
Office pods equipment testing process and acceptance criteria

formulate: _____ date : _____

Audit: _____ date : _____

Approve: _____ date : _____

1. Purpose

This specification is formulated to clarify the inspection items and inspection standards required for the equipment, so as to ensure that the appearance, structure and performance of the equipment meet the specification requirements; at the same time, it provides a quality reference for sample signing.

2. area

2.1. Applicable to the inspection of finished products of soundproof room equipment , shipment inspection and customer acceptance inspection of equipment;

2.2. Applicable equipment sample sealing inspection;

3. Responsibilities

3.1 Technical support:

3.1.1 Responsible for formulating product inspection items and acceptance criteria, responsible for testing, inspection and judgment of finished products;

3.1.2 Responsible for review/approval of inspection reports;

3.2 Operation Department

3.2.1 Responsible for submitting inspection standards to customers for confirmation, and feeding back the confirmation results to the company;

3.2.1 Responsible for collecting customer quality requirements and forming formal documents;

4. Definition

4.1 Surface grade classification (the following pictures are not taken in kind)

Class A surface: the front of the appearance of the equipment , mainly including the main frame, tempered glass , door, hinge, door handle;

Class B surface: the left side of the appearance of the equipment, mainly including the main frame, wood grain board, and vents ;

Class C surface: the right side of the appearance of the equipment, mainly including the main frame and wood grain board;

Class D surface: the back of the appearance of the device , mainly including the main frame and tempered glass ;

Class E surface: the top of the appearance of the equipment , mainly including the main frame, top plate, exhaust fan /air conditioner , power strip ;

Class F surface : the bottom of the appearance of the equipment , mainly including the main frame, bottom plate, universal wheels , and foot cups ;

G -level inner surface: the inner front of the equipment, mainly including beading , tempered glass , doors, and door handles ;

H -level inner surface: the inner left side of the equipment , mainly including beading, sound-absorbing cotton , electrical sockets, electrical switches, and vents ;

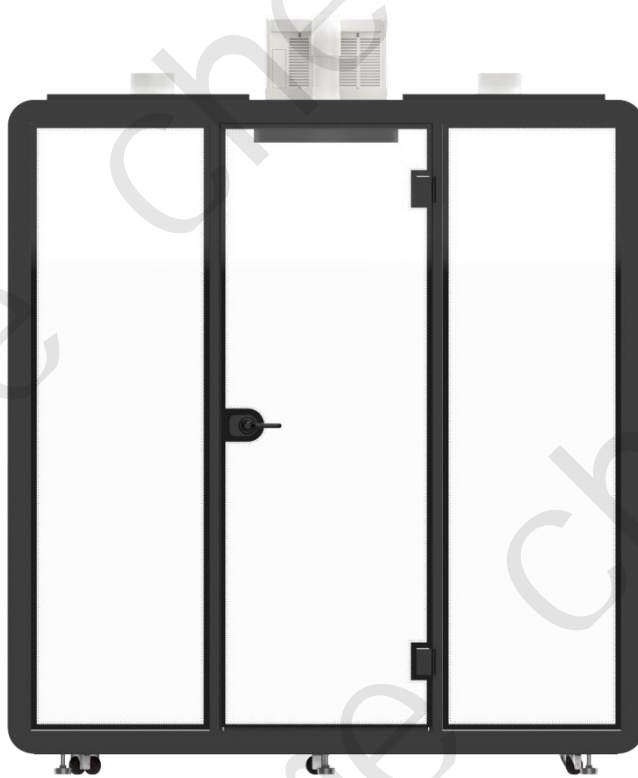
Class I inner surface : the inner right side of the equipment, mainly including beading and sound-absorbing cotton ;

J -level inner surface: the inner back of the equipment , mainly including beading and tempered glass ;

K -level inner surface : the inner top of the equipment , mainly including beading, sound

insulation cotton, lamps, exhaust fans /air conditioners ;

