



**GENERAL INFORMATION**

Client Name		AXXX Co., Ltd	
Supplier Name		BXXX. Co., Ltd.	
Facility Name	In local language	XXX 时装有限公司	
	In English	CXXX. Garment Co., Ltd.	
Facility Address	In local language	浙江省 X 市 X 工业区 X 号	
	In English	No. X, Industry Zone, XX City, Zhejiang Province, China	
Audit Type		<input checked="" type="checkbox"/> Initial Audit <input type="checkbox"/> Follow Up Audit <input type="checkbox"/> Annual Audit	
GPS coordinate at main entry		XXX	Main Products
			XXX
			
Production building		Products	

**SUMMARY**

XX company located at XX , established on Feb.,2002. Main products were woman fashion cloth. There were 4 buildings in total, including 2 2-storey building for production and 2 1-storey building as warehouse and canteen, whole production area was around 12,200 square meters . Main manufacturing process were: Cutting- Sewing - Ironing – inspection-packing. There were 425 employees in the factory and could make 90,000 pieces a month now.

Strength:

1. They cooperated with famous retailers such as Macy’s , JCPenney for tens of years..
- 2.They had modern garment making machines such as hanging system , computerized cutting machine etc.
3. Whole production areas were kept clean and tidy.
4. They had dedicated room for humidity control.
5. They worked in fashion garment area around near 20 years.

Weakness:

1. Some necessary quality control procedures were not established completely such as recall control and weak of document control. (Many documents without document number and version number control)
2. Contamination risks were not controlled strictly.

## AUDIT RESULTS

OVERALL ASSESSMENT RATING:					
<input type="checkbox"/> <b>Unsatisfactory</b>	<input type="checkbox"/> <b>Improvement Need</b>	<input checked="" type="checkbox"/> <b>Satisfactory</b>	<input type="checkbox"/> <b>Outstanding</b>		
<b>(59% or below)</b>	<b>(Between 60-74%)</b>	<b>(Between 75-89%)</b>	<b>(90% or above)</b>		
Audit score detailed for categories					
No.	Section	Score	Achieved	Rate(100%)	Remark
A1	Quality System	13	9	69.2%	
A2	Supplier Management	5	5	100%	
A3	Incoming Goods and Material Control	10	7	70.0%	
A4	Manufacturing Process Control	19	15	78.9%	
A5	Final Inspection , Packing and Storage	10	10	100%	
A6	Housekeeping & preparation	5	3	60.0%	
<b>Total:</b>		<b>62</b>	<b>46</b>	<b>79.0%</b>	

## FACTORY PROFILE

Factory areas			
Buildings Number	2 2-storey buildings 2 1-storey buildings	Total Area: (M <sup>2</sup> )	12,200
Production Area: (M <sup>2</sup> )	9,600	Office Area: (M <sup>2</sup> )	600
Dormitory Ares (if any)	N/A	Other (Specify)	Canteen: 2000 M <sup>2</sup>

### Photos of factory building

	
Factory name	Factory's main entrance



Factory building-production & office



Factory building-production



Factory building-warehouse



Factory building-canteen

### Contact information

Contact Person	Title	Tel	Email
Mr. Zhang XX	Sales Manager	XXX	XXX
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Website: -----

Market:  US  Canada  UK  EU  ASIA  MID-EAST  
 SOUTH AMERICA  CHINA  AFRICA  OTHERS

Top 3 clients and percentage of turnover: Macy's (20), JCPenny ( 16%), H&M ( 15%)

### Production information

Manufacturing process	Cutting, sewing , ironing, inspection, packing		
<b>Main Process</b>	<b>Machines quantities</b>	<b>Number of workers</b>	<b>Maximum Daily Output (pcs)</b>
Cutting	Cutting Machine:11 Digital Cutting Machine: 1 Fusing machine:7	20	4,000



Sewing	Sewing machine: 266 Overlock machine: 89 Button holing machine: 14 Button sewing machine:19	200	4,500
Ironing	Ironing table: 30	30	3,900
Inspection	N/A	30	4,500
Packing	Metal detector: 3	30	5,000
<b>Annual Output (PCS)</b>	1,000,000	<b>Annual Turnover(\$)</b>	30,000,000
<b>Subcontract (if any key procedure subcontracted)</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Procedure Name.</b>	<b>Subcontractor</b>	<b>Capacity of subcontractor</b>	<b>Years of Cooperation</b>
Embroidery	XXX Co., Ltd	XXX Pcs per year	10 years
Printing	XXX Co., Ltd	XXX Pcs per year	8 years
<b>Lead time</b>			
Product lead time (days)	40	Sample lead time(days)	15
<b>Photos of production process and machines &amp; equipment</b>			
 <p>2021/04/16</p>		 <p>2021/04/16</p>	
Fabric inspection area		Trims inspection area	
 <p>2021/04/16</p>		 <p>2021/04/16</p>	
Fabric storage area		Trims storage area	



Cutting area



Computerized cutting machine



Electric cutters



Equipment for checks, striped and prints cutting



100% cut pieces inspection



Fabric fusing section





Sewing section



Sewing machine



100% end line inspection



The 1st ironing at sewing line (if applicable)



Thread end cutting section



Button sewing section





Button sewing machines



Snapping machines



Pressing section



Pressing station



100% inspection before packing



100% metal detecting section



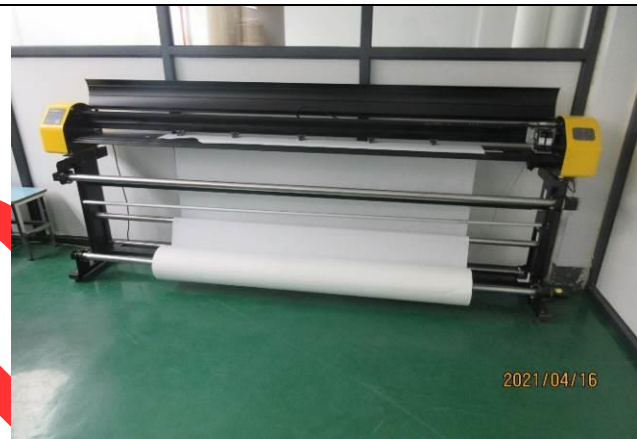
Packing



Storage of packed products



Samples making area



Pattern printer



Light box/GSM tester/electronic balance



Pull tester

**Manpower**

Categories	Male	Female	Full time	Part time	Temporary
Management	7	8	15	/	/



Engineering	2	0	2	/	/
Production	126	247	373	/	/
Quality Assurance	4	8	12	/	/
Research & Development	4	2	6	/	/
Warehouse	6	2	8	/	/
Others	3	6	9	/	/
<b>Total Employees:</b>	152	273	425	/	/

