

Factory Quality Management Checklist

Basic Information

Factory Name	
Location/Address	
Date	
Auditor	

Checklist

Item	Yes	No	Remarks
Are quality control procedures documented and implemented?			
Is there a designated quality management team?			
Are regular inspections conducted on raw materials?			
Is defective product handling procedure established?			
Are staff trained on quality standards and procedures?			
Are equipment and tools regularly maintained?			
Is there a procedure for documenting and handling customer complaints?			
Are corrective and preventive actions documented?			
<i>Additional Items/Notes:</i>			

Signatures

Auditor:

Factory Representative:

Date:
