Factory Audit Summary Report

Manufacturer:			
Address:			
Representative:			
Site(s) audited:		Date(s) of audit(s):	
Audit team leader:		Additional team member(s):	
This report is confidential and distribution is limited to the SGS office and manufacturer representative.			

1. Audit Objectives

Conducting factory evaluation regarding requirements of quality management system agreed by ……Company Limited.

2. Scope of Audit

3. General Information

Factory Contact Information:

Factory Representative:
Telephone Number:
Fax Number:
E-Mail Address:

Factory Profile:

Area: m^2
1st Floor (Ground) -
2nd Floor -
3rd Floor -
4th Floor -
Number of Employees:

Products:

Manufacture of ……..

Main Subcontractors:

Main subcontractor includes …….

Organisation Chart:

4. Supplied Materials Quality Assurance

Purchasing Control

Does the factory receive, maintain and act on adequate information concerning the quality performance of sub-contractors/sub-suppliers? ☐ Yes ☐ No

Does the purchasing document include sufficient specifications and information, which is used to ensure the customer requirements, and product safety controlled items are fulfilled? ☐ Yes ☐ No

Is the purchasing document reviewed and approved for adequacy of specified requirements prior to release? ☐ Yes ☐ No

Incoming Material Control

Are written inspections/ testing instructions adequate to check items? ☐ Yes ☐ No
(Please indicate the inspection items, sample size, AQL.)

Do the check items fulfil required specifications? ☐ Yes ☐ No

Is equipment suitable to the inspection / testing and calibrated where necessary? ☐ Yes ☐ No
(Please describe the inspection / testing name, type, status. Please also see section 6.)

Are inspection status and result clearly marked and / or identified? ☐ Yes ☐ No

Is inspection and testing result recorded and maintained for analysis and easy for retrieval? (*How long are the records retained?)* ☐ Yes ☐ No

Are procedures for the control and release for material adequate? ☐ Yes ☐ No

Is non-conforming material adequately identified and controlled? ☐ Yes ☐ No
(What corrective action is taken if non-conforming material is found?)

Are storage facilities and handling methods appropriate?	☐ Yes ☐ No
Is there a documented "FIFO" (First In First Out) system for critical components / material?	☐ Yes ☐ No
Is certificate from material supplier for each shipment obtained? Is the certificate covering the established requirement?	☐ Yes ☐ No
Other comments or areas for improvement	

5. Process Control

Are the following items / documents provided at appropriate location and under control when necessary? - Work Instructions / procedures - Workmanship standard / acceptance - Golden sample	☐ Yes ☐ No
Is preventive maintenance carried out on production equipment and are results recorded according to maintenance schedule where appropriate?	☐ Yes ☐ No
Are environmental conditions such as housekeeping and cleanliness being controlled and suitable for the operation performed?	☐ Yes ☐ No
Are parts traceable to product or batch? *(Please explain the product identification for traceability.)*	☐ Yes ☐ No
Is compliance monitoring system to work instructions / quality plan performed?	☐ Yes ☐ No
Is corrective action documented and followed-up?	☐ Yes ☐ No

Other comments or areas for improvement

6. Calibration of Measurement Equipment

Is inspection measuring and testing equipment being calibrated at predetermined intervals? Are the intervals reviewed and appropriate?	☐ Yes	☐ No
Is accuracy traceable to a national standard?	☐ Yes	☐ No
Is calibration method documented?	☐ Yes	☐ No
Are calibration records maintained?	☐ Yes	☐ No
Is calibration status identified to prevent from a misuse of failing equipment?	☐ Yes	☐ No
Is evaluation on impact of a misuse of failing equipment carried out and is appropriate action taken? Are records maintained?	☐ Yes	☐ No
Are adequate procedures taking into effect to control the inspection and testing equipment?	☐ Yes	☐ No

Other comments or areas for improvement

7. 100% Inspection of Finished Product

Are written inspections / testing instructions adequate to check items? Are the inspections / testing against the product specification performed? *(Please indicate the inspection item.)*	☐ Yes	☐ No
Is equipment suitable to the inspection / testing and calibrated where necessary? Does the equipment meet the requirements of client? *(Please describe the type of the testing equipment. Please also see section 6.)*	☐ Yes	☐ No
Does the factory carry out a 100% visual inspection?	☐ Yes	☐ No

Is written inspection / testing instruction available?	☐ Yes ☐ No
Are non-conforming items clearly marked / isolated to prevent from dispatch without approval? *(Who are the authorised persons for the concession of non-conforming products?)*	☐ Yes ☐ No
Are testing and inspection results recorded and maintained for analysis and are easy for retrieval? (*How long are the records maintained?)*	☐ Yes ☐ No
Do all the re-worked products undergo re-inspection? Is the disposal of non-conforming product suitable? *(Please describe the practice.)*	☐ Yes ☐ No
Are storage facilities and handling methods appropriate?	☐ Yes ☐ No
Other comments or areas for improvement	

8. Random Product Inspection and Continuous Improvement

Is there a procedure to conduct random product inspection after final packaging in place? *(Please describe the inspection items, sample size, AQL)*	☐ Yes ☐ No
Is quality assurance team established for analysing root cause of defective product?	☐ Yes ☐ No
Is there any clear procedure for handling customer complaints?	☐ Yes ☐ No
Are corrective & preventive action mechanisms established and implemented effectively? *(Please describe the corrective action mechanism.)*	☐ Yes ☐ No

Other comments or areas for improvement

9. Quality Assurance Record		
Are records maintained to provide evidence of the effective operation of QMS in accordance with a documented procedure?	☐ Yes	☐ No
Are controls defined for identification, storage protection, retrieval, retention time and disposal practice?	☐ Yes	☐ No
Are records legible, identifiable and retrievable?	☐ Yes	☐ No
Other comments or areas for improvement		

10. Photo Documentation

Manufacturing Plant Outlook
Each Floor / Workshop / Process
Material and Final Product Warehouse
Inspection Equipment and Location
Control of Non-conforming Product
Sample / WI / Inspection Criteria Being Used On Site