

Factory Quality Management Checklist

Basic Information

Factory Name	
Location/Address	
Date	
Auditor	

Checklist

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

Signatures

Auditor:

Factory Representative:

Date:
