



GENERAL INFORMATION



Report No.: UTS2022062012

Service type: FACTORY EVALUATION

Audit Date: 28-Jun-2022

Client Name:ATI - Advanced Thinking Ingenuity

Audit Location: No.3, Plant no.6, Xinghe Road, Lianhe Industrial Zone, Luocun Town, Shishan Town, Nanhai District, Foshan City

Manufacturer Name: Guangzhou alltop machine tool trading Co, LTD

Manufacturer Location: Foshan, Guangdong, China

CLASS RATING

Section		Maximum Points Possible	Points Achieved	Percentage
B	Really Check	16	9	56.2%
C	Quality Management	9	1	11.1%
D	Incoming Material Control	6	1	16.6%
E	Manufacturing Process	9	1	11.1%
F	Final Inspection & QA Testing	10	4	40%
G	Packaging/ Warehouse	2	0	0%
Total Score		52	16	30.7%

Remarks:

Yes = 1 score, No = 0 score, N/A =No score count.
 Non satisfactory: no official register or score less than 50%;
 Needs improvement: Score 50%~70%;
 Acceptable: Score 70%~90%
 Excellent: Score more than 90%

REMARKS AND OBSERVATIONS

1. It is claimed Guangzhou alltop machine tool trading Co, LTD, it locates in Foshan city. They did not have certification of ISO9001 or local environment impact assessment report. Only copy of business license provided for reference.
2. The factory has only 1 production workshop, which contains 1 production line and 1 finished product assembly line.
3. The procedure documents of internal quality work are not formulated, the working instructions in actual production are not clear in writing, the equipment maintenance records are not filled in in time, the incoming material inspection has no written standards, the measuring tools have no calibration records, and the physical management of the warehouse has no reliable methods.
4. For workshop, no qualified or unqualified areas to identify the productions and no operation instruction on production line, No operating instruction for the equipment.
5. The warehouse & production line was messy.
6. No individual warehouse for storage, the finished goods are put in the production workshop.

AUDIT CONCLUSION



Non satisfactory

Needs Improvement

Acceptable

Excellent

FACTORY REPRESENTATIVE SIGNATURE

AUDITOR NAME

Mr. Rong

Albert Yu

A. FACTORY PROFILE

1	Parent company name	/	
2	Factory name	Guangzhou alltop machine tool trading Co, LTD	
3	Factory address	No.3, Plant no.6, Xinghe Road, Lianhe Industrial Zone, Luocun Town, Shishan Town, Nanhai District, Foshan City	
4	Factory telephone/fax number	+86-13580318697	
5	Factory contacts/email	Mr. Rong	
6	Date of establishment	22 Nov-2016	
7	No. of Business License	91440605MA4E0B2G7B	
8	Total operating space	5000m ²	
9	Products category	N/A	
10	Production capacity	2000pcs per month	
11	Number of total employee	44	
12	Number of workers	28	
13	Number of management	4	
14	Number of quality control people	3	
15	Number of engineers	3	
16	Number of English speaking people	6	
17	Ownership of the factory	Ms. Deng(邓美玲)	
18	Export license if any	N/A	
19	Export percentage	60%	
20	Annual sale	RMB 50000000	
21	Current Major Customers:	N/A	
22	Subcontract	N/A	
23	Material source: Certificate of raw material (if applicable):	N/A	
24	Total Lead Time (from getting order to delivery)	30 day	
25	Payment Terms (L/C, T/T, etc)	L/C, T/T	
26	Nearest seaport / airport	Shenzhen	



