
Vietnam Factory Verification Checklist

A fill-in template for vetting a China or Vietnam factory before it enters your supplier file: the six-step verification process, 47 checks across legitimacy, capability and certification, the pre-shipment document list, the red flags that stop a supplier, the QC checkpoints through a run, and a tracker to keep the evidence in one place.

www.leelinegroup.com

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DISCLAIMER

This checklist is general guidance on verifying a manufacturing supplier. It is not legal, tax or customs advice on your product or your supplier. Certificates, licences and registrations change, and a supplier that passes today can drift; confirm every document against the issuing body's own register at the time of the order, and take advice from a qualified adviser before you rely on it. The verification is run by LeelineGroup; the decision to place an order is the buyer's. Figures and examples shown here are illustrative and are not a quotation.

1. How a Verification Runs, in Six Steps

This is the order the work runs in. Steps 1 to 4 are the desk and floor work we complete before a shortlist reaches you; step 5 is the sample that gates the bulk; step 6 is your call. A factory clears all six or it does not enter your file.

Step	Who runs it	What it involves
Desk check	LeelineGroup	Registration, licence and certificates checked against the issuing registers before anyone visits the site.
Site visit	LeelineGroup	The plant walked from the gate to the loading bay, as far as possible without a pre-arranged tour.
Capacity proof	LeelineGroup	Running lines, the machine list and payroll measured against the volume you actually need.
Certificate validation	LeelineGroup	Every social, quality and product certificate validated to the certificate number and the site it covers.
Sample	Factory + LeelineGroup	A counter-sample built to your written spec and signed off before the bulk run begins.
Decision	You, on our file	We present the evidence and the gaps; the call to place the order stays with you.

2. Legitimacy Checks (18)

Who the counterparty actually is, matched against the registration and the paperwork. These are the checks that separate the factory from the broker quoting on its behalf.

☐ 1. Legal entity name	Exactly as registered, matching the invoice and the bank account.
☐ 2. Registration number	Business registration or enterprise code on the licence.
☐ 3. Registered address	Cross-checked against the actual site you visit.
☐ 4. Business scope	The licence actually permits what you are buying.
☐ 5. Legal representative	Named person and their standing at the company.
☐ 6. Ownership	Who the shareholders are, and any related-party trading arm.
☐ 7. Incorporation date	How long the entity has actually been trading.
☐ 8. Registered capital	Consistent with the scale being claimed.
☐ 9. Import / export licence	Where the factory also exports in its own right.
☐ 10. Tax code	Matches the entity and the invoices it raises.
☐ 11. Land title or lease	The plant's right to the land it sits on.
☐ 12. Utility account	Electricity and water in the factory's own name.
☐ 13. Bank account name	Payee name matches the legal entity, not a third party.
☐ 14. Site equals registered plant	Production happens where the papers say it does.
☐ 15. Payroll headcount	People on the books against people on the floor.
☐ 16. Sub-contractor list	Which steps leave the site, and to whom.
☐ 17. Sanctions / grey list	Screened against restricted-party lists.
☐ 18. Trading-arm indicator	Signs the counterparty is a broker, not the maker.

3. Capability Checks (15)

What the plant can actually make, at what volume, with which machines. Every line is answered on the floor, not from the company brochure.

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|--|---|
| ☐ 19. Lines running | Machines in use, not idle or for show. |
| ☐ 20. Machine list | The real equipment against the quoted list. |
| ☐ 21. Stated capacity | Monthly output claimed against your volume. |
| ☐ 22. Machine utilisation | Spare capacity at the time you need it. |
| ☐ 23. In-house vs subcontracted | Which operations stay on site. |
| ☐ 24. QC staff | Inspectors on payroll, separate from production. |
| ☐ 25. QC equipment | Working gauges, meters and test rigs. |
| ☐ 26. Sample room | A real pattern and sample capability. |
| ☐ 27. Tooling capability | Whether moulds and jigs are made in-house. |
| ☐ 28. Material suppliers | Named mills and component sources. |
| ☐ 29. Lead time | Quoted lead time against the season and calendar. |
| ☐ 30. MOQ fit | The plant's minimum against your order size. |
| ☐ 31. Finishing and packing | Finishing, packing and cartonisation on site. |
| ☐ 32. Warehouse and loading | Storage and loading capacity for your volume. |
| ☐ 33. Labour stability | Turnover and peak-season staffing risk. |

4. Certification Checks (14)

A certificate is worth exactly what can be looked up. Every claim is validated to the certificate number, the issuing body and the site, before it enters the file.

