



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

Title: AQL- Hygiene Parcel for Baby care

Document ID: 0
Document Status: Draft
Effective date: 21.05.2026
GDP related: No
Version: 1.0

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.



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Secondary Packaging

Document ID: 0
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 GDP related: No
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Nonconformities classification: Critical: C; Major: M; Minor: m

Items	Characteristics	Nonconformities classification	QC type	AQL	QC Inspection at ICRC warehouses and lab testing
Secondary Packaging Specifications	Marking on the loaded pallets	m	Ok/Nok	4.0	Marking expected by default : Item name , Manufacturer name, PO number, Country of origin, Net weight, Gross weight, serial number, dimensions, Quantity of cartons / Pallet. One sticker per side of pallet. Wrapping shall either carry all the important information or not hide the label on the pallets. Or as per specific approved Marking.
	Loaded pallet dimension	m	Ok/Nok	4.0	Pallets shouldn't exceed 1.2m height and one stacking should be possible without damaging the goods. Palletization dimension allowed : 800mm x 1200mm (Euro pallet) or 1200mm x 1000mm (parcels not exceeding the size of the pallet).
	Loaded pallet general quality	m	Ok/Nok	4.0	The package must be sized in order to protect the goods, avoiding empty spaces between parcel on pallet. Only wooden pallets is allowed. Pallets should be treated against insects & moulds. Pallets should be shrink wrapped minimum 3 times, fixing the goods to the pallet itself. Add at least two plastic straps top and down to reinforce the load. It must be possible to handle pallets with a forklift at least 5 times without damage. Ensure reinforcement on the hedges with extra layers of carton.
	Marking on the parcel	m	Ok/Nok	4.0	Marking + Logos will be provided by the ICRC, by email in order to comply with the standards. Final marking approved by the ICRC because of specific requirements (e.g. in English + Local language as required in the PO). No brand name, neither internet address, nor any other commercial marking on cartons. Printing will be in two colours clearly readable (red and black). The following should be printed on external carton boxes : PO number, List of content & Quantity of item. Expiry date: Equal to shortest expiry date of the content. Seller's batch number. Gross Weight Humanitarian Aid- Not for sale ICRC Logo
	Cardboard material	m	Ok/Nok	4.0	Brown, Corrugated type, BC Flute, Minimum 5 plys (recycled allowed)
	Cardboard material GSM	m	Measurement	4.0	635 g/m ² ± 4% (using GSM cutter when measuring)
	Parcel 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
	Parcel general quality	M	Ok/Nok	2.5	All items should be securely packed together in one strong parcel, preventing any damage or goods dispersion. The packaging should be strong to protect the product from Contamination, Direct sunlight. 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.
	Parcel 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.
Secondary Packaging Specifications	Empty cartons	m	Ok/Nok	4.0	3% empty cartons will be supplied together with the Hygienic parcels in order to replace damaged cartons.



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Kit Composition

Kit Code: KRELHYPA01B		
Kit Description: HYGIENIC PARCEL for baby care		
List of kit content:		
<u>code</u>	<u>description</u>	<u>Qty</u>
HHYGSOAPL025	SOAP, laundry soap, 250g, piece	5
HHYGSOAPB010	SOAP, body soap, 100g, piece	1
HHYGSOAPB010B	SOAP, BABY soap, 100g, piece	2
HHYGTOWEB090	BATH TOWEL, medium, 100% cotton, 90x50cm	2
HHYGDIAW01	DIAPER, washable, cotton, 500 x 500mm	5
HHYGDIAW01A	DIAPER PANTS, reusable, with plastic push button, adjustable size	2
HCLSBABYBLAMT	BLANKET, baby, medium thermal, 0.75m x 1m	1



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Soap, Laundry Soap 250g

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

Items	Characteristics	Nonconformities classification	QC type	AQL	QC Inspection at ICRC warehouses and lab testing
Item packaging	Packing material	m	Ok/Nok	4.0	Each bar individually rapped in clear polythene wrapping closed on both ends
	Package general quality	m	Ok/Nok	4.0	No holes, no tears on the polythene wrapping
	Marking on the individual packaging	m	Ok/Nok	4.0	Net weight, Batch No., Production/Manufacturing date and Expiry date
Item Specifications	Item general quality	M	Ok/Nok	2.5	Not broken, not damaged, no deformity and no pits
	Appearance	M	Ok/Nok	2.5	Free of dirt and other foreign matter.
	Colour	m	Ok/Nok	4.0	Homogenous uniform colour (except black)
	Cutting lines	m	Ok/Nok	4.0	No cut lines , just 1 piece of Laundry Soap .
	Organoleptic tests (odors)	M	Ok/Nok	2.5	Without disagreeable odors. Not perfumed.
	Net Weight in g	M	Measurement	2.5	250 g ±5g
	Total Fatty Matter (TFM)	M	Measurement	2.5	Minimum 55%
	Content of water insoluble matter	M	Measurement	2.5	MAX 2%
	Moisture	M	Measurement	2.5	Maximum 25% at time of packing
	Free Caustic Alkali (NaOH)	M	Measurement	2.5	Maximum 0.3%
	NaCl content	M	Measurement	2.5	Maximum 0.6%
	Mercury content	M	Measurement	2.5	No mercury content
	Bar Hardness	M	Measurement	2.5	3.5 - 5.0 kg/cm ²
	Fat type	M	Ok/Nok	2.5	Made from vegetable or animal fat, not containing pork fat.
	Skin dryness	C	Measurement	0	The use of soap does not cause skin irritation and / or skin dryness.
	Texture and stability	M	Ok/Nok	2.5	Laundry soap shall be of firm texture and possess good lathering and cleaning properties.
Shelf life	M	Ok/Nok	2.5	Minimum 3 years from date of production. Upon delivery, shelf life should be minimum 80% of total shelf life.	
Coloring matter	M	Ok/Nok	2.5	When coloured laundry soap is used in washing any fabric, it shall not leave any visible stains on the fabrics after washing and thorough rinsing with water.	
Documents Required	Certificate of analysis	M	Measurement	2.5	Valid certificate of analysis / Certificate of Conformity for each lot established by a third party independent and accredited laboratory showing compliance with the specified chemical composition and Fit For human utilization.



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 Soap, Body Soap 100g

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

Items	Characteristics	Nonconformities classification	QC type	AQL	QC Inspection at ICRC warehouses and lab testing
Primary Packaging	Packing material	m	Ok/Nok	4.0	Bars individually packed in a water/air proof plastic or paper packing.
	Package general quality	m	Ok/Nok	4.0	Strong, suitable for the storage of the item without altering its specifications. No holes, no damages.
	Package sealing	m	Ok/Nok	4.0	Sealed from both ends, should firmly close and should guarantee no alteration of item specifications by external factors.
	Brand name	m	Ok/Nok	4.0	Same as reference sample selected.
	Origin/ manufacturer	m	Ok/Nok	4.0	Same as reference sample selected.
	Marking on the Package	m	Ok/Nok	4.0	Clear readable marking. Language: English + Local language as required in the PO. Marking expected: Product Name, Trade name or trademark, Manufacturer or distributor's name, Country of origin, Batch No., Chemical composition, Net volume / weight, Production date, Expiry date
Item Specifications	General quality	M	Ok/Nok	2.5	No broken bars, no difference in colour and size / or smell among different samples. Homogeneous quality no foreign matters.
	Net weight	M	Measurement	2.5	100 g ±5g
	Colour	M	Measurement	2.5	Same as Reference sample selected.
	pH	C	Measurement	0	5.5 < pH <11
	Fat type	C	Measurement	0	From vegetable or animal fat, not containing pork fat.
	Content of Ethanol insoluble matter	M	Measurement	2.5	Maximum 2.5 % w/w
	Content of water insoluble matter	M	Measurement	2.5	0.30%
	Fragrance	M	Measurement	2.5	Good and Acceptable Fragrance, acceptable smell.
	Moisture	M	Measurement	2.5	Maximum 15 %.
	Glycerol	M	Measurement	2.5	Minimum 4.5%.
	NaOH content	M	Measurement	2.5	Maximum 0.27%. Free Caustic alkali: Should not be more than 0.05% w/w expressed as NaOH, and Free alkali : MAX 0.22%/w. expressed as NaOH
	Fatty acid	M	Measurement	2.5	Minimum 75 %.
	Salt content expressed as NaCl	M	Measurement	2.5	Maximum 0.4 %
	Non-saponifiable matter in fat	M	Measurement	2.5	Maximum 0.3%/w
	Toxic heavy metals	M	Measurement	2.5	Maximum 0.003% expressed as lead
Shelf life	M	Ok/Nok	2.5	Minimum 3 years from date of production. Upon delivery, shelf life should be minimum 80% of total shelf life.	
Skin dryness	C	Measurement	0	The use of soap does not cause skin irritation and / or skin dryness.	
Microbiological	Total aerobic mesophilic microorganisms (Bacteria plus yeast and mould)	C	Measurement	0	≤ 1000 CFU per g or ml (ISO-17516-2014)
	Escherichia coli, Pseudomonas aeruginosa, Staphylococcus aureus and Candida albicans	C	Measurement	0	Absence in 1 g or 1 ml (ISO-17516-2014)
Documents Required	Certificate of analysis	C	Ok/Nok	0	Valid certificate of analysis for each lot established by a capable laboratory showing compliance with the specified chemical composition, biological analysis and Fit For human utilization.



