LEELINE GROUP
Your Trusted Sourcing Partner In China

7-Pillar Factory Audit Checklist

A practical on-site scoring template for supplier verification, quality systems, social compliance, and environmental control.

www.leelinegroup.com

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DISCLAIMER

This guide is based on LeelineGroup's internal audit experience and is provided for informational purposes only. It does not constitute a formal audit service recommendation and is not a substitute for professional third-party certification, regulatory advice, or legal counsel.

How to Score the Audit

Mark every check with the severity that best matches the observed condition. Score it 3 (Critical), 2 (Major), or 1 (Minor). A single unresolved Critical finding can override an otherwise passing score.

Severity Levels

Critical (3) Direct legal, safety, or supply-continuity risk. Must be resolved before any purchase order is released.

Major (2) Significant process or compliance gap. Requires a documented CAPA and physical re-verification.

Minor (1) Housekeeping or documentation issue. Track and correct within a defined timeframe.

Score Bands

Score Range	Result	Conditions
81-100	Approve	Release standard PO terms. Schedule a re-audit within 12 months.
61-80	Conditional	Approve with CAPA conditions. Re-verify physical fixes before PO release.
0-60	Reject	No PO. Require corrective action or replace the supplier.

Weighted scoring is recommended: convert each check to a normalized score and calculate the pillar average before applying the band.

Pillar 1 - Legal Existence and Ownership Verification

Confirm the supplier’s legal identity, license, ownership, and export authority before any technical review.

- [ ] 1. Confirm the Chinese business license name matches the operating entity being audited. **Critical**
  Evidence: Copy of business license; name matches signage, contracts, and invoices.

- [ ] 2. Verify the 18-digit Unified Social Credit Code against official records. **Critical**
  Evidence: Code confirmed on GSXT; matches operating site address and registration.

- [ ] 3. Run the entity through the National Enterprise Credit Information Publicity System (GSXT). **Critical**
  Evidence: Screenshot of GSXT record; no litigation flags or abnormal status.

- [ ] 4. Cross-check the bank account beneficiary name against the official company chop. **Critical**
  Evidence: Bank confirmation; no offshore shell payment instructions.

- [ ] 5. Verify export rights and China Customs registration. **Major**
  Evidence: Customs registration number; direct export history.

- [ ] 6. Perform the on-site match test: framed license, warehouse signage, employee badges, and bank beneficiary name. **Critical**
  Evidence: All four elements align 100% during the site visit.

Pillar 2 - QMS, ISO 9001 Scope, and Document Control

Verify the certificate is valid and the documented quality system actually runs on the floor.

- [ ] 1. Verify ISO 9001 certificate validity, expiry, and scope on the certifier's records. **Critical**
  Evidence: Certificate confirmed on IAF CertSearch; issuing body accredited.
- [ ] 2. Confirm the certificate scope covers your product category. **Critical**
  Evidence: Scope statement matches your SKU; no scope creep.
- [ ] 3. Review QMS leadership evidence: quality policy, organization charts, and management review logs. **Major**
  Evidence: Documents dated and signed; reviews held on schedule.
- [ ] 4. Verify process control: internal audits and non-conforming product control records. **Major**
  Evidence: Recent internal audit reports; NCR log with closures.
- [ ] 5. Confirm traceability records: calibration logs and CAPA reports. **Major**
  Evidence: Calibration stickers current; CAPA reports closed with evidence.
- [ ] 6. Pull one workstation instruction, one calibration sticker, and one CAPA report from the active line. **Critical**
  Evidence: Floor documents match the master list; no expired calibration.
- [ ] 7. Compare the SOP revision on the active line against the manager's master list. **Critical**
  Evidence: Revision numbers identical; no stale work instructions.

Pillar 3 - Production Capacity, Facility Condition, and Technical Fit

Match observed output and facility capabilities against your SKU requirements.

- [ ] 1. Count active production machines and compare against claimed capacity. **Critical**
  Evidence: Machine count matches capacity claims; no shadow workshops.
- [ ] 2. Calculate maximum output using OEE, worker headcount, and shift structure. **Critical**
  Evidence: Throughput math supports your required volume.
- [ ] 3. Inspect aisle discipline, calibration stickers, and machine wear. **Major**
  Evidence: Clean, organized floor; machines calibrated and maintained.
- [ ] 4. Review written preventive maintenance logs per ISO 9001. **Major**
  Evidence: PM schedule current; completed records on file.
- [ ] 5. Confirm facility capabilities match your SKU (ESD, climate control, test fixtures). **Critical**
  Evidence: Required equipment present and functional.
- [ ] 6. Time the conveyor belt speed and verify throughput against required volume. **Critical**
  Evidence: Observed output meets or exceeds your volume target.

Pillar 4 - Process Control, Traceability, and Manufacturing Process Audit Steps

Check the factory can repeat quality through process discipline and lot traceability.

- [ ] 1. Walk the manufacturing flow in order, verifying incoming material control against the approved supplier list. **Critical**
  Evidence: Incoming inspection records; approved supplier list enforced.

- [ ] 2. Verify lot identification, in-process checkpoints, and first-article approval. **Major**
  Evidence: Lot labels present; checkpoint records complete.

- [ ] 3. Confirm physical boundaries for the disposition of rejects. **Critical**
  Evidence: Rejected parts clearly segregated from approved stock.

- [ ] 4. Trace one random batch backward to raw material logs and forward to shipment release. **Critical**
  Evidence: Full lot trace chain complete with no gaps.

- [ ] 5. Ask floor staff to explain their current work instruction card. **Major**
  Evidence: Operators can explain the process without hesitation.

