

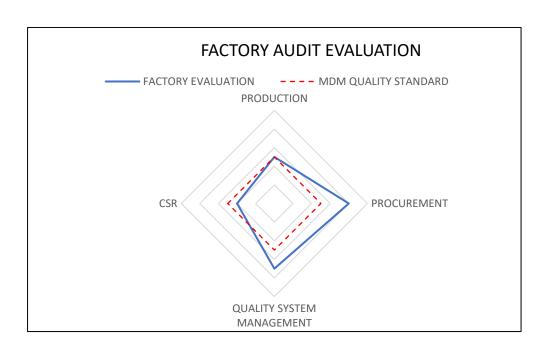
FACTORY AUDIT REPORT

Trader		MDM Auditor Name	QUENTIN VIGNAUD
Factory	HOUDOS	MDM Buyer Name	MARION LEYMARIE
City - Country	CIXI - CHINA	Date	30/04/19

FACTORY AUDIT RESULT PASSED	SCORE	6/10
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FACTORY AUDIT SCORE			
Fields Score / 5 Weight /5 Weigh			
Production	2.5	5	12.5
Procurement condition	4	3	12
Quality Assurance System	3.5	5	17.5
Corporate social responsibility	1	1	1
	total	14	43

Factory audit Evaluation	Corrective action plan needed	2 nd Factory audit needed	Score
PASSED	No	No	> 8 to 10
PASSED	Yes	No	> 5 to 8 >
FAILED	Yes	No	> 4 to 5 >
FAILED	Yes	Yes	> 2 to 4 >



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Overall assessment by the auditor Corrective action & improvement plan needed	

Part 1: Factory profile

	General information	
Date of foundation	2014/10/28	
Legal status	Limited company	
Area	10.000 m2	
Factory Manager	Zhang ChengHua	
Number of office staff	10	
Total number of workers	60	
Website	www.houdosfurniture.com	n
Export percentage	80%	
Payement terms (L/C, T/T)	T/T 30/70	
Development project	Increase the number of wo	orkers and buy vacuum machine
Annual turnover USD for the past 3 years	1.780.000 \$ 2016	Trend:
	2.225.000 \$ 2017	
	2.375.000 \$ 2018	

	Product information
Main products	Chair / sofa / recycled wood furniture
Knock-Down furniture	10%
Assembled furniture	90%
Range level	Middle
Raw material in %	Solid wood 80% MDF 10% Plywood 10%
Wood origin	Shandong China / Dongbei China/ USA
Certification of the wood	FCS for chairs
Type of cover	Fabric

Main Markets			
Product type	Major customer name	Market location	Monthly Order Qty
Diner chair	MILK	CHILI	2
Diner chair	ESR	AUSTRALIA	4
Wardrobe	COCOVILLA	ARGENTINA	5

Sales Contact	
Name	Xie Yvonne
English level	Good
Address	Cixi city, Longshan district
Phone number 1	+86 15306608136
Email address	yvonne@houdosfurniture.com

Business license		
Information about the business license	Registration No.: 91330282316849510J	
	Date of Issue: 2014/10/28	
	Date of Expiry: LONG TERM	
	Registered Capital: 1.000.000 RMB	
	Registered address: Cixi city, Longshan district	
	Legal Representative/CEO: Zhang ChengHua	
	Legal Form: Limited company	
	Issuing Authority: Cixi County Adminitration for Industry and Commerce	



	Export license		
nformation about the export license	Registration N°: 91330205MA2AH7N08U		
	Registered Capital: 1.000.000 RMB		
	Legal representative : Xie Yunyun		
	Date of registration : 2018/02/11		
対外貿易在受費者を実施しません。 ### 1255 1950			

Shipment information	
Incoterm	FOB
Port of loading	Ningbo

Factory overview



Gate of the factory



Factory outside view



Factory outside view



Factory outside view



Production office



Buyer office



Sales office



Sales / director / factory director / buyer / quality manager

Part 2: Production

Factory organization – General information				
Factory organization chart available	Yes			
Production organization chart available	Yes			
Business Management Software	No			
List of the machine available	Yes			
Staff turnover	4%			

Factory organization – Details of the staff				
Production line workers 40				
Engineering Staff	5			
Quality Control Staff	5			
Administration Staff	8			
Sales Staff	2			
Others				
Total	60			

Sampling capacity				
Specific staff count				
echnical drawing skills				
K				
oproval sample lead time (including the packaging)				
D days				
oproval sample well-kept				
verage condition				

