

QUALITY CONTROL CHECKLIST

- ☐ **Visual Inspection:** Conduct a thorough visual inspection of the smart film and glass surface for any imperfections, scratches, or bubbles. Take photos or videos if necessary and report any issues to the production chat for further action.
- ☐ **Transformer Placement:** Ensure that the transformer is installed in the agreed-upon location and is securely fastened to avoid any potential safety hazards.
- ☐ **Busbar Positioning:** Verify that the busbars are positioned correctly and do not touch the metal frame or any other components that could damage the smart film or create a safety hazard.
- ☐ **Wiring Connection:** double-check that all wiring connections are secure and properly connected to the transformer and that there are no loose or exposed wires that could pose a safety risk.
- ☐ **Smart Film Functionality:** Test the switchable function of the smart film to ensure that it is working properly and that there are no burned pixels or other issues.

JOB COMPLETION

- ☐ **Cleanup:** In addition to cleaning the glass surface, ensure that the area is left clean and free of any debris, tools, or other materials used during the installation process. Double-check that no trash or other items have been left behind and that the installation site is left in a tidy and organized manner.
- ☐ **QR code sticker:** Apply the cleaning and maintenance in the corner of the project for future product users. (1 stick per room)

- ☐ **Red CAUTION sticker (optional):** Apply the red CAUTION sticker in the middle of the panel for contractors who will clean the film or do other construction work in the same room. (1 stick per panel)
- ☐ **Take pictures** For the records of how the busbars were hidden, how the wire transfer was done from the window/glass/door to the wall, and other essential technical moments to avoid future disagreements with the client;
- ☐ **Take videos** of the final working and functional project (ON/OFF) for marketing;
- ☐ **Send a video** in chat and let the project manager know that the project is finished. The manager will send the final invoice to the client via email;
- ☐ **Client inspection:** ask client to inspect the project and to sign the
- ☐ **Job Completion Form:** have a printed form, ask for a link from the manager, or as the client to scan the qr code below:



- ☐ If possible, ask the client for a video review. Video questions: Why did you use smart film? How was the process? Would you recommend us to others?