



## FACTORY AUDIT REPORT (APPAREL)

Date \_\_\_\_\_

### Factory Information

Factory Name	Factory Contact	
Factory Location		
Contact Phone	Contact Email	
Factory Website		
Factory Members Present		
Number of Factory Sites	Years in Business	Annual Revenue

### Project Information

Project Name
Required Capabilities
Projected Volume
Delivery Date

### Factory Certifications and Licenses

<input type="checkbox"/> Garment License	<input type="checkbox"/> Blue Sign	Notes
<input type="checkbox"/> Workers Comp	<input type="checkbox"/> Fair Trade	
<input type="checkbox"/> General Liability		

### Factory Product Experience

Find out what other products this factory has made and what brands they have worked with.

Similar products:	Notes
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### Contract / Statement of Work (SOW) Available

<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes
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## Approval Processes

What kind of client approval processes does the factory have in place?

Approval in development stage

Notes

Approval in production stage

Notes

## Product Development Support

Does the factory offer product development support?

Yes  No

What types of support?

## Incoming Quality Control

This department is responsible for inspecting quality and validity of the materials received from outside suppliers, before production begins

Materials are being inspected to confirm they meet specs and that they are the right part

Materials are being inspected for correct part number

Notes

## Outgoing Quality Control

This department is responsible for inspecting product for quality before it leaves the factory.

Factory Inspects

Client Inspects

Notes

## Pricing and Volume

Hang tags, stickers, labels, boxes, tape, etc.

Pack and Fold (labor for above)

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Shipping

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All rounds of samples

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Sample yardage and trim

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Setup costs for dyeing and printing

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Minimum Order Quantity (MOQ)

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Tips: If the MOQ is too high they might want to drill into the fixed costs (there is no true MOQ if you are willing to pay). Make sure you uncover all the hidden fees.

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## Equipment

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Types of Machines	Number of Machines	Maintenance Routine	Age of Equipment
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Notes

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## Storage

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This department is responsible for inventorying purchased and produced product.

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- Does the factory have the storage capabilities required?
  - Customer supplied materials are labeled and stored separately

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Comments

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## General Comments

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