

	INSPECTION REPORT Factory Audit	Report No. : H-XXXXXXX
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INSPECTION INFORMATION			
Client	XXX		
Factory	XXX		
Factory Address	XXX		
Contact Person	XXX	Telephone	XXX
Mobile Phone	XXX	Fax.	XXX
E-mail	XXX	Web:	XXX
Date of Audit	2013/6/7	Auditor(s)	Mr. Nick Lin
Audit Stage	<input checked="" type="checkbox"/> Initial Audit <input type="checkbox"/> Follow-up Audit <input type="checkbox"/> Re-Audit (Previous report No.: _____)		
Audit Regulation	GWI-PE-TQA-020-HQT		

Participants from the factory:					
Name	Department	Position	Name	Department	Position
XXX	Sales	Sales Director	XXX	Sales	Sales

AUDIT RESULT SUMMARY					
Audit Criteria		Standard Score	Actual Score	Percent	Grade
Part 0	General Information				
Part 1	Infrastructure and production machines	35	26	74%	C
Part 2	Production process control	35	23	66%	C
Part 3	Packing, handling and storage	30	21	70%	C
Part 4	Training, knowledge, skill, and experience	30	13	43%	D
Part 5	Inspection/testing and quality control	40	18	45%	D
Part 6	Documentation of management / records control	30	22	73%	C
Part 7	Managers in High-Level	30	20	67%	C
OVERALL CONCLUSION (GRADE):		D			
Remark:					
	Nil				

Approved by HQTS Supervisor:	
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SPECIAL ATTENTION POINTS			
No.	Problem Description	Ma	Min
1	According to factory's internal program file "xxx finished product inspection control program" 5.1.1, "CR:0, Maj 0.4 Min. 0.65" was required, however, "CR 0, Maj 0.4, Min 1.0" was found on the other work instruction sheet "MID finished product inspection standard"	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Multi-meter(S/N:xxxxxx) was found on SMT room for IPQC checking, however, no calibrated record was found, And Multi-meter(CAL-xxx) was found on work line for IPQC checking, however, the calibrated record was out of date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	One test facility- AOI examines for PCB quality checking was found on factory, however, factory use qc to check PCB quality by visual instead of this test facility, factory claimed that the related qc was sent out for operate training due to software update, they will use it after training was finished.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	No inspection work instruction sheet regarding with Game Sonsole was found on factory, only inspection work instruction sheet for tablet PC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

GENERAL COMMENTS

1	XXX is a private Chinese company, was founded on 2012/4/12, and they had an office mainly for Game Sonsole research and development. And this company shows some items of Game Sonsole that were developed by them, however, no documented quality system was adopted.
2	And product producing was at other location, the factory name was xxx, it seems the sales director, xxx, was familiar with both company XXX and XXX, however, he could not provide any evidence to show the relationship between these two companies. The production was performed in company 2.
3	Factory XXX had set up a documented quality system based on ISO9001, and also based on ISO14000,

FOLLOW UP SUGGESTIONS

	For factory:
1	It was recommended factory to correct their internal work instruction sheet, to make sure all AQL was suitable.
2	It was recommended factory to send their all test facilities to calibrate in time, to make sure their precision.
3	It was recommended factory to provide enough test facilities for PCB quality checking, and also could use them for PCB checking.
4	It was recommended factory to compile related work instruction sheet for Game Console.
	For client:
1	The production was performed in XXX.
2	It was recommended client to add more detail items in PO, such as all technical requirement, and quality responsibility, etc.
3	It was recommended client to place a small order at first.
4	It was recommended client to conduct a During-producing Inspection and Pre-shipment Inspection to make sure the bulk goods was confirmed to client's requirement.

Audit details are as follows:

Part 0 General Information

◆ **Manpower:**

Staff	Total number	Percentage	Staff	Total number	Percentage
Manager	5	1.9%	Technical personnel	25	11.9%
Q.C	30	14%	Workers	130	61.9%
Others	30	14%	Total number of staff	210	-

◆ **Production planning per day:**

☒ One shift: 8 hours / per shift ☐ Two shifts: hours / per shift ☐ Three shifts: hours / per shift

◆ **Production capability:**

Product	History of Production (Year)	History of Export (Year)	Output per Month
MID(tablet PC)	3	3	30Kpcs
Game Console	1	1	10Kpcs

◆ **Production area and workshops:**

☐ Only one production area
☒ Total 2 production area, details:

Location 1: XXX

Location 2: XXX

◆ **Technical capability of designing the product:**

☒ Design the products independently ☐ Design the products jointly ☐ Not design any product

◆ **Technical capability of production:**

☒ Produce the products ☐ Assemble the products ☐ Subcontract the order to other factory

◆ **Main production machines/equipments:**

Machine Name	Numbers	Machine Name	Numbers
Yamaha SMT	4	temperature humidity chamber	1
AOI examines	1		

No.	Check and Audit Points	Grade
Part 1 Infrastructure and Production Machines		
1.1	Is the layout/ buildings of the factory /workshop/warehouse reasonable and benefiting the production?	C
1.2	Do there exist some pollutants like soot, dirt, acid mist and etc. around the factory /workshop /warehouse that affect the production?	B
1.3	Are the workshop/ production lines maintained cleanliness, tidiness and suitable for the production?	B
1.4	Are electronic communicated apparatus such as telephone, fax and other office apparatus such as computer, copycat available in the factory?	B
1.5	Does the factory have adequate kinds/quantities of machines/equipment/fixtures for the production of intended products?	C
1.6	Does the factory maintain the machines/equipment/fixtures regularly to ensure their continuing process capability?	B
1.7	Based on observation on-site, are the machines/equipment/fixtures in a good condition?	B
Part 2 Production Process Control		
2.1	Does the factory adopt a proper way to make on-the-spot workers understand the concrete requirements of orders/ plans and the amendments of production?	B
2.2	Does the factory formulate operating instructions for key working process and issue them to related workstations?	B
2.3	Do the operating instructions correctly stipulate the process parameters, product characteristics and workmanship criteria?	C
2.4	Does the factory adopt adequate ways to monitor and control the suitable parameters and product characteristics on key process?	C
2.5	Base on observation on the spot, do workers operate correctly and meet the requirement in the production process?	C
2.6	Are those raw materials, semi-finished products, finished products in workshop arrayed/stock in good order and carefully protected to avoid confused or damaged?	C
2.7	Does the factory adopt a suitable way such as marking, labeling and etc. to identify the raw materials/semi-finished products/finish products to avoid confusion?	C
2.8	Does the factory adopt a suitable way such as marking, labeling and etc. to identify the raw materials/semi-finished products/finish products/samples for specified client to avoid it confusion with other clients?	C
Part 3 Packing, Handling and Storage		
3.1	Does the factory use adequate method/material to pack the products to ensure conformance with specified requirements?	C
3.2	Does the factory use proper methods/containers/utensils for handling and delivery of product to prevent damage or deterioration?	B
3.3	Are the warehouses keeping clean, bulk goods piled up suitably?	B
3.4	Does the factory adopt appropriate methods to prevent the stored goods from improper pressing, crashing, sun burning, leaking, mildewing or insects bite?	C
3.5	Does the factory adopt a suitable way such as making, labeling, and etc. to identify stored goods especially for specified client's goods to avoid confusion?	B
3.6	Does an appropriate system or methods for controlling receipt and dispatching from stock area exist in the factory?	C
Part 4 Training, Knowledge, Skill, and Experience		
4.1	Does the factory exist and implement training procedures / plans to train personnel performing activities affecting quality?	C
4.2	Base on observation or exam on-spot, are those workers well-trained and skillful for the assigned work?	D

Scoring: A=Outstanding=5 B=Good = 4 C=Acceptable =3 D=Below requirement=1 E=Absent or Not-available =0
N= Not Applicable (Not be scored)

