



**SPORTSMAN'S
GUIDE™**

QUALITY GUIDELINES

APPAREL

**THE SPORTSMAN'S GUIDE
(SG)**

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SG'S POSITION ON QUALITY

The Sportsman's Guide chooses to partner with vendors who share our commitment to providing our customers with the highest level of quality at unsurpassed value. We are committed to producing only the highest quality products built to withstand the demanding environments our customers work and play in.

The following quality assurance guidelines outline our quality expectations for each clothing and footwear product. We have an extensive quality audit process within our organization to assure that each and every product we sell meets the exacting standards outlined in this document. Every Guide Gear or HQ product will be reviewed by our quality assurance team upon arrival in our facility. We use AQL (acceptable quality level) 4.0 when auditing each shipment but expect you to perform an in-factory audit at the AQL 2.5 level.

The following outlines our expectations of you as one of our key partners.

INSPECTION GUIDELINES

The Sportsman's Guide expects ALL private label orders for Guide Gear and HQ product to complete a Final Intertek Audit prior to shipping. Sportsman's Guide also reserves the right to request a During Production Inspection (DUPRO) for all private label import orders if necessary. Intertek will use an AQL standard of general level 2, AQL: 0 for Critical, 2.5 for Major, and 4.0 for Minor for both FINAL and DUPRO Audits. In addition to the 3rd party quality audits, vendors should still conduct quality audits on all materials prior to construction, in-line audits, and final factory audits upon completion of the products. An audit will also be completed once the product is received at our facility.

RAW MATERIALS INSPECTION

PURPOSE

The purpose of the raw material inspection is to assure the materials are free from defect prior to starting production. A random sample of all materials must be inspected prior to beginning production of the product. It is the responsibility of the vendor to audit the representative sample of the raw materials prior to starting the manufacturing of finished goods. It is the

obligation of the vendor to inform the assigned Sportsman's Guide buyer immediately after raw materials are deemed defective. At that time a determination will be made on next steps.

IN-LINE INSPECTION (DUPRO)

PURPOSE

The purpose of the in-line inspection is to review manufacturing processes to correct any potential quality issues before product is completed and to ensure that production will be on time.

Third party inspections will be conducted when goods are at least 10% produced and packed into export carton upon inspector's arrival, and samples will be drawn from the finished and packed goods. In-line inspections are not based on a statistical audit therefore do not generate a pass/fail outcome. The audit is used to provide feedback to the workers, correct issues and communicate SG standards to the team for the Import Specialist to review with the buyer on how to proceed. SG will pay for the initial DUPRO inspection, but if additional inspections are necessary it will be at the vendor's expense.

DUPRO Inspection lead time for booking is at least 7 working days.

FINAL FACTORY QUALITY AUDIT

PURPOSE

The purpose of the Final Quality Audit is to identify quality problems at the Vendor manufacturing location and/or warehouse location before garments are shipped to the Sportsman's Guide.

Prior to third party inspections the factory personnel will use specifications provided by the Sportsman's Guide and the quality guidelines outlined in this document to audit a random representative sample, determined using the AQL mil 2.5 Level II AQL chart located on page 10.

Third party inspections will be conducted when goods are 100% produced and at least 80% packed upon Intertek's inspector(s) arrival, otherwise, the inspection will be aborted and the abortive inspection fee will be charged to the factory. A pass/fail result will be given on the Final Audit. If there is a failure on the first initial inspection, the Import Specialist will then review the results with the Buyer on how to proceed. SG will pay for the first initial audit, but if additional inspections are necessary, it will be at the Vendor's expense. A shipment booking may be put on hold or rejected depending on results of the Final inspection report.

Final Inspection Audit lead time for booking is at least 2 weeks prior to the ship date.

