

SUPPLIER ASSESSMENT REPORT

供应商评估报告

Audited Company: 被审核公司	Dongguan Fengze Packaging Industrial Co., Ltd. 东莞市丰泽包装实业有限公司	
Representative of Audited Company: 被审核公司代表	Sales Director: Ms. Yulia Chen 业务主管：陈香环	
Audited Site: 被审核场所	East 4th Round Rd, Lixin, Dongcheng Dist, Dongguan 东莞市东城区立新东四环路	
Consigner of Assessment: 审核委托方	Made-in-China.com	 <p>Company View</p>
Audit Type: 审核类型	<input checked="" type="checkbox"/> Initial Audit 首次审核 <input type="checkbox"/> Follow-up Audit 跟进审核 <input type="checkbox"/> Re-audit 重新审核	
Valid date: 有效日期	From 5 Dec. 2008 to 4 Dec. 2009;	
Auditor 审核员:	Will Cheng	
Reviewed by 审核:	Jeremiah Yu	

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Audited site	: East 4th Round Rd, Lixin, Dongcheng Dist, Dongguan
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1. Company Profile 公司概况

Name of the Audited Site 被审场所名称	Dongguan Fengze Packaging Industrial Co., Ltd 东莞市丰泽包装实业有限公司		
Date of Foundation 成立日期	25 Jan. 2000		
Registered capital in RMB 注册资金(人民币)	RMB: 1, 000, 000		
Address 地址	East 4th Round Rd, Lixin, Dongcheng Dist, Dongguan 东莞市东城区立新东四环路		
Contact Person 联系人	Ms. Milly Luo / Sales manager;		
Tel. 电话	0086-769-22662888, 13926822502 ;		
Fax 传真	0086-769-22662222 ;		
E-mail 电子邮箱	sales6@fengze.cn ;		
Market Distribution 市场分布			
Main client 主要客户	<input checked="" type="checkbox"/> Africa	<input checked="" type="checkbox"/> Australia	<input checked="" type="checkbox"/> China
	<input checked="" type="checkbox"/> East Asia (Korea/ Japan)	<input checked="" type="checkbox"/> Europe	<input checked="" type="checkbox"/> North America
	<input checked="" type="checkbox"/> South America	<input checked="" type="checkbox"/> Other: Middle East, Southeast Asia;	
Main Operations 主要运作			
Products Manufactured/ Sold 生产/销售的产品	Jewelry Box/Casket, Watch Box, Pen Box, Gift Box, Food Box, Cosmetic Box & Perfume Bottle Box, Trays & Displays, Coin Box /Alloy Box;		
Total floor size of the audited site 被审核场所的总面积	Refer to the hard copy of land property certificate; the area of the audited site was 9971.2 square meters. And the company representative claimed; the total floor size of the audited site was around 40, 000 square meters.		

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2. Audit Checklist and result 审核检查表及结果

2.1 Business License 工商营业执照

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.1.1	Does the company have valid business license (the company name, address, product/ business scope complied with actual situation or not)? 被审核公司持有有效的营业执照 (公司名字、地址、产品/业务范围是否符合实际情况) 吗 ?	Yes	Refer to the business license provided, the company should be a manufacturing company, the company name and address stated in the business license were same as mentioned in the report; The valid date of the business license was not limited; The business license indicated the company had rights for manufacturing and sales of cardboard box; sales of metal appliance, construction materials, electronic products, and article products.
2.1.2	Is the annual review done by local authority (Industrial & Commercial Bureau)? 有地方行政机关(工商局)的年度审核吗 ?	Yes	Refer to the business license provided; it was reviewed in year 2008.
2.1.3	Who is the corporative representative? 法人代表是谁 ?	--	Mr. Ding Zeshun / 丁泽顺
2.1.4	Conclusion: is it confirmed that the audited company is a real manufacturer, foreign trader or combined? 结论: 能否确认该公司是一个制造商、贸易商或两者兼备 ?	Yes	Manufacturer.

