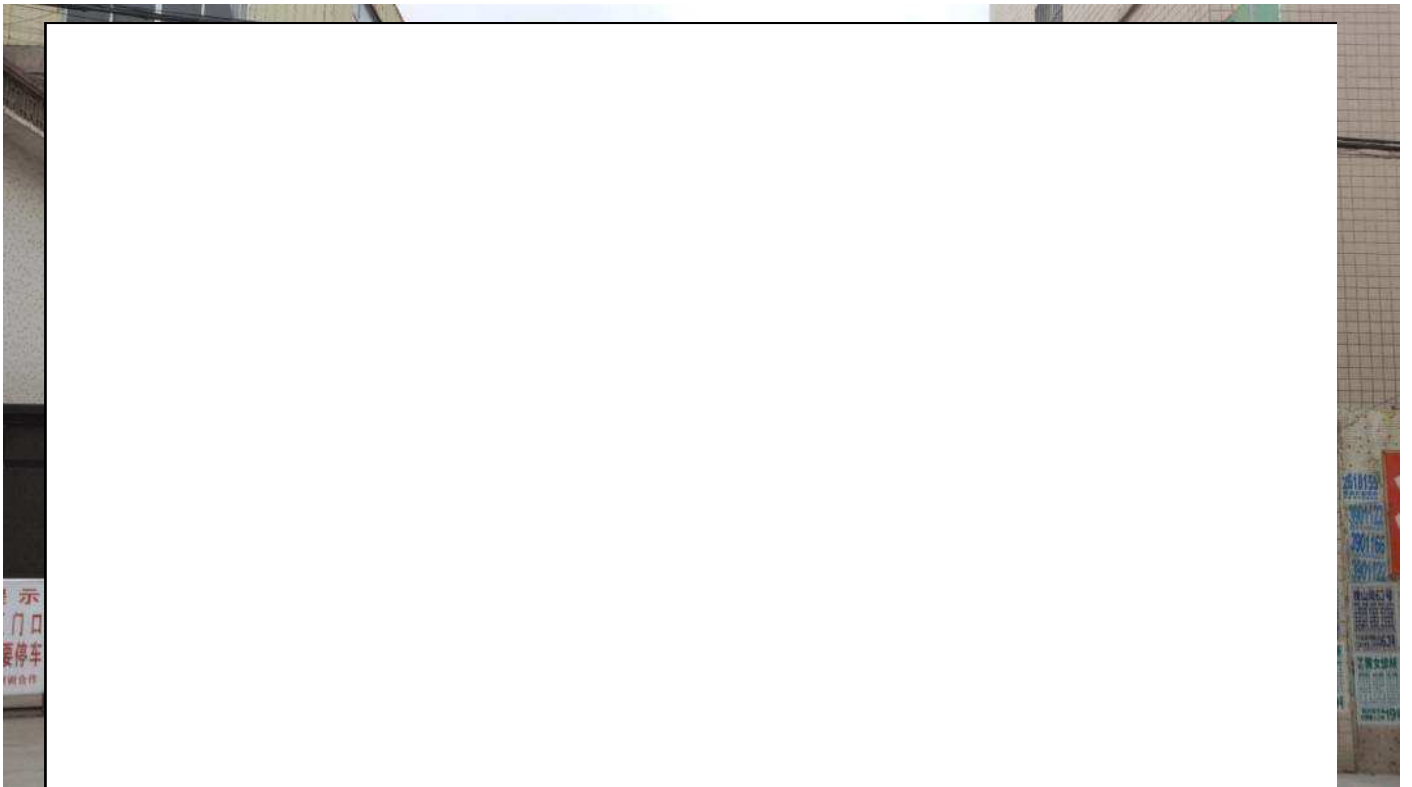


DEBENHAMS

Factory Evaluation

Supplier Name: Kingfisher River Ltd. Chaozhou
Factory Name: Chaozhou Chaoan Yongsheng
Ceramic Industry Co., Ltd



FACTORY EVALUATION SUMMARY

General Factory Assessment <input checked="" type="checkbox"/>	Metal Contamination only <input type="checkbox"/>	Initial Audit <input type="checkbox"/>	Re-Audit This is a follow up audit which was applied for supplier <input checked="" type="checkbox"/>
---	--	---	---

1. General Information

Company Group Name/Holding company name: Nil.....

Office address: N/A

Supplier name: Nil Contact: Nil

.....

..... E mail: Nil

.....

Factory name: Chaozhou Chaoan Yongsheng Ceramic Industry Co., Ltd

Factory address: Fugang village, Fengtang Town, Chaoan District, Chaozhou City, Guangdong Province, China

Tel no: 86- 768-6853227 Fax no: 86- 768-6853227

E-mail: ys002@ystc.cn

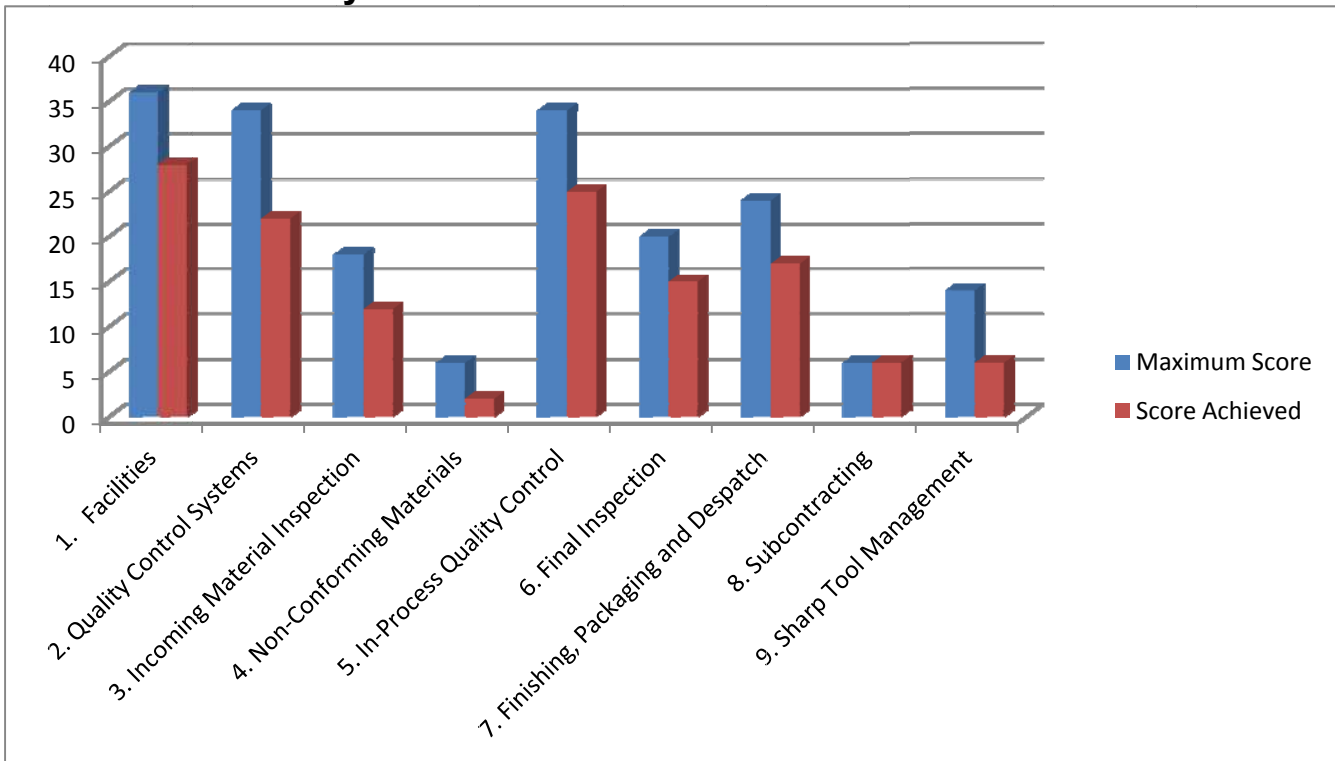
Assessment date: 08/04/2015

3rd party inspector name: Martin Cai

Report no: SZX-43559-02

	Maximum Score	Score Achieved	Critical Failures Found
1. Facilities	36	33	0/3
2. Quality Control Systems	34	28	0/3
3. Incoming Material Inspection	18	15	1/3
4. Non-Conforming Materials	6	4	0/2
5. In-Process Quality Control	34	30	1/8
6. Final Inspection	20	18	0/5
7. Finishing, Packaging and Despatch	24	22	1/7
8. Subcontracting	6	6	0/3
9. Sharp Tool Management	14	14	0/6
Sub Total	192	170	3/40
10. Electrical Supplement Appendix (as required)	N/A	N/A	N/A
11. Furniture Supplement Appendix (as required)	N/A	N/A	N/A
12. Textiles/Garments Supplement Appendix (as required)	N/A	N/A	N/A
13. Childrenswear Supplement Appendix (as required)	4	2	1/1
TOTAL	196	172	4/41

Section Score Analysis



All intellectual property rights in this document are solely owned by Debenhams Retail plc

3. Findings Summary

A. Critical Findings

The element addressed by the question (highlighted) is not present at all AND the auditor considers that there is a very high probability of production failure – or the auditor has actually found evidence of failure to comply with product quality, safety or legal requirements. (Scored "0" for critical check point.)