- [ ] 6. Verify the QA defect trend chart and its closure status. **Major**
  Evidence: Latest chart available; defects trended and closed.

Pillar 5 - Social Compliance, Worker Safety, and the BSCI Reality Check

Verify labor conditions independently of social-audit reports.

- [ ] 1. Review the BSCI/amfori report but verify findings independently. **Major**
  Evidence: Report validated; independent checks confirm findings.
- [ ] 2. Demand proof of labor contracts, age verification, and social insurance contributions. **Critical**
  Evidence: Contracts on file; age verified; social insurance enrolled.
- [ ] 3. Cross-reference payroll with overtime records to catch hidden wage theft. **Critical**
  Evidence: Payroll matches overtime; wages paid in full and on time.
- [ ] 4. Verify compliance with China's over-age worker rules (five-department Interim Provisions, Decree No. 56, effective July 1, 2026). **Critical**
  Evidence: Minimum wage, overtime limits, and work-injury insurance confirmed.
- [ ] 5. Inspect dormitories, canteens, and anonymous grievance channels. **Major**
  Evidence: Facilities safe; grievance channel accessible and confidential.
- [ ] 6. Tap the fire extinguisher pressure gauge and walk the exact path to the nearest emergency exit. **Critical**
  Evidence: Gauge in green; exit path unobstructed.
- [ ] 7. Interview five random workers about their last paycheck and typical working hours. **Major**
  Evidence: Answers match payroll records; no delayed wages.

Pillar 6 - Environmental Controls, Utilities, and Regulatory Exposure

Confirm permits, waste handling, and utility stability before production.

- [ ] 1. Verify wastewater discharge permits and emissions controls. **Critical**
  Evidence: Valid permits; discharge meets standards.
- [ ] 2. Check hazardous waste handling and spill response protocols. **Critical**
  Evidence: Chemical storage safe; spill kits present; no untreated drain discharge.
- [ ] 3. Verify compliance with the 2026 China water pollutant discharge standards (GB 46817-2025, GB 13457-2025, GB 19821-2025, GB 18918-2002 amendment). **Major**
  Evidence: Facility registered; monitoring records compliant.
- [ ] 4. Test compressed air quality and check for moisture traps. **Major**
  Evidence: No water in air lines; adhesion tests pass.
- [ ] 5. Measure voltage stability during peak hours. **Major**
  Evidence: Voltage drop within tolerance; no production impact.
- [ ] 6. Confirm backup generator availability for power stability. **Major**
  Evidence: Generator present and load-tested.
- [ ] 7. Inspect environmental certificates for expiry and validity. **Critical**
  Evidence: Certificates current; no decorative or expired compliance.

Pillar 7 - Post-Production Storage, Packaging, and Shipment Readiness

Protect finished goods through storage, packaging, and container loading.

- ☐ 1. Verify physical segregation of approved stock from rejected stock. **Critical**
  Evidence: No mixed inventory; clear quarantine area.
- ☐ 2. Confirm FIFO lot control and restricted access to sealed inventory. **Major**
  Evidence: FIFO labels present; access controlled.
- ☐ 3. Evaluate palletization methods and moisture protection. **Major**
  Evidence: Cartons palletized correctly; moisture protection in place.
- ☐ 4. Test master carton edge-crush strength against ISTA transit standards. **Critical**
  Evidence: Drop test passes; cartons survive transit.
- ☐ 5. Scan outer barcodes for GS1 global scannability. **Major**
  Evidence: All barcodes scan correctly.
- ☐ 6. Verify export marks match FBA prep / customer guidelines. **Major**
  Evidence: Labels and marks correct; no missing marks.
- ☐ 7. Confirm a timestamped QA sign-off is required before container loading. **Critical**
  Evidence: Sign-off record present for the shipment.

Corrective and Preventive Action (CAPA) Tracker

Log every Major and Critical finding. Assign an owner and due date, describe corrective and preventive actions, and close each item with evidence.

ID	Finding	Pillar	Severity	Owner	Due Date	Corrective Action	Preventive Action	Status	Evidence	Closed Date

Use one row per finding. Re-verify the physical fix (photo evidence or a return visit) before closing the item and releasing the PO.

External Sources & References

Verify certificate validity, legal registration, and regulatory requirements against these official sources.

GSXT - National Enterprise Credit Information Publicity System

https://www.gsxt.gov.cn/

Official source to verify a company's Chinese legal name, 18-digit Unified Social Credit Code, shareholder structure, litigation, and abnormal operating status.

IAF CertSearch - global certificate database

https://www.iafcertsearch.org/

Official global database to verify management-system certificate accreditation, issuing body, scope, and validity.

amfori BSCI - Business Social Compliance Initiative

https://www.amfori.org/en/solutions/social/about-bsci

Social compliance audit program. Use to validate report validity and require independent re-audits.

MOHRSS - Ministry of Human Resources and Social Security

https://english.mohrss.gov.cn/

China labor regulations, including the five-department Interim Provisions on over-age workers (Decree No. 56, effective July 1, 2026): minimum wage, restricted overtime, and mandatory work-injury insurance enrollment.

MEE - Ministry of Ecology and Environment

https://english.mee.gov.cn/

China environmental standards, including the 2026 water pollutant discharge standards (GB 46817-2025, GB 13457-2025, GB 19821-2025, and the GB 18918-2002 amendment) and the August 2026 industrial wastewater risk-prevention notice.

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Need Hands-On Help with Supplier Verification?

This checklist is a starting point. When an order matters - legal checks, live video audits, inspection gates, or CAPA follow-through - our China-based sourcing team can run it on the ground for you.

Contact our sourcing team

www.leelinegroup.com/contact/

www.leelinegroup.com - Free consultation, no obligation