



### 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:

1/  
2/  
3/

Operation name:

No of worker/operation:

Total operation capacity:

VII. MACHINERIES:

1/  
2/  
3/

Machine:

Brand:

qtty:

No of worker/machine:

Capacity/machine:

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:

1/  
2/  
3/

Material

Supplier name

Country of origin

Order lead time

XII. SUB CONTRACTING:

1/  
2/  
3/

Production step

Supplier name

Country of origin/location

Lead time

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	