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2.2 Production Capacity 生产能力

Item 项目	Content 内容	Observations / Comments 发现 /注释																																																							
2.2.1	What is the annual revenue (export and /or import revenues) at the company based on the data of government annual review report/ documents or other reliable financial report? 根据政府部门的年度审核报告/文件或其它可靠的财务报告, 该公司年度营业额 (出口和/或出口额) 是多少?	Refer to the financial report reviewed; the revenue from Jan to Jun in year 2008 was: RMB: 8, 956, 901.60																																																							
2.2.2	If no financial report can be showed, to calculate the annual revenue based on production report, how much is the estimated annual revenue? 如果没有以上报告出示给审核员评估, 根据生产报告的计算, 估计的年度产量是多少?	Refer to above.																																																							
2.2.3	What is the factory floor size? 工厂面积大小?	Refer to the company representative and site observation; the factory floor size was around 30, 000 square meters.																																																							
2.2.4	Please describe the production flow involved at the factory. 请描述该工厂有关的生产流程。	Raw material → Cutting → Component processing → Assemble → Cleaning → QA → Package;																																																							
2.2.5	Please describe the main facilities used at the factory. 请描述该工厂所使用的主要设施。	Refer to below Sheet.																																																							
	<table border="1"> <thead> <tr> <th>Facility name 设施名称</th> <th>Brand/Specification 品牌/规格</th> <th>Quantity 数量</th> <th>Number of years used 已使用的年限</th> <th>Status 状况</th> </tr> </thead> <tbody> <tr><td>Injection machine</td><td>/</td><td>9</td><td>/</td><td>Good</td></tr> <tr><td>Drier</td><td>/</td><td>2</td><td>/</td><td>Good</td></tr> <tr><td>Plastic crush machine</td><td>/</td><td>2</td><td>/</td><td>Good</td></tr> <tr><td>Painting Platform</td><td>/</td><td>7</td><td>/</td><td>Good</td></tr> <tr><td>Die pressing machine</td><td>/</td><td>20</td><td>/</td><td>Good</td></tr> <tr><td>Glue machine</td><td>/</td><td>38</td><td>/</td><td>Good</td></tr> <tr><td>Round sawing machine</td><td>/</td><td>16</td><td>/</td><td>Good</td></tr> <tr><td>Grinding machine</td><td>/</td><td>7</td><td>/</td><td>Good</td></tr> <tr><td>Sewing machine</td><td>/</td><td>14</td><td>/</td><td>Good</td></tr> <tr><td>Assemble line</td><td>/</td><td>21</td><td>/</td><td>Good</td></tr> </tbody> </table>	Facility name 设施名称	Brand/Specification 品牌/规格	Quantity 数量	Number of years used 已使用的年限	Status 状况	Injection machine	/	9	/	Good	Drier	/	2	/	Good	Plastic crush machine	/	2	/	Good	Painting Platform	/	7	/	Good	Die pressing machine	/	20	/	Good	Glue machine	/	38	/	Good	Round sawing machine	/	16	/	Good	Grinding machine	/	7	/	Good	Sewing machine	/	14	/	Good	Assemble line	/	21	/	Good	
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2.2.6	Please gather the employee details by department. 请收集各部门人员信息	Manager/Supervisor: 3 Sale Dept. 22 Include Foreign Trading staff 5																																																							

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Item 项目	Content 内容	Observations / Comments 发现 /注释
		Information Service Staff 1 Engineering Staff: 39 Quality Control Staff: 30 HR & Management Dept. 25 Financial Staff: 8 Material Control Dept. 10 Warehouse Dept. 22 Production Dept. 950 Number in total: 1110

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2.3 Foreign Trade Capacity 外贸能力

