

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 CONTRACTING			
XIII/ R&D			
XIV/ SPECIAL REQUIREMENTS FROM CUSTOMER			
XV/ CAPACITIES OF COMMUNICATION&UNDERSTANDING			
	Final score:		
Probability to meet 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 qty/area:	
7/ Factory manager:	
8/ Main products:	
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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10/ Business licence:	Certificate No:	
	Legal representative:	
	Issue date:	
	Expiration date:	
	Registered capital	
11/ Annual turnover:		
12/ Contact information:	Tel:	
	Fax:	
	Homepage:	
13/ Communication infrastructure:	Computer:	Internet:
	Digital camera:	Scanner:
	video meeting:	
14/ Company vehicles:		
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 / 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 qty:	Business history:
1.					
2.					
3.					

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

FACTORY EVALUATION REPORT

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4.			
5.			
6.			
7.			

V/ PRODUCTION WORKFLOW CHART:

1.	
2.	
3.	
4.	
5.	
6.	

VI/ PRODUCTION LINES:

	Operation name:	No of worker/operation:	Total operation capacity:
1.			
2.			
3.			
4.			
5.			
6.			

VII/ MACHINERIES:

	Machine:	Brand:	qty:	No of worker/machine:	Capacity/machine:
1.					
2.					
3.					
4.					
5.					
6.					

VIII/ SENSITIVE POINTS IN PRODUCTION PROCESS:

1.	According to factory:	
2.	According to inspector:	
3.	General comments from inspector:	

IX/ POWER SUPPLY:

1.	Public power supply connected?	
2.	Frequent power outage in the area?	
3.	Presence of a power generator?	

X/ QC SYSTEM:

1.	Staff count		people	
2.	In-line QC?	YES / NO		
3.	List of testing equipments			
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 CONTRACTING:

	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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XV/ CAPACITIES OF COMMUNICATION&UNDERSTANDING:

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

Auditor name :

Signature :