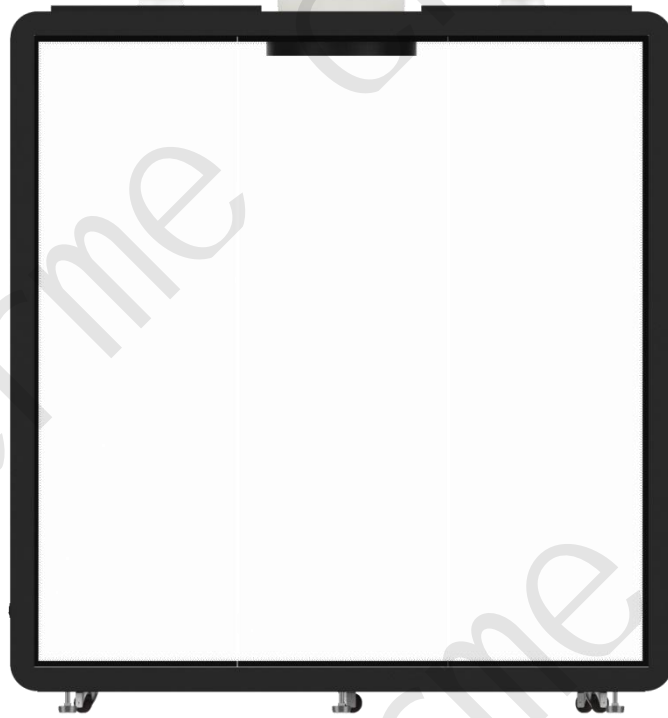
L-level inner surface: the bottom of the equipment, mainly including beading and carpet.



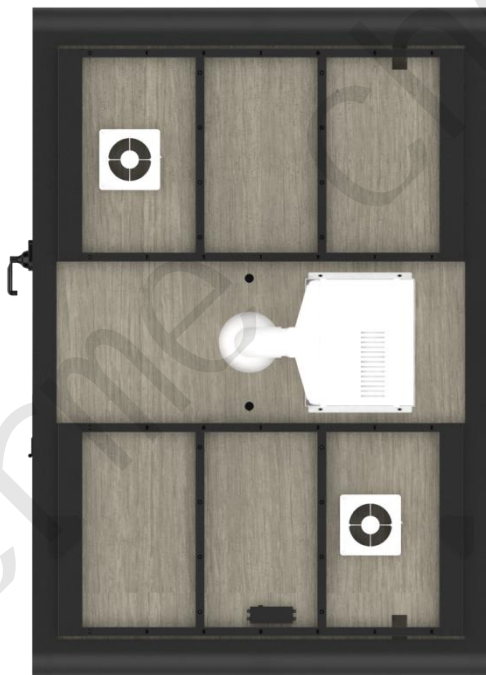
Side A



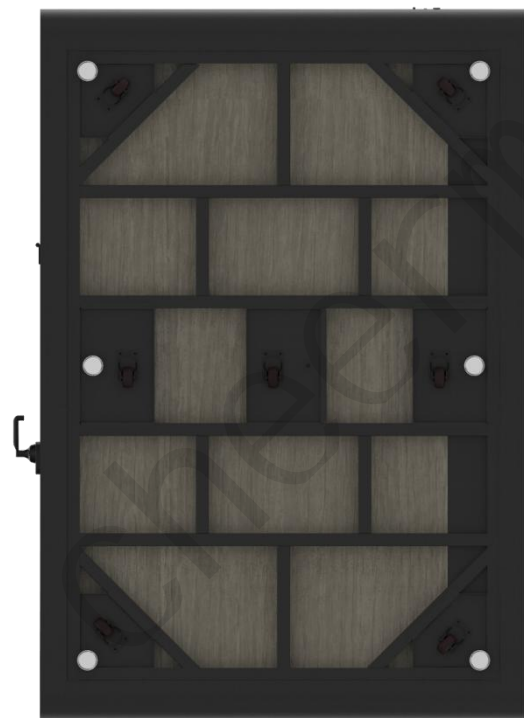
Side B and Side C



D side



E side



F side

4.2 Classification of defects

4.2.1 Fatal flaw (Cri): endangering the personal and property safety of users;

4.2.2 Main disadvantages (Maj): due to size differences, poor workmanship, unstable structure, etc., the overall or partial functions or performance of the equipment will be degraded, which will affect normal use, cause customer complaints, or affect the appearance of the equipment, causing the customer to fail to accept the device.