Showroom

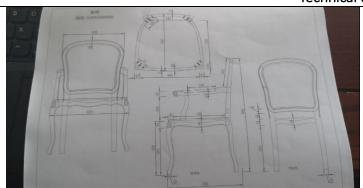


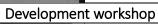


Golden sample room



Technical drawing









Overall production capacity				
Nb of container of the current production	25			
Nb of container of the maximum production capacity	40			
Number of containers available for MDM	10			
Period of the peak of production	Mars to July / September to December			
Lead time for the 1 st order	8 weeks			
Lead time for repeat order	6 weeks			

Machines for production							
Machine Name (origin)	Count	Comments: brand, machines conditions and age, location in the factory					
Sawing machine (China)	14	In the workshop, average condition					
Wood press machine (China)	1	In the workshop, average condition					
Wood sanding machine (China)	3	In the workshop, average condition					
Wood drilling machine (China)	10	In the workshop, average condition					
Mortise and tenon machine (China)	2	In the workshop, not working					
Painting box (China)	1	In the workshop, average condition					
Drying room (China)	1	In the workshop, average condition					
Vacuum and ventilation (China)	1	In the workshop, average condition, only on each machine					
Planer machine	4	In the workshop, average condition					
Milling machine	5	In the workshop, average condition					

Information about the machines for production			
Last investment made	Inside frame inverter (140.000 RMB)		
Next investment planned	General vacuum system (220.000 RMB)		
Nb of person in the maintenance team	1		
Record of the equipment maintenance	Yes		
Frequency of the maintenance	Monthly		
Work instructions / procedures provided at	Yes		
appropriate locations			

Environmental				
Control of the environmental protection	Once a year officially and twice randomly			
Frequent Power Outage in the area (government policy, raining season)	1 day / month			
Investment done in order to improve the environmental protection level of the factory	yes			

Production lines

Wood workshop: cutting, drilling, assembling







Painting workshop



Packing capacity				
List of the equipment	Common tools			
Number of workers	5			
Packing area	500 m2			
Lightness	Average			
Cleanliness	Good			
Production weekly capacity	10 ctn			

Warehouse capacity					
Storage of the raw material in nb of container	5				
Storage for the finished products in nb of container	4				
Is the place of warehouse effective?	Yes				
Platform for the loading	No				
How many container can be loaded at the same time?	2				
Humidity control	Yes but not effective				
Cleanliness	NOT GOOD because no general vacuum system yet				

Raw material warehouse





Recycled wood



New wood

Carton

Finished product warehouse





Packing



General comments from auditor

- The factory seems to be well organized and has a small turnover of the workers = stability for the production
- They just started export for more than 1 year, so they still need to hire more workers if they want new customers
- They have been controlled by the government about environment and the report is solid, we won't have a closing of the factory in the middle of the prod for environmental issues

Score: 2.5/5

Part 3: Procurement condition

Subcontracting			
Number of subcontractors	3 metal frame / marble / glass		
Quality management policy	Audit each year from Houdos / montly report about defects		
Quality management reports	Yes		

Related pictures

Test reports





SGS reports on foam

TORK REPORT: (661 D) 773-0521 Revised

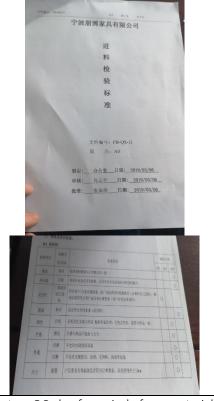
PLASS

PLASS

SUBMITTER

THE Relationships There is no like the second of t

SGS reports on fiber



BUREAU VERITAS reports on textile

Factory QC plan for arrival of raw materials





Notation system of subcontractors

		,							
			原辅料	+检验+	报告				
	(K.M)	型号/规格:		进料日期:	2019.5.26		货数集		00
250-6	沙 海			检验日期: 订单号:	2019-326	/ 3	IN SERVE		32-
		抢验水平Ⅱ缴, AQL:	CRI: MAJ: MIN:		AC: 0 AC: AC:		RE: RE:		
	T	斯量要求			岭粉结果	-	不良数	-	处理方案
					104.40.111.77	Cri	naj	min	
质	纸箱硬度; 合客户包制	是否良好(包装不变 装要求。	形即可),	符				1	
4	彩卡在土2	要求,纸箱长宽高偏差 mm 以内					1		
Ī	图案、文章	字清晰正确、无错漏.	,与样本的				1	1	
M		墨色均匀无重印、露白、野墨現象					-	-	-
	整体图案列	尼明显偏差 , 套色准	确无走位			-	+	-	
y		生污油渍、贴纸无错					1	1	-

QC report by factory on cartons

商标

QC report by factory on foam

Raw material		
Type of raw material	Wood	
Number of suppliers	2	
Lead time	2 weeks	
Origin	Shandong China / Dongbei China/ USA	
Certification	FCS for chairs	
Quality process	100%	
Record / reports available?	Yes	

