



榮益香港有限公司

Inspection

www.gb-inspection.com

Address: Room 203 Ben Li Er Buliding of No.1  
xing tai Road ,Ren he Town ,Bai yun District,  
Guangzhou,Guangdong, China  
TEL: 86-20-28965223 86-13631329406  
Email: gbinspection@163.com

# Factory Audit

Client: ART and SOURCE GmbH

Seller: ProXplus Ltd

Factory: Impro(China)Limited

## Audit Information

Date of Factory Visit: [

Auditor Name:

Sam





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## Audit Summary

### Risk Assessment

Risk Level	Very High RISK	
	High RISK	
	Medium RISK	
	Low RISK	X

Please note that the Inspector Opinion should be used in conjunction with other information

### Audit Result

(X)	Pass AAA Grade Seller	Score of 100%-91% and 0 "No" responses to Critical Items
( )	Pass AA Grade Seller	Score of 90%-81% and 0 "No" responses to Critical Items
( )	Pass - A Grade Seller	Score of 80%-61% and 0 "No" responses to Critical Items
( )	Fail	Score of 60% and below <or> 1 or more "No" responses to Critical items. Requires Corrective Action within 60 days
Total Score		96.5
"No" Responses to Critical Items		No
* All Items marked with ## are critical items. A mark of "No" for any of these items will result in an immediate failure.		

### Audit Information Summary

Does the address match with the information provided by the customer

YES	NO
X	

If "NO" please explain

### RISK ASSESSMENT

#### Summary / Recommendation:

Please provide a general evaluation, advise the points that represents a risk.

1. In company of Kathy Ni in Impro, we visited the factory in No.18,Furong Road 5,Xishan Economy Development Zone,Wuxi.

2.Impro(Chian)Limited was founded on Mar 31<sup>st</sup>, which is specializing in the production of Casting and forging blank and High-grade hardware for cars and motorbikes.





3.During the audit process, it was found that all the stuffs participate in social insurance in accordance with the provision of the laws of the state.

4.During the audit process, it was found that the factory have the whole staff rest for two days every day every week and work 8 hours a day. In accordance with the provision of the labor law.

5.During the audit process, it was found that the wags of the workers are accordance with local standards on minimum wages

6. During the audit process, it was found the special equipments (Tank, pressure vessel) have annual examination.

7.During the audit process, it was found the fire fighting equipment(fire extinguisher) are in line with the requirements of the fire.

8.During the audit process, it was found the factory provides workers with labor protection supplies each month and all the workers in the workshops wear them.

9.During the audit process, it was found all the equipments in the factory have relevant repairing plans and records.

10.During the audit process, it was found the factory has no dining hall.

11.During the audit process, it was found all the records of the factory are complete and continued.

2. Please view the factory information as following:

Machinery: calcinator:21; machine tool:13; Wax injection machine 51  
the dewaxing cauldron 4;Intermediate frequency furnace 17;  
shot-blasting machine: 38

- Buildings & Conditions: 1 office building and 2 workshop
- Workers and Conditions: The working condition is very good..Approx 682 workers are in the factory
- Quality Control Systems: ISO14001:2004
- Records of transactions: The manufacturer refused to provide the records of the transactions. The manufacturer refused to provide their export records to me.
- Communication Channels: The communication of the manufacturer good.

### Strengths

- Machinery: The machineries in the factory are very good
- Buildings & Conditions: The plants and office buildings are very good
- Workers and Conditions: Working conditions in the new plant is very good
- Quality Control Systems: N/A
- Records of transactions (Batch dates, Quality Checks, Worker Training, Raw Material delivered dates etc): all





the records are completed.

- Communication Channels: very good


**Opportunities for Improvement:**

- All the documents and records of the factory are completed.
- The factory environment is clean.

### Audit Results Summary

Sections	Total Applicable	Points	Total Achieved	Points
A. Employment and Labour Practices	6		6	
B. Facilities & Working Environment	14		12	
C. Quality Control System	14		13	
D. Communication, Documentation Control	6		6	
E. Handling of Complaints	3		3	
F. Incoming Raw Materials Inspection	9		9	
G. In-Process Quality Control	10		10	
H. Finished Production Inspection	8		8	
I. Finishing and Packaging	10		10	
J. Non-Confirming/ Rejected Materials	6		6	
Total Points Applicable	(A)	86		
Total Points Achieved			(B)	83
Audit Score		(B) / (A) x 100 =		96.5

### Factory Background Information

1	Is this Factory Selling the goods to the Client?	YES	NO	X
	Is this Factory using its own Exporting license to export the goods to the	YES	NO	X
2	Trading Company Name In Chinese Trading Company Business License Number?			



	<p>Address on Business License</p> <p>In Chinese</p> <p>Is this the same address as visited?</p> <p>If "No" what is the address visited.</p> <p>Trading Company Export License</p> <p>In Chinese</p> <p>Bank Account Details</p> <p>Year of Trading Company Foundation</p> <p>Trading Company Agent Name</p> <p>Trading Company Agent Name in</p> <p>Identity Card Number of Agent</p>	N/A
3	<p>Factory Name</p> <p>In Chinese</p> <p>Factory Address</p> <p>In Chinese</p> <p>Phone</p> <p>Fax</p> <p>Website</p> <p>E-mail address</p> <p>Date of Foundation</p> <p>Date that Factory</p> <p>moved to current location</p> <p>Factory Business License Number</p> <p>Address on Business License</p> <p>In Chinese</p> <p>Is this the same address as visited</p> <p>Export License Number</p> <p>Bank Account Details</p> <p>What Trade Associations is the Factory</p> <p>a member of?</p> <p>Is this a Private or Public owned</p>	<p>Impro(China)Limited</p> <p>鷹普(中国)有限公司</p> <p>No.18,Furong Road 5,Xishan Economy Development</p> <p>无锡市锡山经济开发区芙蓉5路18号</p> <p>86-510-68001800-1277</p> <p>86-510-85165099</p> <p><a href="http://www.impro.com.hk">www.impro.com.hk</a></p> <p><a href="mailto:yang_yangimpro.com.cn">yang_yangimpro.com.cn</a></p> <p>2004-03-31</p> <p>2004-03-31</p> <p>320200400019429</p> <p>无锡市锡山经济开发区芙蓉5路18号</p> <p>Yes</p> <p>N/A</p> <p>N/A</p> <p>Private</p>
4	<p>Factory Owner Name</p> <p>Factory Owner Name in Chinese</p> <p>Identity Card Number of Owner</p> <p>Factory Sales Manager Name</p> <p>Factory Sales Manger Name in Chinese</p>	<p>Yu yuepeng</p> <p>余跃鹏</p> <p>Refused to provide</p> <p>Yu yuepeng</p> <p>余跃鹏</p>





