

# Richforth Inspection Report

## FACTORY AUDIT REPORT (FA)

### GENERAL INFORMATION

Inspection date	:	November. 2th,2023
Inspector	:	Jake chen
Inspection type	:	Factory Audit
Service No	:	Q20231102

### SUPPLIER INFORMATION

Supplier Name	:	Zhongshan Aijiaju Furniture Co., Ltd.
Supplier Address	:	One of 27 Cards,3 building,Phase 17,Yajule Village, Sanxiang Town, Zhongshan city, Guangdong province, China
Contact person	:	Ms. Yin MengFei
Tel/Mp	:	+086 135 2812 8397
EEmail	:	523498010@qq.com
Web	:	<a href="http://ajjhome.en.alibaba.com/">http://ajjhome.en.alibaba.com/</a>

### FACTORY INFORMATION

Supplier & Factory Relationship:	:	<input checked="" type="checkbox"/> Self-owned <input type="checkbox"/> Wholly Owned <input type="checkbox"/> Shareholder/Partner <input type="checkbox"/> Kindred between Owners <input type="checkbox"/> Trading
Factory Name	:	Zhongshan Aijiaju Furniture Co., Ltd.
Factory Address	:	No. 2 North Creek Road, Sheung Wan, Shuanggang Village, Houjie Town, Dongguan city. Guangdong Province, China
Contact person	:	Ms. Yin MengFei
Tel/Mp	:	+086 135 2812 8397
EEmail	:	523498010@qq.com
Web	:	<a href="http://ajjhome.en.alibaba.com/">http://ajjhome.en.alibaba.com/</a>

### INSPECTION RESULT

Grade	:	<input type="checkbox"/> <b>A:</b> excellent <input type="checkbox"/> <b>B:</b> good <input checked="" type="checkbox"/> <b>C:</b> middle <input type="checkbox"/> <b>D:</b> poor <input type="checkbox"/> <b>E:</b> bad
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# Richforth Inspection Report

## COMMENTS

1. Zhongshan Aijiaju Furniture Co., Ltd. was built at May 31th, 2010 and located at One of 27 Cards,3 building,Phase 17,Yajule Village, Sanxiang Town, Zhongshan city, Guangdong province, China, China, they are main for trading and production furniture.
2. Factory total area at 6500m2 and has 1 buildings, 3,00m2 for office, factory can't supply the lease agreement for check.
3. Factory totally has 110 employees; there has 11 employees in Sales Dept. 3 employee in Finance Dept, 5 employee in Purchase Dept, 2 employees in HR Dept.; 6 employees in R&D Dept. 5 employee in Quality Dept. 76 employees in production Dept.; there has 3 sales with good skill at reading, writing, listening and speaking English.
4. Factory last year total revenue at 45,000,000RMB, total export revenue at last year is 15,000,000RMB, estimated export revenue at current year will be 18,000,000RMB, factory main exporting countries are US,Canada,India,Italy, Dubai and the middle East ect, , as confidential reason factory didn't provide their main exporting clients information, factory at last year has 67% clients are in domestic, only 33% clients from oversea.
5. The lead time for factory is 25-45 days after they got order.
6. Factory main product is sofa, coffee table, TV cabinet, Chair and table. monthly production capacity at 600-800pcs for all furniture, 200-300pcs for client care sample.
7. Factory didn't provide the equipment summary list; there total has pcs production machines are kept in good condition in production but without maintenance record.
8. Factory also didn't provide the testing machinery list and without any calibration for these test equipment.
9. Factory purchased hardware parts, wooden part, fabric, PU leather and plastic raw material from outside, molding plastic and hardware process by themselves, and they also has subcontractor in busy season but factory didn't provide more details of this, and then do finished goods assembly at finally before shipping to client.
10. Factory hasn't got the ISO9001:2015 certificate and there is poor quality system control in factory, factory only control the quality based on their working experience as there only one QC from raw material to finished goods.

**Non-conformance points(Suggest to improve at next)**

- Records for IQC, IPQC, and FQC need keep well on site for review, not only one template.
- Most of raw material & Semi-finished goods didn't keep identifiable label and stored disorderly.
- Need more clean and tidy in production line.