### Certificates

Certification / Approvals	Regulatory Requirements	Compliance or not	Remark
Business License	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Certificate number:</b> XXXX <b>Issuance Body:</b> XXX market supervision & administration <b>Scope:</b> XXX manufacturing and sales <b>Expiry date:</b> Long-term
Fire Prevention Certification	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Fire preventive certification for all buildings were available. Pls. refer to attached photos.
Construction Approvals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Construction approvals of all buildings were available. Refer to attached photos.
EIA and Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	No EIA and approval were found.
Emission Permit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No emission permit required
ISO9001:2015 Certificates	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Certificate number:</b> XXXXX <b>Issuance Body:</b> XXX Certification <b>Scope:</b> Manufacturing and sales of garments. <b>Expiry date:</b> XX, 2023
Other (Pl. Specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	N/A

<p align="center">Business license</p>	<p align="center">ISO9001:2015 Certificate</p>
<p align="center">Fire certificate of buildings</p>	<p align="center">Construction approvals of buildings</p>

## AUDIT CHECKLIST

1. Quality System	
Checkpoint	Audit result
<b>1.1 Does factory has a documented quality system approved by top management, outlining the criteria and methods used to meet system requirements? (Include detailed procedures, instructions, and reference documents covering all manufacturing processes)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Documented quality management system according to ISO9001:2015 was established which including quality manual(ZJXX-A/01-2018), quality procedure(ZJXX-E-(01-15, A/0) , work instructions, inspection instructions(ZJXX-C-001-032, A/0) etc. All those documents were reviewed and approved by top management.	
<b>1.2 Does factory have organization chart with defined responsibility for each section and key personnel?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Organization chart was established and responsibility for each section was clearly defined in quality manual ( QM-XX-1.0)	
<b>1.3 Are inspectors independent to the production team? Do they have the necessary authority to stop goods being shipped or stop production?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Quality department was independent from production department. As per the organization, QC department would report to GM directly. Documented authority to stop goods being shipped or stop production was established and was publicized.	

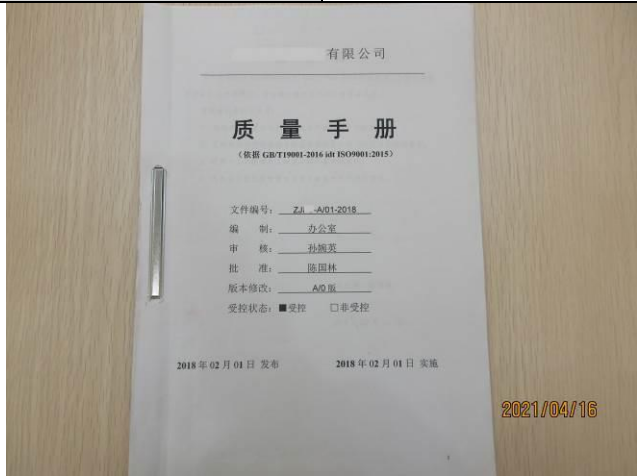

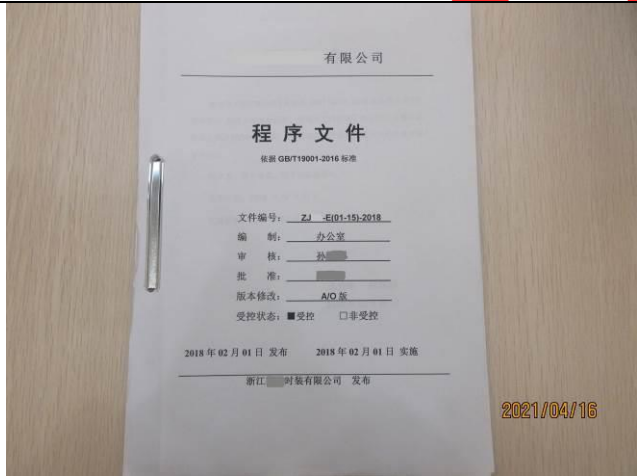
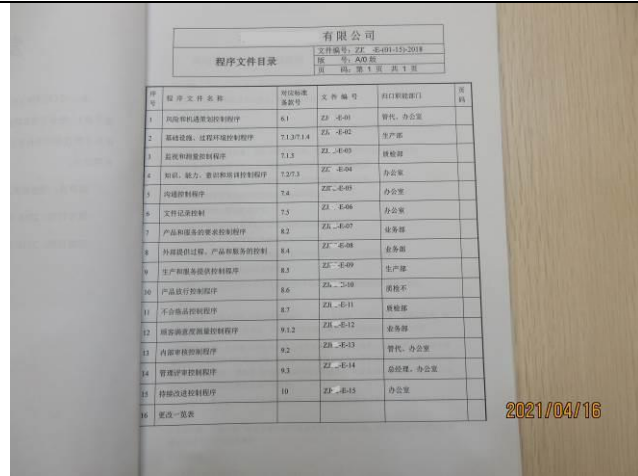


<b>1.4 Are quality goals defined upon different department/function with measurement method? Are defined quality goals analyzed and followed-up according to factory defined procedure</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Quality goals defined in quality manual as below: Pass rate for finished products: higher than 98%; Complaints no more than twice a year for different batches.	
<b>1.5 Is there a routine internal audit planned and implemented within the factory, at least once a year?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Internal audit was conducted annually. Latest internal audit was performed on Mar. 15 <sup>th</sup> , 2021. Internal audit related records were maintained such as internal audit plan, checklist, non-conformity report, internal audit report etc.	
<b>1.6 Does the factory top management conduct management review regularly, at least once a year?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Quality management review was conducted annually. Lasted management review was conducted on Mar. 30 <sup>th</sup> , 2021. Input /output and management review report were available.	
<b>1.7 Is the factory aware of relevant legislation, mandatory standards and industry/customer codes of practice applicable to the product in the countries of intended sale, and having a process in place for ensuring it is kept informed of changes to the relevant information?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Testing reports according to clients' requirement for the products were maintained. No other standards or applicable regulatory other than SVHC were maintained in the factory.	
<b>1.8 Does the factory conduct a Process Risk Assessment of hazards potentially introduced during the production, packaging or storage processes?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Risk assessment report was available in the factory. According to the management , it would be reviewed and updated annually.	
<b>1.9 Does factory have an effective calibration procedure for all equipment?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Measuring equipment control procedure (ZJXX-E-03) was established. Light box and pull tester were not calibrated. Balance and steel ruler calibration records were available.	
<b>1.10 Are new products and technical details (e.g., instructions, product labeling, etc.) reviewed for general safety / hazards, fitness for purpose, compliance with corresponding standards / legal requirement, customer specification?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Engineering drawing, specification of each style would be created by sample team and would be reviewed carefully before mass production. Control plan was also established based on risk assessment.	
<b>1.11 Can factory demonstrate that customer complaints are investigated and improvements incorporated into product or process developments?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Complaints handling process was defined in continuous improvement control procedure (ZJXX-E-15, A/0). As per factory, there were no complaints from customers for a long time and they could not provide related evidences for review. Due to no evidences were provided and reviewed, if the complaints handling process was implemented effectively or not could not be verified.	
<b>1.12 Does factory have an incident management procedure for incidents or emergencies that impact product quality, safety or legality? Is the procedure appropriate, formalized and capable of being operated at any time and takes into account stock requisition, logistics, recovery, storage and disposal?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> No Incident management procedure established.	
<b>1.13 Does factory have a system for investigating the cause of significant non-conformity against operation procedures, which are critical to product safety, legality and quality?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Monthly quality data analysis report was available. For main quality issues found, there were corrective/preventive	

