


Factory Audit (Report No.NB1112-0206)	
Audit Date: Dec.19.2011	Audited By: Alex Chen
Arrival Time: 13:30	Leaving Time: 17:30
<input type="checkbox"/> Initial Audit	<input checked="" type="checkbox"/> Follow - Up Audit

I. GENERAL SUPPLIER PROFILE		
Company Name: Long Xing international Inc. professional pen manufacture		
Address: 10.Pengxi RD, Penglang Town, Kunshan, Jiangsu, China		
Tel: 512-57617620 Fax: 512-57617399		
Contact & Title: Angela Lee / Vice general manager Email Address: LSAL7613@pub.sz.jsinfo.net Web: http://www.lungsal.com		
Type of Ownership: State Corporation <input type="checkbox"/> Privately Owned <input checked="" type="checkbox"/> Joint-Venture <input type="checkbox"/>		
Years in Business: 1997	Annual USD Turnover: 1,350,000	Annual Prod. Capacity: 2,500,000
Range of Products: Metal pall pen	Materials Used: Metal	
Primary Export Markets: USA, Europe	Primary Customers: BIC	
% Open vs. OEM Items: 20% 80%	Available Catalogs? <i>(If yes, please collect 2 complete sets)</i>	
Do they exhibit at any trade shows? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, which ones? PPAI	Do they have any agents in USA / EU? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please advise names and country:	
<u>Personnel met during the audit</u> Vice general manager: Angela Lee Factory Manager: Zhi Xiao Qing General Manager: Q.A. / Q.C. Manager: Xin Feng Marketing Manager: Frank Production Manager: Zhou Chang Mei Engineering Manager:		

Is the factory ISO _____ certified? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Certification Lab Name:		Certification Date:
II. GENERAL FACTORY FACILITIES		
Small-Sized <input checked="" type="checkbox"/>	Medium-Sized <input type="checkbox"/>	Large-Sized <input type="checkbox"/>
Total Factory Area (sq m): 22000 m ²		
# of Buildings: 1	# of Floors per Building: 3	
# of Workers in Low Season: 35	# Workers in High Season: 50	
# of Employees per Section During:		
(1) Audit:	(5) Quality control: 7	
(2) Clerk/Management: 5	(6) Packing: 3	
(3) Cutting:	(7) Technical/Engineering: 3	
(4) Production: 27	(8) Other :	
Prototyping and/or Sample-Making Department: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
# of Workers: 2	# of Designers: 2	Sample Capacity/Mth: 10
R&D Department: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Number of Engineers: 2		Types of Software: CAD , Photoshop
In-House Tooling/Mold-Making Department: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
# of Workers: 1		
<u>Type of Machines</u>	<u>Qty</u>	<u>Origin</u>
Lathe:	1	China
Milling M/C:	1	China
Drilling M/C:	1	China
Raw Material Country(s) of Origin: Cixi city , Wuxi city		
Any Subcontracting: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<u>Sub-Contracted Parts</u>	<u>Purchase Lead Time</u>	<u>Origin of Part</u>
Vendor Level of Relationship With Sub-Contractor:		

PRODUCTION MACHINERY DESCRIPTION

<u>Type</u>	<u>Qty (Set.)</u>	<u>Country Where Built</u>
Polishing machine	4	Taiwan
Auto lathe	20	Taiwan
Printing machine	10	Taiwan
Cutting machine	3	Taiwan
Auto Spraying line	1	Taiwan
Drying oven	4	Taiwan
Hand press	20	Taiwan
Auto press	3	Taiwan

Equipment Age: New Used How Old: 10 Years

of Production Lines: 5

of Workers Per Production Line: 8-15

of Prod Line QC Supervisors: 0-1

DAILY PROD CAPACITY

<u>Item description</u>	<u>Daily Capacity</u>
Y207	15000
Embroidery Capacity:	Cut & Sew Capacity:
Silkscreen Printing Capacity: 15000	Finished Product Capacity: 15000
Others:	

A. DETAILS OF FACILITIES

1.	Is the plant layout generally acceptable to manufacture the BIC / NORWOOD item:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
{2}	Does factory have adequate capability to manufacture BIC / NORWOOD without sub-contracting major production work outside?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
{3}	Is there sufficient space/room available to store raw materials, packaging, semi-finished components and finished, polybagged products in master cartons?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4	Are all passages, emergency exits clear?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
5	Is there an appropriate area assigned for client's approved inspection company to conduct pre-shipment inspections?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
6.	Is the manufacturing equipment properly maintained:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
7	Are maintenance records of machines and equipment documented?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No