## Section 1: Company Overview

Company Overview			
1.1 Legal Validity			
Does the company have a valid business license?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Business License Number: 914420005556489192
Year Established:	May. 31th,2010		Validity Period: Long time
Registered Address:	One of 27 Cards,3 building,Phase 17,Yajule Village, Sanxiang Town, Zhongshan city, Guangdong province, China		
Company Address:	No. 2 North Creek Road, Sheung Wan, Shuanggang Village, Houjie Town, Dongguan city, Guangdong province, China		

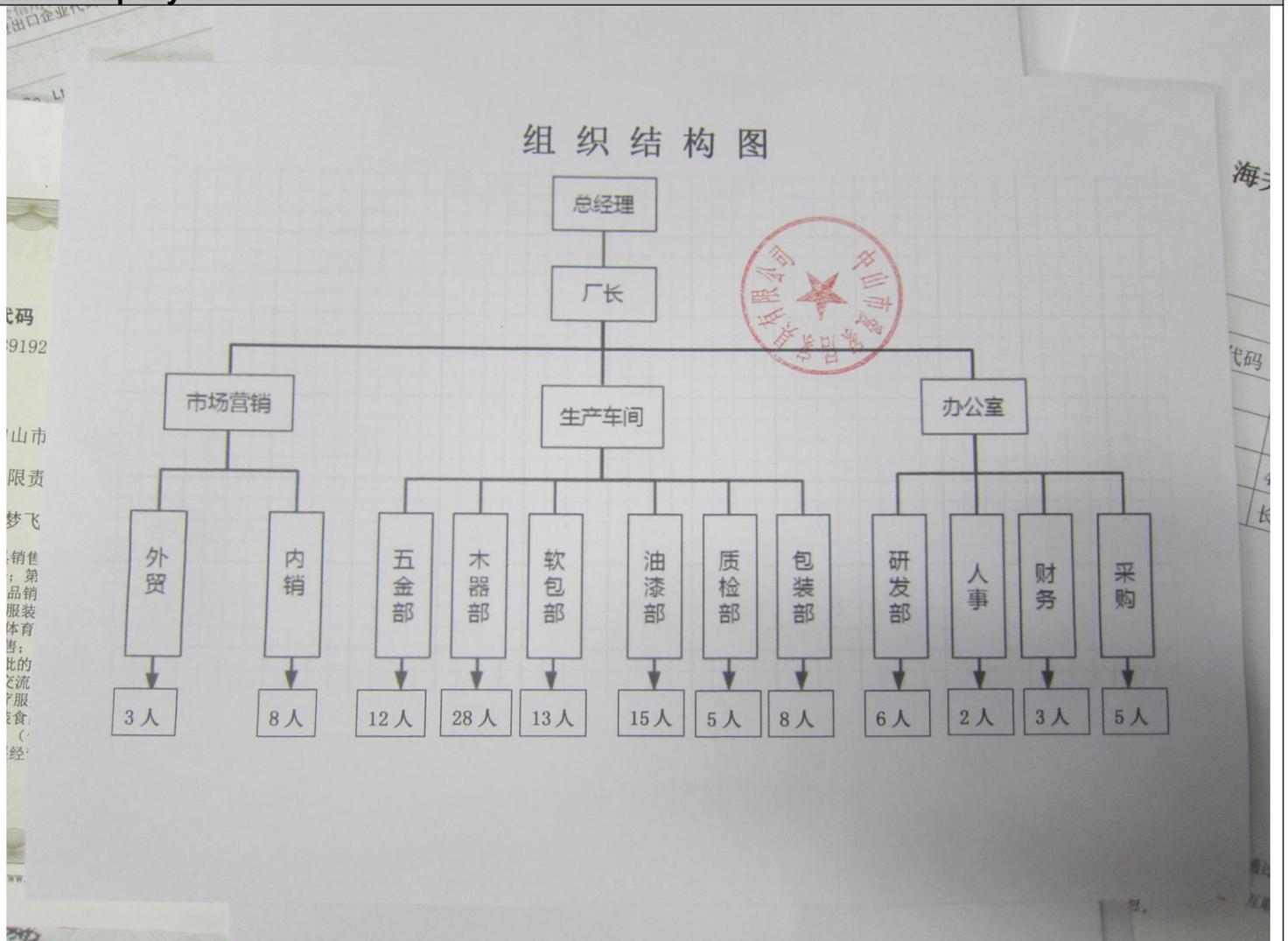
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Annual review conducted by the Industrial & Commercial Bureau?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reviewed By:	-
Registered Capital:	500,000RMB		
Corporate Representative:	Mr. Yin Mengfei		
Industry:	sofa, coffee table, TV cabinet, Chair and table		
Business Type:	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Trading Company <input checked="" type="checkbox"/> Combined		
Type of Ownership:	<input checked="" type="checkbox"/> Private Owner <input type="checkbox"/> Public Company <input type="checkbox"/> Joint Venture <input type="checkbox"/> Stated Owned <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other		
Products /Service:	Office Chair, Metal chair		
<b>1.2 Company Building Information</b>			
Certification Type:	<input type="checkbox"/> Land Certification <input checked="" type="checkbox"/> Real Estate Certification <input checked="" type="checkbox"/> Lease Agreement <input type="checkbox"/> Factory Officer Claimed		
Total Building Size:	6,500 m <sup>2</sup>		
Number of Building(s) :	1 buildings		
Office Size:	3,00m <sup>2</sup>		

