

Factory Audit Report

Report Number: _____

Report Date: _____

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

GENERAL OVERVIEW				
Field		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:				

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Remarks and conclusion

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

CONCLUSION	
Auditor(s)	Report reviewer
Signature / date:	Signature / date:

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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 (m²):			
Number of buildings:		Office area (m²):	
Production area (m²):		Warehouse area (m²):	

Section score	
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Section 2 Human resources

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		

2.3 Main contacts	Name	Contact details
Sales manager		
Sales representative		

Section score

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Section 3 Products and markets

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

REMARKS	
Section score	

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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 1	Photo 2

PHOTO ATTACHMENT	
Photo 3	Photo 4
Photo 5	Photo 6
Photo 7	Photo 8

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4.2 Machinery list

4.2 Machinery List			
Picture	Machine name	Amount	Use of state
REMARKS			
Section score			

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Section 5 Client special requirements

Section 5 Client's Special Requirement	
Special requirement from client	
1.	
2.	
3.	
Remark:	
Score:	
Photos:	
Photo 1	Photo 2

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Section 6 Supporting documentation

SUPPORTING PHOTOGRAPHS AND DOCUMENTS	
Photo 1	Photo 2
Photo 3	Photo 4
Photo 5	Photo 6
Photo 7	Photo 8