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| --- |
| 1. **GENERAL INFORMATION**
 |
| Client: |  | Departure Time from Home / Office: |  |
| Attention: |  | Arrival Time at the Factory: |  |
| Supplier/Vendor: |  | Departure Time from the Factory: |  |
| Manufacturer: |  |  |
| Product: |  |
| Destination Country: |  |
| P.O. No.: |  |
| Item No.: |  |
| Order Quantity: |  |
| Qty. Ready for Inspection (Qty. & %): |  |
| Sample Size (Inspected Qty.) |  |
| Man-day Quantity: |  |
| Re-inspection: | No Yes (Report #\_\_\_\_\_\_\_\_\_\_\_) |
| Inspection Location: |  |
| Inspection Date: |  |
| Inspector Name: |  |
| Report Reviewed by: |  |
| Verification Against Sample/Documents: |  Approved Sample |  Product Specification  |  P.O. |  Packing Specification |
|  No Sample  |  Artworks/Drawing |  Photos |  Other:\_\_\_\_\_ |

|  |
| --- |
| 1. **INSPECTION SUMMARY RESULTS** (Details can be referred to corresponding sections in this report) **√**
 |
| **INSPECTION CRITERIA** | **Passed\*** | **Failed** | **Pending** | **Not Applicable** |
| 1. Quantity Check
 |  |  |  |  |
| 1. Visual & Workmanship
 |  |  |  |  |
| 1. Product Measurement
 |  |  |  |  |
| 1. Packing and Marking
 |  |  |  |  |
| 1. Barcode Verification
 |  |  |  |  |
| 1. On-Site Tests
 |  |  |  |  |
| 1. Client Special Requirements
 |  |  |  |  |

**\*Note:** The Passed results will be valid only after the client notes and accepts the issues in the following remarks.

|  |
| --- |
| **AQL RESULT (AQL is the Abbr. of Acceptance Quality Limit)** |
| Inspection Standard | Single Sampling Plan for Normal Inspection According to ANSI/ASQ Z1.4-2008 |
| AQL Acceptable Level: | Critical | Not Allowed | Major  | 1.5  | Minor | **4.0**  |
| Inspection Sampling Level: | Inspection Level-I/II/III | Sample Size:  | Units |
|  |
| **AQL Level** | **Sample Size** | **Max. Acceptance** | **Actual Found** | **Line Result** | **AQL Result**  |
| Critical | Not Allowed |  |  |  |  |  |
| Major | 1.5 |  |  |  |  |
| Minor | 4.0 |  |  |  |  |
| **The total defective rate of this inspection is** |  % | Critical Defect Rate | % |
| Major Defect Rate | % |
| Minor Defect Rate | % |

\*For detailed photos & description, please refer to Section

|  |
| --- |
| 1. **REMARKS**
 |
| **Problem Remarks – Need to be confirmed by client:** |
| **No.** | **Description** | **Result** |
|  |  | **Failed / Pending** |
|  |  | **Failed / Pending** |
|  |  | **Failed / Pending** |
| **General Remarks – For client reference:**  |
|  | Kindly reminder: no approval/golden sample were available for comparison and verification during inspection, it is necessary for you to carefully review all detailed findings and pictures in the reports. Any unclear issues, please do not hesitate to contact us on time. (如果有客户签样，请删除这个，如果没有，请保留这个remark) |
|  | The defects found by the inspector on the inspected samples were shown to the factory. The inspector advised the factory to repair/replace these samples. |
|  | No sample was collected on site / Inspector collected \_\_ samples to office. |
|  |  |
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| **Attached Pictures to Explain the Problem Remarks:** |
|  |  |
| 1. For remark
 | 1. For remark
 |
|  |  |
| 1. For remark
 | 1. For remark
 |
| **Attached Pictures to Explain the Reference Remarks:** |
|  |  |
| 1. For remark
 | 1. For remark
 |
|  |  |
| 1. For remark
 | 1. For remark
 |

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| 1. **OVERALL RESULT**
 |
| **PASSED/PENDING/FAILED** |  |
|  |
| **Approved by: General Manager** |
| **The meaning of OVERALL RESULT (Client has final decision to approve or reject this shipment.)** |
| **PASSED** | * The inspected samples conform to the client’s requirements.

