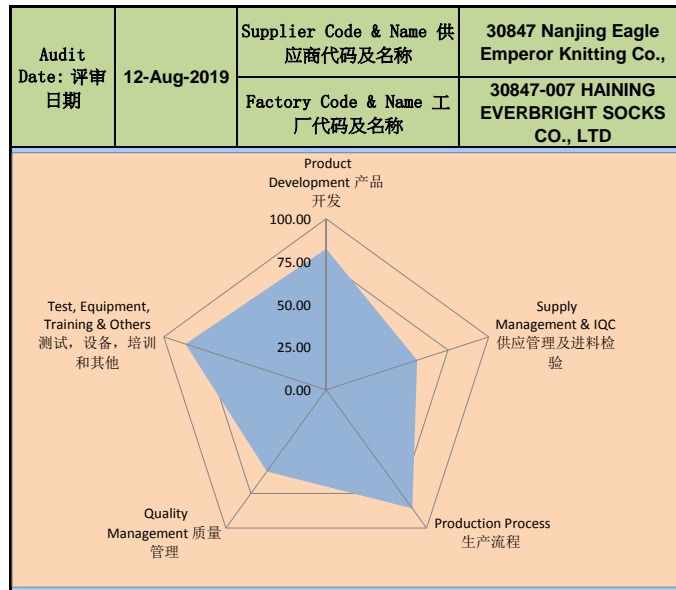


MAS NF Audit Report

MAS #: MAS-30847-007-01

Audit Score 审核评分					
No.	SECTION	Score Possible	No. of Critical Found	Score Achieved	Scoring
A	General Information 工厂资料	-	-	-	-
B	Product Development 产品开发	100	--	82.50	82.50
C	Supply Management & IQC 供应管理及进料检验	100	--	56.00	56.00
D	Production Process 生产流程	100	--	85.86	85.86
E	Quality Management 质量管理	100	--	59.09	59.09
F	Test, Equipment, Training & Others 测试, 设备, 培训和其他	100	--	86.67	86.67
Overall Summary		500	0	370.12	74.00%



Overall Result:	Pass
Rating:	C
Total No. of Critical found:	0
Report Valid Until:	11-Aug-2021

*Critical Parameter Fail need to obtain exception permission as per the requirement for QA036: 2.1.6

Scoring	Result	Rating
95 - 100 %	Pass	A
81 - 94 %	Pass	B
65 - 80 %	Pass	C
0 - 64 %	Fail	D

Audit Highlights (Please ensure review the comment with low score in each section)

Advantage: 优点

No.	SECTION	Comments 评语
B	Product Development 产品开发	Show room and sampling room were available in factory. 工厂有样品陈列室和打样间。
C	Supply Management & IQC 供应管理及进料检验	NIL
D	Production Process 生产流程	The overhead light was in good illumination, most equipment and machines were in good condition. 车间内照明充足, 设备状态良好。
E	Quality Management 质量管理	Quality manual, procedure and working instruction were in place. 工厂建立了质量手册, 作业指导书。
F	Test, Equipment, Training & Others 测试, 设备, 培训和其他	NIL
	General Remarks 其他/总论	NIL

Insufficiency: 不足点

No.	SECTION	Comments 评语
B	Product Development 产品开发	Technical document such as REACH standard was not collected and was not provided for review. 工厂未能收集和保存目标市场的法律法规, 如REACH 标准。
C	Supply Management & IQC 供应管理及进料检验	The factory did not conduct the assessment to the subcontractor of embroidery. 工厂未能对绣花的外包商进行供应商评审。
D	Production Process 生产流程	The temporary storage area of boarding section was not marked and seperated clearly. 工厂整烫车间的临时存放区域标记不明显, 没有明显标记区分。
E	Quality Management 质量管理	There was no development plan for staffs. 工厂未制定员工发展计划
F	Test, Equipment, Training & Others 测试, 设备, 培训和其他	The factory did not provide the training to knitting and boarding workers. 工厂未能对针织和整烫工人提供培训。
	General Remarks 其他/总论	Nil

A. General Information 工厂资料

Audit Date 审核日期	12-Aug-2019	MAS #	MAS-30847-007-01
Type of Audit 审核类型	Initial Audit		
Type of Product Category (Select Appropriate One) 选择合适的产品类别	Seasonal - Homewear	Softline	/ Softline
Auditor reference 审核员	William Ge		
Supplier Code & Name 供应商代码及名称	30847 Nanjing Eagle Emperor Knitting Co.,		
Factory Code & Name 工厂代码及名称	30847-007 HAINING EVERBRIGHT SOCKS CO., LTD		

Audited Factory Information 审核工厂资料

1. Basic Information 工厂基本信息

Factory Name 工厂名称	海宁市光大袜业有限责任公司		
Factory Address 工厂地址	海宁市海宁经济开发区硖川路384号5幢		
Contact Person 联系人	张伟光	Position 职位	总经理
Tel. 电话	15967300811	Email 邮箱	everbrightzgw@163.com
Date of Establishment 成立时间	2011-3月	Type of Business Entity 企业类型	制造业
Business License No. 营业执照号码	91330481570570670N	Valid until 有效期至	2031/3/8
Import and/or Export License 进出口证号码	3307609883		
Supplier Contact Person 供应商联系人	张伟光	Position 职位	总经理
Tel. 电话	15967300811	Email 邮箱	everbrightzgw@163.com

2. Factory Operations 工厂运营

Products Manufactured 生产产品类型	袜子		
Factory Layout (sq. meters) 工厂占地面积 (平方米)	4000		
Material Stores (sq. meters) 物料存放区 (平方米)	1100	Administration Area (sq. meters) 行政区 (平方米)	450
Production Area (sq. meters) 生产区 (平方米)	1500	Dormitory, Kitchen and Canteen (sq. meters) 宿舍、厨房、餐厅区 (平方米)	0
Finished Goods Storage (sq. meters) 成品 (平方米)	950	Total (sq. meters) 总面积 (平方米)	4000
Major Customers & Aggregated Market (with %) that those major customers represent as a whole 主要客户和聚集市场 (百分比), 这些主要客户为一个个体	MGB 10%		
Export Countries (with %) 出口国家 (百分比)	European 50%		

3. Manpower Details (Enclose a copy of the factory organization chart) 人员资料 (需提供工厂架构的复印本)

Department / Position 部门 / 职位	No. of Staff 员工数量
Supervisors/Managers 主管、经理	2
Administration Staff 行政人员	5
Engineering Staff 工程开发人员	2
Quality Assurance Staff 品保人员	2
Quality Control Staff 质量控制人员	4
Production Workers 生产工人	42
Ratio of Permanent & Contract Workers 固定工与合同工的比例	100%合同工
Total 总共人员数量	56
Production Shift (Hrs/Shift, No. of Shift/Day) 生产班次 (每天班次: 每班小时数)	8

4. Subcontractor Factory Name(s) if any 分包商(如适用)

Process / Material 工序/材料	Sub-Contractor Name 分包商名称	Address 地址	Contact Person 联系人
绣花	美盛刺绣	/	

5. Management System Implemented (ISO9001, ISO14001, GMP) 管理评审体系

Type of System 体系类型	Validity of Certificate 证书有效期	Issue Date 发证日期	Issued by 发证机构
NIL			

Auditor Team

Auditor Name 评审员姓名	Auditing Company 评审机构	Role in the Team 职位
William Ge	HKQAA	Auditor

Auditee Representatives 被评审代表

Name 姓名	Position / Department 职位 / 部门
张伟光	总经理

A. General Information 工厂资料

Number of Machines at Factory 工厂机器设备清单

Item	Description 设备名称	Brand 品牌	Model 型号	Capacity 产能	Manuf. Year 制造年份	Status 设备状态	No. of machines 数量
1	电脑袜机	丰瑞		8100	2016	良好	27
2	缝头机	倍塔 / 同心		8000	2010	良好	4
3	定型机	美申 / 领跑		40000	2010	良好	2
4	验针机			30000	2010	良好	1
5							
6							
7							
8							
9							
10							
11							
12							

Hardware, Software and Specialized Equipment 硬件, 软件及特种设备

Is there any specialized equipment, information technology and software to perform the ACTIVITIES appropriately? 有无使用特种设备, 信息技术及软件应用于生产或技术开发?

