Factory Audit report

Type of Audit 验证类型 （Please mark ☒ 请划叉）

Factory Name (公司名称)	(English 英文) Wenzhou Outdoors Co.,Ltd		
	(Chinese 中文) 温州户外用品有限公司		
Address （地址）	(English 英文) Lingxia,Wansong Rd, Ruian, Wenzhou, Zhejiang, China		
	(Chinese 中文) 浙江温州瑞安市万松路岭下工业区		
Province 省份	Zhejiang	City 城市	Rui'an, Wenzhou
Wage Zone and minimum wage 工资区域最低工资	RMB1060.00	Year Established 成立年份	2012
Contact Person & Position 联络人及职位	Peter Lau, (GM)	E-mail 电邮	wenzhououtdoors@foxmail.com
Telephone Number 电话	0577 65813203	Fax 传真	0577 65613202
SPP Request Products SPP 需要产品	Outdoors umbrella	Products for Bestseller 最畅销产品	Umbrella, parasol,tent,gazebo

☒ Initial Qualification 初始验证

☐ Critical Issue or Follow-up Audit 严重问题复验或后续跟进审验

☐ Other (please specify) 其他（请指出）: _____

Audit Result 验证结果

☒ Approved 通过验证　　☐ Low Risk 低风险

☐ High Risk 高风险　　☐ Failed 不合格

Auditor 评估人: Lily Hu　　Date 日期: 2012.10.12

Reviewer 复核人: Willis Wu　　Date 日期: 2012.10.15

EXPLANATION OF SCORING 评 分 标 准

Yes or True = 1 Point, NO or False = 0, NA add no points to score and base points. Points are weighted for each section, final score will be percentage of all points. 选择 Yes 或 True 表示得 1 分，No 或 False 得 0 分。NA 不加分和不加底分. 每区各有重量分数，最后评分以百分比为定。

Approved = A total score at or above 80% 通过验证 = 总得分达到或超过 80%
Low Risk = A total score of 70-79%. A Corrective Action Plan will need to be created and a follow-up must be performed within 90 days 低风险 = 总得分在 70-79%之间。工厂需在 90 日内完成整改并接受复核
High Risk = A total score of 60-69%. A Corrective Action Plan will need to be created and a follow-up must be performed within 30 days
高风险 = 总得分在 60-69%之间。工厂需在 30 日内完成整改并接受复核
Failed = A total score of less than 60 不合格 = 总得分低于 60%
If a factory answer NO on any require area questions, audit result should ranked as failed
如果验厂触及任何一个必需点，验厂结果得不及格

General Overview of the Audit result 验厂结果

Section	Score (Yes=1, No=0)	Weight	Weight Score
Require Area (Business Licensees, Wages, etc) 必需区（商业执照，工资，等等） Result either Pass or Fail 只有通过或不及格	**Pass or Fail**	**Answer NO to any questions will fail the audit**	**否定任何一题会导致验厂不及格**
Critical Area (Logo and Product Quality, etc) 关键区（商标和产品的质量，等等）	6	X 5	30pts
Important Area (Process and Record Keeping, etc) 重要区（流程管理和档案保留, 等等）	2 3	X 3	69pts
Bonus Area (ISO, R&D, Payment term, etc) 奖励区（ISO 证明，研发部，支付条件，等等）	2	X 1	2pts
Overall Score (Total points + Bonus) / All Possible points		**89 %**	**101 Pts/**

Comment and Important remarks 注解和重点摘要：

- YUNHUI is specialized in umbrella, mainly market is in domestic.
- Factory's settled workers are experienced .
- Factory will hire some casual laborers in peak season to meet production requirement .
- Place orders in peak season is not suggested

Factory Contact and General information: 工厂联络和工厂资料

QA Manager 品质经理	Mr. Cao	Phone 联系方式	0577 63787072

Plant Manager 生产厂长	Jiahua	Phone 联系方式	0577 63787072
Production workers 生产工人数	35	Total Employees 总人数	50
QC 质检人数	4	Technician 技术员人数	2
Production Area 生产区域面积	2500 Sq.M	Peak season 生产旺季	Jua.-Oct.

Table of Current products (last 12 months) 最近 12 个月主要产品列表:

	Annual production 年产量	
	Qty(pc) 数量(件)	Amount(US$) 总值(美金)
1. tent	100,000	5 million
2. beach umbrella	200,000	2 million
3. advertisement umbrella	2,000,000	2 million

Table of Major Customers (last 24 months) 最近 24 月主要客户列表:

		Annual Supply 年供货量		
Pepsi		10,000	300,000	Co-operate till now
Lipton		20,000	50,000	Co-operate till now
Wahaha		200,000	710,000	Co-operate till now

Table of Current Market (last 24 months) 最近 24 个月主要市场:

Current Market 近期市场分布比例	Percentage 百分比
USA & Canada 美国和加拿大	20 %
South America 南美洲	8 %
Western Europe 西欧	5 %
Eastern Europe & Russia 东欧和俄罗斯	5 %
Australia & Asia 澳洲和亚洲	20%
Africa 非洲	10 %
Domestic/Local Market 国内、本地	32%
Other (please indicate) 其他(请指出:)	%
Total 总和=	**100%**

Building Condition and Picture 工厂环境和照片

1. Building is 厂房结构: ☐Steel 钢构 ☒ Masonry 砖石 ☐Other 其他

2.	Condition 厂房保养:	☐Good 好	☒ Average 一般	☐Poor 差
3.	Ventilation 通风条件:	☐Good 好	☒ Average 一般	☐Poor 差
4.	Housekeeping 整洁:	☐Good 好	☒ Average 一般	☐Poor 差
5.	General lighting 照明:	☐Good 好	☒ Average 一般	☐Poor 差
6.	Noise level 噪音水平:	☐Low 低	☒ Normal 正常	☐High 高
7.	Dust level 灰尘水平:	☐Low 低	☒ Normal 正常	☐High 高









Production Floor 生产区 	Production Floor 生产区 
Production Floor 生产区 	Production Floor 生产区 

Require Area (Business Licenses, Wages, etc) 必需区（营业执照，工资，等等）

1. Does the factory have a valid business license and annually review done by local authority?
   工厂是否有有效的营业执照且通过年审？ ☒ YES ☐NO

2. Does the factory follow China labor contract law with all employees? 工厂是否遵从中国劳动合同法? If no, please explain! 如果否,请解释? ☒ YES ☐NO Explain 解释: _____

3. Does the factory sign labor contracts with the employees? 工厂是否和员工签署劳动合同? ☒YES ☐NO
   Attach copy of a labor contract! 附上复印件

4. Does the factory minimum wage meet local wage requirement?
   工厂最低工资是否达到当地工资要求？ ☒ YES ☐NO
   How is the pay rate calculated?结算方式为:
   ☐Per hour 计时 ☒ Piece-rate 计件 ☐Per day 按日
   How often does the factory pays the workers? 发放方式为:
   ☐Per week 按周 ☒ Per month 按月 ☐Per quarter 按季度

5. The factory does not engage in or support Child Labor.
   工厂不雇佣或支持使用童工 ☒ TRUE ☐FALSE

#1 Business license Picture 营	#3 Labor Contract Picture 劳工合同
	

Critical Area (Logo and Product Quality, etc) 关键区（商标和产品的质量，等等）

1. The factory will not contract out purchase orders to other factories. 工厂不会把订单发给外包工厂生产.

☒ True ☐False (If false, please give details include reason, name and address for the sub-contracted factory) 如有，须说明外包生产的原因、外包商厂名和地址

Reason 原因: _____

Name 厂名:_____

Address 地址:_____

Auditor must contact Neosky and conduct separate factory audit if primary factory contract out INDG purchase order. 审核员如发现工厂把 INDG 订单给外包工厂，需马上和 Neosky 联络并与外包工厂做同样的验厂报告.

Which raw materials and parts are provided by outside vendors? 请列出哪些原料和配件是由供应商提供的?

Material 原料:_____cloth_____

Parts 配件:_____rib, umbrella stand, umbrella bead_____

2. Is the logo process done inside the factory and meet our logo quality standard? Logo 处理在厂内完成和达到我们对商标的要求? ☒ YES ☐NO

If no, please explain why and provide name and address of the factory that provides the logo service. 如果否，请解释原因并提供 Logo 厂商的名字与地址.

Reason 原因: _____

Factory Name 厂字: _____

Address 地址:_____

If logo is done at separate facility, auditor needs setup and conduct an audit with the logo facility in order to complete entire audit. Please use supplemental decoration facility audit form. **Logo factory audit only apply to Screen printing and Pad Printing. Auditor will perform sample check for other type of logo process. Approved or Some Risk result for logo factory or Pass inspection of samples will consider YES for this**

question and receive points. 如果商标是在厂外完成, 检测员需设定时间与商标厂商做验厂报告. 请使用商标装饰厂审核补充表. **商标工厂审核只在与丝印和移印工厂。 其他商标处理会用样品来代替验厂。商标工厂得通过或低风险或者样品通过检验，这题同样认作 YES 而得分。**

The logo process include: Logo 处理采用以下几种方式:

☒ Screen printing 丝印 ☐Laser Engrave 激光雕刻 ☐Pad Printing 移印

☐Sublimation print 热转印 ☐Embroidery 电绣 ☐Film Transfer 贴膜,水传印

☐Stamping 冲压, 热压 ☐Other 其他:_____

3. Does the factory have a formal inspection program? A formal inspection program must consist of material check, In-Line QC and final inspection.

工厂是否有完整的查验体系? 完整查验体系需有原料检测, 生产检测和最终检测. ☒YES ☐NO 4. Is there a quality standard that is being used during inspection?

工厂是否按照国际、国内或内部标准对相关产品进行检测? ☒YES ☐NO

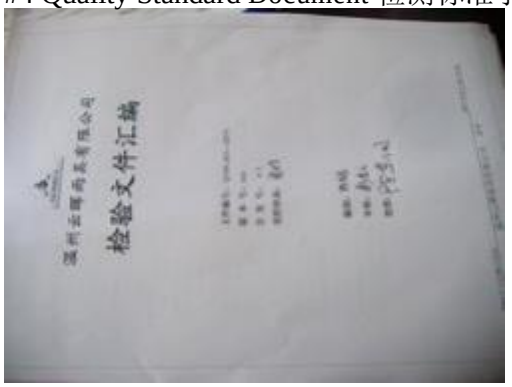
If yes, please attach a copy of the quality standard. 如有，必需提供相应标准的复印件。

If no, please explain 如果否, 解释: _____

5. Is there In-Line QC with inspection records available to review? If yes, please provide a sample copy.

生产线是否有在线检查记录并可以提供检查记录? 如有,请提供实例的复印件. ☒YES ☐NO

QC Department 品质监控 	QC Department 品质监控 

#4 Quality Standard Document 检测标准手册  	#5 Inspection Records 检查记录 
#6 Inspection 检查照片 	#6 Inspection 检查照片 

6. Is AQL final inspection performed? If yes, at what level?
   是否按照 AQL 方法自行进行最终检验? ☒YES ☐NO 如是, 级别是? Full inspection
   如否， 请解释：_____
   If the factory has higher standard of final inspection than AQL, INDG will consider it meets AQL final inspection. 如果工厂的最终检验的要求高于 AQL 的要求，INDG 会接受工厂的最终检验.

Important Area (Process and Record Keeping) 重要区（流程管理和档案保留）

1. Does the factory have a material management process? 工厂是否有对原料管理? ☒YES ☐NO
2. Does the factory separate different materials and have indications on stored materials? 原料是否分累存放和配有注标? ☒ YES ☐NO
3. Does the factory inspect or test materials or accessories? If yes, attach a copy.
   工厂是否对原材料和附件进行检查并记录? 如是,附上复印或照片。 ☒ YES ☐NO
4. Are there written procedures or graphic instructions for the packaging process? If yes, attach copy.
   是否有文字或图示指导包装? 如是,附上复印或照片。 ☐YES ☒ NO

#2 Material Storage 原料存放区 	#2 Material Storage 原料存放区 
#3 Material test report 原材料和附件进行检查报告 	
#5 QC training record 品控员培训记录 	#10 Packaging Area 包装区域 

#11Review inspection evidence 复核证明或签注文件	#14 Storage Area 存放区 

5. Is there a formal internal training program for all quality control (QC) personnel? Provide training record.
   是否有正式的内部品控员培训程序？提供品控员培训记录 ☒ YES ☐NO
6. Is there a sample management system to keep track samples modifications? 公司是否有规范的样品管理流程，同时样品改良都有记录? ☒YES ☐NO
7. Is there a product examination performed at beginning of Mass Production and keep as record? 工厂是否检查量产的首件已确保质量, 并留下首件作为记录? ☐YES ☒NO
8. Is there correction process when first product does not meet the requirement? 当量产首件不符合要求, 工厂是否有纠正措施? ☒ YES ☐NO
9. Does the factory use Pantone for inspection?
   工厂是否使用国际色卡进行检验? ☒YES ☐NO
10. Does the factory have a process to prevent defects being packed?
    生产商是否有程序去避免瑕疵产品被装箱? ☒YES ☐NO
11. Does the QC supervisor review inspection reports daily? Please provide evidence or sign documents.
    质检监管是否每天都审阅质检报告? 请出示证明或签注文件 ☐YES ☒ NO
12. Are final products protected from moisture and dust? 成品是否有防潮防尘保护?
    ☒ YES ☐NO If no, please explain 如没有, 请解释 _____
13. Are final product cartons grouped by PO? 成品纸箱是否按订单号摆放? ☒YES ☐NO
14. Are final products stored indoors? 成品是否存放在室内? ☒ YES ☐NO

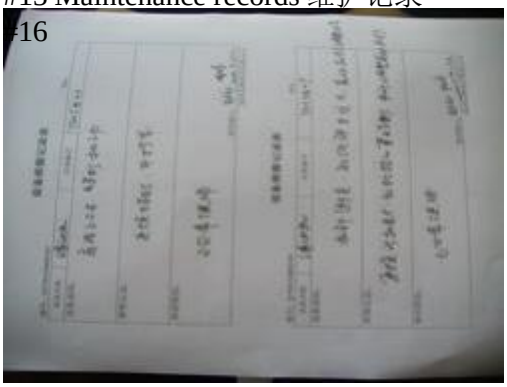
Major Machinery 主要机器设备	Quantity 数量	Remarks 备注
1. sewing machine	4 0	
2. cutting machine	2	

3. copyboard	1	
4. temperature controller	1	
5.		
6.		
7.		

Major Machinery 主要机器设备 	Major Machinery 主要机器设备 
Major Machinery 主要机器设备 	Major Machinery 主要机器设备 

15. Are machines functioning & well maintained? Provide a copy of maintenance records.
机器是否操作良好和有适当的保养? 请提供维护记录复印本. ☒YES ☐NO
16. Does the factory have a well organized and certified maintenance team that could immediately respond to a machinery breakdown? 工厂是否有专门且合格的机器设备维修团队？☒ YES ☐NO
17. Does the factory provide safety training for all the machine operators? Provide training records.
工厂是否提供安全训练给机械操控员? 请提供安全培训记录 ☐YES ☒ NO
18. Do all the special equipments meet the legal requirement? 公司里的特种设备是否都符合国家的法律要求？（“特种设备管理条例”中对特种设备的种类进行了规定） ☒ YES ☐NO ☐NA

#15 Maintenance records 维护记录
#16



#16
Special equipment safety 特种设备安全装置



#19 Housekeeping 保洁程度



#19 Housekeeping 保洁程度



#20 Lighting 照明状况



#22 Temperature control system 控温设备



19. Does the general housekeeping appear acceptable? 工厂的保洁程度是否可以接受? ☒YES ☐NO
20. Does the factory have adequate lighting? 工厂的照明状况是否可以接受？ ☒ YES ☐NO
21. Does the factory have reasonable working temperature for the working area? 工厂工作区室温是否可以接受? ☒ YES ☐NO
22. Does the factory have temperature control system in workshop for products require temperature control? 厂房里是否配有温度控制设备给需要温度控制的特定产品? ☒YES ☐NO ☐NA
23. Do the workers have the appropriate protective equipment during operation in workshop? Such as gloves, masks. 工人在工作时是否有适当的保护用具? 如手套，口罩等. ☒YES ☐NO ☐NA
24. Are emergency exits unlocked, adequate for the number of employees, well indicated and clear of obstacles? 紧急出口不得上锁，出口数量与雇员数匹配，出口标示清晰，没有阻碍物? ☒ YES ☐NO
25. Does the facility have appropriate fire extinguishers that are charged, visible and accessible to all workers? 厂房是否配备匹配数量的灭火器，灭火器在保质期内，并对所有的工人均醒目可见、触手可得? ☒ YES ☐NO
26. Does the plant have adequate First Aid Kits in each building and on each floor? 是否每个车间和每楼都配有足够急救箱? ☒ YES ☐NO
27. Does the factory check and refill all the First Aid Kits periodically? Provide refill records or purchase records. 工厂是否定期检查和补充急救箱的药物? 提供补充或购买记录☐ YES☒NO