DOCUMENTS REQUIRED

Vendors should complete internal quality assurance audits on all product manufactured for The Sportsman's Guide. We require our vendors to create internal audit documents for each audit completed which include the Raw Materials Inspection, In-Line Inspection and the Final Factory Quality Audit. These documents must be in English and must be kept on file for a minimum of one year as The Sportsman's Guide may request copies of these audit documents at any time for further review. Failure to provide these documents within two working days upon request will result in a \$500 chargeback per each item on purchase order.

If you have questions or concerns with the format of your audit documents, please see the buyer for approval.

SG DISTRIBUTION CENTER AUDIT

PURPOSE

The Sportsman's Guide quality control team will audit shipments at mil 4.0 Level II AQL (see page 11). All vendors will be considered a "normal" vendor until they have passed five (5) quality audits after which time they will move to "reduced". Vendors will remain at a "reduced" level until their first failed audit, at which time they will move back to "normal". A vendor who fails two successive audits will be moved to a "tightened" level until they have passed two (2) successive audits. The Sportsman's Guide quality control team will utilize the same specifications and quality guidelines outlined below and the specifications.

- An initial AQL 4.0 inspection will be conducted internally at no additional fee.
- Failure of the initial AQL 4.0 will result in AQL 2.5 inspection. This will be held at the vendor's expense at a rate of \$40 per hour per person.
- Rejection at AQL 2.5 will result in 100% inspection at vendor's expense at a rate of \$40 per hour per person. SG will keep any merchandise that passes inspection and reject any merchandise with full guarantee of reimbursement.

The Vendor may also be charged for lost sales from any catalog, email or web site exposure that could not be removed. The Vendor will be informed immediately after the shipment fails the AQL 4.0 audit.

AUDIT METHOD

The following is meant to be used as a guide for inspecting a garment.
Inspection area should be clean and well-lit with enough space to lay the garment flat.
All garments must be free of dirt, stains or loose threads.

WOVEN TOPS

1. Inspect fabric and trims (example: buttons, labels, etc.) using approved standard. Look for fabric variation.
 2. Use approved spec to review the garment.
 3. Review all stitching focusing on back stitching, broken stitches or needle holes with no stitches.
 4. Ensure required tickets/hangtags are attached properly.
 5. Inspect front of garment first.
 6. Hold garment at high point of shoulders and review garment for proper "hang" and/or any twisting/roping or other misshapen appearance.
 7. Lay garment flat.
 8. Start from the top (neck/collar area) and continue down the body of the garment, including left sleeve then right sleeve, reviewing for defects as listed in the reject chart.
 9. Review inside of garment by opening or turning inside out where applicable.
 10. Check attachment strength of all buttons/snaps and functionality of all zippers.
 11. Check any pocket bags for holes/weak seams by inserting hand.
 12. Check sleeve symmetry by lining up sleeves one on top of the other.
 13. Record front measurements.
 14. Turn garment over and inspect back.
 15. Inspect from the top down, including left and right sleeves.
 16. Record back measurements.
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WOVEN BOTTOMS

1. Inspect fabric and trims (example: buttons, labels, etc.) using approved standard. Look for fabric variation.
 2. Use approved spec to review the garment.
 3. Review all stitching focusing on back stitching, broken stitches or needle holes with no stitches.
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4. Ensure required tickets/hangtags are attached properly.
5. Inspect front of garment first.
6. Hold garment at waistband and review garment for proper "hang" and/or any twisting/roping or other misshapen appearance.
7. Lay garment flat.
8. Start from the top (waistband) and continue down the length of the garment, including left leg then right leg, reviewing for defects as listed in the reject chart.
9. Review inside of garment by opening or turning inside out where applicable.
10. Check attachment strength of all buttons/snaps and functionality of all zippers.
11. Check any pocket bags for holes/weak seams by inserting hand.
12. Record front measurements.
13. Check symmetry by laying one pant leg on top of the other.
14. Record inseam measurement.
15. Turn garment over and inspect back.
16. Inspect from the top down, including left and right pant legs.