Yes No

X

Comments

货梯

Details of Major Processing Activities (e.g. sewing, painting, assembly, stamping, injection molding) 主要生产流程 (例如: 车缝, 喷漆, 装配, 冲压, 注塑)

Item	Process Type 流程类型	Number of Lines 生产线数量	No. of Employees on Line (approx.)-Optional 在线工人数量	Maximum Hourly Unit Production (approx.)-Optional 最大每小时产能
1	织造	4	8	1800
2	缝头	4	5	1100
3	定型	2	18	1500
4	包装		11	1300
5				
6				
7				
8				
9				
10				

Average Output in past 12 months 过去12个月的平均产量

Item 产品种类	socks,tights,legging	[name]	[name]	[name]
1. Units per Month 每月生产数量	600,000			
2. Containers per Month 每月出货集装箱数量	5			
3. Annual Volume (USD) 年产值 (美元)	6,000,000			

Critical Findings

The element addressed by the question (highlighted) is not present at all and the auditor considers that there is a very high probability of production failure – or the auditor has actually found evidence of failure to comply with product quality, safety or legal requirements. (Scored "0" for critical check point)

Reference		Question #	Description of Findings 调查结果说明	Recommendations 建议
Category	Subcategory			
B. Product Development 产品开发	Sample Making / Engineering 样板制造, 工程开发	B.8	--	
C. Supply Management, Incoming Control & Warehouse 供应管理, 进料检验, 仓储管理	Fumigation Process for Natural Material 天然材料防治害虫处理	C.10	--	
D. Production Process (Hardgoods) 生产流程	Manufacturing 生产制造	D.10	--	
E. Quality Management	Quality Requirement 质量要求	E.2	--	

Scoring Guideline 评分指引

Score 评分	0	25	50	75	100
Guideline 指引	<ul style="list-style-type: none"> - No evidence available during audit; 评审现场未提供任何证据 - Nothing has been done; 没有任何行动 - Considered as Major failure; 发现严重问题 - NC should be raised. 判定为不符合 	<ul style="list-style-type: none"> - Some evidence available during audit, achieve 1/4 result; 评审现场只能提供少许证据, 评分为四分之一 - Has done something but not sufficiently implemented without positive evidence; 只做了部分, 但不够并缺少实质证据 - NC should be raised. 判定为不符合 	<ul style="list-style-type: none"> - Provided with evidence during audit, achieve 1/2 result; 评审现场提供部分证据, 评分为二分之一 - Documented procedures are available and implemented; 有文件管理程序并且执行 - Records kept systematically as defined; 保存记录有系统性 - Management system was maintained with effective evidence and no negative evidence was identified (If system is implemented effectively, this mark should be given). 管理体系得到维护, 具备有效的证据 而无反面证据 	<ul style="list-style-type: none"> - Clear and solid evidence available during audit, achieve 3/4 result; 评审现场提供清晰确实实质证据, 评分为四分之三 - Defined procedures were effectively implemented; 确定的程序有效地执行 - Partially implemented management, process or quality tools in subjected areas. 主要区域部分执行, 采用了管理, 流程或质量工具 	<ul style="list-style-type: none"> - Comprehensive evidence available during audit, full result; 评审现场提供全面充足的证据 - Improve continuously, data analysis are conducted and records are kept; 进行持续性的改善和数据分析, 并且有相关记录 - Documented procedures are available and effectively implemented; 文件管理体系完善, 有效实施 - Records are kept well as defined; 所有记录保存完整明确 - Relevant employees have good understanding communication; 相关员工有良好的沟通理解 - Action has taken such as management and quality tools are practically used. 管理和质量工具等切实使用推行

In case of discrepancies between the English and Chinese versions, the English version shall apply and prevail
如中英文版本之间存在差异, 以英文版本为准
METRO-Confidential and for internal use only

C. Supply Management, Incoming Control & Warehouse 供应管理, 进料检验, 仓储管理

Supply Management 供应管理				
No.	Question	Judgment Criteria / Requirements	Comments	Score
B.1	Procedure & Policy 程序和方针	- Is there a policy / procedure clearly defined and followed? 是否有明确的样品制造开发方针程序, 并且被执行?	Product development & sampling procedure was defined by factory and most of procedures were not followed effectively. Please refer to B2 ~ B10 for details.	75
B.2	Job details & Organization 工作明细和组织	- Are there clear definition of functions, roles and responsibilities for core members (i.e. Designer, Technicians, Engineers, Pattern Maker...etc.)? Any written job descriptions for them? 是否有明确的核心人员(例如设计师, 技术员, 工程师, 纸样技术员等)的功能职责权限? 有无书面的职位描述?	The factory define the job's duties and responsibilities of technician and sampling workers.	100
B.3	Specification & Requirement 规格和要求	- Are up-to-date product specifications available for pattern / sample development? 是否有最新的产品规格用于纸样、样品开发?	The product specifications were available for sampling and development and filed systematically.	100
B.4	Validation 验证	- Are pattern / sample validate according to customer specification by qualified staff (e.g. dimension, function, material and appearance...etc.) 纸样, 样品是否由合格人员按照客户规格进行验证(例如尺寸, 功能, 材质和外观, 等)?	The factory verify the qualify of the sample firstly according to client's requirement on dimension/visual and inspection records was documented.	100
B.5	Documentation & Traceability 文件和追溯	- Are technical document and approved samples filed systematically and easily traceable? 技术文件和确认样是否有系统地存档及方便查找?	Technical document such as REACH standard was not be collected and was not provided for review.	0
B.6	Testing 检测	- Is the test strategy (what do you test, where and why?) defined early in the development phase? 产品测试要求是否在开发阶段已经决定? - How do you ensure that the product meets the customer specification and requirements? 如何确保产品符合客户的规格和要求?	Factory would test and verified the new samples by their test equipments according guests' requirements. If passed the test, factory also sent the new samples to the third party for safety/function test according to client's requirement with documentation.	100

C. Supply Management, Incoming Control & Warehouse 供应管理, 进料检验, 仓储管理

B.7	Safety & Regulations 安全条例	- Is there any risk assessment considered on product quality, safety and regulatory during product development? (e.g. Toys, E&E, Children's wear) 在产品开发阶段是否有针对产品的质量, 安全和法规方面的风险防范评估 (例如: 玩具, 电子产品, 童装) ? - Are all applicable and legal safety regulations and requirement identified (e.g. EN standards)? 是否所有适用的安全条例及要求被识别 (例如: 欧洲标准) ?	The risk assessment was conducted on product quality, safety and regulatory during product development. The applicable and legal safety regulations were filed such as REACH, standard 100 by OEKO-TEX	50
B.8 (Critical)	Safety & Regulations 安全条例	- How to guarantee all the products are complied with regulations in B.7 ? 如何确保所有产品符合上述 B.7 的相关条例 ?	Factory got the qualification for the materials such as thread used for samples and products and sent the new samples to the accredited test lab for safety test according to proposed markets' requirements.	100
B.9	Product / Engineering Change 产品/设计改变	- Is there a formal change process to evaluate, track, document and implement all changes? 是否有正式更改流程用于评估, 追踪, 文件化和执行所有更改 ? - Is there evidence the Supplier has informed METRO or customer of changes and received approval to implement changes prior to any change implementation? 是否有证据证明供应商在作出任何更改之前通知了METRO或客户, 并且收到客户批准 ? - Is there a process to assure that changes are validated to meet all specifications / requirements? 是否有确保更改有效性的流程以符合所有规格要求 ? - Is there a clear identification of revised material to the new change, and clear direction of what to do with old material to prevent error? 更改材料,设计是否有清楚的标识, 标明更新部分以及如何处理旧材料的清楚指示, 以防止出错 ?	The factory defined changing procedure for formal change process to evaluate, track, document and records was available. And the changing was advise to the production by written records.	100
B.10	Housekeeping 整齐/整洁	- Is there policy and approach to keep the Warehouse, IQC, Sample Room, R&D, Inspection area clean and tidy such as 5S, sufficient lighting, proper ventilation require for specific work tasks and stations, general impression of overall facility? 是否有保持仓库,来料区,样板房,研究开发部及检查区域干净,整齐的设施,政策,方法? 例如 5S 某些特殊任务和岗位,光线是否充足,通风良好等的整体设施?	Clean and tidy policy were available and sufficient lighting, general impression of overall facility were acceptable.	100

Bonus Section (Product Development) 加分项

No.	Question	Judgment Criteria / Requirements	Comments	Score
B.11	Use of Dummy for textile development 模特用于开发	- Does the supplier make use of Dummy in development? 工厂是否使用模特用于开发? - Brand and size available are intended for the product? 模特的品牌尺码是否适用于生产 ? (Mark down the brand and size of dummy) 记录模特的品牌和尺码	It was not applicable for proposed item.	NA
B.12	Use of Quality Tools to guarantee product/process robustness 运用质量工具去保证产品/工序的稳健性	- Does the supplier make use of quality tools like DFSS, FMEA, DFM, DOE, AQP(Advanced Quality Planning) in product development as practice? 工厂是否有使用质量工具 (例如DFSS, FMEA, DFM, DOE, AQP) 用于产品开发实践 ?	There was no quality tool used.	NA

C. Supply Management, Incoming Control & Warehouse 供应管理，进料检验，仓储管理

Supply Management 供应管理				
No.	Question	Judgment Criteria / Requirements	Comments	Score
C.1	Procedure & Policy (Sub-contracting / Sub-supplier) 程序和政策 (分包商/供应商)	- Is there a policy / procedure clearly defined and followed? 是否有明确的供应商/外包商管理程序，并且被执行？	The suppliers control procedure was established in the factory. But it did not defined the assessment of subcontractor, performance evaluation and improvement of the supplier and it was not followed effectively. Please refer to C2 for details.	25
C.2	Risk Assessment and Review (Sub-contracting / Sub-supplier) 风险评估和评审 (分包商/供应商)	- Is there any systematic risk assessment on selection of sub-suppliers/sub-contractors? 是否有针对供应商/外包商选择的系统风险评估？ - Does supplier demonstrates strong supplier quality management practice - from selection, documentation, control and improvement? 工厂是否有很强管理其供应商质量的能力，从选择供应商，文件管理，质量控制和持续改进？ - Is there regular measurement on sub-suppliers/sub-contractors performance and adapted to the business life cycle and influences business allocation? 是否定期评估供应商/外包商绩效，以适应企业生命周期和影响企业分配？ - Does factory demonstrates action is taken to improve poor performing sub-suppliers/sub-contractors? 工厂是否针对绩效不佳的供应商/外包商采取改善措施？	There was risk assessment on selection of suppliers in the factory but the factory did not conduct the assessment to the subcontractor of embroidery. Factory performed annual assessment with records. No evidence to prove that suppliers sustain to improve. No CAPA records were available for poor performing suppliers.	0

Incoming Control 进料检验				
No.	Question	Judgment Criteria / Requirements	Comments	Score
C.3	Procedure & Policy (Incoming material control) 程序和政策 (来料控制)	- Is there a policy / procedure clearly defined and followed? 是否有明确的原材料控制政策/程序，并且被执行？	The incoming materials control procedure was defined and followed effectively.	75
C.4	Incoming Material Standard 来料控制标准	- Is there clear work instruction and specific requirement available for different material/component/printing artwork for incoming qualification ? 是否有针对不同材料/零件/印刷材料检验的工作指导书和要求？ - Incoming qualification is based on AQL measurements and compared against agreed targets? 原材料检验是否基于AQL值，并且与既定目标进行对比？ - Is there material certification or conformity certificate required and documented for every batch of material/component that is sensitive or high risk (e.g. chemical, PCBA...etc.)? 是否有针对每批次进行检验或采集合格证书，记录敏感或高风险材料/零件（如化学物质、电路板等）的认证或合格证书，是否有文件支持？	The inspection working instructions and specific requirements were defined by factory for in-coming materials and base on the AQL measurements. The material certificates were requested from supplier and provided for review during the audit.	100

C. Supply Management, Incoming Control & Warehouse 供应管理，进料检验，仓储管理

C.5	Non-conforming Material / Reject Control 不合格物料/拒收物料控制	<ul style="list-style-type: none"> - Is the reject material/component clearly identified? 不合格物料/零件是否明确标识？ - Is the reject material/component clearly segregated from good material in all areas of production? 所有生产区域的不合格物料/零件是否已被隔离？ - Is there a process for final disposal of rejected material/component? 不合格物料/零件是否经过最终处理？ - Is there clear action plan based on the results analysis - to assure proper approvals, only use good material/component? 是否有基于结果分析的改善计划，以确保进行生产，只用合格物料，部件？ 	The rejected area was marked for identification in the material warehouse and was separated clearly from others material. Per interview, there was no handling process to the rejected in-coming material . No relevant analysis records were not available.	50
C.6	Incoming Material Qualification 来料条件	<ul style="list-style-type: none"> - Does material / component qualification shows a clear comparison against provided specifications on both conformity and reliability (e.g. color swatch, pantone, reference sample available in place and carefully stored)? 材料/零件的合格评定是否对比提供的规范说明书（例如有色卡、样板并妥善保管）？ - Is every batch of incoming material/component checked and recorded prior send to production? 是否在生产前检查并记录每一批次原材料/零件？ 	There was testing report from supplier for in-coming materials provided and the materials were checked and recorded prior send to production.	100

Warehouse & Material Flow 仓储和物流

No.	Question	Judgment Criteria / Requirements	Comments	Score
C.7	Warehouse & Material Flow 仓库和物料流程	<ul style="list-style-type: none"> - Are chemical, hazardous substance, sensitive electronics requiring care properly packaged and stored in controlled area and is restricted only for authorized personnel access? 化学/危险物质、敏感电子材料是否有合适的包装，储存在可控区域并且只允许授权人员进入？ 	It was not applicable for proposed item.	NA
C.8	Warehouse & Material Flow 仓库和物料流程	<ul style="list-style-type: none"> - Does supplier systematically implement First In First Out (FIFO) policy with clear records? 工厂是否系统实施“先进先出”政策并有明确记录？ 	There was no FIFO conducted.	0

(*Must use if applicable) Fumigation Process for Natural Material (eg. Recycle wood, sea grass, wooden material, bamboo ... etc.) 熏蒸处理（适用于木制品，海草，木材，竹制品，等）

No.	Question	Judgment Criteria / Requirements	Comments	Score
C.9	Procedure & Policy 程序和政策	<ul style="list-style-type: none"> -Is there a policy / procedure / process (clearly defined (what, where and how) and is strictly followed? 是否有熏蒸控制管理及政策/程序/流程（明确定义了防治对象、地点和方法），并严格执行？ 	It was not applicable for proposed item.	NA
C.10 (Critical)	Documentation and Traceability 文件和追溯性	<ul style="list-style-type: none"> - Which method (e.g. Heat treatment, Gas) is applied ? 害虫控制方法（如热处理或熏蒸）及程序？ - Is the and procedures and processes could be aligned with METRO or customer requirement? 程序和流程是否可以与METRO或客户的要求相一致？ - Is there any traceable record for each and every batch? 是否有每批次可追溯的任何记录？ - Is there valid fumigation certification for each and every incoming batch of material? 是否持有每一批次原材料的有效防虫处理证书？ 	It was not applicable for proposed item.	NA

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C. Supply Management, Incoming Control & Warehouse 供应管理，进料检验，仓储管理

C.11	Specification and Requirement 规格和要求	<p>- Is there any fumigation facility on site? Please state the type and technology. 现场是否有熏蒸控制设施？请列出设备类型和防治技术。</p> <p>- Is there any appropriate measures in place and recorded? Is there have isolated storage? Is there have moisture and temperature control? 对于熏蒸控制,是否有适当的措施并有相关记录?有否隔离储存？有否湿度和温度控制?</p>	It was not applicable for proposed item.	NA
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C. Supply Management, Incoming Control & Warehouse 供应链管理，进料检验，仓储管理

Bonus Section (Supply Management, Incoming, Warehouse) 加分项

No.	Question	Judgment Criteria / Requirements		Score
C.12	Supply Management 供应链管理	- Does supplier implemented risk assessment approach to their next tier supplier management? 工厂是否有针对他们的下一级供应商进行定期风险评估？	Risk assessment for next tier suppliers were not conducted.	NA
C.13	Incoming Material Control 来料控制	- Is there designated test equipment solely for incoming quality control instead of sharing with production line? 有无专门用于进料质量控制的测试设备（不和生产线共享）？	Factory equipped with some basic test equipment, such as light box.	100
C.14	Incoming Material Control 来料控制	- Is there light box available and use for incoming qualification with regular maintenance, light bulbs/tubes usage hour counter and calibrate? 是否有灯箱用于进料检验，灯箱有定期保养，灯管使用小时计数器及校准？	There was a light box available with regular maintenance records but light tubes usage hour counter and calibrate records were not available.	50
C.15	Warehouse 仓库	- Does supplier fully utilize computer system for the warehouse and material traceability e.g. barcode, QR code? 仓库是否完全采用电脑控制，材料是否可通过电脑如使用条形码、QR码追踪？	The computer system with barcode was not used in the material warehouse.	NA
C.16	Incoming Artwork Control 来料印刷品控制	- Does supplier FULL check all incoming printing material with the approved artwork by METRO or customer? 工厂是否检查所有经METRO或客户批准的印刷材料？	The factory did not do full checking to all incoming printing material.	NA



