



Kit Assembly Checklist

1. Blanket
2. Puzzle Book
3. Colouring Book
4. Maltese Reading Book
5. English Reading Book
6. Colouring Pencils
7. Colouring pens
8. Dr Sunshine Note

Comfort Kit Production Process

1	Supplier Sourcing	Verify CE-marking and EN71 safety standards (where applicable) while inspecting all items for defects upon arrival.
2	Secure Storage of Items	Items are stored cleanly and safely until assembly, ensuring optimal conditions for quality.
3	Kit Number Allocation	Each Comfort Kit receives a unique number, logged for an audit trail and traceability.
4	Assembly of Comfort Kits	Gloves are worn, and a clean surface is utilised to ensure safe assembly.
5	Final Quality Approval	The Quality Director rechecks all contents and presentation before signing off on the final kit.
6	Distribution Approval & Handover	Coordinate with hospital staff and NGOs to ensure ethical and appropriate kit delivery to children.
7	Feedback Collected	Feedback is collected and reviewed to identify improvements and maintain quality standards.