Reference	Description of Findings	Corresponding Corrective Action Plan
3.5	The identification and traceability control system was insufficiently implemented in the factory. Lots of clays were not identified with label. Some packing materials were identified with labels, however no lot number in the label. It affects the traceability from finished products to raw materials (such as clay and packing materials).	All incoming materials should be marked with identification label clearly
5.4	Insufficient approved samples were available to give the inspectors or workers as a guideline. The factory did not provide approved samples to workers and inspectors in packing line. It cannot ensure operator and inspector to perform their work according to approved samples.	Prepare approved sample used to give the inspectors or workers as a guideline in production workshop.
7.5	The packing area was not suitable. In packing workshop, some waste packing materials were disorganized placed at the corner. And some cobwebs were found at the ceiling. There were potential risks of foreign body contamination for the packed goods.	All production area and warehouse should be kept clean and tidy.
13.2	The factory did not have sufficient testing equipment to regularly check production for compliance to UK/EU regulatory requirements. No pull test and choke tube were available in the factory It cannot ensure the finished products were compliance to UK/EU regulatory requirements.	The factory should prepare the pull test and choke tube per client requirement.

B. Non-Compliances Findings

The element addressed by the question is not present at all or is not implemented or there is no positive evidence to show the compliance. (Scored "0" or "1" for any check point.) The factory has basically met the requirements of the clause but has failed to meet the detail of the requirement.

The element addressed by the question is not present at all or is not implemented or there is no positive evidence to show the compliance. (Scored "0" or "1" for any check point.) The factory has basically met the requirements of the clause but has failed to meet the detail of the requirement.

Reference	Description of Findings	Corresponding Corrective Action Plan
1.2	In packing workshop, some waste packing materials were disorganized placed at the corner. And some cobwebs were found at the ceiling.	All production area and warehouse should be kept clean and tidy.
1.3	Four pieces of broken glasses were found at clay storage area.	The broken glasses should be change timely.
1.15	Two cigarette boxes were found in the moulds making workshop.	Smoking should be prohibited in production area.
2.5	Only risk assessment procedure and process risk assessment records were acceptable. But the factory did not provide product risk assessment records.	The factory should establish risk assessment procedure and conduct risk assessment regularly, keep relevant assessment records.
2.7	The QC staffs were not well trained, based on the on-site interview; auditor found the FQC cannot use the AQL sampling standards correctly.	Planned and implemented the QC staff knowledge and inspection skill training, keep relevant records.
2.10	The factory did not provide approved samples to workers and inspectors in packing line.	Prepare approval sample to worker and inspector reference.
2.18	No evidence can show the facility established the system to ensue the confidentiality of data be properly maintained including the safe disposal of documents, drawings or samples.	The factory should establish the system to ensue the confidentiality of data should be properly maintained including the safe disposal of documents, drawings or samples.
3.8	The plating plastic parts, the IQC did not conduct coating adhesive test.	The incoming plating parts should be inspected and

All intellectual property rights in this document are solely owned by Debenhams Retail plc

		test by the IQC.
4.3	As QC supervisor Mr Wu explained, the rejected product were destroyed, and no client approve records can be provided.	The factory should keep the records to prove that the rejected products are not being sold without permission and are destroyed, sold locally.
5.5	The WIPs in production workshop, no batch code were used in identification label of the semi-finished products (client: DMD).	Different batches should be marked cleanly and kept separate at each stage to avoid mixing.
6.7	No internal mechanical or outside lab test reports were available for the finished products.	The factory should conduct product test and sent product to outside lab test, ensure the product confirm client requirement.

C. Total Findings

# of Critical	4	# of NC	11
----------------------	----------	----------------	-----------

Audit Scoring Definition Guidelines:

* -- *Denotes a critical question*

2 - Full Compliance

The manufacturing site meets all requirements and there is sufficient evidence to prove that the system is under control.

Documented procedures are available and implemented efficiently, records are kept systematically as defined, a management system is maintained with effective evidence and no negative evidence is identified.

1 - Insufficient Compliance

The manufacturing site has some evidence, but not in full, to prove that the requirements are met, yet the procedures/records are incomplete or the procedure is not implemented correctly.

0 - Non-Compliance

The manufacturing site has not done anything to meet the requirements. There is no policy/procedure, no implementation, no records, and no awareness.

DEBENHAMS RETAIL PLC

Factory Evaluation Checklist

Factory Profile:

Is the factory rented or owned? Owned
 No. Buildings inside the Factory Compound: 5 buildings
 No. Floors per building: One 4-storey used as office; one 2-storey building, one 3-storey building, and two 5-storey building were used as production and warehouse.
 Are all buildings occupied by the factory? Please specify. Yes
 Are there any dormitories on site? Nil
 Is this factory part of an Industrial Zone? Yes

Products Manufactured:

Ceramics

Main Customers and approximate % of their capacity to factory:

Candlelight 40%, Umbrg 10%; Spriella5%; Clas Holsom 5%; Argos 10%;AGP 5%.

Processes/Activities Undertaken in relation to Debenhams Products:

Describe fully the exact processes and level of completion for Debenhams products

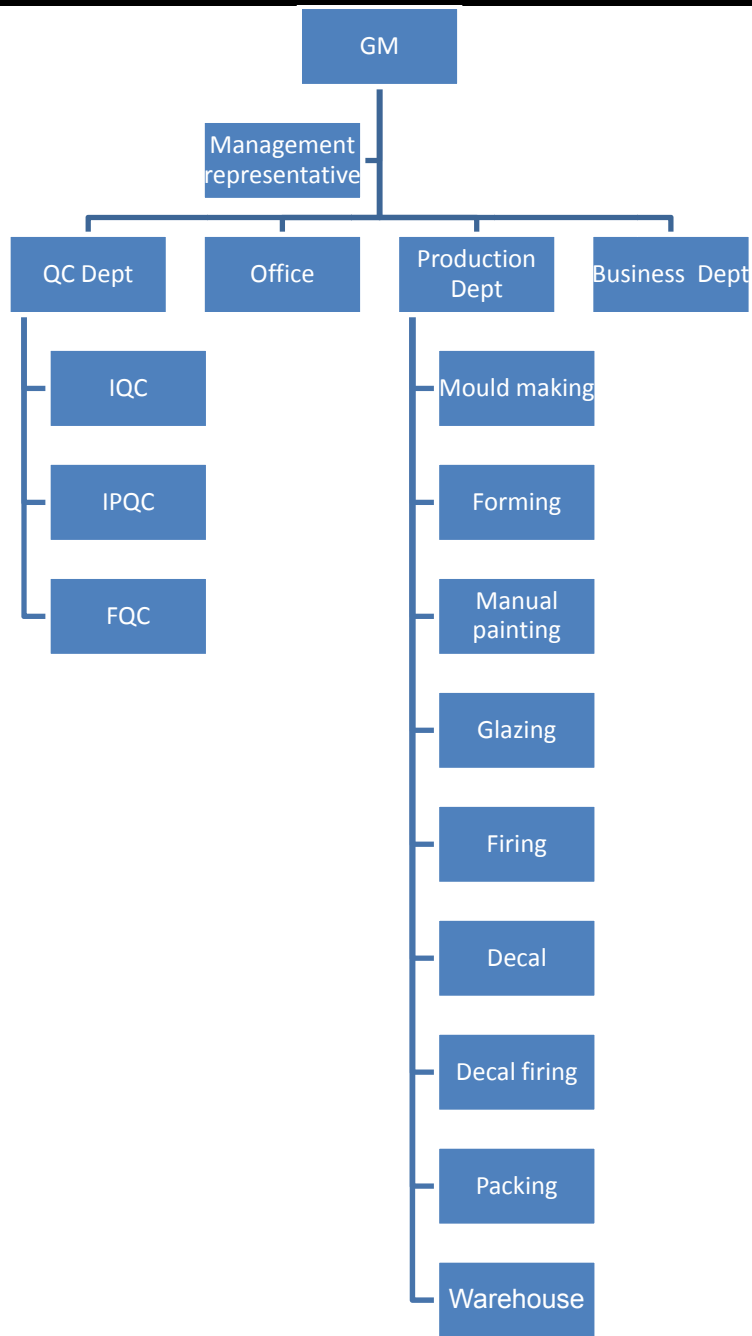
Moulds making, Puddling; Forming (High press, casting, rolling); Manual painting; decal; Glazing; Firing (bisque, color, and glaze firing); packing.