## Section 2: Human Resources

### Company Overview

#### 2.1 Company Chart



#### 2.2 Employee Headcount

Department Name	Full Time Employee(s)	Part-Time Employee(s)	Total
GM	1	/	1

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Factory manager	1	/	1
Sales Dept.	11	/	11
Purchase Dept	5	/	5
Finance Dept.	3	/	3
Product Dept.	76	/	76
R&D Dept.	6	/	6
HR Dept	2	/	2
Quality Control Depart.	5	/	5
<b>Total Number:</b>	<b>110</b>	<b>/</b>	<b>110</b>

## 2.2 Employee Headcount

Department Name		Title	TEL/MP/E-Mail
GM	Mr. Yin Mengfei	GM	

## Section 3: Current Export Situation

### Current Export Situation

There is/are 3 foreign trading employee(s) in the company.

Working Experience	Headcount	Accepted Language	Listening & Speaking	Reading & Writing
Over 30 Years	0	N/A	N/A	N/A
21-30Years	0	N/A	N/A	N/A
11-20 Years	0	N/A	N/A	N/A
6-10 Years	1	English	Good	Good
2-5 Years	2	English	Good	Good
Less than 2 years	0	N/A	N/A	N/A

Does the company have a valid export license?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Export License Registration No.::	04775204
Total Revenue (Previous Year):	45,000,000RMB
Total Export Revenue (Previous Year):	15,000,000RMB
Estimated Export Revenue (Current Year):	18,000,000RMB
Trade Agents Employed Overseas:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Nearest Port:	Shenzhen, Guangzhou
Accepted Payment Terms	<input type="checkbox"/> FOB <input type="checkbox"/> CIF <input checked="" type="checkbox"/> EXW <input type="checkbox"/> CFR
Accepted Payment Type:	<input type="checkbox"/> L/C <input checked="" type="checkbox"/> T/T <input checked="" type="checkbox"/> Credit Card <input checked="" type="checkbox"/> Cash <input type="checkbox"/> West Union <input type="checkbox"/> Money Gram <input type="checkbox"/> Paypal <input type="checkbox"/> Moneybooker
Average lead time for mass order	25-45days
Top 6 Exporting Countries	US, Canada, India, Italy, Dubai and the middle East ect,
Top 6 Exporting Clients(company name/Country)	<b>Not provided as confidential</b>

## Section 4: Production Ability

### Production Ability

#### 4.1 Production Capacity

Product Name	Production Line Capacity
Normal furniture	600-800pcs per month
Client card furniture	200-300pcs per month

#### 4.2 Production Machinery

Machine Name	Quantity	Number of Year(s)Used	Condition
Polishing machine	6	2-3 years	Good
Nail Gun	12	1-2 years	Good
Electric Saw	6	3-4 years	Good

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Tenoning machine	1	5-6 years	Good
Planer	4	3-4 years	Good
Milling machine	9	5-6 years	Good
Vertical spindle machine	3	3-4 years	Good

## 4.3 Testing Machinery

Machine Name	Quantity	Number of Year(s)Used	Condition
Measurement Tape	66	2-8years	Good
Caliper	15	3 year	Good

## 4.4 Subcontractors

Subcontractor Name	Product Subcontracted	Volume Supplied	Cooperation Period
Not provided	--	--	--

## Section 5: Quality Assurance

### Quality Management System and Product Certification

#### 5.1 Quality Management System Certification

Certification	Certified By	Certificate No.	Business Scope	Expiry Date
N/A	-	-	-	-

#### 5.2 Product Certification

Certification	Certified By	Certificate No.	Business Scope	Expiry Date
N/A	-	-	-	-

#### 5.3 Quality Control Management

	Content	Observations /Comments
5.3.1	Is there quality control on all production lines?	<input type="checkbox"/> Yes, all production lines have adequate quality control <input checked="" type="checkbox"/> Yes, some production lines have adequate quality control <input type="checkbox"/> No
5.3.2	Do the QA/QC inspectors work independently from the production line? QA / QC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5.3.3	Who does the QC/QA Manager /Supervisor report to?	GM
5.3.4	How many QA/QC inspectors in total?	5

