



SUPPLIER ASSESSMENT REPORT

供应商评估报告

Auditee Company: 被审核公司	Xinjing Ceiling Decoration Materials Factory 佛山市新景实业有限公司新景天面装饰材料厂	
Representative of Auditee Company: 被审核公司代表	Mr. Jason Ho/ Administrative Director 何子斌 / 行政厂长	
Audited Site: 被审核场所	Wuxing Industrial Area, Nanhai District, Foshan, Guangdong, China 佛山市南海区小塘五星管理区	
Consigner of Assessment: 审核委托方	Made-in-China.com	 <p style="text-align: center;">Company View</p>
Audit Type: 审核类型	<input checked="" type="checkbox"/> Initial Audit 首次审核 <input type="checkbox"/> Follow-up Audit 跟进审核 <input type="checkbox"/> Re-audit 重新审核	
Valid date: 有效日期	From 8 April, 2008 To 7 April, 2009	
Auditor 审核员:	Paul Chen	
Reviewed by 审核:	Jeremiah Yu	

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 <p>Made-in-China.com 中国制造网</p> <p>Supplier Assessment Report</p>	Company name : Xinjing Ceiling Decoration Materials Factory
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	SGS Job No. : QIP-AS081028
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1. Company Profile 公司概况

Name of the Audited Site 被审场所名称	Xinjing Ceiling Decoration Materials Factory 佛山市新景实业有限公司新景天面装饰材料厂		
Date of Foundation 成立日期	16 Jun, 1997		
Registered capital in RMB 注册资金(人民币)	Private business		
Address 地址	Wuxing Industrial Area, Nanhai District, Foshan, Guangdong, China 佛山市南海区小塘五星管理区		
Contact Person 联系人	Mr. Jason Ho/ Administrative Director		
Tel. 电话	0086-757-86637600		
Fax 传真	0086-757-86667401		
E-mail 电子邮箱	jason@china-xinjing.com		
Market Distribution 市场分布			
Main client 主要客户	<input checked="" type="checkbox"/> Africa	<input checked="" type="checkbox"/> Australia	<input checked="" type="checkbox"/> China
	<input type="checkbox"/> East Asia (Korea/ Japan)	<input checked="" type="checkbox"/> Europe	<input checked="" type="checkbox"/> North America
	<input checked="" type="checkbox"/> South America	<input checked="" type="checkbox"/> Other _ South East Asia	
Main Operations 主要运作			
Products Manufactured/ Sold 生产/销售的产品	Manufacture : Decoration hardware, Mechanical equipment.		
Total floor size of the audited site 被审核场所的总面积	Refer to the land license auditor found the factory size was 12,528.85 square meters.		

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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 ?	Yes	Refer to business license provided; it stated this company should be a manufacturing business unit. The company name and address stated in business license were same as mentioned in the report. The business license indicated product scope of this company was manufacutre decoration hardware, mechanical equipment.
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	Refer to business license provided; it was reviewed in year 2007.
2.1.3	Who is the corporative representative? 法人代表是谁 ?	--	Mr. He Xianguang (何显光)
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 to business license provided; the company should be a manufacture.

