



SUPPLIER ASSESSMENT REPORT

供应商评估报告

Auditee Company: 被审核公司	Ruian Huabang Machinery Co., Ltd. 瑞安市华邦机械有限公司
Representative of Auditee Company: 被审核公司代表	Mr. Simon Wu/ Technical manager 吴魁团/技术经理
Audited Site: 被审核场所	Linsiyang Industrial Area, Feiyun Town, Ruian, Wenzhou City, Zhejiang Province, China 瑞安市飞云镇林泗垟工业园
Consigner of Assessment: 审核委托方	Made-in-China.com
Audit Type: 审核类型	<input checked="" type="checkbox"/> Initial Audit <input type="checkbox"/> Follow-up Audit <input type="checkbox"/> Re-audit 首次审核 跟进审核 重新审核
SGS Job No.: SGS 工作单号	QIP-AS073043
Date of audit: 审核日期	31-Aug-07
Auditor 审核员:	Curt Duan
Reviewed by 审核:	Jeremiah Yu

Declaration: SGS conducts the supplier on-site assessment based on a sampling approach. Therefore, there may be issues which have not been discovered or identified during the course of the audit. It is the responsibility of the audited company to identify those issues through its own monitoring processes.

声明: SGS 根据抽样方法执行供应商现场审核。因此,可能存在一些在审核期间未被发现的问题。被审核公司有责任通过其自身的监控流程发现那些问题。

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1. Company Profile 公司概况

Name of the Audited Site 被审场所名称	Ruian Huabang Machinery Co., Ltd. 瑞安市华邦机械有限公司
Date of Foundation 成立日期	21-Jun-2007
Registered capital in RMB 注册资金(人民币)	RMB 500, 000
Address 地址	Linsiyang Industrial Area, Feiyun Town, Ruian, Wenzhou City, Zhejiang Province, China Registered: Linsiyang village, Feiyun Town, Ruian, Wenzhou City, Zhejiang Province, China
Contact Person 联系人	Mr. Simon
Tel. 电话	86-577-65027588
Fax 传真	86-577-65027577
E-mail 电子邮箱	info@hb-machinery.com
Market Distribution 市场分布	
Main client 主要客户	<input type="checkbox"/> Africa <input type="checkbox"/> Australia <input checked="" type="checkbox"/> China <input type="checkbox"/> East Asia (Korea/ Japan) <input type="checkbox"/> Europe <input type="checkbox"/> North America <input type="checkbox"/> South America <input type="checkbox"/> Other
Main Operations 主要运作	
Products Manufactured/ Sold 生产/销售的产品	Dixie cup machinery, Paper dish machinery
Total floor size of the audited site 被审核场所的总面积	Total floor Size: 1400sq.m. (Referred to the land certificate.)


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2. Audit Checklist and result 审核检查表及结果

2.1 Business License 工商营业执照

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.1.1	Does the company have valid business license (the company name, address, product/ business scope complied with actual situation or not)? 被审核公司持有有效的营业执照 (公司名字、地址、产品/业务范围是否符合实际情况) 吗 ?	--	Refer the business license provided; it stated this should be a manufactory. The license should be valid till year 2014. The company name stated in business license was same as mentioned in the report. The actual address was Linsiyang Industrial Area, Feiyun Town, Ruian, Wenzhou City, Zhejiang Province, China. But the registered address was Linsiyang village, Feiyun Town, Ruian, Wenzhou City, Zhejiang Province, China. And refer to Mr. Simon, this address had the two different names. The business license indicated product scope of this company was manufacturing and selling all paper kinds of product machinery, packing machinery, plastic machinery.
2.1.2	Is the annual review done by local authority (Industrial & Commercial Bureau)? 有地方行政机关(工商局)的年度审核吗 ?	Yes	Founded in 2007
2.1.3	Who is the corporative representative? 法人代表是谁 ?	--	Mr. Simon Wu
2.1.4	Conclusion: is it confirmed that the audited company is a real manufacturer, foreign trader or combined? 结论: 能否确认该公司是一个制造商、贸易商或两者兼备 ?	Yes	Refer the business license provided; the company should be manufacturer.