Item 项目	Content 内容	Observations /Comments 发现 /注释
2.3.1	How many foreign trading staffs in the company ? and what are their education level/ working experience? 该公司有多少有外贸人员? 他们的教育水平和工作经验怎样 ?	Refer to site interview with the company representative and resumes reviewed; there were 15 staffs charged the foreign trading business; the dept manager had around 20 years' trading experience; the dept director had around 10 years' trading experience; another staffs had 3 to 10 years' trading experience; and they were all above junior college's degree.
2.3.2	How about the English level (reading, writing and speaking) and foreign trading experiences based on interview question and education certificate (e.g.: do they know what the LC and FOB are)? 根据面谈和教育证书, 外贸人员的英语水平及外贸经验怎样 ?	Refer to the company representative; all the trading staffs had above CET-4 English level; Based on site interview, auditor noted the trading representative had fluent oral and written English, and formed successful foreign trading experience.
2.3.3	Does the trading staff clearly know the responsibilities of trading jobs? 外贸人员清晰地知道其工作职责吗 ?	Yes, Refer to site interview; auditor noted the trading staff knew the job description and responsibility clearly.
2.3.4	Does the trading staff clearly know the product and relevant technical information? 外贸人员清晰地知道有关产品的知识和技术信息吗 ?	Yes. Refer to site interview; auditor noted the trading staff knew their products and relevant information clearly.
2.3.5	Does the company have successful experience of global cooperation? If Yes, please list out the oversea clients' names. 该公司具有成功的全球业务合作经验吗? 如果有, 请列出海外客户的清单。	Yes. Based on the documentations provided, auditor noted the company had formed successful foreign trading experience. Not listed the customers' names here due to business secret.
2.3.6	Does the company have oversea agency? 该公司在海外有代理处吗 ?	N/A
2.3.7	Please mark the annual export capacity. 请备注该公司的年度出口能力。	Refer to the company representative; the present exporting revenue stood around 50% of yearly revenue.
2.3.8	Conclusion: do you think the company has foreign trading experiences and competent staffs? 结论: 你认为该公司是否具有外贸经验和有能力的外贸人员 ?	Yes. Refer to the documentations reviewed and site interview, auditor noted successful foreign trading experience and competent staffs in the company.
2.3.9	Please describe: what does the audited company have to do before getting contract from the oversea client based on the past experience? 请描述: 根据过去的经验, 该公司在获得海外客户订单	Based on site interview, the company representative claimed they would have following actions: - Mainly search for clients through B2B

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Item 项目	Content 内容	Observations /Comments 发现 /注释
	之前需要做些什么？	website, exhibitions, existed customers; - Collect customers' requires; - Submit product information to customers; - Confirming product spec and samples; - Confirm contract; - Built products and follow up.

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2.4 Product Research & Development Capacity 产品设计开发能力

Item 项目	Content 内容	Observations /Comments 发现 /注释
2.4.1	How many R&D staff at the company? and what are their education level/ working experience? 该公司有多少有设计开发人员? 他们的教育水平和工作经验怎样?	There were 39 staffs in the Engineering dept, charged the R&D process; and 18 staffs charged new product design process, they had 3 to 8 years' relevant design experience; another 21 staffs mainly charged sample building; and they had around 3 years' working experience.
2.4.2	List the successful project(s), if have. 如果该公司有成功的产品项目, 请列出。	Refer to the company representatives; they formed strong experience to design and manufacture products according to customers' drawing, spec or another requires; Major products: cardboard box, plastic box wooden box.
2.4.3	Is there the relevant design input, output, review, verification and validation documentation available to auditor for review? 有相应的设计输入、输出、评审、验证与确认文件记录给审核员评审吗?	Auditor noted documentation, product samples and related testing spec on controlling product design process.
2.4.4	Are the R&D staffs equipped with adequate instruments /apparatus based on the on-site observation? If Yes, please list out all the key facilities provided, such as equipments, software and etc. 有配备适当的仪器/ 设备给设计开发人员吗? 例如设备、软件等。	The company had equipped proper equipment used for the design staffs.
2.4.5	Does the company have an effective design change control procedure in place? 该公司有有效的设计更改控制程序吗?	Auditor noted the company had proper records to handle design change, while not found relevant procedure.

