



Factory Audit Checklist

conducted for

Gibson Toes Manufacturing Company

Product Category

Footwear

Location

41-47 Ocean St N, Bondi NSW 2026, Australia

Conducted on

21 Dec 2018 11:19 AM

Prepared by

Quentin Morgan

Completed on

21 Dec 2018 11:39 AM

Score

50/57.0 - 87.72%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Are clear procedures given to each operator and to the QC staff, for each job?	No	Some operators were not given proper instructions and were not aware of some quality control measures in place.

Actions

#1. Kindly use some digital maintenance checklists to ensure that all of your machines are in good working condition to prevent injuries and accidents. You may find amazing sources here: safetyculture.com/checklists


Assignee: jason@gibsons.com
Priority: HIGH
Due Date: 21 Dec 2018 11:21 AM
Audit: Gibson Toes Manufacturing Company / Footwear / 21 Dec 2018 / Quentin Morgan
Linked to item: Are there checklists for maintenance? Do they seem to be followed?
Status: To Do

#2. Kindly provide updated inventory records.


Assignee: jason@gibson.com
Priority: MEDIUM
Due Date: 24 Dec 2018 11:20 AM
Audit: Gibson Toes Manufacturing Company / Footwear / 21 Dec 2018 / Quentin Morgan
Linked to item: Is pre-production inventory well organized?
Status: To Do


Audit - 50/57 87.72%

Question	Response	Details
General Information		
Date established	08 Dec 2008	
Total annual sales	\$10 Billion	
No. of Employees	10,000 workers	
No. of Quality Control Employees	179	
No. of Operators	500	
No. of Machines	3,000	
Quality Control		Score (9/10) 90.00%
Does the supplier has a quality system?	Yes	
Does the factory communicate requirements to its suppliers on its POs (or other documents)? Are these requirements clearly listed?	Yes	
Are incoming QC results recorded in a formal report?	Yes	
Are conform samples available to workers in production and QC areas?	Yes	
Are clear procedures given to each operator and to the QC staff, for each job?	No	Some operators were not given proper instructions and were not aware of some quality control measures in place.
Does final QC occur before or after packing is completed?	Yes	
Are there QC staff solely dedicated to final QC? How many? Do they only do QC, or also a finishing operation at the same time?	Yes	
Are final QC results recorded in a formal report?	Yes	
Is the first-pass yield displayed on a wall, and tracked day-by-day and line-by-line?	Yes	
Are numbers and details of customer complaints displayed on a wall?	Yes	

Question	Response	Details
Cost Control		Score (4/4) 100.00%
Are top managers (general manager, production manager, finance manager, sales manager, QC manager) part of the owner's family? Or are they professional managers?	Yes	
Are there several empty floors?	Yes	
Can you see recent investments in expensive machinery?	Yes	Not really empty but a potential warehouse for more stocks.
 <p>Appendix 1</p>		
Are there idle machines?	Yes	
Maintenance		Score (1/2) 50.00%
Is equipment failure down time calculated?	Yes	
Are there checklists for maintenance? Do they seem to be followed?	No	They lack records on equipment maintenance.
Visual Control		Score (3/3) 100.00%
Is the number of pieces per labor hour displayed on a wall, and tracked day-by-day?	Yes	
Is the amount of scrapped material displayed on a wall, and tracked day-by-day?	Yes	
Is the total unit cost displayed on a wall, and tracked day-by-day?	Yes	
Degree of "Lean-ness"		Score (0/1) 0.00%
Can you see a lot of inventory kept before production and kept between each production step?	No	They told me that inventory checks are being done once a week. For me it is really important to do an inventory to check what supplies were received or which items did not pass standards.

Question	Response	Details
Production		Score (14/15) 93.33%
Before a new product is launched, are some jigs/tools prepared by the engineering department?	Yes	
Is pre-production inventory well organized?	No	
Is work-in-process inventory stored in a predictable way, or do people need to look around to find what they need?	Yes	
Where do the components used in production come from? How long does transportation take?	Yes	
Is production organized as a continuous flow, without any work-in-process inventory visible in the workshop? (best)	Yes	
Is there a kanban system? (very good)	Yes	
Is there a production planning, with details for each workshop, and updated every day? (good)	Yes	
Is there no production planning at all? (worst)	Yes	
Is there a list of approved subcontractors, who can take over part of the job? For which process steps?	Yes	
Is there a power generator?	Yes	
Is equipment failure downtime calculated?	Yes	
Are there checklists for maintenance? Do they seem to be followed?	Yes	
Is the proportion of on-time shipments displayed on a wall, and updated at least weekly?	Yes	
Is the time to make one piece, from start to finish, displayed on a wall, and updated daily?	Yes	
Can you see a lot of inventory between each production step?	Yes	

Question	Response	Details
Compliance		Score (5/6) 83.33%
Are there enough fire extinguishers (in workshops, dormitories)? Are they accessible, and up to date?	No	There were some scattered fire extinguishers which are outdated and not functional. These equipment must be disposed properly or else might cause potential risks.
 <p>Appendix 2</p>		
Are there enough emergency exits? Is it possible to lock them? Are they used as storage areas?	Yes	
Do workers have appropriate personal protective equipment (gloves, masks, glasses, safety boots)?	Yes	
Are there enough first-aid kits? Are they available and full?	Yes	
Does production generate a lot of waste? Is this waste treated?	Yes	
Has the factory invested in energy-efficient equipment?	Yes	
Summary of Findings		Score (14/16) 87.50%
General organization in the factory	Average	The organization was good but there were minimal adjustments that need to do such as maintaining records of inventory checks and equipment inspection.
Working environment (light, noise..)	Good	
Motivation of top management	Good	
Ease of mutual understanding	Average	This was reflected because some staff were not given instructions. Some are not aware of some quality control measures.

Question		Response	Details
Can they make our product?		Yes	With the equipment and strategies that I have seen, I am confident that they can make high-quality products. They just need to make some improvement on how they streamline their work processes.
Do they have enough capacity?		Yes	
Do they already sell to our country?		Yes	
Do they understand our standards?		Yes	
Completion			
Full Name and Signature of Inspector/QC Manager	Quentin Morgan	21 Dec 2018 11:39 AM	

Media



Appendix 1



Appendix 2