	Identity Card Number of Sales Manager Number of Years using Trading Factory Manager Factory Manager Name in Chinese	Refused to provide 10years Yu yuepeng 余跃鹏						
5	English Speaking Sales English Writing Sales English Speaking Technical Total Number of Office Staff Total number of Factory Workers	23 persons 23 persons 16 persons 96 persons 682 persons						
6	Main products Produced by Factory Product 1 Name Maximum Production Capacity Product 2 Name Maximum Production Capacity Product 3 Name Maximum Production Capacity Product 4 Name Maximum Production Capacity	Casting and forging blank and High-grade hardware for cars and motorbikes 3000 sets/day (the quantity of each set is decided by the product size)						
7	Domestic Market Sales (%) Export Market Sales (%) Countries Exported to No of Containers exported ( last 12 months) Can the Factory Provide Evidence? No of New International Clients last 12months Can the Factory Provide Evidence?	0% 100% Canada, USA, UK, Germany, Greece N/A <table border="1" data-bbox="798 1406 1528 1462"> <tr> <td>YES</td> <td>NO <b>X</b></td> </tr> </table> N/A <table border="1" data-bbox="798 1541 1528 1597"> <tr> <td>YES</td> <td>NO <b>X</b></td> </tr> </table>	YES	NO <b>X</b>	YES	NO <b>X</b>		
YES	NO <b>X</b>							
YES	NO <b>X</b>							
8	Annual Turnover for the Past 3 years (according to Factory) Can the Factory Provide Evidence?	<table border="1" data-bbox="798 1731 1528 1787"> <tr> <td>YES</td> <td>NO <b>X</b></td> </tr> </table>	YES	NO <b>X</b>				
YES	NO <b>X</b>							
9	Computer Digital Camera Internet Scanner	<table border="1" data-bbox="798 1832 1528 1888"> <tr> <td>YES <b>X</b></td> <td>NO</td> </tr> </table> <table border="1" data-bbox="798 1888 1528 1944"> <tr> <td>YES <b>X</b></td> <td>NO</td> </tr> </table> <table border="1" data-bbox="798 1944 1528 2000"> <tr> <td>YES <b>X</b></td> <td>NO</td> </tr> </table>	YES <b>X</b>	NO	YES <b>X</b>	NO	YES <b>X</b>	NO
YES <b>X</b>	NO							
YES <b>X</b>	NO							
YES <b>X</b>	NO							





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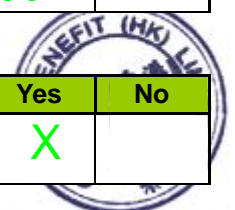
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	English speaker	YES <input checked="" type="checkbox"/>	NO
	Video Meeting Facilities	YES <input checked="" type="checkbox"/>	NO
10	Other Information	Taking part in different kinds of International Stone Fair.	

## Audit Questionnaire

A. QUALITY CONTROL FAILURE COST		Yes	No
	Is there a quality manual running in the company meeting Quality Assurance Systems such as ISO 90001?	<input checked="" type="checkbox"/>	
	Will the supplier sign a contract to pay the cost of amendment, reparation or re-testing the product or part in case any defective appears?	<input checked="" type="checkbox"/>	
	Will the supplier pay for the sorting fees at the client's facility in event non-conforming parts are found?	<input checked="" type="checkbox"/>	
	Will the supplier pay the cost to rework the non-conforming parts if they can be repaired? (during the warranty period)	<input checked="" type="checkbox"/>	
	If parts are rejected at the client's facility, will the supplier replace the pieces with an equal quantity on an Free of Charge basis?	<input checked="" type="checkbox"/>	
	Will the supplier pay for the cost of a rejected assembly if it fails due to the non-conforming quality of the part purchased from the supplier?(during the warranty period)	<input checked="" type="checkbox"/>	
B. PRODUCT TESTING		Yes	No
	Will the supplier pay for independent tests of initial samples?	<input checked="" type="checkbox"/>	
	Will the supplier pay transportation costs to deliver samples to independent test facility?	<input checked="" type="checkbox"/>	
	Can the Supplier provide evidence/reports showing the product produced has met the Clients test requirements?	<input checked="" type="checkbox"/>	
	Will the supplier pay for independent checks of samples of the clients order?	<input checked="" type="checkbox"/>	
	Will the supplier pay for independent re-checks of samples of the clients order?	<input checked="" type="checkbox"/>	
C. COSTUMER COMPLAINTS		Yes	No
	Does the supplier have a written procedure to address client complaints	<input checked="" type="checkbox"/>	
	Does the supplier have a written record of client complaints	<input checked="" type="checkbox"/>	

D. PRODUCT FAILURE COSTS		Yes	No
	Will the supplier pay the shipment costs if it is agreed to return reject parts to China?	<input checked="" type="checkbox"/>	





