



Process: QHSE Management
Category: Global
Document type: Instruction
Language: English
IHT: Internal

Title: AQL- Menstrual Hygiene Management (MHM)

Document ID: TSLOG-16-88213
Document Status: Approved
Effective date: 07.06.2026
GDP related: No
Version: 2.0

Definitions:

Critical nonconformity : Any discrepancy which might harm a user or makes it impossible to use the product properly is considered to be critical. Lots with Critical discrepancies is subject to lot refusal.

Major nonconformity : Any discrepancy which makes the use of the product less efficient than expected is considered to be major. Lot with Major discrepancies can be accepted.

Minor nonconformity : Any discrepancy which does not have an influence on the performance of the product is considered to be minor. Lot with Minor discrepancies can be accepted.

Nonconformity: Non-fulfilment of a specified characteristic requirement.

Nonconforming item: Item with one or more nonconformities.

Lot: Definite amount of some product, material or service, collected together.

Sample: Set of one or more items taken from a lot and intended to provide information on the lot.

Non-Conformities and Corrective Action:

Critical: (AQL 0)

Determination of lot acceptability: to be decided by ICRC' Quality and buyers.

Continual improvement: Improvement plan to be proposed by supplier and validated by the ICRC to eliminate the root cause of occurrence and non detection for the faced non-conformity (ies) for the upcoming purchases. Actions to be implemented by supplier within a defined time frame by default 3 months.

Penalty: 10% penalty of the value of the total PO per each critical non-conformity to be charged to the supplier .

Major: (AQL 2.5)

Determination of lot acceptability: to be decided by ICRC' Quality and buyers.

Continual improvement: Improvement plan to be proposed by supplier and validated by the ICRC to eliminate the root cause of occurrence and non detection for the faced non-conformity (ies) for the upcoming purchases. Actions to be implemented by supplier within a defined time frame by default 3 months.

Penalty: 0.5% penalty of the value of the total PO per each major non-conformity to be charged to the supplier.

Minor: (AQL 4.0)

Determination of lot acceptability: to be decided by ICRC' Quality and buyers.

Continual improvement: Improvement plan to be proposed by supplier and validated by the ICRC to eliminate the root cause of occurrence and non detection for the faced non-conformity (ies) for the upcoming purchases. Actions to be implemented by supplier within a defined time frame by default 3 months.

Penalty: 0.25% penalty of the value of the total PO per each minor non-conformity to be charged to the supplier.



Additional Information:

The Method of testing is drawn from ISO-2859-1 International Standards (table1: Sample size code letters, and table 2-A: Single sampling plans for normal inspection). The samples will be taken randomly by the buyer from the delivered items and then inspected.

The buyer can decide either to inspect the lot at ICRC QC laboratory or to use an inspection company for analysis, or both. Transport to laboratory and analysis cost for lab testing are at expense of ICRC.

The seller can contest the results of the Quality Control done at ICRC warehouses by requesting a lab testing. In this case transport to laboratory and analysis cost for lab testing are at expense of the seller.

In case the ICRC decides to hold the penalties during the improvement plan, if the faced nonconformity(ies) persist ; penalty for each non-conformity faced during the improvement plan will be applied.

Items	Characteristics	Nonconformities classification	QC type	AQL	QC Inspection at ICRC warehouses and lab testing																								
Carton	Marking on the carton	m	Ok/Nok	4.0	Marking expected: One side of the Parcel: PO number + Menstrual Hygiene Management (MHM) Kit, 35 kits+ Size + total weight. Opposite side of the parcel: ICRC logo. No logo of the supplier/manufacturer allowed.																								
	Quantity of kits per carton	m	Ok/Nok	4.0	Quantity and size as per contract, 35 kits per carton.																								
	Cardboard material	m	Ok/Nok	4.0	Corrugated type, BC Flute, minimum 5 plies (preferably recycled), brown colour																								
	Cardboard material GSM	m	Measurement	4.0	635 g/m ² ± 4% (using GSM cutter when measuring)																								
	Carton sealing	m	Ok/Nok	4.0	Firmly closed with Strong large adhesive tape Minimum 45 mm. Sealing in both sides Up and Down . No open parcel																								
	Carton general quality	M	Ok/Nok	2.5	All items should be securely packed together in one strong parcel, preventing any damage or goods dispersion. No holes, no tears, not deformed. Avoid any unnecessary sub packaging, especially the single use plastic foils or bags. When sub packaging is necessary, prefer 100% degradable materials such as paper or cardboard or starch-based plastics.																								
	Carton fit for contents	M	Ok/Nok	2.5	Quantity of the item should be maintained inside the parcel in a good shape and condition. Parcel should be fit for contents, no empty spaces and not allowing the easy movement of its content.																								
	Carton general quality	m	Ok/Nok	4.0	Export-quality 5 ply cardboard strong enough to withstand multiple handling and stacking up to 4 m . No holes, no tears.																								
	Carton content and quantities	m	Ok/Nok	4.0	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>1 MHM kit is composed of the following components, the quantity of Underwear must be of the same size as kit (e.g.: if the kit name indicates the size S, then the underwear must be of</p> <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th colspan="3">List of kit content:</th> </tr> <tr> <th>code</th> <th>description</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td>HCLSUNDWPCBS</td> <td>UNDERWEAR, woman panties, cotton</td> <td style="text-align: center;">3</td> </tr> <tr> <td>HHYGFEPHARM</td> <td>REUSABLE SANITARY PADS, normal absorbant</td> <td style="text-align: center;">4</td> </tr> <tr> <td>HHYGFEPHARMS</td> <td>REUSABLE SANITARY PADS, super absorbant</td> <td style="text-align: center;">2</td> </tr> <tr> <td>HHYGFEPHBAG</td> <td>CARRYING BAG, for hygienic pad, soft plastic, waterproof</td> <td style="text-align: center;">1</td> </tr> <tr> <td>HHYGFEPHBAGS</td> <td>CARRYING TOTE BAG, with handles, min. 5 litres capacity</td> <td style="text-align: center;">1</td> </tr> <tr> <td>LPMDENGLMHMR</td> <td>MHM KIT, INSTRUCTIONS FOR USE AND CARE, reusable pads</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> </div> <div style="width: 35%; text-align: center;"> <p>Each carton contains 35 MHM kits inside</p>  </div> </div>	List of kit content:			code	description	Qty	HCLSUNDWPCBS	UNDERWEAR, woman panties, cotton	3	HHYGFEPHARM	REUSABLE SANITARY PADS, normal absorbant	4	HHYGFEPHARMS	REUSABLE SANITARY PADS, super absorbant	2	HHYGFEPHBAG	CARRYING BAG, for hygienic pad, soft plastic, waterproof	1	HHYGFEPHBAGS	CARRYING TOTE BAG, with handles, min. 5 litres capacity	1	LPMDENGLMHMR	MHM KIT, INSTRUCTIONS FOR USE AND CARE, reusable pads	1
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Empty cartons	m	Ok/Nok	4.0	3% empty cartons will be supplied together with the Hygienic parcels in order to replace damaged cartons.																									
Kitting instructions	m	Ok/Nok	4.0	<p>Deliveries per each order should be made of the same batch number of product of each kit content. Each collection of identical batch number(s) per item shall be grouped together and assigned one separate batch number that represents the itemized batch numbers inside each kit, please refer to illustration below.</p> <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Item</th> <th>Batch</th> </tr> </thead> <tbody> <tr> <td>UNDERWEAR, woman panties, cotton</td> <td style="text-align: center;">AA</td> </tr> <tr> <td>REUSABLE SANITARY PADS, normal absorbant</td> <td style="text-align: center;">BB</td> </tr> <tr> <td>REUSABLE SANITARY PADS, super absorbant</td> <td style="text-align: center;">CC</td> </tr> <tr> <td>CARRYING BAG, for hygienic pad, soft plastic, waterproof</td> <td style="text-align: center;">DD</td> </tr> <tr> <td>CARRYING TOTE BAG, with handles, min. 5 litres capacity</td> <td style="text-align: center;">EE</td> </tr> <tr> <td>MHM KIT, INSTRUCTIONS FOR USE AND CARE, reusable pads</td> <td style="text-align: center;">FF</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;">  </div> <p style="font-size: x-small; margin-top: 10px;">*Batch number XX represents the list of individual batch number of each item. The above batch numbers will be mentioned on the loading list per truck or container. Each container should contain 20 bags of 1 kg of silica gel to prevent condensation.</p>	Item	Batch	UNDERWEAR, woman panties, cotton	AA	REUSABLE SANITARY PADS, normal absorbant	BB	REUSABLE SANITARY PADS, super absorbant	CC	CARRYING BAG, for hygienic pad, soft plastic, waterproof	DD	CARRYING TOTE BAG, with handles, min. 5 litres capacity	EE	MHM KIT, INSTRUCTIONS FOR USE AND CARE, reusable pads	FF											
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Tote bag	Tote bag Material	M	Ok/Nok	2.5	bag made of Canvas																								
	Tote bag Marking	m	Ok/Nok	4.0	Plain, no marking to be printed on the bag																								
	Tote bag General quality	M	Ok/Nok	2.5	General aspects: Clean bag, no visual damages no holes, no open seems no broken handles, no tears.																								
	Tote bag empty Weight	M	Measurement	2.5	165g ±5g																								
	Tote bag Dimensions	M	Measurement	2.5	H: 325mm, L: 300mm, W: 53mm ±1%																								
	Tote bag Colour	m	Ok/Nok	4.0	Cream /Beige																								
	Tote bag strap handles	M	Ok/Nok	2.5	2 handle straps on the sides, Straps sewed from the bag Inside, Straps of same material and colour																								
	Tote bag Straps dimensions	M	Measurement	2.5	L: 555 mm ±1% W: 25 mm ±1%																								
	Tote bag Zip	M	Ok/Nok	2.5	The bag closing can be done with a strong Plastic Zip of 30 mm installed on the top of the tote bag																								
	INSTRUCTIONS FOR USE AND CARE	m	Ok/Nok	4.0	The instruction as per attached file in drawing & picture , in A5 size and colourful print . Also available on standard product catalogue																								
Components and Quantity per bag	M	Ok/Nok	2.5	3 underwears (of the same size)+ 4 Reusable Sanitary pads, normal absorbent + 2 Reusable Sanitary pads, Super absorbent + 1 CARRYING BAG, for hygienic pad + 1 INSTRUCTIONS FOR USE AND CARE.																									