#### No. of Employees in Each Production Line:

Production Line	Supervisor	No. of Operators	No. of In-line QC/QA
Painting Dept	1	14	1
Hardware Dept	1	11	1
Carpentry Dept	1	27	1
Coating Dept	1	12	1
Packing line	1	7	1

#### 5.4 Supplier Management

	Content	Observations /Comments
5.4.1	Does the company have a supplier assessment procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5.4.2	Does the company have an updated list of approved suppliers?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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5.4.3	Does the company establish and implement a standard procedure for purchasing contract review and approval?	<input type="checkbox"/> Yes, with written standard procedures <input checked="" type="checkbox"/> Yes, with written procedure but lack of consistent standard <input type="checkbox"/> No
5.4.4	Does the company keep its supplier assessment reports?	<input type="checkbox"/> Yes, assessment reports are available for more than 3 Years <input type="checkbox"/> Yes, assessment reports are available for more than 1-3 Years <input type="checkbox"/> Yes, assessment reports are available for previous 12 months <input checked="" type="checkbox"/> No
5.4.5	Are the company's purchasing documents sufficient to ensure product safety control and their customers' requirements?	<input type="checkbox"/> Yes, the purchasing document includes all the information required <input type="checkbox"/> Yes, however the purchasing document includes incomplete information <input checked="" type="checkbox"/> No
5.4.6	Is there a procedure to conduct random product inspections after final packaging?	<input type="checkbox"/> Yes, with clear standard and written inspection records <input type="checkbox"/> Yes, with inspection records but no procedures <input checked="" type="checkbox"/> Yes, with procedures but no inspection records <input type="checkbox"/> No, inspections are not necessary

## 5.5 After Sales Service

	Content	Observations /Comments
5.5.1	Is customer feedback, including complaints, clearly recorded and maintained?	<input type="checkbox"/> Yes, with a standard feedback form and records <input type="checkbox"/> Yes, with a standard feedback form but no records <input checked="" type="checkbox"/> Yes, with records but no standard feedback form <input type="checkbox"/> No
5.5.2	Are there any clear procedures for handling customer complaints?	<input checked="" type="checkbox"/> Yes, with clear procedures and written records <input type="checkbox"/> Yes, with clear procedures but no written records <input type="checkbox"/> Yes, with written records but no clear procedures <input type="checkbox"/> No
5.5.3	Is there a closed-loop corrective action system in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5.5.4	Can finished/packaged products be traced by lot identification to the appropriate raw material test reports?	<input type="checkbox"/> Yes, with procedures to trace raw materials <input checked="" type="checkbox"/> Yes, main raw material can be traced <input type="checkbox"/> No, only the production date can be traced <input type="checkbox"/> No
5.5.5	Is there a product alert and recall procedure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Section 6: Production Process Management

### Quality Control Management

	Content	Observations /Comments
6.1	Is the factory tidy and clean enough for production?	<input type="checkbox"/> Yes, very good <input type="checkbox"/> Yes, acceptable <input checked="" type="checkbox"/> No, needs improvement <input type="checkbox"/> No, very poor
6.2	Are the following items /documents provided at the appropriate location?	<input type="checkbox"/> Work instructions <input checked="" type="checkbox"/> Approved sample <input type="checkbox"/> Product picture <input type="checkbox"/> No the above-mentioned was not available.
6.3	Are written instructions available for onsite material inspection/testing? Are the relevant records maintained?	<input type="checkbox"/> Yes, with clear written instructions and records <input checked="" type="checkbox"/> Yes, with written instructions but no records <input type="checkbox"/> Yes, with records but no written instructions <input type="checkbox"/> No

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6.4	Are written inspection/testing instructions available for finished products? Are the relevant records maintained?	<input type="checkbox"/> Yes, with clear written instructions and records <input type="checkbox"/> Yes, with written instructions but no records <input type="checkbox"/> Yes, with records but no written instructions <input checked="" type="checkbox"/> No
6.5	How are finished products inspected?	<input checked="" type="checkbox"/> 100% of products with detailed inspection <input type="checkbox"/> Random inspection <input type="checkbox"/> No inspection <input type="checkbox"/> No inspection necessary
6.6	Are units that failed inspection clearly marked and separated to prevent accidental dispatch?	<input type="checkbox"/> Yes, the units are separated and marked clearly <input checked="" type="checkbox"/> Yes, the units are separated but not marked clearly <input type="checkbox"/> No
6.7	How are finished products that failed inspection handled?	<input checked="" type="checkbox"/> Repaired and re-inspected <input type="checkbox"/> Thrown away <input type="checkbox"/> No inspection necessary

## Section 7: R & D Capacity

### R&D Capacity

#### 7.1 Current Situation

There is/are 6 R&D engineer(s) in the company.

