

Supplier Creditability & Capacity Audit Report

Report:			
Supplier Name	Yangjiang Jiangcheng Meilihua Metal Products Factory 阳江市江城美利华金属制品厂		
Supplier Address	2nd Industrial Development Zone of Dongbo, Jiangcheng District, Yangjiang City, Guangdong Province, China		
Client Information	N/A		
Name of Assessor	Lynn Hu	Reviewed by	Gina Li
Audited date	18 Sep., 2017	Expiry date	17 Sep., 2018

Assessment Scope:
Section 1: Company Profile Section 2: Personnel Section 3: Main Market Section 4: Manufacturing Ability Section 5: Certificate Section 6: Quality Control Management Section 7: Development Plan Section 8: Production Flow Chart Section 9: Attachment

Important Notes:
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Section 1: Company Profile

1.1 Basic information			
Name of supplier	Yangjiang Jiangcheng Meilihua Metal Products Factory		
Address in license	2nd Industrial Development Zone of Dongbo, Jiangcheng District, Yangjiang City, Guangdong Province, China		
Audited address	2nd Industrial Development Zone of Dongbo, Jiangcheng District, Yangjiang City, Guangdong Province, China		
Main Product	Cuticle Scissors		
Business scope of Registration	Production and sales of hardware, plastic products, small knives, knives, scissors, beauty tools, self-operated business and agents of all types of import and export business (except the import and export business prohibited by the state). (Legally subject to the approval of the project before carrying out business activities after the approval of the relevant departments)		
License Number	914417025666634014	Corporate representative	Mr. Shaojie Li
Registration date	01 Nov., 1996	Expiry Date	Long term
Registered Capital	N/A	Paid-in Capital	N/A
Area of office	200 square meters	Area of workshop	2,800 square meters
1.2 Contact Way			
Company representative	Mr. Michael Li / General Manager		
Tel. number	0086-13702801345	Fax number	0086-662-3510921
E-mail	306805721@qq.com	URL	www.maylihua.com
1.3 Nature of enterprise			
Type of Ownership	<input checked="" type="checkbox"/> Privately Owner <input type="checkbox"/> Public Company <input type="checkbox"/> Joint Venture <input type="checkbox"/> Stated Owned <input type="checkbox"/> Others		
Type of company	<input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Foreign trader <input type="checkbox"/> Both		
Subsidiary factory	N/A		
Relationship with subsidiary factory	<input type="checkbox"/> No subsidiary factory <input type="checkbox"/> Shareholder <input type="checkbox"/> Wholly owned <input type="checkbox"/> Belong to one group <input checked="" type="checkbox"/> N/A		
Overview	 		

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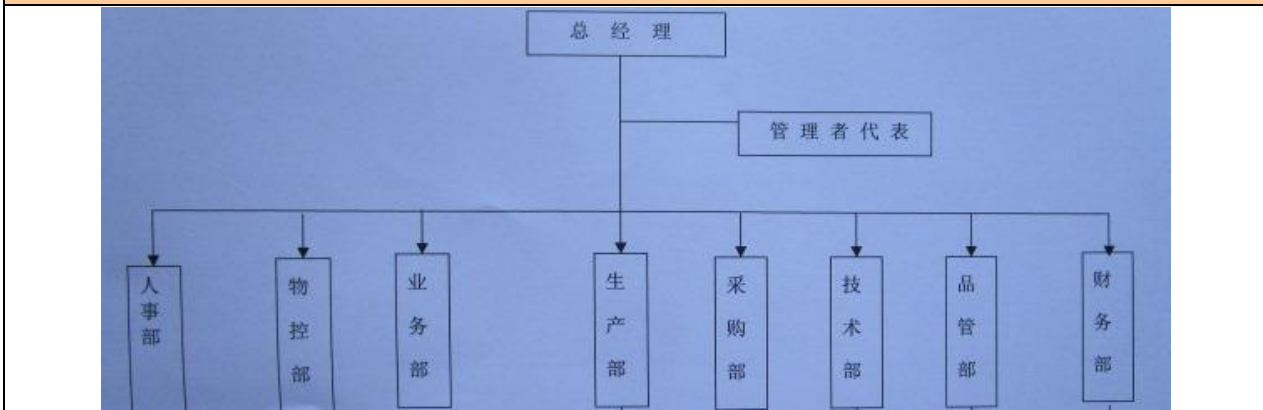
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Section 2: Personnel

2.1 Company Org Chart



2.2 Headcount and key staff

According to	<input type="checkbox"/> Attendance record <input checked="" type="checkbox"/> Members list <input type="checkbox"/> On-site observation <input type="checkbox"/> Others			
Headcount	Department	Full time	Part time	Total
	General manager	1	0	1
	Management representative	1	0	1
	HR dept.	1	0	1
	Materials Control dept.	1	0	1
	Sales dept.	1	0	1
	Production dept.	43	0	43
	Purchase dept.	1	0	1
	Technology dept.	1	0	1
	QC dept.	1	0	1
	Fin. dept.	1	0	1
	Total	52		
Key staff	Full Name	Position	Working experience in this filed	
	Mr. Michael Li	General Manager	5 years working experience	
	Mr. Wuhong Li	Factory Director	21 years working experience	
	Ms. Shaolan Li	Management Representative	10 years foreign trading experience	
Training procedure and plan for staff	<input type="checkbox"/> All staff <input type="checkbox"/> Key station <input checked="" type="checkbox"/> No Training records <input type="checkbox"/> Others			
Are there uniforms for all staff in company?	No			

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Section 3: Main Market

3.1 Foreign trading staff

There were 1 foreign trading staff in the company.

Education Level	Headcount	Working Experience	Headcount	English Level	Headcount
Doctor	0	Over 20 Years	0	TEM-8	0
Master	0	Over 10 Years	0	CET-6	1
University	1	Over 5 Years	0	CET-4	0
Junior college	0	2-5 Years	1	CET-3	0
Technical secondary school	0	1Year	0	PETS-3	0

Export means: Directly export though own export right
 Export business operated by other foreign trading company
 Others

3.2 Export information

Item	Content	
Main Market	Area	% of Total Business Volume (last year)
	North America	N/A
	South America	N/A
	West Europe	N/A
	East Europe	N/A
	East Asia (Japanese/ Korea)	N/A
	Africa	N/A
	Australia	100%
	Southeast Asia	
	Mideast	
	Domestic	
Others		
Sales volume	Annual volume in last year	Confidential
	Export volume in last year	0
	Estimated export in this year	Confidential
Key client		Confidential
Lead time	From PO Confirmation to Ex works	30 days

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Section 4: Manufacturing Ability

4.1 Main Facilities					
Please list the major machinery / utilities on site.	Facility name	Brand/Model	Quantity	Year made	Condition
	Punching machine	J23, YBS-300	13	2009	Acceptable
	Levigation machine	N/A	15	2007	Acceptable
	Injection machine	FT-600	4	2008	Acceptable
	Polishing machine	N/A	6	2009	Acceptable
	Automatic polishing machine	PG600	1	2009	Acceptable
	Riveting machine	N/A	2	2015	Acceptable

4.2 Main Test Instruments					
Please list the major test instruments on site.	Facility name	Brand/Model	Quantity	Year made	Condition
	Hardness tester	HR150A	1	2012	Acceptable

4.3 Output			
Output in last year	Product	Monthly output	Yearly output
	Cuticle Scissors	220,000pcs	2,640,000 pcs

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Section 5: Certificate

5.1 Management System Certificate				
Certificate	Number	Expiry date	Certifying Body	Scope
ISO9001:2015	U17Q2GZ800 6919R0S	10 Sep., 2020	Guardian Independent Certification Ltd.	Manufacturing and service of scissors

5.2 Product Certificate				
Certificate	Number	Issued date	Certifying Body	Product and model / type
N/A	N/A	N/A	N/A	N/A

5.3 Product Insurance				
Certification	Number	Expiry date	Insurer	Product
N/A	N/A	N/A	N/A	N/A

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Section 6: Quality Control Management

Item	Content	Grading			Observations /Comments
		Poor	Mid	Good	
6.1	Are the environmental conditions such as tidiness and cleanliness being controlled and suitable for the operation performed?			√	Refer to site observation; the environmental condition was suitable for the operation performed for cuticle scissors.
6.2	Are the following items /documents provided at appropriate location and under control when necessary? - Work Instructions /procedures - Workmanship standard /acceptance - Golden sample			√	The company's tech. team had made the relevant work instruction and standard. Workers operate according to work instructions and approval sample.
6.3	Does the company establish and implement an effective suppliers/ sub-contractors assessment procedure (which covers the acceptable criteria of supplier/ sub-contractor)?		√		The company had established this procedure for supplier assessment, and they have provided relevant records. But some suppliers were not in list of approved suppliers.
6.4	Are written instructions available for incoming material inspections /testing? Is the relevant records maintained?			√	The company had established the instructions for incoming material inspection; and they have provided relevant records for reference.
6.5	Are written inspections /testing instructions available for finished products? Is the relevant records maintained?		√		The company had established the procedure for this inspection; and they have provided relevant records for reference. But AQL was not detailed in inspection form.
6.6	Is there a procedure to conduct random product inspection after final packaging in place?		√		All inspection procedures were implemented before packaging. There is not random product inspection after final packaging in place
6.7	Are non-conforming units clearly marked/ segregated to prevent accidental dispatch?		√		Refer to site observation; non-conforming units were segregated. But there were no marked area for non-conforming unit in workshop and warehouse.
6.8	Is there a clear procedure for handling customer complaint?			√	The company had established the clear procedure for handling customer complaint.
6.9	Can the finished/packaged product be traced by lot identification to the appropriate raw materials test reports?		√		The company has established this procedure for lot identification. But Refer to site observation; the finished products could not be traced to material batch.
6.10	Are corrective & preventive actions mechanism established and implemented effectively (including the suppliers/ sub-contractors control, incoming inspection, process control, final inspection and customer complaint)?			√	The company had established the procedure for corrective & preventive actions mechanism; and they have provided relevant records.

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Section 7: Development Plan

7.1 Product field

Item	Actions	Time Frame
1	Monthly product capacity will reach 260,000 pcs for cuticle scissors.	2017
2	The organization is going to R&D 4.5 inches cuticle scissors to increased product categories	2018

7.2 Market field

Item	Actions	Time Frame
1	They will develop the overseas market, such as North America, Europe	2017

7.3 Others

Item	Actions	Time Frame
	The organization is going to introduce some automatic production machines, such as automatic levigation machine.	2017

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Section 8: Production Flow Chart

8.1 Product: Solar Cell			
			
1. Punching	2. Levigation	3. Injection	4. Polishing
			
5. Riveting	6. Straightening	7. Inspection	8. Packing

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Section 9: Attachment

9.1 Photos of document and certificate	
Business License	ISO9001:2015 Certificate
	

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9.2 Photos of company and product sample	
Company Gate	Office
	
Workshop	Workshop
	
Workshop	Workshop
	

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Workshop	Product Samples
	
Product Samples	Product Samples
	

-- End of the Report --

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