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Underwear

Nonconformities classification: Critical: C; Major: M; Minor: m

Items	Characteristics	Nonconformities classification	QC type	AQL	QC Inspection at ICRC warehouses and lab testing
Underwear's	Material	C	Ok/Nok	0	100% cotton, Neat and clean fabric, one way stretch at least (in width). Certificate of material conformity to be provided for each order by supplier.
	Washing	M	Ok/Nok	2.5	Washable underwear's, quality sufficient to withstand minimum 10 washes. Washing temperature: Minimum 40 degrees. No deterioration or loss of elasticity of bands.
	Colours	m	Ok/Nok	4.0	Plain colour dark blue, black, purple or brown
	Elastic number	M	Ok/Nok	2.5	3 elastic bands: 1 for the waistband, 1 for each thigh
	Elastic quality	M	Ok/Nok	2.5	Maximum 20% shorter than measurement of fabric. Elastic type: Picot edge , Fold over or regular elastic
	Elastic waistband width	M	Measurement	2.5	8 mm ±3%
	Elastic thigh band width	M	Measurement	2.5	width: 8 mm ±3%
	Stitching	M	Ok/Nok	2.5	Zigzag stitching well hemmed with cotton thread, Machine made, no run or broken stitches
	Finishing	m	Ok/Nok	4.0	Good quality tidy finish, no open seams, no hole and no cut. Seams must stretch along with the fabric to prevent thread breakage.
	Inside leg	M	Measurement	2.5	Inside leg made of double layers (one as crotch lining), 100 % cotton
	Waistband, flat & extended	M	Measurement	2.5	Refer to the drawing / table attached.
	Thigh, flat & extended	M	Measurement	2.5	Refer to the drawing / table attached.
	Height front	M	Measurement	2.5	Refer to the drawing / table attached.
	Height back	M	Measurement	2.5	Refer to the drawing / table attached.
	Height side	M	Measurement	2.5	Refer to the drawing / table attached.
	Crotch width	M	Measurement	2.5	Refer to the drawing / table attached.
	Crotch length	M	Measurement	2.5	Refer to the drawing / table attached.
	Weight	M	Measurement	2.5	Refer to the drawing / table attached.
	Instruction label length	m	Measurement	4.0	Label length: 20 mm ±1mm
	Instruction label width	m	Measurement	4.0	Label width: 10 mm ±1mm
Size (Small or Medium or Large or X Large) labels	m	Ok/Nok	4.0	Each underwear with a label well stitched, clearly indicate 100% cotton and size.	

		Process: QHSE Management Category: Global Document type: Instruction Language: English IRT: Internal		Title: AQL- Menstrual Hygiene Management (MHM) Reusable Sanitary pads and carrying bag		Document ID: TSLOG-16-88213 Document Status: Approved Effective date: 07.06.2025 GDP related: No Version: 2.0 Nonconformities classification: Critical: C, Major: M, Minor: m	
Items	Characteristics	Nonconformities classification	QC type	AQL	QC Inspection at ICRC warehouses and lab testing		
Reusable Sanitary pads, normal absorbent	General quality	M	OK/Nok	2.5	Soft fabric, no bad smell, no skin irritation. Appropriate for use with underwear (fold under the crotch of the underwear and closure with plastic button)		
	Material	C	OK/Nok	0	Top ; Absorbent layer of Micro fleece 100 % Polyester or 100% cotton (towel type) Inside ; The absorbance part (see attached pictures) consists of at least two additional layers of 100% cotton (towel type) or 2 absorbent layers of Micro fleece,80% polyester and 20% polyamide Bottom ; Waterproof layer of Polyurethane Laminate (PUL) Certificate of material conformity to be provided for each order by supplier.		
	Shape	M	OK/Nok	2.5	Winged, refer to the pictures attached.		
	Washing	M	OK/Nok	2.5	Washable pads, quality sufficient to withstand minimum 10 washes. Washing temperature: MIN 40 degrees.		
	Stitching	M	OK/Nok	2.5	Firmly stitched with overlock, using soft non-irritating thread. The absorbent part centered on the pad is also firmly stitched using soft non-irritating thread (see photos).		
	Colour	m	OK/Nok	4.0	Plain colour: Blue, black, purple, Pink or brown. Colour well fixed on the pad (the pad being immersed in clear water, the water should not be coloured in the colour of the pad).		
	Absorption	M	Measurement	2.5	The pad must have an absorption capacity of at least 40 ml (put the pad into a container filled with water for 5 minutes. Remove the pad when the trickle of water that flows from the pad becomes drops , measure the amount of water absorbed).		
	Length	M	Measurement	2.5	Refer to the pictures attached. Tolerance: ± 5%		
	Width	M	Measurement	2.5	Refer to the pictures attached. Tolerance: ± 5%		
	Thickness	M	Measurement	2.5	Minimum 4.5 mm. at the middle of the pad.		
Button	M	OK/Nok	2.5	Plastic snap button, diameter min 12mm. Metal snap buttons not accepted.			
Reusable Sanitary pads, Super absorbent	General quality	M	OK/Nok	2.5	Soft fabric, no bad smell, no skin irritation. Appropriate for use with underwear (fold under the crotch of the underwear and closure with plastic button).		
	Material	C	OK/Nok	0	Top ; Absorbent layer of Micro fleece 100 % Polyester or 100% cotton (towel type) Inside ; The absorbance part (see attached pictures) consists of at least 3 - 4 additional layers of 100% cotton (towel type) or 3 - 4 absorbent layers of Micro fleece,80% polyester and 20% polyamide Bottom ; Waterproof layer of Polyurethane Laminate (PUL) Certificate of material conformity to be provided for each order by supplier.		
	Shape	M	OK/Nok	2.5	Winged, refer to the pictures attached.		
	Washing	M	OK/Nok	2.5	Washable pads, quality sufficient to withstand minimum 10 washes. Washing temperature: MIN 40 degrees.		
	Stitching	M	OK/Nok	2.5	Firmly stitched with overlock, using soft non-irritating thread. The absorbent part centered on the pad is also firmly stitched using soft non-irritating thread (see photos).		
	Colours	m	OK/Nok	4.0	Plain colour: Blue, black, purple, Pink or brown. Colour well fixed on the pad (the pad being immersed in clear water, the water should not be coloured in the colour of the pad).		
	Absorption	M	Measurement	2.5	The pad must have an absorption capacity of at least 60 ml (put the pad into a container filled with water for 5 minutes. Remove the pad when the trickle of water that flows from the pad becomes drops , measure the amount of water absorbed).		
	Length	M	Measurement	2.5	Refer to the pictures attached. Tolerance: ± 5%		
	Width	M	Measurement	2.5	Refer to the pictures attached. Tolerance: ± 5%		
	Thickness	M	Measurement	2.5	Minimum 4.5 mm. at the middle of the pad.		
Button	M	OK/Nok	2.5	Plastic snap button, diameter min 12mm. Metal snap buttons not accepted.			
Carrying bag, for used napkins	Material	C	OK/Nok	0	Soft, waterproof (plastic or PUL)		
	Shape	M	OK/Nok	2.5	Envelope-style storage bag. Refer to the pictures attached.		
	Length	M	Measurement	2.5	150 mm ±1%		
	Width	M	Measurement	2.5	120 mm ±1%		
	General quality	M	OK/Nok	2.5	No holes, no tears.		



