

**Marks and Spencer**  
**Quality Management Systems (QMS)**  
**Accessories - Hard Goods Form**

<b>Factory Grade</b>	<b>Auditor Name</b>	Ricky Liu	<b>QMS Certificate No.</b>	N/A
<b>78%</b>	<b>B CLASS</b>	<b>Audit Date</b>	3/29/2019	
		<b>Previous Audit Date</b>	New factory	
		<b>Audit Type</b> <small>(with pull-down menu)</small>	1st Audit	
		<b>CAPAR Follow Up</b> <small>(with pull-down menu)</small>	New	
		<b>Planned Re-audit Date if Fail</b>		

**Factory Profile (THIS SECTION IS TO BE COMPLETED BY THE FACTORY)**

<b>Group/ Parent Supplier Name</b>	Forever Standing Stationery Co.,Ltd	<b>Factory Contact (name)</b>	SVEN SHEN
<b>Site/ Factory Name</b>	Forever Standing Stationery Co.,Ltd	<b>Job Title</b>	Sales Supervisor
<b>Site/ Factory Address</b>	2# Fuxiang Street,Hengjiao Village, Shijie Town,Dongguan City, China	<b>E-mail</b>	<a href="mailto:sales10@fssdg.com">sales10@fssdg.com</a>
<b>Number of Floors</b>	1-2 floors of 3 floors building	<b>Telephone</b>	0769-22016016
<b>Ownership</b>	Yong Chengxiang	<b>Total Production area (sum)</b>	8300M. Sq
<b>Company Establishment date</b>	11/28/2006	<b>Year of Occupation</b>	3 Years
<b>Major Market supplied</b>	Europe,Asia,Canada,America	<b>Major Customers</b>	ATS,Wal-mart,DOMU, Johnnie Walker, Chivas
<b>New to M&amp;S Dept.</b>	T06	<b>Annual Turnover</b>	US\$7.500,000
<b>Previous Departments Supplied</b>	N/A	<b>Production Capacity (Daily/ Monthly/ Yearly)</b>	1000, - 5,000 Per Day
<b>% of M&amp;S Business</b>	New factory		
<b>Product Types (exclude Home, Toys &amp; Beauty)</b>	Womenswear	<b>Products Produced</b>	Jewellery Box

**Factory Employees**

<b>Languages Spoken in Factory</b>	Chinese		
<b>M&amp;S Certified Auditor - QMS / PS / CAP Available?</b>	None		
<b>Number of Direct workers</b>	MALE	FEMALE	<b>TOTAL</b>
<b>Management / Supervisors</b>	4	3	7
<b>Workers</b>	31	42	73
<b>Total Number of Employee</b>	35	45	80
<b>Labor Turnover rate (% per month)</b>	2%	2%	2%

**Sub Contracting/ External Processes (including home workers)**

All Sub-contracting units must be listed below. Any not listed below will be deemed illegal or unauthorized sub-contracting units.

Sub-contracted Process	Facility Name and Relationship	Address
Nil		

**Quality Management Audit**

<b>Has a Quality Management Audit been carried out?</b>	ISO 9001:2008 or later: Y/N	NO
<b>Certification Body:</b>	<b>Audit Date:</b>	<b>Expiry Date:</b>

**Code of Conduct Audit**

<b>Has the factory had a social compliance audit in the last 12 months?</b>	YES	<b>Result of audit:</b>	Acceptable
<b>Type of audit:</b>	ETI Code	<b>If audit type is others, please</b>	
<b>Is the factory registered on the Sexed website?</b>	YES	<b>SEDEX Number:</b>	ZC1090217

**Environmental Activities**

<b>Has an environmental audit been carried out</b>	NO	<b>Audit Date:</b>	<b>Expiry Date:</b>
<b>Type of audit - ISO14000 / SA8000-1 / Plan-A:</b>	Select Option	<b>Certification Body :</b>	Select Option

**EQUIPMENT LIST (THIS SECTION IS TO BE COMPLETED BY THE FACTORY)**

Machine Type	Number of Machine	Brand of Machine
<b>A. Engraving/ Etching</b>		
Laser engraving machine		
CNC mould engraving machine		
Laser Etching machine		
<b>B. Moulding/ Casting / Plastic Injection</b>		
Centrifugal Casting machine (for jewelry only)		
Wax pressing machine		
Injection Die Casting		
<b>C. Shaping/ Cutting</b>		
Injection machine		
Hand control stamping machine	2	
Hydraulic/ Automatic stamping machine		
Die casting machine		
Wire cutting machine		

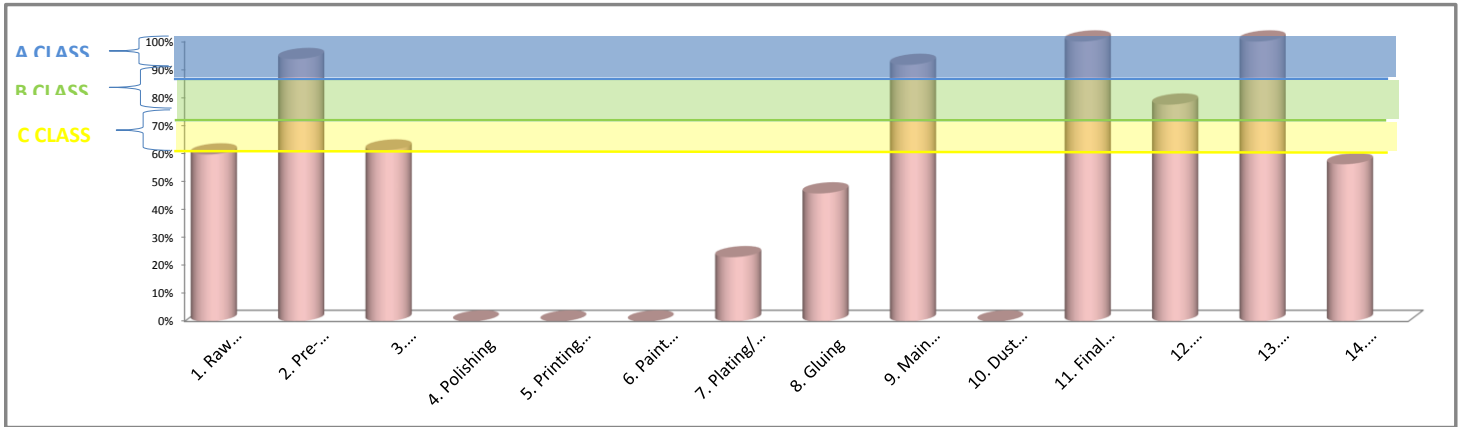
<b>D. Plating/ Spraying/ Dyeing</b>		
Automatic Filtering machine		
Communicate machine		
Plating Tub		
Electronic crane		
Spray booths		
Dyeing baths		
Ultrasonic cleaning bath		
<b>E. Grinding/ Polishing</b>		
Grinding machine		
Spring machine		
Wheel polishing machine		
Barrel polishing machine		
<b>F. Joining/ Linking</b>		
Welding/ Soldering machine		
Gluing machine	11	
<b>G. Kiln/ Oven</b>		
Electronic melting furnace		
Lost wax casting oven (for bras and silver)		
Heated cabinet for enamel curing/ stone		
<b>H. Testing machines</b>		
XRF Testing machine		
Pull test machine		
<b>Others</b>		
Light Box (Meets M&S C01 Requirements)	1	
Sewing machine	2	
Die cutting Machine	1	

### THE CRITICAL '8' QUALITY

<p><b>Factory Capability</b> SEC 2.1, 2.4, 7.2, 9.1</p> <p>Comments: This is a box factory. Its daily capability is 1000 Pcs by confirmed with factory management.</p>	<p><b>Hand Tools Control</b> SEC 2.3, 9.3. 12.3</p> <p>Comments: Hand tools control procedure is available with record kept.</p>
<p><b>Inspection Process – Product and Inline</b> SEC 9.2, 11.1</p> <p>Comments: In-line and end of line inspection procedures are available with records kept</p>	<p><b>Gluing Process</b> SEC.8.2</p> <p>Comments: Gluing working instruction is available.</p>
<p><b>Label Management</b> SEC 1.7, SEC 12.2</p> <p>Comments: Label management procedure is available. The content in label traceable record and issuing &amp; returning log should be specified more clear.</p>	<p><b>Pre-Production Process and Policy</b> SEC 2.1</p> <p>Comments: Pre-production process and policy is available with record kept.</p>
<p><b>Style File Availability</b> SEC 2.5, 9.2, 11.1</p> <p>Comments: Style file is available.</p>	<p><b>Independent Quality Responsibility</b> SEC 13.1</p> <p>Comments: Independent quality team is available and reports to Vice GM.</p>
<p><b>Dust Controlled Production (for watches only)</b> SEC 10.1</p> <p>Comments:</p>	