Main units used for outsourcing eg printing/cables/motors

Describe fully the exact processes and level of completion for Debenhams products –

The materials such as clay, pigment, glaze, decal paper, and packing materials were bought from the suppliers. No sub-contractor was used in the factory.

Organisation Chart:



Attach a copy of org chart if available otherwise write names and position of ownership, management.

FACTORY EVALUATION CHECKLIST

COMPANY REPRESENTATIVES MET DURING THE AUDIT

	Name	Yes	No
Managing Director/General Manager	Chen Zuo Hao	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Manager/Marketing Manager	Chen Zhe Qun	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compliance Manager	Chen Zhe Qun	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HR Manager	Wang He	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA Manager	Wu Qing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Production Manager/Factory Manager	Wang He	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Person(s) to whom the QC/QA Manager Reports:	General Manager	
Does QC or QA Manager have other job responsibilities in other areas? If yes, please detail:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other Job Responsibilities :	Nil	

FACTORY STAFF

	Staff	Full time	Part time	Temporary	Contract
1.	Management	8	0	0	0
2.	Clerical / Office	12	0	0	0
3.	Engineering Staff	3	0	0	0
4.	Machine operators	4	0	0	0
5.	Assembly line/section QC	2	0	0	0
6.	Final Inspection QC	1	0	0	0
7.	Functionality testing	N/A	0	0	0
8.	Finishing	1	0	0	0
9.	Packing	10	0	0	0
10.	Warehouse	2	0	0	0
11.	Laboratory	0	0	0	0
12.	Electricians	1	0	0	0
13.	Fire prevention/training supervisor	1	0	0	0
14.	Other	53	0	0	0
	Total	98	0	0	0

PRODUCTION INFORMATION

Monthly Production Capacity, Based on; name product type: Ceramic dinnerware : 100,000 Pcs / Month Ceramic vase :40,000 Pcs / Month Ceramic bathroom accessories : 150,000 Pcs / Month Ceramic money box: 40,000 Pcs / Month Others 50,000 Pcs / Month	Required Lead Time:	45 days
---	---------------------	---------

PRODUCTION INFORMATION BY ITEM

Items Produced	Average Daily/Monthly Production Capacity split by number of lines
Ceramic dinnerware	100,000 Pcs
Ceramic vase	40,000 Pcs
Ceramic bathroom accessories	150,000 Pcs

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Ceramic money box	40,000 Pcs
Others	50,000 Pcs

OPERATIONS PERFORMED

Operations	In house	Subcontracted	Subcontracted to where? Give company/unit names/location/s:
Moulds making	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Puddling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Forming (high press, injection, rolling forming)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Manual painting a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Decal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Glazing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Firing (bisque, color, and glaze firing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Packing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

PHYSICAL CONDITIONS

1. Masonry	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	9. Ventilation Fans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Steel	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	10. Canteen	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. Number of Production blocks (areas)	Total 4 buildings were used for production.		11. Dormitory	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4. Fire alarm system	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	12. First Aid Equipment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. Fire Equipment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	13. On site Medical station & staff	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6. Sprinkler system	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	14. Toilets	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7. Electrical Light Source	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	15.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Air Conditioning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	16.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

FACTORY EQUIPMENT AND FACILITIES

	Quantity	Comments
E.g. Injection moulding	0	Nil
Plating	0	Nil
Polishing	2	Mill machines
Die punching – metal sheeting	0	Nil
Tooling facility	0	Nil
Spray painting	0	Nil
Sewing lines	0	Nil
Assembly lines	1	Nil
Sample room	0	Nil
Functionality testing	0	Nil
Laboratory	0	Nil
Conveyer belt metal detectors	0	Nil
Tension Gauges	0	Nil
Back up Power generators	1	Nil
Pressing Tables	0	Nil
Pull test equipment	0	Nil
Automatic popper machines	0	Nil
3 thread overlock	0	Nil
4 thread overlock	0	Nil
5 thread overlock	0	Nil
Button hole lock or chain stitch	0	Nil
Button attachment lock or chain stitch	Nil	Nil
Other	3	Kiln

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
1.	Facilities		
1.1	Is the factory layout acceptable?	2	The factory layout was acceptable.
1.2	Is the factory clean and tidy?	1	In packing workshop, the ground was not kept clean, the west around the packing workstation. The packing area was not kept tidy. The finished products, packing materials were random stack same area, The dirty cobwebs were found in packing area and finished product warehouses. Follow up audit on Apr 8, 2015: This finding was open. In packing workshop, some waste packing materials were disorganized placed at the corner. And some cobwebs were found at the ceiling.
1.3	Are there any cracks or leaks observed in the factory?	1	One piece broken glass was found at WIPs storage area in kiln workshop and four pieces of broken glasses were found at clay storage area. Follow up audit on Apr 8, 2015: This finding was open. Four pieces of broken glasses were found at clay storage area.
1.4	Does there appear to be excess waste stored at workstations?	2	The waste was stored at designate area in factory.
* 1.5	Are the aisles clear with no obstructions and marked with painted lines?	2	The aisles were kept clear without obstructions, and painted lines were observed on site.
* 1.6	Is the factory well lit and ventilated?	2	The factory is well lit and ventilated; the induced draft engines were set on the wall in the workshop.
1.7	Are there dehumidifiers and fans in the factory? (outerwear, leather, PU specific)	N/A	This facility only produce ceramic product, it didn't produce outerwear, leather or PU products.
1.8	Does the factory operate suitable pest control?	2	No fly-killers and mouse cage were found in the factory, and pest control checking records only 3 months can be provided to review. Follow up audit on Apr 8, 2015: This finding was closed.. The fly-killers and mouse cage were installed in packing workshop and warehouse.

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
1.9	Is there a full time mechanic or maintenance team on site?	2	One full time mechanic was hired.
1.10	Is there a full time qualified electrician?	2	One full time qualified electrician was hired.
1.11	Are production staff multi-skilled/multi-functional?	2	Some production staffs were trained for multi-skilled.
1.12	Is preventive maintenance carried out on production equipment and are results recorded according to schedule where appropriate?	2	The preventive maintenance was carried out on production equipment and the results were marked in maintenance records.
1.13	Does each machine have a visible maintenance log/card on it?	2	During audit, only one puddling machine was used in the factory, but the maintenance log/card was not available on site. Follow up audit on Apr 8, 2015: This finding was closed.. The maintenance records for the puddling machine were acceptable.
1.14	Are workers wearing appropriate clothing and shoes on the production floor and or in hazardous areas?	2	The PPE were used by the worker, such as gloves.
1.15	Does the factory have a no smoking policy and is it enforced?	1	During on site tour, it was noted one person was smoking at manual painting workstation on 4th floor. Follow up audit on Apr 8, 2015: This finding was open. Two cigarette boxes were found in the moulds making workshop.
1.16	Is drinking and eating at work stations not allowed?	2	The drinking bottles and food were found at the packing workstation in packing workshop. Follow up audit on Apr 8, 2015: This finding was closed.. No drinking bottles and food were found at the packing workstation in packing workshop. The foods were forbidden to take in the workshop.
1.17	Is appropriate first aid equipment available in each production area?	2	The fist aid boxes were stored in the office, not place in the production workshop. Follow up audit on Apr 8, 2015: This finding was closed.. The fist aid boxes were provided for each production workshop.
1.18	Are the machines and equipment suitable for producing the goods that have been ordered?	2	During audit day, the machines were checked and suitable for producing the ceramic.

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
*1.19	<i>Is there easy access to potable water and toilets?</i>	2	The potable water and toilets were easy access to workers.
	TOTAL SCORE	33 / 36 (*0 / 3)	

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
2.	Quality Control Systems		
2.1	Is the factory accredited to any recognised Quality Assurance systems?	<i>Non Scoring</i>	The factory's QMS was based on ISO9001 but certified by Guangdong Zhongjian Certificated Co., Ltd. The certificate number is 0070012Q12660R0M.. Expired date 3/12/2015.
2.2	Is there a current approved Quality Manual, or other documented QC procedures?	2	Quality manual, flow chart and quality procedures were established,
* 2.3	<i>Are there dedicated members of staff responsible for QA/QC within the factory?</i>	2	Total 10 QC (including line QC and QC supervisor).
2.4	Does the Quality Representative have sufficient authority to control quality and stop production if necessary?	2	The QC manager was authorized to control quality and stop production if necessary.
2.5	Does the company have a risk assessment procedure to identify potential risks from raw materials to end user?	1	No product or process risk assessment procedure and records were available in the factory. <i>Follow up audit on Apr 8, 2015: This finding was open. Only risk assessment procedure and process risk assessment records were acceptable. But the factory did not provide product risk assessment records.</i>
*2.6	<i>Are there procedures for controlling quality at all sections of operations?</i>	2	The factory established the controlling quality at all sections of production.
2.7	Have all QC staff been appropriately trained?	1	The QC staffs were not well trained, based on the on-site interview; auditor found the FQC cannot use the AQL sampling standards correctly. <i>Follow up audit on Apr 8, 2015: This finding was open. The QC staffs were not well trained, based on the on-site interview; auditor found the FQC cannot use the AQL sampling standards correctly.</i>
2.8	Are management aware of international/European standards and product testing requirements?	2	The facility management was not aware of international I/European standards or product testing requirements. <i>Follow up audit on Apr 8, 2015: This finding was closed.. Based on the on-site interview, the facility management was aware of international I/European standards or product testing requirements.</i>

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
2.9	Do detailed Quality reports reflect that the products are properly checked?	2	The quality reports were checked, and details inspection item was list, and inspection result was marked clearly.
2.10	Are there customers' approval samples available in the work areas?	0	Based on the facility observation, auditor found no customers' approval samples were available in the production area. Follow up audit on Apr 8, 2015: This finding was open. The factory did not provide approved samples to workers and inspectors in packing line.
2.11	If relevant to product, do products pass through the conveyor belt metal detector in to metal free zone prior to packing into cartons?	N/A	If metal detector is not a conveyor belt then please specify type
2.12	Are QC records available for review and retained for an appropriate length of time?	2	The records control procedure (QP-002) was established. Per procedure requirement, the inspection records should be kept 5 years, but the factory only can provide 5 months inspection records. Follow up audit on Apr 8, 2015: This finding was closed.. The factory provided inspection records from Oct 2014 to Apr 2015. They were acceptable. And the factory claimed they will keep important records for at least 5 years according to the required shelf life from now on.
2.13	Is there appropriate training for all operators within the factory?	2	The job specified trainings were conducted to the operation workers in each workshop.
2.14	Does the factory have a separate sample facility that replicates the production processes?	2	During audit, no separate sample was available in production workshop. Follow up audit on Apr 8, 2015: This finding was closed.. The separate sample facilities were available in the factory.
*2.15	<i>Does the sample room/facility have needle control (textile factories) and sharp tool management processes?</i>	2	No sewing process was needed in factory, and no needles were used in production process. The sharp tools control management was conducted on site in sample area.
2.16	Is there dedicated staff for production and capacity planning?	2	The factory assigned dedicated staff for production and capacity planning
2.17	Does the factory carry out test and pilot lot runs against the product standard and technical specifications prior to production?	2	Pilot lot runs procedure was established and conducted, the records were observed.

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
2.18	Does the factory have systems in place to ensure the confidentiality of data is maintained including the safe disposal of documents, drawings or samples?	0	No evidence can show the facility established the system to ensure the confidentiality of data be properly maintained including the safe disposal of documents, drawings or samples. Follow up audit on Apr 8, 2015: This finding was open. No evidence can show the facility established the system to ensure the confidentiality of data be properly maintained including the safe disposal of documents, drawings or samples.
2.19	Does the factory have adequate space for the flow of production	2	The factory have adequate space for the flow of production, the production flow chart was attached in photo report
	TOTAL SCORE	28 / 34 (*0 / 3)	

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
3.	Incoming Material Inspection		
* 3.1	<i>Does the company inspect all incoming raw materials?</i>	2	The inspection procedures for incoming materials were established and conducted effectively.
3.2	Are there appropriate facilities for undertaking these inspections; appropriate light, measuring, weighing equipment?	2	Inspection tools such as temperature loop, vernier calliper, etc were observed, and the light appropriated.
3.3	Is the factory using an appropriate sampling plan for goods inwards inspection? (<i>State AQL in Comments box</i>)	2	Full check was conducted for the PU and fabric, and for other components, Level II, Cr/Ma/Mi= 0/1.5/4.0 was adopted for the IQC.
3.4	Are raw materials and components stored separately and securely?	2	Yes. The pigment, packing materials, etc were stored in the incoming warehouse.
* 3.5	<i>Are raw materials and components properly labelled and traceable?</i>	0	The clay, packing materials, 50% color pigment were not marked with identification label. Follow up audit on Apr 8, 2015: This finding was open: The identification and traceability control system was insufficiently implemented in the factory. Lots of clays were not identified with label. Some packing materials were identified with labels, however no lot number in the label. It affects the traceability from finished products to raw materials (such as clay and packing materials).
3.6	Are there written inspection instructions available as guidelines to inspectors?	2	For the plastic plating part, the factory did not establish the inspection guideline. Follow up audit on Apr 8, 2015: This finding was closed.. For the plating plastic part, the factory has established the inspection guideline (document number: WI-08-036).
* 3.7	<i>Are rejected materials clearly identified and quarantined?</i>	2	At rejection area in the incoming warehouse, the rejected materials were not marked any identification. Follow up audit on Apr 8, 2015: This finding was closed.: At rejection area in the incoming warehouse, no rejected materials were placed in the area. The factory claimed, all rejected materials should be return to supplier in 24 hours. And the disposal records were acceptable.

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
3.8	Are all raw materials and other key components tested by appropriately approved laboratories to ensure compliance with requirements?	1	For plating plastic parts, the IQC did not conduct coating adhesive test. Follow up audit on Apr 8, 2015: This finding was open. The plating plastic parts, the IQC did not conduct coating adhesive test.
3.9	Where applicable for the product, is the factory sourcing RoHs compliant components?	N/A	This facility didn't produce electrical products; ROHS is not applicable for their product
3.10	Are RoHs components clearly marked and stored separately in the store room/warehouse?	N/A	This facility didn't produce electrical products; ROHS is not applicable for their product
3.11	Is there a stock rotation system?	2	The stock rotation system was established, and input, output records were observed.
TOTAL SCORE		15 / 18 (*1/ 3)	

Item no	Requirement	2/1/0/NA	Comments
4.	Non-Conforming Material		
* 4.1	<i>Is non-conforming material quarantined, labelled, and segregated at each stage?</i>	2	At rejection area in the incoming warehouse, the rejected materials were not marked any identification. Follow up audit on Apr 8, 2015: This finding was closed.: At rejection area in the incoming warehouse, no rejected materials were placed in the area. The factory claimed, all rejected materials should be return to supplier in 24 hours. And the disposal records were acceptable.
* 4.2	<i>Are there records of re-work and re-inspection for any non-conforming materials that have been corrected?</i>	2	Records of re-work and re-inspection for any non-conforming materials were corrected and kept in factory.
4.3	Are there records to prove that rejected products are not being sold without permission and are destroyed, sold locally?	0	As QC supervisor Mr Wu explain, the rejected product were destroyed, and no client approve records can be provided. Follow up audit on Apr 8, 2015: This finding was open. As QC supervisor Mr Wu explained, the rejected product were destroyed, and no client approve records can be provided.

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
*4.4	<i>If reclaimed goods are used in production, have the items been appropriately identified and checked against the client specification?</i>	N/A	No reclaimed goods were used in production in this facility.
	TOTAL SCORE	4 / 6 (*0 / 2)	

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
5.	In-Process Quality Control		
*5.1	<i>Does factory use international or other approved standards to carry out in-process inspections? Are there records?</i>	2	The inspection standards were approved by the customer, or list in contract. The inspection standards were records and conducted version control in factory.
5.2	Are sampling levels for inspections adequate at each production stage?	2	As per factory representative and on-site tour observation, 100% of products would be carried out IPQC, and 20 samples would be selected for patrol QC per two hours.
*5.3	<i>Are there clearly written criteria and/or instructions or procedures available for inspectors to follow?</i>	2	There were clearly written criteria and/or instructions or procedures available for inspectors to follow in factory.
*5.4	<i>Are there approved samples available to give inspectors or workers as a guideline?</i>	0	No approved samples were available to give the inspectors or workers as a guideline in production workshop. Follow up audit on Apr 8, 2015: This finding was open. Insufficient approved samples were available to give the inspectors or workers as a guideline. The factory did not provide approved samples to workers and inspectors in packing line. It cannot ensure operator and inspector to perform their work according to approved samples.
5.5	Are batches kept separate at each stage to avoid mixing?	0	For WIPs in production workshop, no batch code were used on identification label, deferent batch were not separate storage. Follow up audit on Apr 8, 2015: This finding was open. The WIPs in production workshop, no batch code were used in identification label of the semi-finished products (client: DMD).
*5.6	<i>Are there continual records showing all tooling is fully tested and evaluated for safety?</i>	2	For tooling and machine equipment, the daily y maintenance records were available, and test , safety content were covered in.

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
5.7	Are there continual records showing all tooling is calibrated and evaluated if used for measurement?	2	The vernier callipers, electric scale were not calibrated timely. Expired date was 24, Oct, 2014. Follow up audit on Apr 8, 2015: This finding was closed.. The electric scale was calibrated on Mar 17, 2015. And the calliper was calibrated on Mar 20, 2015.
5.8	Is there an in-line inspection for measurements?	2	The in-line inspection records for measurements were available.
*5.9	<i>Are there adequate procedures for clearly separating and identifying accepted or rejected items in-line?</i>	2	The WIPs were properly stored and separated from the rejection item.
* 5.10	<i>Are there line quality controllers or other means to monitor the quality of the product to meet the requirements?</i>	2	The factory was assigned one quality controllers at every line in production workshops.
5.11	Are inspected/approved products traceable to individual QC staff?	2	The inspector name was marked in inspection records and on identification labels.
* 5.12	<i>Are QC reports maintained to show the quality status of each inspected batch?</i>	2	The factory only can provide five months finished product inspection records to be reviewed, and no batch code was available in factory. Follow up audit on Apr 8, 2015: This finding was closed.. The factory provided finished product inspection records from Oct 2014 to Apr 2015. They were acceptable. The lot number was recorded in the inspection report. And the factory claimed they will keep important records for at least 5 years according to the required shelf life from now on.
* 5.13	<i>Is there documented evidence and procedures for controlling the quality of batch production?</i>	2	The factory only can provide five months finished product inspection records to be reviewed, and no batch code was available in factory. Follow up audit on Apr 8, 2015: This finding was closed.. The factory provided finished product inspection records from Oct 2014 to Apr 2015. They were acceptable. The lot number was recorded in the inspection report. And the factory claimed they will keep important records for at least 5 years according to the required shelf life from now on.

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
5.14	Does the factory know its rejection rates?	2	The rejection rates were statistics for every production processes.
5.15	Are there sufficient records for the calibration of any testing equipment used?	2	The kilns were calibrated by the qualification organization, and certificate records were observed.
5.16	Are the machines labelled to indentify the external company who checked/calibrated the machinery?	2	The calibration labels were stuck on equipment..
5.17	Is there documentation for the authorization of bulk production from Engineering, QC, or senior management?	2	The facility would have a preproduction meeting before each production, the technician, QC, production manager or supervisor and senior management would attend the meeting. The management would authorize the production department to start production during meeting, the meeting records would be distributed to each department.
5.18	How are defective lots/products managed when they cannot be reworked and made fit for shipment?	<i>Non Scoring</i>	Based on interview with the facility, the facility representative stated that when this case happened, the facility would arrange re-production if customer agreed, and sales would negotiate with customer to see whether the delivery date can be delayed or not. If not, the facility would deliver the available good products first, and the re-produced products would be delivered later.
	TOTAL SCORE	30 / 34(*1 / 8)	

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
6.	Final Inspection		
* 6.1	<i>Is a final inspection for all products conducted before shipment?</i>	2	The final inspection for all products were conducted before shipment, the inspection records were available.
6.2	Is there a person / role in place that is responsible to sign off shipments?	2	The QC supervisor is responsible to sign off shipment.
6.3	Who do the final inspection or AQL team in the factory report into?	2	The FQC conduct the final inspection
6.4	Is all inspection equipment appropriately calibrated?	2	The vernier callipers, electric scale were not calibrated timely. Expired date was 24, Oct, 2014. Follow up audit on Apr 8, 2015: This finding was closed.. The electric scale was calibrated on Mar 17, 2015. And the calliper was calibrated on Mar 20, 2015.
*6.5	<i>Is the Final Random Inspection conducted to AQL Guidelines and are inspection reports maintained?</i>	2	The FQC adopted Single normal Level II, Cr/ Ma/ Mi=0/1.5/4.0 for final inspection, and the inspection records were observed. The factory only can provide five months finished product inspection records to be reviewed. Follow up audit on Apr 8, 2015: This finding was closed.. The factory provided finished product inspection records from Oct 2014 to Apr 2015. They were acceptable. The lot number was recorded in the inspection report. And the factory claimed they will keep important records for at least 5 years according to the required shelf life from now on.
* 6.6	<i>Where appropriate, are measurement inspections undertaken as part of the final inspection?</i>	2	The FQCs were undertook the measurement at final inspection.
6.7	Are internal mechanical and functional tests performed to ensure product quality?	0	No internal or outside lab test reports were available for the finished products. Follow up audit on Apr 8, 2015: This finding was open. No internal mechanical or outside lab test reports were available for the finished products.
* 6.8	<i>Do inspectors have technical file/specifications for QC inspection?</i>	2	The technical file and specifications were available at final inspector side for final inspection.

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
6.9	Are inspection defects recorded in detail (charted) and analysed to help improve product quality?	2	The factory conducts the defects analysed to help improve product quality
* 6.10	<i>Does the factory conduct a functionality test on 100% of product? If no, what is the sampling plan used?</i>	2	Provide details of functionality tests and sample plans used
	TOTAL SCORE	18 / 20 (*0 / 5)	

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
7.	Finishing, Packaging and Despatch		
* 7.1	<i>Are semi-finished products well segregated from final products in the packing area?</i>	2	In packing workshop, the semi-product and finished products were store in same area. Follow up audit on Apr 8, 2015: This finding was closed.. In packing workshop, the semi-finished products were separated from finished products.
*7.2	<i>Are finished products protected from moisture, dust, dirt and other contaminants before packaging?</i>	2	All finished product would be 100% checked, cleaned and stored in the separated area with protect cover before packing,.
7.3	Are packing specifications available?	2	No packing specifications were available at packing workstation in packing workshop. Follow up audit on Apr 8, 2015: This finding was closed.. The packing specifications were available at packing workstation.
* 7.4	<i>Are anti-fungal/mould products used to help protect finished products?</i>	N/A	Not applicable for the ceramic product.
* 7.5	<i>Is the finishing and packaging area suitable (housekeeping, lighting, ventilation, equipment, security etc.)?</i>	0	In packing workshop, the ground was not kept clean, the waste around the packing workstation. The packing area was not kept tidy. The finished products, packing materials were random stacked same area, The dirty cobwebs were found in packing area and finished product warehouses. Follow up audit on Apr 8, 2015: This finding was open. The packing area was not suitable. In packing workshop, some waste packing materials were disorganized placed at the corner. And some cobwebs were found at the ceiling. There were potential risks of foreign body contamination for the packed goods.
* 7.6	<i>Are finished cartons put on palletes to avoid direct contact with the floor?</i>	2	All finished products were packed in carton boxes and stored on wooden pallet.
* 7.7	<i>Are packed master cartons well stored in a covered area or a good shelter to keep them out of the weather elements and away from damage, water or other contaminants?</i>	2	The packed master cartons were stored in an in-house warehouse which can keep the products out of the weather elements and away from damage, water or other contaminants.