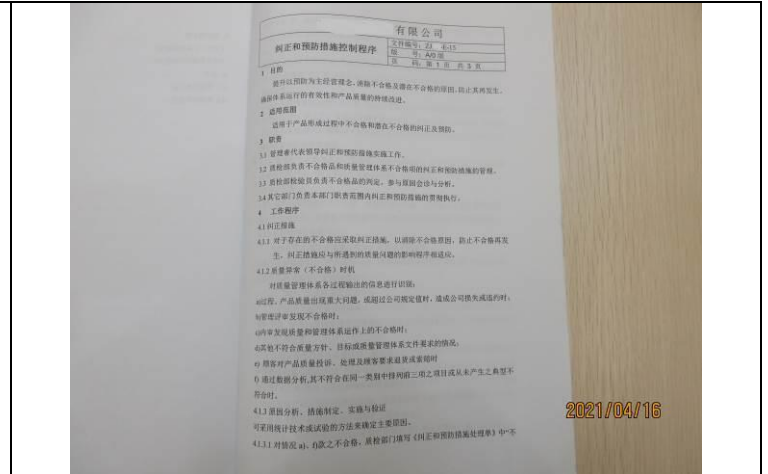
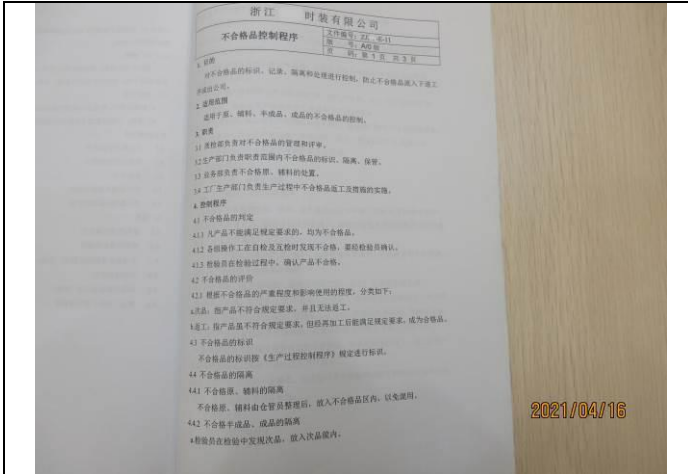
action plan established.

**Findings:**

- 1.7 Testing reports according to clients' requirement for the products were maintained. No other standards or applicable regulatory other than SVHC were maintained in the factory..
- 1.9 Measuring equipment control procedure (ZJXX-E-03) was established. Light box and pull tester were not calibrated. Balance and steel ruler calibration records were available..
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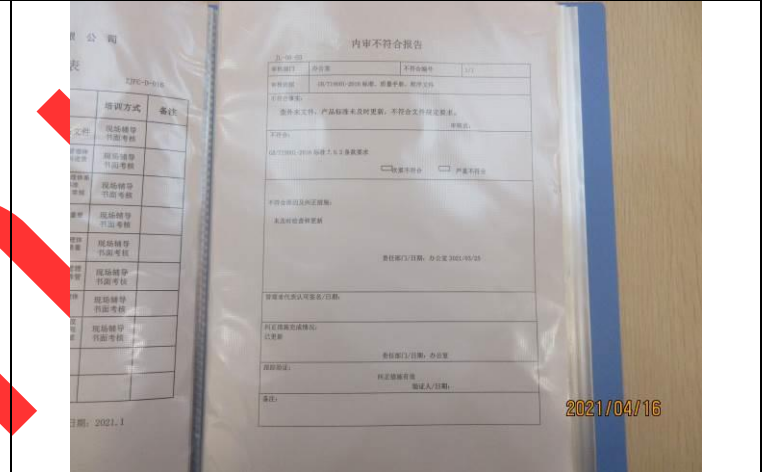
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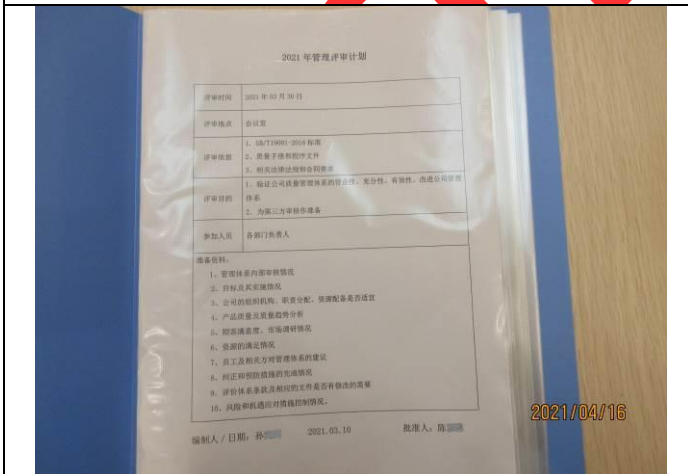
Non-conforming control procedure

Corrective & Preventive control procedure



Internal audit records

Non-conformity report of internal audit



Management review report

Pull tester was not calibrated in time

2. Supplier Management		Audit result
Question/Checkpoint		

**2.1 Do the following steps were taken to manage suppliers? E.g., Pre-evaluation questionnaire, Onsite evaluation, Regular visits to supplier, Supplier performance data?**  Yes  No  N/A

**Remark:** Procedure for supplier sub-contractors control was established. (ZJXX-E-08, A/0). Supplier approval and on-going monitoring requirements were clearly defined in.

