

# Soft Home - Sample Review Checklist

**Preparation for Review:** Gather the following supplies:

<input type="checkbox"/>	<b>Tools Needed for Review</b>	Technical product specification print out, stitch counter, seam ripper, measuring tape, pen/marker, camera, pile height ruler, fabric shears, post-it notes, calculator, scale, weighing templates, fill weight sample card, any approved standards, and any previous sample.
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**Process:** During your product review you will check off each specified section of the checklist to ensure nothing is missed. Write all callouts on the printed tech spec report to help documenting all callouts in OnePLM. Mark all defects directly on the sample with pen, marker, or defect tape throughout your review.

<input type="checkbox"/>	<b>Dimensions</b>	<ul style="list-style-type: none"><li>* Measure sample following the Point of Measure (POM) page within the tech spec referring to the How To Measure manual &amp; record measurements on the back of the sample tag.</li><li>* Measure all additional dimensions noted on the design intent page or the Fit Eval.</li><li>* Mark all dimensions that fall outside of tolerance to be documented in your sample review comments.<ul style="list-style-type: none"><li>- <b>Pay close attention to the tolerances that have a negative ZERO allowance</b></li></ul></li><li>* For shape consistency of smaller products:<ul style="list-style-type: none"><li>- For squares/rectangles, fold opposite ends to center to check shape</li><li>- For rounds/ovals, fold in half to check shape</li></ul></li><li>* If sold in a set, measure and compare all samples to spec'd dimensions (tolerance is +/-1/2").</li></ul>
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<input type="checkbox"/>	<ul style="list-style-type: none"><li>* <b>Hems</b></li><li>* <b>Edges</b></li><li>* <b>Header</b></li></ul>	<ul style="list-style-type: none"><li>* Verify hem orders are as specified</li><li>* Verify hem width, SPI, stitch type and weave type (if applicable) are as specified</li><li>* Verify start/stops are reinforced</li><li>* Check for any stitch defects (i.e. skipped stitches, stitch runoffs, thread nests, etc.)</li><li>* Check for any workmanship defects (i.e. shape distortion, excessive roping, etc.)</li><li>* Open all hems to verify no selvage is used</li><li>* Verify correct interlining is used (if applicable)</li></ul>
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<input type="checkbox"/>	<b>Joining Seams</b>	<p><b>External Review</b></p> <ul style="list-style-type: none"><li>* Verify SPI of any topstitching is as specified</li><li>* Check for any shape distortion</li><li>* Pull at seams with moderate force to check for seam slippage, seam failure, or open seams</li><li>* Check Flange and/or Gusset (if applicable)<ul style="list-style-type: none"><li>- Verify width and construction are as specified</li></ul></li><li>* Check Piping (if applicable)<ul style="list-style-type: none"><li>- Verify width, fabric direction (straight/bias), and construction are as specified</li><li>- Check piping for kinks, roping or voids</li><li>- Open piping to verify appropriate cording was used</li><li>- Check for excessive amount of splices in cording cover</li></ul></li><li>* Check for shape distortion</li></ul> <p><b>Internal Review</b></p> <ul style="list-style-type: none"><li>* Turn product inside out or open product</li><li>* Verify SPI and seam construction are as specified</li><li>* Verify 1" minimum chainoff on all overlock at corners, no rounded corners</li><li>* Check for stitch defects (skipped stitches, thread nest, etc.)</li></ul> <p><b>For Pillow Cover Overlap</b> (if applicable)<ul style="list-style-type: none"><li>- Verify overlap reinforcement is as specified</li></ul></p>
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<input type="checkbox"/>	<p><b>Piecing Seams</b></p> <ul style="list-style-type: none"> <li>* Verify SPI and construction are as specified</li> <li>* Pull at seams with moderate force to check for seam slippage, seam failure, or open seams</li> <li>* Check for stitch defects (skipped stitches, thread nests, etc.)</li> <li>* Check for shape distortion</li> <li>* Verify there are no unspecified piecing seams</li> </ul>
<input type="checkbox"/>	<p><b>Binding</b></p> <ul style="list-style-type: none"> <li>* Verify width, SPI, fabric direction (straight/bias), and construction are as specified <ul style="list-style-type: none"> <li>- If lapped construction, verify hem order is as specified</li> </ul> </li> <li>* Verify binding is butted to the edge of fabric/batting: verify there are no voids</li> <li>* Check for excessive amount of splices in binding tape</li> <li>* Check for any stitch defects (i.e. skipped stitches, stitch runoffs, thread nests, etc.) <ul style="list-style-type: none"> <li>- Verify overlap start/stop is reinforced</li> </ul> </li> <li>* Check for any workmanship defects (shape distortion, excessive roping, etc.)</li> </ul>
<input type="checkbox"/>	<p><b>Closure</b></p> <ul style="list-style-type: none"> <li>* Verify placement, SPI and construction are as specified</li> <li>* Verify start/stops are reinforced <ul style="list-style-type: none"> <li>+ Small tuck at each end is acceptable</li> </ul> </li> <li>* Check for stitch defects (skipped stitches, thread nests, etc.)</li> </ul>
<input type="checkbox"/>	<p><b>Attachments/ Embellishments</b></p> <ul style="list-style-type: none"> <li>* Grommets</li> <li>* Buttons</li> <li>* Molded Holes</li> <li>* Ties</li> <li>* Embellishments</li> <li>* Loops</li> <li>* Rings</li> </ul> <ul style="list-style-type: none"> <li>* Check to verify quantity, placement, size, and any other details that are specified</li> <li>* Make sure trims are securely attached and clean finished (if applicable)</li> <li>* All functional buttons/ties must be sewn through at least 2 plys of fabric</li> <li>* Pull trim with moderate force to check attachment strength</li> <li>* For button used a button hole, ensure the button fits through the hole.</li> <li>* For closures, tie/button together to ensure they match and keep product closed</li> <li>* Verify all attachments follow child safety standards (if applicable)</li> <li>* Check the execution of covered button construction (if applicable)</li> <li>* Grommets/Molded Suspension <ul style="list-style-type: none"> <li>- Measure inner and outer diameter</li> <li>- Make sure grommets are securely attached</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>Buttonholes</b></p> <ul style="list-style-type: none"> <li>* Check to verify quantity, size, placement, and details are as specified</li> <li>* Check stitch density of the buttonhole stitch</li> <li>* Verify buttonhole is stitched through at least 2 layers of fabric</li> <li>* Stitching must be reinforced/locked</li> <li>* Cut open buttonhole completely without cutting through stitching</li> </ul>
<input type="checkbox"/>	<p><b>Zippers</b></p> <ul style="list-style-type: none"> <li>* Verify length is as specified</li> <li>* Verify zipper is centered on the seam <ul style="list-style-type: none"> <li>+ If invisible zipper application, verify zipper is not visible from outside and moves freely without catching fabric</li> </ul> </li> <li>* Verify zipper has stops on both ends</li> <li>* Verify zipper tape is reinforced at both ends</li> <li>* Verify zipper color matches fabric unless otherwise specified</li> </ul> <p><b>For Pillow Covers</b></p> <ul style="list-style-type: none"> <li>* Verify zipper opens from left to right from back view of product</li> </ul>
<input type="checkbox"/>	<p><b>Quilting</b></p> <ul style="list-style-type: none"> <li>* Verify SPI and construction is as specified</li> <li>* Check for stitch defects (skipped stitches, thread nest, etc.)</li> <li>* Verify stitching is reinforced at start and stop</li> <li>* Verify # of boxes and box dimensions are as specified (if applicable) <ul style="list-style-type: none"> <li>+ Verify there is no pleating at stitching intersections</li> </ul> </li> </ul>

