



Factory Audit Checklist

Gibson Toes Manufacturing Company / Footwear
/ 25 May 2023 / Quentin Morgan

Complete

Score	87.72%	Flagged items	1	Actions	1
Supplier Name	Gibson Toes Manufacturing Company				
Product Category	Footwear				
Location	Georgia, USA (32.1574351, -82.90712300000001)				
Conducted on	25.05.2023 19:00 PST				
Prepared by	Quentin Morgan				

Flagged items & Actions

1 flagged, 1 action

Flagged items

1 flagged, 0 actions

Audit / Quality Control

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.

Other actions

1 action

Audit / Compliance

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There were some scattered fire extinguishers which are outdated and not functional.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.



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 01.06.2023 20:14 PST | Created by SafetyCulture Staff

Dispose of outdated fire extinguishers.

General Information

Date established	08.12.2012
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

1 flagged, 90%

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

Cost Control

100%

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

Not really empty but a potential warehouse for more stocks.



Photo 1

Can you see recent investments in expensive machinery?

Yes

Are there idle machines?

Yes

Maintenance

50%

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

100%

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"

0%

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.

Production

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

Compliance

1 action, 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.



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 01.06.2023 20:14 PST | Created by S

afetyCulture Staff

Dispose of outdated fire extinguishers.

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

87.5%

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.

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
25.05.2023 20:16 PST

Media summary



Photo 1



Photo 2