**2.2 Is the approved sub-supplier list timely reviewed and maintained based on actual quality performance, including incoming pass rate, On Time Delivery, etc.**  Yes  No  N/A

**Remark:** Approved supplier list was established. Supplier assessment records for sampled suppliers were available.

**2.3 Dose the facility establishes and maintain a tracking and improvement follow up process for the return and rejection of goods or services from the suppliers / sub-contractors? (Where performance issues are identified an appropriate CAP shall be in effect to ensure continuous improvement)**  Yes  No  N/A

**Remark:** Supplier's performance was monitored and monthly data from incoming inspection would be analyzed. Corresponding action plan was made according to the analysis results.

**2.4 Does purchase order include material specification, model, requirement, quantity and delivery time?**  Yes  No  N/A

**Remark:** All related requirements were clearly described on purchasing orders. For special situation, samples provided by suppliers would be approved before order placed.

**2.5 Dose the factory establishes an effective system of supplier risk assessment to prevent the shortage of key materials?**  Yes  No  N/A

**Remark:** Based on management review, they cooperated with their main suppliers for many years and they got the priority any time.

**Finding(s):**

Nil.

<b>Applicable Score</b>	<b>5</b>	<b>Actual Score</b>	<b>5</b>
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浙江 有限公司  
合格供方名录  
ZJ-D-026

编号	供方名称	负责人	产品名称、规格	类别	备注
1	杭州华联长阳纺织品有限公司	沈宏	绣花加工	面料	供货及时
2	杭州余杭成福线厂	沈耀芬	车缝线, 602, 502	辅料	供货及时
3	杭州创鼎贸易有限公司	陈雪芳	艾帽, 纽扣, 鞋扣	辅料	供货及时
4	嘉兴国松服装有限公司	杨春燕	衣架	辅料	供货及时
5	杭州市裕华纺织丝绸有限公司	黄士洋	化纤布, 棉布	面料	供货及时
6	宏达拉捷(中国)有限公司	吴海臣	拉链	辅料	供货及时
7	宜兴锦华纺织品有限公司	陈霞	面料, 加工	面料	供货及时
8	苏州万美塑胶制品有限公司	张立群	塑胶衣架, 木衣架	辅料	供货及时
9	杭州和洋服饰品有限公司	董国海	打条, 打褶加工	辅料	供货及时
10	嘉兴卓宝服饰有限公司	王宏启	花边	辅料	供货及时
11	宁波新恒纺织有限公司	汪密	花边	辅料	供货及时
12	杭州余杭华金包装有限公司	俞祖华	纸箱	辅料	供货及时
13	苏州万吉丝绸有限公司	TRIS	各种面料产品	面料	供货及时

2021/04/16

**Approved supplier list**

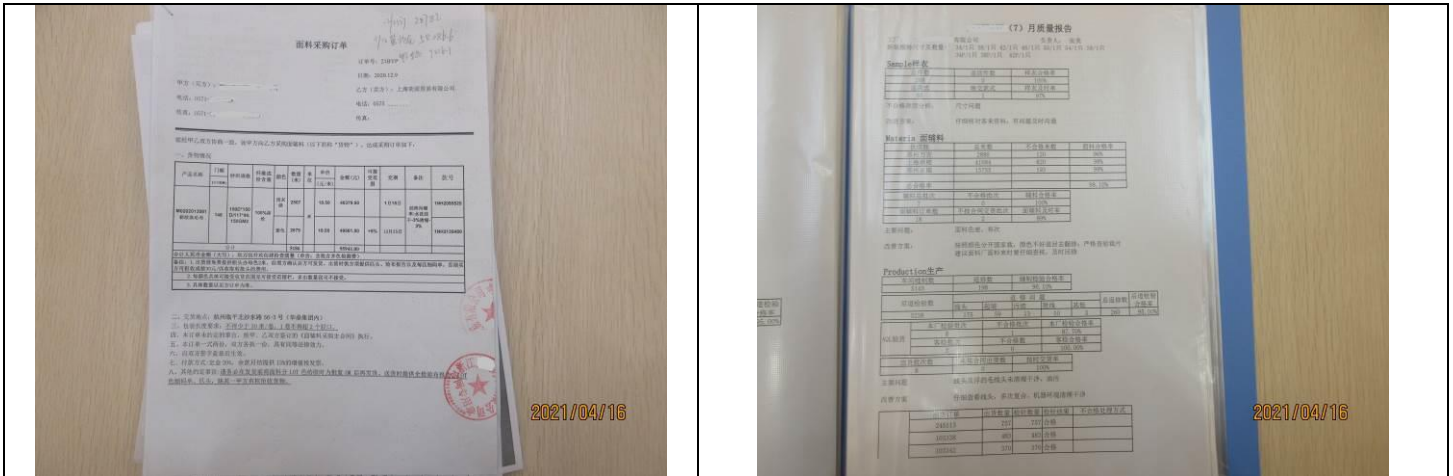
浙江 有限公司  
供方评定记录表(续表)  
注: 序号7/10

序号	供方名称	供方地址	供方电话	供方负责人	供方评价日期	供方评价结果		
						合格	不合格	备注
1	杭州华联长阳纺织品有限公司	浙江 杭州	0571-88888888	沈宏	2021/04/16	合格	合格	
2	杭州余杭成福线厂	浙江 杭州	0571-88888888	沈耀芬	2021/04/16	合格	合格	
3	杭州创鼎贸易有限公司	浙江 杭州	0571-88888888	陈雪芳	2021/04/16	合格	合格	
4	嘉兴国松服装有限公司	浙江 嘉兴	0573-88888888	杨春燕	2021/04/16	合格	合格	
5	杭州市裕华纺织丝绸有限公司	浙江 杭州	0571-88888888	黄士洋	2021/04/16	合格	合格	
6	宏达拉捷(中国)有限公司	浙江 杭州	0571-88888888	吴海臣	2021/04/16	合格	合格	
7	宜兴锦华纺织品有限公司	浙江 宜兴	0510-88888888	陈霞	2021/04/16	合格	合格	
8	苏州万美塑胶制品有限公司	江苏 苏州	0512-88888888	张立群	2021/04/16	合格	合格	
9	杭州和洋服饰品有限公司	浙江 杭州	0571-88888888	董国海	2021/04/16	合格	合格	
10	嘉兴卓宝服饰有限公司	浙江 嘉兴	0573-88888888	王宏启	2021/04/16	合格	合格	
11	宁波新恒纺织有限公司	浙江 宁波	0574-88888888	汪密	2021/04/16	合格	合格	
12	杭州余杭华金包装有限公司	浙江 杭州	0571-88888888	俞祖华	2021/04/16	合格	合格	
13	苏州万吉丝绸有限公司	江苏 苏州	0512-88888888	TRIS	2021/04/16	合格	合格	