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2.2 Production Capacity 生产能力

Item 项目	Content 内容	Observations / Comments 发现 /注释																									
2.2.1	What is the annual revenue (export and /or import revenues) at the company based on the data of government annual review report/ documents or other reliable financial report? 根据政府部门的年度审核报告/文件或其它可靠的财务报告, 该公司年度营业额(出口和/或出口额) 是多少?	No such report provided caused by the factory founded recently.																									
2.2.2	If no financial report can be showed, to calculate the annual revenue based on production report, how much is the estimated annual revenue? 如果没有以上报告出示给审核员评估, 根据生产报告的计算, 估计的年度产量是多少?	Refer to above																									
2.2.3	What is the factory floor size? 工厂面积大小?	The floor size: 1200sp.m. (Referred to the land certificate.)																									
2.2.4	Please descript the production flow involved at the factory. 请描述该工厂有关的生产流程。	Incoming material→ processing→ assembly→ packing→ storing																									
2.2.5	Please descript the main facilities used at the factory. 请描述该工厂所使用的主要设施。	Refer to below Sheet.																									
	<table border="1"> <thead> <tr> <th>Facility name 设施名称</th> <th>Brand/Specification 品牌/规格</th> <th>Quantity 数量</th> <th>Number of years used 已使用的年限</th> <th>Status 状况</th> </tr> </thead> <tbody> <tr> <td>CNC</td> <td>/</td> <td>4</td> <td>1-3 years</td> <td>Good</td> </tr> <tr> <td>Lathe</td> <td>/</td> <td>2</td> <td>1 years</td> <td>Good</td> </tr> <tr> <td>Milling machine</td> <td>/</td> <td>1</td> <td>1 years</td> <td>Good</td> </tr> <tr> <td>Grinding machine</td> <td>/</td> <td>3</td> <td>1 years</td> <td>Good</td> </tr> </tbody> </table>	Facility name 设施名称	Brand/Specification 品牌/规格	Quantity 数量	Number of years used 已使用的年限	Status 状况	CNC	/	4	1-3 years	Good	Lathe	/	2	1 years	Good	Milling machine	/	1	1 years	Good	Grinding machine	/	3	1 years	Good	
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CNC	/	4	1-3 years	Good																							
Lathe	/	2	1 years	Good																							
Milling machine	/	1	1 years	Good																							
Grinding machine	/	3	1 years	Good																							
2.2.6	Please gather the employee details by department. 请收集各部门人员信息	<table> <tr> <td>Manager/Supervisor:</td> <td>2</td> </tr> <tr> <td>Foreign Trading staff</td> <td>1</td> </tr> <tr> <td>Engineering Staff:</td> <td>2</td> </tr> <tr> <td>Quality Control Staff:</td> <td>1</td> </tr> <tr> <td>Admin. staff</td> <td>3</td> </tr> <tr> <td>Workers:</td> <td>24</td> </tr> <tr> <td>Others:</td> <td>3</td> </tr> <tr> <td>Number in total:</td> <td>36</td> </tr> </table>	Manager/Supervisor:	2	Foreign Trading staff	1	Engineering Staff:	2	Quality Control Staff:	1	Admin. staff	3	Workers:	24	Others:	3	Number in total:	36									
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2.3 Foreign Trade Capacity 外贸能力

Item 项目	Content 内容	Observations /Comments 发现 /注释
2.3.1	How many foreign trading staff at the company ? and what are their education level/ working experience? 该公司有多少有外贸人员? 他们的教育水平和工作经验怎样?	Refer to Mr. Simon, There was 1 foreign trading staffs in site, she was college without working experience.
2.3.2	How about the English level (reading, writing and speaking) and foreign trading experiences based on interview question and education certificate (e.g.: do they know what the LC and FOB are)? 根据面谈和教育证书, 外贸人员的英语水平及外贸经验怎样?	Refer to Mr. Simon and interviewed, the foreign trading staffs' English level was CET-4
2.3.3	Does the trading staff clearly know the responsibilities of trading jobs? 外贸人员清晰地知道其工作职责吗?	Based on interviewed, she knew her responsibilities basically.
2.3.4	Does the trading staff clearly know the product and relevant technical information? 外贸人员清晰地知道有关产品的知识和技术信息吗?	Yes. Based on interviewed by telephone, they knew the basic knowledge of the product and relevant technical information.
2.3.5	Does the company have successful experience of global cooperation? If Yes, please list out the oversea clients' names. 该公司具有成功的全球业务合作经验吗? 如果有, 请列出海外客户的清单。	No. The company didn't have successful experience of global cooperation caused by the company founded recently.
2.3.6	Does the company have oversea agency? 该公司在海外有代理处吗?	No
2.3.7	Please mark the annual export capacity. 请备注该公司的年度出口能力。	No product export provisionally caused by the company founded recently.
2.3.8	Conclusion: do you think the company has foreign trading experiences and competent staffs? 结论: 你认为该公司是否具有外贸经验和有能力的外贸人员?	Refer to the documentations of the company and interview with the employees and management, auditor noted the company didn't have competent staffs and foreign trading experiences.