☐ 34. ISO 9001	Quality management, with a scope covering this site.
☐ 35. ISO 14001	Environmental management, where claimed.
☐ 36. amfori BSCI	Audit grade, date and the site it covers.
☐ 37. Sedex SMETA	The pillar, the date and any open corrective actions.
☐ 38. WRAP	Level and scope on the certificate.
☐ 39. OEKO-TEX	Standard 100 or STEP, tied to the material.
☐ 40. GOTS / GRS	Textile claim tied to the actual fibre.
☐ 41. CE / FCC / CPSC	Product safety, per the destination market.
☐ 42. REACH / RoHS	Substance compliance for the destination.
☐ 43. Validity date	The certificate is current, not expired.
☐ 44. Issuing body	A recognised, accredited issuer.
☐ 45. Scope covers the site	The site, not a group or a trading arm.
☐ 46. Name matches the factory	The certificate name is the factory name.
☐ 47. Register lookup	Validated in the issuer's online register.

5. Pre-Shipment Document Checklist

Every box should be ticked before the goods leave the factory, not while they sit at the port. A missing document is a held consignment, and a held consignment is storage you pay for.

☐ Commercial invoice	Seller, buyer, description, quantity, value and Incoterm
☐ Packing list	Cartons, weights, dimensions and shipping marks
☐ Transport document	Bill of lading or air waybill naming you or your forwarder
☐ HS code schedule	One line per SKU, with the reasoning written down
☐ Certificate of origin	Only where a preference is being claimed
☐ Factory registration	Business registration and tax code of the maker
☐ Test reports	Safety, electrical or material reports per the standard
☐ Certificates of compliance	Social, quality and product certificates, current
☐ Label artwork proof	Product name, warnings and batch markings
☐ QC inspection reports	In-process and final AQL reports, with photos
☐ Inspection plan	The acceptance criteria the goods will be held to
☐ Insurance certificate	Where the Incoterm puts the risk with you
☐ Customs entry data	Prepared data for the broker; the importer stays liable
☐ Production timeline	Dated milestones from the PO to shipment

6. Red Flags That Stop a Supplier

Any one of these pauses the order until it is resolved. They are the failures that cost the most later, because each one is cheap to find now and expensive to find after the deposit.

Red flag	What it looks like
Payee is not the factory	The bank account belongs to a third party or a different entity.
Site does not match the papers	The address you visit is not the registered plant.
Certificate will not validate	The register has no entry for the number or the site.
Capacity you cannot see	Output claimed but no running lines to support it.
Undisclosed sub-contracting	Key steps leave the site and nobody says so.
Pressure to skip inspection	A request to pay the balance before any pre-shipment check.
Price that defies the inputs	A quote far below the cost of the material it claims.
No one who can sign	Nobody on site can sign the spec or the acceptance criteria.

7. QC Checkpoints Through the Run

Quality is held through the run rather than judged at the end. These are the points where the goods are checked against the written acceptance criteria, so a defect is caught while it is still cheap to correct.

Checkpoint	What is checked
Pre-production	Materials and components match the approved sample.
Fit and spec	The first-off unit is measured against the written spec.
In-process 25%	Defect rate sampled against the AQL plan.
In-process 50%	Repeat of the mid-run sample.
In-process 75%	Third check before the run closes.
Final AQL	Pre-shipment inspection before the balance clears.
Packing	Carton, label and count verified on the last unit.
Loading	Container sealed and photographed against the packing list.

8. Verification Tracker

Every item a verification produces, and who holds it. Fill the status and the date as each one lands, and keep the file with the order.

Item	Owner	Status	Date
Business registration	Supplier		
Tax code	Supplier		
Bank account confirmation	Supplier / finance		
Site visit report	LeelineGroup		
Capacity worksheet	LeelineGroup		
Certificate register screenshot	LeelineGroup		
Counter-sample sign-off	Buyer + LeelineGroup		
Inspection plan	LeelineGroup		
In-process reports	LeelineGroup		
Final AQL report	LeelineGroup		
Test reports	Test lab		
Certificates of compliance	Certification body		
Label proof	LeelineGroup		
Customs entry data	LeelineGroup		
Insurance / freight booking	Forwarder		

9. Sources and References

Verify every registration and certificate against the issuing body's own register before you rely on it.

General Statistics Office of Vietnam (GSO)

<https://www.gso.gov.vn/>

General Department of Vietnam Customs

<https://www.customs.gov.vn/>

Ministry of Industry and Trade, Vietnam (MOIT)

<https://moit.gov.vn/en>

VITAS - Vietnam Textile and Apparel Association

<https://vietnamtextile.org.vn/>

LEFASO - Vietnam Leather, Footwear and Handbag Association

<https://lefaso.org.vn/>

IAF CertSearch - accredited certification validation

<https://www.iafcertsearch.org/>

amfori BSCI

<https://www.amfori.org/amfori-bsci/>

OEKO-TEX

<https://www.oeko-tex.com/>

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We run the same 47-point verification on a China factory and a Vietnam factory, price both origins to one landed cost, and put the factory price and our fee on separate lines. Tell us what you are buying and we will tell you where it makes sense to make it.

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