HunterSourcing	HunterSourcing Factory Audit Report				
	Report No.:		Report Date:		

Report No.:		FACTORY PHOTO
Client:		
Supplier:		
Audited Factory:		
Contact Person:		
Auditor:		
Audit Date:		
Factory Location:		

GENERAL OVERVIEW				
Fields		Score / 10	Weight / 5	Weighted Score
1	Factory Profile • Legal Validity • Building Overview			
2	Human Resource • Organization chart • Main contacts			
3	Product and Market • Product • Export and Market			
4	Production Facilities • Production Workshops • Machinery List			
5	Client Special Requirement			
6	Support Documentation • Short Videos • Photos • Documents			
	Total:			

REMARK	
Basic Remarks	
1.	
2.	
3.	
4.	
5.	
6.	
7.	

CONCLUSION	
Auditor & Report Reviewer:	
Auditor(s):	Report Reviewer:

Section 1 Factory Profile

1.1 Legal Validity	
Supplier Name:	
Audited factory's name:	
Relationship of Supplier & Audited factory:	☐ Wholly Owned ☐Shareholder ☐ Subcontractor ☐ Other
Registration Number of Business license:	
Registered name of factory in local language:	
Year of established:	
Valid Date:	
Registered address:	
Actual add. conforms to registered add.?	☐ Yes ☐ No, actual add. is
Annual review by local authority (Industrial & Commercial Bureau)?	☐Passed ☐ Expired ☐ Abnormal ☐ Other
Last reviewed in year:	
Registered capital:	
Name of legal representative:	
Client's interested product included in factory's business scope?	☐ Yes ☐ No
Company type:	☐Manufactory ☐ Trading Company ☐ Combined
Type of ownership:	☐Private Owner ☐ Public Company ☐ Joint Venture ☐ State-owned ☐ Foreign Capital
Abnormal operation record at the government's website?	☐ Yes ☐ No

1.2 Basic Overview			
According to:	☐ Land Certificate ☐ Real Estate Certificate ☐ Lease Agreement ☐ Factory Officer Claimed + Actually Observed		
Total building size ( ):			
Number of buildings:		Office area ( ):	
Production area ( ):		Warehouse area ( ):	

Remark:

HunterSourcing	HunterSourcing Factory Audit Report				
	Report No.:		Report Date:		

Score:	

Section 2 Human Resource

2.1 Organization Chart

2.2 Employee Details

Department	Full-time employees	Part-time employees
GM		
Admin. Dept.		
Sales Dept.		
Financial Dept.		
Production Dept.		
Engineering and R & D Dept.		
Quality Dept.		
Warehousing Dept.		
Purchasing Dept.		
In Total		

Sales Manager		
Sales Representative		

Remark:
Score:

Section 3 Product and Market

3.1 Product	
Main products manufactured:	
Other products manufactured:	
Client's interested product:	
Main raw materials:	
Main production procedure:	
Available product certificates:	☐ Licensed ☐ Patents ☐ Awarded ☐ Brand certificate ☐ None ☐ Other

3.2 Export and Market		
With a valid export license?	☐ Yes ☐ No	
Export license code:		
The date of getting export license:		
The number of foreign trade salesman:		
Annual turnover of last 2 years(USD):		
% of Export:		
Main markets:		
		% of Total Business Volume
		80%
		10%
		10%

Score:	

Section 4 Production Facilities

4.1 Production Workshops/ Lines	
Modernization of plant	☐ Modern plant (Dust free or high automation plant) □ Standard industrial plant □ Simple plant
Assembly line tidy and well organized?	☐ Tidy and well organized □ Acceptable □ Chaos and poor management
Production area well enlightened?	☐ Yes □ No
Production area Ventilated?	☐ Yes □ No
Production area with cooling or heating facilities?	☐ Yes □ No

Photo 19	Photo 20

Photo 21	Photo 22
Photo 23	Photo 24
Photo 25	Photo 26

4.2 Machinery List			
Picture	Machine name	Amount	Use of state

Remark:	
Score:	

Section 5 Client's Special Requirement

Special requirement from client	
1.	
2.	
3.	

Remark:	
Score:	

Photos:

Photo 4	Photo 5

Section 6 Support Documentation

Photo 6	Photo 7
Photo 8	Photo 9

Photo 10	Photo 11
Photo 12	Photo 13

Photo 18	Photo 19
Photo 20	Photo 21

Photo 24	Photo 25
Photo 26	Photo 27

Photo 28	

Photo 33	Photo 34