No.	Check and Audit Points	Grade
4.3	Are the workers with good attitude regarding to production, quality requirements, inspections and re-work action?	C
4.4	Has the factory ever provided enough courses of product standard and inspection/testing to the Q.C/inspectors?	D
4.5	Base on observation or exam on-spot , does those Q.C/inspectors have suitable knowledge/ ability/ skill to meet the requirements for their assigned work?	D
4.6	Are the leader of Q.C department, managers of workshop with good attitude regarding to the 2 nd and 3 rd part's inspection or audit?	B
Part 5 Inspection / Testing and Quality Control		
5.1	Does the factory carry out receiving inspection/testing process when receiving or before using the purchased materials and subcontracted product?	C
5.2	Does the factory set up adequate number of inspect/testing stations on suitable process of production to ensure that the quality of product conformed to the specified requirement before being released?	C
5.3	Does the factory designate an adequate number of inspectors to perform the in-process inspection and testing?	C
5.4	Does the factory carry out the final inspection for all batches of products in accordance with the final inspection standard?	C
5.5	Does the factory formulate the final-inspection standard for all products? Are all related parameters/characteristic/criteria and inspection methods stipulated on the standard?	D
5.6	Does the factory ensure that only when the result of final inspection meet specified requirement or standard, the product can be released?	C
5.7	Does the factory equipped with adequate types and quantities of inspection and testing equipments/ apparatus for final inspection?	D
5.8	Are the inspection/ measuring and test equipments used for final-inspection calibrated and well maintained?	D
5.9	When finding nonconforming product, does the factory identify and segregate them immediately?	C
5.10	Does the factory carry out re-inspection/testing for all reworked and repaired products?	C
Part 6 Documentation of Management / Records Control		
6.1	Does the factory have document such as management manual to describe the quality management	B
6.2	Dose the factory has document to define the responsibility, authority of the personnel who manage, perform and verify work affecting quality?	B
6.3	Does the factory has established and documented min management procedures which affecting quality strictly?	B
6.4	Does the factory have procedure for collecting, filling, storage, maintenance and etc of product quality records?	B
6.5	Does the factory preserve related quality records (especially final inspection records, calibration of testing equipment records) in an adequate period?	C
6.6	Are the data and information recorded in those quality records clear, integrated, veracious and signed by related recorder?	C
Part 7 Managers in High-Level		
7.1	What about the knowledge, experience and ability of the managers in high-level	C
7.2	What is the attitude of the managers in high-level for client's requirement, inspection, quality, nonconforming product and corrective action?	B
7.3	What is the attitude of the managers in high-level for this audit?	B
7.4	Does the factory respond the customer's complaint in time and deal with it correctly?	C
7.5	When problems on trade appear, is the factory willing to undertake their relevant responsibility?	C
7.6	When the customers require compensation, is the factory willing to indemnify the client's lost?	C

Scoring: A=Outstanding=5 B=Good = 4 C=Acceptable =3 D=Below requirement=1 E=Absent or Not-available =0
N= Not Applicable (Not be scored)

PHOTO ATTACHMENT

1 Factory office



1 Office view 1



2 Office view 2



3 Office view 3



4 Office view 4

2 License and certificate



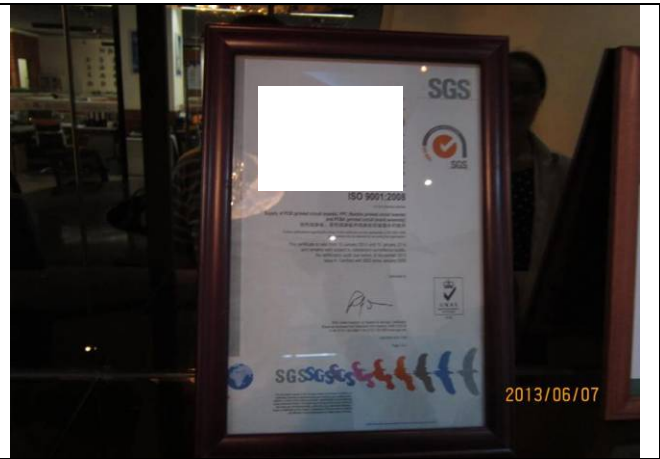
1 Business license



2 tax registration certificate



3 Organization Code Certificate



4 ISO9001 Certificate of registration



5 ISO1400 Certificate of registration 1



6 ISO1400 Certificate of registration 2

03 Warehouse



1 Warehouse office 1



2 Warehouse office 2



