



PRODUCTION AREA

FACTORY AUDIT REPORT

Company Name

Website

Telephone

E-mail Address

Contact Person Name

Contact Person Mobile

Contact Person Position

Main Product

Main Market

Production Capacity

Registration Date

Type of Registration

Type of Company

Number of Employees

Main Customer Country

Quality Certificates

Factory Area (SQM)

Company Owner CEO

General Manager

Tax ID

Export Licens

Percentage of Sales Overseas (%)

Annual Turnover Last year's USD

Nearest Port and Airport

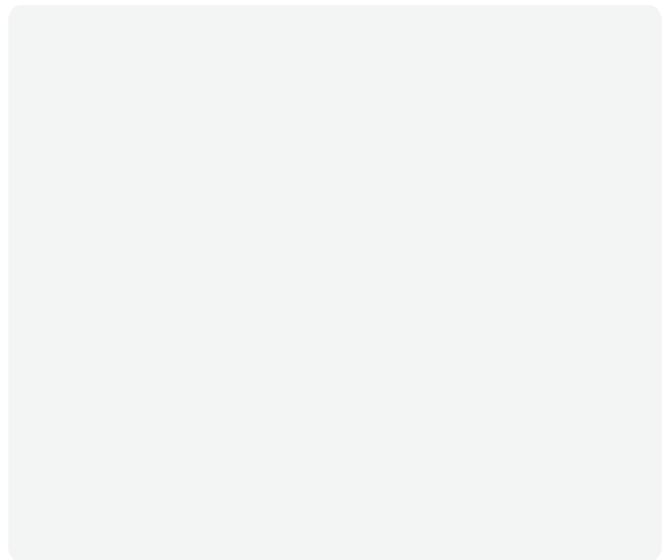
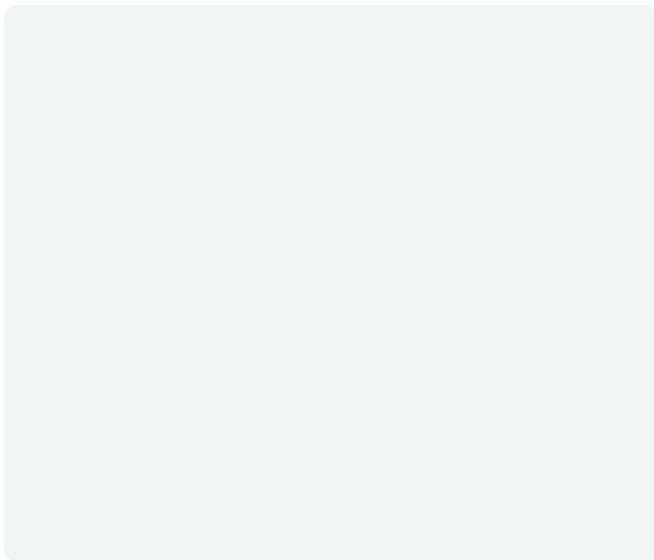
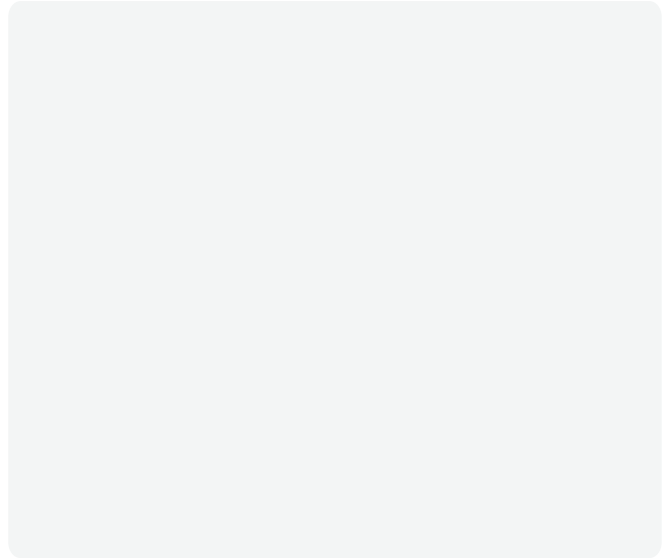
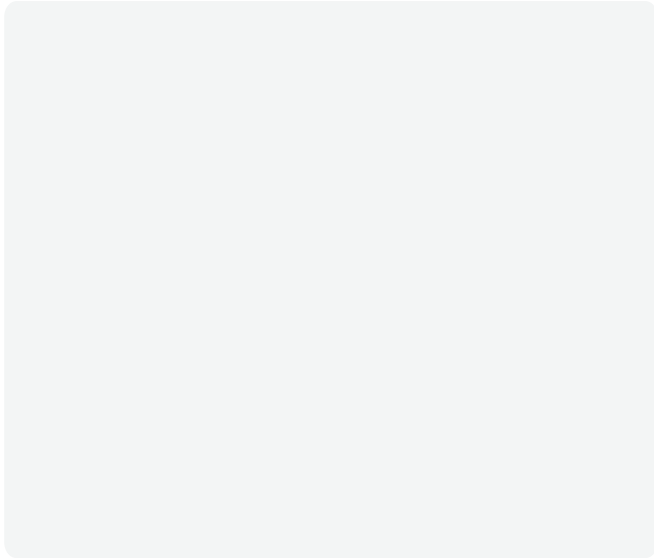
Customer Needs

HS Code



FACTORY PICTURES

Factory





INSPECTION'S SUMMARY

Container Type	Scale	Scale Description
Certificates		
Production Area		
Production Line Machines		
Manufacturing Process		
Incoming Inspections		
Quality Management		
Final Inspection and QA testing		
Warehouse		
Emergency Facilities		
Total		

FINAL RESULT

Non Compliance	Below Average	Average	Good	Excellent
Result Description:				



ADDRESS INFORMATION

Factory

Address:



Chose the dot of the city where the factory is located



BANK ACCOUNT INFORMATION

FACTORY AUDIT REPORT

Beneficiary

Beneficiary Address

Bank

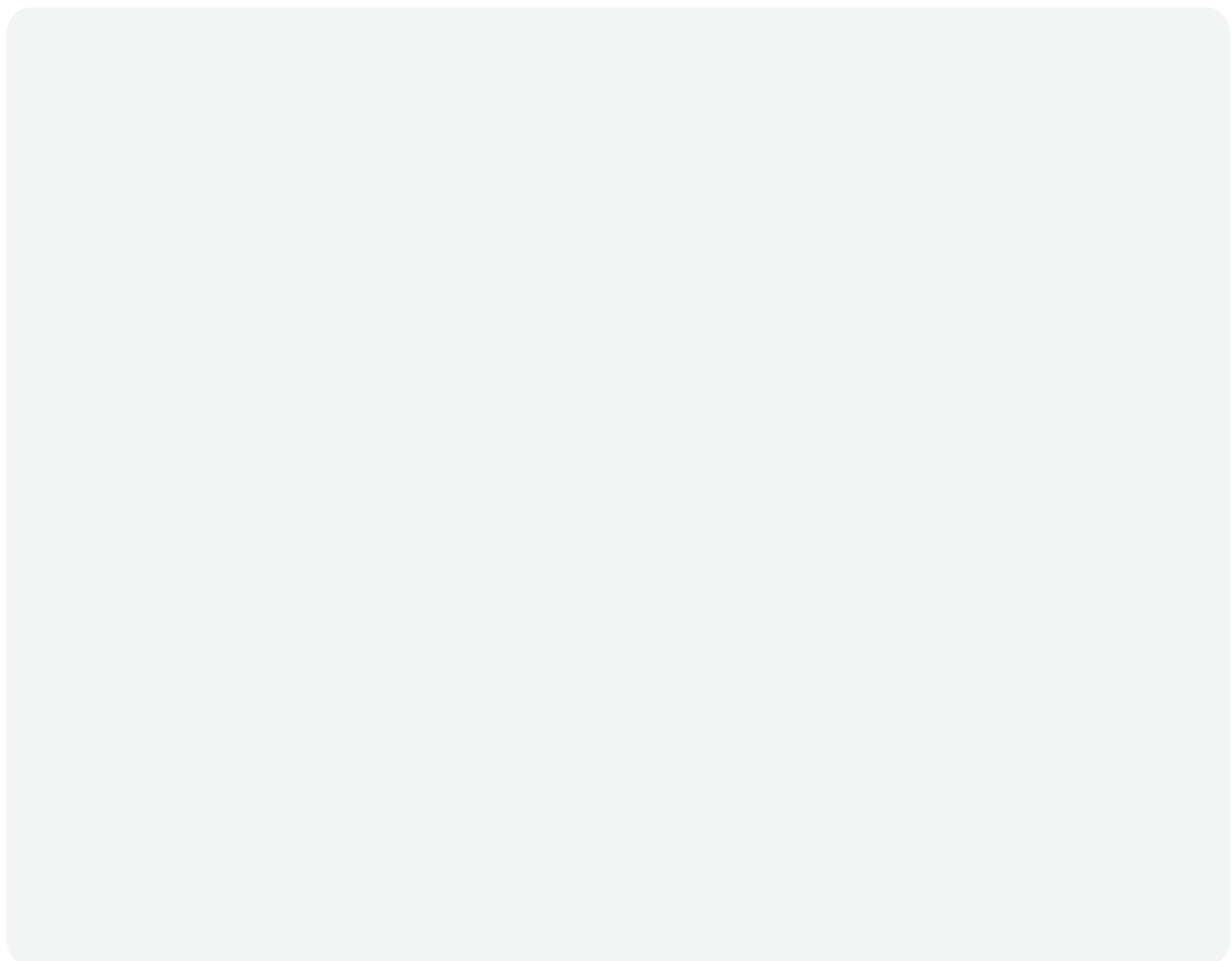
Bank Address:

A/C No:

Swift:

Tax ID:

BANK ACCOUNT INFORMATION PICTURE





CERTIFICATES

FACTORY AUDIT REPORT

Are there any certificates, authentication or registration?

BSCI / SA8000 / ICTI / ISO14001 / GS / BRC / IFS / Other?

Are the facilities in general good condition aligning to the certificate?

Does the production process match the certificate guidelines?

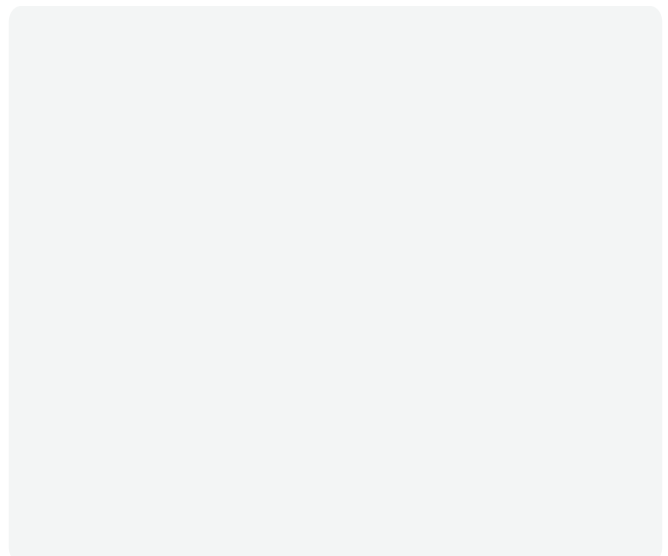
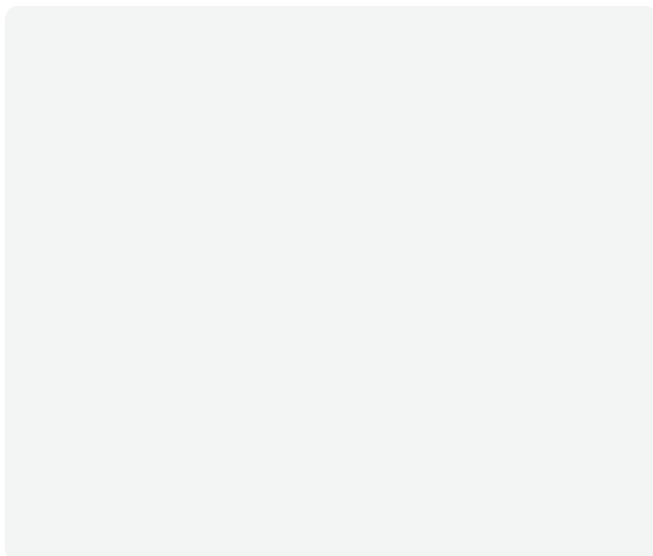
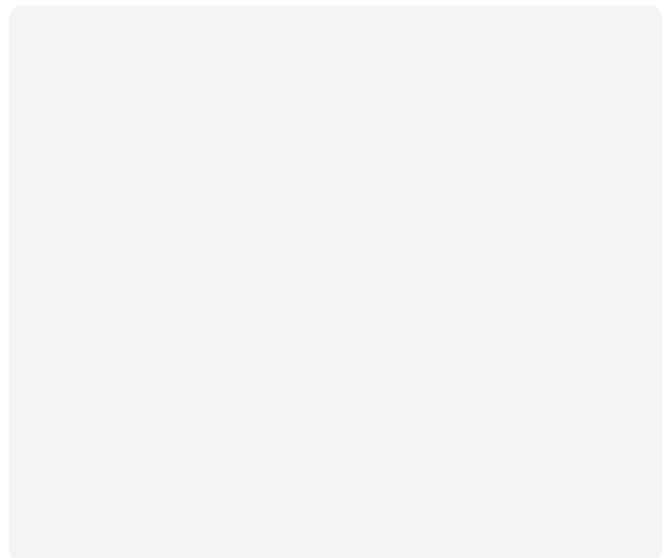
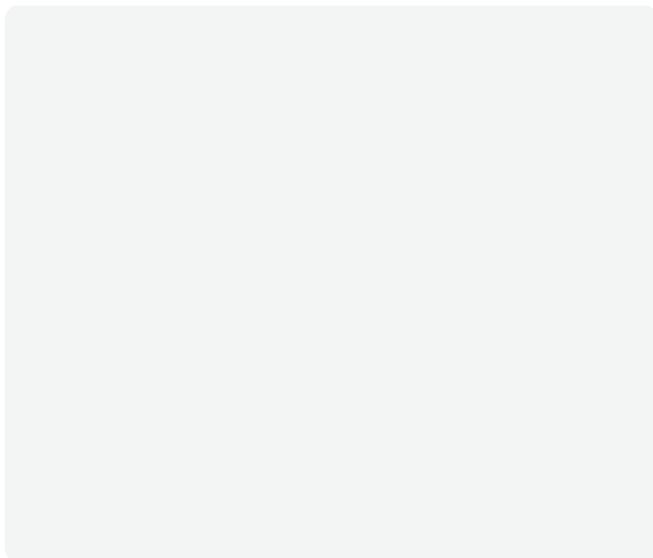
Is factory's appearance in accordance to the certificate?

SCALE

Condition scale:

Scale description:

CERTIFICATE PICTURES





PRODUCTION AREA

FACTORY AUDIT REPORT

Is the workshop clean & organized?

The materials properly arranged?

Factory facilities are in good working conditions?

Production lines were producing during the inspection?

Were there any products finished available for the inspector to observe?

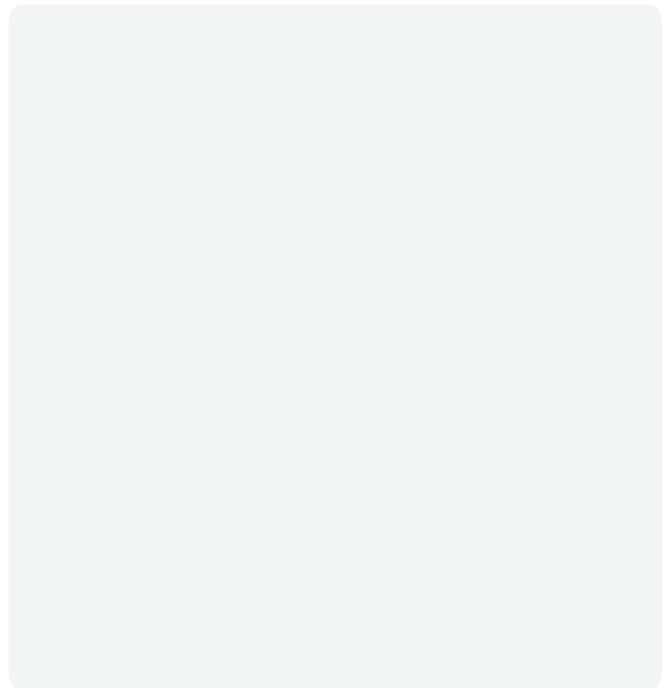
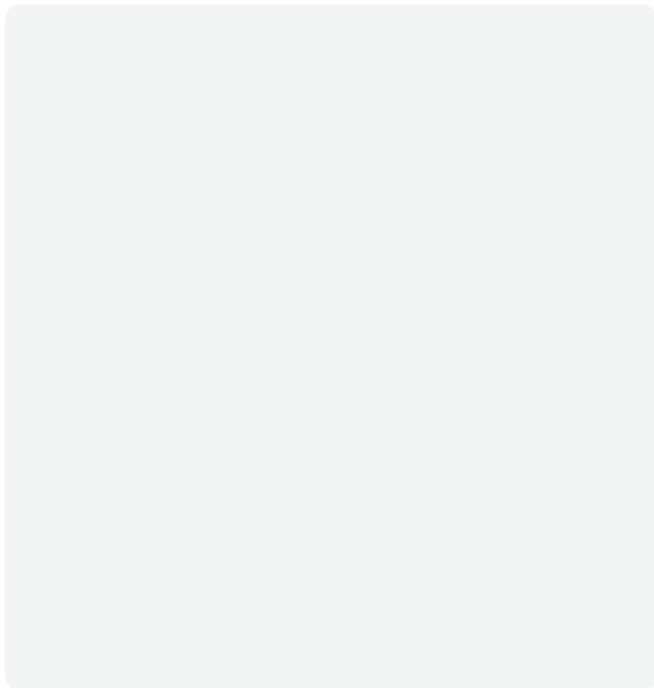
SCALE

Condition scale:

Scale description:

PRODUCTION AREA PICTURES

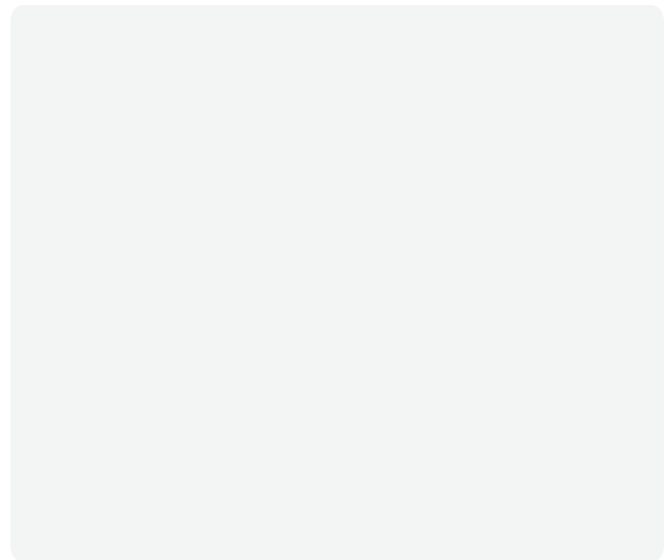
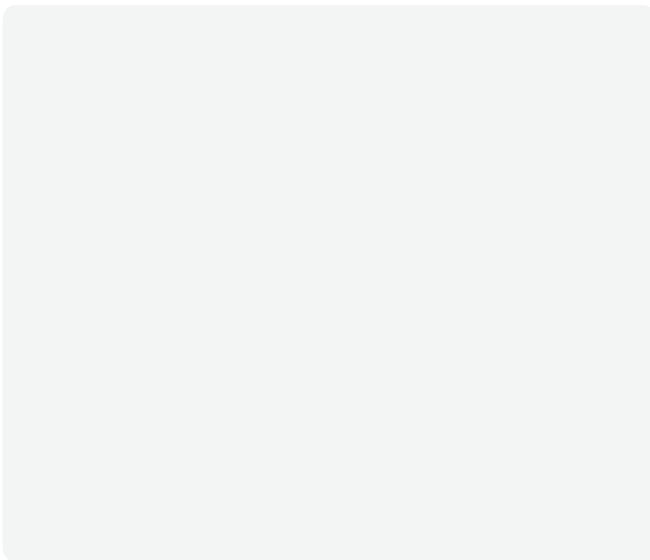
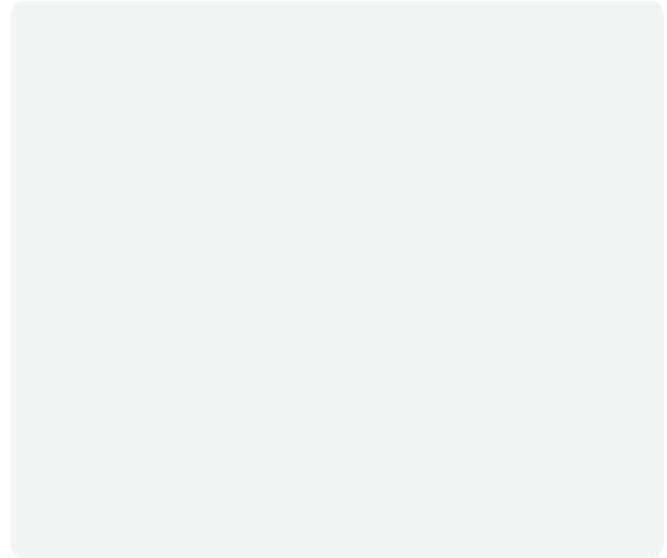
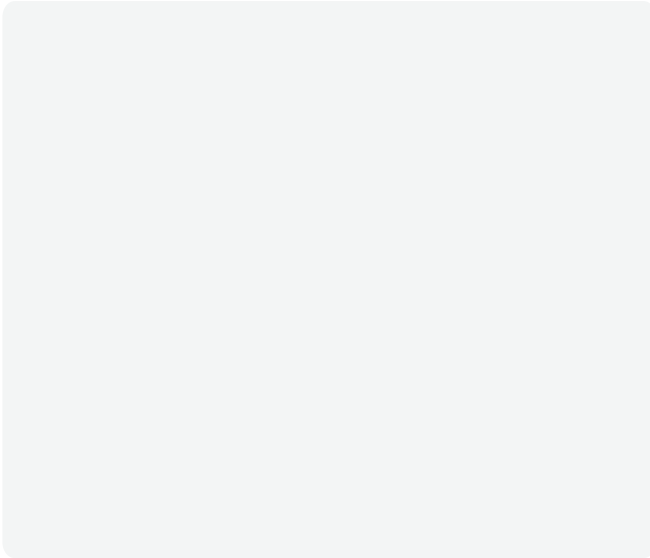
Workshop





PRODUCTION AREA PICTURES

Workshop





PRODUCTION LINE MACHINES

FACTORY AUDIT REPORT

Name	Brand	Origin	No. of Machines	Producing During Insp.
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Are The Machines in Good Condition?

Do The Machines Have Manufacturer Manual?

Do The Machines Working Properly?

Are the operators qualified to manipulate the machinery?

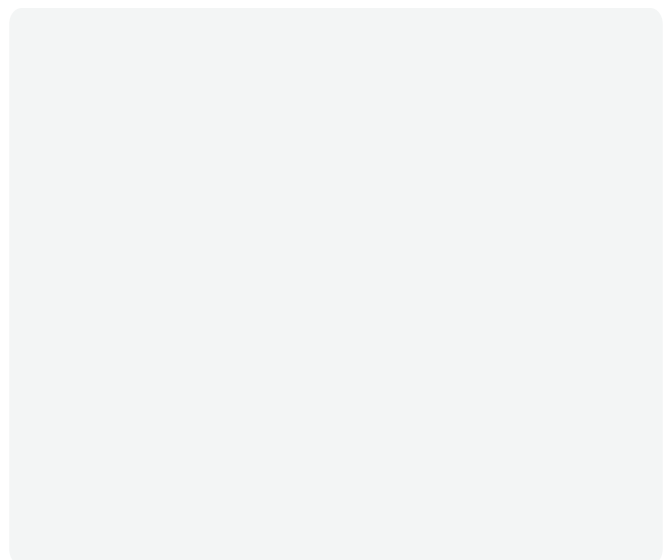
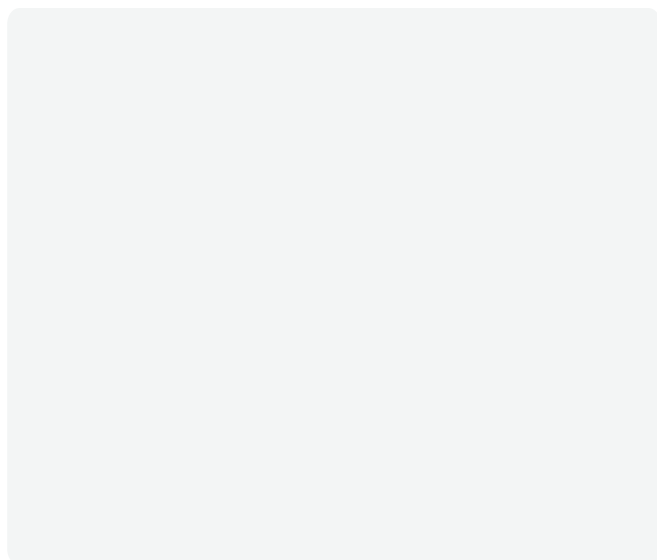
Do The Machines Get Any Manteinance?

SCALE

Condition scale:

Scale description:

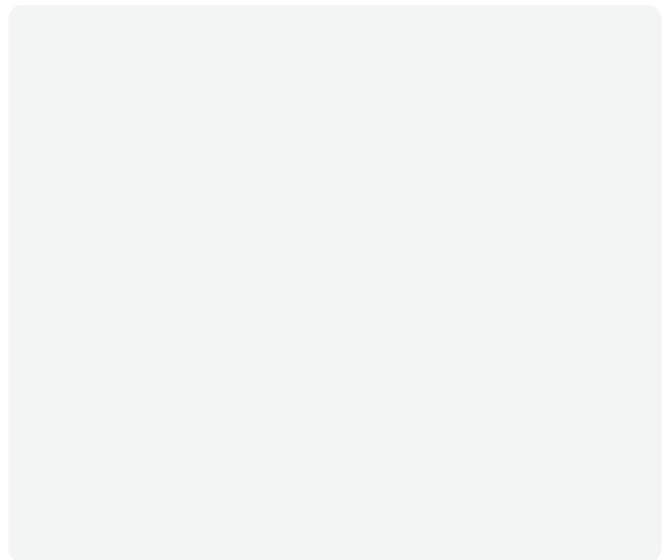
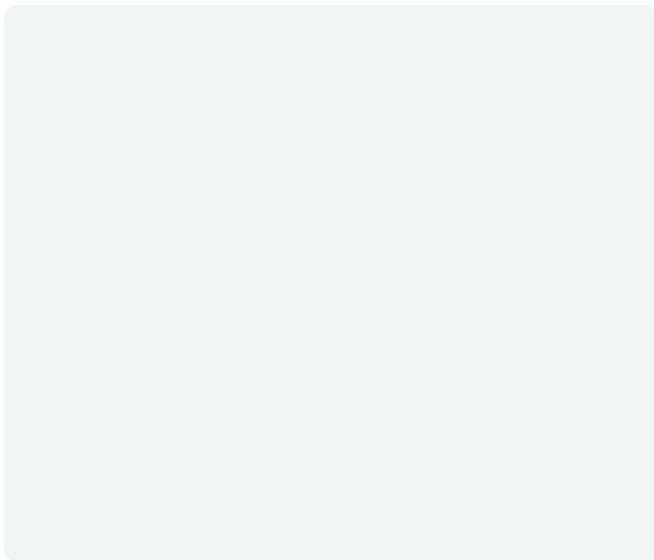
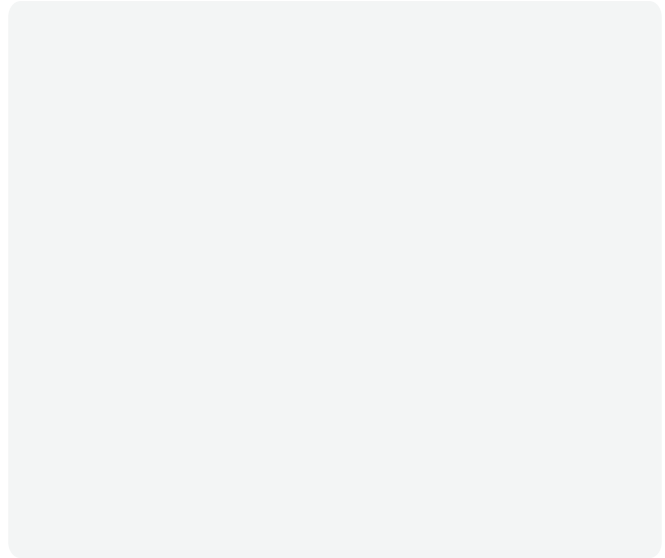
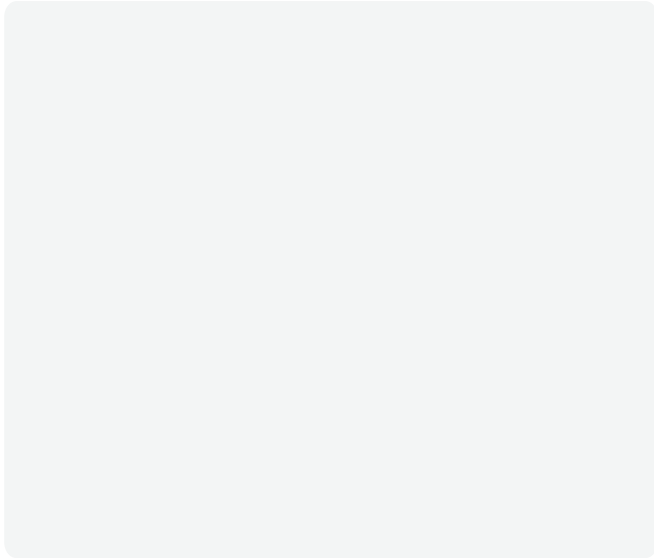
PRODUCTION LINE MACHINES PICTURES





PRODUCTION LINE MACHINES PICTURES

Workshop





MANUFACTURING PROCESS

FACTORY AUDIT REPORT

Are there written instructions for workers to follow?

Are there regular Q.C. inspections on products during manufacturing?

Is there a Q.C. manager supervising during the entire process?

Are the inspection results recorded?

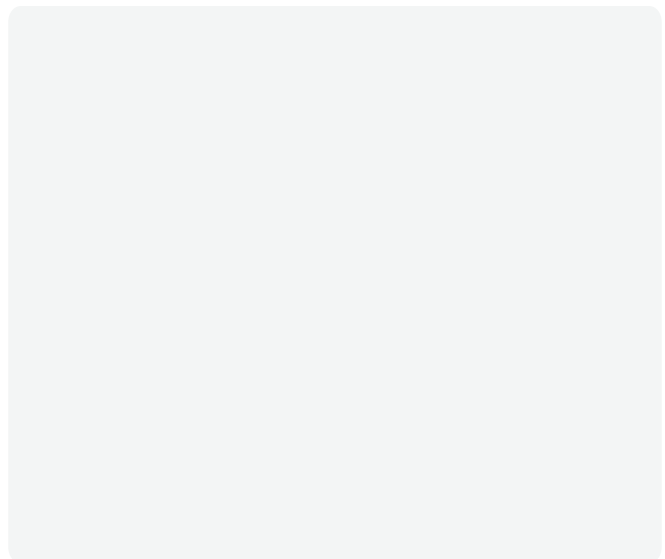
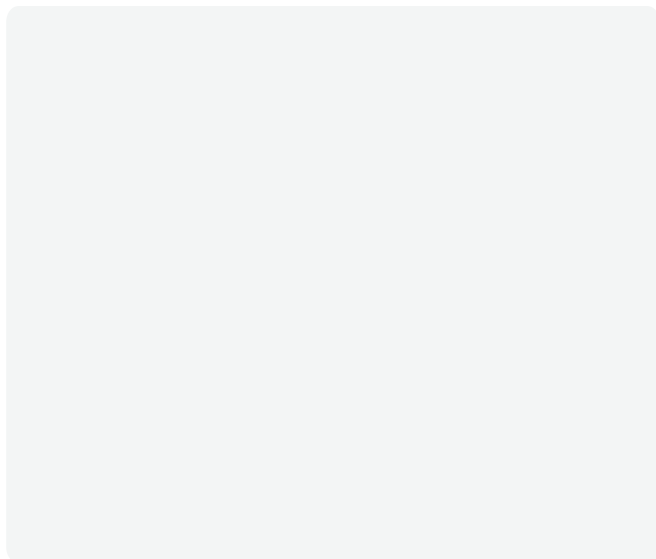
Are there approved samples attached to working stations for reference?