8.	Does the factory have a maintenance repair team for equipment:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No										
{9}	Machines/equipment/fixtures suitable to produce the item:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No										
10.	Is steel tooling storage room clean with adequate security:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No										
11	Does factory have appropriate communication equipment? Including internet, fax and phone utilities.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No										
Facilities Rating (11 is best):		1	2	3	4	5	6	7	8	9	10	11
											*	
错误！未指定书签。Item #	Remarks											
错误！未指定书签。 B. DETAILS OF SAFETY AND QUALITY CONTROL												
1.	Is factory implementing a formal internal quality control procedure for production and has document supported.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No										
2.	Is there adequate Q.C. supervision covered on shifts?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No										
3.	Is there an employee training program for all QC with traceable documented training record?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No										
4.	Are factory's quality control personnel certified before they perform their job duty as outlined in the quality manual?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No										
5.	Is there a Q.C. manager or personnel in supervisory level to head the Q.C. team and is he/she experienced?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No										
6.	Is there regular quality performance review?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No										
7.	Are the QC in-line samples and instructions clearly labeled and clear to read:	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No										
8.	Does the Q.C. team exhibit a strong sense of quality control ownership:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No										

9.	Does the factory use up-to-date international QC standards? Standard used: ANSI/ASQCZ1.4 Level II Critical 0 , Major 2.5 , Minor 4.0	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No															
10.	Are the factory internal QC reports clear and comprehensive:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No															
11.	Is the sampling size for internal inspection and testing adequate?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No															
12.	Does Q.C. staff have adequate knowledge and expertise of BIC / Norwood requirements, and standards?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No															
13.	Is vendor aware of applicable US, Canada and EU safety standards? If yes, detail the standards they follow: (Per customer's requirement)	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No															
14.	Does factory inform its sub-contractors and suppliers of the applicable, required to its line of business: Per customer's requirement	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No															
15.	Does factory inform its sub-contractors and suppliers of the applicable, required US / EU standards: Describe how factory enforces:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No															
16.	Does factory have its own in-house testing dept: If yes, describe facility: writing length testing equipment	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No															
QC Rating (16 is best):		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
															x		
错误！未指定书签。 Item #	Remarks																
	None																
错误！未指定书签。 C. INCOMING MATERIALS QUALITY CONTROL																	
1.	Is there a documented supplier certification process in place and under control?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No															
2.	Are incoming and outgoing raw materials properly registered and recorded?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No															
3.	Are incoming raw material deliveries properly inventoried and inspected:	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No															
4.	Are there adequate inspection instructions and guide lines given to inspectors?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No															
{5}	Is the inspection sampling size adequate and does the quality of raw	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No															

materials, components meet all requirements?										
6.	Are there traceable inspection records?							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
{7}	Are raw materials properly labeled, stored, and traceable:							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
{8}	Are raw materials inventoried in secure storerooms to avoid theft, loss, and any deterioration of quality:							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
9.	Are all inspection instructions and requirements readily available to all inspectors and inspection supervisors:							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
		1	2	3	4	5	6	7	8	9
Incoming Inspection Rating (9 is best):								x		
错误！未指定书签。 Item #	Remarks									
	None									
错误！未指定书签。 D. IN-PROCESS QUALITY CONTROL										
1.	Are pilot run quality samples carefully reviewed by engineers and quality staff to ensure that all safety and quality requirements are being met:							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
2.	Are specifications attached to each working machine for reference?							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
3.	Is number of inspection staff adequate for the production volume:							<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No		
4.	Are there routine Q.C. patrol checks on semi-finished products/part?							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
5.	Are the Q.C. patrol check intervals adequate and effective?							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
{6}	Does factory effectively identify and separate rejected lots from accepted ones:							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
7.	Does the factory have a corrective action system for rejected lots:							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
{8}	Is the inspection criteria and/or instructions for the inspectors clearly legible and easy to follow:							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
{9}	Are the approved samples clearly visible on each production line and clearly							<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		