 (The shipment may be released after getting the client’s approval.) |
| **PASSED****(Conditional)** | * The Passed result will be valid only after the client notes and accepts the issues in the remarks.

(The shipment may be released after getting the client’s approval.) |
| **PENDING** | * The client should evaluate the issues in the remarks, and then decide to approve or reject the shipment.
 |
| **FAILED** | * There will be risks if the shipment is released in this condition. A re-inspection is suggested after the failed problems are solved. However the client has the final decision to approve or reject the shipment after considering different factors.
 |
| - This is the End of Inspection Summary - |

\* Please find our inspection details from each Section, Checklist.

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| --- |
| **A. QUANTITY CHECK*****\*Client’s requirement:*** *Minimum of products finished for inspection:* *80%* *90%* *100%* *Minimum of finished products packed into master cartons for inspection:*  *80%*  *90%*  *100%*  |
| **P.O.** | **Item No.** | **Order Qty.** | **Qty./****Carton** | **Order Carton** | **Quantity Breakdown** | **Sample Size** |
| **Packed** | **Unpacked** | **Unfinished** | **Packed** | **Unpacked** |
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| **Total** |  |  |  |  |  |  |  |  |
| **Result:** |  |
| **Remark(s):** |  |
| **\*Spare Parts & Quantity Check:** |
| Were there any spare parts on site for checking? |  |
| Did the spare parts quantity conform to the client's list/specification? |  |
| Is the order quantity consistent with the quantity in packing list? |  |
| **Result:** |  |
| **Remark(s):** |  |

|  |
| --- |
| **B. VISUAL & WORKMANSHIP** |
| Inspection Standard | Single Sampling Plan for Normal Inspection According to ANSI/ASQ Z1.4-2008 |
| Sampling Plan – Visual / Workmanship | Single / Normal | AQL – Critical Defectives | Not Allowed |
| Inspection Level – Visual / Workmanship | Level-II | AQL – Major Defectives | 1.5 |
| Inspection Level – Special Inspection Level | S-2 | AQL – Minor Defectives | 4.0 |
| No. of Cartons Selected and Inspected | 1st inspection | Re-inspection \* The number of picked cartons is 1.5 times more based on 1st inspection. |
| **P.O. No.** | **Item No.** | **Sample Size from** | **Select Ctn. Qty.** | **Selected and Inspected Carton #** |
| **Finished & Packed** | **Finished & Unpacked** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |
| **P.O. No.** | **Item No.** | **S/S (PCS)** | **Defect****Ref #** | **Defective Description** | **Critical** | **Major** | **Minor** |
|  |  |  | B1 |  |  |  |  |
|  |  |  | B2 |  |  |  |  |
|  |  |  | B3 |  |  |  |  |
|  |  |  | B4 |  |  |  |  |
|  |  |  | B5 |  |  |  |  |
|  |  |  | B6 |  |  |  |  |
|  |  |  | B7 |  |  |  |  |
|  |  |  | B8 |  |  |  |  |
|  |  |  | B9 |  |  |  |  |
| **Total Defects Found** |  |  |  |
| **Max Allowed** |  |  |  |
| **Sample Size** |  |  |  |
| **Result** |  |  |  |
| **Remark(s):** |  |
| **\*Note:** A Defective is defined as a unit of product that contains one or more defects. A Defect is defined as any non-conformance of the inspected unit of product with specified requirements. A single defect is taken into account per each defective unit, only one most serious defect is taken into account per each defective unit. |

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| **Defect Photos** |
| **Item No.** |
|  |  |
| B1 |  | B2 |  |
|  |  |
| B3 |  | B4 |  |
|  |  |
| B5 |  | B6 |  |
|  |  |
| B7 |  | B8 |  |
|  |  |
| B9 |  | B10 |  |
| **Item No.** |
|  |  |
| B11 |  | B12 |  |
|  |  |
| B13 |  | B14 |  |
|  |  |
| B15 |  | B16 |  |
|  |  |
| B17 |  | B18 |  |
|  |  |
| B19 |  | B20 |  |

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| **C. PRODUCT MEASUREMENT** |
| Highlighted in **RED** in below data were out of the specified tolerance (General request of tolerance +/-5% if client no specify tolerance). |
| **Measured Point** | **Spec./Ref. Sample** | **Sample #1** | **Sample #2** | **Sample #3** | **Sample #4** | **Sample #5** |
| **Item No.** |
| Product Size ( L x W x H, cm) |  |  |  |  |  |  |
| Product Weight (g) |  |  |  |  |  |  |
| Unit Package Size( L x W x H, cm) |  |  |  |  |  |  |
| Unit Package Weight(g) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Item No.** |
| Product Size ( L x W x H, cm) |  |  |  |  |  |  |
| Product Weight (g) |  |  |  |  |  |  |
| Unit Package Size( L x W x H, cm) |  |  |  |  |  |  |
| Unit Package Weight(g) |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **Result:** |  |
| **Remark(s):** |  |

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| **D. PACKING AND MARKING** |
| **D1. Packing Measurement** |
| **Diagram:**Highlighted in **RED** in below data were out of the specified tolerance (General request of tolerance +/-5% if client no specify tolerance). |
| **Item No.** | **Qty./Carton** | **Qty./Inner box** | **Carton Size (L x W x H, cm)** | **Carton Gross Weight (kgs)** |
| **Marking/Spec.** | **Actual Qty.** | **Marking/Spec.** | **Actual Qty.** | **Marking/Spec.** | **Actual Size** | **Marking/****Spec.** | **Actual Weight** |
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| **Result:** |  |
| **Remark(s):** |  |
| **D2. Export Carton Details:** |
| **Diagram: 1 Corrugated layer=3 ply****C:\Users\Administrator\AppData\Roaming\Tencent\Users\223743126\QQ\WinTemp\RichOle\{1[)3MG99TYCK65]FOHYSIC.png** |
| Export Carton Packing Material | New Export Carton | Yes No  | Sealed with | Transparent Gummed TapeOpaque Gummed TapeCustomized Tape Paper Tape |
| Ply# of Corrugated Paper | Single Wall (3layes)Double Wall(5layes)Triple Wall(7layes) |
| Fastening by: | Metal Staples Glue |
| Secured by Nylon Strapping | Yes No  If yes:\_\_\_\_ pcs |
| **Item No.** | **Packaging Method (Description)** |
|  |  |
|  |  |
| **Result:** |  |
| **Remark(s):** |  |
| **D3. Shipping Mark:** |
| Main marks (on / side) |  |
| Side marks (on / side) |  |
| Inner carton marks (on / side) |  |
| **Result:** |  |
| **Remark(s):** |  |
| **D4. Marking/Labeling/Manual:** |
| Item No. | Description | Location | Result |
|  |  Marking  Labeling Manual |  Product  Unit Package |  |
|  |  Marking  Labeling Manual |  Product  Unit Package |  |
| **Result:** |  |
| **Remark(s):** |  |

|  |
| --- |
| **E. BARCODE VERIFICATION** |
| **Item No.** | **Location** | **Visual/Product Sheet** | **Reading** | **Sample Size** | **Result** |
|  |  |  |  |  |  |
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| **Result:** |  |
| **Remark(s):** |  |

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| **F.** **ON-SITE TESTS** |
| **Lot Size = piece** | **Sampling Level = I/II/III** | **Sampling Size = piece** |
| **S1=pieces** | **S2=pieces** | **S3=pieces** | **S4=pieces** |
| **No.** | **Test Item** | **Test Description / Requirements** | **S/S** | **Result** | **Actual Finding / Comments** |
|  | **Carton Drop Test** | **1 - ISTA-1A** is widely adopted, its standard is below illustration:Scope: for all products with regular master cartons. **ISTA-1A** for packaged product weight 68kgs or less.**Testing method**: 1 corner (most weak corner), 3 edges for the corner, and 6 faces.C:\Users\Administrator\AppData\Roaming\Tencent\Users\223743126\QQ\WinTemp\RichOle\Z96DO{D)HDE0ZY)Y9S{I9[N.png***Drop height:****0 - less than 10kgs: 760mm**10 - less than 19kgs:610mm**19 - less than 28kgs: 460mm**28 -less than 45kgs: 310mm**45 - less than 68kgs: 200mm***2 - ISTA-1B** *for packaged product weight over 68kgs.****Fixed drop height****: 150mm* | 3cartons(if more than 3items, 1carton per item) | **Failed /Pending /Passed** | Not agreed by the factory Conducted, please specified**Item No.**............**G.W.**..................**Drop Height**..... |
|  | **Smell Test**  | *There should be no abnormal or offensive odor.* | All sample sizes | **Failed /Pending /Passed** | N/A / NIL /found: |
|  | **Function Check** | *Each product should work normally as per claimed.*  | All sample sizes | **Failed /Pending /Passed** | N/A / NIL /found: |
|  | **Assembly Check** | *Product should get assembled correctly and easily, and stable/functional after building.* | S-2 | **Failed /Pending /Passed** | N/A / NIL /found: |
|  | **Wobbly Base Check** | *No wobbly base when placing the product on flat surface (better on glass panel).* | All sample sizes | **Failed /Pending /Passed** | N/A / NIL /found: |
|  | **Adhesive and Rub Test on Logo & Printing** | *Test on screen printing logo, marking and coating.*  *(1)Use 3M adhesive tape to paste on printing surface, let the tape paste more firm by pressing.* *(2)Tear tape fastly along the 45 degrees. The logo or printings should not be peeled off after test.* *For rubbing test: Use dry and damp cloth to rub the printing/ logo surface in forward and backward direction for 10 cycles; The logo or printings should not be peeled off after test* | S-2  | **Failed /Pending /Passed** | NA / NIL /found: |
|  | **Polybag Check** | ***For all products with polybag:**** 1. *Poly bags with a 5 inch (127mm) opening or larger are required to have a suffocation warning, either printed on the bag itself, or attached as a label. For example: "WARNING: Plastic bags can be dangerous. To avoid danger of suffocation keep this bag away from babies and children." The warning should be printed in prominent location and in a legible font size of the size of the bag. Also need air holes.*
	2. *The thickness of the bag must be at least 1.5mil (0.038mm).*

***Poly bags used to protect units must meet the following requirements:**** 1. *The poly bag must be transparent.*
	2. *The poly bag must be have a product label physical barcode that is scannable through the bag or have a product label on the outside of the bag.*
	3. *Poly bag must be complete sealed.*
	4. *Poly bag or shrink wrap may not protrude more than 3" past dimensions of the product.*
 | S-2  | **Failed /Pending /Passed** | NA / NIL /found: |
|  |  | *Add test item based on actual products* |  | **Failed /Pending /Passed** | N/A / NIL /found: |

|  |
| --- |
| **G. CLIENT SPECIAL REQUIREMENTS** |
| **No.** | **Description / Requirements** | **S/S** | **Result** | **Actual Finding / Comments** |
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| **H. PHOTOS** |
| **Item No.:** |
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| **On-site Test:** |
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| **General Situation:** |
|  |  |
| 1. Factory building
 | 1. Factory entrance
 |
|  |  |
| 1. Factory office
 | 1. Incoming warehouse
 |
|  |  |
| 1. Inspection scene
 | 1. Inspected samples.
 |
|  |  |
| 1. Inspected samples.
 | 1. Inspected samples.
 |
|  |  |
| 1. Inspected samples.
 | 1. Code of Conduct
 |

**DISCLAIMER**

The results reflect our findings at time and place of service and this report does not relieve sellers / manufacturers from their contractual liabilities & responsibilities or prejudice buyers’ right for compensation for any apparent and/or hidden problems not detected during the service or occurring thereafter.