SCALE

Condition scale:

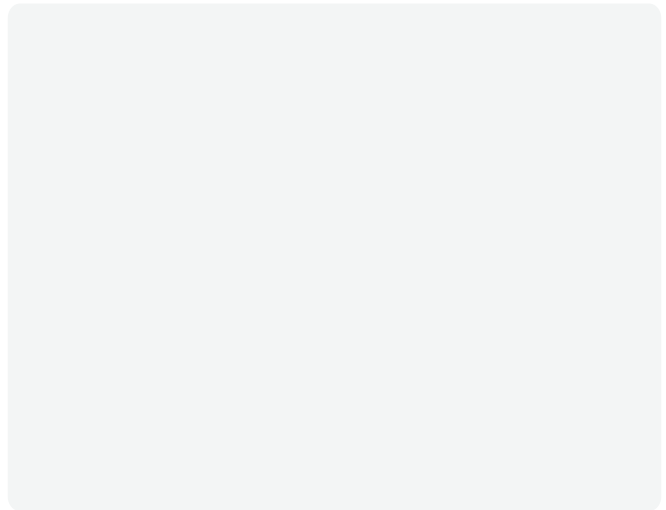
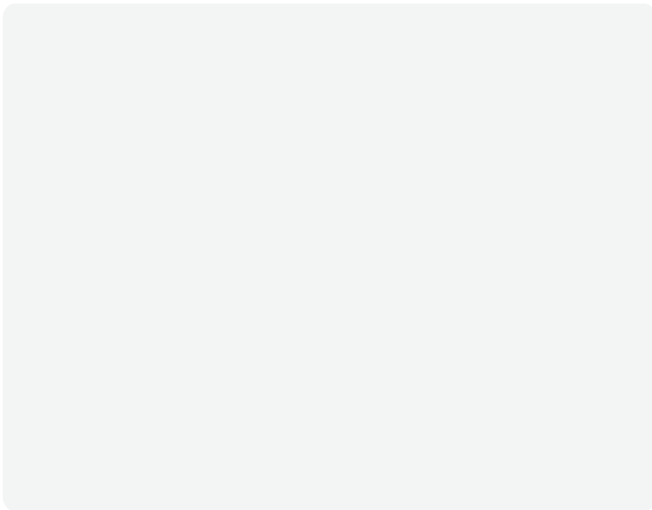
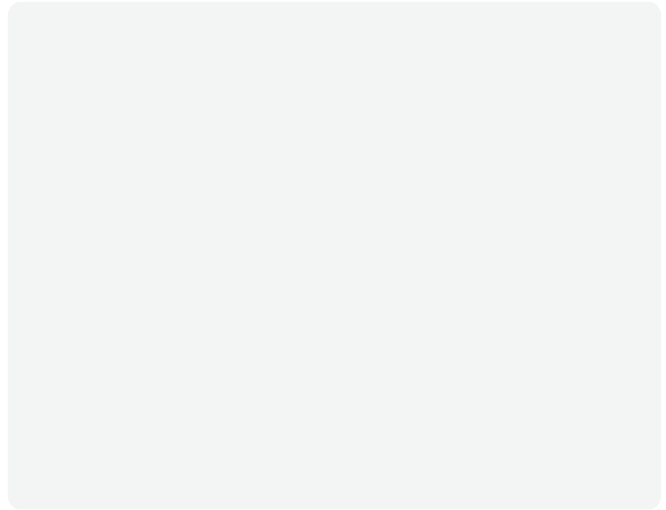
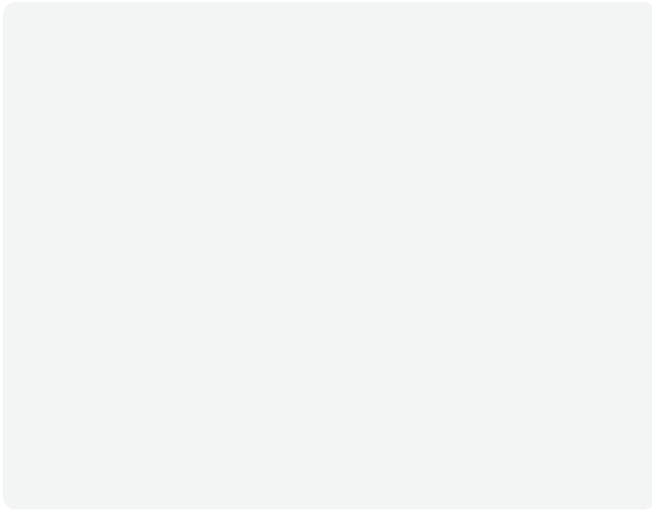
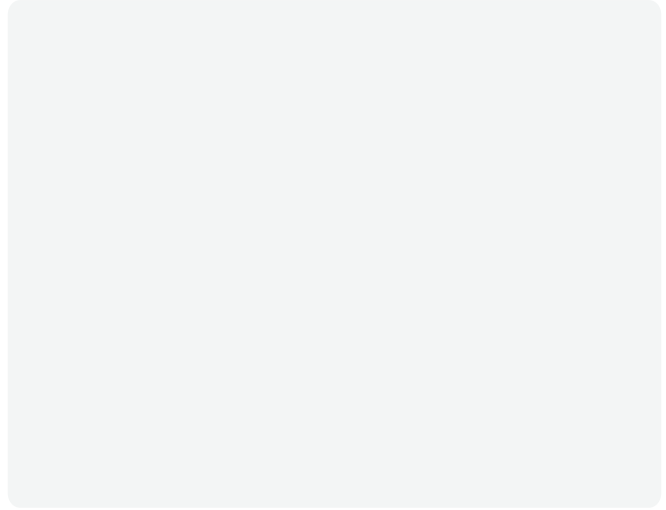
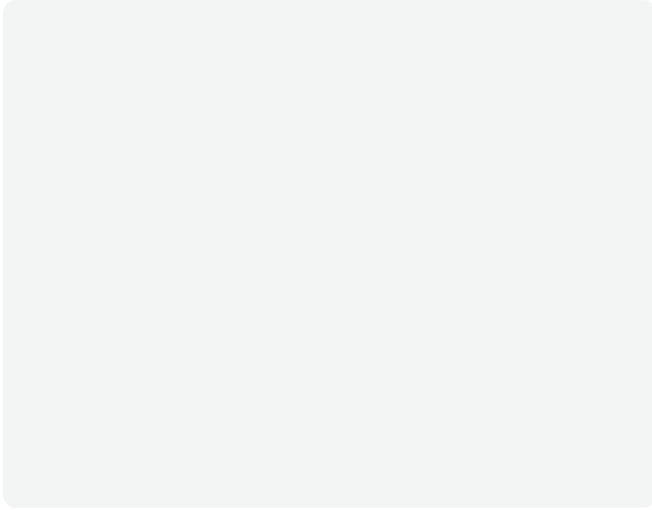
Scale description:

MANUFACTURING PROCESS PICTURES





MANUFACTURING PROCESS PICTURES





INCOMING INSPECTIONS

FACTORY AUDIT REPORT

Is Incoming Quality Check (IQC) records or reports available?

Are there Production Quality Check (PQC) records or reports available?

Are final inspections (FI) records or reports available?

Are these records/reports updated?

Where there Quality Improvement Guidelines (QIG) being implemented?