labeled:										
10. Are the inspectors from an outside inspection agency or do they work for the factory:										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
In-Process Inspection Rating (10 is best):										
	1	2	3	4	5	6	7	8	9	10
									x	
错误！未指定书签。Item #	Remarks									
	None									
错误！未指定书签。E. FINAL INSPECTION										
1. Does factory thoroughly brief the inspectors on the customer's requirements prior to the inspection taking place:										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
2. Are there adequate, clear written criteria or instructions available for inspectors to follow regarding inspections?										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
{3} Does factory have comprehensive and official internal inspection reports that filled out, documented, and reviewed by QC supervisory staff:										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
{4} Do records show rejected lots are well identified and segregated from acceptable lots for re-worked?										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
{5} Are there adequate approved samples of design, color attached to all work stations to let inspectors or workers cross check the products to meet requirements and standards?										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
6. Is the sampling size of products for final inspection adequate enough to meet client's standards?										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
{7} Does factory perform 100% check on function with appropriate set up?										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
8. Are customer drawings and engineering specifications readily available for quality control and review purposes during inspection:										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
9. Does factory understand its responsibility to conduct internal tests during and after production to verify product quality standards and execution:										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
10. Are the testing equipment calibrated according to schedules with records and tags attached?										<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
11. Is factory orderly and systematic in its inspection procedures and maintains a										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

proper inspection flow to efficiently log defects and catch potential issues:													
12.	Does factory have an effective corrective action plan during and after final inspection results:										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
Final Inspection Rating (12 is best):		1	2	3	4	5	6	7	8	9	10	11	12
												x	
错误！未指定书签。 Item #		Remarks											
		None											
F. PACKAGING													
{1}	Is the packaging area clean, organized, and with proper lighting:										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
{2}	Are there adequate safeguards to prevent another company's products from being packed into BIC / Norwood master cartons:										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
{3}	Are there adequate controls to prevent any defective or rejected product from being mistakenly packed with approved product:										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
{4}	Is semi-finished product effectively separated from finished product so there can be no mix-up of items prior to packaging:										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
{5}	Are non-conforming products rejected internally by factory absolutely segregated from the packaging area?										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
6.	Are products cleaned before packing?										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
{7}	[Not applicable] Does factory have a metal detector for items such as soft goods to detect if sewing needles or sharp metal items have been mistakenly inserted: (Only applicable to merchandise with no metal components)										<input type="checkbox"/> Yes / <input type="checkbox"/> No		
{8}	[Not applicable] Is product packed into bulk polybags and then into master cartons immediately after passing through the metal detector:										<input type="checkbox"/> Yes / <input type="checkbox"/> No		
9.	Is approved finished product packed immediately into polybags in order to avoid getting dusty and dirty? If not, is it properly stored in a secure place:										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
{10}	Are sharp tools absolutely restricted to be used in the packaging area? If unavoidable, is control satisfactory?										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
11.	Is the method of product count into master carton accurate? If not, is the current procedure acceptable to avoid the possibility of product shortage?										<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		
12.	Are master cartons sealed with adhesive tape immediately after packing:										<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No		

13.	Are packed master cartons stored in a covered and dr y area to protect from climate and weather damage:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
14.	Are master cartons identified with customer markings in an clean and clear appearance:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
15.	Are master cartons put on pallets?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
16.	Are master cartons stacked in good condition?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
17.	Are warehouses locked?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

Packaging Rating (17 is best):	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
													x				

Item #	Remarks
	None

错误！未指定书签。 G. NON-CONFORMING MATERIALS CONTROL

{1}	Are non-conforming materials properly separated from co nforming goods at all stages of production:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
{2}	Are non-conforming materials clearly marked and labeled:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
3.	Are proper records maintained to show the status of n on-conforming materials:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4	Is there a written policy to control non-conforming materials?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
5	Is the scrapping procedure efficient and satisfacto ry?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
6	Are there records of scrapped components or products?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No