4.2.3 Minor defect (Min): The equipment has slight poor appearance, but it will not cause customer complaints;

4.2.4 Sample: The sample approved by the customer's signature and used to confirm and identify various overall quality before formal mass production.

5. Content

5.1 Inspection environment and tools:

1 ± 0.5 m directly in front of the personnel, and the visual acuity (corrected visual acuity) of the inspector is above 1.0;

5.1.2 Inspection angle: vertical light source $90^{\circ} \pm 45^{\circ}$;

5.1.3 Inspection environment: at room temperature, relative humidity 30%~90%; fluorescent lamp above 300lux;

5.1.4 Inspection time: 3 to 5 seconds (that is, to check a certain part, the line of sight stays for no more than 3 to 5 seconds);

5.1.5 Inspection tools: standard samples, tape measure, other software tools ;

5.2 Sampling plan and acceptance criteria

5.2.1 Sampling plan: full inspection

5.2.2 Acceptance level: AQL (CRI:0, MAJ:0.4 ,MIN:1.0)

5.3 Inspection standard

5.3.1 Shipment packaging inspection – to be supplemented

serial number	Measure ment items	Detection method / detection tool	judgement standard	short coming grade	Accepta nce Level (AQL)
1	overall appearance	visually Standard samples/packaging specifications	The outer surface is clean and free from dirt No pressure collapse, no obvious deformation, no rupture	Min	1.0
2	Glass	visually Standard samples/packaging specifications	Smooth surface, no scratches, no cracks, no dirt	Min	1.0

5.3.2 Equipment Appearance Inspection

5.3.2.1 All frames and grain boards:

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	Device framework	visually feel when necessary	The surface is flat and free of scratches, clean and free of dirt, and the paint is evenly sprayed without pores and burrs.	Maj	0.4
2	wood grain board	visually feel when necessary	The wood grain paper is pasted flat without scratches or bubbles, and the surface is clean and free of dirt. There are no burrs on the openings on the board, and the wood grain paper is not cracked.	Maj	0.4
3	gap	visually	There is no visible gap between the frame and the wood grain board.	Maj	0.4

5.3.2.2 Class A surface (front) :

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	Main frame	visually feel when necessary	The surface is flat and free of scratches, clean and free of dirt, and the paint is evenly sprayed without pores.	Maj	0.4
2	door , door lock hinge	visually feel when necessary	The door glass is free from scratches, clean and free of dirt. The door frame is stable without warping or rusting. There is no obvious deformation of the door as a whole. The appearance of the door lock is free from damage and rust. Smooth surface, no porosity, no rust, no deformation	Min	1.0
3	tempered glass	visually feel when necessary	Smooth surface, no scratches, no cracks, no dirt	Maj	0.4

5.3.2.3 Class B surface (left side)

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	Main frame	visually feel when necessary	The surface is flat and free of scratches, clean and free of dirt, and the paint is evenly sprayed without pores.	Min	1.0
2	wood grain board	visually feel when necessary	The wood grain paper is pasted flat without scratches or bubbles, and the surface is clean and free of dirt. There are no burrs on the openings on the board, and the wood grain paper is not cracked.	Min	1.0
3	vent	visually	no clogging	Min	1.0

5.3.2.4 Class C surface (right side)

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	Main frame	visually feel when necessary	The surface is flat and free of scratches, clean and free of dirt, and the paint is evenly sprayed without pores.	Maj	0.4
2	wood grain board	visually feel when necessary	The wood grain paper is pasted flat without scratches or bubbles, and the surface is clean and free of dirt. There are no burrs on the openings on the board, and the wood grain paper is not cracked.	Maj	0.4

5.3.2.5 _ Class D surface (back)

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	Main frame	visually feel when necessary	The surface is flat and free of scratches, clean and free of dirt, and the paint is evenly sprayed without pores.	Maj	0.4
2	tempered glass	visually feel when necessary	Smooth surface, no scratches, no cracks, no dirt	Maj	0.4