2021/04/16

**Supplier assessment record**







Purchasing order

Supplier performance records

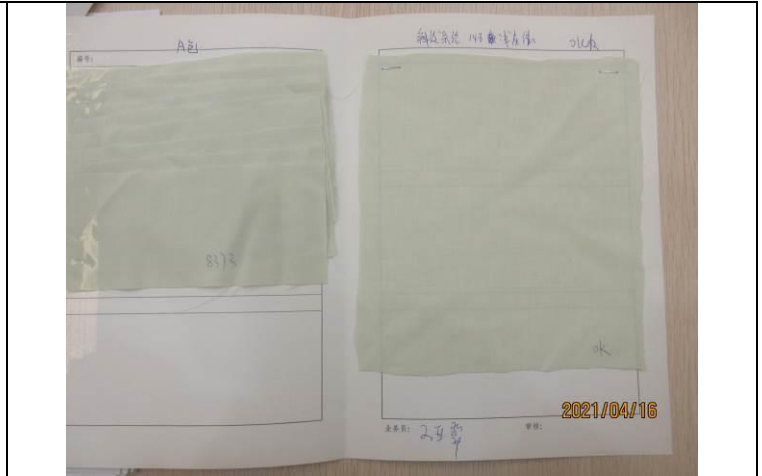
3. Incoming Goods and Material Control	
Question/Checkpoint	Audit result
3.1 Is goods/material stored in a clean, dry environment free from sources of containment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> It was found that some packaging materials were stored under rain shed and tightly against walls which was not an enclosed space which would be risks of contamination such as moisture and pests	
3.2 Are incoming product areas separate from production?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Dedicated incoming material storage area was available.	
3.3 Is there a clean, dry, well-lit area for inspecting incoming goods and material?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Dedicated area for incoming inspection available.	
3.4 Are incoming goods supplied with a manufacturer's warranty, certificate of conformance, certificate of analysis or laboratory certificate? Especially for those materials which the factory could not verify at received condition.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Test report from 3 <sup>rd</sup> party for the fabric was maintained.	
3.5 Is an effective quality control procedure for incoming goods/material fully documented, formalized to a sampling plan, with documented results?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Incoming inspection criteria were established for all type of incoming materials / trims ( ZJXX-C-01-032, A/0). Color swatch and approved trim cards were prepared for reference. Defects sample were also prepared and posted beside the inspection table.	
3.6 For incoming products inspection, do these actions were taken? 1) Reference/sealed sample used during inspection, 2) Accept/rejected criteria clearly defined, 3) Rejected material clearly identified and isolated, 4) Goods checked against purchase order, specification, or approved standards, 5) Proper equipment is used to inspect products.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

<p><b>Remark:</b> Reference sample, DCL, dedicated area for the isolation of defect materials , fabric inspection machine, light box etc. were available</p>	
<p><b>3.7</b> Does factory have an adequate system to ensure that any concessions are properly agreed and authorized?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> As per the factory, no concession would be allowed.</p>	
<p><b>3.8</b> Does factory label incoming products to identify status?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> Based onsite observation, it was found that some packaging materials without clear identification.</p>	
<p><b>3.9</b> Does factory have an effective procedure for warehouse management? Such as FIFO.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> FIFO policy was established. However, it was found that some raw materials &amp; some accessories were not labelled , so that the FIFO policy could not be performed effectively.</p>	
<p><b>3.10</b> Dose the facility ensures that there is an effective process for final disposal of rejected material/components?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> Non-conforming control procedure was established. (ZJXX-E-11, A/0) . According to the procedure, defective materials would be identified, segregated and would be disposed according to reviewing results.</p>	
<p><b>Findings:</b>                      3.1 It was found that some packaging materials were stored under rain shed and tightly against walls which was not an enclosed space which would be risks of contamination such as moisture and pests                      3.8 Based onsite observation, it was found that some packaging materials without clear identification.                      3.9 FIFO procedure established. But it was found that some packaging materials without identification.</p>	
<p><b>Applicable Score</b></p>	<p><b>Actual Score</b></p>
<p><b>10</b></p>	<p><b>7</b></p>
	
<p>Packaging materials stored under rain shed / against walls</p>	<p>Light box/GSM tester/electronic balance for inspection</p>





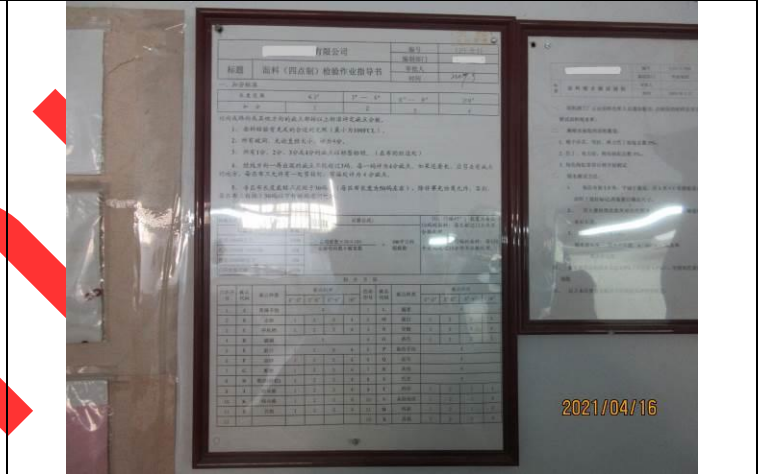
Fabric inspection



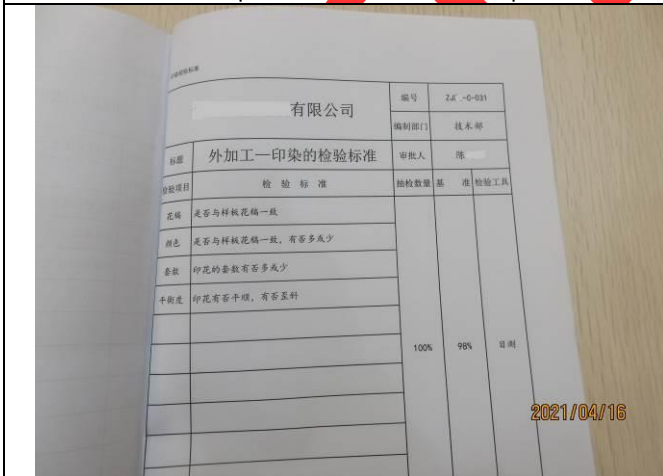
Fabric swatch for the reference of fabric inspection



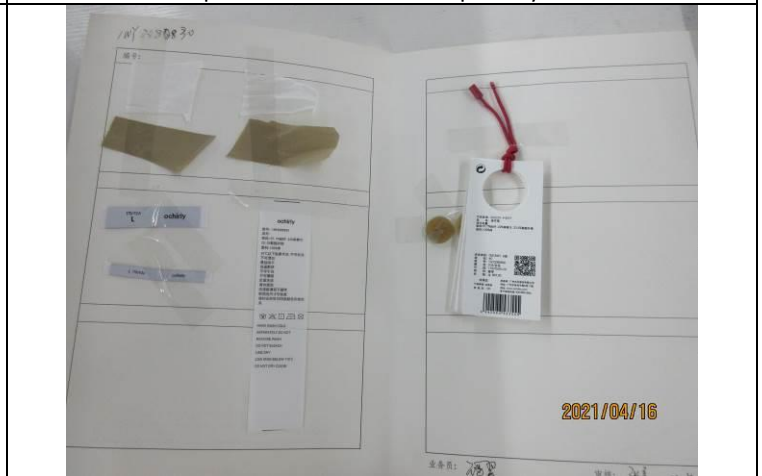
Defects sample for the reference of inspection



Inspection instruction for 4-point system



Inspection instruction for outsourced dyeing



Approved trim cards



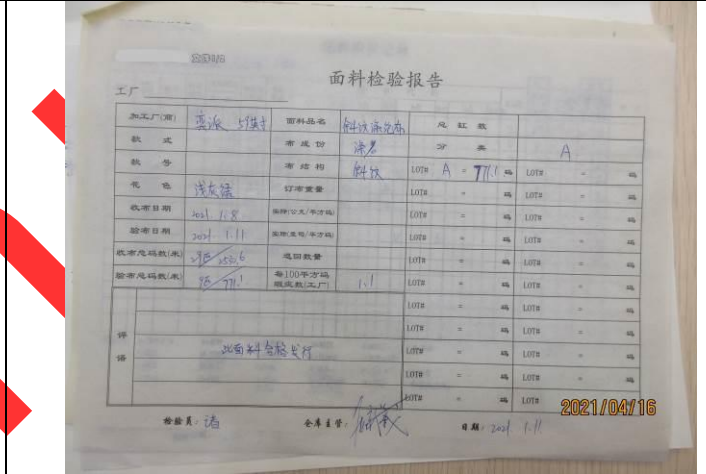
Trims & accessories inspection area



Fabrics waiting for inspection



Dedicated area for the isolation of non-conforming fabrics



Fabric inspection report



4-point system inspection record



Fabric shrinkage test report

**4. Manufacturing Process Control**

Question/Checkpoint	Audit result
---------------------	--------------

4.1 Does factory have documented operation instructions and provide them in workshop?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> WI for different manufacturing process were established and were posted beside the operator for reference.	
4.2 Are operation instructions followed and records evidenced?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Yes. Such as fabric relaxation records, fusing process monitoring and testing reports were maintained.	
4.3 Are visual reference standards or samples used?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Approved first articles were prepared for reference for each process.	
4.4 Are process changes and modifications documented and authorized?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Based on management review, they knew related requirements. Any change must be approved by clients and new samples would be made and approved by clients before change confirming. But there was no formal procedure established for process change control.	
4.5 Is rejected product identified and isolated to prevent its inclusion production?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Dedicated area/containers for the isolation of rejected products was setup such as for cutting panel inspection, end of line inspection and ironing inspection etc.	
4.6 Is a batch identification system used? Does it accompany product to delivery?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Cutting pieces and semi-finished products were all clearly marked for traceability.	
4.7 If rejected product reworked, is it re-inspected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Reworked products would be checked same as other products by end-line QC.	
4.8 Does the factory monitor, control and record all applicable production process parameters?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Process parameters were monitored with records such as fusing process.	
4.9 Are needed test and measurement equipment applied and in good conditions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Light box, metal detector etc. were available. Metal detectors would be calibrated regularly as per defined work instruction and related records were maintained.	
4.10 Does factory have a procedure to control broken needles and sharp tools? Is it performed strictly?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Sharp tools control and needle control procedure established. Related records were maintained. However, during the audit time, it was found that One thread cutter was found not tied to workbench.	
4.11 Is checklist established to identify critical/major points during production?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A

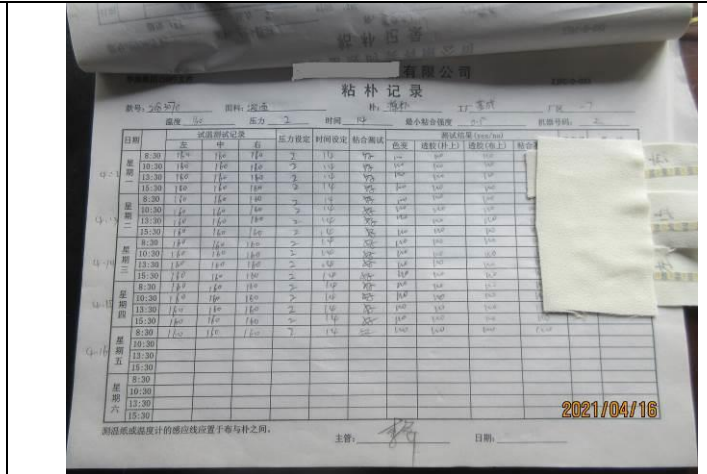


<b>Remark:</b> Production flow chart was established, but Critical/ major points were not marked.	
<b>4.12</b> Does factory have documented procedure to conduct online inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Inspection criteria for final inspection was established (ZJXX-C-024, A/0). All finished goods would be inspected accordingly. Inspection records were maintained.	
<b>4.13</b> Are inspectors trained and qualified to conduct inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Training records together with examination paper for inspectors were provided for review.	
<b>4.14</b> Are there online inspection areas? Well lit, clean and equipped?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Online inspection station was set at the end of sewing line. It was well lit and kept clean.	
<b>4.15</b> Is quality monitored on all relevant production lines?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Dedicated inspector conducted patrol inspection. Sewn parts would be checked 100% at the end of sewing line. Ironed products would be also conducted with 100% inspection.	
<b>4.16</b> Is corrective and preventive action report issued from inline inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Monthly quality data analysis report was available. For main quality issues found, there were corrective/preventive action plan established.	
<b>4.17</b> Do factory train workers and inspectors before new product implementation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Pre-production meeting would be conducted. Inspection department would be present. Key issues raised from pre-production meeting would be communicated with workers and inspectors. Approved sample with comments from pre-production meeting would be displayed for reference.	
<b>4.18</b> Is Maintenance Program established for all machines and equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Machine list and maintenance plan were established. Maintenance was conducted according to established plan and related records were retained.	
<b>4.19</b> Does factory schedule production plan and recorded?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Daily output was recorded for each workshop. But no detailed production plan for each workshop was established.	
<b>Findings:</b> 4.4 Based on management review, they knew related requirements. Any change must be approved by clients and new samples would be made and approved by clients before change confirming. But there was no formal procedure established for process change control. 4.10 Sharp tools control and needle control procedure established. Related records were maintained. However, during the audit time, it was found that One thread cutter was found not tied to workbench. 4.11 Production flow chart was established, but Critical/ major points were not marked. 4.19 Daily output was recorded for each workshop. But no detailed production plan for each workshop was established.	

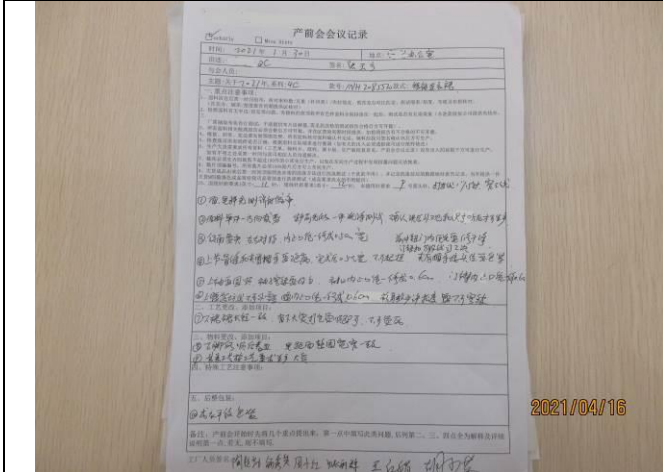
Applicable Score	19	Actual Score	15
 <p>2021/04/16</p>		 <p>2021/04/16</p>	
Cutting instruction with relaxation requirement		Fabric relaxation area	
 <p>2021/04/16</p>		 <p>2021/04/16</p>	
Spreading		Cutting pieces inspection	
 <p>2021/04/16</p>		 <p>2021/04/16</p>	
Non-conforming cutting pieces isolated		Fusing area	