3 Raw material warehouse

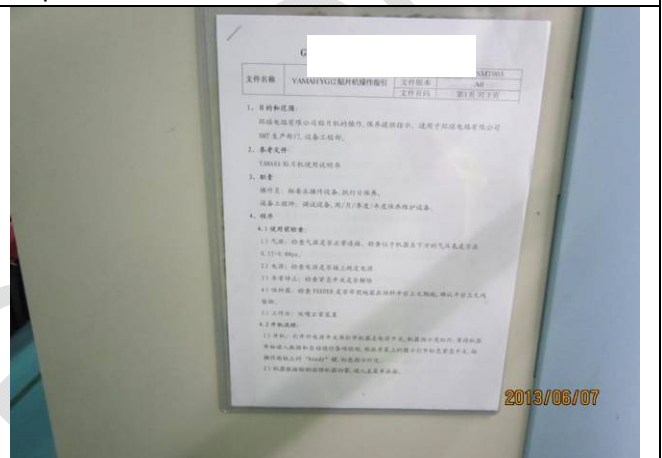


4 Finished product warehouse

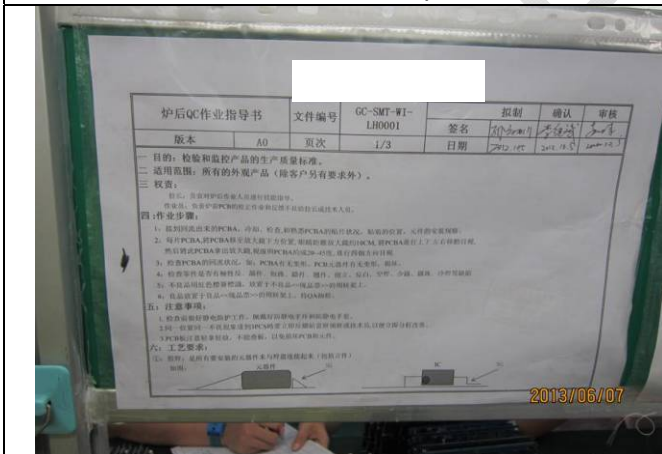
04 Workshop



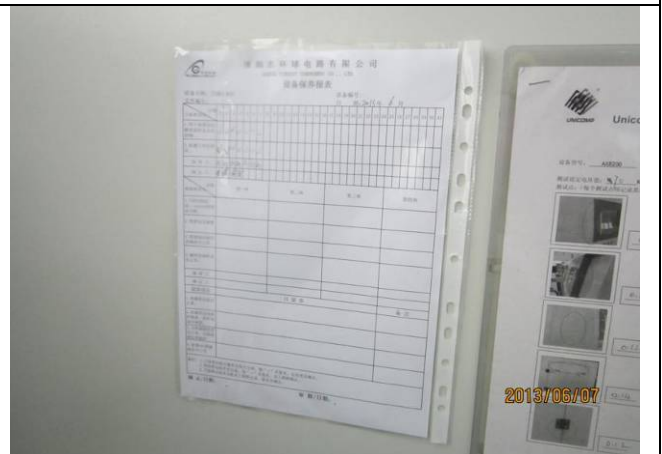
1 SMT workshop 1



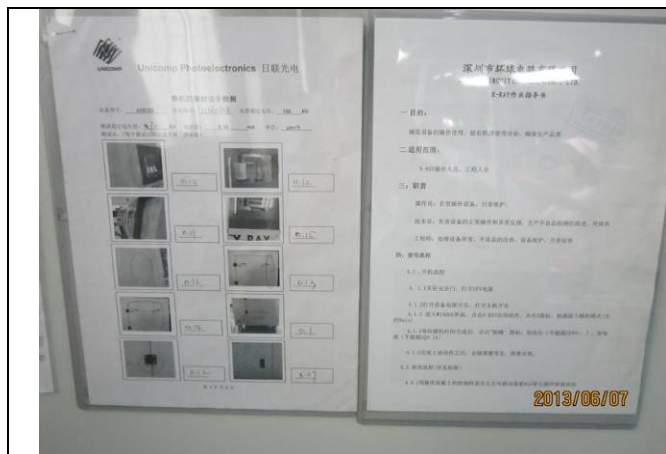
2 Work instruction for SMT machine 1



3 Work instruction for SMT machine 2



4 Work instruction for SMT machine 3



5 Work instruction for SMT machine 4



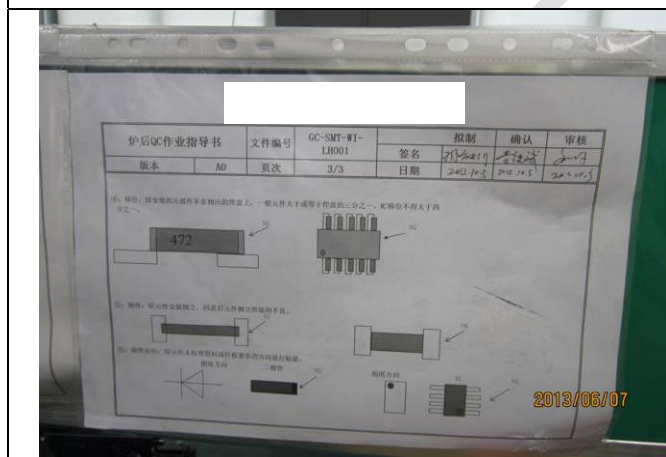
6 Work instruction for SMT machine 5



