

# Alibaba.com Factory Audit Service



## Trade Audit Report

*Presented to*

**ABC Co., Ltd.**

**ABC 有限公司**

★Gold Supplier & Audited Company Relationship	<input type="checkbox"/> Wholly Owned <input type="checkbox"/> Shareholder/Partner <input type="checkbox"/> Capacity Contract
★Company Address:	
★City / Country:	
★Consigner of Audit Report:	
★Gold Supplier Member ID:	
★Gold Supplier Company Name:	
★Contact Person:	
★Phone Number:	
★Fax Number:	
★Email:	
★Website Address (URL):	

*Service provided by <company name>*

*Report No.: 00000000*



**BUREAU  
VERITAS**



★Report Number:		★Audit Report Type:	
★Date of Audit Report:		★Report Date:	
★Audited By:		★Validity Period:	
★Reviewed By:		★Online Report:	

**Important Notes:**

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## Section 1: Company Overview

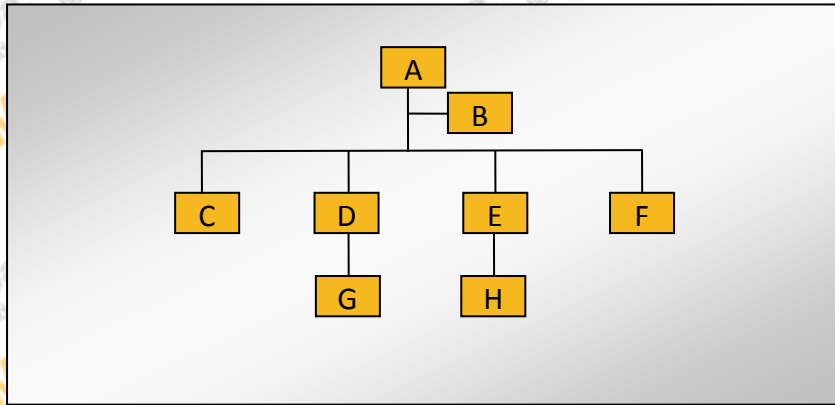
Company Overview			
<b>1.1 Legal Validity</b>			
★ Does the company have a valid business license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	★ Business License Number:	
★ Year Established:		★ Validity Period:	
★ Registered Address:			
★ Operation Address:			
★ Annual review conducted by the Industrial & Commercial Bureau?	<input type="checkbox"/> Yes <input type="checkbox"/> No	★ Reviewed By:	
★ Registered Capital:			
★ Corporate Representative:			
★ Industry:			
★ Business Type:	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Trading Company <input type="checkbox"/> Combined		
★ Type of Ownership:	<input type="checkbox"/> Private Owner <input type="checkbox"/> Public Company <input type="checkbox"/> Joint Venture <input type="checkbox"/> Stated Owned <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other		
★ Products Sold			
<b>1.2 Company Building Information</b>			
★ Certification Type:	<input type="checkbox"/> Land Certification <input type="checkbox"/> Real Estate Certification <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Factory Officer Claimed		
★ Total Land Size:	_____		
★ Workshop Size:	_____		



## Section 2: Human Resources

### Section 2: Human Resources

#### ★2.1 Company Chart



#### 2.2 Employee Headcount

★Department Name	★Full Time Employee(s)	★Part-Time Employee(s)	★Total
<b>Total Number:</b>			

#### 2.3 Management

☆Department	☆Name	☆Title	☆Education	☆Year(s) in Current Company



### Section 3: Current Export Situation

Current Export Situation					
★There is/are _____ foreign trading employee(s) in the company.					
★Education Level	Headcount	★Working Experience	Headcount	★English Level	Headcount
Doctorate		Over 30 Years		Native/TEM-8	
Post-Graduate		21-30Years		Fluent/CET-6	
Graduate		11-20 Years		Good/CET-4	
Junior College		6-10 Years		Normal/CET-3	
Technical School		2-5 Years		Other	
High School		Less than 2 years			
★Does the company have a valid export license?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
★Export License Registration no.:					
★Total revenue (Previous year):					
★ Total export revenue (Previous year):					
★Estimated export revenue (Current year):					
★Trade agents employed overseas:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
★Nearest port:					
★Accepted payment terms			<input type="checkbox"/> FOB <input type="checkbox"/> CIF		
★ Accepted payment type:			<input type="checkbox"/> L/C <input type="checkbox"/> T/T <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash		
★ Average lead time from Product Order confirmation to production delivery (products exiting the factory):					