Raw material	
Type of raw material	Painting
Number of suppliers	1
Lead time	1 week
Origin	N/A
Certification	Yes
Quality process	Can just look at the packing and the shape of the cans
Record / reports available?	No

Raw material	
Type of raw material	Marble
Number of suppliers	1
Lead time	2 weeks
Origin	Shandong
Certification	Yes

Quality process	100%
Record / reports available?	Yes

Raw material	
Type of raw material	Fabric
Number of suppliers	10
Lead time	25 days
Origin	N/A
Certification	Yes
Quality process	Comparing with color swatches
Record / reports available?	Yes

Hardware raw material	
Type of hardware	Basic hardware
Number of supplier	5
Lead time	1 weeek
Origin	Ningbo
Certification	Yes
Quality process	No
Record / reports available?	No

Packaging raw material	
Type of packaging	200 lbs OK
Number of subcontractors	2
Lead time	2 weeks
Origin	Ningbo
Certification	Yes
Quality process	AQL
Record / reports available?	Yes

Packaging raw material	
Type of packaging	Styrofoam
Number of subcontractors	2
Lead time	2 weeks
Origin	Ningbo
Certification	Yes
Quality process	No
Record / reports available?	No

General comments from auditor

- The factory well controls the materials they received with writing reports and notation about their suppliers
- Should not have problem on lead times

Score: 3/5

Part 4: Quality Assurance System

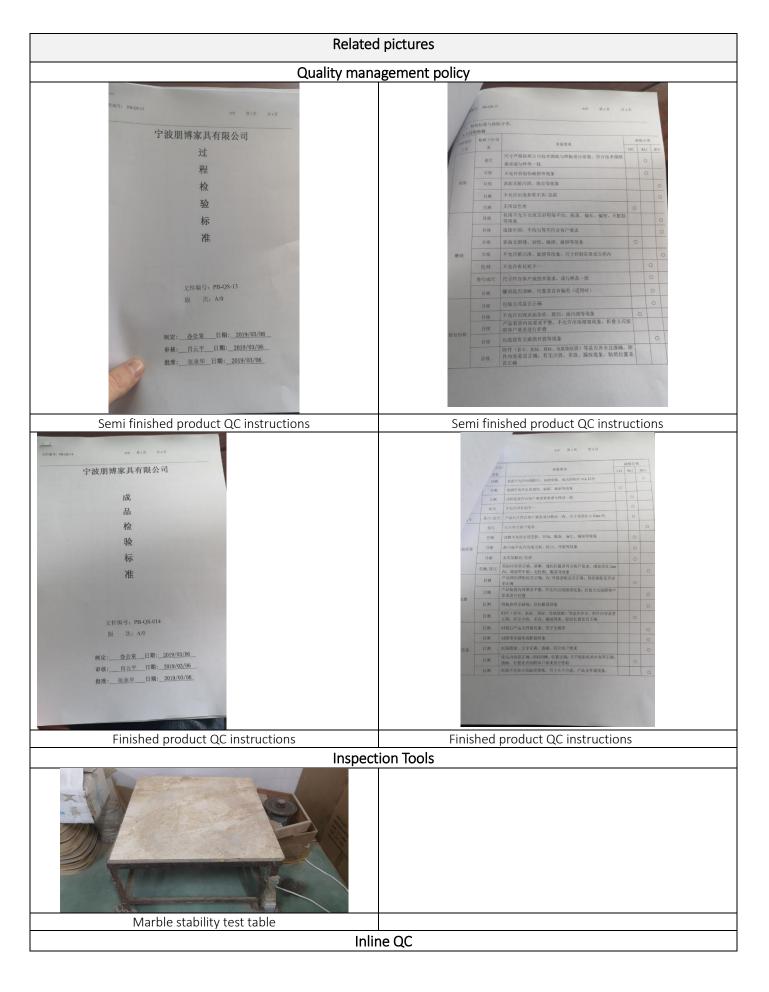
Quality system management certifications		
Certificate n°1: N/A		
Certificate n°2: N/A		
Others certifications: N/A		

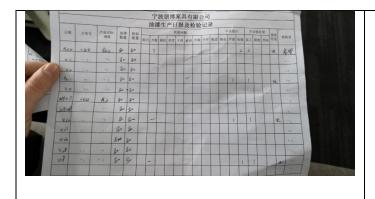
Inspection track record by client	
Last inspection recorded by client	No

Quality Control in the factory		
QC staff count	4	
Q.C. manager	1	
Complete writing quality control plan available	Yes	
Record available	Yes	

In line QC	
Is there In-line QC?	Yes
How is the inline QC setup?	100%
List of testing equipment	Common tools
Record / reports available?	Yes
Last results / record	Yes

Final QC	
Is there Final QC?	Yes
How is the final QC setup?	100%
List of testing equipment	Common tools
Tests performed	Basic tests
Record / reports available?	Yes
Last results / record	Yes