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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 ?	Refer to the financial report provided by factory auditor found the yield of factory was RMB 35,731,378.02 in 2007.																																								
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 ?	Please refer to 2.2.1																																								
2.2.3	What is the factory floor size? 工厂面积大小 ?	About 13,000 square meters																																								
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。	Raw material→ Inspection →Stamping →Grinding corner→ Folding →Welding →grinding →washing→ hang → painting→ baking→ FQC→ packing																																								
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>Stamping machine</td> <td>Siemens</td> <td>1</td> <td>2</td> <td>Good</td> </tr> <tr> <td>Folding machine</td> <td>/</td> <td>2</td> <td>5</td> <td>Good</td> </tr> <tr> <td>Stamping machine</td> <td>/</td> <td>48</td> <td>4</td> <td>Good</td> </tr> <tr> <td>pressure machine</td> <td>/</td> <td>6</td> <td>2</td> <td>Good</td> </tr> <tr> <td>Weld machine</td> <td>/</td> <td>6</td> <td>1</td> <td>Good</td> </tr> <tr> <td>Painting line</td> <td>/</td> <td>2</td> <td>5</td> <td>Good</td> </tr> <tr> <td>Painting thickness tester</td> <td>/</td> <td>1</td> <td>3</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	Stamping machine	Siemens	1	2	Good	Folding machine	/	2	5	Good	Stamping machine	/	48	4	Good	pressure machine	/	6	2	Good	Weld machine	/	6	1	Good	Painting line	/	2	5	Good	Painting thickness tester	/	1	3	Good	
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pressure machine	/	6	2	Good																																						
Weld machine	/	6	1	Good																																						
Painting line	/	2	5	Good																																						
Painting thickness tester	/	1	3	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>10</td> </tr> <tr> <td>Sale Dept</td> <td>17</td> </tr> <tr> <td>Engineer Staff:</td> <td>8</td> </tr> <tr> <td>R&D staff:</td> <td>10</td> </tr> <tr> <td>Financial Staff:</td> <td>3</td> </tr> <tr> <td>Admin Staff:</td> <td>27</td> </tr> <tr> <td>Manufacture Staff:</td> <td>173</td> </tr> <tr> <td>Number in total:</td> <td>248</td> </tr> </table>	Manager/Supervisor:	10	Sale Dept	17	Engineer Staff:	8	R&D staff:	10	Financial Staff:	3	Admin Staff:	27	Manufacture Staff:	173	Number in total:	248																								
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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 the resumes which were provided by factory; there were 6 foreign trade staffs in factory. Auditor found 1 staff graduated from university and 2 staffs graduated from college while 3 staffs graduated from technical school. They had about 1~20 year 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?	Based on on-site interview auditor found the foreign traders had good English skills and full experience to handle foreign trading business.
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 interview, they knew clearly their responsibilities.
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 interview, the trading staffs knew clearly the information of product and relevant technical.
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。	Yes, the company had successful experience of global cooperation. But no oversea clients' names list provided due to business secret.
2.3.6	Does the company have oversea agency? 该公司在海外有代理处吗?	No oversea agency
2.3.7	Please mark the annual export capacity. 请备注该公司的年度出口能力。	Refer to financial report provided by factory; Auditor found about 40% of yield for export in year 2007.
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 foreign trading experiences of the company and competent staff in the company.
2.3.9	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. Ho, the following actions would be needed: - Collect special requirements of the products for client - Submit related information to client - Confirm contract details - Production and follow up

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

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?	Based on the resume provided by factory auditor found the factory had 7 R&D staffs. 2 of them were engineer while others were assistants. The engineers had 3~5 years experience while the assistants had 1~2 year experience. Auditor found 1 staff graduated from university and the others graduated from technical school.
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。	Decoration Materials
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?	Auditor found factory established R&D control procedure on site. And factory provided some relevant record for audit. Auditor found this procedure was clearly.
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。	Auditor found factory provided computer to R&D staffs. The software including: AutoCAD, Pro-E, Coreldraw and Photoshop etc.
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?	Auditor found the design changing procedure was included in R&D control procedure.

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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	<p>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。</p>	Yes	<p>Factory obtained ISO 9001:2000 certification which was issued by NQA. Certification No. 23681.</p> <p>Valid date: Sep.4th 2007 ~ Sep.4th 2010</p> <p>Scope: Design, manufacture and sales of metal ceiling and curtain wall decoration series products.</p>
2.5.2	<p>Is product certification done in terms of selling designation (UL for US, CCC for China, CE for Europe ...) at the company?</p> <p>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) ?</p> <p>在该公司，有针对不同的销售要求做了相应的产品质量认证吗？</p> <p>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)？</p>	Yes	<p>Auditor noted the factory obtained some tester report.</p> <p>1) factory obtained tester report in ROHS standard which was issued by SGS.</p> <p>Report No. GZ070913131315/CHEM</p> <p>2) Factory obtained mechanical test reports for product which were issued by "Foshan Supervision Testing Center Of Quality And Metrology."</p>

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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) ?	Yes	Auditor found the supplier assessment procedure was included in purchasing procedure in document.
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 ?	Yes	Auditor found factory chose supplier followed annual review result.
2.6.3	Does the company keep the assessment report? 该公司是否保存评估报告 ?	Yes	Auditor noted factory kept the assessment record well in document.
2.6.4	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	Factory established supplier list in document.
2.6.5	Are written instructions available for incoming material inspections /testing? 有文件化的来料检验 /测试指引 ?	Yes	Factory had established incoming material inspection instruction in document.
2.6.6	Are raw materials inspection status clearly identified? 物料检验状态有清楚地标识吗 ?	--	Refer to Mr. Ho; all material was stored in warehouse after inspection.
2.6.7	Is inspection and testing result recorded and maintained? 检验与测试结果有记录并保存吗 ?	Yes	Auditor found factory kept the inspection record well in document.
2.6.8	Are procedures of the control and release for material adequate? 控制和发放物料的程序适当吗 ?	Yes	Auditor noted a clear procedure for material release and recall.
2.6.9	Is non-conforming material adequately identified and controlled? 不合格的物料有适当的标识和控制吗 ?	--	Refer to Mr. Ho; all non-conforming material was returned to supplier directly after inspection.
2.6.10	Are storage facilities and handling methods appropriate? 储存设施和搬运方法适当吗 ?	Yes	Yes, the material was stored in a separated warehouse.