If the parts are not to be returned to China, will the supplier pay the cost to dispose of the material?	X	
Will the supplier pay air freight cost if the client needs the replacement parts urgently due to rejections?	X	
Will the supplier pay Land freight Cost if the client needs the replacement parts urgently due to rejections?	X	
If the landed product fails to meet the client's specifications, will the supplier pay to air freight for replacement or spare parts?	X	
If the landed product fails to meet the client's specifications, will the supplier pay Land freight for Replacement or spare parts?	X	
Will the supplier pay for costs of re-loading or re-packing parts, if the supplier's standard packaging collapses or breaks during transportation and cannot be unloaded/stored in the usual way?	X	
<b>E. ON TIME DELIVERY</b>	<b>Yes</b>	<b>No</b>
Does the supplier have a written procedure to monitor of On Time Delivery for all clients?	X	
Will the supplier pay for the air freight of production parts if the parts are urgently required due to the supplier's failure to meet the agreed shipment date?	X	
Will the supplier compensate the Client for the cost of stopping or pausing the client's assembly line or operation due to the supplier's failure to meet the agreed shipment date?	X	

## Audit Inspection Details

A. Employment and Labour Practices		Yes	No	N/A
1*	Are the legal and established Minimum Age Regulations being met?	X		
2*	Is the wage and benefit structures consistent with the laws and regulations of the industry in question?	X		
3*	Is the applicable government and industry standards for occupational health and safety being met?	X		
4*	If there is a legal limit of the number of weekly work hours for employees, are they being followed?	X		
5*	If there is a legal limit on the number of overtime hours per week, are they being followed?	X		
6*	Does the Factory comply with the prohibition of forced or compulsory labour?	X		
	Ratings ( Score 1 point for each marked yes)	<b>Total:</b> 6/6		
<b>Any of the above are considered critical items. Any "No" responses in these categories will be designated an Audit Failure</b>				

Item No	Comments








B. Facilities & Working Environment		Yes	No
1	Is the plant layout generally acceptable to manufacture the goods required?	X	
2	Is the working areas clean with no obstructions?	X	
3	Is there suitable lighting and ventilation for proper production?	X	
4	Is there a written machine maintenance schedule?	X	
5	Does the factory possess a strong maintenance team to back up production?	X	
6	Does each machine have a maintenance record hung on it?	X	
7	Is there a time card recording machine?	X	
8	Are the aisles, stairways and exits kept clear at all times?	X	
9	Are workers wearing uniforms before entering onto the production floor?	X	
10	Are workers required to change working shoes before entering onto the production floor?	X	
11	Is there at least 1 well stocked Medial first Aid kit on every Factory floor?	X	
12	Is the production floor a smoke Free zone? Is there separate smoking and non-smoking staff areas (Yes applies only for both).	X	
13	Is there a "No Food No Drink" policy at employees work stations? Is there designated areas where food and drink can be taken ( Only tick yes of both apply)	X	
14	If the factory provides meals – Are the kitchens safe and hygienically clean?	X	
<b>Ratings ( Score 1 point for each marked yes)</b>		<b>Total:</b>	<b>14/14</b>

Item No	Comments

C. Quality Control System		Yes	No
1	Is the factory operating a formal internal quality control process on its products, with a QC manual and/or handbook being available?	X	
2	Is the separate team of QC Inspection staff from the actual staff manufacturing the product?	X	
3	Are there adequate internal training programs provided for all quality control personal?	X	
4	Is there traceable QC Inspection training records?	X	
5	Does the factory use International, national, client or its own approved standards to perform in-house quality control?	X	
6	Is there records for view of the QC testing/ inspections from previous production?	X	
7	Does the factory keep records of production batches that it produces?	X	





