



Supplier Audit Report

Date of visit : January 1, 2006
Principle visit type : Unannounced or Announced Audit
Categories for visit :

Supplier Details

Name : *****
Address : ***** CHINA
Telephone : *****
Fax : *****
Contact : ***** Title: *****
Contact : ***** Title: *****

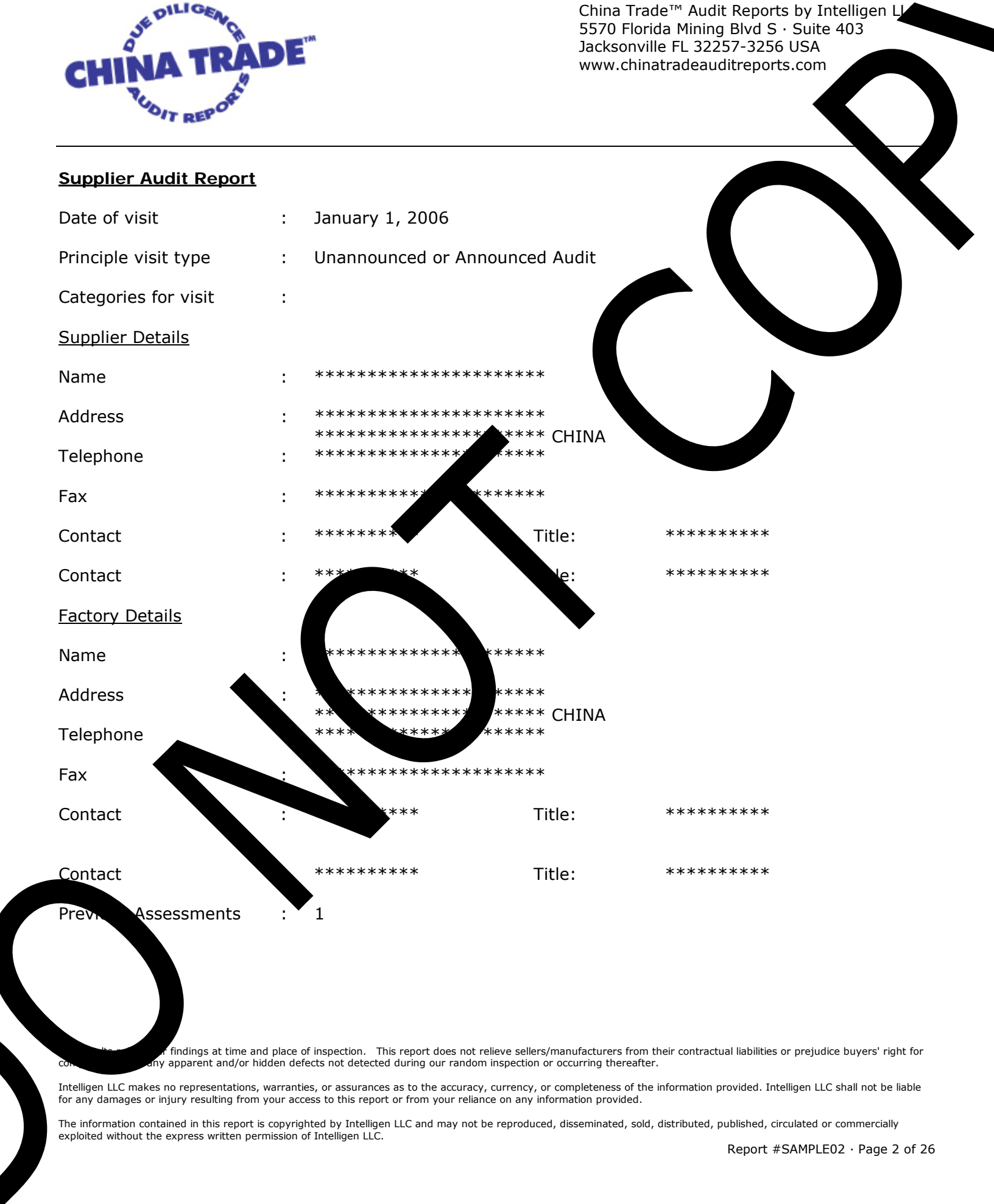
Factory Details

Name : *****
Address : ***** CHINA
Telephone : *****
Fax : *****
Contact : ***** Title: *****
Contact : ***** Title: *****

Previous Assessments : 1

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Supplier Profile

Inception date of the factory : January 2005

The factory is : Private

General information & history of the factory : This factory is owned by *****. It produces ***** products. The products are mainly exported to USA.

