

## Production Flow

### 生产流程

Standardized OEM Production Workflow for Stationery & Filing Products

适用于标准订单大货生产流程

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Step<br>步骤                                                                | Flowchart<br>流程说明                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Material Procurement</b><br>材料采购                                       | Purchase PP resin, package, hardware, etc. based on BOM<br>根据BOM清单采购塑料粒子、印刷品、包装品、五金等原料                                     |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Incoming Quality Check (IQC)</b><br>来料检验                               | Check color, thickness, flexibility, and compliance (e.g., REACH, RoHS)<br>检验颜色、厚度、韧性、环保标准等                                |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Film Blowing / Calendering</b><br>吹膜 / 压延                              | In-house film blowing or calendering to produce PP sheets<br>自有吹膜线/压膜线生产PP片材                                               |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Die-Cutting / Sheet Cutting</b><br>模切/裁片                               | Sheets die-cut to specific sizes for folders, files, etc.<br>自动模切机按尺寸冲切片材                                                  |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Printing / Silk Screen / Stamping</b><br>印刷 / 丝印 / 烫印                  | Apply logos, icons, or artwork via offset or screen printing<br>客户图案、Logo、图标印刷于片材表面                                        |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Structural Forming &amp; Assembly</b><br>配件装配与结构组装                     | Creasing, folding, thermal forming; assemble zippers, buttons, clips, bars<br>压线、折叠、热压成型，组装拉链、按扣、夹条等配件                     |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>In-Process Quality Check (IPQC)</b><br>中间检验                            | Inspect for dimension, structure, surface defects<br>检查尺寸、结构是否合格，有无刮痕脏污                                                    |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Packing</b><br>包装                                                      | Custom packaging (bulk, color box, carded, polybag, etc.)<br>定制包装方式：散装、内盒、吊卡、套袋等                                           |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>In-Process Quality Check (IPQC)</b><br>中间检验                            | Inspect for dimension, structure, surface defects<br>检查尺寸、结构是否合格，有无刮痕脏污                                                    |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Final QC (FQC)</b><br>成品检验                                             | Final product sampling: functionality, labeling, packing<br>随机抽检成品，检查功能、包装、标识等                                             |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Third-party Testing / Report Issuance</b><br>第三方检测 / 出具报告              | According demand: submit products to third-party lab for testing & certification.<br>根据需求送第三方实验室进行测试及认证。                   |
| 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Third-Party QC /Buyer On-site Inspection Supported</b><br>第三方验货/买方到厂验货 | Arrange third-party inspection or invite buyer's QA team to the factory with report issued.<br>可安排第三方验货或通知客户代表到厂验货，并出具检验报告 |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Pre-Shipment Inspection &amp; Loading</b><br>出货检验 & 装柜                 | Perform AQL inspection; confirm shipping quantity & quality<br>AQL标准抽检，确认出货数量与品质                                           |
| <div> <div>Quality Control Overview<br/>质量控制说明</div> <div> <p>IQC for incoming material quality<br/>IQC来料检验：确保原材料符合标准</p> <p>IPQC for key process inspection<br/>IPQC过程检验：重点工序抽查控制</p> <p>FQC for final product quality before shipment<br/>FQC终检：成品全检或抽检出货</p> <p>Process traceability supports FSC, GRS, ISO systems<br/>支持FSC / GRS / ISO等体系认证的流程追溯</p> <p>Lead time control sheet + daily production reports + remote tracking system (optional)<br/>交期监控表 + 生产日报 + 客户远程查看系统（可</p> </div> </div>  |                                                                           |                                                                                                                            |