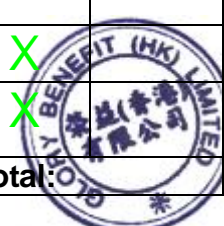
8	Does the Factory retain samples from each batch of product that it produces?	X	
9	Does the factory cross link their batch number with raw materials used suppliers batch number?	X	
10	Is there a suitable number of QC staff to conduct the QC inspections?	X	
11	Do detailed QC reports reflect that the products are to be properly checked beforehand?	X	
12	Is there adequate QC supervision on all production shifts?	X	
13	Is the QC manager authorized to stop production when serious quality problems are detected?	X	
14	Does the factory have relevant international or national quality standards related to the business e.g. ISO9000?	X	
<b>Ratings ( Score 1 point for each marked yes)</b>			<b>Total: 14/14</b>

Item No	Comments

<b>D. Communication, Documentation Control</b>		Yes	No
1	Do Key factory management and staff speak and write English?	X	
2	Is there a formal and adequate system for receiving purchase orders, tooling and equipment?	X	
3	Are product drawings and specifications filed chronologically and are easily accessible?	X	
4	Are there notices showing Factory Rules and Workers rights displayed on Workers Notice boards?	X	
5	Are records kept for daily output per section?	X	
6	Does the factory ensure that its client's information and technical information is kept private and confidential?	X	
<b>Ratings ( Score 1 point for each marked yes)</b>			<b>Total: 6/6</b>

Item No	Comments

<b>E. Handling of Complaints</b>		Yes	No
1	Is the factory operating a formalised and documented complaints process?	X	
2	Is documented evidence of handling of complaints records?	X	
3	Do records prove that corrective and preventative actions were executed to eliminate the cause of the complaint	X	
<b>Ratings ( Score 1 point for each marked yes)</b>			<b>Total: 3/3</b>





Item No	Comments

F. Incoming Raw Materials Inspection		Yes	No
1	Is the Factory operating an incoming Raw Material check?	X	
2	Does the Factory have specialised instruments to check the Raw Materials?	X	
3	Are the Raw Materials properly labelled, stored and have lot reference numbers?	X	
4	Does the factory have its own laboratory?	X	
5	If raw materials require inspection before entering production, are they properly inspected and are the records traceable?	X	
6	Are faulty Raw materials kept separated in a separate location?	X	
7	Are there adequate written inspection instructions available as guidelines to the inspectors?	X	
8	Is the production lots numbers of the incoming stock recorded?	X	
9	Is the raw material tested internally or externally in order to verify that they conform the criteria claimed	X	
<b>Ratings ( Score 1 point for each marked yes)</b>		<b>Total:</b>	<b>9/9</b>

Item No	Comments

G. In-Process Quality Control		Yes	No
1	Are Raw Materials properly placed into suitable containers/ boxes?	X	
2	Are workers wearing protective clothing while they are operating machinery?	X	
3	Is quality control monitoring of the product sufficient to meet the quality requirements?	X	
4	Is the QC monitoring reports stored and filed?	X	
5	Are rejected lots clearly identified and segregated from accepted lots?	X	
6	Are there adequate, clearly written criteria/ instructions available for inspectors to follow?	X	





7	Are there adequate approved samples available in open areas for inspectors or workers to use as a guideline?	X	
8	Do QC staff at all stages of the inspection have name or number stickers so that their work can be traced back?	X	
9	Is there any detailed QC reports to show the quality status of each inspection batch?	X	
10	Is the inspection defects charted, analyzed and monitored to improve the problems encountered?	X	
<b>Ratings ( Score 1 point for each marked yes)</b>			<b>Total: 10/10</b>

Item No	Comments

<b>H. Finished Production Inspection</b>		Yes	No
1	Does the factory QC perform any internal final inspection on finished products?	X	
2	Are international, client or other approved standards used for finished Production inspection?	X	
3	Are there written formal inspection reports and are they properly filed and traceable to review quality of products	X	
4	Are customer drawings/ specifications readily available for the QC Inspectors to use?	X	
5	Are product measurements and dimensions assessed during final inspection?	X	
6	Is the sampling size of products for the final inspection adequate enough to show the confidence of quality products?	X	
7	Are shipments only authorised after the product has achieved a passed inspection report?	X	
8	If sub-contracts are used, does the manufacturer send out its QC Inspectors to the sub-contractors site to monitor the quality. Are there records to verify this?	X	
<b>Ratings ( Score 1 point for each marked yes)</b>			<b>Total: 8/8</b>