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2.5 Quality Management System and Product Certification 品质管理系统与产品认证

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.5.1	Has the company obtained the valid certificate for their quality management system? Such as ISO9001, QC080000 and etc. 该公司是否有为其质量管理体系获得有效的认证证书？例如 ISO9001, QC080000 等。	No	N/A
2.5.2	Is product certification done in terms of selling designation (UL for US, CCC for China, CE for Europe ...) at the company? I) Product certification list? if have II) Sample of product certification, if have (at least one of key products) ? III) Copy of product certification sample (1-5 key products, if have) ? 在该公司，有针对性的销售要求做了相应的产品质量认证吗？ I) 如果有，产品质量认证证书清单？ II) 如果有，获产品质量认证的产品样品？(至少 1 个产品) III) 产品质量认证证书副本 (如果有，1 ~ 5 个产品)？	--	Refer to the company representative; they had strict control of raw materials to conform to ROHS requirement.

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2.6 Suppliers/ sub-contractors Control 供应商/ 外包商控制

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.6.1	Does the company establish and implement an effective suppliers/ sub-contractors assessment procedure (which covers the acceptable criteria of supplier/ sub-contractor)? 该公司是否建立及执行有效的供应商/ 外包商评估程序(包括可接受的供应商/ 外包商标准)?	Yes	Auditor noted proper procedure to assess suppliers, containing proper criteria and specification.
2.6.2	Does the company use the results of the assessments to determine acceptable/non acceptable sources? 该公司是否根据评估的结果来决定是否采用此供应商/ 外包商?	Yes	Refer to the company representative; they followed above quality procedure to assess suppliers.
2.6.3	Does the company keep the assessment report? 该公司是否保存评估报告?	Yes	Sample assessment reports properly maintained.
2.6.4	Does the company retain an updated list of approved suppliers/ sub-contractors? 该公司是否有更新的合格供应商/ 外包商一览表?	Yes	Auditor noted updated approved supplier list.
2.6.5	Are written instructions available for incoming material inspections /testing? 有文件化的来料检验 /测试指引?	Yes	Proper incoming inspection instructions for materials provided to review.
2.6.6	Are raw materials inspection status clearly identified? 物料检验状态有清楚地标识吗?	Yes	Based on site observation; auditor noted materials in the warehouse were properly identified and segregated.
2.6.7	Is inspection and testing result recorded and maintained? 检验与测试结果有记录并保存吗?	Yes	Inspection records were maintained and provided to review.
2.6.8	Are procedures of the control and release for material adequate? 控制和发放物料的程序适当吗?	Yes	Refer to the company representative, they released materials according to production order, and it was adequate.
2.6.9	Is non-conforming material adequately identified and controlled? 不合格的物料有适当的标识和控制吗?	Yes	Based on site observation; non-conforming material were properly marked and segregated.
2.6.10	Are storage facilities and handling methods appropriate? 储存设施和搬运方法适当吗?	Yes	Refer to site observation; warehouse condition was appropriate.

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2.7 Production Process control 过程质量控制