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
7.8	Are there safeguards to prevent another clients products becoming mixed and packed into master cartons?	2	Different customer's finished products were physical segregate at storage area in factory.
*7.9	<i>Are there controls in place to prevent any defective or rejected products from being packed into master cartons?</i>	2	The defective or rejected products were stored in assigned container or rejection area.
7.10	Are products for despatch clearly identified by item description, batch code and intended customer?	2	The products for despatch was clearly identified with PO#, manufacture date, inspector name, manufacture date and customer name, etc.
*7.11	Are records sufficient to identify which batch of product has been sent to a customer?	2	The despatch records for finished products were kept, and necessary information was marked on it.
7.12	Are containers inspected prior to loading?	2	Please specify what they are checked for.
7.13	Is a calibrated weighing machine used to verify the actual weight of the cartons?	2	The weighing machine used to verify the actual weight of the cartons was not calibrated. Follow up audit on Apr 8, 2015: This finding was closed.. The weighing machine used to verify the actual weight of the cartons was calibrated in the factory.
	TOTAL SCORE	22 / 24 (*1 / 7)	

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
8.	Subcontracting		
* 8.1	<i>Does the factory have all equipment and processes to manufacture the required product?</i>	2	All main processes such as the puddling, forming, manual painting, firing, glazing, decal and packing were finished in facility.
* 8.2	<i>Based on workers/management statements and visual observations, is there any obvious inconsistency between the number of machines/people and the reported production capacity?</i>	2	Based on on-site tour and records checking the reported production capacity is consistent with actual capacity.
* 8.3	<i>Is any part of the production process subcontracted? If yes, what part of the process?</i>	N/A	No sub-contractor was used
8.4	How many subcontractors are used?	N/A	No sub-contractor was used
8.6	Is there a formal system for ensuring all subcontracting activities are carried out to the same quality standards?	N/A	No sub-contractor was used
8.7	What QC checks are in place within the main factory to control outgoing and incoming product? (i.e. 100% inspection, metal detection)	N/A	No sub-contractor was used
8.8	Are all subcontracted transactions logged and records maintained?	N/A	No sub-contractor was used
* 8.9	<i>Is the quantity of finished products on export documentation (e.g. packing list, bill of lading/way bill from truck, ship, plane or train) consistent with the factory's own production records?</i>	2	Based on the production records checking, the quantity of finished products on packing list was consistent with the factory's own production records.
	TOTAL SCORE	6 / 6 (* 0 /3)	

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
9.	Sharp Tool Management		
9.1	Does the factory have a sharp tool metal policy?	2	Sharp tools control procedure was established (WI-07-012).
* 9.2	<i>Is the use of pins, safety pins, and staples, restricted throughout the factory?</i>	2	The pins, staples were restricted in the production area.
* 9.3	<i>Is there a broken needle policy? Does the broken needle log include all the needle pieces – secured to log with sticky tape?</i>	N/A	No needles were use in the factory.
* 9.4	<i>Is there a log and record of bent and / or blunt needles?</i>	N/A	No needles were use in the factory.
* 9.5	<i>Are there specific people who are in charge of the broken needle policy?</i>	N/A	No needles were use in the factory.
9.6	Are new needles replaced by a factory supervisor/mechanic?	N/A	No needles were use in the factory.
* 9.7	<i>If hand sewing and latch needles are used, does the factory have a broken needle control policy for these needles?</i>	N/A	No needles were use in the factory.
*9.8	<i>Is there a formal count in/out system for issuing hand or latch needles on a daily basis?</i>	N/A	No needles were use in the factory.
*9.9	<i>Do the workers sign to confirm receipt of hand or latch needles? Does the supervisor in charge sign the count in/count out record/log-book to confirm receipt of hand or latch needle at end of day?</i>	N/A	No needles were use in the factory.
* 9.10	<i>Are all needles stored and locked away from the sewing floors?</i>	N/A	No needles were use in the factory.
* 9.11	<i>What action is taken when a needle/part needle or sharp tool is missing?</i>	N/A	No needles were use in the factory.
*9.12	<i>Are the broken/whole needles seen?</i>	N/A	No needles were use in the factory.
* 9.13	<i>Do machine tables have drawers?</i> <i>How many Follow up audit on Apr 8, 2015: This finding was opened and checked during the audit to check for sharp tools/spare needles?</i>	N/A	No sewing machine was used in the factory, and the worktable did not have the drawers.
* 9.14	<i>Is there a needle control policy for Kimball/tag guns-and are tag guns individually numbered or named per worker?</i>	N/A	No needles were use in the factory.

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
* 9.15	<i>Are there no spare needles at the machines or kept by operators?</i>	N/A	No sewing machine was used in the factory.
*9.16	<i>Are there any needles, broken needles, or blades seen lying around the factory, especially on the floor?</i>	N/A	No needles were use in the factory.
* 9.17	<i>Are all scissors/clippers securely attached to machines and inspection tables/work stations?</i>	2	One set of scissors were not tethered on the worktable in packing workshop. Follow up audit on Apr 8, 2015: This finding was closed.. Sharp tools control procedure was established and implemented in the factory. And the scissors were attached in the worktables in packing workshop.
* 9.18	<i>Are sharp tools such as drill holes, spikes, tweezers issued by a count in/ out system every day or are they permanently secured at the workstations and if so, please specify tool types?</i> <i>Give details of who is in charge by department:</i>	N/A	No drill holes, spikes, tweezers, etc, were use in the factory.
* 9.19	<i>Are sharp tools locked away when not in use?</i>	2	The un-use sharp tools were kept by the worker in the production workshop, the sharp tools controller did not withdrew them timely. Follow up audit on Apr 8, 2015: This finding was closed.. Sharp tools control procedure was established and implemented in the factory. All un-use scissors and broken parts were returned to sharp tools controller.
* 9.20	<i>Is there a conveyor belt metal detector?</i>	N/A	The products manufactured by the factory are ceramics; the conveyor belt metal detector was not needed.
* 9.21	<i>Is there a metal free zone?</i>	N/A	The products manufactured by the factory are ceramics; the conveyor belt metal detector was not needed.
9.22	Does the factory 100% metal detect all products and keep records?	N/A	The products manufactured by the factory are ceramics; the conveyor belt metal detector was not needed.
* 9.23	<i>Is the metal detector calibrated daily using the 9 point system?</i>	N/A	The products manufactured by the factory are ceramics; the conveyor belt metal detector was not needed.
* 9.24	<i>Is a test card used? Was the test card present during the visit?</i>	N/A	The products manufactured by the factory are ceramics; the conveyor belt metal detector was not needed.

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
* 9.25	<p><i>Does the factory have a metal control record in case any metal is found?</i></p> <p><i>Are the metal pieces attached securely to the record with sticky tape?</i></p>	N/A	The products manufactured by the factory are ceramics; the conveyor belt metal detector was not needed.
* 9.26	<p><i>Are contaminated products kept locked away from the factory floor?</i></p>	N/A	The products manufactured by the factory are ceramics; the conveyor belt metal detector was not needed.
* 9.27	<p><i>Are loose poppers, studs, rivets, zips and other small components stored in appropriate containers out of the metal free zone?</i></p>	N/A	The products manufactured by the factory are ceramics; no metal freeze zone was needed.
* 9.28	<p><i>What does the factory use to cut tape to seal the cartons?</i></p>	2	The facility used tape gun to seal the carton in this facility.
* 9.29	<p><i>Does the factory use any of the following? Snap off blade knives, Stanley knives, knives, own made tools?</i></p>	2	<p>Two pieces of snap-off blades were found at packing workstation in packing workshop on 2nd floor.</p> <p>Follow up audit on Apr 8, 2015: This finding was closed.. Sharp tools control procedure was established and implemented in the factory. No snap-off blades were found in the factory.</p>
* 9.30	<p><i>Are records filed and stored for more than one year?</i></p>	2	<p>For sharp tools control records, the factory only can provide last three months records to review. (Aug-Oct)</p> <p>Follow up audit on Apr 8, 2015: This finding was closed.. The factory provided sharp tools control records from Oct 2014 to Apr 2015. They were acceptable. And the factory claimed they will keep important records for at least 5 years according to the required shelf life from now on.</p>
TOTAL SCORE		14 / 14 (*0 / 6)	

Item no	Requirement	2/1/0/NA	Comments
10.	Electrical Factories – Additional Questions Appendix		
* 10.1	<i>How many qualified electricians does the factory employ?</i>	N/A	<i>Not applicable for produced products</i>
* 10.2	<i>Has the factory ever had a fire?</i>		<i>Details</i>
* 10.3	<i>Is a visual examination conducted to ensure specified construction is maintained in accordance to;</i> <i>-A reference sample?</i> <i>-Written instruction?</i> <i>-Reference drawing?</i>		<i>Samples must be seen and verified</i>
* 10.4	<i>Is a visual examination carried out to ensure correct marking/ labelling on all products?</i>		
* 10.5	<i>Does the factory perform visual examinations to ensure correct user instructions are included?</i>		
* 10.6	<i>Is a visual examination carried out to ensure protection of wiring?</i>		
* 10.7	<i>Are appropriate visual examinations performed and manual test conducted to ensure proper functioning of any cord anchorage?</i>		
* 10.8	<i>Is a function test conducted to ensure correct wiring continuity?</i>		
* 10.9	<i>Is a test completed to ensure correct polarity? (Edison screw lamp holders)</i>		
* 10.10	<i>Are Class I products checked for</i> <i>– Specify test voltages applied.</i> <i>- Test for correct earthing?</i> <i>- Test for 1500V for 3 sec. L+N-E (metal surfaces)?</i>		
* 10.11	<i>Are Class III products checked for</i> <i>– Specify test voltages applied.</i> <i>-Test at 3750-4000V for 3 sec L+N to outer surface of body and electrical components?</i>		

