

SAMPLE / DEMONSTRATION ONLY

Factory Visit Checklist

Requirement-specific observations and evidence capture

PUBLIC SAMPLE NOTICE

Factory identity, dates and findings are illustrative. No supplier approval, certification, sample approval or production release is implied.

FACTORY

Anonymized example

VISIT TYPE

Illustrative on-site review

VISIT STATUS

NO FACTORY APPROVAL

VISIT ROUTE

Observe, record, distinguish and follow up

CONTROL POINT

STATUS

SAMPLE ENTRY

Identity at site

OPEN

Match site signage, legal entity, business license and named contact.

Production role

OPEN

Confirm which processes occur at this address and which are subcontracted.

Relevant equipment

OPEN

Record only equipment connected to the buyer requirement.

Material control

OPEN

Observe receiving, identification, storage and issue controls.

Process control

OPEN

Review work instructions, checkpoints and handling of deviations.

EVIDENCE CAPTURE RULE

Photographs, documents and verbal statements should be linked to the observation they support. Restricted areas and supplier permissions must be recorded.

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Observation log, follow-up owner and visit limits

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OBSERVATION LOG

CONTROL POINT	STATUS	SAMPLE ENTRY
Calibration control	SUPPLIER-STATED	Supplier explains the process; sample certificates need review.
Nonconforming output	OPEN	Segregation route and disposition authority require evidence.
Final inspection	OPEN	Checklist must be matched to the buyer's acceptance criteria.
Packaging control	CHECKED	Example packaging area observed; buyer artwork approval remains separate.

FOLLOW-UP REGISTER

DECISION	OWNER	HANDOFF RECORD
Request missing records	RISVO	Evidence request with due date
Confirm technical acceptance	Buyer	Buyer-approved inspection points
Clarify subcontracting	Supplier	Named external process and control route
Close or retain each risk	Buyer + RISVO	Final visit record with open items

SAMPLE DECISION STATUS

VISIT RECORD ONLY

A visit captures observations within an agreed scope. It is not a certification, warranty or blanket approval of the factory.