Working Experience	Headcount	Education Level	Headcount
Over 30 Years	0	English	0
21-30Years	0	Post-Graduate	0
11-20 Years	0	Graduate	2
6-10 Years	3	Junior College	4
2-5 Years	3	Technical School	0
Less than 2 years	0	High School	0

Does the company have its own brand?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please specify:	No
Does the company provide OEM/ODM service for others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there relevant design input/output, review, and verification documents available for the assessment company?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Based on inspection, are R & D employees equipped with adequate specialized equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list all key equipment used:	Computer
Do R&D employees use any specific software for designing new products?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list the main software used:	CAD, Photoshop,

## Section 8: Production Flow

### Production Flow

No.	Production process	No.	Production process	No.	Production Process
1	Raw material (Plastic)	2	Raw material mixing	3	Plastic molding

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4	<b>Raw material( plywood purchased outside)</b>	5	<b>Fabric sewing</b>	6	<b>Seat and backrest soft packing</b>
					
7	<b>Seat and backrest soft packing</b>	8	<b>Packing line</b>	9	<b>Office chair complete packing</b>
					
10	<b>Metal chair punching</b>	11	<b>Metal chair bending machine</b>	12	<b>Semi-finished goods after processed</b>
					
13	<b>Metal chair after power coating</b>	14	<b>Metal chair waiting for packing</b>	15	<b>Metal chair packing</b>
					
13	<b>Metal chair after power coating</b>	14	<b>Metal chair waiting for packing</b>	15	<b>Metal chair packing</b>

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## Section 9: Certification & Photos