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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	Auditor found factory established SOP for all process. And auditor noted those SOP were clearly.
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	Yes, the environmental condition was suitable for the 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>	Yes	Auditor found factory kept the corrective & preventive record well in document.
2.7.4	<p>Are written inspections /testing instructions available? 有文件化的检验 /测试指引吗？</p>	Yes	The company had established the procedure for inspection and testing. There were relevant document provided 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>	--	Auditor found factory established inspection instruction in document and followed it in sample inspection.
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	Refer to site observation; all non-conforming units were segregated and marked clearly.
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>	Yes	Refer to site observation; the inspection record was kept well in document.

End of this section, and continue with next page. 本节结束，下一页继续。

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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？	Yes	Auditor found factory established this procedure in document. And factory sample about 5% in each batch for inspection. The relevant record was kept well in document.
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？	Yes	All customer complaint was handled by foreign trade dept. staff. They would follow up the solution.
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)？	Yes	Auditor noted that the company had established corrective and preventive procedure in document. And factory kept the relevant record well.
2.8.4	Can the finished/package product be traced by lot identification to the appropriate raw materials test reports? 最后的完成品能否追溯到原材料的批次？	Yes	Refer to site observation; auditor noted that the company had established the procedure for unique identification of the product.

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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 claimed that plan to promote "XinJing" as "Guangdong famous Brand".	2008
2	The company claimed that plan to increase yield over RMB 100 million in future 3 years.	2011
3	The company claimed that plan to establish a new metal processing factory and establish a R&D center in future 5 years.	2013

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3. Attachments 附件

3.1 Documents 文件

	
<p>Description: Business License</p>	<p>Description: Company Org Chart</p>
	
<p>Description: land license</p>	<p>Description: ISO 9001:2000 Certification</p>
	
<p>Description: ROHS test report</p>	<p>Description: Mechanical test report</p>

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3.2 Photos 图片

	
<p>Description: The Front door of the Company</p>	<p>Description: office building</p>
	
<p>Description: Front seat of factory</p>	<p>Description: Office of factory</p>
	
<p>Description: warehouse (finished product)</p>	<p>Description: warehouse (raw material)</p>

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Description: warehouse (raw material)



Description: workshop



Description: workshop



Description: workshop



Description: workshop



Description: workshop

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Description: workshop



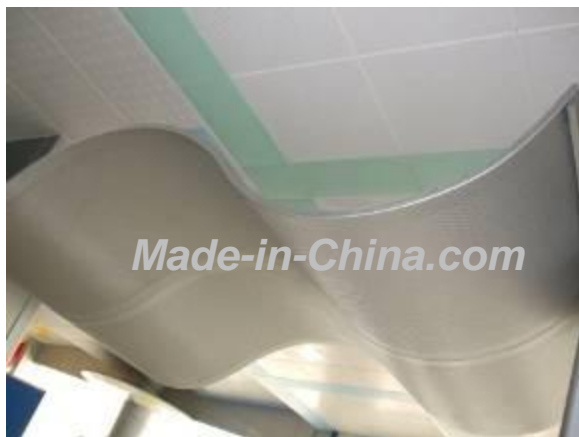
Description: workshop



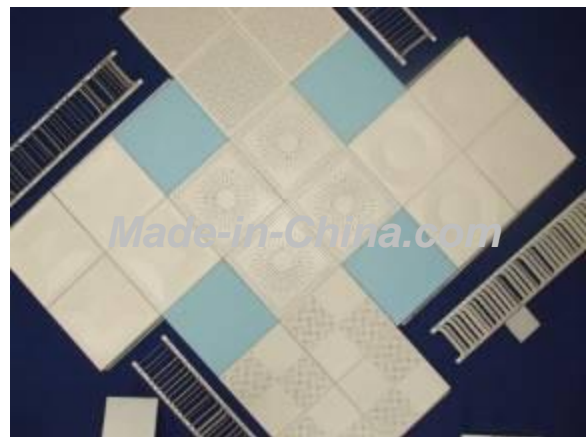
Description: workshop



Description: Sample Room



Description: product samples



Description: product samples

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Description: product samples



Description: product samples



Description: product samples



Description: product samples

-- End of the Report --