

Factory Audit Checklist Template

Factory Name

Audit Date

Factory Address

Auditor Name(s)

Contact Person

Contact Number

Audit Purpose

I. General Information

#	Checklist Item	Yes / No / N.A	Remarks
1	Valid business licenses available and displayed?		
2	Factory organization chart available?		

II. Quality Management System

#	Checklist Item	Yes / No / N.A	Remarks
1	Quality manual documented and reviewed?		
2	Work instructions displayed on site?		

III. Production Process Control

#	Checklist Item	Yes / No / N.A	Remarks
1	Standard operation procedures implemented?		
2	In-process inspection records available?		

IV. Finished Product Inspection

#	Checklist Item	Yes / No / N.A	Remarks
1	Final inspection conducted before shipment?		
2	Non-conforming products handled properly?		

V. Other Areas

#	Checklist Item	Yes / No / N.A	Remarks
1	Warehouse management meets requirements?		
2	Health and safety guidelines followed?		
3	Environmental regulations compliance?		

Auditor Signature & Date

Factory Representative Signature & Date