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
* 10.12	<p><i>Are Class III products checked for</i></p> <p><i>– Specify test voltages applied.</i></p> <p><i>-Test 500V between supply conductors? (24V – 50V supply)</i></p> <p><i>-Test at 4000V between input and output of any supplied isolation transformer.</i></p>		
10.13	Are the results of all tests and examinations recorded and files kept?		
10.14	Does each luminaire bear a label/ marking providing adequate traceability to records?		
10.15	Does the factory maintain a record of test equipment calibration?		
10.16	Is the electrical test equipment checked for operation using a fault-simulating check device, short circuit of test leads method or faulty product?		<i>Specify which:</i>
10.17	Is the period of use of the fault-simulator adequate? (i.e. is the equipment checked before and after each period of use and a record maintained?)		
		/ 34 (* _____ / 12)	

Additional Electrical Information

Testing equipment	Total quantity	Make/ model number *	Serial number*	Calibration due date*
Hi-Voltage (hi-pot)				
Earthing				
Fault simulator				

*On production line inspected

Item no	Requirement	2/1/0/NA	Comments
11.	Furniture Factories – Additional Questions Appendix		
* 11.1	<i>Is there documented evidence to show proof of wood species and country of origin for each?</i>	N/A	<i>Not applicable for produced products</i>
* 11.2	<i>Is there Chain of Custody documentation traceable through to the manufacturing facility? Is it compliant with EUTR</i>		<i>Please specify documentation by product as it varies and by whom it is issued:</i>
11.3	Does the factory use appropriate grading/selection methods and criteria?		<i>List methods</i>
11.4	Does the factory keep accurate records of component materials and their sources?		
11.5	Does the factory practice stock rotation?		
11.6	Does the factory record which paints, finishes, lacquers and glues are used on each product and have MSDS for each?		<i>List types used and source for items supplied to Debenhams</i>
* 11.7	<i>Does the factory have a method for measuring moisture content?</i>		Details / tolerances worked within
11.8	Is the method used for controlling moisture content suitable?		If yes, is it drying method and storage?
11.9	Does the factory have in-house facilities, equipment or procedures for testing load strength, product or finished performance?		Details
11.10	Is any glass used tempered or toughened and labelled as such?		Details
11.11	Upholstery –do all materials comply with UK Fire Regulation (FR) requirements and are products labelled as such?		Details
11.12	Plastic/Metal – Please list all casting, moulding or finishing processes taking place in house.		Details

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
11.13	Does the factory use any system of batch coding or other identification to ensure product traceability?		Details
		/ 26 (* _____ / 3)	

Item no	Requirement	2/1/0/NA	Comments
12.	Garment/Textile Factories: Additional Questions Appendix		
	FABRIC AND ACCESSORIES	N/A	<i>Not applicable for produced products</i>
* 12.1	<i>Is fabric stored off the floor on pallets?</i>		<i>Details and pictures</i>
* 12.2	<i>Does the factory inspect fabric on an inspection machine?</i>		<i>Give details</i>
12.3	What percentage is inspected?		
12.4	Are all fabrics, color coordinated trims and accessories colour /risk assessed and records kept?		
*12.5	<i>Is all yarn, rib, twill and colour coordinated trims, accessories being inspected and tested before production?</i>		
12.6	Does the factory test yarn behaviour prior to production to prevent potential production problems?(if fully vertical operation)		
12.7	What controls are in place to ensure weight and gauge is to required spec? (Knitwear specific)		
12.8	Is fabric structure verified against client spec/ approval sample?		
*12.9	<i>Are all lab dip assessments made in a light box and approved by client before production?</i>		
*12.10	<i>Are all fabrics weights assessed for every lot of production?</i>		
*12.11	<i>Are cuttings from each batch checked against approved handle and colour standard?</i>		
*12.12	<i>Are wash blankets produced for woven washed garments e.g. denim?</i>		

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
	CUTTING		
12.13	Are there any controls in place to control the max height for spreading during laying up?		<i>If yes, please specific height.</i>
12.14	Are panels numbered by ticketing to control material batches?		
12.15	How is paper lay marker secured to the fabric lay?		
12.16	What is used to check alignment when cutting checks or stripes?		
12.17	Are pins or staples used in the cutting area?		
12.18	Are panels inspected for fabric defects before putting into batches/bundles for machine lines?		
	PRODUCTION		
*12.19	<i>Are any Pre-Production meetings held before production starts and records kept for review?</i>		
*12.20	<i>Does the factory carry out sewing and pressing tests on fabric to assess suitability?</i>		
12.21	Are all fabrics checked to ensure correct machinery, needle and thread are used?		<i>Give details</i>
12.22	Are panels checked for workmanship before linking? (knitwear)		
*12.23	<i>Does the factory carry out regular maintenance checks on equipment?</i>		
	FUSING		

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
*12.24	Does the factory fuse interlining to fabric using a conveyer belt fusing machine?		<i>If yes please state brand and model OR state any other method used:</i>
12.25	Are thermo strips used to monitor fusing machine temperature and records kept for review?		<i>At what temperature/speed/pressure are these set and who sets it?</i>
12.26	Does the factory perform pull tests to ensure interlining has properly fused to the fabric and records kept?		
12.27	How frequently is the roller pressure and speed checked?		
	PRESSING		
12.28	Is the pressing area well ventilated and where is it located in the factory?		
*12.29	Are measurement taken as part of the pressing process to ensure product meets size spec?		
*12.30	Do pressing tables have vacuum function and do the operators use them?		
12.31	Are the press bed covers clean and free from scorches, dirt and holes?		
12.32	Are irons covered with Teflon or Non-stick covers?		
12.33	Are metal frames/wooden boards used for pressing knitwear? (Knitwear)		
12.34	Are products kept on press bed once pressed e.g. on the corner or on a table/rack etc.? Is the product still warm/hot?		<i>Give details</i>
12.35	Where are pressed goods kept?		<i>Explain process</i>
*12.36	Are garments packed immediately after pressing?		

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
	FINISHING		
12.37	Are dummies/body stands used to check the fitting & shape of finished garments to customer samples/specifications?		
12.38	Are measurements taken in line or at the end of line? Are they recorded?		<i>Give details</i>
12.39	For garments with washing processes does the wash plant control the number of pieces put into a wash and dry vat to control colour and shrinkage?		<i>Give details</i>
12.40	For garment with washing processes, are factories equipped with Hydro-Extractors after washing?		
12.41	If the factory has a laundry what chemicals does it use? Is there an Effluent Treatment plant?		
		/ 82 (*___/ 14)	

Item no	Requirement	2/1/0/NA	Comments
13	Garment/Textile Factories: Childrenswear– Additional Questions Appendix		
*13.1	<i>Does the factory risk assess all products in line with BS7907:2007 Code of Practice for the Design and Manufacture of Children's clothing to promote mechanical safety? And are records kept for review?</i>	N/A	The products manufactured by the factory are ceramics.
*13.2	<i>Does the factory have a pull test gauge and choke tube and other testing equipment to regularly check production for compliance to UK/EU regulatory requirements?</i>	0	No pull test and choke tube were available in the factory. Follow up audit on Apr 8, 2015: This finding was open. The factory did not have sufficient testing equipment to regularly check production for compliance to UK/EU regulatory requirements. No pull test and choke tube were available in the factory It cannot ensure the finished products were compliance to UK/EU regulatory requirements.
13.3	Does the factory maintain data sheets and reports of all trim attachments?	N/A	The products manufactured by the factory are ceramics.
*13.4	<i>Can the factory demonstrate an understanding and compliance to Children's Clothing (Hood & Cords) regulations 1976 & BS EN14682:2007 Safety of Children's Clothing- Hoods & Drawcords?</i>	N/A	The products manufactured by the factory are ceramics.
*13.5	<i>Can the factory demonstrate an understanding and compliance to BS Nightware regulations and BS EN 14878:2007 Textiles Burning Behaviour of Children's nightware?</i>	N/A	The products manufactured by the factory are ceramics.
13.6	How does the factory ensure they are up to date with BS EN Childrenswear regulations at all times?	N/A	The products manufactured by the factory are ceramics.
*13.7	<i>Does the factory record and maintain procedures and records to ensure product is checked through a metal detector and also QC checked to ensure no sharp or foreign objects are present?</i>	N/A	The products manufactured by the factory are ceramics.
13.8	Does the factory metal detect product returned from embroidery/printing?	N/A	The products manufactured by the factory are ceramics.
13.9	Can the factory demonstrate that monofilament yarn is not used in any stage of product manufacture?	N/A	The products manufactured by the factory are ceramics.
13.10	What equipment does the factory use for attachment of poppers? Is the equipment fully automatic or semi manual?	N/A	The products manufactured by the factory are ceramics. No attachment equipment machine was needed.