The defects found by the inspector on the inspected samples were shown to the factory. The inspector advised the factory to repair/replace these samples.

The inspected samples are randomly drawn from the total quantity available; some other defects may exist in the remaining goods that are not inspected.

As per our terms and conditions, we engage our liability only for inspections based on AQL level II (or above) per reference.

**FINAL REPORT**

The report contains the findings of the inspection. The mains information is summarized in the first page of the report. The detailed findings are reported in the others sections. In order to fully understand the inspection output and avoid missing important information we strongly advise you to read carefully the whole report.

**IMPORTANT NOTICE**

In case the Quantity check is failed, we strongly advise you to re-inspect your goods when all finished and available for inspection as some defects can appear in the remaining unfinished quantity.

In case the Workmanship check is failed or very close to the Acceptance Quality Limits we strongly advise you to liaise with your supplier to implement the necessary corrective actions and re-inspect your goods or perform a DSS afterward.

Please note that the repacking of inspected goods is done by the factory without inspector’s supervision.

Defects may appear after the inspection due to improper repacking, bad storage or transportation conditions and manufacturing process.

The inspection scope is based on the specifications provided by our clients and inspection checkpoints, it does not include product design validation; any consequence on the product quality found after the inspection & due to its design, such as durability of components, poor glue quality, poor material or improper packaging, is not under responsibility.

\*\*\*\*\*\* **the end** \*\*\*\*\*\*

**Annex I: CODE OF CONDUCT**

 **INSPECTION, AUDIT & ASSESSMENT, Factory Integrity Acknowledgment**

**From: Operation Team**

|  |  |
| --- | --- |
| Inspection / Audit No.: |  |
| Factory: |  |
| Inspection / Audit Date: |  |

**Dear Supplier,**

Provides independent, impartial and objective assessment and inspection services for our global clientele. Our assessment and/or inspection findings will be duly recorded and reported to our clients. We request your cooperation to enable us to effectively execute this process

|  |
| --- |
| We operate a strict Code of Ethics for our representatives, which prohibits the acceptance of gifts, payment or benefit in any form, direct or indirect. This Code of Conduct letter is presented to the management of your facility for the purpose of explaining our expectations whilst our representatives execute their scope of service on behalf of our client. We ask that you read this, sign it to confirm your understanding and agreement. |
| 1. Never, under any circumstances, give in to demands or requests for benefits or payments from a representative. If a representative requests or solicits for any direct or indirect benefit, you must contact the office as per the contact details below.
2. Never, under any circumstances, collude or offer a facilitation payment, bribe, gift or benefit to a representative. Any benefit given to a representative will be construed as a corrupt practice and will be reported to our client. This includes “tea money “or any other benefits regardless of the amount.
3. Is committed to fully complying with local laws and regulations, including such on anti-corruption and bribery. Where appropriate, will not hesitate to cooperate with law enforcement authorities on suspected or actual offenses against these laws.
4. Do not put any undue pressure on our representatives to execute their work if conditions stipulated by the client are not met.
5. Do not put any undue pressure on our representatives to amend the results or recording of their findings.
6. During the work execution, our representatives may be required to take photos of the factory facilities, products being inspected or assessment/inspection processes in order to validate findings. Please ensure this process is not obstructed. Documents/ pictures or any other information gathered during the course of the service will be kept confidential.
7. Provide a safe environment where representatives can work freely & constructively in a way that is safe and conducive to doing their job properly and ensuring that the client's interest is protected. This may mean assistance with locating, moving and opening cartons for inspections. For audits it may mean arranging private and confidential employee interviews in a suitable place. It also means pointing out any safety hazards, and providing appropriate Personal Protective Equipment (PPE) and necessary training regarding any risk that may be encountered. Representatives will check the working environment of inspection & audit against safety requirements "2 Minutes for my safety assessment form". In case potential risks are identified, which may jeopardize auditors and inspectors’ health or safety; they have the right to discontinue the services if the factory cannot eliminate such risks.
8. We require a factory representative to sign the report prepared by our representatives to acknowledge the execution of their work and findings. In some cases we are asked by client to submit hand written reports and digital images from the factory and would request that our representatives use your facilities.
9. With regards to inspections, our representatives will request to take shipment samples for verification.
10. Trainee(s) may come along with senior inspectors /auditors to visit your factory. Also, based on the need, an interpreter may also accompany the staff. Their presence will neither incur any additional charges, nor affects the final results.
11. If in doubt on any issues, please contact our offices or as specified in the address box below.
12. To enforce our integrity policy, we may send mystery inspectors/auditors to perform services and report to our client any form of benefit offered by the factory.
 |

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|  |
| Signature of Factory Representative**：** |  | Factory Representative’s contact number |  |
| **Declaration by the Factory 2:** To be filled by the factory after completion of the service**:** |
|  **Item** | Please declare if benefits were offered to the staff √ | Yes | No | **Item** | Please declare if benefits were offered to the staff √ | Yes | No |
| A | Meals (Working lunch) |  |  | D | Transportation |  |  |
| B | Accommodation |  |  | E | Money  |  |  |
| C | Gifts |  |  | F | Benefits/Favors |  |  |
| **\*Other benefits (please provide details if other benefits were provided):** |
| We acknowledge that the above information is true and understand that upon any violation of the above; Will report the suspected case to police for investigating litigant’s legal liabilities and pursuing responsibility of the law. |
| Signature of Factory Representative： |  | Position： |  |
| Company Chop： |  | Departure Time： |  |
| Date: |  |

\*\*\* The End\*\*\*

**Annex II: Factory Basic Information**

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| 1. | **Supplier/Factory Profile** |
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| --- |
|  Supplier name: Factory name(English): Factory name(Chinese): Date of establishment of factory: Since  |
|  No. of Business License of factory:  |
|  Total operating space of factory: Square Meters |

 |
| 2. | **Factory cooperation:** |
|  |

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| --- |
| Good - Enough manpower to assist, and good cooperation |
|  Average - Enough manpower to assist |
|  Poor - Manpower, equipment or document not provided timely. |

 |
| 3. | **Number of workers in factory** |
|  |

|  |
| --- |
|  Less than 50 people (Actual peoples) |
|  50-100 peoples |
|  101-500 peoples 501-1000 peoples. More than 1000 peoples. Unknown (Reasons: Inspection was held at warehouse or port.  Inspector had no access to workshops.  Factory was unwilling to disclose information Other :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). |

 |
| 4. | **The observed level of production/manufacturing activity at the inspection site was:** |
|  |

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| --- |
|  Extremely busy |
|  Normal activity |
|  Low activity N/A (Reasons: Inspection was held at warehouse or port.  Inspector had no access to workshops.  Factory was unwilling to disclose information Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

 |
| **5.** | **Inspection Environment** |
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| --- |
|  Inspection Room lighting: Sufficient Insufficient |
|  Inspection place:  Workshop  Inspection Room Warehouse Other: |
|  Inspection done on :  Table Floor  A makeshift stage Other:  |
|  Take video tour of the factory by inspector  Factory refuse inspector to take video tour of the factory. |

 |
| 6. | **Inspector's opinion on the factory:** |
|  |

|  |
| --- |
|  Good - Enough manpower to assist, and good cooperation |
|  Average -Enough manpower to assist |
|  Poor - Manpower, equipment or document not provided timely. |

 |

\*\*\*\* End\*\*\*\*