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 Soap, Baby soap 100g

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

Items	Characteristics	Nonconformities classification	QC type	AQL	QC Inspection at ICRC warehouses and lab testing
Primary Packaging	Packing material	m	Ok/Nok	4.0	Bars individually packed in a water/ air proof plastic or paper packing.
	Package general quality	m	Ok/Nok	4.0	Strong, suitable for the storage of the item without altering its specifications. No holes, no damages.
	Package sealing	m	Ok/Nok	4.0	Sealed from both ends, should firmly close and should guarantee no alteration of item specifications by external factors.
	Brand name	m	Ok/Nok	4.0	Same as reference sample selected.
	Origin/ manufacturer	m	Ok/Nok	4.0	Same as reference sample selected.
	Marking on the package	m	Ok/Nok	4.0	Clear readable marking Marking expected: Product Name, Trade name or trademark, Manufacturer or distributor's name, Country of origin, Batch No., Chemical composition, Net volume / weight, Production date, Expiry date.
Item Specifications	General quality	M	Ok/Nok	2.5	No broken bars, no difference in colour and size/ or smell among different samples. Homogeneous quality no foreign matters.
	Net weight	M	Measurement	2.5	Minimum 100 g +/- 2%
	Colour	M	Measurement	2.5	Same as reference sample selected.
	pH	C	Measurement	0	5 < pH < 7
	Fat type	C	Measurement	0	From vegetable or animal fat, not containing pork fat.
	Content of Ethanol insoluble matter	M	Measurement	2.5	Maximum 2.5 %
	Fragrance	M	Measurement	2.5	Minimal or fragrance free
	Moisture	M	Measurement	2.5	Maximum 20 %.
	Glycerol	M	Measurement	2.5	Minimum 4.5%.
	NaOH content	M	Measurement	2.5	Maximum 0.3%.
	Fatty acid	M	Measurement	2.5	Minimum 70 %.
	Salt content expressed as NaCl	M	Measurement	2.5	Maximum 0.5 %.
	Shelf life	M	Ok/Nok	2.5	5 years from date of production. Upon delivery, shelf life should be minimum 80% of total shelf life.
Skin dryness and Eye irritation	C	Ok/Nok	0	The use of soap does not cause skin irritation and / or skin dryness for infants/newborn baby, Tear free.	
Microbiological	Total aerobic microbial count	C	Measurement	0	No pathogens and less than 20 colony-forming units (CFU) per ml.
Documents Required	Certificate of analysis	C	Ok/Nok	0	Valid certificate of analysis for each lot established by a capable laboratory showing compliance with the specified chemical composition, biological analysis and Fit For human utilization.



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Bath Towel

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

Items	Characteristics	Nonconformities classification	QC type	AQL	QC Inspection at ICRC warehouses and lab testing
Item Specifications	Material	C	Ok/Nok	0	100% cotton, dyed doobby with yarn in loop, without any trims.
	Packaging	m	Ok/Nok	4.0	No individual packaging (e.g. plastic bags) allowed.
	Towel weight in GSM	M	Measurement	2.5	Minimum: 430g/m2 (using GSM cutter when measuring)
	Length	m	Measurement	4.0	900 mm ±3%
	Width	m	Measurement	4.0	500 mm ±3%
	Thickness	M	Measurement	2.5	Minimum 3 mm
	Shape	M	Ok/Nok	2.5	Rectangular shape.
	Washing	M	Ok/Nok	2.5	Washable towel, quality sufficient to withstand minimum 10 washes. Washing temperature: MIN 40 degrees.
	Tensile strength and shrinkage	M	Ok/Nok	2.5	maximum 5% on warp and weft after 3 machine washings at 30°C ISO13934-1 and ISO 6330
	Stitching	M	Ok/Nok	2.5	Firmly stitched with overlock, using soft non-irritating thread, all sides No broken seams is accepted.
	Finishing	m	Ok/Nok	4.0	The edges finishing should be straight.
	Colour	m	Ok/Nok	4.0	Pale uniform colour. No black, red, or dark colours. Towel made of 1 unique colour. Colour should be well fixed and not run with washing.
	Pattern	m	Ok/Nok	4.0	No pattern.
	Organoleptic test	M	Ok/Nok	2.5	No bad smell, not irritating to the skin, no dust. 4<pH<9. Free from harmful VOC (Volatile Organic Components).
General quality	M	Ok/Nok	2.5	Clean and neat quality Homogenous quality and not presenting fibber missing, no tears, no holes.	
Documents Required	Certificate of Analysis	C	Ok/Nok	0	There is no chemical requirement for towel and manufacturer CoA is acceptable.



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Title: AQL- Hygiene Parcel for Baby care

Diaper,Washable, cotton 500mm X 500mm

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 Version: 1.0

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

Items	Characteristics	Nonconformities classification	QC type	AQL	QC Inspection at ICRC warehouses and lab testing
Diaper,Washable,Cotton Size 500x500 mm	Material	M	Ok/Nok	4.0	100% cotton, neat and clean flannel fabric, single layer and brushed on both sides.
	Packaging	m	Ok/Nok	4.0	No individual packaging (e.g. plastic bags) allowed.
	Shrinkage	M	Ok/Nok	4.0	Shrinkage of MAX ±5% in both length and width after 3 wash cycles at 40 degrees
	Item general quality	M	Ok/Nok	4.0	Clean and neat quality Homogenous quality and not presenting fibber missing, no tears, no holes.
	Colours	m	Ok/Nok	6.5	White
	Edge stitching	M	Ok/Nok	4.0	5 mm folded and stitched or edge stitching or overlock seam on 2 sides (length) leaving the selvages.
	Finishing	M	Ok/Nok	4.0	Straight edge, good quality tidy finishing, no open seams, no hole and no cut.
	Organoleptic tests	M	Ok/Nok	4.0	No bad odour, does not cause skin irritation.
	Length	M	Measurement	4.0	Minimum 500 mm
	Width	M	Measurement	4.0	Minimum 500 mm
Weight in gsm	M	Measurement	4.0	Minimum 250 GSM	



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Title: AQL- Hygiene Parcel for Baby care
Diaper Pants, Reusable, with plastic push button

