



FACTORY EVALUATION REPORT

Client:		Type of evaluation:		Report date:	
Supplier:		Auditor:		Inspection No:	
Factory:		Audit date:		Overall Result	PASSED

GENERAL OVERVIEW			
FIELD	Score/5	Score/5	Weighted Score
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&UNDERSTANDING			
		Final score:	77/100
Probability to meet customer's expectations			

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:
- 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/ | | | | |

III. RECOMMENDATION / REFERENCE:

- | | | | | | |
|----|---------------|----------|-----------|-------------------|-------------------|
| | Company name: | Country: | Products: | Yearly Order qty: | Business history: |
| 1/ | | | | | |
| 2/ | | | | | |
| 3/ | | | | | |

IV. FACTORY ORGANIZATION&PRODUCTION PROCESS:

- | | | | |
|----|-------------|----------|-------------------|
| | Department: | Manager: | Number of worker: |
| 1/ | | | |
| 2/ | | | |
| 3/ | | | |

V. PRODUCTION WORKFLOW CHART:

- 1/
- 2/
- 3/

VI. PRODUCTION LINES:

Operation name: No of worker/operation: Total operation capacity:

- 1/
- 2/
- 3/

VII. MACHINERIES:

Machine: Brand: qty: No of worker/machine: Capacity/machine:

- 1/
- 2/
- 3/

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/

XII. SUB CONTRACTING:

Production step Supplier name Country of origin/location Lead time

- 1/
- 2/
- 3/

XIII. R&D:

- 1/ Staff count people

- 2/ Equipment
- 3/ Project

XIV. SPECIAL REQUIREMENTS FROM CUSTOMER:

	Requirement	Factory comments / proposal
1/		
2/		
3/		

XV. CAPACITIES OF COMMUNICATION&UNDERSTANDING

1/	Languages spoken in factory:	Chinese	Cantonese	Other
		English	Yes/No	