Fabric

Review the below on front and back of product

- \* Verify fabric is cut on grain or as specified
- \* Verify fabric has no weave/knit defects (misweaves, broken picks, floats, etc.)
- \* Check for shearing defects (if applicable)
- \* Verify there are no for printing & dyeing defects
- \* Verify product has no stains or soil marks
- \* Verify hand-feel follows fabric standard (if applicable)
- \* Verify pattern is matching when sold as a pair (if applicable)
- \* Verify no piecing seams were used (unless otherwise specified)
- \* For nonwoven fabric, verify strength of fabric is sufficient to avoid holes/tears
- \* For filled products, verify fabric structure is tight enough to prevent bearding
  - + If bearding is present, fabric must be increased or a lining layer must be added
- \* For specified interlining, cut open to verify approved interlining is used

Weights  
(Batting &  
Fabrics)

**For Fabrics:**

- \* Punch and weigh each fabric on the fabric id form to confirm fabric matches spec
  - + TD does not weigh rugs or check shower curtain gauge, testing labs will verify the spec'd information

**For Batting:**

- \* Follow How to Weigh Batting Instructions (video is available on K-Link)
  - + Record average fill weight on the fill weight card (tolerance is +/- 5%)
  - + Verify fill is evenly distributed
- \* Verify scrim is used (if applicable)
- \* Examine batting quality (Reference Batting Guidelines)

**For Pillows/Down Comforters**

- \* Check appearance
  - + Verify even distribution of fill, fill should not be lumpy or void in corners
- \* For loose fill of pillows and down fills, TD does not weigh this, testing labs will verify the weight

**For Towels:**

- \* For total towel weight, remove sample tag and use the sweater scale to obtain the lbs/dz.
  - + Using the conversion chart, use the actual measurements with the actual lbs/dz to obtain the actual gsm.
  - + Compare the spec'd gsm to the actual gsm
- \* If pile weight is spec'd, follow the above for checking fabrics

Label Placement

- \* Verify placement and attachment (reference *Instructionstab* within OnePLM)
  - + Substitute labels may be used if production labels are not available

Remaining Tech  
Spec Details

- \* Verify any other details within the tech spec that were not checked above
- \* If not a 1st sample, verify that all previous callouts were corrected