D. Production Process-Textiles 生产流程 - 纺织品

Manufacturing 生产制造				
No.	Question	Judgment Criteria / Requirements	Comments	Score
D.1	Procedure & Policy 程序和政策	- Is there have working procedure and instruction in local language for worker, in-line QC & end line QC? 是否有用本地文字编写的工作程序文件和作业指导书，提供给工人，中查和尾查？	The factory defined working procedure with process flow and standard was posted in workshops and inspection area for reference.	100
D.2	Production line set up 设立生产线	- Is the production line set up logical and efficient of production process? 生产线的设置是否合理及有效率？	The production had a clear work flow, the manpower was allocated correctly.	100
D.3	Approved sample 确认样品	- Is approved sample found in working area? 生产区是否有确认样？	There was qualified prior-production samples were displayed in knitting section and inspection area with approval tag or label.	100
D.4	Machines 机器	- Are machines, tools and equipment maintenance plan and record available and valid? 是否有机器，工具，设备的保养计划和记录？ - Is there have safety guard / belt guard for sewing machine? 车缝设备是否有安全防护装置（车针护挡及皮带护罩）？	According to factory tour and document review, it was noted that the equipment maintenance records were in place. All the linking and knitting machines were with proper needle and belt guard.	100
D.5	Quality control 质量管控	-Is in-line QC and end line QC installed? 生产线有否中查QC及尾查QC? - Is there QC plan/procedure defining inspection scope/ responsibility/ frequency? 是否有质量控制计划程序界定检查范围/责任/次数？ - Is QC report presented and the sampling plan is followed? QC 报告是否有取样标准并遵循了取样标准？	The in-line QC and end line QC was assigned and QC plan was defined. QC report presented with inspection scope/ responsibility/ frequency were defined and base on AQL standard. But the QC working instruction of embroidery was not defined.	50
D.6	Rework & Re-inspection 返工的产品和重新检验	- Is there have any defect / traceable label on rework product? 需要返工的产品是否有疵点标识？ - Are all defectives in production being segregated? 疵品是否被隔离？ - Any defective record present and follow? 是否有疵品记录？ - Any re-inspection report was present? 是否有重新检验报告？	Per factory tour and document review, it was noted that the defect label was used for defective semi-finished and finished goods. The defective goods were stored in transfer boxes. Defect record and re-inspection record provided	100


D. Production Process-Textiles 生产流程 - 纺织品

D.7	Traceability 追溯	Is there have any traceable label in process products? 半成品是否有可追溯的标签？	Per factory tour, it was noted that traceable label was used on transfer boxes.	100
D.8	Storage 存储	- Are finished products well stored in a covered area or a good shelter to protect from pests/weather damage? 成品是否妥善存储在有遮盖区域，以防止虫害及天气破坏？ - Finished products storage area is clean, dry with appropriate lighting and temperature? 成品存储区是否清洁，干燥，光线温度适宜？	The finished products were well stored in a proper condition with appropriate lighting and temperature.	100

Pattern Section 纸样

No.	Question	Judgment Criteria / Requirements	Comments	Score
D.9	Procedure & Instruction 程序和指引	- Is there a working instruction / procedure clearly defined and followed? 是否有明确界定和遵循工作指引/程序	It was not applicable for proposed item.	NA
D.10	Job details & Organization 工作细节	- Is there any clear job description, working procedure for pattern maker? 有无纸样工的工作说明，操作程序？ - Is approval sample available ? 是否有确认样？	It was not applicable for proposed item.	NA
D.11	CAD / CAM / Plotter application, maintenance and calibration CAD/CAM系统机器保养，校准记录	-Is there any clear job description for CAD / CAM system support for pattern maker? 有无CAD/CAM系统辅助排料的工作说明？ - Is there any valid machine maintenance, calibration record? 有无有效的机器保养，校准记录？	It was not applicable for proposed item.	NA
D.12	Traceability 追溯	- Is the pattern can be traced and maintained in good shape and condition? 纸样是否可追溯而且妥善保管？	It was not applicable for proposed item.	NA

Cutting Section 裁剪

No.	Question	Judgment Criteria / Requirements	Comments	Score
D.13	Procedure & Instruction 程序和指引	- Is there a working instruction / procedure clearly defined and followed? 是否有明确界定和遵循工作指引/程序	It was not applicable for proposed item.	NA



D. Production Process-Textiles 生产流程 - 纺织品

D.14	Fabric control 布料检验	<ul style="list-style-type: none"> - Is there any area for fabric relaxation and stay? 是否有松布存放区？ - Relaxation time? (No score below 2 hours for relaxing) 松布时间是否足够（2小时以下不得分）？ - Is there a time label on the fabric? 布料上是否有松布时间标签？ 	It was not applicable for proposed item.	NA
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D. Production Process-Textiles 生产流程 - 纺织品

D.15	Ply control 裁剪厚度控制	- Is there ply control for different types of fabric? 针对不同种类的布料是否有裁剪厚度控制? - Any special cutting equipment for the striped print and checker print? 对于条格布料是否有特殊的裁剪设备? - Is there dark and light color control? 浅色和深色布料是否分开处理?	It was not applicable for proposed item.	NA
D.16	Cutting table condition 裁床状态	- Does the overhead light provide good illumination? 照明灯光是否提供了良好照明? - Is the table size fit for use? 工作台尺寸是否适合使用?	It was not applicable for proposed item.	NA
D.17	Tools & personal protective equipment (PPE) for cutting fabric 裁剪工具和保护装置	- Are the clamps and weight sufficient for cutting table? 裁剪台的夹具和重量是否足够? - Are the metal gloves enough for knife cutter? (1 to 1) 是否每个裁剪工人配有金属防护手套?	It was not applicable for proposed item.	NA
D.18	Bundling & Traceability records 捆扎和追溯	- Are cut pieces bundled and stored properly? 裁片是否妥善捆扎及存放? - Is there a traceability ticket / information on the bundle? 每扎是否有可追溯的标签?	It was not applicable for proposed item.	NA
D.19	Quality control 品质管制	- Are cut pieces 100% checked? 裁片是否100%检验? - Any QC report was present? 有无检验报告?	It was not applicable for proposed item.	NA

Printing / Spraying / Pad Printing / Hand Drawing (Factory with in-house printing only) 印刷，喷涂，移印，手绘

No.	Question	Judgment Criteria / Requirements	Comments	Score
D.20	Procedure & Instruction 程序和指引	- Is there a working instruction / procedure clearly defined and followed? 是否有明确界定和遵循工作指引/程序	The factory did not defined the working instruction and quality requirement of embroider.	0


D. Production Process-Textiles 生产流程 - 纺织品

D.21	Approved sample 确认样品	- Is approved sample found in working area and could reached by the worker? 生产区是否有确认样？	According to the management interview, it was noted that the factory did not provide approval sample to the embroider subcontractor.	0
D.22	Ventilation & PPE 通风和个人防护设备	- Is the printing section fitted with proper ventilation system? 印花车间是否安装了适当的通风系统? - Is the worker provided and using appropriate personal protective equipment? 是否提供了工人的适当防护设备, 并且工人是否适当使用个人防护设备	It was not applicable for proposed item.	NA
D.23	Quality control 品质管制	- Are print pieces 100% checked? 印花片是否100%检验? - Any QC report was present? 是否有检验报告？	The factory conducted the inspection of embroidery pieces base on AQL standard.	0

Ironing Section 整烫

No.	Question	Judgment Criteria / Requirements	Comments	Score
D.24	Procedure & Instruction 程序和指引	- Is there a working instruction / procedure clearly defined and followed? 是否有明确界定和遵循工作指引/程序	The working instruction for boarding was defined by the factory and followed effectively.	75
D.25	Approval sample 验收样品	- Is approval sample found in working area and could reached by the worker? 生产区是否有确认样？	As per facility tour, it was noted that the approval samples were not displayed in the boarding workshop.	0
D.26	Iron table installation 烫床装置	- Is iron table installed in a specific area? 烫床是否在指定区域? - Is there any temporary storage space next to iron table? 烫床旁边是否有临时存放的空间？	As per facility tour, it was noted that 2 boarding machine were installed in a workshop with temporary storage area but the temporary storage area were not be marked and separated clearly.	50
D.27	Iron table condition 烫床状态	- Is iron table clean and without damage? 烫床是否干净没有损坏? - Is iron table with temperature control / steam control and vacuum suction? 整烫设备是否有调节温度, 蒸汽和抽真空的控制？	As per facility tour, it was noted that there were 2 auto-matic boarding machine in used with temperature control / steam control, drying and vacuum suction	100