All intellectual property rights in this document are solely owned by Debenhams Retail plc

FACTORY EVALUATION CHECKLIST

Item no	Requirement	2/1/0/NA	Comments
13.11	Is the equipment owned or rented?	N/A	The products manufactured by the factory are ceramics. No attachment equipment machine was needed.
13.12	Is there proof the machines are regularly calibrated?	N/A	The products manufactured by the factory are ceramics. No attachment equipment machine was needed.
13.13	Is mosquito netting used in baby production areas?	N/A	The products manufactured by the factory are ceramics. No attachment equipment machine was needed.
13.14	Does the factory have any specific hygiene practices for the handling of babywear?	N/A	The products manufactured by the factory are ceramics.
13.15	How is product moved around the factory? E.g. bags, crates etc.	2	The products would be stored in plastic basket / stored shelves during moving around factory.
		2 / 4 (* 1 / 1)	

Photos: Please include and label as many photos as possible to back up findings.



Factory main building and entrance



Factory name



Similar product provided to client



Plastic part storage area



Packing materials warehouse



Clay storage area



Pigment storage area



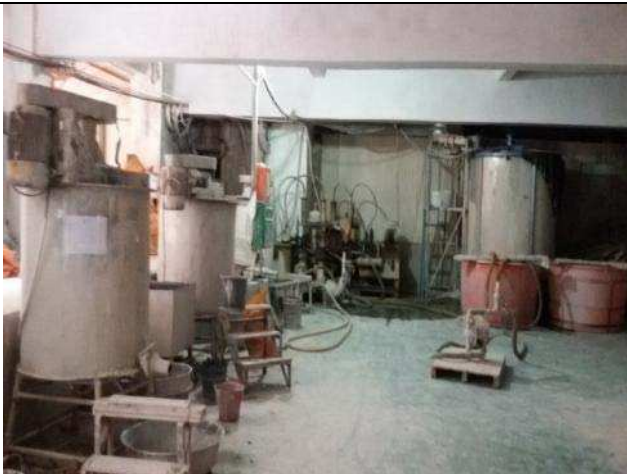
Rejection area in incoming warehouse



Incoming materials identification label



Mould making workshop



Puddling workstation



Press forming workshop



Rolling forming workshop



Injection forming workshop



White body trimming



White body inspection area



Pigment mixing room



Colour glaze mixing workstation



Manual painting workshop



Decal workshop



Glazing workshop



Firing workshop



Tunnel Kiln



Kiln control panel



Temperature monitor device with calibration label



Temperature test loop and vernier calliper



WIPs storage area



Full inspection area



Ultrasonic cleaning workstation



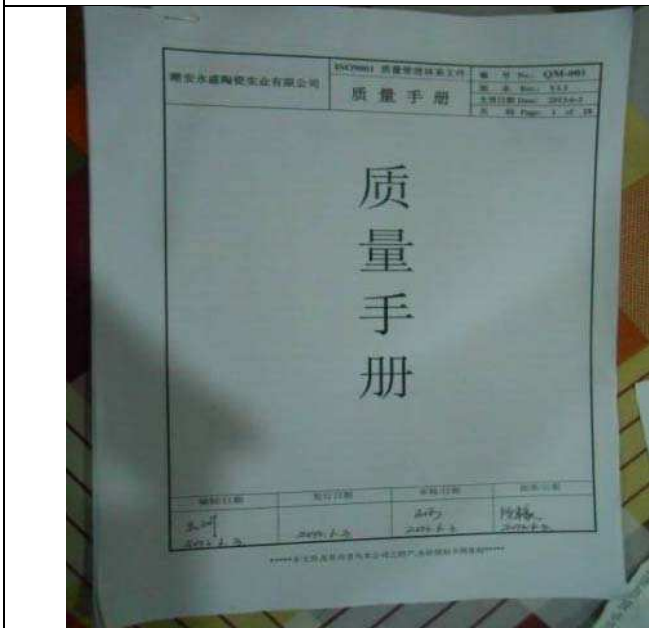
Packing workshop



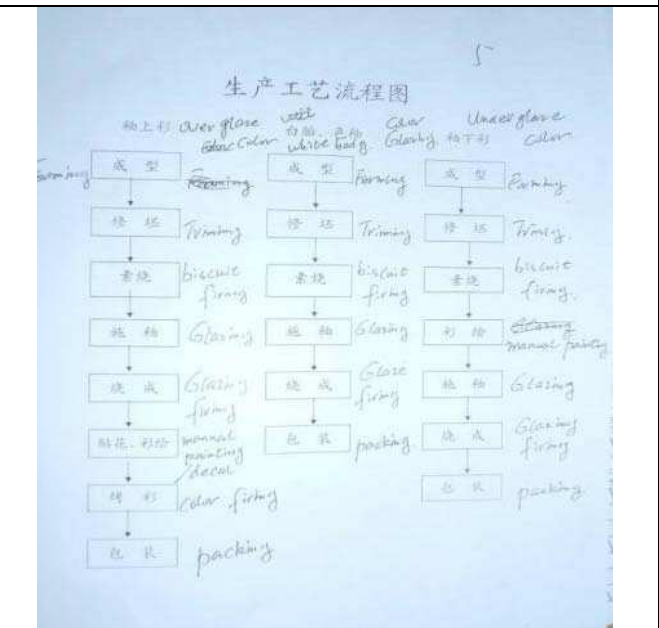
FQC inspection area



Finished product storage area



Quality manual



Processes flow chart



First aid box



Extinguisher in workshop



NC 1.2/7.5: In packing workshop, the ground was not kept clean, the west around the workstation.



NC:1.2/7.5 The packing area was not kept tidy. The finished products, packing materials were random stack same area



NC:1.2/7.5 The dirty cobwebs were found in packing area and finished product warehouses.



NC 1.3: One piece broken glass was found at WIPs storage area in kiln workshop and four pieces of broken glasses were found at clay storage area.



NC 1.15 one person was smoking at manual painting workstation on 4th floor.



NC 1.16 The drinking bottles and food were found at the packing workstation in packing workshop.



NC 3.7/4.1 At rejection area in the incoming warehouse, the rejected materials were not marked any identification.



NC 5.5 For WIPs in production workshop, no batch code were used on identification label, deferent batch were not separate storage.



NC 5.7/6.4 The vernier calliper, electric scale were not calibrated timely. Expired date was 24, Oct, 2014.



NC 7.1 In packing workshop, the semi-product and finished products were store in same area.



NC 7.17 One set of scissors were not tethered on the worktable in packing workshop.



NC 9.29 Two pieces of snap-off blades were found at packing workstation in packing workshop on 2nd floor.



Follow up audit: Tied scissors in packing workshop



Follow up audit: Flies killers in the factory



Follow up audit: Calibrated calliper



Follow up audit: Calibration label









Follow up audit: Calibrated electronic scales




Follow up audit: Calibration label



All intellectual property rights in this document are solely owned by Debenhams Retail plc

<p>Follow up audit: NC1.2/7.5 In packing workshop, some waste packing materials were disorganized placed at the corner.</p>	<p>Follow up audit: NC1.2/7.5 In packing workshop, some cobwebs were found at the ceiling.</p>
	
<p>Follow up audit: NC1.3 Four pieces of broken glasses were found at clay storage area.</p>	<p>Follow up audit: NC1.15 Two cigarette boxes were found in the moulds making workshop.</p>
	
<p>Follow up audit: NC2.10 The factory did not provide approved samples to workers and inspectors in packing line.</p>	<p>Follow up audit: NC3.5 Lots of clays were not identified with label.</p>
	
<p>Follow up audit: NC3.5 Some packing materials were identified with labels, however no lot number in the label.</p>	<p>Follow up audit: NC3.8 The plating plastic parts, the IQC did not conduct coating adhesive test.</p>

	<p style="text-align: center;">Nil</p>
<p>Follow up audit: NC5.5 The WIPs in production workshop, no batch code were used in identification label of the semi-finished products (client: DMD).</p>	<p style="text-align: center;">Nil</p>