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2.4 Product Research & Development Capacity 产品设计开发能

Item 项目	Content 内容	Observations /Comments 发现 /注释
2.4.1	How many R&D staff at the company? and what are their education level/ working experience ? 该公司有多少有设计开发人员? 他们的教育水平和工作经验怎样?	Refer to the personnel files of staffs and Mr. Simon, there were 2 R&D Engineers with high school and college. The team members had about 4-7 years working experiences.
2.4.2	List the successful project(s), if have. 如果该公司有成功的产品项目, 请列出。	The company provided the project were: High speed paper dish machine.
2.4.3	Is there the relevant design input, output, review, verification and validation documentation available to auditor for review? 有相应的设计输入、输出、评审、验证与确认文件记录给审核员评审吗?	Refer to the relative documents provided, auditor noted there were relevant design input, output, review, verification and validation.
2.4.4	Are the R&D staffs equipped with adequate instruments /apparatus based on the on-site observation? If Yes, please list out all the key facilities provided, such as equipments, software and etc. 有配备适当的仪器/ 设备给设计开发人员吗? 例如设备、软件等。	They had computers with the design software, such as AutoCAD.
2.4.5	Des the company have an effective design change control procedure in place? 该公司有有效的设计更改控制程序吗?	No relative documents provided for auditor to review.


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2.5 Quality Management System and Product Certification 品质管理系统与产品认证

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.5.1	Has the company obtained the valid certificate for their quality management system? Such as ISO9001, QC080000 and etc. 该公司是否有为其质量管理体系获得有效的认证证书？例如 ISO9001, QC080000 等。	No	N/A
2.5.2	Is product certification done in terms of selling designation (UL for US, CCC for China, CE for Europe ...) at the company? I) Product certification list? if have II) Sample of product certification, if have (at least one of key products) ? III) Copy of product certification sample (1-5 key products, if have) ? 在该公司，有针对性的销售要求做了相应的产品质量认证吗？ I) 如果有，产品质量认证证书清单？ II) 如果有，获产品质量认证的产品样品？(至少 1 个产品) III) 产品质量认证证书副本 (如果有，1 ~ 5 个产品)？	No	Auditor noted they were carrying out the patent certification for high speed paper dish machine.
2.5.3	Please descript: what does the audited company have to do before getting contract from the oversea client based on the past experience? 请描述：根据过去的经验，该公司在获得海外客户订单之前需要做些什么？	--	Refer to Mr. Summer, the following actions would be needed: - collect special requirements of the products for target market, - submit related information to client, - client approval for the sample - confirm contract details, e.g. quotation, quantity, delivery date of products, etc.

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2.6 Suppliers/ sub-contractors Control 供应商/ 外包商控制

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.6.1	Does the company establish and implement an effective suppliers/ sub-contractors assessment procedure (which covers the acceptable criteria of supplier/ sub-contractor)? 该公司是否建立及执行有效的供应商/ 外包商评估程序(包括可接受的供应商/ 外包商标准) ?	No	No relative document provided for auditor to review, and refer to Mr. Simon, the company established the relative procedure on oral.
2.6.2	Does the company use the results of the assessments to determine acceptable/non acceptable sources? 该公司是否根据评估的结果来决定是否采用此供应商/ 外包商 ?	No	Same as above.
2.6.3	Does the company keep the assessment report? 该公司是否保存评估报告 ?	No	No such report provided.
2.6.4	Does the company conduct the assessment to its new supplier/ sub-contractor when changing or adding a new one? 当更换或新增加供应商/ 外包商时, 该公司是否对之进行评估 ?	Yes	Auditor noted the new supplier was assessed by buyer and manager.
2.6.5	Does the company retain a updated list of approved suppliers/ sub-contractors? 该公司是否有更新的合格供应商/ 外包商一览表 ?	Yes	Supplier list was updated in 2007
2.6.6	Are written instructions available for incoming material inspections /testing? 有文件化的来料检验 /测试指引 ?	No	No relative document established. But the inspection/testing drawing sheet provided for auditor to review.
2.6.7	Are raw materials inspection status clearly identified? 物料检验状态有清楚地标识吗 ?	--	Auditor noted the inspector check the raw material immediately when the raw material enter the factory.
2.6.8	Is inspection and testing result recorded and maintained? 检验与测试结果有记录并保存吗 ?	No	No such record provided.
2.6.9	Are procedures of the control and release for material adequate? 控制和发放物料的程序适当吗 ?	Yes	Refer to the observation and material release record, the factor has a material control and release procedure.
2.6.10	Is non-conforming material adequately identified and controlled? 不合格的物料有适当的标识和控制吗 ?	--	No non-conforming material found.
2.6.11	Are storage facilities and handling methods appropriate? 储存设施和搬运方法适当吗 ?	Yes	