### Section 4: Export Business Capacity

Export Business Capacity (Previous Year)			
4.1 Market Distribution			
★Market	★Main Product(s)	☆Revenue	☆Total Revenue (%)
North America			
South America			
Western Europe			
Eastern Europe			
Africa			
East Asia (Japan/ Korea)			
South Asia (India, Pakistan etc.)			
Southeast Asia			
Australia			
Middle East			
Domestic Market			
Other			
4.2 Main Clients			
☆Client Name	☆Main Product(s)	☆Total Revenue (%)	



## Section 5: Quality Assurance

Quality Management System and Product Certification				
<b>5.1 Quality Management System Certification</b>				
☆ Certification	☆ Certified By	☆ Certificate Number	☆ Business Scope	☆ Expiry Date
<b>5.2 Product Certification</b>				
☆ Certification	☆ Certified By	☆ Certificate Number	☆ Product Name & Model No.	☆ Expiry Date
<b>5.3 Supplier Management</b>				
Item	Content	Observations /Comments		
☆5.3.1	Does the company have an supplier assessment procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
☆5.3.2	Does the company have an updated list of approved suppliers?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
☆5.3.3	Does the company establish and implement a standard procedure for purchasing contract review and approval?	<input type="checkbox"/> Yes, with written standard procedures <input type="checkbox"/> Yes, with written procedure but lack of consistent standard <input type="checkbox"/> No		
☆5.3.4	Does the company keep its Supplier Assessment Report?	<input type="checkbox"/> Yes, Assessment Reports are available for the previous 3 years <input type="checkbox"/> Yes, Assessment Reports are available for the last 1-3 years <input type="checkbox"/> Yes, Assessment Reports are available for the previous 12 months <input type="checkbox"/> No		
☆5.3.5	Are the company's purchasing documents sufficient to ensure product safety control and their customers' requirements?	<input type="checkbox"/> Yes, the purchasing document includes all the information required <input type="checkbox"/> Yes, however the purchasing document includes incomplete information <input type="checkbox"/> No		
☆5.3.6	Is there a procedure to conduct random product inspections after final packaging?	<input type="checkbox"/> Yes, with clear standard and written inspection records <input type="checkbox"/> Yes, with inspection records but no procedures <input type="checkbox"/> Yes, with procedures but no inspection records <input type="checkbox"/> No, inspections are not necessary		
<b>5.4 After Sales Service</b>				





Item	Content	Observations /Comments
☆5.4.1	Is customer feedback, including complaints, clearly recorded and maintained?	<input type="checkbox"/> Yes, with a standard feedback form and records <input type="checkbox"/> Yes, with a standard feedback form but no records <input type="checkbox"/> Yes, with records but no standard feedback form <input type="checkbox"/> No
☆5.4.2	Are there any clear procedures for handling customer complaints?	<input type="checkbox"/> Yes, with clear procedures and written records <input type="checkbox"/> Yes, with clear procedures but no written records <input type="checkbox"/> Yes, with written records but no clear procedures <input type="checkbox"/> No
☆5.4.3	Is there a closed-loop corrective action system in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
☆5.4.4	Can finished/package products be traced by lot identification to the appropriate raw material test reports?	<input type="checkbox"/> Yes, with procedures to trace raw materials <input type="checkbox"/> Yes, main raw material can be traced <input type="checkbox"/> No, only the production date can be traced <input type="checkbox"/> No
☆5.4.5	Is there a product alert and recall procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No



## Section 6: Company Development / Expansion Plans

Company Development / Expansion Plans		
Item	Company Development Action	Timeframe
☆1		
☆2		
☆3		



**Section 7: Certification & Photos**

Certification	
☆ Certification & Photos	☆ Certification & Photos
☆ Certification & Photos	☆ Certification & Photos
☆ Certification & Photos	☆ Certification & Photos



### Section 8: Company and Product Samples

Company and Product Samples	
<div style="border: 1px solid black; padding: 5px;"> <p>☆ Company Gate</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>☆ Office</p> </div>
<div style="border: 1px solid black; padding: 5px;"> <p>☆ Workshop</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>☆ Workshop</p> </div>
<div style="border: 1px solid black; padding: 5px;"> <p>☆ Product Sample</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>☆ Product Sample</p> </div>



☆Product Sample	☆Product Sample
☆Product Sample	☆Product Sample
☆Product Sample	☆Product Sample

-- End of Report --