

FACTORY AUDIT TEMPLATE

On-site Inspection Checklist for Evaluating Production Facilities, Quality Control, Capacity, and Certifications

Factory Name:		Audit Date:	
Factory Address:		Auditor:	
Contact Person:		Phone:	
Email:		Audit Reference No.:	

1. Legal & Compliance

Company registration documents verified (KRS, NIP, REGON) Comments:
Business license displayed and valid Comments:
Insurance certificates available Comments:
No outstanding legal disputes or sanctions Comments:
Environmental and labor compliance documentation reviewed Comments:

2. Facilities & Infrastructure

Factory layout organized and well-maintained Comments:
Adequate space for production and storage Comments:
Cleanliness and 5S practices implemented Comments:
Lighting, ventilation, and safety exits in compliance Comments:
Utilities (power, water) sufficient and reliable Comments:

3. Equipment & Maintenance

Machinery condition (modern / adequate / outdated) Comments:
Preventive maintenance records available Comments:
Calibration of measuring instruments documented Comments:
Critical equipment identified and backup available Comments:

4. Quality Management System (QMS)

ISO 9001 or equivalent certification verified Comments:
Incoming material inspection process documented Comments:
In-process and final inspection procedures in place Comments:
Non-conformance and corrective action records maintained Comments:
Internal audits conducted regularly Comments:

5. Production Capacity & Process Control

Production flow observed and documented	Comments:
Number of production lines:	Comments:
Shifts per day: 1 2 3	Comments:
Average utilization rate (%):	Comments:
Bottlenecks identified and addressed	Comments:

6. Material & Supply Chain Management

Approved supplier list maintained	Comments:
Incoming materials traceable to suppliers	Comments:
Storage conditions adequate (temperature, humidity, etc.)	Comments:
FIFO system implemented	Comments:
Material rejection procedures in place	Comments:

7. Human Resources & Safety

Adequate staffing and training programs	Comments:
Protective equipment (PPE) provided and used	Comments:
Accident and emergency procedures displayed	Comments:
Fire safety and first aid facilities available	Comments:
No evidence of child or forced labor	Comments:

8. Environmental & Social Responsibility

Waste management and recycling system in place	Comments:
Chemical storage compliant with regulations	Comments:
Noise and air emissions within acceptable limits	Comments:
CSR or sustainability initiatives documented	Comments:

9. Product Testing & Laboratory

In-house testing lab available or third-party used	Comments:
Test reports for recent production reviewed	Comments:
Calibration records of test equipment available	Comments:
Product samples inspected during audit	Comments:

10. Certifications & Documentation

ISO 9001 certificate valid until:	Comments:
ISO 14001 certificate valid until:	Comments:
Other certifications (list):	Comments:
Copies of key documents photographed and archived	Comments:

FINAL ASSESSMENT

Overall Risk Rating:	LOW	MEDIUM	HIGH		
Recommendation:	Proceed	With Conditions	Request Info	Do Not Proceed	
Key Strengths:					
Key Concerns:					
Additional Notes:					
Auditor Signature:	Date:				

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