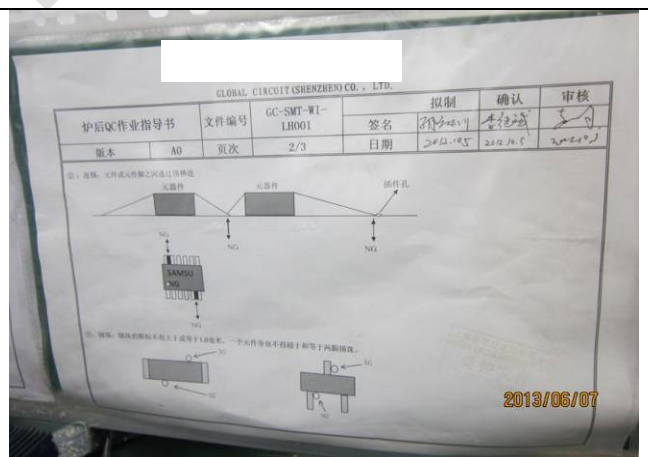
7 Work instruction for SMT machine 6



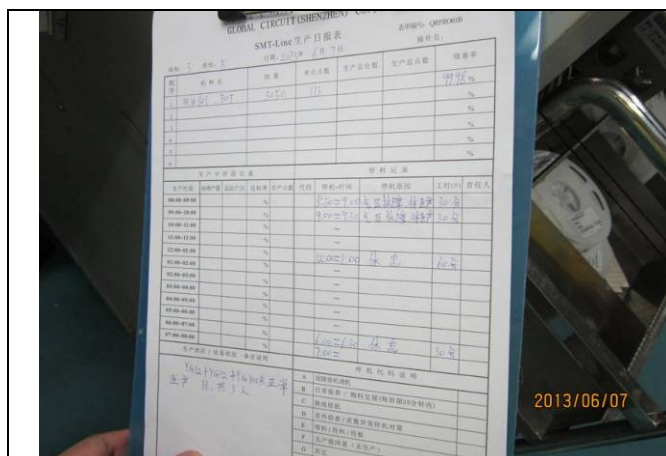
8 Work instruction for SMT machine 7



9 Work instruction for SMT machine 8



10 Work instruction for SMT machine 9



11 Daily producing record



12 SMT daily maintain record



13 Workline 1



14 Workline 2



15 Workline 3

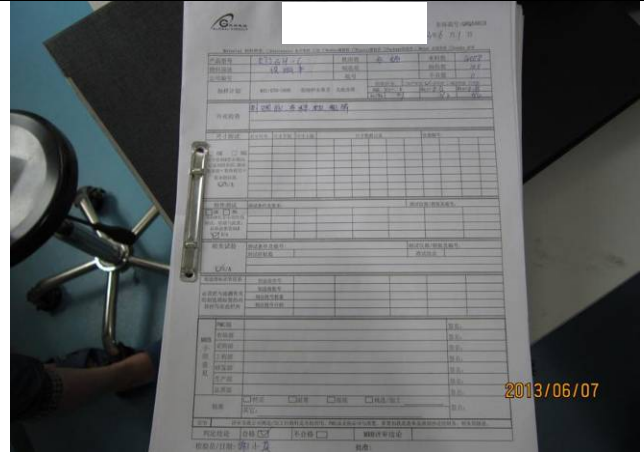


16 Packing

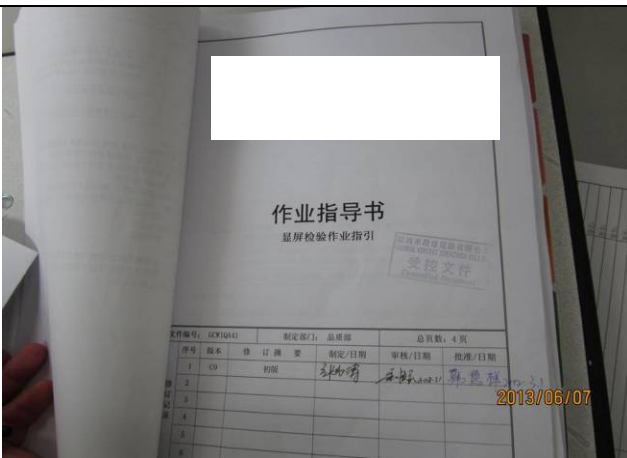
05 QC



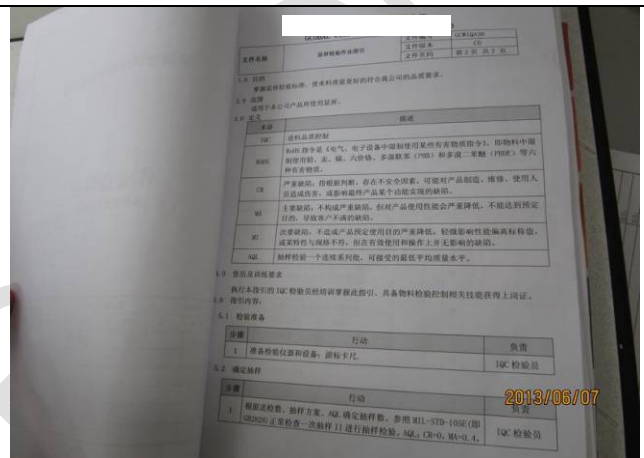
1 IQC



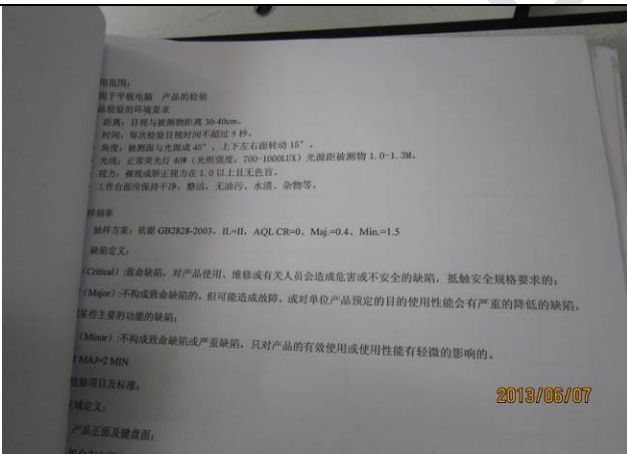
2 IQC record



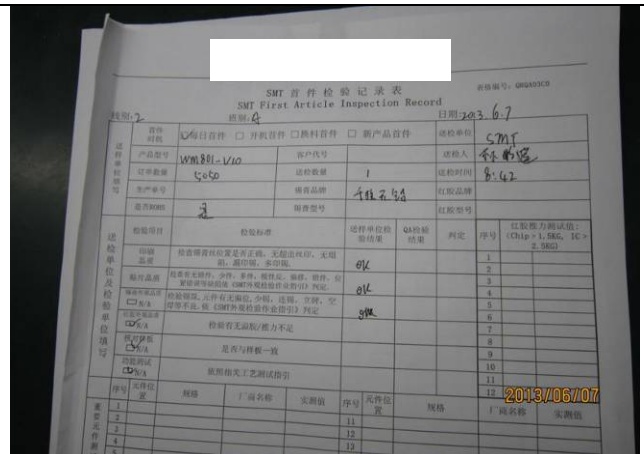
3 Work instruction for IQC 1



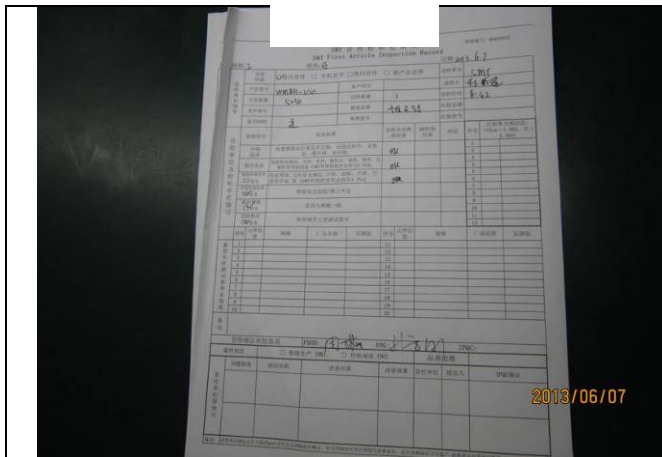
4 Work instruction for IQC 2



5 Work instruction for IQC 3



6 SMT first article inspection record 1

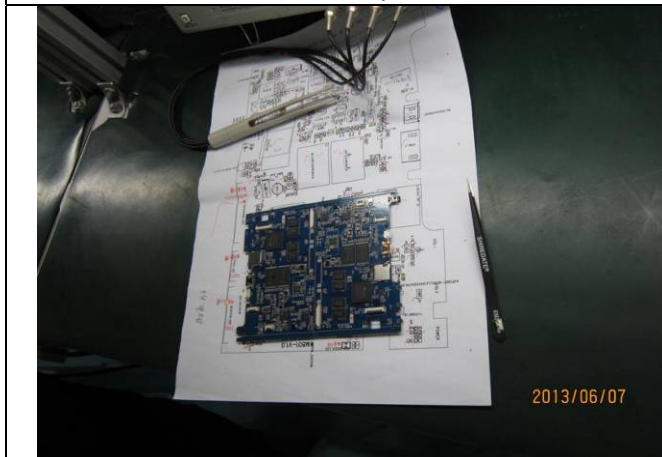


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7 SMT first article inspection record 2



8 SMT first article inspection record 3



9 SMT first article inspection record 4



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10 IPQC daily record 1



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11 IPQC daily record 2



12 FQC 1



13 FQC 2



14 Test facility for outside QC



15 temperature humidity chamber



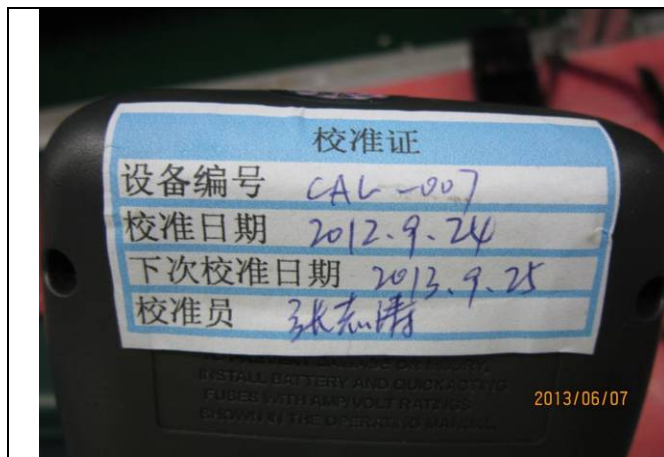
16 Test facility 1



17 Test facility 2



18 Test facility 3



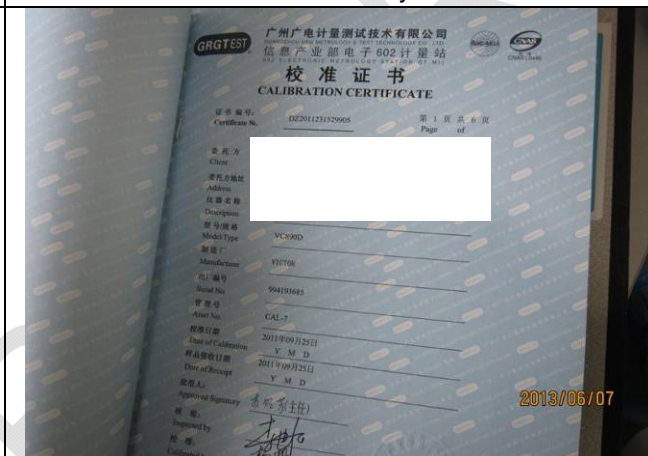
19 Test facility 4



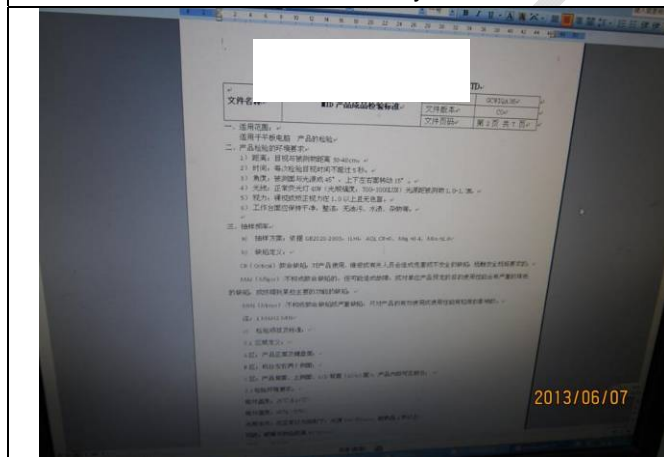
20 Test facility 5



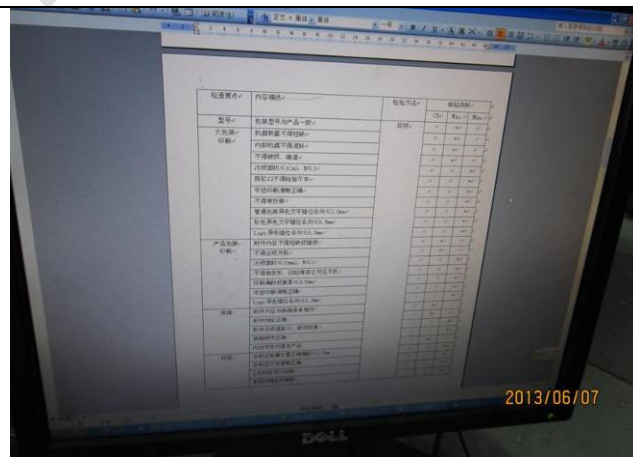
21 Test facility 6



22 Out of date calibrated record



23 Finished product inspection work instruction for table PC



24 Finished product inspection work instruction for table PC