### Certification



1. Business license view



2. Check business license on Web

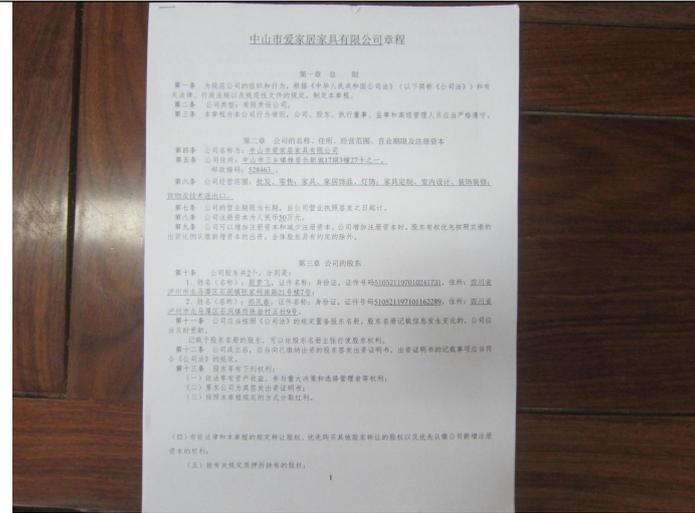


3. Foreign trading registration form



4. Open account certificate

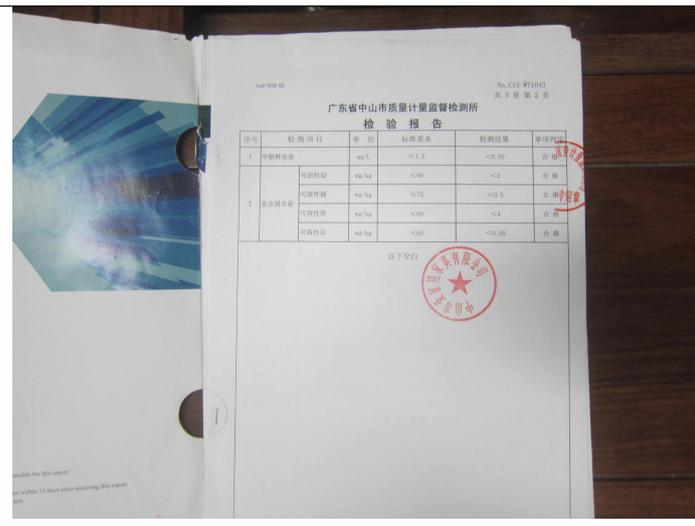
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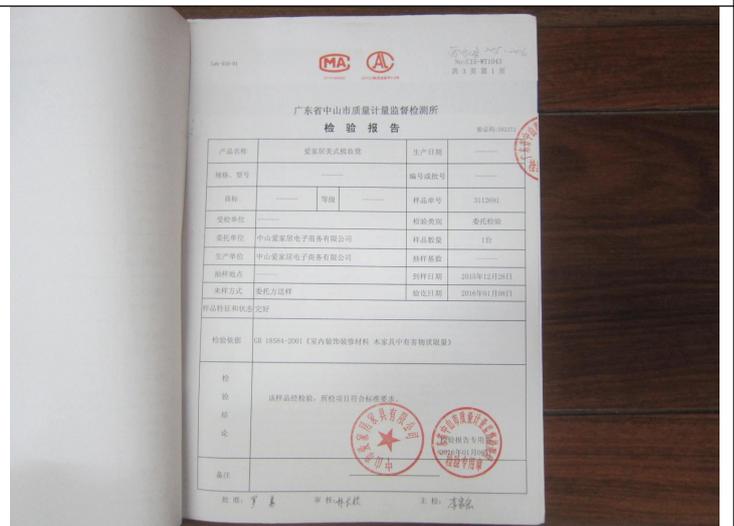
5. Article of Company