Facilities & Capabilities : a) Production capability Yes
b) Warehouse facilities Yes
c) In-house design No
d) Product development No
e) On-site laboratory No

Product Portfolio : Category #1, Category #2, Category #3
 ■ *****
 ■ *****
 ■ *****
 ■ *****
 ■ *****

Sourced Components : All in-house (China and Taiwan)

Major customers : ■ *****
 ■ *****

Total Revenues Last Year : US\$12,600,000

Factory floor space (m²/ft²) : 4,000/43,000

Number of employees : 220
 - Management : 25
 - Production : 173
 - Quality : 10
 - Design : 6
 - Engineering : 6
 - Others : -

Hours worked per day : Head Office: 8 hours
 Factory: 8 hours with 2 shifts
 ■ First shift 8:00 ~ 12:00; 13:00 ~ 17:00.
 ■ Second shift 20:00 ~ 24:00; 2:00 ~ 8:00

No. of day worked per week : 5 days per week

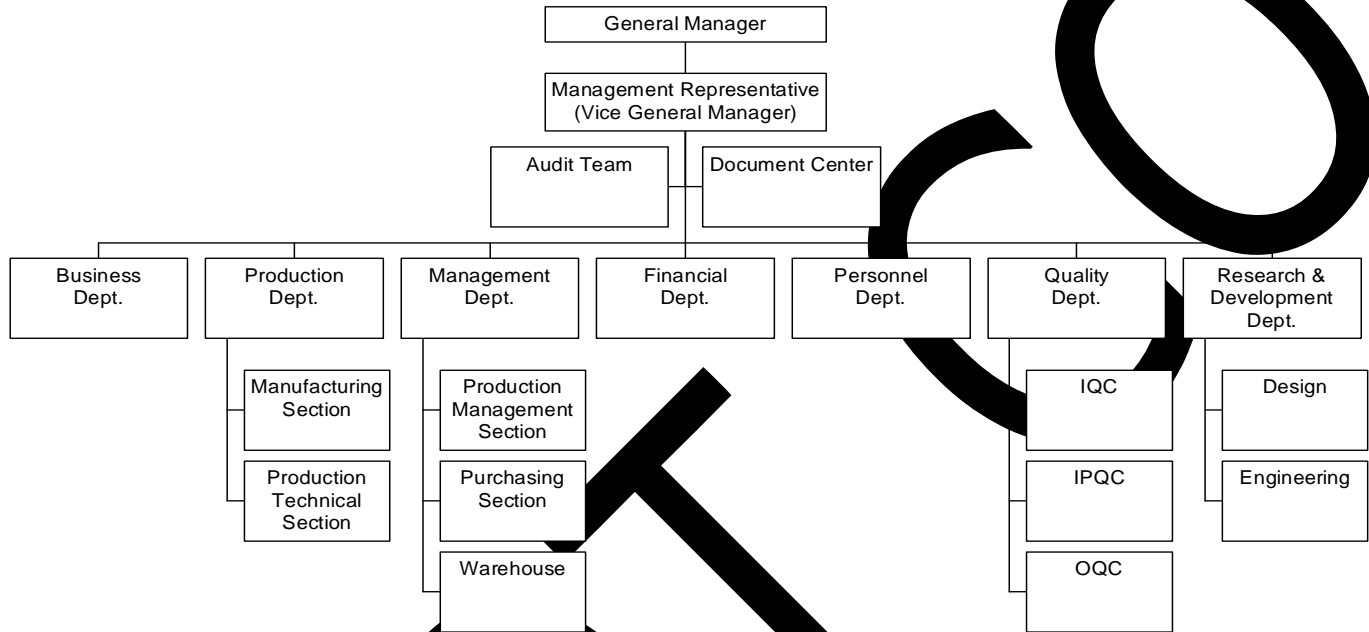
Quality Management available : Yes

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Organization Chart



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1) Quality Systems

- 1.1 Is the quality system based on ISO 9000 or equivalent?
- 1.2 Is there an independent Quality Department?
- 1.3 Is there a management approved QA manual?
- 1.4 Are personnel familiar with all relevant instructions and quality procedures?
- 1.5 Do products receive approval for quality before being put into full scale production?
- 1.6 Do training records exist to show the skill capabilities of all employees?

N/A Yes No

✓

✓

✓

✓

Additional Comments

- The factory is certified to comply with ISO9001:2000

ISO certification Number is

: *****

Scope of the certification

: Design and manufacture of

Registration body

- *****

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2) Contract Control

- 2.1 Is there a written procedure for the control of vendors or sub-contractors?
- 2.2 Does a new vendor or sub-contractor receive formal approval from all relevant departments before an order is placed?
- 2.3 Are goods purchased to written specifications?
- 2.4 Are the specifications quoted on all relevant Orders?

N/A Yes No

✓

✓

✓

Additional Comments

3) Design Control

- 3.1 Are procedures for control and verification of design established and maintained?
- 3.2 Are design input requirements identified, documented and reviewed?
- 3.3 Are design outputs documented and expressed in terms of requirements, calculations and analysis?
- 3.4 Are verification procedures established and documented to ensure that design output meets design input requirements?
- 3.5 Are procedures established and maintained to control change of design?

N/A Yes No

✓

✓

✓

✓

✓

Additional Comments

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4) Incoming goods and Materials

	N/A	Yes	No
4.1 Are incoming goods inspected to drawings/specifications?		✓	
4.2 Are incoming goods supplied with the manufacturer's warranty?			
4.3 Are certificates kept/recorded?		✓	
4.4 What degree of inspection is there? (against sampling plan, or fix %)		✓	
4.5 Are the results of inspections recorded?		✓	
4.6 Is material quarantined before release to production?			✓
4.7 Is rejected material identified?		✓	
4.8 What action is taken on rejected raw material?		✓	
4.9 Is there an effective procedure for the control and rotation of accepted goods/materials, such as first in - first out?		✓	

Additional Comments

 - *****

 - *****

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5) Manufacturing Process Control

	N/A	Yes	No
5.1 Are all work instruction available at each work station?		✓	
5.2 Do instructions cover all important characteristics?			
5.3 Are obsolete work instruction removed from the production area?		✓	
5.4 Are visual reference standards / samples used?		✓	
5.5 Are they available and in good condition?		✓	
5.6 Is product coding method implemented?		✓	
5.7 Does the coding method provide sufficient information to identify the product rapidly?			✓
5.8 Is scrap efficiently cleared from the shop floor?		✓	
5.9 Are samples retained from each batch?		✓	
5.10 Is there a separate area for rework parts?		✓	
5.11 Is this area suitable?			✓

5.12 Flow chart of the manufacturing process.

Additional Comments

— *****

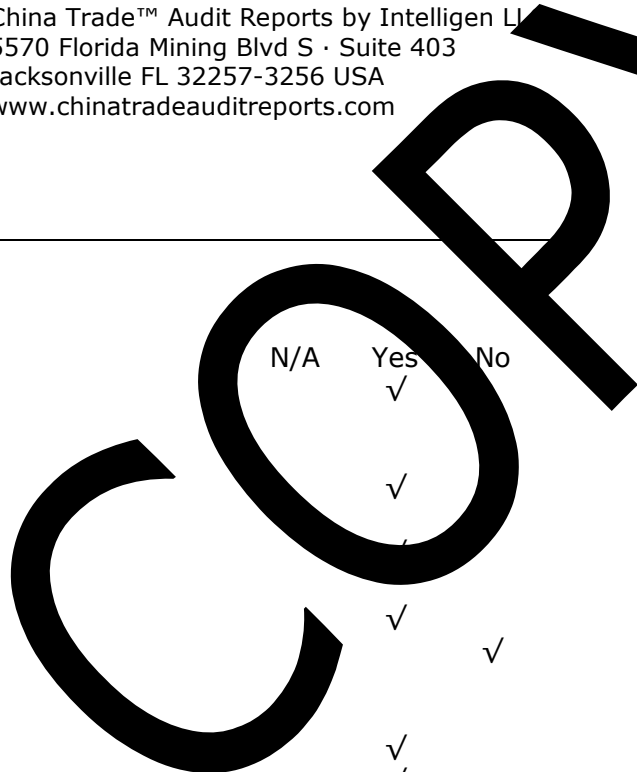
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6) Manufacturing Process Inspection

	N/A	Yes	No
6.1 Is quality monitored on all relevant line operations?		✓	
6.2 Are inspectors independent of production?			
6.3 Are existing methods or tests adequate to detect non conformance and ensure effective control?		✓	
6.4 Are defect classifications and acceptance tolerances clearly defined?		✓	
6.5 Are inspection results recorded?		✓	
6.6 Do the records provide effective traceability by identifying the process, line, machine, or operative?			✓
6.7 Are retention times of records specified?		✓	
6.8 Are the inspection findings assessed to initiate meaningful corrective action?		✓	
6.9 Is there any evidence to show that corrective actions have been taken?		✓	

Additional Comments

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7) Final Inspection, Packing and Storage

	N/A	Yes	No
7.1 Does the supplier carry out a statistical sampling method to check functionality and fitness for purpose?		✓	
7.2 Are the results of inspection kept?		✓	
7.3 Is non-conformance clearly isolated?		✓	
7.4 Does the supplier apply a method to trace back to the manufacturer?		✓	
7.5 Is there a written instruction for packaging and shipping requirement?			✓
7.6 Is the storage area for finished goods adequate?		✓	
7.7 Is approval for shipping given by authorized personnel?		✓	

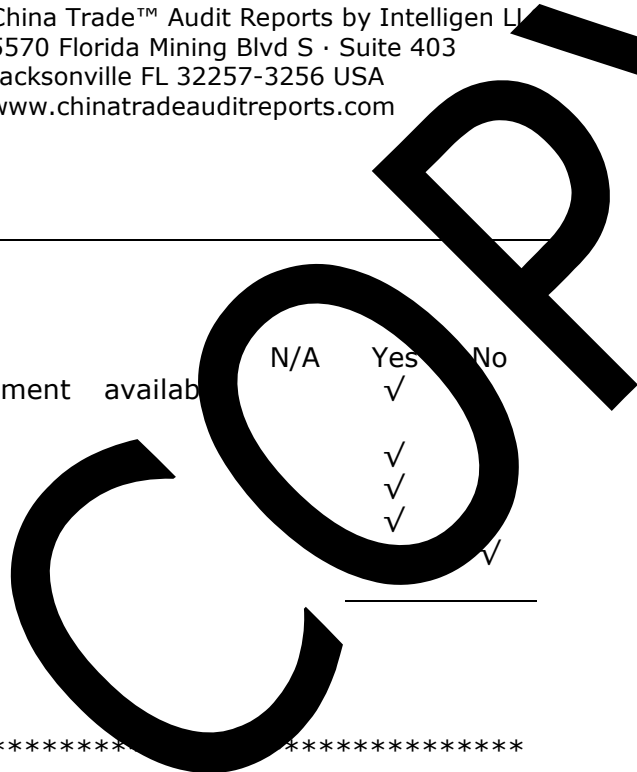
Additional Comments

NOT

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8) Calibration

	N/A	Yes	No
8.1 Does precision inspection / testing equipment available adequately?		✓	
8.2 Are gauges and test equipment adequate?		✓	
8.3 How often is test equipment calibrated?		✓	
8.4 Are records kept of these checks?		✓	
8.5 Are the records traceable to national Standards?			✓

Additional Comments

- a)
- b)
- c)