B. VENDOR/ FACTORY REALLY CHECK		OBSERVATION		
Reality of certificates				
1.	Are any certificates or report available? <input type="checkbox"/> BSCI <input type="checkbox"/> SA8000 <input type="checkbox"/> ICTI <input type="checkbox"/> ISO9001 <input type="checkbox"/> ISO14001 <input type="checkbox"/> GS <input type="checkbox"/> BRC <input type="checkbox"/> IFS <input type="checkbox"/> Other	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
2.	Is the appearance in the factory according to the available certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency				
3.	Are fire extinguishers available & accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are fire alarms installed in each working section?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are emergency lights & EXIT signs installed at all emergency exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are there line and arrow marking of evacuation route floor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are there evacuation plot plans on each floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Are all fire equipment, emergency exits & aisles unblocked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Available protective equipment				
9.	Are personal protective equipment warning signs posted in working areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	Do the workers wear earplugs, gloves, goggles, masks, rubber boots (if necessary)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.	Are first-aid kits easily accessible and unlocked?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Liquids & chemicals				
12.	Are MSDS sheets for chemicals posted in chemical using and storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.	Are names in local language and chemical safety labels posted on chemical containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.	Are secondary containers available for chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspection				
15.	Is Incoming Quality Check (IQC) records or reports available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16.	Are Production Quality Check (IQC) records or reports available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17.	Are Final Inspection (FI) records or reports available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Technical machines				
18.	Are safety instructions for operating machines posted in working areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Are safety covers (pulley guards, needle guards, belt guards) of moving parts installed on machines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young workers				
20.	Are all employees above the age of child labor (above 16 in CN, about 15 in other Asian countries) and without forced labor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Are ID copies for all employees available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	For BD, CN, ID, IN, PH, PK & VN, are health examination reports of young workers (16-18 in CN, 15-18 in other Asian countries) available? (No workers under 18 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23.	For CN, ID, IN, PH, PK, TH, & VN, are registration records of young workers under local Labor Bureau available? (No workers under 18 years) (BD-Bangladesh, CN-China, ID-Indonesia, IN-India, PH-Philippines, PK-Pakistan, TH-Thailand, VN-Vietnam)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



C. QUALITY MANAGEMENT		OBSERVATION		
		YES	NO	N/A
1.	Is there an independent Q.C. manager or supervisory level person to head the Q.C. function?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is there a formal quality manual or related quality document in the factory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Are quality meetings held and have record?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Are adequate documented internal training programs provided for all quality control personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Are the factory's quality control personnel trained and have training record before they perform their job duty as outlined in the quality manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Is there a developed quality control plan / work instruction showing inspection procedures used during manufacturing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Does the factory use up-to-date international, national, clients, or its own standards to perform internal quality control on products? (Standard used: international)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Are customers or approved internal specifications properly filed and accessible?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Are in-line and final inspection reports kept in master files?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

D. INCOMING MATERIAL CONTROL		OBSERVATION		
		YES	NO	N/A
1.	Are raw materials kept in controlled, segregated locations to prevent quality deterioration?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is there COA (Certificate of Authenticity) available provide to QC to confirm the product purity and all the indexes in the specification (must comply with the attached specification)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	If raw materials need inspection prior to production, are they properly inspected and have records?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Are inspected raw materials labeled for identification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Are defective raw materials clearly isolated in designated areas or identified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Are written inspection instructions and guidelines available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Does the factory have dangerous product storeroom to store flammable, explosive or toxic materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Does the factory have kept the record of Material Safety Data Sheet (MSDS) for flammable, explosive or toxic materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

E. MANUFACTURING PROCESS		OBSERVATION		
		YES	NO	N/A
1.	Are there written work instructions for workers to follow?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Do workers follow the work instructions to perform their work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Are start up samples 100% checked by engineers/quality staff to see all safety & functional aspects are being met?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Are there regular Q.C. inspections on products during manufacturing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Are there written inspection instructions for QC to follow?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Are inspection results recorded?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



7.	Are there approval samples attached to working stations and production lines for reference where appropriate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Are manufactured products stored in container and protected from contamination?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are non-conforming products properly segregated or clearly identified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	Does the factory perform chemical analysis tests in production line to ensure products' compliance to specification (if applicable)? Testing centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

F. FINAL INSPECTION & Q.A.TESTING		OBSERVATION		
		YES	NO	N/A
1.	Are inspection & testing performed on products prior to packing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the factory per final inspection on products before shipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are there adequate, clearly written criteria/instructions available for inspectors to follow for final inspection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Are formal written inspection reports used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Are inspection reports properly filed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Are there records of rejected lots?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Are rejected lots clearly isolated in designated area or identified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Are testing equipment calibrated on a regular schedule with records and tags attached?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Is the sampling size for final inspection adequate to meet customer's standards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Does the factory have basic testing equipment such as tension gauge?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. PACKAGING/ WAREHOUSE		OBSERVATION		
		YES	NO	N/A
1.	Is the packaging area isolated from production and assembly areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Are packed master cartons properly stored to avoid damage or contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Are master cartons placed on pallets?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	If sharp tools were unavoidable in packaging area, is there a written procedure to prevent these sharp tools from being packed into the product?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Is the warehouse clearly isolated from production areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Is the warehouse clean and tidy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