#23 Protective equipment 保护用具



#24 Emergency exits 紧急出口



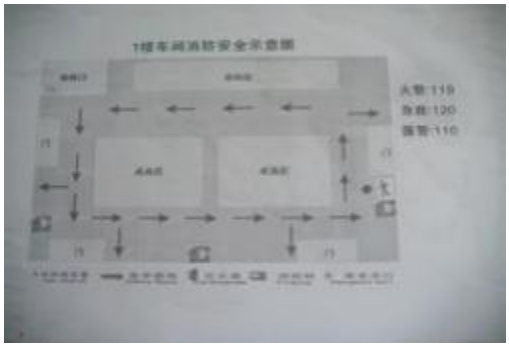
#25 Fire extinguishers 灭火器



#26 First Aid Kits 急救箱



#27 Emergency procedures 紧急逃生示意图



28. Are emergency procedures and numbers posted in each plant?
每个车间是否都张贴有紧急逃生示意图以及应急电话号码? ☒YES ☐NO

Bonus Area (ISO, R&D, Payment term, etc) 奖励区（ISO 证明，研发部，支付条件，等等）

1. Does the factory have any management system certificate, e.g. ISO, quality management, environmental management system and etc.? 工厂是否通过任何管理体系认证, 如ISO, 品质或环境管理等?☒ YES☐ NO
If yes, please provide name of the certificate below and attach a copy to this audit. 如有，请列出并提供复印件。List Below请列出:ISO9001:2000

2. Does the factory have a registered trademark or patent? If yes, list patented item below and attach patent documents. 工厂是否拥有注册商标或专利？☒ YES ☐NO 如有，需列出和附上复印件。
List Below 请列出:

3. Does the factory have R&D department? 工厂是否有研发部门? How many people? ☐YES ☒NO 2人
What is the main job responsibility for R&D engineers? 研发设计人员的主要职责有哪些

List Below 请列出: have research personnel to design & develop new products , but have no R&D department

4. Does the factory accept INDG 30day payment term?
   工厂是否接受 INDG 的 30 天付款条件？☐YES ☒ NO
5. Does the factory have a back-up generator? 工厂是否有备用发电机？☐YES ☒ NO

#1 ISO 品质认证 	#2 Trademark 专利 

Below documents must be submitted with the factory audit.

以下文件必需与验厂报告一起递交

1. No Transshipment Policy 无转运政策
2. Workplace Code of Conduct 工作地点守则与行为政策
3. Sub-contracted Factory Policy 外包工程政策
4. Commercial Invoice and Packing List Policy 商业发票和装箱单政策
5. Quality Assurance Manual Vendor Confirmation 质量保证手册供应商确认
6. CTPAT Questionnaire CTPAT 问卷

Factory audit check list: Must attach to the audit. All attachments must be readable in size.
验厂报告审核单: 必需与报告一同递交. 所有附注文件必需是在可阅读的大小.

Description 内容	Check 审阅
Copy of Business Registration 营业执照复印本	╳Attached 附上
Copy of quality certificate 品质认证件复印本	╳Attached 附上
Copy for registered trademark or patent 注册商标或专利文件复印本	╳Attached 附上
Copy of labor contract 雇员合同复印本	╳Attached 附上
Copy of inspection standard 产品检测标准复印本	╳Attached 附上
Copy of inspection records 产品检查记录复印本	╳Attached 附上
Copy of machine maintenance records 机器维护记录复印本	╳Attached 附上
Table of Current products 主要产品列表	╳Filled 已填上
Table of Major Customers 主要客户列表	╳Filled 已填上
Table of Major Machinery 主要机器设备列表	╳Filled 已填上
No Transshipment Policy 无转运政策	Signed 已签
Workplace Code of Conduct 工作地点守则与行为政策	Signed 已签
Sub-contracted Factory Policy 外包工程政策	Signed 已签
Commercial Invoice and Packing List Policy 商业发票和装箱单政策	Signed 已签
Quality Assurance Manual Vendor Confirmation 质量保证手册供应商确认	Signed 已签
CTPAT Questionnaire CTPAT 问卷	Filled 已填上
Supplemental decoration facility audit form 商标装饰厂审核补充表	Attached 附上
Copy of decoration facility Business Registration 商标装饰厂营业执照复印本	Attached 附上