**Document:**

After reviewing the product:

Record All  
callouts in the *Fit  
Eval*

- \* Using the Sample Review Comments Library, copy and paste callouts into the *Fit Eval*.
  - + Create your own callouts if there is not a suitable one in the library to use.
- \* Upload images to support the callouts within the *Fit Eval - Attachments Tab*.
- \* Fill in all the *Required Fields* in the *Fit Eval*

## Soft Home - Additional Sample Review Checklist by Product

<input type="checkbox"/>	<b>Adult Bath Wrap</b>	<ul style="list-style-type: none"> <li>* Verify correct elastic is being used</li> <li>* Verify elastic stretch ratio is minimum 1:2.5"</li> <li>* Verify hanger loop is as specified</li> <li>* Verify hook and loop tape width, length, placement, type and application are as specified</li> </ul>
<input type="checkbox"/>	<b>Bedskirt</b>	<ul style="list-style-type: none"> <li>* Verify thread color at top hem and overlock stitching match drop/skirt, not platform.</li> <li>* Verify corner and drop construction is as specified</li> </ul>
<input type="checkbox"/>	<b>Blanket</b>	<ul style="list-style-type: none"> <li>* If directed for juvenile age, verify the additional stitch line covers the blanket stitch to secure it per the Minimum Constructions Standards to meet the child safety requirements.</li> </ul>
<input type="checkbox"/>	<b>Comforter</b>	<ul style="list-style-type: none"> <li>* On the back, cut open 2 non-adjacent corners and verify construction is as specified                             <ul style="list-style-type: none"> <li>+ Verify SPI and seam construction is as specified</li> <li>+ Check for stitch defects (skipped stitches, thread nest, etc.)</li> </ul> </li> <li>* Check Batting Application                             <ul style="list-style-type: none"> <li>+ Verify batting is hand/machine basted to seam allowance</li> <li>+ If rollback construction:                                     <ul style="list-style-type: none"> <li>- Verify rollback is rolling to the back, not front</li> <li>- Verify width is as specified and even</li> <li>- Verify corners are mitered and no excess bulk</li> </ul> </li> <li>+ If butted construction:                                     <ul style="list-style-type: none"> <li>- Verify batting butts to the perimeter</li> </ul> </li> </ul> </li> </ul>
<input type="checkbox"/>	<b>Comforter Cover</b>	<ul style="list-style-type: none"> <li>* Verify position of opening is a specified</li> </ul>
<input type="checkbox"/>	<b>Fitted Sheet Mattress Pad</b>	<ul style="list-style-type: none"> <li>* Make sure pocket seams are perpendicular to hem at align at corners</li> <li>* Verify casing is not too small and is not larger than 1/8" wider than elastic</li> <li>* Run fingers along casing hem in order to locate the elastic overlap                             <ul style="list-style-type: none"> <li>+ Only 1 elastic overlap is allowed</li> </ul> </li> <li>* Open hem to view overlap                             <ul style="list-style-type: none"> <li>+ Verify correct preferred supplier elastic is being used</li> <li>+ Verify elastic stretch ratio is minimum 1:2.5"</li> <li>+ Verify casing does not restrict stretch ratio</li> <li>+ Overlap must be a minimum 1" and vertically stitched at both ends</li> </ul> </li> </ul>
<input type="checkbox"/>	<b>Hair Wrap</b>	<ul style="list-style-type: none"> <li>* Verify elastic width, length, placement, type and application are as specified</li> </ul>
<input type="checkbox"/>	<b>Pillowcase</b>	<ul style="list-style-type: none"> <li>* Paired pillowcases must have the same joining seam construction in a set</li> <li>* Verify seam is reinforced at top hem by latchback or overlock chain is stitched back into seam allowance</li> </ul>
<input type="checkbox"/>	<b>Rugs</b>	<ul style="list-style-type: none"> <li>* Verify yarns are not tufted through binding</li> <li>* Verify pile height is as specified</li> <li>* If no latex backing, check back for knots and missing yarns</li> </ul>
<input type="checkbox"/>	<b>Shower Curtains</b>	<ul style="list-style-type: none"> <li>* Film                             <ul style="list-style-type: none"> <li>- Sides/bottom should be laser/hot knifed, not hemmed</li> <li>- Heat Sealed Header, no excess of 1/4"</li> </ul> </li> <li>* Woven:                             <ul style="list-style-type: none"> <li>- Verify header is not attached, unless due to design by approval</li> </ul> </li> </ul>
<input type="checkbox"/>	<b>Window Panels Valance</b>	<ul style="list-style-type: none"> <li>* Verify lining and outer fabric are hemmed separately</li> <li>* Verify there is no visible topstitching at side hems for lined panels/valances</li> </ul>
<input type="checkbox"/>	<b>Window Tieback</b>	<ul style="list-style-type: none"> <li>* Verify ring and button are attached separately (if applicable)</li> </ul>