KNIT TOPS & SWEATSHIRTS

1. Inspect fabric and trims (example: buttons, labels, etc.) using approved standard. Look for fabric variation.
2. Use approved spec to review the garment.
3. Review all stitching focusing on back stitching, broken stitches or needle holes with no stitches.
4. Ensure required tickets/hangtags are attached properly.
5. Inspect front of garment first.
6. Hold garment at high point of shoulders and review garment for proper "hang" and/or any twisting/roping or other misshapen appearance.
7. Lay garment flat.
8. Start from the top (neck/collar area or hood if applicable) and continue down the body of the garment, including left sleeve then right sleeve, reviewing for defects as listed in the reject chart.
9. Review inside of garment by opening or turning inside out where applicable.
10. Check attachment strength of all buttons/snaps and functionality of all zippers.
11. Check any pocket bags for holes/weak seams by inserting hand.
12. Check sleeve symmetry by lining up sleeves one on top of the other.
13. Record front measurements.
14. Turn garment over and inspect back.
15. Inspect from the top down, including left and right sleeves.
16. Record back measurements.

OUTERWEAR

1. Inspect fabric and trims (example: buttons, labels, etc.) using approved standard. Look for fabric variation.
 2. Use approved spec to review the garment.
 3. Review all stitching focusing on back stitching, broken stitches or needle holes with no stitches.
 4. Ensure required tickets/hangtags are attached properly.
 5. Inspect front of garment first.
 6. Hold garment at high point of shoulders and review garment for proper "hang" and/or any twisting/roping or other misshapen appearance.
 7. Lay garment flat.
 8. Start from the top (neck/collar area or hood if applicable) and continue down the body of the garment, including left sleeve then right sleeve, reviewing for defects as listed in the reject chart.
 9. Review inside of garment by opening or turning inside out where applicable.
 10. Check attachment strength of all buttons/snaps and functionality of all zippers.
 11. Check any pocket bags for holes/weak seams by inserting hand.
 12. Check sleeve symmetry by lining up sleeves one on top of the other.
 13. Record front measurements.
 14. Record hood measurements *if applicable*
 15. Turn garment over and inspect back.
 16. Inspect from the top down, including left and right sleeves.
 17. Record back measurements.
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ACCESSORIES

1. Inspect all fabric and trims (example: buttons, labels, etc.) for color variation and fabric/material flaws.
 2. Review all stitching and other forms of attachment. Back stitching or needle holes with no stitching will be considered a defect. Open seams will be considered a defect.
 3. Inspect front of product.
 4. Use approved spec to review product.
 5. Inspect back of product
 6. Use approved spec to review product.
-

AQL TABLE – 2.5%

Level II (normal)

Lot Size	Normal			Tightened			Reduced		
	Sample Size	Accept	Reject	Sample Size	Accept	Reject	Sample Size	Accept	Reject
26-50	8	0	1	8	0	1	3	0	1
51-90	13	1	2	13	1	2	5	0	2
91-150	20	1	2	20	1	2	8	0	2
151-280	32	2	3	32	1	2	13	1	3
281-500	50	3	4	50	2	3	20	1	4
501-1200	80	5	6	80	3	4	32	2	5
1201-3200	125	7	8	125	5	6	50	3	6
3201-10000	200	10	11	200	8	9	80	5	8
10001-35000	315	14	15	315	12	13	125	7	10

AQL TABLE – 4.0%

Level II (normal)

Lot Size	Normal			Tightened			Reduced		
	Sample Size	Accept	Reject	Sample Size	Accept	Reject	Sample Size	Accept	Reject
26-50	8	1	2	8	1	2	3	0	2
51-90	13	1	2	13	1	2	5	0	2
91-150	20	2	3	20	1	2	8	1	3
151-280	32	3	4	32	1	2	13	1	4
281-500	50	5	6	50	3	4	20	2	5
501-1200	80	7	8	80	5	6	32	3	6
1201-3200	125	10	11	125	8	9	50	5	8
3201-10000	200	14	15	200	12	13	80	7	10
10001-35000	315	21	22	315	18	19	125	10	13