Non-Conforming Goods Rating (6 is best):	1	2	3	4	5	6
				x		

错误！未指定	Remarks
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书签。Item #									
	None								
错误！未指定书签。H. COMMUNICATION, DOCUMENTATION, AND WORK FLOW CONTROL									
1.	Does factory management and staff speak and read English to a level that will allow for effective and efficient communication with BIC APP / Norwood staff:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
2.	Are roles and responsibilities of factory staff clearly defined so there is little if any opportunity for communication breakdowns to occur:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
3.	Does factory honor and adhere to customers? COC (Code Of Conduct) and guideline principles and keep all customer product information confidential:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
4.	Are in-line, final inspection reports kept in master files?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
5.	In case of authorized subcontracting, does factory provide adequate supervision and guidance to ensure compliance with client's standards?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
6.	Are there any internal inspection reports on components/parts provided by sub-contractors?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No							
{7}	Does factory have very clear policy within its departments to delegate authority to stop production if the products are out of client's specification?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
{8}	Does factory understand that all technical information relating to client's projects is confidential and the confidentiality is to be maintained?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
Communication/Documentation/& Work Flow Rating (8 is best):		1	2	3	4	5	6	7	8
								x	
错误！未指定书签。Item #	Remarks								
	None								
错误！未指定书签。I. CONTROL OF SHARP TOOLS (MUST PASS ALL) (For toys and child products only) [Not applicable]									
{1}	Are sharp tools attached/tied to the working benches:	<input type="checkbox"/> Yes / <input type="checkbox"/> No							
{2}	Does factory use a one-piece sharp tool for trimming process (?break-away? blades are not acceptable):	<input type="checkbox"/> Yes / <input type="checkbox"/> No							
{3}	Is the distribution of sharp tools controlled by a single person and properly	<input type="checkbox"/> Yes / <input type="checkbox"/> No							

logged when distributed to workers:									
{4}	Is there a record book to register the issuance and return of the total number of sharp tools (even if they are broken) at the end of the working day:	<input type="checkbox"/> Yes / <input type="checkbox"/> No							
{5}	Is there a formal procedure to investigate the cause of missing sharp tools in any production procedure with effective corrective actions:	<input type="checkbox"/> Yes / <input type="checkbox"/> No							
{6}	[If applicable] Is the metal detector checked <u>every hour</u> to ensure its sensitivity and operation is normal and such conditions will be recorded on the log book?	<input type="checkbox"/> Yes / <input type="checkbox"/> No							
{7}	If product is not passed through a metal detector, are there other measures the factory takes to ensure that no sharp tools are packed with product: N/A	<input type="checkbox"/> Yes / <input type="checkbox"/> No							
{8}	Can factory give good supporting reasons if any sharp tools are allowed to be used in the packing area? If yes, how do they guarantee there is no chance for the sharp tools to be packed into the master cartons with product:	<input type="checkbox"/> Yes / <input type="checkbox"/> No							
Sharp Tool		1	2	3	4	5	6	7	8
Rating (8 is best):									
错误！未指定书签。 Item #	Remarks								
错误！未指定书签。 J. CLEANLINESS									
1.	Are the factory floors and surrounding areas clean and free of garbage, contamination, and scraped debris:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
2.	Are packing, storage, production areas, and assembly lines clean and orderly:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
3.	Are production areas, assembly lines, and packaging areas free of insect infestation, rodents, and other pests:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
4.	Is any pest control used and records maintained?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No							
5.	Are regularly scheduled pest elimination services provided by a professional service or handled in-house, and are proper records kept:	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No							
6.	Is there daily floor mopping / cleaning scheduled for the production, assembly, packaging areas?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
7.	Are the work in process, finished goods, and polybagged products free of dust and any contamination:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							
8.	Is the packaging area tidy, clean, and free of contamination?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No							

9.	Are there filters or screens on all windows in the packaging areas to prevent contamination of product:	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No																																		
10.	Are trays and cartons used for storing semi-finished and finished product clean and stored off the ground to keep clean and tidy:	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No																																		
11.	Is there a washroom facility for workers to wash hands prior to entering the production, assembly, and packaging areas:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No																																		
12.	Does factory packaging and other clean areas have a shoe rack near entrance for workers to place shoes onto for changing into factory-provided shoes:	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No																																		
13.	Do employees wear effective hair covering, disposable gloves and protective clothing such as smocks and overcoats:	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No																																		
{14}	Are food items, drinks, and chewing gum prohibited in the production, assembly, and packaging areas:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No																																		
{15}	Is tobacco prohibited in production, assembly, and packaging areas and are there signs posted notifying the workforce:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No																																		
16.	Are entrance doorways kept closed. Are vertical plastic strips attached to keep out dust and contaminants:	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No																																		
17.	Does factory have a procedure in the event of glass breakage in any production floor area:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No																																		
Cleanliness Rating (17 is best):		<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>x</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17										x							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17																				
									x																											
Item #	Remarks																																			
	None																																			
错误！未指定书签。 K. SPRAY PAINTING / HAND-DECO / TAMPO-PRINTING CONTROL																																				
1.	Is the spray booth layout well-organized, clear , and has proper and sufficient lighting:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No																																		
2.	Are the hand-deco areas clean, well-organized, and proper and sufficient lighting:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No																																		
3.	Is there any training program for workers and is it adequate?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No																																		
4.	Are approval samples and parts attached to each workstation for worker's	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No																																		

