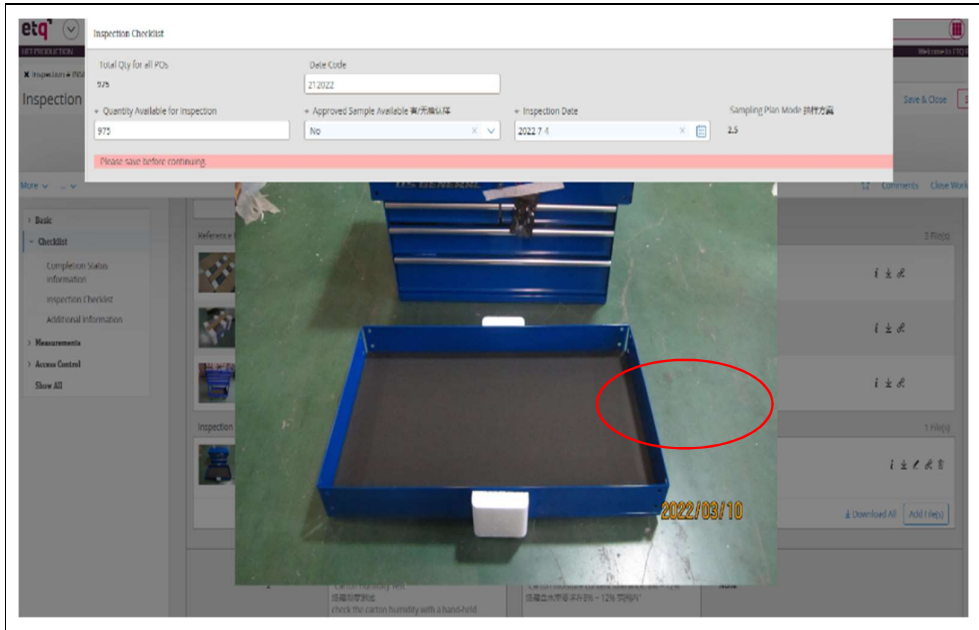
6.7 The photo is blurry, and there is no close-up photo.



6.8 重复使用或使用以前时间的照片

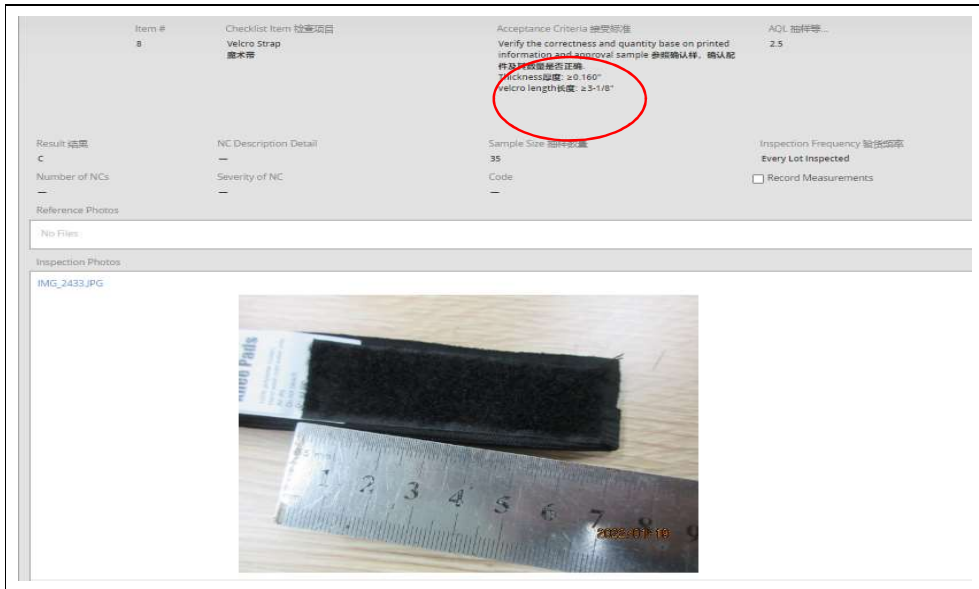
6.8 Repeatedly use the same photos or use photos taken in previous inspection.

Harbor Freight Controlled Document



6.9 没有及时报告、反馈其检验结果与 checklist 上要求的差异。

6.9 Didn't report or feed back the difference between the inspection results and the requirements on the checklist in time.



6.10 没有核对 artwork, manual 是否与 ETQ 里要求的 LPM 或 manual 不符 (mismatched version#)

6.10 Did not check whether the version of artwork and manual was consistent with the LPM or manual required in the ETQ (mismatched version#).

**⚠ WARNING**

To prevent serious injury and DEATH

1. **DO NOT SIT, STAND OR CLIMB ON THIS ITEM**
2. This product is not a toy nor a toy chest. Do not allow children to play with or near this item.
3. Do not exceed 700 lb weight capacity, evenly distributed. Uneven loading causes tipping. Be aware of dynamic load movement may briefly create excess load capacity.
4. Do not open more than one drawer at once. Lid must be open for Drawers to be unlocked.
5. Close and lock Drawers before moving.
6. Use only on a flat, level, hard and smooth surface of safely supporting a fully loaded Cart. Do not use over concrete seams or other rough/uneven surfaces.
7. Do not lift using handle(s). Do not lift while loaded.
8. Wear ANSI-approved safety goggles and heavy-duty work gloves during assembly.
9. Read instruction manual before assembly and/or operation.

64030 18c **DO NOT REMOVE. Serial:**

**75% Scale**                      **Center of**

Review                      Inspection  
Manager Review

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Change-Notes	