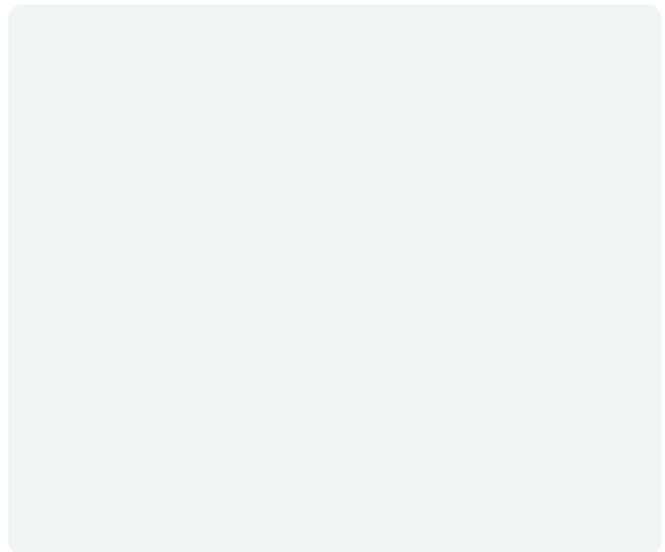
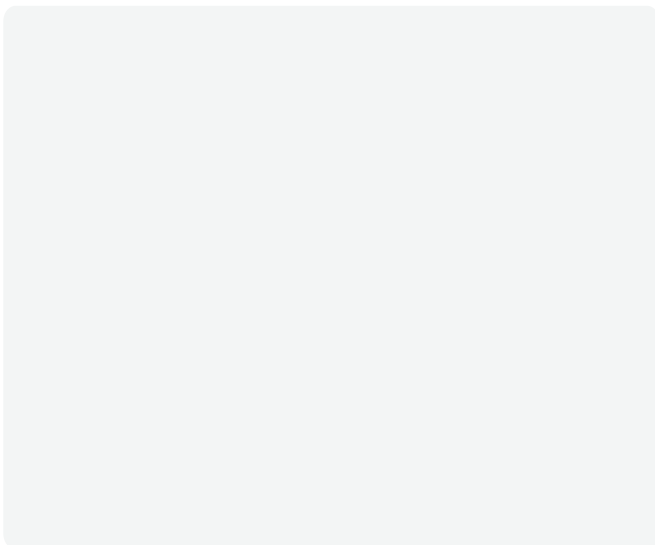
SCALE

Condition scale:

Scale description:

INCOMING INSPECTIONS

PICTURE





QUALITY MANAGEMENT

FACTORY AUDIT REPORT

Is there an independent Q.C. manager or supervisory level person to lead Q.C. process?

Is there a formal Quality Control Manual or related quality document being implemented?

Does the factory employ updated international, national or any specific standards to perform internal Q.C. on the products?

If raw materials need inspection prior to production, are they properly inspected and do they keep records?

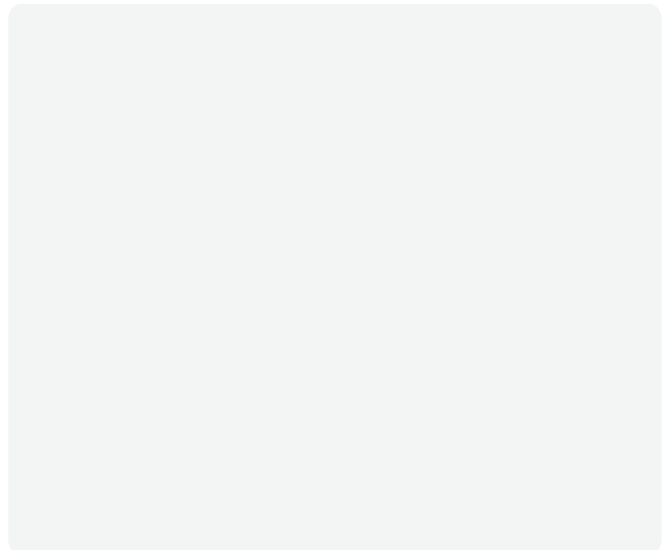
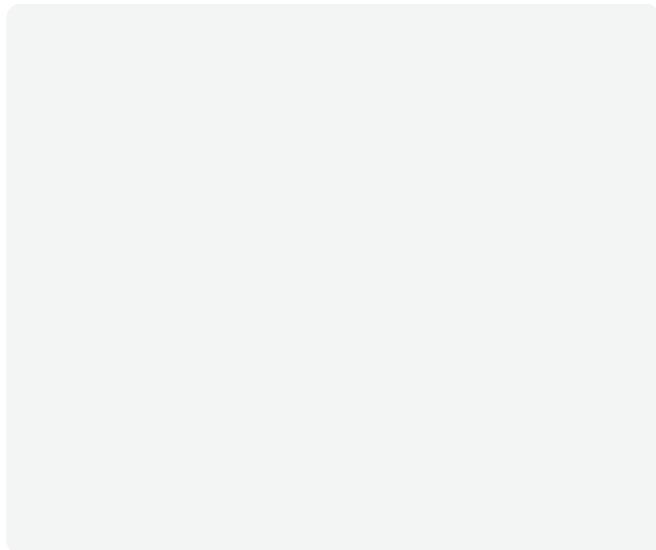
Are the defective raw materials properly identified and separated from the functional stash?

SCALE

Condition scale:

Scale description:

QUALITY MANAGEMENT PICTURES





FINAL INSPECTIONS AND Q.A. TEST

FACTORY AUDIT REPORT

A testing inspection is performed on products before packing?

Does the factory perform inspection on final products before shipping?

Are there adequate written criteria/instructions available for inspectors to follow for final inspection?

Are there records of rejected lots?

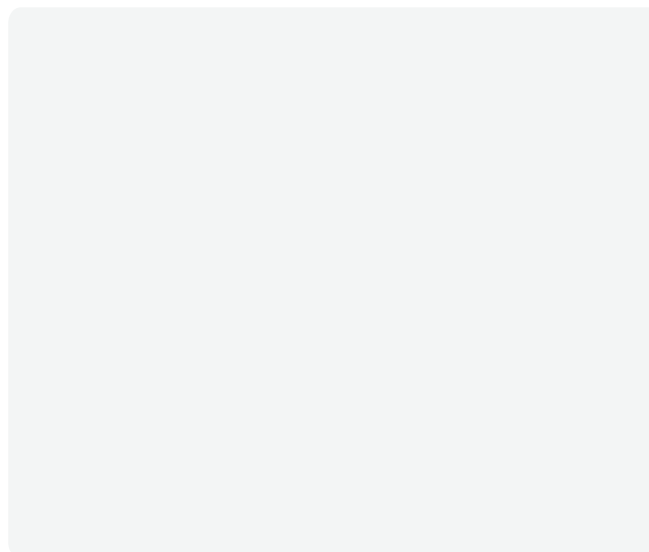
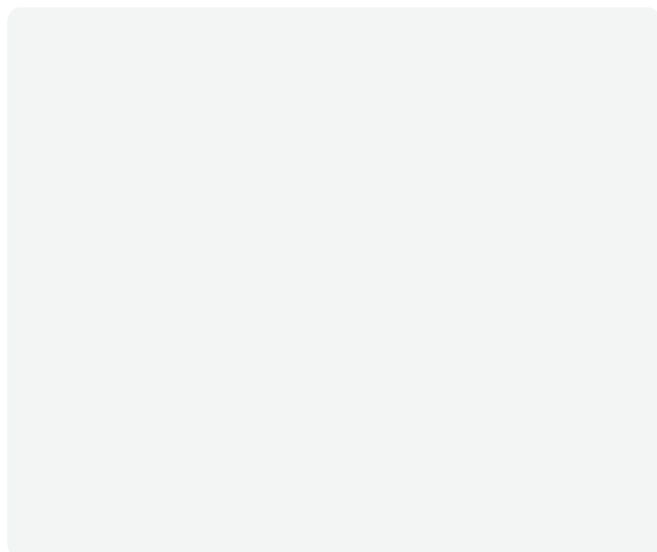
Is the sampling size for final inspection adequate to meet customer's standards?

