

Factory Audit Template

This template is used for conducting factory audits. It covers key areas including legal compliance, production capacity, quality management, health & safety, and social responsibility.

1. Basic Factory Information

Factory Name	
Address	
Contact Person	
Position	
Phone/Email	
Date of Audit	
Auditor Name	

2. Legal & Compliance

- Valid business license and registration verified
- Tax registration and compliance confirmed
- Intellectual property protection measures in place
- No significant past legal disputes or violations

3. Production Capacity

- Factory size and layout inspected
- Production lines and machinery assessed
- Workforce size and skill levels evaluated
- Monthly/annual capacity confirmed

4. Quality Management

- Documented quality control process in place
- Incoming raw materials inspected
- In-process inspections conducted
- Final product inspections before shipment
- Certifications (ISO, CE, etc.) verified

5. Health, Safety & Environment (HSE)

- Compliance with workplace safety regulations
- Fire safety measures (extinguishers, exits, alarms) available
- Proper waste management and environmental practices
- Adequate employee welfare facilities (canteen, dormitory, etc.)

6. Social Responsibility

- No child labor or forced labor observed
- Working hours and wages comply with local law
- Employee contracts and rights documented
- Freedom of association and worker representation allowed

7. Audit Scoring & Result

Criteria	Score (1-5)	Comments
Legal & Compliance		
Production Capacity		
Quality Management		
Health, Safety & Environment		
Social Responsibility		

8. Final Remarks & Sign-Off

Auditor: _____ Date: _____
Factory Representative: _____ Date: _____