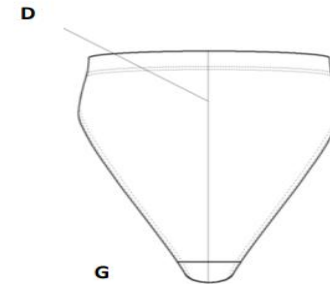
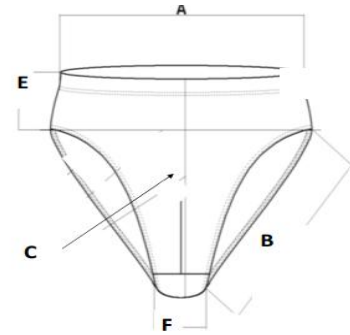
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Size: US&UK / Dimensions EU (mm),

Parameters / Parameters	S / 38 Small	M / 40 Medium	L / 42 Large	For info XL / 44 Extra Large
A Waistband, flat(at rest) tolerance: +/-5%	250	270	300	320
A Waistband, stretched tolerance: +/-10%	430	450	470	500
B Thigh, flat(at rest) tolerance: +/-5%	190	210	230	240
B Thigh, stretched tolerance: +/-10%	290	310	330	360
C Height front tolerance: +/-5%	190	200	210	240
D Height back tolerance: +/-5%	200	210	220	250
E Height side tolerance: +/- 10%	75	75	75	75
F Crotch width tolerance: +/-5%	80	80	80	80
G Crotch length tolerance: +/-5%	130	130	130	130
H underwear weight in g tolerance: +/-10%	35	40	45	50