5.3.2.6 Class E surface (top surface)

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	Main frame	visually feel when necessary	The surface is flat and free of scratches, clean and free of dirt, and the paint is evenly sprayed without pores.	Min	1.0

2	roof	visually	no cracks	Min	1.0
3	Exhaust fan /air conditioner	Electrical connection test	Can be used normally, no dirt, no scratches, no cracks on the surface	Min	1.0
4	power strip	Electrical connection test	Can be used normally	Maj	1.0

5.3.2.7 _ Class F surface (bottom)

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	bottom frame	visually feel when necessary	All frame screws are correctly and completely locked to ensure the stability of the frame structure.	Maj	1.0
2	Bottom plate	visually	no cracks	Maj	1.0
3	Universal wheel	visually experience feelings	All 6 casters are functioning normally.	Maj	1.0
4	foot cup	visually	The foot cup is received at the highest point;	Maj	0.4

			The foot cup can be twisted		
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5.3.2. 8 G -class inner surface (inner front)

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	layering	visually feel when necessary	The paint is evenly sprayed, no unevenness, no small particles, no warping, and the screw hole position is correct	Maj	0.4
2	tempered glass	visually	Smooth surface, no scratches, no cracks, no dirt	Maj	0.4
3	door , door handle hinge	visually feel when necessary	The door glass is free from scratches, clean and free of dirt. edge bead is stable without warping or rusting. There is no obvious deformation of the door as a whole. The appearance of the door lock is free from damage and rust. Smooth surface, no porosity, no	Maj	0.4

			rust, no deformation		
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5.3.2.9 _ Class H surface (inner left side)

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	layering	visually feel when necessary	The paint is evenly sprayed, no unevenness, no small particles, no warping, and the screw hole position is correct	Min	1.0
2	Sound-absorbing cotton	visually feel when necessary	Size 9mm No dirt, no foreign matter on the surface	Min	1.0
3	Electric switch and electric socket	visually power test	Can be used normally, no leakage, no dirt, no scratches on the surface	Maj	0.4
4	vent	visually	no clogging	Min	1.0

5.3.2.10 _ Class I surface (inner right side)

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	layering	visually feel when necessary	The paint is evenly sprayed, no unevenness, no small particles, no warping, and the screw hole position is correct	Min	1.0
2	Sound-absorbing cotton	visually feel when necessary	Size 9mm No dirt, no foreign matter on the surface	Min	1.0

5.3.2. 1 1 Class J surface (inner back)

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	layering	visually feel when necessary	The paint is evenly sprayed, no unevenness, no small particles, no warping, and the screw hole position is correct	Min	1.0

2	tempered glass	visually	Smooth surface, no scratches, no cracks, no dirt	Maj	0.4
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5.3.2. 1 2 Class K surface (inner top)

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	layering	visually feel when necessary	The paint is evenly sprayed, no unevenness, no small particles, no warping, and the screw hole position is correct	Min	1.0
2	Sound-absorbing cotton	visually feel when necessary	Size 9mm No dirt, no foreign matter on the surface	Min	1.0
3	lamp	power test	Normal use, no excessive glare, no foreign matter in the lamp	Maj	0.4
4	Exhaust fan /air conditioner	power test	Normal use, low noise level	Maj	0.4

5.3.2. 1 2 Class L surface (inner bottom)

serial number	Check item	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	layering	visually feel when necessary	The paint is evenly sprayed, no unevenness, no small particles, no warping, and the screw hole position is correct	Min	1.0
2	carpet	visually	Dirt-free and accurate to size	Min	1.0

5.3.3 Inspection of equipment dimensions:

serial number	Measurement items	Detection method / detection tool	judgement standard	shortcoming grade	Acceptance Level (AQL)
1	Height (with exhaust fan)	tape measure	$\pm 2\text{cm}$ _	Maj	0.4
2	length	tape measure	$\pm 1\text{cm}$ _	Maj	0.4
3	width	tape measure	$\pm 1\text{cm}$ _	Maj	0.4

Annex I:

Product testing process - to be improved