Cutting pieces inspection records



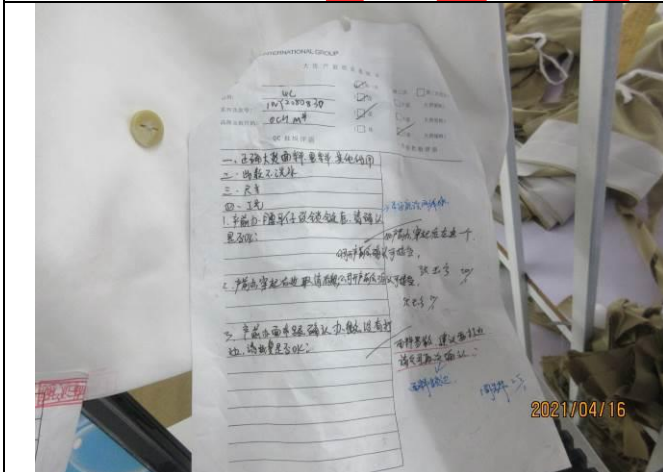
Fusing process monitoring records



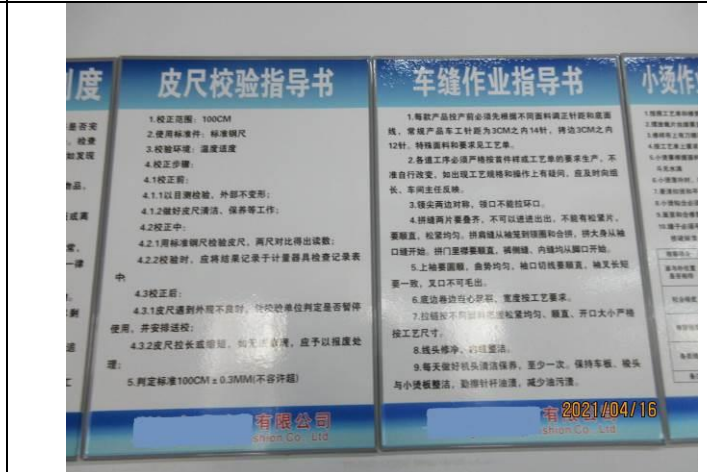
Pre-production meeting records



Approved sample in sewing workshop



Comments with approval signature for the sample



Sewing instruction

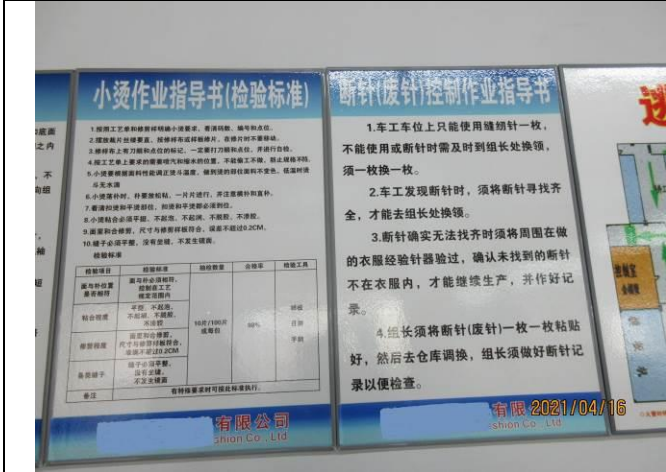




100% end line inspection



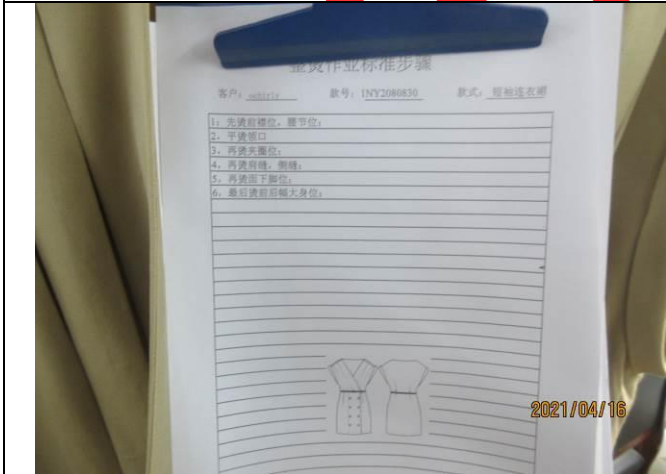
Measuring inspection records



Ironing instruction



Reference sample for ironing



Specification of ironing for special client



Ironing



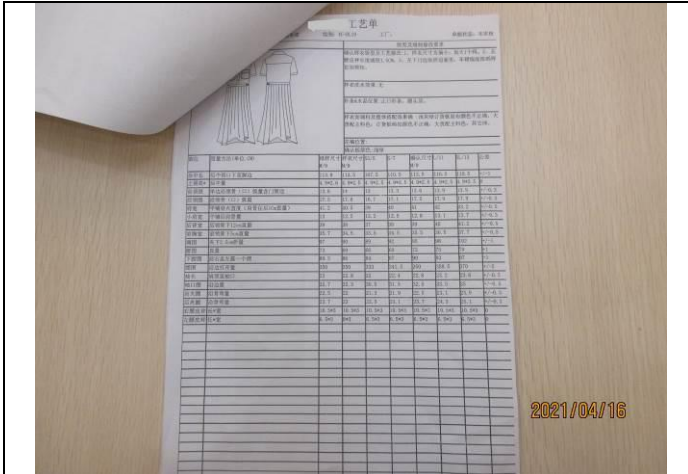
<p><b>5.1</b> Is procedure for final inspection established? Does it include adequate checks on safety and functionality?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> Inspection criteria for final inspection was established (ZJXX-C-024, A/0). All finished goods would be inspected accordingly. Inspection records were maintained.</p>	
<p><b>5.2</b> Does final inspection area have adequate illumination?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> Acceptable</p>	
<p><b>5.3</b> Are sealed samples used for final inspection?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> Sealed samples were prepared for reference.</p>	
<p><b>5.4</b> Are final inspectors trained and qualified?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> Training plan and training records were maintained.</p>	
<p><b>5.5</b> Are inspection equipment for final inspection available, and calibrated?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> Tape, light box, metal detector etc. were prepared. There were all calibrated and related records were maintained.</p>	
<p><b>5.6</b> Are rejected products clearly marked and isolated to prevent mispacking?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> Dedicated area for the isolation of reject product was established.</p>	
<p><b>5.7</b> Does final inspection report use the checklist?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> Final inspection report was established according to inspection instruction. Inspection items were clearly listed.</p>	
<p><b>5.8</b> Are there adequate procedures to ensure customers' requirement for shipping, identification and packing are complied with?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> OQC would be conducted by sales department/trade company or dedicated 3<sup>rd</sup> party before shipping.</p>	
<p><b>5.9</b> Does the factory has warehouse management procedure including label, inspection, storage and delivery?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> Warehouse management rule established.</p>	
<p><b>5.10</b> Does factory implement statistic technical method for monitoring final product quality status periodically?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b>Remark:</b> Monthly quality data analysis report was available. For main quality issues found, there were corrective/preventive action plan established</p>	
<p><b>Findings:</b>  Nil</p>	



Applicable Score	10	Actual Score	10
	<p>2021/04/16</p>		<p>2021/04/16</p>
<p>100% inspection after ironing</p>		<p>Non-conforming products identified and segregated</p>	
	<p>2021/04/16</p>		<p>2021/04/16</p>
<p>Metal detection</p>		<p>Metal detector calibration instruction</p>	
	<p>2021/04/16</p>		<p>2021/04/16</p>
<p>Test piece (Φ1.2mm) with Fe content</p>		<p>Locked cabinet for the isolation of metal detection failure products</p>	

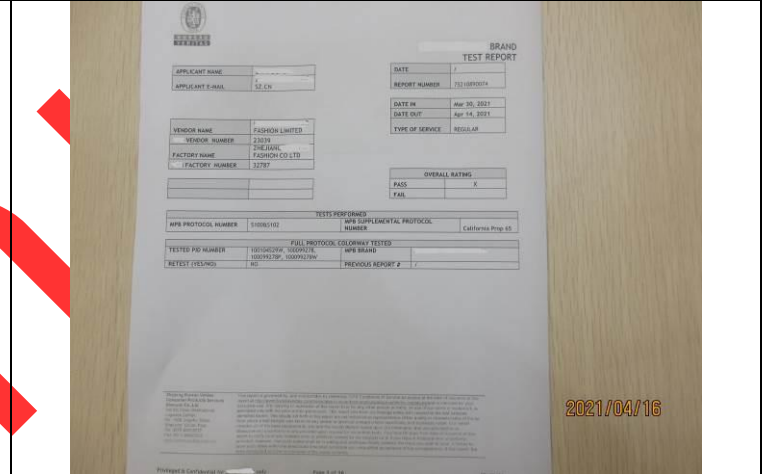






Specification for the products

Measuring data records



Finished products warehouse

Product test report

6. Housekeeping & preparation	
Question/Checkpoint	Audit result
6.1 Is product prevented from damage or contamination? E.g., moldy, moisture etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Packed products would be placed in dehumidifying room to control the moisture content. Dehumidifier was equipped. Moisture in the room was monitored with records.	
6.2 Does factory have contingency plans (i.e., power interruption, labor shortages, key equipment failure) to maintain production?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> No such plan was established before.	
6.3 Is factory clean, tidy and well organized?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Remark:</b> Whole factory kept clean, tidy and well organized.	
6.4 Is there a routine cleaning schedule for premises and equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



**Remark:** Cleaning schedule was established. Whole area kept clean.

6.5 Are procedures established for pest control and records maintained?

Yes  No  N/A

**Remark:** No pest control procedure was established. No mosquito killer lamps were installed in the factory.

**Findings:**

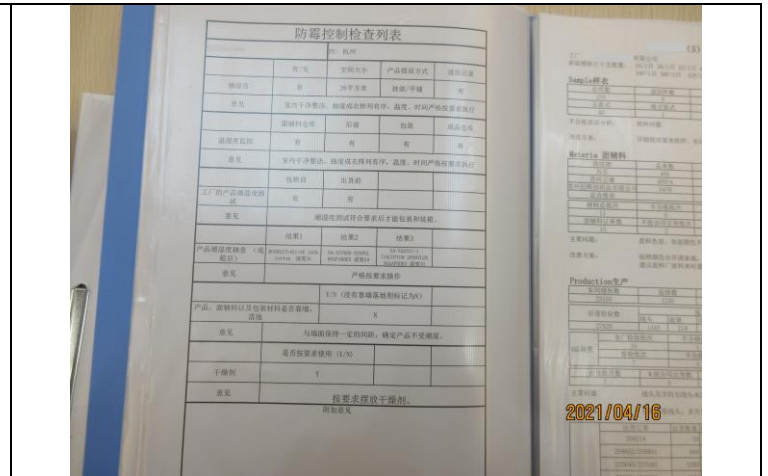
6.2 No such plan was established before.

6.5 No pest control procedure was established. No mosquito killer lamps were installed in the factory.

Applicable Score	5	Actual Score	3
 <p>2021/04/16</p>		 <p>2021/04/16</p>	
Dedicated dehumidifying room		Dehumidifier	
 <p>2021/04/16</p>		 <p>2021/04/16</p>	
Humidity monitoring records		Production area kept clean and tidy	



Mouse trap equipped in warehouse



Mold control checklist

\*\*\*THE END\*\*\*

sample