9) Training and Internal Quality Audit

	N/A	Yes	No
9.1 Are procedures established for identifying training needs?		✓	
9.2 Are training records kept for all personnel directly involved with quality?		✓	
9.3 Are personnel adequately trained to perform specific assigned tasks affecting quality?		✓	
9.4 Are audits planned and documented?		✓	
9.5 Are audits conducted to verify compliance and effectiveness of quality system?		✓	
9.6 Are documented procedures established for governing audit activities?		✓	

Total : _____
 (0%)

Additional Comments

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10) Housekeeping

	N/A	Yes	No
10.1 Is there any cleaning schedule for premises, equipment?		✓	
10.2 Is there any domestic animal in the factory?		✓	
10.3 Are procedures established in pest control?		✓	
10.4 Are the pesticides and baits used comply with any relevant national legislation?		✓	
10.5 Are the records kept for all pesticides and baits used?		✓	
10.6 Are the containers for material handling clean, hygienic and labeled?		✓	
10.7 Are lighting facilities adequate?		✓	
10.8 Is there a suitable area for 3 rd party inspection?		✓	
Total :			(0%)

Additional Comments

11) Environment

	N/A	Yes	No
11.1 Does product / packaging highlight the proper disposal procedure to maximize material life cycles?		✓	
11.2 Are material sourcing programs in operation recycling?		✓	
11.3 Are specific measures in place to minimize atmospheric emissions (e.g. vapors, dust, etc)?		✓	
11.4 Are environmental considerations used in vendor analysis / choice of sub-contractors?		✓	
Total :			(0%)

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12) Product Safety/Product Testing

12.1	Is the product required to comply with UK/European regulations? Yes.			
12.2	Is the product covered by a specific European Safety/Testing standard? ***** *****			
12.3	Are tests conducted to ensure compliance to the standard / legislation?	No	Yes	No
12.4	Are these tests conducted by an independent body?		✓	
12.5	Which approvals bodies are used?		✓	
12.6	How often are products submitted for re-testing?		✓	
12.7	Are precautions taken to ensure ongoing production continues to meet the requirements of the relevant standard / legislation?		✓	
Total :				_____
				(0%)

Additional Comments

13) Protection of Children

		Not assessed	Yes	No
13.1	Are policies and procedures documented for the employment of children?		✓	
13.2	Are these policies written in appropriate languages?		✓	
13.3	Are these policies understood by employees?		✓	
13.4	Are these policies available to employees for reference?		✓	
13.5	Are children / underage workers working at the facility?			✓
13.6	Are procedures and documentation adequate to assure that no children will be employed?		✓	
13.7	Is there any indication that young workers are exposed to dangerous, unsafe or unhealthy work conditions?			✓
13.8	Are workstations suitable for young workers for purposes of safety?	✓		
13.9	Do young workers understand safety instructions?	✓		

Additional Comments

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14) Health & Safety and Working Conditions

	Not assessed	Yes	No
14.1		✓	
14.2		✓	
14.3			✓
14.4		✓	
14.5			✓
14.6		✓	
14.7			✓
14.8		✓	
14.9		✓	
14.10		✓	
14.11		✓	
14.12		✓	
14.13		✓	
14.14		✓	
14.15		✓	
14.16		✓	
14.17		✓	
14.18		✓	
14.19		✓	

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14) Health & Safety and Working Conditions

	Not assessed	No
14.20 Are they reasonably accessible to the workers?		✓
14.21 Are workers able to use toilets as needed?		✓
14.22 Are toilet facilities functional, clean and sanitary in accordance with local customs?		✓
14.23 Do workers have access to potable water?		✓
14.24 Is the supply of potable water sufficient to meet the needs of the worker population?		✓
14.25 If appropriate, are facilities adequate to store food in a sanitary fashion?		✓
14.26 Are dormitory facilities clean and sanitary, if provided?		✓
14.27 Do dormitory facilities provide adequate space for the number of occupants? (For Shenzhen area in China, the minimum space for each person should not be less than 1 square meter)		✓
14.28 Are toilet facilities available for dormitory occupants and are they clean and adequate?		✓
14.29 Are medical facilities provided on site?		✓
14.30 Are meals provided?		✓
14.31 Is the dormitory free again the threat of fire?		✓