Measurement A- Waistband, Flat



Measurement A- Waistband, Stretched



Measurement B- Thigh, Flat



Measurement B- Thigh, Stretched



Measurement C- Height Front



Measurement D- Height Back



Measurement E- Height Side



Measurement F



Measurement G- Bottom Length

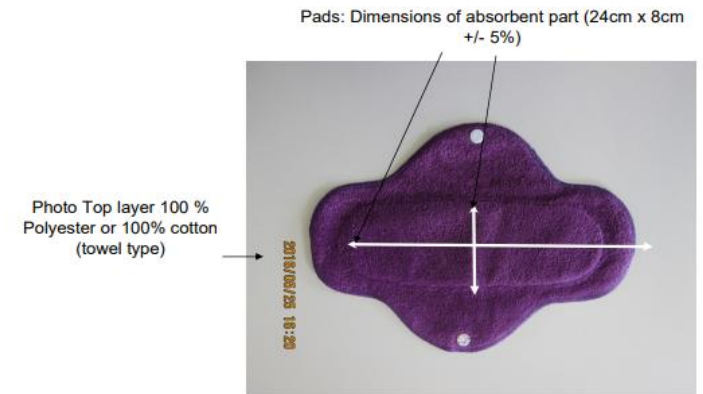
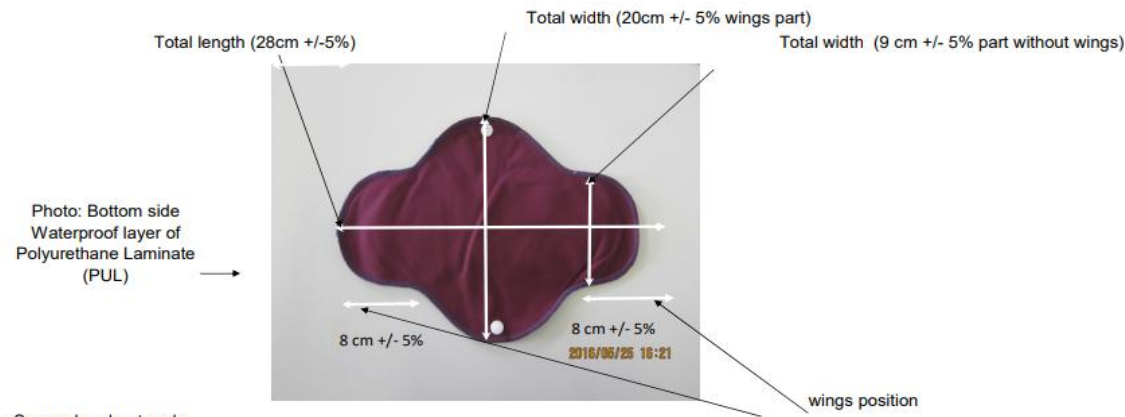
- Carrying bag



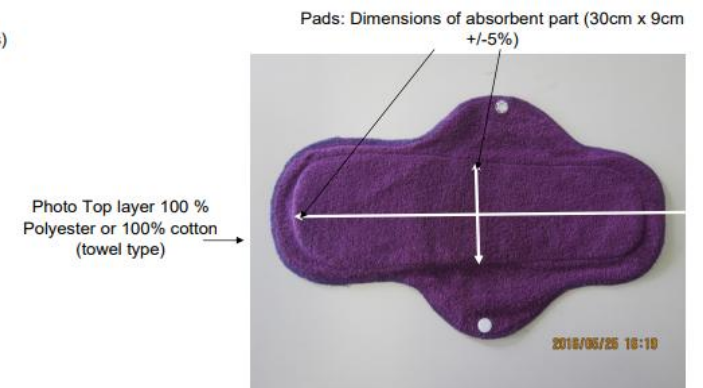
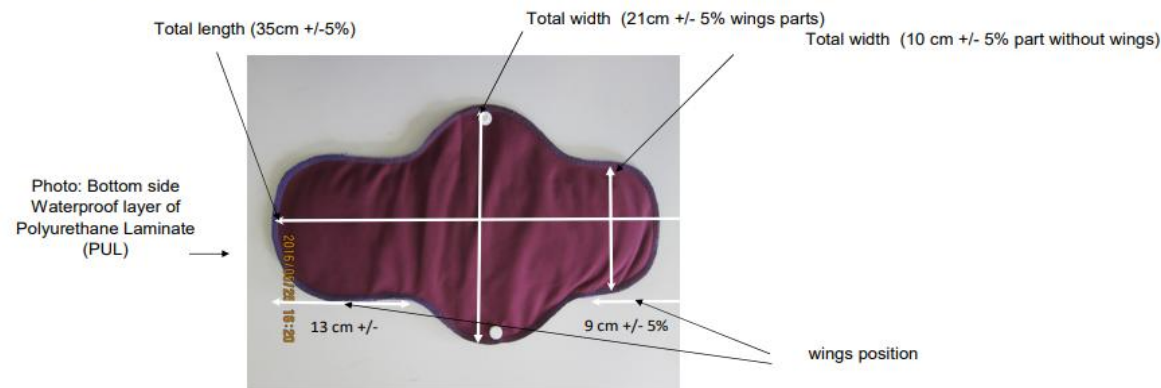
- Plastic snap button on both wings (to fold under the inside leg underwear)