**DETAILED DEPARTMENTAL ANALYSIS**

Departments	Max Value	Adjusted Value	Actual score	% Compliance
1. Raw Material Receipt/ Inspection	37	36	21.5	60%
2. Pre-Production Control	56	56	52.5	94%
3. Shaping/ Cutting / Soldering	27	18	11.0	61%
4. Polishing	18	0	0.0	N/A
5. Printing & Engraving/Etching	15	0	0.0	N/A
6. Paint Spraying	20	0	0.0	N/A
7. Plating/ Coating	61	26	6.0	23%
8. Gluing	58	24	11.0	46%
9. Main Assembly	104	72	66.0	92%
10. Dust Controlled Production - Watches Only	34	0	0.0	N/A
11. Final Inspection	42	42	42.0	100%
12. Packing/ Finished Storage	40	40	31.0	78%
13. Independent QA/QC	42	34	34.0	100%
14. Housekeeping and Lighting	21	16	9.0	56%
<b>Total</b>	<b>575</b>	<b>364</b>	<b>284.0</b>	<b>78%</b>



**Overall Comments**

This is a new box factory to T06. It passes this QMS audit with no critical 8 failure.

An air-conditioner or dehumidifier is required to be used for PU and leather products.

The content of label issuing and returning records should be specified in more detail.

Add function testing, and plating thickness in plating componentry inspection.

RATING	CATEGORY
0 - 59%	REJECTED
60 - 70%	C CLASS
71 - 85%	B CLASS
86 -100%	A CLASS

**Photos of Non-Conformance and Key operations (pls click on the grey button to insert photo)**

				
Factory gate	Samples	Inventory record	Light box	Needle management
				
Approval sample	QC inspection	Label management record	Style file	Inspection record

## 1.RAW MATERIAL INSPECTION/ TRIMS WAREHOUSE

Raw Material (Metal, Wooden, Card board, Mirror, Glass Sheet, Chain, Stone, Jump Ring, Pearl, Clasp, CCBS, Fabric )

Trims ( UPC Tickets, Hangtags, Labels, Stickers, Packaging materials )

Requirements		Yes	No	Progressing	N/A	Grading
1.1. INVENTORY (3)	Designated areas clearly assigned for Incoming, Accepted & Rejected Materials	x				1
	All raw materials are in bag and on plastic palette or racks/ shelves	x				1
	Inventory record with receive and issue production quantity		x			0
	<b>Total</b>					<b>2.0</b>
1.2. VISUAL INSPECTION (5)	Is raw material inspected (AQL or minimum 10%)	x				2
	Inspection results analysed by department to rate suppliers and communicated to management			x no approval		0.5
	Each item identified and quarantined when rejected	x				1
	Inspection records kept and analysed	x				1
<b>Total</b>					<b>4.5</b>	
1.3. COLOUR ASSESSMENT (5)	Have a light box meets M&S 'C01' requirements			x in bright area		0.5
	Light box used for all relevant colour assessments		x			0
	Fully conversant with M&S's light box and tube specification policy (tube replaced after 2000 hours usage or annually whichever shorter in time)	x				1
	Colour continuity system in place which covers batch continuity		x			0
	Colour Reference Standards available for colour assessment		x			0
<b>Total</b>					<b>1.5</b>	
1.4. TESTING (5)	Test conducted on metal raw material for Lead, Nickel and Cadmium on batch	x				2
	Test conducted on glass stone for Lead content				x no glass tone used	0
	Test conducted on rubber, plastic & PU materials for Phthalates	x				1
	Records kept 6 months (Minimum) and communicated with related departments	x				1
	Have In-house Laboratory - (Meets M&S minimum standard for product category)	M&S Accredited	External Lab		N/A	0
<b>Total</b>					<b>4.0</b>	
1.5. COMPONENTRY /TRIMS INSPECTION (5)	Does the company use M&S or another brand approved trim sources?	x				1
	Written procedure available for trim inspection	x				1
	Inspection results analysed by department to rate suppliers	x				1
	For Trims, quantity, quality and colour Check record is done	x				1
	For Componentry, thickness / weight Check record is done		x			0
<b>Total</b>					<b>4.0</b>	
1.6. TRIM CARD (4)	Trim Card contains all UPC and price tickets	x				2
	Trim Card is approved and signed by an authorized person		x			0
	Trim Card contains one physical sample of each trim or componentry used			x		0.5
	<b>Total</b>					<b>2.5</b>
1.7. LABEL MANAGEMENT IN WAREHOUSE (8)	UPC tickets and hangtags are kept in locked cupboards in warehouse	x				1
	UPC tickets and hangtags are approved against approved trim cards		x			0
	Delivery of UPC tickets and hangtag controlled with traceable records (include Extra or damaged trims from production or packing)			x		2
	Quantity issued as order quantity		x			0
<b>Total</b>					<b>3.0</b>	
<b>Raw Material &amp; Trim Warehouse Total Score</b>						<b>21.5</b>
<b>Comments:</b>						
Label & hangtag record is not systematic.						

