SUPPLIER QUALIFICATION / WEBSITE SAMPLE

FACTORY AUDIT REPORT

A concise, evidence-led review for China-based industrial suppliers

SAMPLE - DEMONSTRATION ONLY

This document shows the structure and level of evidence RISVO may provide. Factory identity, dates and findings below are illustrative. No supplier approval or certification is implied.

REPORT INFORMATION	DETAIL
Report number	RISVO-SAMPLE-001
Factory	Factory A - identity redacted
Location	Yangtze River Delta, China
Audit type	Initial supplier qualification and capability visit
Product scope	Converted industrial abrasive products
Prepared by	RISVO Global LLC

Executive recommendation

CONDITIONAL	**Suitable to proceed to sample validation and a controlled trial order** Do not release unrestricted mass production until the high-priority corrective action is closed and the approved sample is linked to a written production specification.

Decision summary

AREA	KEY OBSERVATION	RESULT
Identity & role	Business identity and the factory's converting role were supported by site evidence.	VERIFIED
Production	Core belt converting, joining, trimming and packing processes were observed in-house.	ADEQUATE
Quality	Routine checks exist, but test frequency, calibration and finished-carton traceability need stronger records.	PARTIAL
Basic EHS	Basic controls were visible; PPE use and chemical storage need follow-up.	PARTIAL

01 / FACTORY IDENTITY & SUPPLIER ROLE

Know who will actually make the product.

For many Chinese SMEs, the registered office, operating site and production role are not identical. The report records the difference instead of treating it as an automatic failure.

CHECK	ILLUSTRATIVE FINDING	EVIDENCE / LIMIT	STATUS
Legal entity	Presented company name matched the current business license.	License copy reviewed; registration details redacted in this sample.	**VERIFIED**
Operating site	Production was conducted at a leased site different from the registered address.	Lease evidence reviewed; site signage and production activity observed.	**VERIFIED**
Supplier role	Manufacturer / converter, not a vertically integrated coated-abrasive producer.	Processes and equipment observed during the visit.	**VERIFIED**
Ownership	Privately owned Chinese company; site is leased.	Ownership is factory-stated; lease evidence reviewed.	**FACTORY-STATED**
Workforce	36 total staff, including 24 production and 3 QC staff.	Factory-stated; not reconciled to payroll or social insurance records.	**FACTORY-STATED**

Production role

IN-HOUSE AT THIS SITE	PURCHASED OR EXTERNALLY PROVIDED
Jumbo-roll slitting; belt cutting; joint preparation; joining; curing / pressing; trimming; dimensional and visual inspection; packing.	Coated abrasive jumbo rolls; selected backing and adhesive inputs; printed cartons and some packaging materials.

WHY THIS DISTINCTION MATTERS

RISVO would describe this site as an abrasive converting and finishing factory. It should not be presented as the manufacturer of every raw material used in the finished product.

Operating snapshot

SITE	WORK PATTERN	OEM	CAPACITY BASIS
Approx. 2,300 sqm - leased	1 shift - 6 days/week	Label and carton customization supported	Factory statement: up to 40,000 standard belts/month

Capacity note: The stated capacity was not independently validated against twelve-month output records. Trial-order performance should be used before committing peak volumes.

02 / PRODUCTION & QUALITY CONTROLS

Follow the order, not just the factory tour.

The review follows how one order moves from incoming material to finished shipment and records where evidence is available, partial or still open.

PROCESS	CONTROL OBSERVED	FINDING	RESULT
Incoming material	PO / label check and visual inspection	Selected supplier labels were retained; COA availability varied by material.	PARTIAL
First-piece approval	Dimensions, grit and joint appearance checked before a lot run	Practice observed; record format was not used consistently.	PARTIAL
Belt conversion	Work order and size information at the workstation	Operators could link current work to the order requirement.	ADEQUATE
Joint control	Visual check and sample pull / tensile check	Test method existed, but frequency and acceptance limits were not fully documented.	OPEN
Final inspection	Dimension, grit, appearance, joint and quantity check	Final checks were performed; retained records were basic.	PARTIAL
Packing & release	Carton label and quantity confirmation	Finished-carton labels did not always preserve the incoming material lot reference.	OPEN

Supporting quality controls

CONTROL	OBSERVATION	RESULT
Nonconforming product	A designated hold area was identified; disposition records were limited.	PARTIAL
Measuring equipment	Calipers and tapes were in use; some tools lacked current calibration identification.	OPEN
Reference sample	Physical samples were retained for selected orders; retention period was not standardized.	PARTIAL
Change control	Material or specification changes were discussed with management, but written buyer approval was not always built into the workflow.	OPEN

RECOMMENDED CONTROL FOR RISVO ORDERS

Link the approved sample, written specification, raw-material lot, joint method, inspection result and finished-carton label under one order number before shipment release.

