



Factory Audit Report
WQS Insp. # XXX-XX-XXXX



Customer Information

WQS Customer Reference Number:
Company Name:
Address:
Contact Name:
Contact Number:

Factory Information

Name:
Address:
Contact Name:
Contact Number:
Inspection Date:
Inspection Location:

Product Information

Product Name:
Product / Item Number:
Production Requirements:
Special Requirements:



Factory Profile

General Information

Date of Foundation:
Legal Status: [(private, public)]
Business License: [document #, Issued and expiration dates]
Export License: [document #, Issued and expiration dates]
Office Area: [rent / own, size]
Factory Area: [rent / own, size]

Product, Market and Turnover

Main Products:
Main Market:
Annual Turnover: [(\$ USD), past three years]

Personnel

Factory Manager:
Quality Assurance Manager:
Quantity of Office Personnel:
Quantity of Factory Personnel:

Communications

Telephones: [#, quantity]
Fax: [#, quantity]
Computer: [quantity]
Internet Connection: [capability]
Website: [address, capability]
Digital Cameras: [quantity, capability]

Credentials / References

1 [name, line of business, product made, contact info]
2
3

Special Requests

1



Production

Workflow Chart: [typical]

Personnel: [quantity, trained]

Machinery: [make, model, year, quantity, capacity, maintenance records]

Workspace: [(square meters)]

Work Process: Instructions [on production line]

Capacity: [process, machines, workers, totals]

In-process Quality Control: [exist, procedures, documentation]

In-process QC Testing Equipment: [exist, procedures, documentation]

In-process Inspection Records:

Quality Assurance

Organization Chart:

Certificates: [ISO etc... – dates, #, Assessing Co.]

Management: [personnel, training]

Staff: [personnel, training]

Documents:

[Production manual, quality manual, training records, process instructions, calibration records, maintenance records]

Quality Control

Organization Chart:

Inspection Records: [receiving, in-process, final etc...]

Receiving Inspection:

In-process Inspection:

Final Inspection:

Research and Development

Organization Chart:

Personnel: [quantity, training/education, etc...]

Equipment: [make, model, year, software, etc...]

Quality Assurance:

Capacity:

Sample Room:

Shipping and Receiving

Personnel: [quantity, training/education, etc...]

Equipment: [make, model, year, software, etc...]

Quality Assurance:

Capacity:

Procurement:

Raw Materials
Components
Subcontracting



Warehouse

Raw Materials: [(square meters)]

Finished Goods: [(square meters)]

Power Supply

Power Sources: [Typical, back-up]

Power Failures:

Special Requests

Summary