## 2. PRE-PRODUCTION CONTROL

Requirements		Yes	No	Progressing	N/A	Grading
<b>2.1. MEETINGS PRIOR TO PRODUCTION (15)</b>	Is Factory specialised in producing the products which M&S will place the orders ? (Audit will NOT proceed if answer is 'NO', 'Progressing' or 'N/A')	x				<b>8</b>
	Pre-Production meeting held on risky styles with record of finding, action and attendance	x				2
	Approved contract-seal sample with comments and schematic are available for PP Meeting	x				2
	Pilot run or different size-sets for risky styles before production	x				2
	Pilot run products are checked with record and written action	x				1
	<b>Total</b>					
<b>2.2. SAMPLE DEVELOPMENT (12)</b>	Are there clear records of the date & change of styles for, Dev samples	x				2
	Previous sample is available for reference during sample review	x				2
	Complete Fit-Log available for inspection with technical comments (from factory / customer / technologist)	x				2
	Is there a member of management responsible for translation of technical documents & checking M&S Dev & CS samples prior to sending to M&S.	x				2
	Bulk material / component list (BOM) is available	x				2
	Records kept to confirm that all critical points checked on samples (Manufacture feasibility, Material, Colour, Workmanship, Aesthetic, Measurement, Quality, Colour, Safety Requirements, Comments & Fitting).	x				2
<b>Total</b>						<b>12.0</b>
<b>2.3. HAND TOOLS CONTROL (14)</b>	Hand Tolls Control written procedure is available for and easily accessible for sample room workers	x				4
	Each worker is having his/her own closable container with employee name and content list indicated on the lid		x			0
	Daily log in and out records available	x				4
	Hand tools returned to Supervisor and checked by him or her daily with records	x				2
	Hand tools stored in locked cabinet when not in use	x				2
	<b>Total</b>					
<b>2.4. PRODUCTION SCHEDULING (5)</b>	Production schedule for the next 15-30 days is available with information like style number, quantity, start cut, start sew and shipment date etc			x		1.5
	Merchandising and Production Department is having the most updated production schedule	x				1
	Production Schedule is constantly updated	x				1
	<b>Total</b>					
<b>2.5. STYLE FILE CONTENTS (10)</b>	Style File contains UPC info with physical sample of Labels with packaging	x				2
	Style File contains PLM / PO info, spec sheet and Fit-Log or Technical Comments	x				2
	Style File contains Bulk test reports for raw material, risk assessment / PP Meeting notes	x				2
	Inspection Reports for bulk	x				2
	Style File is available at key production line, final and AQL inspection	x				2
	<b>Total</b>					
<b>Pre-Production Total Score</b>						<b>52.5</b>
<b>Comments:</b>						
The content in production schedule is incomplete.						

## 3. SHAPING / CUTTING / SOLDERING

(Casting/Plastic Injection/Die Cutting and Stamping/Handcut/Power Saw etc.)

Requirements		Metal injection	Rubber Injection	Plastic injection	Laser Cutting	Sand Cast
<b>DIE CUTTING (20)</b>	Type of Casting, Cutting & Shaping in use at Factory	High Temp Smelting	Resin	Centrifuge (Zinc Alloy)	Lost Wax (Brass)	<b>Water Cutting</b>
	<b>Requirements</b>	Yes	No	Progressing	N/A	<b>Grading</b>
	Master models catalogued and stored systematically (for all products)	x				2
	Lead free casting isolated from other casting (for metal)				x	0

3.1. CASTING / PLASTIC INJECTION / D	Adequate fume extraction at each casting station (for metal)				x	0
	Master/Die Cut moulds stored on racks or shelves with a location system (for all products)	x				1
	Moulds monitored to ensure they are not used beyond the useful life span		x			0
	Machine maintenance done periodically (weekly or monthly)	x				1
	M&S Specification/Performance Standard is available		x			0
	All casting pieces are having first piece and random check				x	0
	Rejected pieces are clearly segregated	x				2
	Are inspection records kept and records analysed	x				1
	Die cut mould checked against approved pattern	x				1
	Cut pieces checked for shape & dimensions after cutting / moulding	x				2
	Colour reference standard available for colour assessment		x			0
		Total				
3.2 STAMPING/ HAND CUTTING/POWER SAW/ SOLERING (7)	Is the machine maintenance done periodically (weekly/ monthly)	x				1.0
	If cut pieces being checked on measurement/ shape after cut				x	0.0
	If cut edges being etched and checked				x	0.0
	Are rejected pieces clearly segregated		x			0.0
	For soldering, any eye protection device?				x	0.0
	Total					1.0
<b>Shaping &amp; Cutting Total Score</b>						<b>11.0</b>
<b>Comments:</b> There are fabric die cutting and logo heat stamping only by confirmed with factory management.						

#### 4. POLISHING

Requirements		Tumble or Barrel Polishing (wet)	Dry Tumbling	Rotary hand polishing	Wheel belt	Needle Polishing	
4.1. EQUIPMENT/ FACILITIES (18)	Polishing techniques available in the factory	Resin	Sand	Stone or ceramic	Wax Polishing		
	<b>Requirements</b>	Yes	No	Progressing	N/A	<b>Grading</b>	
	Water from wet polishing treated before disposal				x	0	
	Are components cleaned correctly after polishing process				x	0	
	PPE like Mask, Goggles Ear defenders, Gloves, Apron are provided and enforced by management.				x	0	
	Ventilation & dust extraction adequate where required				x	0	
	Polished component checked against approved component or inspected before transferred to the next process				x	0	
		Total					0.0
	<b>Polishing/ Tumbling Total Score</b>						<b>0.0</b>
	<b>Comments:</b> No polishing process in this factory by confirmed with factory management.						

#### 5. PRINTING & ENGRAVING / ETCHING

Requirements		Digital print	Silk screen print	Heat transfer	Laser engraving	Others	
5.1. PRINTING (11)	Type of printing available	Yes	No	Progressing	N/A	<b>Grading</b>	
	Approved print standard available for reference				x	0	
	For heat transfer printing, is the temperature tested half daily with records				x	0	
	For silk screen printing, print layers (print or dye) consistent on all panels for colour control				x	0	
	Drying time & curing temperature controlled for whole print process				x	0	
	Safety equipment & PPE available for whole print process				x	0	
	All chemicals labelled and MSDS available for silk screen printing				x	0	
	Ventilation adequate for screen printing section				x	0	
		Total					0.0
	QUALITY CONTROL (4)	All print checked and inspected with records				x	0
Result of inspection communicated with related departments					x	0	

5.2. QU CONTR	Print colour checked in light box (complies with M&S C01 standard)				x	0
		Total				0.0

**Printing & Engraving/Etching Total Score** **0.0**

**Comments:**  
No printing & engraving / etching process in this factory by confirmed with factory management.

### 6. PAINT SPRAYING

Requirements		Yes	No	Progressing	N/A	Grading
6.1. EQUIPMENT/ FACILITIES (5)	Paint spraying conveyor system used for curing				x	0
	Temperature & timing controlled for curing on conveyor system				x	0
	Coating checked in Salt Bath for anti-tarnish test for each batch (with records)				x	0
		Total				0.0
6.2. SAFETY & QUALITY CONTROL (10)	Is there an Effluent Treatment Plant (ETP) for water used in the process				x	0
	Personal Protective Equipment (PPE) provided & enforced by Management				x	0
	Ventilation / extraction adequate at the paint spraying section				x	0
	MSDS available on all chemicals used				x	0
	Components checked for peeling, cracking, dust & delamination				x	0
	Total				0.0	
6.3. END OF LINE INSPECTION (5)	Are components inspected after drying (AQL)				x	0
	Are records kept for inspections conducted after drying (AQL)				x	0
	Clear segregation of 'Good' & 'Rejected' items during inspections				x	0
	Colour fastness test conducted during processes (where colour is applied - batch test)				x	0
	Total				0.0	