Factory own QC report

组装生产日报及检验记录



Factory own QC report



Factory own QC report

Non conform products area

General comments from auditor

松士

科子

25.60 ×6167

K18

442

4.8

- The factory has a complete intern QC plan
- They control the raw materials, the inline prod and the final prod and also AQL on products already packed with writing reports for each part
- The quality of final products seemed good

Score: 3.5/5

Part 5: Corporate Social Responsibility

Description of the labor conditions	А	according to the factory
Base Salary / compensation	Min: 4500	Local minimum wage:
	Average: 5800	3000
	Max: 12000	
Working Hours	8 – 12 13-17	
Weekly overtime (frequency/till what time)	6-8 2 days / week	
Weekly day off	1	

Security		
General		
Security manager	1	
Written security rules available	Yes but not enough	
	tion for the worker	
Protective mask (simple for wood cutting/sanding workers,	Yes	
with filters for painters)		
必须戴防尘口罩		
Protective apron (write NA if not applicable)	Yes for painting	
Protective gloves (write NA if not applicable)	Yes	

Safety shoes/boots (write NA if not applicable)	N/A
Safety earplugs (write NA if not applicable)	Yes
Safety glasses (write NA if not applicable)	Yes
	or the worker
First aid kits with full content	Yes BUT no list
First aid training (date of last training)	Yes 2018/08/14
Time to the nearest medical facility	5 min
	the machine
Emergency stop button on the machine	文章

User safety guidelines for the machine	Yes	
Security of the facilities		
Security floor marking	Yes	



Lightning of the facilities

Average



Dust vacuum system

Only on each machine, NO general vacuum system

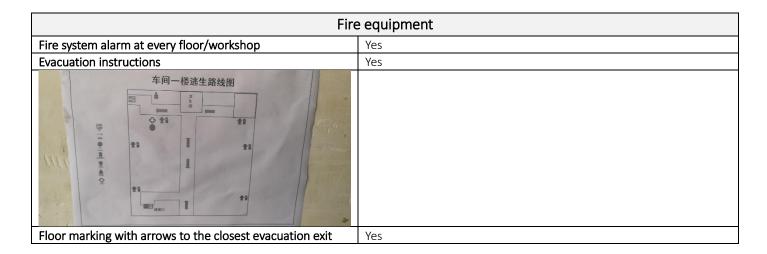


Cleanliness of the facilities
Ventilation of the facilities
Preventive / corrective actions

Not good due to no general vacuum system

Not good due to no general vacuum system

Install general vacuum system





Yes

Yes



Extinguishers in every workshop (pressure, state, visible and accessible)



Yes



Sprinklers Fire evacuation drills

No

Yes



Assembly point



Yes

Hazardous products	
Storage condition of the hazardous products	Locked, but no shelves. Lots of windows so well ventilated
(isolated, locked and ventilated, storage on shelves	Marking / liquid evacuation system / eyes cleaning system are all under
retention tanks)	construction now
Access to the hazardous products	Just by one person
"Material Safety Data Sheet" and warning	Yes but not enough
1 (1) 1 (1	TES BULLIOU CHOUGH
Water outlet/eye wash device near the hazardous	Yes but not finished at the time of the audit
products storage	
Handling equipment	Yes
Training for the handling of toxic products	Yes

Hygiene		
Drinking water outlet	Yes	
Canteen/Drinking/Kitchen facilities	No	
Sanitary facilities	Yes	
Dormitory conditions	Outside of the factory	

General comments from auditor

- The factory is making effort on the toxic products condition (add shelves, evacuation system, eye cleaning system)
- The workers have annually fire / security / first aid / toxic products trainings
- BUT because there is no general dust vacuum system, the place is dark, dirty and workers inhale dust all day long

Score: 1/5

CONCLUSION

OVERALL ASSESSMENT BY THE AUDITOR

What are/is the production bottleneck

Chair iron legs

Is the actual production in over or under his production capacity?

under

Are the employee behavior appropriate to the working environment?

Good

Is the production workflow adapted/effective?

Yes

How is the overall quality of the finished product?

Good

How does the factory manage his production plan day by day? Please describe it

Morning meetings

CORRECTIVE ACTION & IMPROVEMENT PLAN NEEDED

Install a general dust vacuum system

Install sprinklers

As the factory does a lot of chairs, invest in some better testing equipment to avoid some external lab testing issues

Add some advertising on walls about security and manutention

Add lamps

IMPORTANT REMARKS

Production

- The factory seems to be well organized and has a small turnover of the workers = stability for the production
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Procurement

- The factory well controls the materials they received with writing reports and notation about their suppliers
- Should not have problem on lead times

Quality

- The factory has a complete intern QC plan
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CSR

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