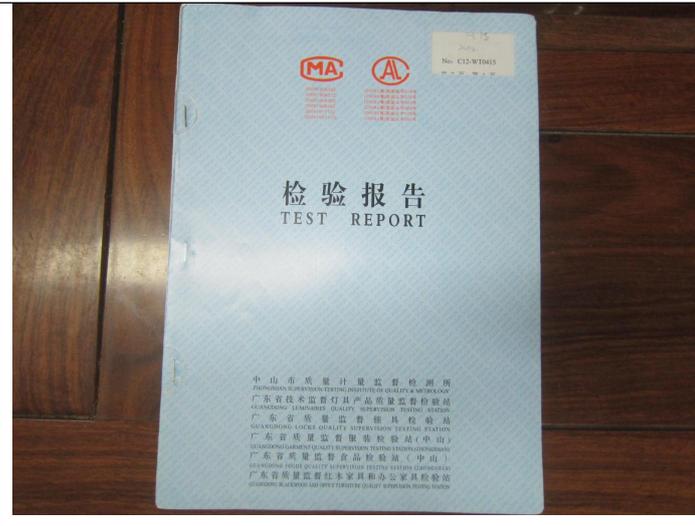
6. Product test report



7. Product test report



8. Product test report

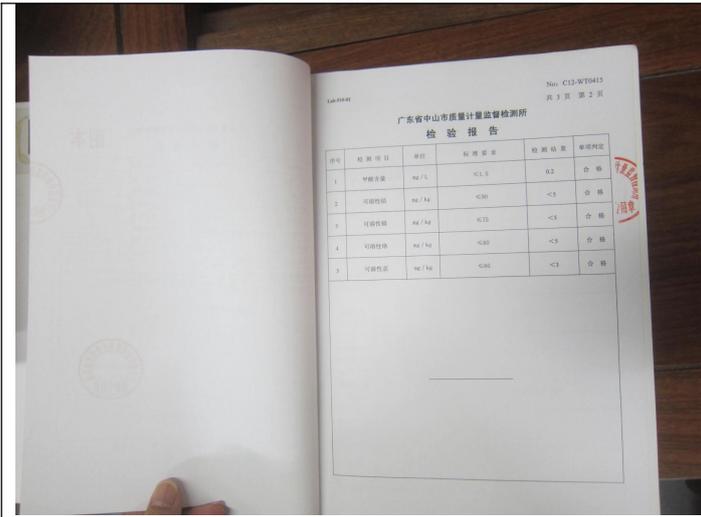


9. Product test report



10. Product test report

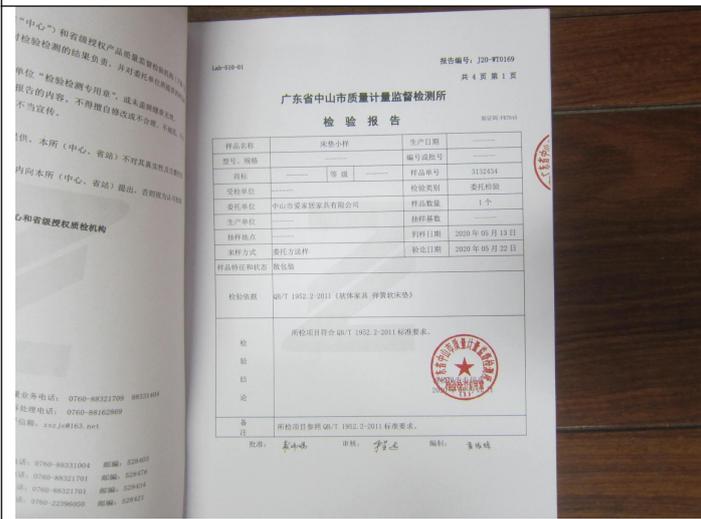
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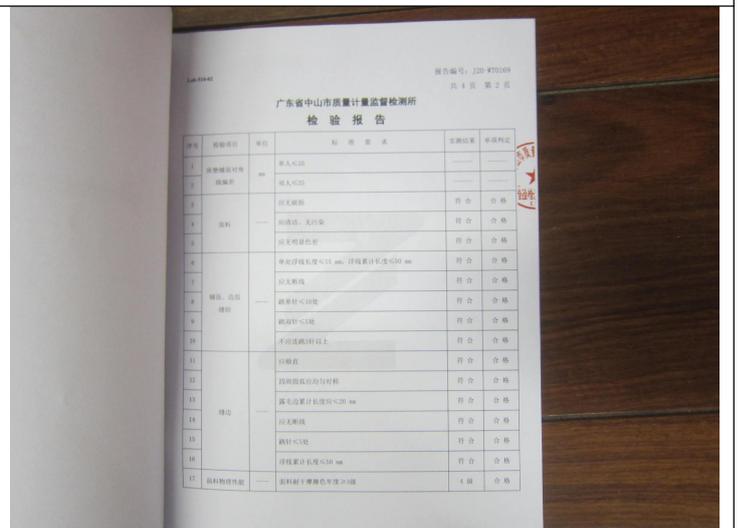
11. Product test report