reference:											
5.	Are the inspection intervals adequate?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
6.	Are inspection reports written?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
7.	Is there an effective system of deco standard sampling and deco instruction sheets effectively communicating the deco steps at each station:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
8.	Is the deco touch-up and rework area clean, tidy, and are there sufficient QC inspectors controlling the area:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
9.	Are painted parts properly stored and kept off the floor to prevent from getting dirty and dusty:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
10.	Is there sufficient inspection of sprayed or hand-deco parts and components prior to assembly:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
{11}	Is the ventilation system adequate?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
Spray and Hand-Deco Rating (11 is best):											11
											10
											9
											8
											7
											6
											5
											4
											3
											2
											1
											x
Item #	Remarks										
	None										
L. WORKING CONDITIONS											
1.	Are the employment practices of this facility fair and non-exploitative:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
2.	Are the workers dormitory areas well-kept, clean, secure:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
3.	Are there any worker amenities such as on-site post office, public telephones, soccer field, etc:	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No									
4.	Does factory have an on-site doctor's office for treating workers that fall ill during employment or who are injured on the job:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
5.	Does the factory provide adequate security at all factory entrances as well as dormitory areas:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
6.	Does factory provide 3 meals a day to workers:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									
7.	Is there adequate fire evacuation instructions posted clearly and visibly	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No									

throughout the factory:																			
8.	Are sufficient good condition fire extinguishers and fire hose installed in both factory and accommodation areas?													<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No					
What is the lowest wage paid by this contractor: Lowest monthly wage for worker: RMB <u>960</u> Lowest hourly wage for worker: RMB <u>7</u> Any paid bonus: RMB <u>0</u> Is this equal to or higher than the government standard: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No What is the number of scheduled work hours per day/week at regular pay:																			
10.	Do the workers have at least one day off in seven:													<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No					
11.	Are hours worked adequately documented (e.g. timecards)?													<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No					
12.	Is overtime voluntary?													<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No					
13.	Do employees receive detailed pay stubs?													<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No					
14.	Are employees permitted to leave employment after reasonable notice?													<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No					
15.	Are all workers provided a written employment contract?													<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No					
16.	Factory does not allow the use of corporal punishment or physical coercion?													<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No					
17.	Are personnel trained on fire prevention and emergency preparedness plans?													<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No					
18.	Are the workers provided with proper safety equipment such as goggles or respirators for production tasks that require such equipment:													<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No					
Work Conditions Rating (18 is best):		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
																x			
Item #	Remarks																		
	None																		

错误！未指定书签。 SUMMARY OF POINTS ACHIEVED			
SECTION	Minimum Points Needed	Maximum Points Possible	Total Points Achieved
A. Facilities	6	11	10
B. Safety and Quality Control	8	16	14
C. Incoming Materials Inspection	5	9	7
D. In-Process Quality Control	5	10	9
E. Final Inspection	6	12	11
F. Packaging	7	15	13
G. Non-conforming Materials	3	6	4
H. Communication/Documentation/Flow	4	8	7
I. Control of Sharp Tools	8	/	/
J. Cleanliness	9	17	10
K. Spray Painting/Hand-Deco/Tampo	6	11	9
L. Working Conditions	9	18	14
Total Points Achieved			108
Maximum Points Possible			133
Overall % Rating			81.2%

Note:

- All individual sub-groups must meet minimum points needed.
- Overall rating must be no less than 70%.
- Items with { } brackets are critical points. A "NO" audit result for these items must be taken seriously and requires special management consideration of vendor.
- Total Critical { } items to be rated: 26
- Total Critical { } items to have failed: 0

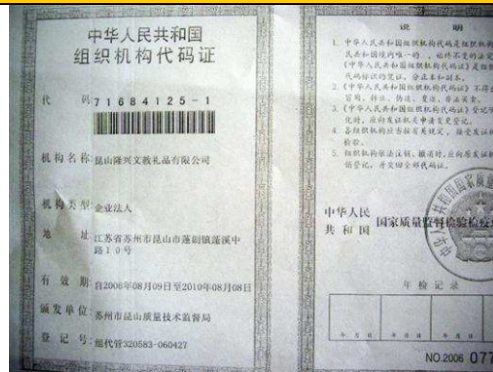
Grade:	Outstanding	-	Over 95%
	Excellent	-	90% - 95%
	Very Good	-	85% - 89%
	Good	-	80% - 84%
	Average	-	70% - 79%
	Needs Improvement	-	61% - 69%
	Not Recommended	-	Below- 60%

Pictures:

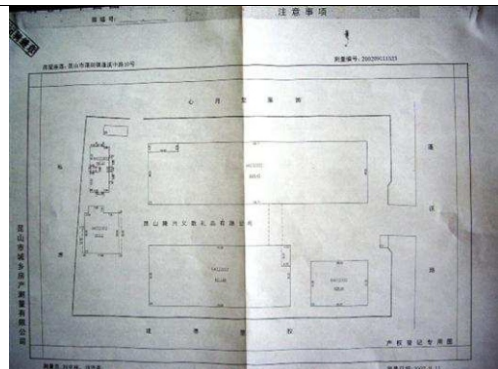
Buildings (Including factory gate and all buildings)



Business License and Certificate (i.e. ISO and international certificate if any)



Factory Floor Plan



Factory Organization Chart

No

Office and Show Room



Staffs and Workers



Dormitory

No

Canteen (Including health license)

No

Warehouse (i.e. Raw materials and finished goods)



Tooling Room



Machines (Including power generator, molding and production if any)



Production Area



Packaging Area



Quality Department , Inspection Process & Reports

电镀检验标准

种类	项目	等级要求		
		A 级	B 级	C 级
一般检验外观	1、刮伤、划伤、碰伤	可接受<0.5mm 1-2零件未见刮伤	可接受<1.5mm 1-2零件未见刮伤	同B级
	2、颗粒	可接受<0.5mm 1-2零件 MAJ≥0.5mm ≥1零件	可接受<1.5mm 1-2零件 MAJ≥1.5mm ≥1零件	同B级
	3、电镀不良	不可见明显露状	同A级	部分处呈现露状
	4、生锈、氧化	不可见锈斑	同A级	锈斑不明显
	5、脏污	表面光滑, 不可有污点	同A级	污点不明显
	6、麻点	可接受<0.2mm 距离目视不明显 ≤5mm	同A级	可接受<0.3mm 距离目视不明显
	7、色差	与样本对色	与样本对色	与样本对色
8、辅料	不得有辅料	同A级	同A级	

成品检验报告单

日期: 2009年1月2日

订单号	061267	客户编号	KT-1618	数量	2000 Pcs
品名	Y201				
等级	A				
批号	A	B	C	抽数(支)	抽数数
重大	0.0%	0.0%	0.0%	281/280	32
严重	0.5%	1.0%	1.5%	281/200	50
轻微	1.5%	2.5%	3.0%	501/1200	80
				1201/3200	125
				15000/50000	800

检验结果		数量	
序号	不良原因描述	重大	严重
1	透明漆 100 Pcs; 划伤不良 3 Pcs		
2	透明漆 100 Pcs; 划伤不良 3 Pcs		
3	透明漆 100 Pcs; 划伤不良 3 Pcs		
4			
5			

成品检验报告单

日期: 2009年11月20日

订单号	061140	客户编号	PF-1038	数量	1000 Pcs
品名	Y201				
等级	A				
批号	A	B	C	抽数(支)	抽数数
重大	0.0%	0.0%	0.0%	150/280	32
严重	0.5%	1.0%	1.5%	281/200	50
轻微	1.5%	2.5%	3.0%	501/1200	80
				1201/3200	125
				15000/50000	800

检验结果		数量	
序号	不良原因描述	重大	严重
1	100 Pcs 刮伤 (无漆); 15 Pcs 毛边不良; 2 Pcs		
2			
3			
4			
5			

Inspection Report (检验报告)

Date (日期): 2009/05/11

PO# (订单号)	0712113	CUSTOM (客户编号)	BIC	QTY (数量)	6000
Pen color (笔颜色)	Blue	Stored over 24 hours (是否存放24小时):	Yes (是) <input checked="" type="checkbox"/> No (否) <input type="checkbox"/>		
ITEM (品名)	Y201				
Lot Size (批号)	50	Sample Size (抽样数)	Lot Size (批号)	Sample Size (抽样数)	
	150-280	32	1000-10000	200	
	281-500	50	10001-15000	315	
	501-1200	80	15001-150000	500	
	1201-3200	125	150001-500000	800	