Additional Comments

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15) Equal Opportunities

	Not assessed	Yes	No
15.1 Is the company policy clear in defining its tolerance of different religious beliefs, politics, sexual orientation and various affiliations?			✓
15.2 Is pay treatment of workers consistent with time in and type of work?		✓	
15.3 Is there evidence that women are mistreated or fired as a result of being pregnant?			✓
15.4 Are there records of any unusual medical tests performed on women employees by the company?			✓
15.5 Is there evidence of harassment in the workplace by words or gestures of employees?			✓
15.6 Are training and pay opportunities equal among the sexes?		✓	
15.7 Do any employees claim to be affected by discriminatory practices?			✓
15.8 Is there disparate treatment between union and non-union workers?	✓		
15.9 Is there any evidence of physical abuse of workers such as poor posture or sore hands?			✓
15.10 Is there any workers council to reflect workers' opinion to employers?			✓

Additional Comments

None

16) Freedom of Association

	Not assessed	Yes	No
16.1 Does the company include the right to collective bargaining in its policies and procedures?			✓
16.2 Do employees acknowledge that they are free to bargain collectively?		✓	
16.3 Are there any indications of discrimination against those who have attempted to organize workers?			✓
16.4 Is there any indication that forced labor is being employed?			✓
16.5 Are there service contracts to explain the presence of armed guards?			✓
16.6 Do workers have to place personal deposits with the company to work?			✓
16.7 Is the first month wage held as security until worker leaves the company?			✓

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Additional Comments

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17) Remuneration

	Not assessed	No
17.1 Does pay records indicate that regular hours worked NOT exceed the legal requirement (40 hours per week, for China)?	✓	
17.2 Are workers allowed to work on a voluntary basis?	✓	
17.3 Are workers paid overtime for extra hours?	✓	
17.4 Does overtime exceed the legal requirement? (In China, OT should not exceed 3 hours in a work day and not exceed 36 hours in a month)	✓	
17.5 Is overtime remunerated at the premium rate? (For China, 1.5 times of the regular payment for normal working day, 2 times of the regular payment for rest day and 3 times of the regular payment for the legal holidays)	✓	
17.6 Do wages meet legal standards?	✓	
17.7 Are workers paid bonuses or incentives?	✓	
17.8 Are workers paid on a regular basis?	✓	
17.9 Are workers paid in a manner convenient to them?	✓	
17.10 Is there evidence that wages are reduced as a form of punishment or discrimination?		✓
17.11 Are wages paid with sufficient explanation to ensure worker understanding?	✓	
17.12 Are pay stubs printed in the local language?	✓	
17.13 Are pay stubs given to the workers?	✓	
17.14 Is salary retained by employer?		✓

