

# 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 validComments:

Insurance certificates availableComments:

No outstanding legal disputes or sanctionsComments:

Environmental and labor compliance documentation reviewedComments:

## 2. Facilities & Infrastructure

Factory layout organized and well-maintainedComments:

Adequate space for production and storageComments:

Cleanliness and 5S practices implementedComments:

Lighting, ventilation, and safety exits in complianceComments:

Utilities (power, water) sufficient and reliableComments:

## 3. Equipment & Maintenance

Machinery condition (modern / adequate / outdated)Comments:

Preventive maintenance records availableComments:

Calibration of measuring instruments documentedComments:

Critical equipment identified and backup availableComments:

## 4. Quality Management System (QMS)

ISO 9001 or equivalent certification verifiedComments:

Incoming material inspection process documentedComments:

In-process and final inspection procedures in placeComments:

Non-conformance and corrective action records maintainedComments:

Internal audits conducted regularlyComments:

## 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:	