D. Production Process-Textiles 生产流程 - 纺织品

D.28	Release moisture 水分释放	- Is there any area for breathing and not affected by external weather? 有无不受天气影响的排气设备? - How long is the relaxation time (No score below 2 hours for relaxing) and time label on ironed piece or batch? (No score below 2 hours for relaxing) 整烫完成有多长时间进入包装(少于2小时不得分)及整烫后产品上有没有时间标识?	There was an auto-matic boarding machine was in-used with auto drying function.	100
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D. Production Process-Textiles 生产流程 - 纺织品

Knitting (Sweaters fully fashion, etc) 编织				
No.	Question	Judgment Criteria / Requirements	Comments	Score
D.29	Procedure & Instruction 程序和指引	- Is there a working instruction / procedure, clearly defined and followed? 是否有明确界定和遵循工作指引/程序	The factory defined a knitting working instruction and was followed effectively, please refer to D32 for detail.	100
D.30	Knitting information 编织资料	- Is there any washing weight and rib count info? 有无洗水重量和罗纹统计信息? - Is the knitting instruction displayed at the machine? 有无织片指引张贴在编织机?	As per factory tour, it was found that knitting instruction displayed at the machine.	100
D.31	Approved sample 确认样品	- Is approved sample found in working area and could reached by the worker? 生产区是否有确认样?	The approval sample was displayed beside each knitting machined properly.	100
D.32	Quality control 品质管制	- Are knitted pieces 100% checked? 织片是否100%检验? - Any QC report was present? 有无检验报告?	The knitted pieces were checked base on regularly inspection was conducted per 2 hours and 100% inspection was conducted daily and QC reports were provided for review.	100

Washing and Dye 洗水和染色				
No.	Question	Judgment Criteria / Requirements	Comments	Score
D.33	Procedure & Instruction 程序和指引	- Is there a working instruction / procedure clearly defined and followed? 是否有明确界定和遵循工作指引/程序	It was not applicable for proposed item.	NA
D.34	Approval sample 验收样品	- Is approval sample found in working area? 生产区是否有确认样? - Any samples for approved shades and hand feel? 是否有确认的缸差板和手感板?	It was not applicable for proposed item.	NA
D.35	Testing for color fastness and washing 色牢度和洗水测试	- Is there have testing for color fastness and washing? 是否有色牢度和洗水测试? - Any record was present and traceable? 有无测试报告?	It was not applicable for proposed item.	NA
D.36	Ventilation & PPE 通风和个人防护设备	- Is the washing & dye section with proper ventilation system? 是否通风良好? - Is the worker with personal protective equipment? 工人是否有个人防护装备?	It was not applicable for proposed item.	NA

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D. Production Process-Textiles 生产流程 - 纺织品

D.37	Quality control 品质管制	- Is there any inspection procedure on color, measurement and hand feel? 有无关于颜色,尺寸和手感的检验程序? - Are all defectives in production being segregated, labeled? 疵点是否妥善地隔离和标识? - Any QC report was present? 有否检验报告?	It was not applicable for proposed item.	NA
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D. Production Process-Textiles 生产流程 - 纺织品
Packaging Section 包装

No.	Question	Judgment Criteria / Requirements	Comments	Score
D.38	Packing Sample & Instruction 包装样品和包装指引	- Is there any packing sample found at the packing area? 包装区是否有包装确认样? - Is there any packing instruction found at the packing area? 包装区是否有包装指引?	Per factory tour, it was noted that there was approved packing samples shown onsite and packing instruction in the packing area.	100
D.39	Carton information & Tracking 包装资料和追溯	- Is there any carton marking information found in packing area? 包装区是否有箱唛资料? - Information filed can be traceable (i.e. style, date code)? 信息可以追溯 (如款号, 日期代码)?	Per factory tour, it was noted that the carton marking information was found in the packing areas. The information was not filed for traceable.	50

Bonus Section 加分项

No.	Question	Judgment Criteria / Requirements	Comments	Score
D.40	Pre-production control 产前管理及控制	- Is pre-production review conducted prior to start of production and keep meeting record? 在生产前审查进行之前开始生产, 并保留会议记录? - Do production and quality supervisors join the pre-production review / product specification / production plan? 生产和质量主管是否参加产前会议?	Per document review, it was noted there was pre-production review conducted and quality supervisor join it.	100
D.41	Thread and sewing label control 缝线和商标控制	- Is there have delicate person for control? 缝线和商标是否有指定人员控制? - Any record of thread and label distribution? 有无缝线和商标的分发记录?	The factory assign a person to control the thread and color card and distribution records were provided for review.	100
D.42	Modern sewing machine 现代缝纫设备	- Is sewing machine with speed control? 车缝设备有无速度控制? - Attachment for sewing? (eg special feeder or sewing aids) 有无特种辅助工具 (拉筒, 卷边用设备)?	It was not applicable for proposed item.	NA
D.43	Cutting Section 裁剪部门	- Is Fully/Semi-Automatic Spreading machine is installed and in use? 有无全自动或半自动拉布设备安装和使用? - Is the machine with regular maintenance and updated calibration record? 机器设备有无定期保养和更新校准记录?	It was not applicable for proposed item.	NA



D. Production Process-Textiles 生产流程 - 纺织品

D.44	Knitting Section 编织部门	<ul style="list-style-type: none"> - Is the factory with computer knitting machine installed and in used? 有无电脑编织机安装和使用? - Is there any valid machine maintenance, calibration information? 有无有效的机器保养和校准信息? 	According to the factory tour, it was found that computer knitting machines were installed and in used with maintenance and calibration information.	100
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E. Quality Management 质量管理

Quality Management 质量管理

No.	Question	Judgment Criteria / Requirements	Comments	Score
E.1	Procedure & Policy 工作程序和方针	- Is there a quality policy clearly defined by the company? 公司是否有明确的质量政策？	Quality manual with quality policy, measurable quality objective were defined.	100
E.2 (Critical)	Quality Requirement: 质量要求: For Textiles only 仅适用于纺织品 QMR (Quality Minimum Requirement) For Hardgoods only 仅适用于耐用品 LRP (Legal Requirement Profile) 法规要求 RP (Requirement Profile) 产品要求 <i>(Only applicable for existing supplier/factory)</i> <i>(仅适用于现有供应商/工厂)</i>	- Is the supplier in possession of the latest LRP, RP, QMR? - 供应商是否在使用最新版本的法规要求(LRP), 产品要求(RP), 基本质量要求(QMR)? - Are the LRP and requirement specification / QMR signed by the supplier and correctly transferred into the product and manufacturing requirement for production 法规要求(LRP)和要求规格/基本质量要求(QMR), 是否由供应商签名作实, 并正确使用到产品及生产过程中的制造要求? - Does the document traceable? -这些文档是否可以被追溯得到?	The latest QMR was signed by the factory and provided for review, which also correctly transferred into the product and manufacturing requirement for production	100
E.3	Use of quality tools to measure quality performance / defect 使用质量工具来衡量质量性能/瑕疵	- Does factory keep all incoming & outgoing defectives record for analysis and follow up? 工厂是否保留所有进出货不良品记录进行分析和跟进 - Use of tools? (e.g.8D, PDCA etc.) 是否使用任何质量工具? (如8D, PDCA等)	Non-conforming records for in-coming materials and finished products were not available, and the CAPA records were not available. The quality tools such as PDCA was not used for quality management.	0
E.4	Outgoing Quality Control (OQC) 出厂质量控制	- Is there QC plan/procedure defining inspection scope/ responsibility/ frequency? 是否有质量控制计划程序界定检查范围/责任/次数 - Are there random quality checks of produced product? 是否对产品进行随机质量检查? - Is the result being analyzed and follow with timely improvement? 是否分析检验结果并及时改善?	As per document review, it was noted that the QC plan was defined for outgoing inspection. The factory defined AQL standard for finished production inspection but no analyze for improvement.	50