- Absorbent pads



- Super absorbent pads



Tote Bage Dimensions



INSTRUCTIONS FOR USE AND CARE

INSTRUCTIONS FOR USE AND CARE

Tips for your monthly period



Reusable pads

Your period is when blood flows from your vagina. This normally happens every month (around every 28 days).

The bleeding normally lasts for between **2 to 7 days**. Getting your period is **normal and healthy**.

Girls normally get their first period between **10 and 15 years** of age. In the beginning it might not come every month. This is normal.

Around **45 or 50 years** of age, women will normally stop getting their period.

If your period does not come one month, this might mean that you are pregnant. Visit your local health clinic or community health worker.

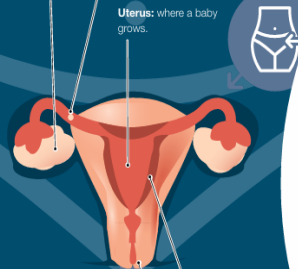
International Federation of Red Cross and Red Crescent Societies
www.ifrc.org | www.ifrc.org/eng | www.ifrc.org/fr

What is inside your body? The female reproductive system

Ovary: where a woman's eggs are stored.

Egg: one leaves the ovary each month. If an egg comes together with sperm from a man it may grow into a baby.

Uterus: where a baby grows.



Uterus wall: a layer on the edge of the uterus builds up each month. If you are not pregnant this becomes your period blood.

Vagina: opening (or hole) where blood from your period and babies leave the uterus.

Use the washed, dry pads again.

8 Dry the pads in the sun.

7 Use clean water and soap to wash your pads. Rinse with clean water.

6 Soak the dirty pad in cold water for 15 minutes. This makes it easier to wash the blood out.

5 Use the pouch to store the dirty pad if you cannot wash it straight away.

4 The pad is ready to use. Change your pad at least 3 times a day.

Use and care of your reusable pad

1 Before using the pads for the first time, **wash them with soap and water and dry in the sun**. This will make them soak up more blood.

2 Wrap the wings of the pad around the underwear and button underneath. **Make sure the soft side is up**.

3 The pad is ready to use. Change your pad at least 3 times a day.

4 Soak the dirty pad in cold water for 15 minutes. This makes it easier to wash the blood out.

5 Use the pouch to store the dirty pad if you cannot wash it straight away.

How to keep healthy during your monthly periods

- Make sure you change your pad regularly.
- Always use clean and dry pads. Using dirty or damp (wet) pads can cause itching or an infection in your vagina.
- Wash your hands with soap and water after changing your pad. Keep yourself clean during periods by washing regularly.
- Never share pads with someone else. Sharing things that might have blood on them can spread infection.
- Talk to someone you trust about your period and how to stay healthy. Don't be scared or embarrassed - getting your period is normal and healthy!
- Many women and girls have pain in their stomach or back before or during their period. To help the pain, you can stretch, or put a bottle filled with warm water or a warm cloth on your lower back or stomach. Talk to someone you trust about the ways women in your community manage the pain.