Item No	Comments

<b>I. Finishing and Packaging</b>		Yes	No
1	Is the packaging area tidy and clean?	X	
2	Is there packing instructions available for review	X	





3	Are there adequate controls to prevent any defective or rejected products from being packed into master cartons?	X	
4	Are semi-finished products well segregated from the final finished products in the packing area?	X	
5	Are approved finished products packed immediately in order to avoid dust and dirt? If no, are they properly stored and protected?	X	
6	Do workers wear protective gloves, hats/ caps when necessary?	X	
7	Are weighing machines used to check the actual weight of the cartons?	X	
8	Are barcode scanners used to verify the barcode stickers on the packages?	X	
9	Are packed master cartons well stored in a covered area or a good shelter to keep from sunshine and to avoid being flooded or rained on?	X	
10	Are finished cartons placed on pallets in order to keep them off the floor?	X	
<b>Ratings ( Score 1 point for each marked yes)</b>		<b>Total: 10/10</b>	

Item No	Comments

<b>J. Non-Confirming/ Rejected Materials</b>		Yes	No
1	Is non-conforming material properly segregated at all stages?	X	
2	Is non-conforming material sufficiently identified?	X	
3	Are adequate records maintained to show the status of such non-conforming materials?	X	
4	Do records show that reworked parts/ materials have been re-inspected to comply with standards?	X	
5	Does the Factory provide guarantees that rejected products will not go onto the market for resale?	X	
6	If reclaimed materials are used, are there adequate identifications and inspections of these products?	X	
<b>Ratings ( Score 1 point for each marked yes)</b>		<b>Total: 6 /6</b>	

Item No	Comments



### Photos of Factory License Information



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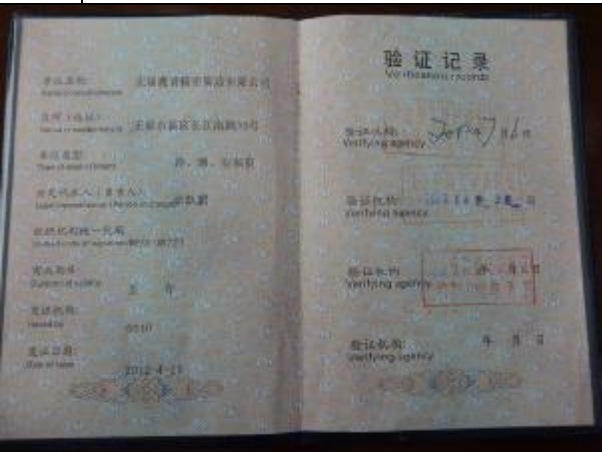
1. Business licence



2. tax registration certificate



3. Social insurance registration certfic



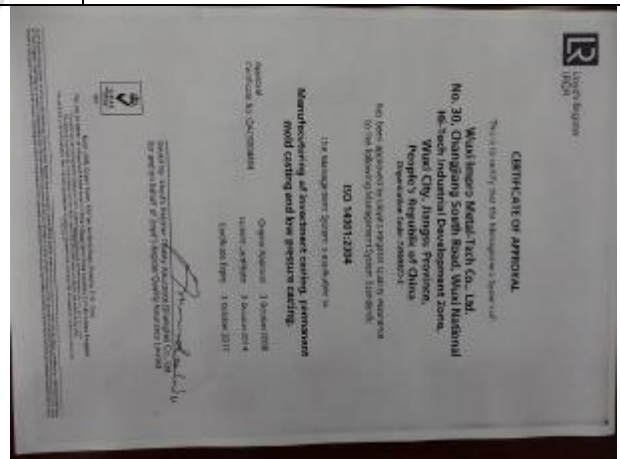
4. Organization code certificate



5. The sewage declaration form



6. litterae credentiales



Photos of Individuals





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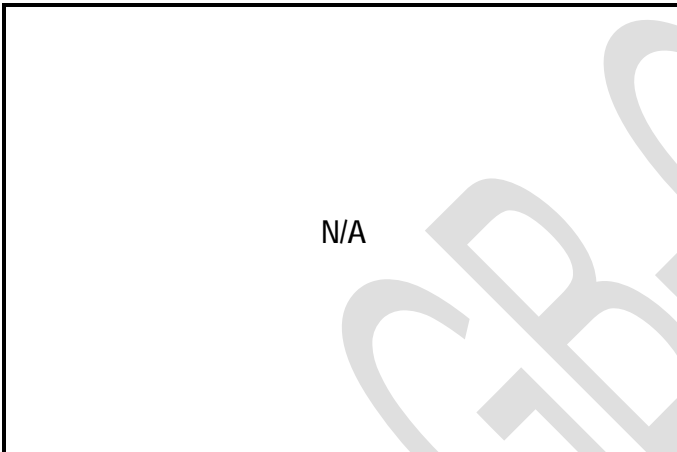


7. Sam & Kathy

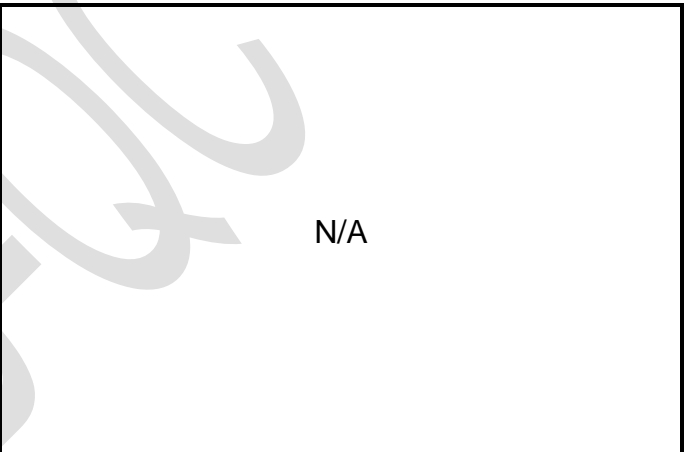


8. Photo salesman ID Card

### Photos of Quality Control Certificates

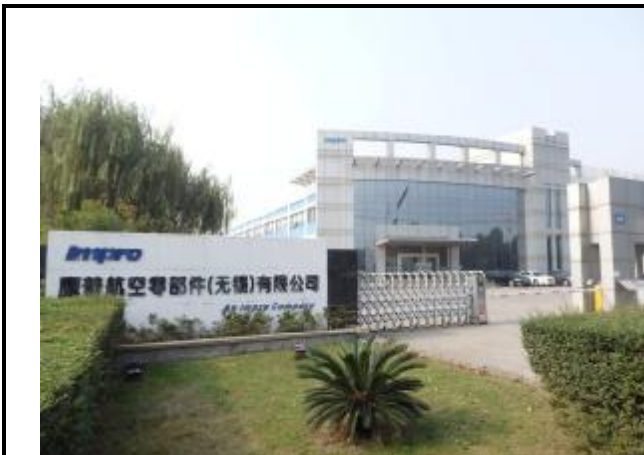


9. N/A



10. N/A

### Photos of factory plant



11. Factory name



12. Factory interior





13. office



14. Workshop



15. Workshop



16. Workshop



17. operating instructions



18. Smooth passage







19. Testing workshop



20. Testing workshop



21. fire extinguisher



22. Fire alarm



23. first-aid cabinet



24. Workshop





25. Workshop

26. Workshop



27. lab

28. lab



N/A

29. Show room

30.

Outside Office Photos





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31.

Office

32.

Office

GB-QC