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.7.1	<p>Are the following items /documents provided at appropriate location and under control when necessary?</p> <ul style="list-style-type: none"> - Work Instructions /procedures - Workmanship standard /acceptance - Golden sample /Approval sample <p>若有必要，在适当的区域有提供下面的项目 /文件？</p> <ul style="list-style-type: none"> - 工作指引 /程序 - 工艺标准 /可接受标准 - 批准的样品 	Yes	<p>Refer to site observation, Auditor noted work instruction and approved product samples in line to guide operation.</p> <p>And the company representative claimed the operators and QC in line were all experienced.</p>
2.7.2	<p>Are the environmental conditions such as tidiness and cleanliness being controlled and suitable for the operation performed? 环境条件，整齐清洁在受控状态之下并适合生产运作吗？</p>	Yes	Refer to site observation, the environmental condition was suitable.
2.7.3	<p>Is corrective action documented and followed-up? 纠正措施有记录并有跟进吗？</p>	Yes	Based on site interview; auditor noted corrective actions properly documented.
2.7.4	<p>Are written inspections /testing instructions available? 有文件化的检验 /测试指引吗？</p>	Yes	Refer to the documentations reviewed; auditor noted proper inspection/testing instructions.
2.7.5	<p>Are appropriate inspection /testing equipments available? 有适当的检验 /测试设备吗？</p>	Yes	Based on site observation, auditor noted proper equipment for visual and dimension inspection.
2.7.6	<p>Does the company carry out a 100% function and visual inspection? 公司有执行 100% 功能及外观检验吗？</p>	Yes	Based on site observation, products were 100% visual and dimension inspected.
2.7.7	<p>Are non-conforming units clearly marked/ segregated to prevent accidental dispatch? 不合格产品有清晰地标识/ 隔离以预防非逾期的使用吗？</p>	Yes	Refer to site observation; non-conforming products were confirmed in line and segregated.
2.7.8	<p>Is inspection and test result recorded and maintained? 检验与测试结果有记录和保持吗？</p>	Yes	Inspection results were maintained and provided to review.

End of this section, and continue with next page. 本节结束，下一页继续。

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2.8 Random Product Inspection and Continuous Improvement 产品随机检验与持续改进

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.8.1	Is there a procedure to conduct random product inspection after final packaging in place? 在最后包装工序之后，是否有随机产品抽样检验程序？	Yes	Refer to the procedure reviewed and site observation; the company had implemented sample inspection for finished products after packing.
2.8.2	Is there any clear procedure for handling customer complaint? 是否有清晰的程序处理客户投诉？	Yes	Procedure and documentations on handling customer complaints noted in the company.
2.8.3	Are corrective & preventive actions mechanism established and implemented effectively (including the suppliers/ sub-contractors control, incoming inspection, process control, final inspection and customer complaint)? 是否建立并有效执行纠正及预防措施机制 (包括供应商/外包商控制、来料/过程/最后检验及客户投诉)？	Yes	Refer to site observation and documentations reviewed; auditor noted the company had established effective corrective & preventive actions mechanism.
2.8.4	Can the finished/packaged product be traced by lot identification to the appropriate raw materials test reports? 最后的完成品能否追溯到原材料的批次？	Yes	Based on site observation and documentations reviewed; auditor noted the company had production records to trace raw materials for finished products.

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2.9 The Company Development Plan 企业发展计划

Item 项目	Company Development Action(s) 公司发展行动	Timeframe 期限
1	Enhance foreign trade capacity, increase input to B2B website and fairs to develop global market, focus on East European and Africa market;	In 2009
2	Fulfill the product category, and cover all the areas of packaging products.	In 2009

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3. Attachments 附件

3.1 Documents 文件



Description: Business License



Description: Land property certificate (hard copy)

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3.2 Photos 图片



Description: The Front door of the Company



Description: Office building



Description: Factory floor



Description: Front door of office room



Description: Office room



Description: Engineering office

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Description: Incoming warehouse corner



Description: Workshop (Plastic injection)



Description: Workshop (Painting) I



Description: Workshop (Painting) II



Description: Workshop (Wooden parts)



Description: Workshop (Wooden parts)

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Description: Workshop (Wooden parts)



Description: Workshop (Wooden parts)



Description: Workshop (Accessories)



Description: Workshop (Accessories)



Description: Workshop (Accessories)



Description: Workshop (Sewing machine)

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Description: Workshop (Assemble line)



Description: Workshop (Assemble line)



Description: Finished products warehouse



Description: Showroom corner



Description: Product samples



Description: Product samples

-- End of the Report --

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