CHAR. CLASS (特性)	Inspection Item (检验内容)	Sample Size (抽样数)	Standard (标准)	Result
Critical (关键)	Date of refill (笔芯日期)	Fixed sampling 10 (固定抽样)	Zero defect (零缺陷)	<input checked="" type="checkbox"/>
	Refill Color (笔芯颜色)	Fixed sampling 30 (固定抽样)	Zero defect (零缺陷)	<input checked="" type="checkbox"/>
	Writing (书写)	Fixed sampling 10 (固定抽样)	0-pass => 1-return; if unqualified, test another 80 pcs; <1-pass => 2-return (80%); 若不合格, 再抽80支, 笔芯日期合格	<input checked="" type="checkbox"/>
	Tape test (胶带测试)	Fixed sampling 30 (固定抽样)	0-pass => 1-return; if unqualified, test another 80 pcs; <1-pass => 1-return (80%); 若不合格, 再抽80支, 笔芯日期合格	<input checked="" type="checkbox"/>
	Doesn't click (不敲击)	200	0-pass => 1-return (80%)	<input checked="" type="checkbox"/>
	Pen color (笔芯颜色)	200	0-pass => 1-return (80%)	<input checked="" type="checkbox"/>

成品检验 (外观) 标准

种类	项目	等级要求		
		A 级	B 级	C 级
一般检验外观	1、刮伤	可接受<1.5mm, 2-4笔未见刮伤	可接受<3.0mm, 2-4笔未见刮伤	同B级
	2、凹痕(脏孔)	MAJ≥1.5mm, ≥1笔	MAJ≥3.0mm, ≥1笔	同B级
	3、颗粒	可接受<0.5mm, 2-4笔 MAJ≥0.5mm, ≥1笔	可接受<1.5mm, 2-4笔 MAJ≥1.5mm, ≥1笔	同B级
	4、油点	不得见(见素材颜色)	同A级	同A级
	1、刮伤	可接受<0.5mm, 2-4笔未见刮伤	可接受<1.5mm, 2-4笔未见刮伤	同B级
	2、颗粒	可接受<0.5mm, 2-4笔 MAJ≥0.5mm, ≥1笔	可接受<1.5mm, 2-4笔 MAJ≥1.5mm, ≥1笔	同B级
一般检验外观	3、电镀不良	不可见明显露状	同A级	部分处呈现露状
	4、生锈	不可见锈斑	同A级	同A级
	5、脏污	表面光滑, 不可有污点	污点不明显	同A级
	6、麻点	可接受<0.2mm 距离目视不明显	同A级	可接受<0.3mm 距离目视不明显
	1、刮伤	可接受<1.5mm, 2-4笔未见刮伤	可接受<3.0mm, 1-2零件未见刮伤	同B级
	2、凹痕(脏孔)	不可接受≥1.5mm 1/零件	不可接受≥3.0mm 1/零件	同B级
一般检验外观	3、颗粒	可接受<0.5mm, 1-2零件未见刮伤	可接受<1.5mm, 1-2零件未见刮伤	同B级
	4、油点	不得见(见素材颜色)	同A级	同A级
	5、变形	不得有变形	可接受<1.5mm 1-2/零件	同B级
	6、色差	与样板对比	与样板对比	与样板对比
	7、麻点、凹痕、面、气泡	可接受<0.2mm 距离目视不明显	同A级	可接受<0.3mm 距离目视不明显
	1、膜厚	25-50um	11-25um, 珍珠, A001 笔管膜厚: 11-25um, 水洗、网花 A膜: 11-45um	11-25um, 砂面, 表面, 橡皮漆 11-35um
2、耐溶剂	用3M胶布粘 1min, 立即擦去。			

烤漆进料检验标准

种类	项目	等级要求		
		A 级	B 级	C 级
一般检验外观	1、刮伤	可接受<1.5mm 1-2零件未见刮伤	可接受<3.0mm 1-2零件未见刮伤	同B级
	2、凹痕(脏孔)	不可接受≥1.5mm 1/零件	不可接受≥3.0mm 1/零件	同B级
	3、颗粒	可接受<0.5mm, 1-2零件未见刮伤	可接受<1.5mm, 1-2零件未见刮伤	同B级
	4、油点	不得见(见素材颜色)	同A级	同A级
	5、变形	不得有变形	可接受<1.5mm 1-2/零件	同B级
	6、色差	与样板对比	与样板对比	与样板对比
一般检验外观	7、麻点、凹痕、面、气泡	可接受<0.2mm 距离目视不明显	同A级	可接受<0.3mm 距离目视不明显
	1、膜厚	25-50um	11-25um, 珍珠, A001 笔管膜厚: 11-25um, 水洗、网花 A膜: 11-45um	11-25um, 砂面, 表面, 橡皮漆 11-35um
	2、耐溶剂	用3M胶布粘 1min, 立即擦去。		

