

9/ Main market:

**FACTORY EVALUATION REPORT** 

Client: Supplier: Factory: Type of evaluation: Audit date: Report date: Inspection No.: Auditor:

Conclusion: **Passed** 

**Failed Pending** 

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AUDIT INFORMATION		
Service performed:		
Client:		
Client's address:		
Supplier:		
Supplier's address:		
Evaluation location:		
Supplier business industry:		
Auditor:		
Field:		General overview
I/ FACTORY PROFILE		
II/ PRODUCT / MARKET		
III/ RECOMMENDATION / REFERENCE		
IV/ FACTORY ORGANIZATION&PRODUCTION PROCESS		
V/ PRODUCTION WORKFLOW CHART		
VI/ PRODUCTION LINES / CAPACITIES		
VII/ MACHINERIES		
VIII/ SENSITIVE POINTS IN PRODUCTION PROCESS		
IX/ POWER SUPPLY		
X/ QC SYSTEM		
XI/ RAW MATERIALS		
XII/ SUB COUNTRACTING		
XIII/ R&D		
XIV/ SPECIAL REQUIREMENTS FROM CUSTOMER		
XV/ CAPACITIES OF COMMUNICATION&UNDERSTANDI	NG	
		Final score:
Probability to mee	et customer's expectations	POOR / NORMAL / GOOD
I/ FACTORY PROFILE:		
1/ Date of foundation:		
2/ Legal status/owner:		
3/ Location:		
4/ Number of office staff:		
5/ Total number of worker:		
6/ Building qtty/area:		
7/ Factory manager:		
8/ Main products:		







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	Certificate No:				
	Legal representative:				
10/ Business licence:	Issue date:				
	Expiration date:				
	Registered capital				
11/ Annual turnover:					
	Tel:				
12/ Contact information:	Fax:				
	Homepage:				
	Computer:	Internet:			
13/ Communication infrastructure:	Digital camera:	Scanner:			
	video meeting:				
14/ Company vehicules:					
15/ Car:					
16/ Truck:					
17/ Nearest port:					
18/ Nearest airport:					
19/ Export license:					
20/ Quality system management:					
21/ Inspection track record:					
22/ Participation to trade fairs:					
23/ Cleanliness of factory:					

II/ PRODUCT / I	II/ PRODUCT / MARKET:					
	Product type:	Major customer:	Market location:	Patent (client's or factory's):		
1.						
2.						
3.						
4.						
5.						
6.						

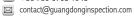
III/ RECOMMENDATION / REFERENCE:					
	Company name:	Country:	Products:	Yearly Order qtty:	Business history:
1.					
2.					
3.					

IV/ FACTORY ORG	IV/ FACTORY ORGANIZATION&PRODUCTION PROCESS:				
	Department:	Manager:	Number of workers:		
1.					
2.					
3.					

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4.						
5.						
6.						
7.						
V/ PRODUCTION	ON WORKFLOW CHART:					
1.						
2.						
3.						
4.						
5.						
6.						
VI/ PRODUCTI	ON LINES:					
	Operation name:		No of worker/operation:		Total operation capacity:	
1.						
2.						
3.						
4.						
5.						
6.						
0,						
VII/ MACHINER	DIEC.					
VIII IIIACIIINLI	Machine:	Brand:	ath o	No of worker/machine:	Consideration	
	Macnine:	Brand:	qtty:	No of worker/machine:	Capacity/machine:	
1.						
2.						
3.						
4.						
_						
5.						
5. 6.						
6.						
6. VIII/ SENSITIV	E POINTS IN PRODUCTION P	ROCESS:				
6.	E POINTS IN PRODUCTION PF	ROCESS:				
6. VIII/ SENSITIV		ROCESS:				







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IN/ I OWLING	SUPPLY:			
1.	Public power supply connected?			
2.	Frequent power outage in the area?			
3.	Presence of a power generator?			

X/ QC SYSTE	X/ QC SYSTEM:					
1.	Staff count		people			
2.	In-line QC?	YES / NO				
3.	List of testing equipements					
4.	Inspection records/reports available?					
5.	Final QC?					
6.	Incoming QC?					

XI/ RAW MATERIALS:				
	Material	Supplier name	Country of origin	Order lead time
1.				
2.				
3.				
4.				

XII/ SUB COUNTRACTING:				
	Production step	Supplier name	Country of origin/location	Lead time
1.				
2.				
3.				
4.				

XIII/ R&D:			
1.	Staff count	people	
2.	Equipment		
3.	Project		

XIV/ SPECIAL REQUIREMENTS FROM CUSTOMER:			
	Requirement	Factory comments / proposal	
1.			
2.			
3.			





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1.	Languages spoken in factory:	Chinese	Cantonese	Other:	
		English	Yes / No		
		If yes, how many speakers?			
		Level	Beginner	Intermediate	Fluent
2.	Habilities to understand a special request for production:		Bad	Normal	Good
3.	Risk of misunderstanding because of communication:		Low	Normal	High

Auditor name :		
Signature :		