E. Quality Management 质量管理

E.5	Correction and Improvement 校正和改进	- Are semi-finished / finished products inspection defects reviewed and analyzed, appropriate corrective actions have been taken and closed in a timely manner with clear records maintained? (e.g align with findings and decision in E3) 成品/半成品检验不良品记录是否经过检查和分析，是否采取相应的纠正措施及时关闭不符合项，并保留相关记录？	The semi-finished / finished products inspection defects were reviewed and inspected records for re-worked were provided but no regular analysis and improvement were conducted.	50
E.6	Outgoing Quality Requirement (OQC) 出厂质量要求	- Is there clear work instruction and specific requirement available for different customer quality requirements? (e.g. Different AQL standard) 是否针对不同客户质量要求有明确的作业指导书及具体要求？（如不同的AQL标准） - Is there a procedure or equipment (e.g. Hi-Pot testing, tension testing) to control the high risk or safety related product (e.g. Electrical appliances, toys, children wear...etc.)? 是否有任何程序或设备（如高压测试，拉伸试验）来控制高风险或与安全相关的产品（例如电器，玩具，童装...等）？	The working instruction and specific requirement were documented for each different customer in the factory. Metal detector was in position for single-in and single-out checking.	100
E.7	Safety Standards 安全标准	- Does the supplier keep all relevant international and national safety standards related to its business 工厂是否有本行业相关的国际和国家安全标准？	The applicable regulations were not identified for proposed markets such as REACH but the factory did not kept it in electrical or printed format.	0
E.8	Customer complaint/ recall procedure are documented and follow 顾客投诉/召回产品程序跟进	- Is there a proactive procedure to handle customer complaint / recall case? 是否有处理顾客投诉/召回的前瞻性程序？ - Is there evidence to show supplier has followed the procedure and act proactively to resolve the issue? 是否有证据表明工厂执行该程序并主动解决相关问题？	Factory establish the Procedure of Customer Complaint & Recall procedure and drill record was provided for review.	100
E.9	Early Warning on Quality Issue 质量问题预警	- Is there a procedure clearly defining how supplier should report any quality problem on the shipped products or material? 是否有明确的程序规定工厂应立即汇报出货产品或材料中出现的质量问题？	The factory did not define a procedure for factory reporting any quality problem on the shipped products or material.	0
E.10	Internal Audit 内部审计	- Is there a yearly internal audit plan available? Is it implemented in time? 是否有内审年度计划，并及时执行及跟进？	Factory conduct the internal audit annually. The last internal audit was conducted on 18 December, 2018 and 1 finding were closed on 25 December, 2018.	100
E.11	Training 培训	- Are training and development plans developed and used to help ensure that people match with the present and future capability needs of the organization? 是否有员工培训和发展计划用于确保员工符合公司现有及将来发展的能力要求？	The training plan was available. But there was no development plan.	50

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E. Quality Management 质量管理

E.12	Quality System 质量体系	<ul style="list-style-type: none"> - Is there a quality manual? 工厂有否质量手册? - Does the quality manual clearly define the methods, standards and tools used? 质量手册是否明确界定所使用的方法、标准和工具? - Is there systematic process to ensure the defined procedures for incoming, in-process and outgoing and followed? 是否有系统的流程确保工厂执行进料、制程和出货检验程序? 	Quality manual was available, but found partial operations were not implemented strictly. For example, the CAPA records for non-conforming finished products were not available.	50
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Bonus 加分项

No.	Question	Judgment Criteria / Requirements	Comments	Score
E.13	Quality Approach to guarantee product/process robustness, and quality attitude 质量方针，以保证产品/工作程序稳健性	<ul style="list-style-type: none"> - Does the company approach on quality management make use of quality tools such as DFSS, FMEA, DFM, DOE, AQP (Advanced Quality Planning) as practice? 工厂是否使用质量工具，例如DFSS, FMEA, DFM, DOE, AQP? - Does the company and staff have "zero defect" mindset in its daily practice? 公司及员工在日常工作中是否具有“零缺陷”意识? 	There was no quality tools used for improvement.	NA
E.14	Risk-based thinking 风险导向思考	<ul style="list-style-type: none"> - Is the supplier apply risk-based thinking thoroughly their operation and quality management? 风险导向思考是否运用于生产操作和质量管埋? - Is there a proper procedure to assess, manage, and control risk? 有否适当程序用于评估、管理和控制风险? 	The risk-based thinking was not conducted in the factory.	NA

F. Test, Equipment, Training & Others 测试，设备，培训和其他

Test, Equipment & Training 测试，设备及培训				
No.	Question	Judgment Criteria / Requirements	Comments	Score
F.1	Training - Worker Qualification 培训 - 工人资格	- Do workers have appropriate qualification and training to perform the assigned task (e.g. Assembly workers, Lab operator, QA/QC, Ironing, CAD/CAM...etc.)? 工人是否有相关资质并受过相应培训？（如：装配工，实验室操作员，QA/QC人员，整烫工，电脑辅助设计/生产人员等）	Training and qualified records for QCs was available, but did not provide the training to knitting and boarding workers.	50
F.2	Production Machine and Tools 生产机器和工具	- Are machines, tools and equipment maintenance plan and record available and valid? 是否有机器设备和工具的保养计划和记录，并且有效？ - Do the parameters and settings of the production machine are conforming with the defined procedure and requirement? (e.g. temperature, pressure, voltage, time period..etc.) 生产设备的参数设置是否符合规定的程序及要求？（例如温度、压力、电压、使用期限等）	Machinery maintenance schedule was defined and records were posted beside the machine. The parameters and settings of the knitting and boarding machine were conforming with the defined WI.	100
F.3	Production Machine and Tools 生产机器和工具	- Is there adequate control and maintenance of software, program and test fixtures used for the test and measurements? 测量和测试用的用软件、程序及装置是否充分控制并维护？	Maintenance record for the circle knitting machines were provided.	100
F.4	Production Machine and Tools 生产机器和工具	<i>For Hardgoods only</i> 仅适用于耐用品 '- Is there any regular analyses performed and recorded on machines (eg. AI / SMT / wave soldering / ICT) and processes kept on automatic machines? 是否对设备进行定期分析并记录（如AI软件/贴片机/波峰焊/ICT），自动化设备是否有操作工序？ <i>For Textiles only</i> 仅适用于纺织品类 - Is there any regular analyses performed and recorded on automatic machines / system? (eg. automatic spreading, computer knitting machine, CAD/CAM) 是否对自动化设备/系统进行定期分析并记录？（如自动打毛机，电脑编织机、CAD/CAM）	There was regular analyses performed and recorded on automatic machines, such as knitting machines.	100
F.5	Production Machine and Tools 生产机器和工具 <i>(For Hardgoods only)</i> <i>(仅适用于耐用品)</i>	- Are earthed floors, ESD bands worn by operators undertaking sensitive operations (e.g. PCB assembly)? 员工从事敏感性操作(如PCB组装)是否佩戴接地，防静电装置？	It was not applicable for proposed item	NA

F. Test, Equipment, Training & Others 测试, 设备, 培训和其他

F.6	Production Machine and Tools 生产机器和工具 (For Hardgoods only) (仅适用于耐用品)	- Is there regular validations of key parameter settings / key items performed and recorded on the tin bath, dipping soldering, reflow oven soldering, wave soldering, plastic injection, heat-sealing, ultrasonic welding processes, hand-soldering irons, screwdrivers...etc.? 是否对设备主要参数设置进行定期验证并记录, 如锡槽、浸渍焊/回流焊/波峰焊机、塑料注塑/热封/超声波焊机、手动电烙铁、螺丝刀等?	It was not applicable for proposed item	NA
F.7	Personal Protective Equipment (PPE) 个人防护装备 Procedure & Policy 工作程序和方针	- Is there a policy / procedure clearly defined the use of personal protective equipment with sufficient instruction and training for workers? 是否有明确的个人防护用品使用程及有否详细的设备使用说明书及相关培训? - Is the PPE appropriate for the task performed? 个人防护用品是否适用于工作性质及环境 - Is there emergency aid equipment (e.g. eye bath, fire extinguisher..etc..) nearby the work station with concern? 是否设有急救设备(如洗眼器、灭火器等)在工作台附近?	There was a management procedure defined the use of personal protective equipment. PPE operation instruction and training were provided with records. Emergency aid equipment such as fire-fighting facilities equipped in the workshops.	100
F.8	Use of Personal Protective Equipment (PPE) 个人防护设备的使用	- Is there appropriate personal protective equipment used by workers? 是否有适当的个人防护用品供工人使用? - Are there sufficient quantity of the PPE available at the station and area in need? 是否在需要的区域放置足够数量的个人防护用品?	The PPE such as mask and earplugs were provided for knitting workers.	100
F.9	Availability of Equipment 生产设备	- Does supplier has appropriate equipment to perform testing, production and inspection? 工厂是否有适当的设备用于生产, 测试及检查? - Are there checking and operation instruction available beside each equipment? 有否检测文件和操作说明在相关仪器侧? - Is the equipment being validated according to the instruction prior each production shift? 每班员工在生产前有否按照测试指示校准仪器?	The steel ruler and balance were in used for products measurement and calibration certificates were provided. The knitting machines were validated according to the instruction prior each production shift and the operation instruction was available.	100
F.10	Calibration of Equipment 设备校准	- Are calibration certificate/report valid and available for audit? 是否提供有效的校准证书/报告?	The steel ruler and balance were in used for products measurement and calibration certificates were provided.	100
F.11	Equipment Maintenance Plan 设备维修计划	- Is there a maintenance and calibration plan in place and being followed with record? 设备维护和校准计划是否执行并明确记录及遵循 - Is there a clear guideline how to report and segregate malfunction equipment? 是否有清晰指引, 如何报告和隔离故障设备?	There was a maintenance and calibration plan defined and followed, but the guideline how to report and segregate malfunction equipment was not established.	50
F.12	Work Instruction and Requirement 工作指令和要求	- Are there clear work instructions and standards available for each maintenance operation and task 每项操作与职务是否有明确的作业指导书和标准? - Are the documents properly maintain, filed and up to date 所有文件是否妥善保存, 归档及更新?	Working instruction was defined maintained and maintained on site for main production process, such as knitting process.	100