车制成型五金零件检验标准

种类	项目	等级要求						
		A 级	B 级	C 级				
一般检验外观	1、车修毛边	不可有毛边	同A级	同A级				
	2、车刀痕	不得有车刀痕	同A级	可有轻微车刀痕				
	3、车削错误	不得错误	同A级	同A级				
	4、凹痕(脏孔)	可接受<0.5mm 1-2零件, MAJ≥0.5mm ≥1零件	可接受<1.5mm 1-2零件, MAJ≥1.5mm ≥1零件	同B级				
	5、刮伤	可接受<0.5mm 1-2零件	可接受<1.5mm 1-2零件	同B级				
	6、脏污	表面光滑, 不得有污点	同A级	污点不明显				
一般检验外观	1、毛边	不可有毛边	同A级	可有轻微毛边				
	2、射出不良	不得有射出不良	同A级	可有轻微射出不良				
	3、模痕	不得有模痕	同A级	可有轻微模痕				
	4、刮伤	可接受<0.3mm, 1-2零件 MAJ≥0.3mm, 1/零件	可接受<1.5mm, 1-2零件 MAJ≥1.5mm, 1/零件	同A级				
	5、颗粒	可接受<0.3mm, 1-2零件 MAJ≥0.3mm, 1/零件	可接受<1.5mm, 1-2零件 MAJ≥1.5mm, 1/零件	同A级				
	6、色差	与样板对比	同A级	同A级				
一般检验外观	1、原料耐冲击测试	项目	PC(本色)	ABS	POM	PCTA	PMMA	
	冲击强度(J/m)	300	60	100	40	150	30	
	2、原料拉伸强度测试	拉伸强度(Mpa)	50	50	30	50	35	30
	伸长率(%)	60	25	10	15	50	10	

塑胶零件检验标准

种类	项目	等级要求						
		A 级	B 级	C 级	D 级	E 级	F 级	
一般检验外观	1、毛边	不可有毛边	同A级	可有轻微毛边				
	2、射出不良	不得有射出不良	同A级	可有轻微射出不良				
	3、模痕	不得有模痕	同A级	可有轻微模痕				
	4、刮伤	可接受<0.3mm, 1-2零件 MAJ≥0.3mm, 1/零件	可接受<1.5mm, 1-2零件 MAJ≥1.5mm, 1/零件	同A级				
	5、颗粒	可接受<0.3mm, 1-2零件 MAJ≥0.3mm, 1/零件	可接受<1.5mm, 1-2零件 MAJ≥1.5mm, 1/零件	同A级				
	6、色差	与样板对比	同A级	同A级				
一般检验外观	1、原料耐冲击测试	项目	PC(本色)	ABS	POM	PCTA	PMMA	
	冲击强度(J/m)	300	60	100	40	150	30	
	2、原料拉伸强度测试	拉伸强度(Mpa)	50	50	30	50	35	30
	伸长率(%)	60	25	10	15	50	10	

Testing Equipment

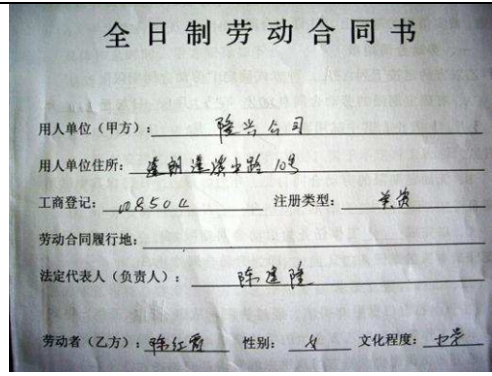
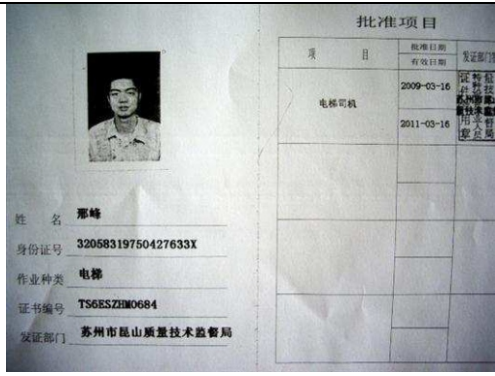


Safety, Fire Prevention and First-aid





Other



- End -