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2.7 Production Process control 过程质量控制


Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.7.1	<p>Are the following items /documents provided at appropriate location and under control when necessary?</p> <ul style="list-style-type: none"> - Work Instructions /procedures - Workmanship standard /acceptance - Golden sample /Approval sample <p>若有必要，在适当的区域有提供下面的项目 / 文件？</p> <ul style="list-style-type: none"> - 工作指引 /程序 - 工艺标准 /可接受标准 - 批准的样品 	Yes	Refer to site observation, there were documented work instructions, workmanship standard and/or approval samples provided in the workshops.
2.7.2	<p>Are the environmental conditions such as tidiness and cleanliness being controlled and suitable for the operation performed? 环境条件，整齐清洁在受控状态之下并适合生产运作吗？</p>	Yes	The condition was suitable for operation performed.
2.7.3	<p>Is corrective action documented and followed-up? 纠正措施有记录并有跟进吗？</p>	No	No such record provided.
2.7.4	<p>Are written inspections /testing instructions available? 有文件化的检验 /测试指引吗？</p>	No	No relative document established. But the inspection/testing drawing sheet provided for auditor to review.
2.7.5	<p>Are appropriate inspection /testing equipments available? 有适当的检验 /测试设备吗？</p>	Yes	Refer to site observation, the company had appropriate inspection / testing equipment.
2.7.6	<p>Does the company carry out a 100% function and visual inspection? 公司有执行 100% 功能及外观检验吗？</p>	Yes	
2.7.7	<p>Are non-conforming units clearly marked/ segregated to prevent accidental dispatch? 不合格产品有清晰地标识/ 隔离以预防非逾期的使用吗？</p>	Yes	And auditor found the non-confirming products were segregated and marked.
2.7.8	<p>Is inspection and test result recorded and maintained? 检验与测试结果有记录和保持吗？</p>	No	No such record provided.
2.7.9	<p>Do all the re-worked products undergo re-inspection? 所有经过修理的产品有经过重新检验吗？</p>	Yes	According to the workmanship standard, all re-worked products are 100% inspected.
2.7.10	<p>Is the disposition of non-conforming product suitable? 不合格产品的处理适当吗？</p>	Yes	



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2.8 Random Product Inspection and Continuous Improvement 产品随机检验与持续改进

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.8.1	Is there a procedure to conduct random product inspection after final packaging in place? 在最后包装工序之后，是否有随机产品抽样检验程序？	No	N/A
2.8.2	Is there any clear procedure for handling customer complaint? 是否有清晰的程序处理客户投诉？	No	Refer to Mr. Simon, no relative procedure established caused by the company founded recently.
2.8.3	Are corrective & preventive actions mechanism established and implemented effectively (including the suppliers/ sub-contractors control, incoming inspection, process control, final inspection and customer complaint)? 是否建立并有效执行纠正及预防措施机制 (包括供应商/外包商控制、来料/过程/最后检验及客户投诉)？	No	Same as above.

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2.9 The Company Development Plan 企业发展计划

Item 项目	Company Development Action(s) 公司发展行动	Timeframe 期限
1	The company will expand the oversea market.	2007

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3. Attachments 附件

3.1 Documents 文件



Description: Business License



Description: Land certificate

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3.2 Photos 图片



Description: Company Gate



Description: Office



Description: Workshop



Description: Workshop building



Description: Office building



Description: Machine

-- End of the Report --