

Factory Audit Report

Audit Ref. #	██████████
AUDIT DATE:	24/ 11/ 2020
Auditor NAME:	██████████
FACTORY DETAILS:	████████████████████
CUSTOMER NAME	██████████

Corrective Action Plan

Item No	Results	Finding/Violation	Corrective Action	Factory estimated date for Completion
B. 4		Findings: No employment contract (Appointment letter) provided for Helpers working in the facility. However, the employment contract provided for permanent workers.		
B. 5		Findings: The facility does not maintain Payroll and attendance record.		
C. 2		Findings: Facility does not monitor the capacity of the suppliers.		
C. 3		Findings: The stock storage area not provide with handrails for safe condition.		
C. 8		Findings: No, The facility does not maintain the record inspection to test the raw materials, Semi-finished products.		
C. 9		Findings: No, The facility does not maintain the record for IQC, IPQC, and FQC.		
C. 10		Findings: Facility does not conduct product certificate.		
C. 11		Findings: No, no found approval samples (with signature) available on the production line.		

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C.13		Findings: No record available to show the rework parts / products have been inspected.		
C.14		Findings: No record available to show factory monitor process parameters of the product.		
C.16		Findings: No the QC personal and operator trained orally. However no record available to verify the same.		
C.18		Findings: No, Facility not conducted internal audit.		
C.23		Findings: No fire alarm installed in the facility, however facility provided 10 fire extinguishers around the facility.		
Auditors Signatures			Factory Representative Signatures / Stamp	