

FACTROY AUDIT REPORT

Factory		Auditor	
Project		Audit date	

Part 1 Factory profile

General information		
1	Date of foundation	
2	Legal status	
3	Location	
4	Area	
5	Number of office staff	
6	Total number of workers	
7	Factory manager	
8	Main products	
9	Main market	
10	Business license	
11	Annual turnover for the past three years	
12	Telephone number	
13	Fax number	

Products / Markets			
Product type	Major customer name	Market location	Monthly Order Qty

Related pictures:	
<i>Building</i>	
Gate of Factory	Factory exterior view

Road number	Office
Business license	Organization Code Certification

Related pictures
Production lines

Raw material	Raw material
R&D department	Quality control department
Production line	Production line
Production line	Production line

Part 2
Factory Organization and Production Process
Factory Organization chart**Production workflow chart**

Main process:

- 1/
- 2/
- 3/
- 4/
- 5/

Part 3

Production lines / Capacity

Production Process				
Operation name	Main Machine / Device name	Machine count	No. of Workers / Machine	Daily capacity / Machine

Part 4

Factory Facilities / Machinery Conditions

Machines for production			
Machine name, brand, country of origin	Pictures	Count	Comments (machine conditions and age, location in the factory...)

Warehouse condition	
Pictures	Comments / please pay attention to the cartons in the warehouse (Quantity, product, client...): in average condition
Estimated warehouse capacity	

Sample room condition	
Pictures	Comments: in average condition

Shipment capabilities	
Pictures	Comments: in average condition
Delivery / Loading conditions	
Nearest port / airport	

Part 5

Quality Assurance System & Related Certificates

Quality system management		
ISO9000 series		Comment:
Others		Comment:

Quality system management	
List of certificates available	
Picture(s)	

Inspection track record by client	
How often is it updated?	
Last inspection by QC company (date)	
Pictures	Comments

QC	
QC staff count	

In line QC	
Is there In-line QC?	
How is the inline QC setup?	
List of testing equipment	
Record / reports available?	

Pictures	

Final QC	
Is there Final QC?	
List of testing equipment	
Record / reports available?	
Last results / record	
Pictures	

Incoming QC	
Is there Incoming QC?	
List of testing equipment	
Record / reports available?	
Pictures	

Part 6
Procurement Conditions

Raw material		
Who are the suppliers of raw material and components?		
Material	Supplier name	Country of origin / location

Sub-contracting		
Which part of the production process is outsourced?		
Production step	Supplier name	Country of origin / location

Part 7
R&D-sampling Capability

Facilities	
Specific staff count	
Specific facilities	
Sample production process description	
Picture	
Approve sample lead time	

Part 8 RoHS Standards

Knowledge & Awareness			
Is the factory aware of the RoHS regulation?		Comments:	
Who is in charge of implementing the RoHS standards within the factory?			
Name		Position	

RoHS Products	
Has the factory already produced RoHS products?	
Name and description of the products	
List of certificates available (including name & details of certifying company + scans)	
Is there a running RoHS production in the factory during the Audit?	
Description of the products	
List of certificates available (including name & details of certifying company + scans)	
Pictures	
Product RoHS certificate	Product RoHS certificate
Raw material RoHS certificate	Raw material RoHS certificate

Management of RoHS and Non-RoHS Products & Components
Are the RoHS and Non-RoHS products separated?
Additional Comments:

Part 9

Synopsis of major facts and problems found

Capacity of manufacturing client's product:

Very bad	Bad	Average	Good	Very good
Comments:				

Production conditions:

(machines, building, employees training, internal quality control)

Very bad	Bad	Average	Good	Very good
Comments:				

Factory behavior during audit

Very bad	Bad	Average	Good	Very good
Comments:				