**Paint Spraying Total Score** **0.0**

**Comments:**  
No paint spraying process in this factory by confirmed with factory management.

### 7. PLATING & COATING (in-house or out-source)

		Electro Plating	IP Plating	Vacuum Chamber	Tumble Plating	Others
7.1. TYPE OF PLATING & COATING (INFO)	Type of plating available					
	Nickel testing method available.	Chemical Swab test		AAS Atomic absorption spectroscopy		Others
	Anti-tarnish testing used. -	Electricity conductivity	Potassium Sulphide	Ammonium Sulphide	Hydrogen supplied	Others
	Plating Capacity (Peak and Off-Peak)	Peak Plating capacity (Units/day)		Off-Peak Plating capacity (Units/day)		
		Select Option		Select Option		
	Plating material / Finishes:	Gold	Silver	Rhodium	Platinum	Rose Gold
		Imitation gold	Imitation rhodium		Copper	Others
		Gunmetal	Antique finish	Burnished finish	Matte Finish	Others
	Anti-tarnished finishes:	E-coat	Spray lacquer	Flash Rhodium/Palladium	Nano Coat	Others
Requirements		Yes	No	Progressing	N/A	Grading
7.2. PLATING & Coating (35)	Chemical levels checked for each plating tank (half daily or daily basis)				x	0
	Timers available on each plating tank with required timing's for each plating thickness				x	0
	SPC (statistic process control) chart used to control & monitor the parameters of plating tanks. (PH of plating tanks checked & monitored with record)				x	0
	Personal protective equipment (PPE) used (Mask, Respirator, Apron, Glove, Rubber boots, Eye Protection)				x	0
	Eye wash available				x	0
	MSDS available for all chemicals used				x	0
	Is the air quality monitored to check for Toxic gases				x	0
	Ventilation adequate in plating section				x	0

7	Is there an Effluent Treatment Plant (ETP) for ALL water used in the process				x	0
	Total					
7.3. QUALITY CONTROL & TESTING - In-house or outsource (26)	Plating colour reference available for each production batch (which has been confirmed by M&S Buyer or Technologist)		x			0
	Product inspected after plating	x				4
	XRF machine available for checking plating thickness		x			0
	XRF batch test and report obtained for each shipment		x			0
	Lead, Cadmium & Nickel release 3rd party test available on every batch (or Skin Kind Test for Jewelry)	x				2
	100% inspection of functionality after plating, before assembly (clasp, etc.)		x			0
	Plated pieces checked for Peeling / Pitting/ Blisters / Evenness / Tarnishing		x			0
	Total					

**Plating & Coating Total Score** **6.0**

Comments:

Purchase plating componentry and parts from supplier only.

## 8. GLUING

Requirements		Yes	No	Progressing	N/A	Grading
8.1. GLUE TYPE (INFO)	Type of glue used:	RBC Used	RBC Glue numbers used ie, 118, 112, 121 etc		Other. Please specify	
					Yes	
8.2. GLUING PROCEDURE (36)	M&S SOP in place for gluing process and visible to everyone in the gluing section, including manufacturers MSDS and Technical information	x				8
	Glue mixture weighed by electronic scale with specification from manufacturer				x	0
	Scales and balances are clean, serviced and calibrated regularly (with records)				x	0
	Numbered trays used to identify the operator responsible for each batch		x			0
	UV light box (Black light) used to check for excess glue from the gluing process				x	0
	Glued product cured according to the required timing as per the manufacturer specification		x			0
	Oven temperatures are independently verified before glued product is cured (with records)				x	0
Total						8.0
8.3. QUALITY CONTROL (22)	Drop tests conducted on each glued tray with record (for jewelry)				x	0
	Finger protection used when gluing to avoid the finger marks				x	0
	If any failures are detected from the drop test, are the glued product from that particular tray 100% checked (with records)				x	0
	Blue-Tack Test conducted for pave stone setting (for jewelry)				x	0
	After curing, glued product are 100% inspected with records			x not 100%		3
Total						3.0

**Gluing Total Score** **11.0**

Comments: white latex, neoprene, acrylic glue are used in gluing section.

## 9. MAIN ASSEMBLY

Requirements		Yes	No	Progressing	N/A	Grading
9.1. MAIN ASSEMBLY (30)	Factory has all the required equipment for production of M&S lines	x				6
	M&S performance standard and general standard available for reference	x				6
	Duplicates of approval sample clearly displayed in assembly area	x				4
	Pieces checked for excess solder on joins after soldering				x	0
	All components returned to main trims store on completion of production		x			0
	No loose components on floor or production tables	x				4
	Measuring tape available on table for workers linking, pinning or working with chain. (measuring length of chains, cord & overall product length)				x	0
	Total					
Style File with assembly notes and Tech comments are available, together with Contract Seal sample	x					6
Suitable in-line inspection process appropriate to the design and complexity of the product?	x					6
End of line inspectors carry out 100% inspection on finished product for workmanship & appearance	x					4



9.2. IN-LINE / END-LINE INSPECTION (60)	Records on in-line checks are kept and analysed to identify corrective action by management	x			4
	Ring, bracelet, bangles, chain length or size checked in-line (Jewelry only)			x	0
	Functionality tests carried on moving parts in-line	x			4
	Good' and 'Rejected' products are clearly segregated	x			4
	Weekly or monthly performance analysed to identify <b>TOP 3 or TOP 5 defects</b> . Analysis report available on notice boards for all workers reference	x			4
	Case study or defective sample & photos available on notice boards for all workers reference	x			2
	Pull test conducted (40N) on chain or bracelet for jewelry and watch (with records)			x	0
	<b>Earring post checked to ensure they are Titanium (Jewelry only)</b>			x	0
	Chain including extender chain checked in-line to ensure it is brass (Jewelry only)			x	0
	Water resistant test conducted on 100% of products (IPX product only - watches)			x	0
	For outsourced processes, does factory have responsible personnel to control quality with test record ?			x	0
		Total			<b>34.0</b>
9.3. HAND TOOLS CONTROL (14)	<b>Hand Tools Control written procedure is available and easily accessible at Assembly and Inspection Area</b>	x			4
	Each worker is having his/her own closable container with employee name and content list indicated on the lid		x		0
	Daily log in and out records available	x			4
	Hand tools returned to Supervisor and checked by him or her daily with records	x			2
	Hand tools stored in locked cabinet when not in use	x			2
		Total			<b>12.0</b>
<b>Main Assembly Total Score</b>					<b>66.0</b>
<b>Comments:</b>					

### 10. DUST Controlled PRODUCTION - Watches only

Requirements		Yes	No	Progressing	N/A	Grading
10.1. Dust Free Production (34)	<b>Factory operates a robust system for controlling dust with detailed cleaning records &amp; Cleaning Schedules</b>				x	0
	Workers issued with protective clothing by the factory (PPE)				x	0
	There is a dust control barrier room for entering & exiting the dust controlled environment				x	0
	Lockers provided for workers to use outside dust free area				x	0
	Written instructions issued to workers for the operation and maintenance of clean rooms				x	0
	Factory analyse QC records to monitor effectiveness of Dust Free production				x	0
		Total				<b>0.0</b>
<b>Dust Control Production Total Score</b>					<b>0.0</b>	
<b>Comments:</b>						

### 11. FINAL INSPECTION

Requirements		Yes	No	Progressing	N/A	Grading
11.1. FINAL INSPECTION SECTION (42)	<b>End of line inspectors carry out 100% inspection on finished product for appearance and dimension</b>	x				8
	<b>Style file is available, together with the contract seal for reference</b>	x				6
	Functionality test is carried out on all product functions	x				6
	Clear separation of products waiting to be inspected, accepted & rejected	x				6
	Written final inspection procedure displayed	x				6
	Inspection/test records are available	x				6
	Records kept & analysed by management to create a corrective action plan	x				4
<b>Final Inspection Total Score</b>					<b>42.0</b>	
<b>Comments:</b>						

## 12. PACKING & FINISHED PRODUCT STORAGE

Requirements		Yes	No	Progressing	N/A	Grading
12.1. PACKING/ FINISHED PRODUCT STORAGE SECTION (12)	One customer, style or colour being packed on at time	x				4
	Storage space is adequate	x				2
	Clear separation of packing materials (UPC ticket, hangtags, etc.).		x			0
	Packing Standard and written instruction is available with Buyer/Tech comments	x				4
	Total					
12.2. LABEL MANAGEMENT (11)	Demonstrate a management system to control UPC or Hang-tag to and from the production floor. UPC and hang tags controlled with traceable records			x		2
	UPC and hang tags are kept in locked cabinets or in a secure location		x			0
	UPC and Hang tags are issued to operators by exact order quantity			x		1
	UPC is checked against Style File	x				2
	Goods are inspected to ensure all UPC's are attached correctly	x				2
	Total					
12.3 HAND TOOLS CONTROL (14)	Hand Tolls Control written procedure is available for and easily accessible for workers	x				4
	Each worker is having his/her own closable container with employee name and content list indicated on the lid		x			0
	Daily log in and out records available	x				4
	Hand tools returned to Supervisor and checked by him or her daily with records	x				2
	Hand tools stored in locked cabinet when not in use	x				2
	Total					
12.4 DEBRAND POLICY (3)	Demonstrate a policy to handle M&S stock products and seconds including the way to inspect, classify and time period of stock removal	x				1
	Centralized storage of M&S stock/seconds	x				1
	Minimum one year record to show PO, breakdown, quantity, shipment date and when to handle		x			0
	Total					
<b>Packing/ Finished Product Storage Total Score</b>						<b>31.0</b>
<b>Comments:</b>						

## 13. INDEPENDENT QA & QC

Requirements		Yes	No	Progressing	N/A	Grading
13.1. INDEPENDENT QA/QC (42)	Independent Quality Assurance, or Quality Control Department available reporting to Quality Manager	x				6
	Factory has an M&S accredited auditor (CAP Auditor) who reports to Quality Manager or Director				x new factory	0
	Factory conducts AQL inspection (including measurement inspection) for each shipment (with records)	x				6
	Pull Test conducted with records if applicable				x	0
	10 points drop test conducted on the 1st packed carton	x				4
	Contract Seal and style file available for inspections	x				6
	Records are kept, analysed and communicated with relevant departments	x				6
	Weekly or monthly performance analysed to identify TOP 3 or TOP 5 defects. Analysis report available on notice boards for all workers reference	x				4
	Case study or defective sample & photos available on notice boards for all workers reference	x				2
<b>Independent QA/QC Total Score</b>						<b>34.0</b>
<b>Comments:</b>						

## 14. HOUSEKEEPING & LIGHTING

Requirements		Yes	No	Progressing	N/A	Grading
14.1. Mould & PEST CONTROL (15)	Factory has read and understand the M&S Mould Prevention policy	x				2
	All factory departments comply to M&S Mould Prevention Policy			x		1
	Factory has a pest control policy in-place for all departments	x				2
	Total					

14. HOUSE KEEPING (15)	Requirements	Excellent	Good	Poor	N/A	Grading
	Raw Materials, Trim Warehouse		x			0.5
	Production areas - Cutting & Shaping, Dying, Polishing, Printing & Engraving		x			0.5
	Sample Room			x		1
	Paint Spraying				x	0
	Plating				x	0
	Gluing		x			1
	Main Assembly		x			1
	Dust Control Production				x	0
	Packing		x			0
Total						<b>4.0</b>
<b>Housekeeping &amp; Lighting Total Score</b>						<b>9.0</b>
<b>Comments:</b>						
<b>GRAND TOTAL</b>						<b>284.0</b>

## General Principles of Audit Report & Grading

<p>1. Questions in red color are "Critical". Any non-conformance would lead to audit failure even when the score is pass.</p> <p>2. All answers with N/A must be explained under "Comment" area.</p> <p>3. Score in each section and overall score are automatically calculated. No manual calculation is required.</p> <p>4. <b>No amendment is allowed on all the formatting and calculation.</b></p> <p>5. QMS Training Materials can be downloaded from  English: <a href="http://virtuali.myzen.co.uk/QMS/QMS_eLearning/site_complete.php?version=">http://virtuali.myzen.co.uk/QMS/QMS_eLearning/site_complete.php?version=</a>  Turkish: <a href="http://virtuali.myzen.co.uk/QMS/QMS_eLearning/site_complete.php?version=TR">http://virtuali.myzen.co.uk/QMS/QMS_eLearning/site_complete.php?version=TR</a>  Chinese: <a href="http://virtuali.myzen.co.uk/QMS/QMS_eLearning/site_complete.php?version=MN">http://virtuali.myzen.co.uk/QMS/QMS_eLearning/site_complete.php?version=MN</a></p> <p>6. M&amp;S Quality Policy and Requirement can be downloaded from the web site:  <a href="https://supplierexchange1.marksandspencer.com/?_path=%2fqality-standards">https://supplierexchange1.marksandspencer.com/?_path=%2fqality-standards</a></p>
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