Supplier & Factory Audit Checklist

This audit assesses a supplier's production capability, quality management systems, certifications, social compliance, and ethical standards before an importer places their first order. Complete all sections. Score each area 1 (Poor) to 5 (Excellent).

1. Factory Identification

Factory / Company Name

Audit Date

Address

Contact Person

Title

Phone / WhatsApp

Products Manufactured

Years in Operation

No. of Employees

Certifications Held (ISO, CE, etc.)

Auditor Name

Client

2. Company Profile & Legal Standing

Item	Yes	No	N/A	Score (1-5)	Comments
Business licence valid and displayed	■	■	■		
Export licence / permits in place	■	■	■		
Tax registration certificates present	■	■	■		
Corporate structure clearly defined	■	■	■		
Bank account and financial references available	■	■	■		
Previous audit records available	■	■	■		

3. Production Capability

Item	Yes	No	N/A	Score (1-5)	Comments
Factory area adequate for stated capacity	■	■	■		

Item	Yes	No	N/A	Score (1-5)	Comments
Key production equipment in good condition	■	■	■		
Maintenance schedule documented	■	■	■		
Capacity utilisation rate acceptable	■	■	■		
Subcontracting policy declared	■	■	■		
Lead time commitments realistic	■	■	■		
Sample room available and well-equipped	■	■	■		

4. Quality Management System

Item	Yes	No	N/A	Score (1-5)	Comments
Quality manual / documented QMS present	■	■	■		
Incoming material inspection in place	■	■	■		
In-process quality control performed	■	■	■		
Final inspection procedures documented	■	■	■		
Non-conforming product segregated	■	■	■		
Root cause analysis process in place	■	■	■		
Calibration records for measuring equipment	■	■	■		
Customer complaint handling procedure	■	■	■		
ISO 9001 or equivalent certification	■	■	■		

5. Social & Labour Compliance

Item	Yes	No	N/A	Score (1-5)	Comments
Workers paid at or above minimum wage	■	■	■		
No child labour (workers 18+)	■	■	■		
No forced or bonded labour	■	■	■		
Working hours within legal limits	■	■	■		
Overtime voluntary and compensated	■	■	■		
Disciplinary policy fair and documented	■	■	■		
Worker grievance mechanism in place	■	■	■		
Employment contracts provided	■	■	■		

6. Health, Safety & Environment

Item	Yes	No	N/A	Score (1-5)	Comments
Fire extinguishers present and serviced	■	■	■		
Emergency exits clearly marked and accessible	■	■	■		
PPE provided and used correctly	■	■	■		
Hazardous materials stored safely	■	■	■		
First aid facilities available	■	■	■		
Noise / dust levels acceptable	■	■	■		
Waste disposal procedures in place	■	■	■		
Environmental permits / compliance records	■	■	■		

7. Audit Score Summary

Section	Max Score	Score Achieved	Result
Company Profile & Legal	25		■ Pass ■ Fail
Production Capability	25		■ Pass ■ Fail
Quality Management	25		■ Pass ■ Fail
Social & Labour	25		■ Pass ■ Fail
Health, Safety & Environment	25		■ Pass ■ Fail
TOTAL	**125**		**■ PASS ■ CONDITIONAL ■ FAIL**

Pass: 90-125 pts | Conditional Pass: 70-89 pts | Fail: Below 70 pts. A Conditional Pass requires corrective actions within 30 days.

8. Auditor Conclusions & Recommendations

Inspector Name	Signature	Date	Client Approval