

**[GTEB MEMORANDUM CIRCULAR NO. 006-04,
February 03, 2004]**

**FACTORY EVALUATION AND REVIEW OF PRODUCTION
DOCUMENTS**

The quota-phase out is fast approaching and this has challenged us more to meet global standards and comply with international laws. In recent years, the US Customs has required all importers to maintain and safeguard records necessary to clearly substantiate the country of origin of merchandise entering its port.

In line with this, GTEB has authorized the independent auditors, SGV Phils. and Intertek Testing Services to conduct factory evaluation and review production documents of all garments exporters.

The auditors will visit your factory at anytime and your cooperation is needed by submitting to them the required documents. These documents may include, but not limited to the following: Bills of Materials, Purchase Orders, Cutting Records, Cutting Tickets, Production Records, Sewing Tickets, Time Records and Payroll.

We hope for your full support in this endeavor.

Adopted: 3 Feb. 2004

(SGD.) SERAFIN N. JULIANO
Executive Director



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