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 Version: 1.0

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

Items	Characteristics	Nonconformities classification	QC type	AQL	QC Inspection at ICRC warehouses and lab testing
Diaper pant with plastic push button	Material	C	Ok/Nok	0.0	Inner soft cotton lining, 100% Cotton Absorbency inner layer (Insert Pad), waterproof outer covering made of either TPU (thermoplastic polyurethane) or PUL (polyurethane laminate).
	Size	M	Measurement	2.5	Adjustable from newborn to toddlers sizes using the plastic push buttons
	Number of insert Pads	M	Ok/Nok	2.5	Minimum 2 inserts
	Length of Insert Pad	M	Measurement	2.5	360 mm ±3%
	Width of Insert Pad	M	Measurement	2.5	140 mm ±3%
	Absorption of insert Pad	M	Measurement	2.5	400 ml ±3% (Weight wet - Weight Dry) Using 0.9% Saline solution
	Organoleptic tests	M	Ok/Nok	2.5	Soft fabric, no bad smell, no skin irritation.
	Washing	M	Ok/Nok	2.5	Washable pads, quality sufficient to withstand minimum 10 washes. Washing temperature: MAX 40 degrees.
	Colours and designs	m	Ok/Nok	4.0	Homogenous color from inner side. Colour should be well fixed and not run with washing. The external side may have Neutral design only or with no design, no religious or political designs are acceptable.
	Stitching	M	Ok/Nok	2.5	Zigzag stitching well hemmed with cotton thread, machine made, no run or broken stitches.
	Finishing	M	Ok/Nok	2.5	Good quality tidy finish, no open seams, no hole and no cut. Seams must stretch along with the fabric to prevent thread breakage.
	Rubber band	M	Measurement	2.5	3 rubber bands: 1 Waistband (width 8 mm minimum), 2 thigh (width 8 mm minimum).
	Weight in g	M	Measurement	2.5	As per approved sample
	Waistband width in mm (A)	M	Measurement	2.5	The smallest circumference: 140mm The Largest circumference: 220mm
	Height front in mm (B)	M	Measurement	2.5	180 mm ±3%.
	Bottom width (C)	M	Measurement	2.5	150 mm ±3%.
Thigh in mm (D)	M	Measurement	2.5	210 mm ±3%.	
Height side in mm (E)	M	Measurement	2.5	130 mm ±3%.	



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Baby Blanket

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

Items	Characteristics	Nonconformities classification	QC type	AQL	QC Inspection at ICRC warehouses and lab testing
Baby Blanket	Material	C	Ok/Nok	0	Woven/knitted, dry raised both sides, 100% virgin polyester and/or acrylic fibers or polyester/cotton (Content ISO 1833 on dry weight)
	Colour and design	M	Ok/Nok	4.0	A uniform color. No red, black or white. Colour should be well fixed and not run with washing. Neutral design only, no religious or political designs are acceptable.
	Length	M	Measurement	4.0	Minimum: 1200 mm. To be taken on flat stabilised sample, without folds.
	Width	M	Measurement	4.0	Minimum: 950 mm. To be taken on flat stabilised sample, without folds.
	Weight	M	Measurement	4.0	400 g/m ² -500 g/m ²
	Thickness	M	Measurement	4.0	6.0 mm minimum.
	Shrinkage maxi.	M	Measurement	4.0	Maximum 5% warp and weft after 3 consecutive machine washing at 30°C and one flat drying. ISO 6330
	Weight loss after washing	M	Measurement	4.0	Maximum 5% after 3 consecutive machine washing at 30°C and one flat drying.
	Finishing	m	Measurement	6.5	Overlooked from four sides, no broken stitches. The edges finishing should be straight.
	Organoleptic test	M	Ok/Nok	4.0	No bad smell, not irritating to the skin. Free from harmful VOC (Volatile Organic Components).
	Fire resistance	C	Ok/Nok	0	Resistance to cigarette- No ignition. ISO12952-1 Resistance to flame - No ignition. ISO12952-2
	Blanket identification	m	Ok/Nok	6.5	Every blanket should include a tag, stitched in the hem. The tag should include as minimum the material and washing directions. No company logo should be included with the manufacturer's marking.
Homogeneous quality	M	Ok/Nok	4.0	The blankets should be homogeneous and not presenting fibbers missing.	



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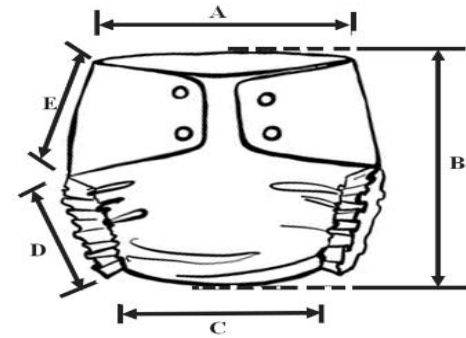
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Diaper pant with plastic push button and Insert Pad



Diaper pant with plastic push button and Insert Pad



Diaper, washable, Cotton
500mm X 500mm



Baby
Blanket