Additional Comments

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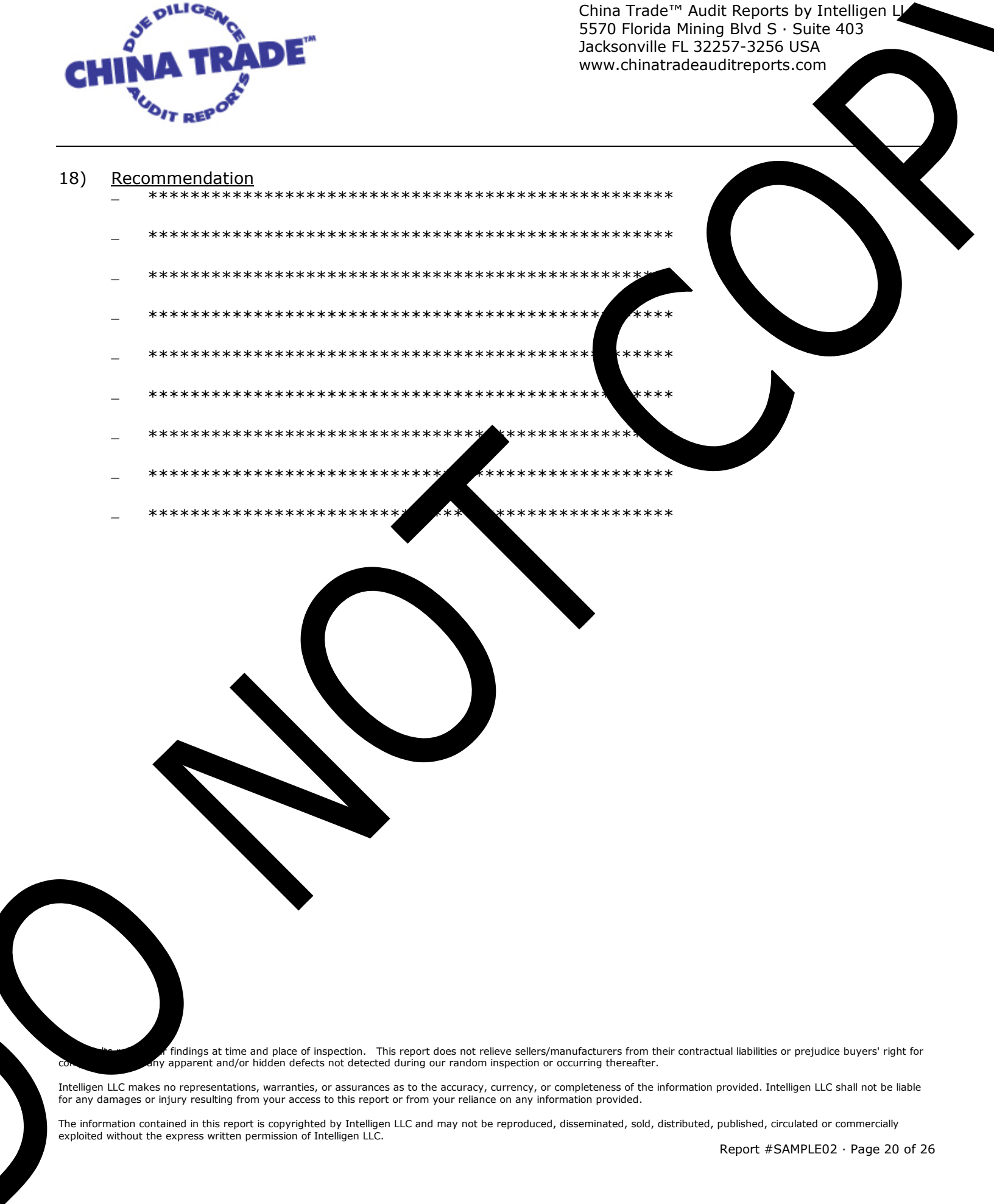


18) Recommendation

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Informational Photos:

No Photo	No Photo
Main Office	Main Office (Interior)
No Photo	No Photo
Factory	Factory
No Photo	No Photo
Another Factory Name Found in Audit Area	Fire Door #1 (Locked)

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Informational Photos:

<p>No Photo</p>	<p>No Photo</p>
<p>QC Line #1</p>	<p>QC Line #2</p>
<p>No Photo</p>	<p>No Photo</p>
<p>Assembly Line</p>	<p>Assembly Line for TV Remote Control</p>
<p>No Photo</p>	<p>No Photo</p>
<p>Insertion Area</p>	<p>Welding Area</p>

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Informational Photos:

No Photo	No Photo
Testing Room	Packaging Area
No Photo	No Photo
IOC	Final QA
No Photo	No Photo
SMT Room	Drinking Water

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Informational Photos:

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<p>Fire Extinguishers Blocked by Materials</p>	<p>Incoming Material Warehouse</p>
<p>No Photo</p>	<p>No Photo</p>
<p>Material Waiting for Inspection</p>	<p>Finished Product Area</p>
<p>No Photo</p>	<p>No Photo</p>
<p>Samples</p>	<p>First Aid Equipment</p>

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Rejected Materials	Sanitation

No Photo	No Photo
Waste Materials	Bathroom Facilities

No Photo
Hand Washing Facilities

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