SCALE

Condition scale:

Scale description:

QUALITY MANAGEMENT PICTURES





WAREHOUSE

FACTORY AUDIT REPORT

Does the factory have a raw material and finished product warehouse?

Are packed master cartons properly stored to avoid damage or contamination?

Is the warehouse clearly isolated from production areas?

Is the warehouse clean & organized?

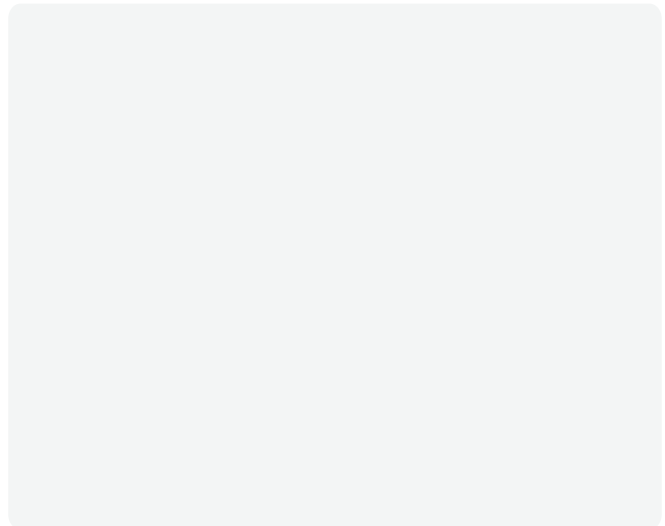
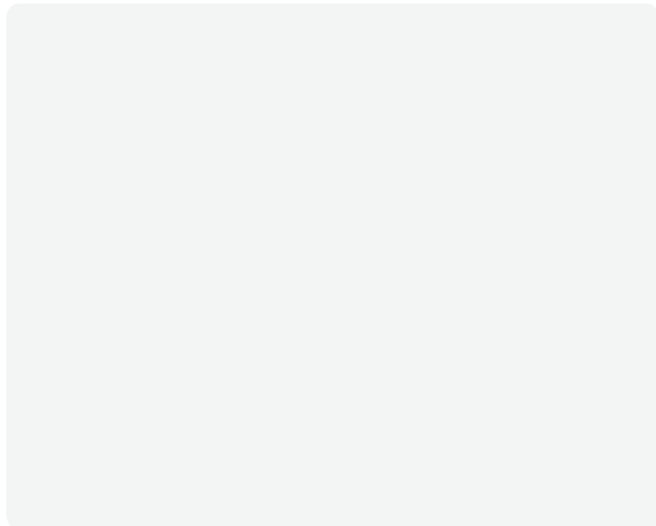
Are raw materials kept in controlled, segregated locations to prevent quality deterioration?

SCALE

Condition scale:

Scale description:

WAREHOUSE PICTURES





EMERGENCY FACILITIES

FACTORY AUDIT REPORT

Are there fire extinguishers available & accessible?

Are there fire alarms installed in each working station?

Are there emergency lights & exit signs installed at all emergency exits?

Is there an evacuation route marked and visible?

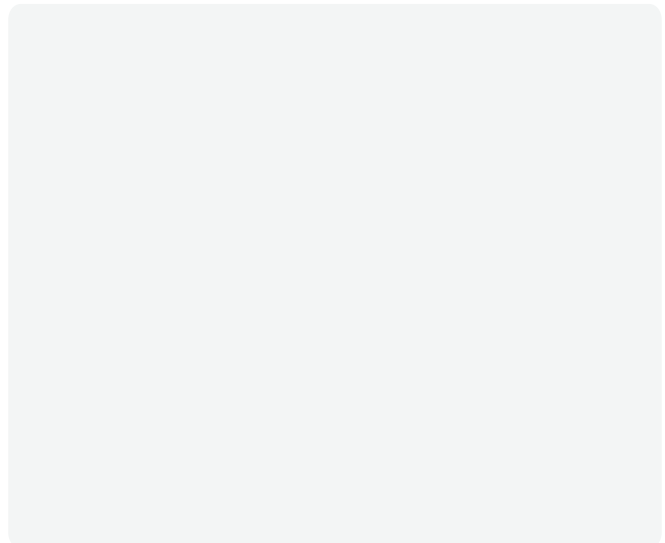
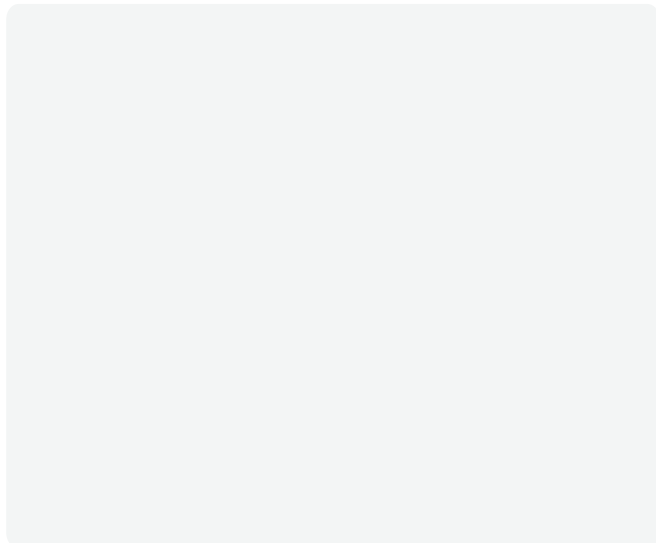
Are there personal protective equipment, and it is perfectly notorious?

SCALE

Condition scale:

Scale description:

EMERGENCY FACILITIES PICTURES





FACTORY ACKNOWLEDGEMENT

FACTORY AUDIT REPORT

A large, empty, light gray rounded rectangular area intended for the factory acknowledgment and audit report content.