GARMENT AND FABRIC DEFECTS

* Note 1: depending on location, soil may be a minor defect

Fabric:	Major	Minor
Substitution of body fabric	X	
Flaws occurring (self color / ground color vs. contrasted in Focal point of	X	
Different color threads not matching body color that are woven into		X
Slubs of any length of contrast color to garment are not acceptable	X	
Slubs over 3" in length and runs over 1" in length are not acceptable in these areas of any garment		
Center front area of garment	X	
Center back area of garment	X	
Above the knee (pants) front	X	
Above the thigh (pants / shorts) back	X	
Slubs up to 3" in length and runs over 1" in length are acceptable in these areas of a garment		
Side areas		X
Under Sleeve		X
Inside pieces		X
Dye Streaks within fabric	X	
Improper plaid matches and plaid balancing	X	
Crocking of color	X	
Holes in any location in garment	X	
Cleanliness:	Major	Minor
Stains, soil, water spots (see note 1)	X	
Markings, chalk, etc.	X	
Odor, mildew, bacteria, etc.	X	
Sewing machine oil spots	X	
Grease of any kind	X	
Trimmings:	Major	Minor
Untrimmed threads / loose threads (see note 2)		X
Incorrect or substituted trim items	X	
Loose or missing buttons on trim items	X	
Thread color must match garment color (unless specified otherwise)	X	

* Note 2: depending on location and severity, loose threads may be a major defect

Seams & Stitches:	Major	Minor
Twisted, puckered or pleated seams	X	
Open seams or broken stitches	X	
Wrong color thread	X	
Skip, cut or broken stitches	X	
Excessively loose tension (such that seams permit "see-through" to body when worn)	X	
Part of garment caught in any unrelated operation or stitching	X	
Raw edges are never permitted (blind stitch hems must be over locked)	X	
Front and Back:	Major	Minor
Front buttons and buttonholes out of alignment	X	
Fronts uneven at bottom in excess of 1/4"	X	
Under facing shows on the top side of the garment	X	
Pockets conspicuously uneven in location, shape, or size	X	
Darts uneven in length by an excess of 1/4"	X	
Hemline of skirt, dress, pant legs, shorts, if off from front to back or back to front by 1/2" or more	X	
Zippers:	Major	Minor
Irregular stitching that results in obviously crooked opening over zipper teeth	X	
Crooked or uneven placket or fly top-stitching	X	
Broken Zipper	X	
Buttons and Buttonholes (parts placement or function):	Major	Minor
Omitted	X	
Uncut Buttonhole	X	
Misplaced	X	
Wrong style, color, size	X	
Out of alignment or improperly spaced such that distortion results	X	
Obvious buttonhole ragged edges caused by cutting with dull knife	X	
One or more broken stitches in one or more buttonholes	X	
Buttons not sewn on fully and securely	X	
Broken or damaged button	X	

Belt Loops / Belts:	Major	Minor
Omitted	X	
Belt loop not fully secured	X	
Conspicuously crooked belt loop	X	
Uneven size or shape	X	
Mis-sewn	X	
Quantity must be as specified		X
Belt loops incorrectly placed in excess of 1/4"		X
Patch Pockets:	Major	Minor
Poorly shaped	X	
Mis-aligned / hi-low pockets out of alignment by more than 1/4"	X	
Wrong placement	X	
Exposed drill holes	X	
Mis-sized	X	
Sleeves:	Major	Minor
Reversed		X
Sleeve plackets must be even and uniform on both sleeves		X
Cuffs reversed		X
Plackets:	Major	Minor
Must be centered	X	
Button / buttonholes must be aligned properly	X	
Labels:	Major	Minor
Missing		X
Must be neatly and securely attached		X
Proper label per garment (care, contents labels)		X