03 / BASIC COMPLIANCE, SAFETY & CORRECTIVE ACTION

Record obvious risks and define the next action.

This section is a practical supplier-qualification review. It is not a legal opinion, formal social audit, environmental audit or product certification.

AREA	OBSERVATION	LIMIT / FOLLOW-UP	RESULT
Business license	Current license was presented and matched the legal entity reviewed.	Scope and status should be rechecked before onboarding.	VERIFIED
Fire & emergency	Extinguishers, exit signs and generally clear aisles were observed.	Document validity and formal fire acceptance were not fully reviewed.	PARTIAL
PPE	Basic PPE was available.	Use was inconsistent in one dust-generating work area.	OPEN
Chemical handling	Adhesives / chemicals were segregated from general inventory.	Improve labeling and secondary containment for opened containers.	OPEN
Housekeeping	Production and storage areas were generally orderly.	Keep dust collection and cleaning records for higher-risk processes.	ADEQUATE
Environmental records	Some supporting documents were stated to be available.	Full permit and waste-disposal file was not reviewed during the visit.	NOT AVAILABLE
Labor review	No obvious concern was observed during the site walk-through.	Payroll, working hours, social insurance and recruitment records were outside scope.	REVIEW

Corrective action plan

ID	PRIORITY	REQUIRED ACTION	DUE BEFORE	STATUS
C-01	HIGH	Define joint-test method, frequency, acceptance limit and retained record.	Mass production	OPEN
C-02	HIGH	Extend lot traceability from incoming jumbo roll to finished carton.	Trial order release	OPEN
C-03	MEDIUM	Create a measuring-tool register and current calibration / verification status.	Within 30 days	OPEN
C-04	MEDIUM	Correct PPE use, chemical labeling and secondary containment gaps.	Within 30 days	OPEN

Order-stage recommendation

STAGE	RECOMMENDATION	CONTROL
SAMPLE	PROCEED	Confirm product brief, sample identity and test plan.
TRIAL	CONDITIONAL	Proceed after C-02 closure with inspection criteria.
MASS	HOLD	Close high-priority actions and validate trial performance.

04 / EVIDENCE PACK & REPORT NOTES

Evidence should support every material conclusion.

Actual client reports include dated photo evidence and a clear distinction between observed facts, documents reviewed, supplier statements and unavailable information.

PHOTO 01 **Factory entrance / signage** *Image withheld in public sample*	PHOTO 02 **Production floor overview** *Image withheld in public sample*	PHOTO 03 **Belt joining station** *Image withheld in public sample*
PHOTO 04 **QC tools and records** *Image withheld in public sample*	PHOTO 05 **Raw-material identification** *Image withheld in public sample*	PHOTO 06 **Finished goods and labels** *Image withheld in public sample*

Evidence reviewed in this sample scenario

EVIDENCE AVAILABLE	NOT REVIEWED / OUTSIDE THIS SAMPLE SCOPE
Business license; site lease evidence; organization information; selected material labels; selected QC records; production equipment and work areas; packing examples.	Audited financials; payroll and social insurance; full environmental / fire approval file; customer contracts; twelve-month output history; product certification testing.

Evidence language used by RISVO

TERM	MEANING
Observed	Seen on-site by the reviewer during the visit.
Document reviewed	A document was presented; authenticity may require separate verification.
Factory-stated	Provided verbally or in supplier materials and not independently corroborated.
Not available	Requested evidence was not available within the audit window.

REPORT LIMITATION

A factory visit is a point-in-time risk review, not a certification or guarantee of future quality, capacity, compliance or delivery. Product approval should rely on a confirmed specification, validated samples, agreed inspection criteria and order-specific commercial terms.

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