F. Test, Equipment, Training & Others 测试，设备，培训和其他

No.	Question	Judgment Criteria / Requirements	Comments	Score
F.13	Procedure & Policy 工作程序和方针	- Is there a policy / procedure clearly defined and followed? 是否有明确的利器控制程序/政策，并且被执行？	Sharp tools control procedure was defined and was followed effectively.	100

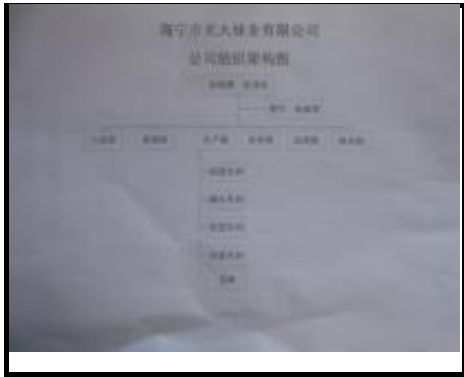
F. Test, Equipment, Training & Others 测试，设备，培训和其他

F.14	Sharp Tools Control and Storage 利器控制和存储	- Is there dedicated personnel to control sharp tools? 是否有专门人员负责利器管控及特定的区域存放利器? - Is there specific storage for sharp tools? 利器是否有特定储存位置? - Is the replacement record available (i.e. 1 to 1 replacement)? 可有替代记录 (即1换1)	There was dedicate personnel to control and specific storage for sharp tools and replacement records was provided.	100
F.15	Sharp Tools Control at Work Station 在工作台的利器控制	- Are sharp tools tethered to working station? 利器是否系在工作台上?	As per facility tour, the auditor found that all scissors were tied onto working station in the factory.	100
F.16	Metal Detector 验针机	- Is there any functional metal detector? 是否有任何功能性金属探测器? - Are all critical products (e.g. stuffed toys, children wear, home textile) 100% checked by metal detector? 关键产品 (如填充玩具、童装、家纺) 是否100%过验针机?	The metal detector was in used to conducted 100% inspection.	100
F.17	Metal Detector 验针机	- Is there any calibration procedure / record for the metal detector? 是否有用于验针机校准的程序/记录? - Is single-in and single-out checking implemented? 产品是否单独逐一过验针机?	Single-in and single-out checking was conducted before packing.	100

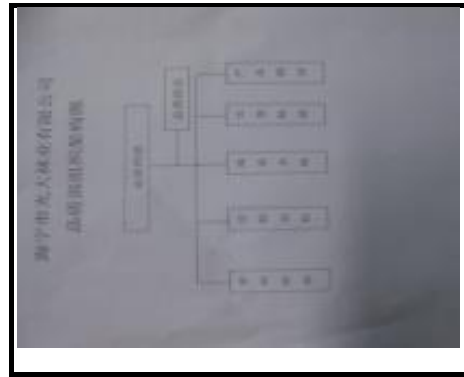
Bonus Section (Test, Equipment & Training) 加分项

No.	Question	Judgment Criteria / Requirements	Comments	Score
F.18	Testing Facility within supplier premises 供应商场地内测试设备	- Is there accredited lab in the factory 工厂是否有经认可的实验室?	There was no accredited lab in the factory.	NA
F.19	Training 培训	- Are workers/staffs being trained for multi operation process (sleeve, hemming, etc.)? Provide with valid training records 工人是否受过多个操作工序 (如上袖子、卷边等) 的培训? 并提供有效的培训记录	It was not applicable for proposed item.	NA

