

**Sarawak Energy Berhad** (Company No. 007199-D)

Distribution

Transmission

Tracking number: \_\_\_\_\_

## FACTORY AUDIT REPORT

Date of Audit: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name of Factory: \_\_\_\_\_

Address of Factory: \_\_\_\_\_

Product: \_\_\_\_\_

Total Plant Area \_\_\_\_\_

No. of Production Staff: \_\_\_\_\_

No. of Production Line: \_\_\_\_\_

Min. Production Lead Time: \_\_\_\_\_

Max. Production Capacity: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

### Rating System

Rating	Description
1	The provision or condition is very limited or not functioning.
2	The provision of condition is limited in extent and functioning poorly.
3	The provision or condition is sufficient and functioning well.
4	The provision or condition is extensive and functioning well.
5	The provision or condition is extensive and functioning excellently.

No.	Description of Audit	Remarks (To be filled by the manufacturer)	Rating (To be filled by the inspector)
<b>1</b>	<b>QUALITY</b>		
<b>1.1</b>	<b>Quality Management System</b>		
1.1.1	Does the vendor have quality objectives/targets? How well has the vendor achieved the quality objectives/targets?		
1.1.2	How well defined are the quality control procedures for the following?		
a)	Training		
b)	Planning of product realization		
c)	Customer communication		

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No.	Description of Audit	Remarks (To be filled by the manufacturer)	Rating (To be filled by the inspector)
d)	Design and development		
e)	Purchasing		
f)	Verification of purchased product		
g)	Control of production		
h)	Identification and traceability		
i)	Preservation of product (packaging, storage etc)		
j)	Customer satisfaction		
k)	Internal audit		
l)	Monitoring and measurement of product and equipment		
m)	Control of non-conforming product		
n)	Corrective & preventive action		
1.1.3	How well has the vendor achieved the target set for training of staff?		
1.1.4	How often does the vendor conduct internal audit?		
<b>1.2</b>	<b>Incoming Material Control</b>		
1.2.1	How stringent is the quality sampling plan for the incoming materials?		
1.2.2	How strictly are the incoming materials inspected in accordance to vendor's specifications?		
1.2.3	How are the quality requirement specified? How are the suppliers selected?		
1.2.4	How adequate is the system for identification, handling and disposal of non-conforming materials?		
1.2.5	How adequate is the feedback system with the raw material supplier on non-conforming materials?		
<b>1.3</b>	<b>In-Process Audit</b>		
1.3.1	Are the specifications of the product & process available at the line?		
1.3.2	How well is the in-process Audit specified?		
1.3.3	How well are the product and process characteristics being monitored during production?		
1.3.4	How well does the vendor prevent defects from recurring?		
<b>1.4</b>	<b>Outgoing Audit</b>		

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1.4.1	How adequate are the Audit procedures? How well are they followed?		
1.4.2	How stringent are the quality sampling plan?		
1.4.3	Are the Audit results used for corrective action at the production line?		
1.4.4	Are the rejects segregated from the good material?		
1.4.5	In case of customer complaint, can the reject be traced back to the production batch?		
<b>2</b>	<b>FACILITIES</b>		
<b>2.1</b>	<b>Production and Test Facilities</b>		
2.1.1	How adequate are the production facilities and equipment?		
2.1.2	How adequate are the test facilities and equipment?		
2.1.3	How adequate are the calibration facilities and equipment?		
2.1.4	How adequate are the housekeeping procedures and well are they followed?		
2.1.5	Are the production equipment inspected at periodic intervals? How is the condition?		
2.1.6	Are the test equipment calibrated at periodic intervals? How is the condition?		
2.1.7	Are calibration stickers available on the production and test equipment?		
2.2	R & D Facilities		
2.2.1	How adequate are the R&D facilities?		
2.2.2	How extensive is their R&D work? (Complete product research or only specific area of the product?)		
<b>3</b>	<b>PROCESS</b>		
3.1	How established are the processes?		
3.2	How extensive is their production line automation?		
3.3	How extensive is their outsourcing? How well is their control on the quality and delivery?		
3.4	How competent are the production and QC staff?		

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3.5	How well are the customer requirements disseminated to the design and manufacturing depts?		
<b>4</b>	<b>LOGISTICS</b>		
4.1	How adequate are the storage areas and facilities?		
4.2	How adequate are procedures for storage, release and movement of materials, and how well are they followed?		
4.3	How well do procedures cover the prevention of deterioration or damage of material? How well are they followed?		