I. PHOTOS FOR REFERENCE



1. Industrial zone building

2. Industrial zone building



3. Industrial zone building

4. Factory reception



5. Office

6. Office



7. Office



8. Office



9. Workshop



10. Testing machine



11. Testing machine



12. Testing machine



13. Workshop



14. Workshop



15. Workshop



16. Workshop



17. Workshop



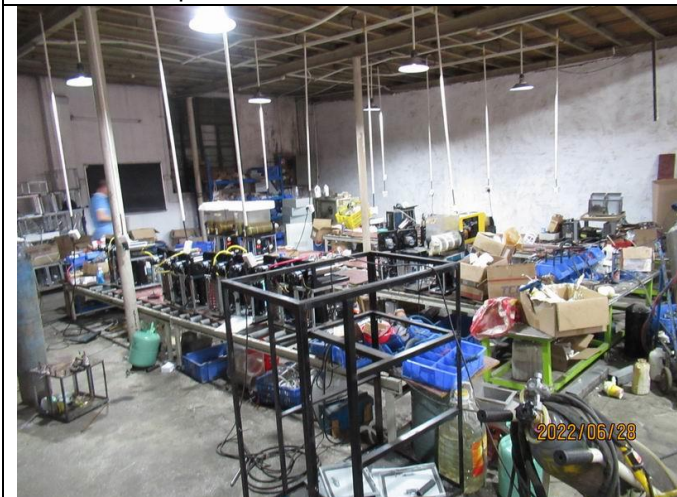
18. Workshop



19. Workshop



20. Workshop



21. Workshop



22. Workshop



23. Workshop



24. Workshop



INSPECTION REPORT

Conclusion

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Non satisfactory

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25. Workshop



26. Workshop



27. Workshop



28. Workshop



29. Exit identification



30. Evacuation map



31. Workshop



32. Workshop



33. Workshop



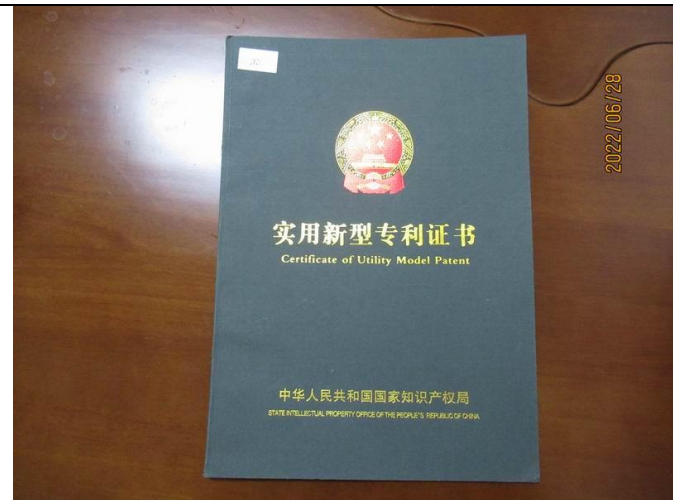
34. Workshop



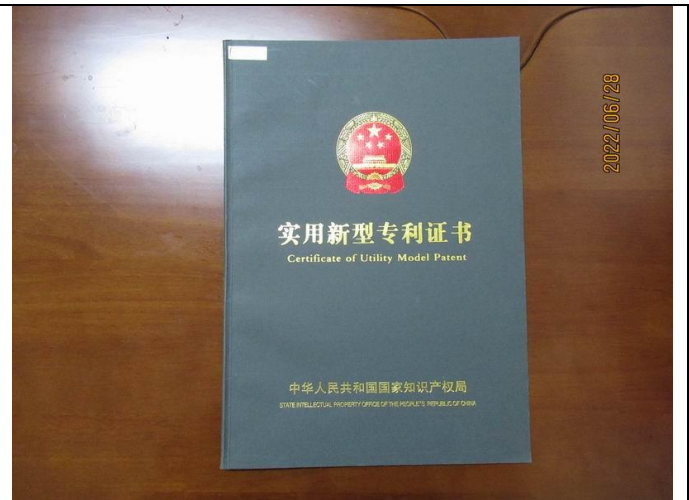
35. Fire extinguisher



36. Copy of business license



37. Patent certificate



38. Patent certificate



39. Patent certificate



40. CE certification



41. Certificate of quality



42. Certificate of quality



43. Certificate of quality



44. Organizational structure for manufacturer

----End of Report----