Photos



Factory Organization Chart



Organization chart of quality



Factory name



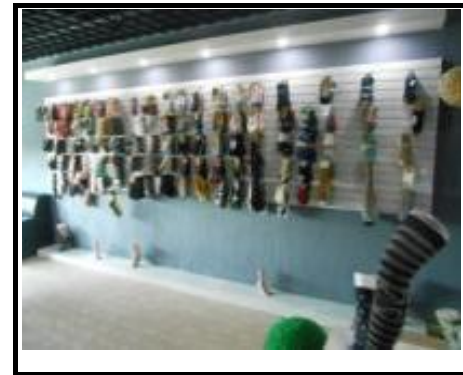
Factory gate



Factory Yard



Show room



Sampling room

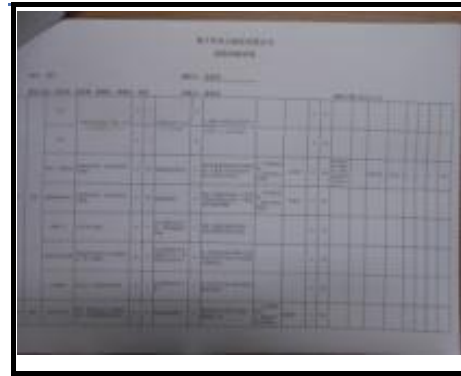
Photos



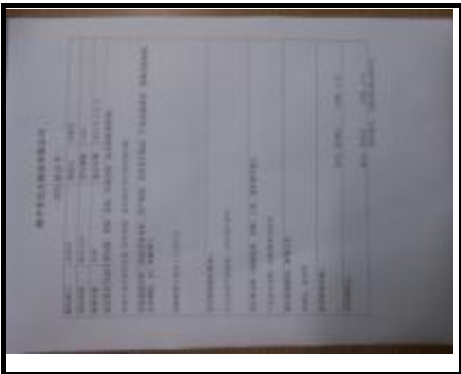
Light box



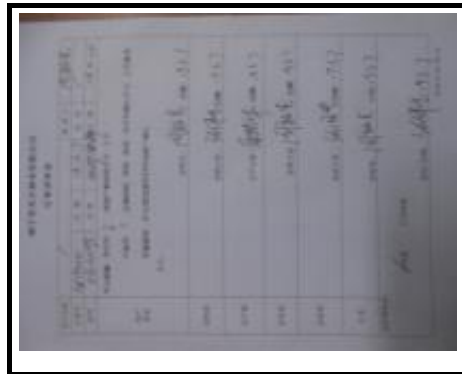
Risk assessment



Changing confirmation



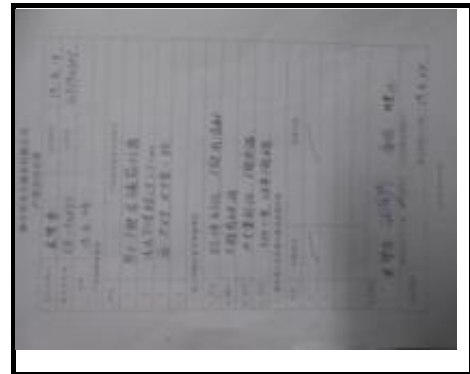
Development record



Contract review



Pre-production piece record

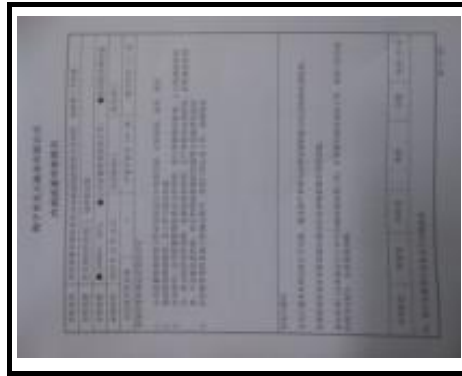


Prior production meeting record

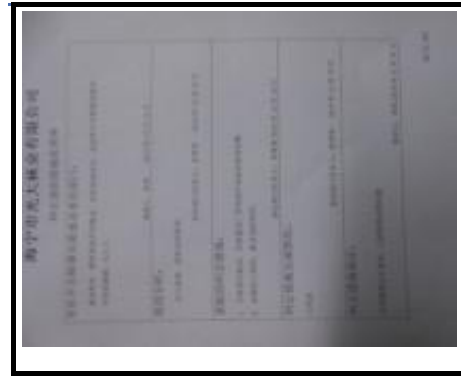
Photos



Training plan



Internal audit report



Internal audit CAP



Equipment list



Quality manual



Working Instruction



Photos



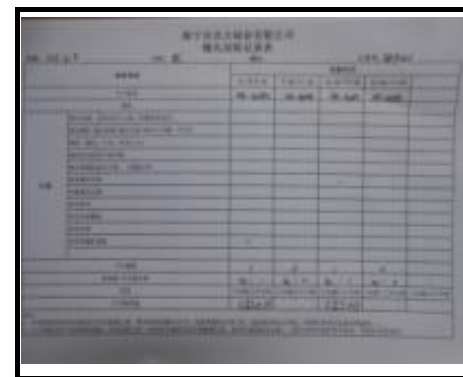
QC plan



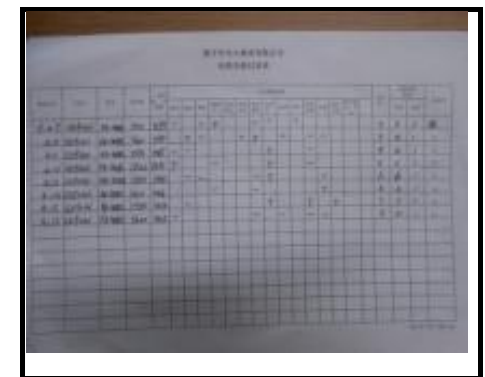
In-coming material inspection record



100% knitting pieces inspection record



Linked inspection record

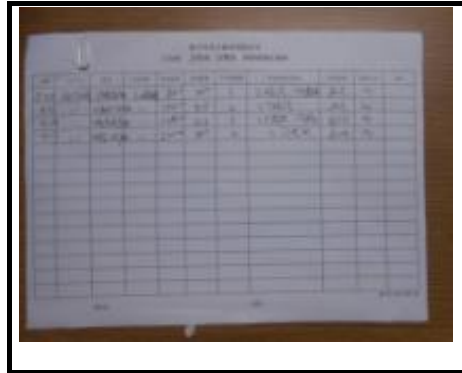


100% before packing inspection record

Photos



Packed sampling inspection record



AQL sampling inspection record for embroider pieces



REACH testing report for thread



Calibration report for measurement tools



Material warehouse



Material inspection area



Double cylinder machines



Knitting pieces inspection area

Photos



Linking machine



Boarding



100% pieces inspection before packing



Defects label



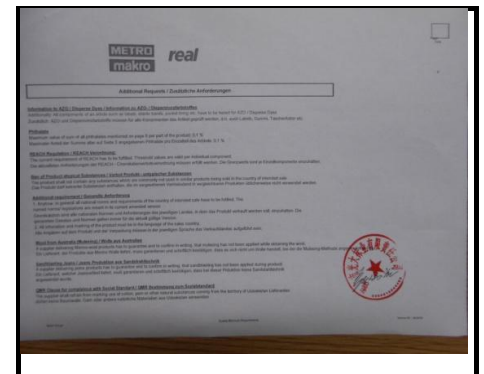
Packing



Carton packing



Finished products warehouse



Signed QMR

Photos



NC: the temporary storage area were not be marked and seperated clearly in boarding section.



NC: Subcontractor of embroidery was not registered in qualified supplier list



MAS NF Audit Report

1. Glossary

<p>Auditor : 审核人员</p> <p>Approver : 审批人员</p> <p>Auditee :</p>	<p>The personnel who visit the factory for review, checking and made comments on the finding according to the audit check list 进行工厂审核，检查的人员,根据审计检查单给与结论并意见</p> <p>The personnel who review the completed audit check list done by auditor 审查及检查审计员完成审计后的报告</p> <p>The personnel who is represent from supplier side as the main contact 代表供应商方面的接触人员</p>
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2. Section Responsible 应填写的部分

	Fields/columns to be responsible 应填写的栏目	
Section 部分名称	Auditor 审核员	Supplier 供应商
Audit Summary 审核总结	1. Audit date 审核日期 2. Supplier Code & Name 供应商代码和名称 3. Factory Code & Name 工厂代码和名称 4. Audit Highlights 审计要点	n/a
A. General Information / Capability 基本信息 / 性能	- Auditor Team 审核人员 - Auditee Representative 供应商代表	- All fields (except specifically mentioned) 全部
A. Findings / Critical Findings 发现 / 高危问题	- All fields 全部	n/a
B. Product Development 产品开发 C. Supply, IQC, Warehouse 供应, 来料质控, 仓库 D. Production-Hardgoods / Textiles 耐用品生产 / 纺织品生产 E. Quality Management 质量管理 F. Test, Equipment, Training & Others 测试, 设备, 培训与其他	- Comments for each and every question 每一个问题的评论 - Score 分数	n/a

MAS NF Audit Report

3. Working & Reporting Guidelines 工作与报告准则

Auditor shall start the audit from incoming and follow the manufacturing flow for the assessment
 审核员由来料开始评估，根据生产流程进行检查。

Score Requirement

- Questions in each section must be counter checked with the factory representative
- Auditor are requested to input score without decimal for every question according to the Scoring Guideline [A. Findings]. If any question/section is not applicable for the factory business nature, auditor needs to input NA
- Score for audit section should be "NA", "0", "25", "50", "75" or "100"
- Score for "Bonus" section should be "NA", "25", "50", "75" or "100"

评分标准

每个部分中的问题必须与工厂代表进行核对

审核员将根据评分指南 [A. 要求您输入分数 (不含小数) 的每一个问题发现]。如果有任何问题/条不适用于工厂业务性质，审核员需要输入 NA

“非额外部分”的分数应为“NA”或0或25或50或75或100 (不含小数)。

“额外部分”的分数应为“NA”或0或25或50或75或100 (不含小数)。

"NA" = 不适用

Use of Worksheet

- For "MAS FA #:", "Supplier Code & Name", "Factory Code & Name" please refer to technical audit list
- "A. Audit Summary" and "A. Findings" - please fill the comments and recommendations in English and Chinese
- For [D. Production-Hardgoods] the auditor is requested to conduct "Toys" section if factory is involved into toys or similar product manufacturing
- For [D. Production-Hardgoods] and [D. Production-Textiles] the auditor is requested to conduct BOTH worksheets if factory is involved into manufacturing both hardgoods and textiles related products
- For [D. Production-Hardgoods] and [D. Production-Textiles], if either one of the worksheet is not applicable to factory manufacturing process, the auditor is requested to fill Cell H1 with "NA" and hide the relevant worksheet

- "MAS FA #:", "供应商代码及名称", "工厂代码及名称" 请参考工厂审计清单

- "A. Audit Summary" and "A. Findings" - 请使用英文和中文填写意见和建议

- "D. 耐用品生产"部分，如果工厂有生产玩具或相关产品，审核员必须完成“玩具”这一部分。

- 如果生产过程涉及耐用品和纺织品，审核员须完成两份表格：“D. 耐用品生产”和“D. 纺织品生产”。

- 如果“D. 耐用品生产”和“D. 纺织品生产”中任一表格不适用于生产流程，请在相应表格的H1方框中填写“NA”并隐藏相关工作表

Photo Requirement 照片要求

- Factory name, factory external view, office, showroom where applicable 工厂名称，工厂外观，办公室，陈列室
- Clear and visible 必需清晰可辨
- Close up to show the details 充分展示细节
- Not less than 5 photos for each audit section (do not attach the document as photo into the report in these sections)
 每部分不少于5张照片 (勿将文件作为图片粘贴在这些部分报告中)
- Production floor overall, warehouse, operator station, machinery, tools, equipment 机器、工具、设备
- Findings of advantage and insufficient 发现优势和不足
- Document photos (eg. QC report, calibration certificate, testing report....etc) 文件照片 (如质检报告，校准证书，检测报告....等)
- Factory Organization Chart & QMS Organization Chart 工厂架构图和QMS架构图
- Code of Conduct 行为守则
- ISO Certificate if applicable 管理评审体系证书

**** All evidence, document and photos must be kept in good conditions for future enquiry**

**** 所有文件、证据、照片必须完好保存以便查询**