



FACTORY AUDIT REPORT

A. GENERAL PROFILE	
CLIENT	
FACTORY/SUPPLIER NAME	
FACTORY ADDRESS	
OFFICE ADDRESS	
OFFICE EMAIL AND PHONE	
AUDIT LOCATION	
AUDIT DATE	
AUDIT PERFORM BY	

B. FACTORY PROFILE	
DATE OF ESTABLISHMENT	
OWNERSHIP OF THE FACTORY	
OWN BRANDS	
OWNER OF THE COMPANY	
MANAGER OF SALES DEPARTMENT	
PAYMENT TERMS	
MAIN PRODUCTS	
NUMBER OF TOTAL EMPLOYEE	
HOURS PER SHIFT	
BSCI CERTIFICATE	
NUMBER OF WORKERS ON PRODUCTION LINE	
NUMBER OF ENGINEER	
TOTAL FACTORY AREA	
BUSINESS LICENCE (ATTACHED PHOTO BELOW)	
EXPORT LICENCE (ATTACHED PHOTO BELOW)	
ANUAL TURN OVER	
NEAREST SEAPORT/AIRPORT	

C. PRODUCT OFFER	
MAIN PRODUCTS MANUFACTURED	
PATENS AND COPYRIGHT IF ANY	
SHOW ROOM	
CERTIFICATIONS IF ANY	
PRODUCTION CAPACITY	
MAIN PRODUCTS	
NUMBER OF TOTAL EMPLOYEE	
NUMBER OF WORKERS ON PRODUCTION LINE	
NUMBER OF ENGINEER	
TOTAL FACTORY AREA	
BUSINESS LICENCE (ATTACHED PHOTO BELOW)	
EXPORT LICENCE (ATTACHED PHOTO BELOW)	
ANUAL TURN OVER	
NEAREST SEAPORT/AIRPORT	

D. MAIN OBSERVATIONS	
CLEANNES OF THE FACILITY/OFFICES	
CLEANNES OF WORKSHOP	
CONDITION OF WAREHOUSE	
PHYSICAL ENVIRONMENT THERMAL, ACOUSTIC, LIGHTING, ETC	
PERSONAL PROTECTIVE EQUIPMENT (SHOES, GLOVES, HELMET, ETC)	
WORKERS CONDITION	

E. PHOTOS

F. CONCLUSION				
REVIEW	NEED IMPROVEMENT	ACCEPTABLE	GOOD	EXCELLENT