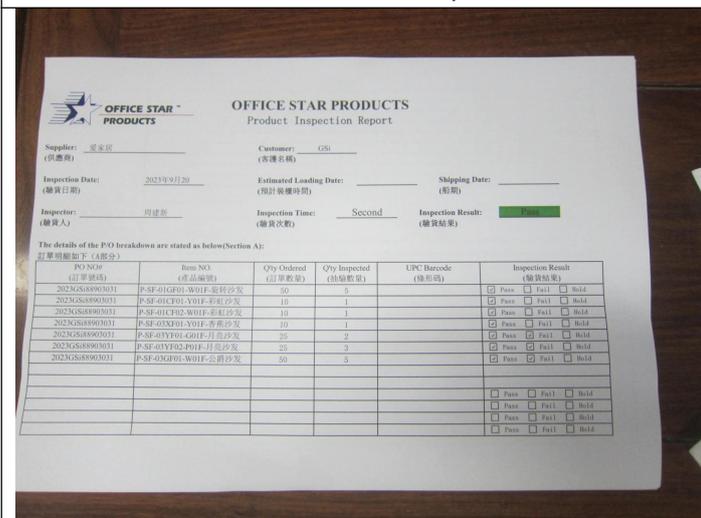
12. Product test report



13. Product test report



14. Product test report



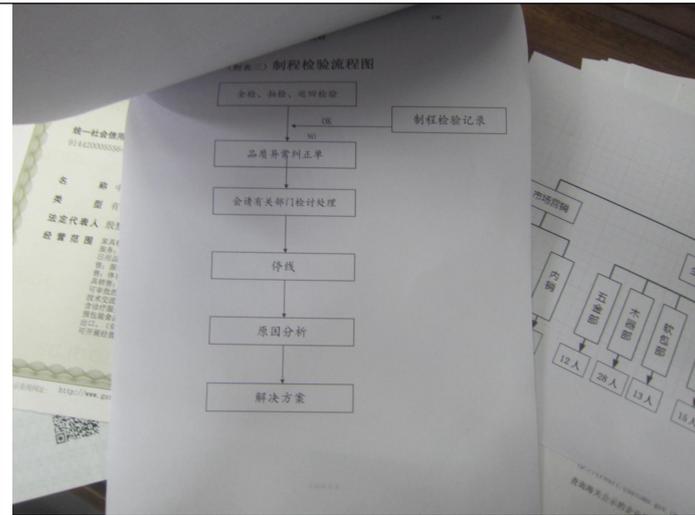
15. QC report



16. QC report



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23. Quality manual

序号	机器名称	数量	编号	备注
1	小磨机	11	A2201-A2211	
2	手砂机	11	B2201-B2211	
3	海砂	9	G2201-G2209	
4	钉枪	12	C2201-C2212	
5	马枪	11	E2201-E2211	
6	胶枪	5	H2201-H2205	
7	43#枪	8	F2201-F2208	
8	气泵	12	K2201-K2212	
9	打磨机	6	L2201-L2206	
10	风批	4	M2201-M2204	
11	大钉枪	1	R2201	
12	手提泵	3	Q2201-Q2203	
13	中磨机	3	N2201-N2203	
14	开槽机	1	H2201	
15	磨台磨	2	H2201	
16	吊磅	3	H2301	
17	拖车	3	B2201-B2204	
18	立轴机	3	B2201-B2206	
19	新料磨	2	B2201-B2206	
20	压板	2	B2201-B2207	
21	磨盘	2	B2201-B2208	
22	砂光机	2	B2201-B2209	
23	平板	2	B2201-B2210	

24. Machine list

编号	工具名称	型号规格	单位	数量	存放地点	购入时间
R3901	电剪		台	1	刘家奇	
R3902	直针枪		把	1		
R3903	红外针测量仪		台	1	谢刚勇	
R3904	喷枪		把	1		
R3905	喷枪		把	1		
R3906	喷枪		把	1		
R3907	喷枪		把	1		
R3908	码钉枪		把	1		
R3909	码钉枪		把	1		
R3910	码钉枪		把	1		
R3911	码钉枪		把	1		
R3912	大枪		把	1	刘家奇	
R3913	大力钳		把	1	刘家奇	

25. Machine list

编号	工具名称	型号规格	单位	数量	存放地点	购入时间
B3901	电钻		把	1		
B3902	电钻		把	1		
B3903	手砂机		把	1		
B3904	小砂机		把	1		
B3905	风批		把	1		
B3906	钉枪		把	1		
B3907	大钉枪		把	1		
B3908	大钉枪		把	1		

26. Machine list

证明

兹证明广东省东莞市厚街镇双岗上环北溪路2号为中山市爱家家具有限公司的生产厂址。

特此证明!

中山市爱家家具有限公司

27. Factory relationship certificate

市厚街镇双岗上环北溪路2号为中山

ajjhome518@gmail.com

28. E-Mail of Jack



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35. Jake name card



36. Jake on site

## Section 10: Company and Product Samples

### 1. FACTORY BUILDING AND OFFICE VIEW



37. Factory gate



38. Factory building view



39. Factory gate view



40. Factory address

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41. 1<sup>st</sup> floor view



42. Office view



43. Office view



44. Office view



45. Office view

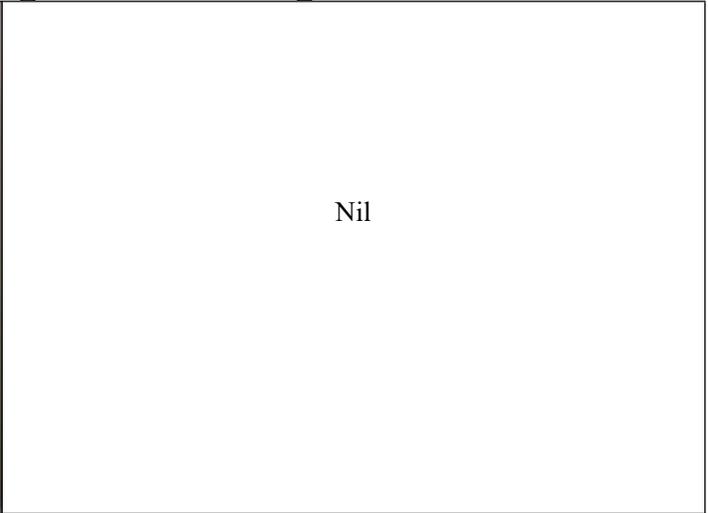


46. GM office

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47. GM office



Nil

## 2. 1st floor packing line



48. Packing line



49. Fire equipment



50. Fire equipment



51. Drink eare

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52. Finished products



53. Finished products



54. Packing line



55. Packing line



56. Packing line



57. Packed cartons

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58. Elevator view



59. Emergency light

## 2nd floor- coating line



60. Coating line



61. Finished product



62. Finished product



63. Coating line

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64. Coating line



65. Coating line



66. Coating line



67. Coating line



68. Coating line



69. Coating line

# Richforth Inspection Report



70. Coating line



71. Coating line



72. Coating line

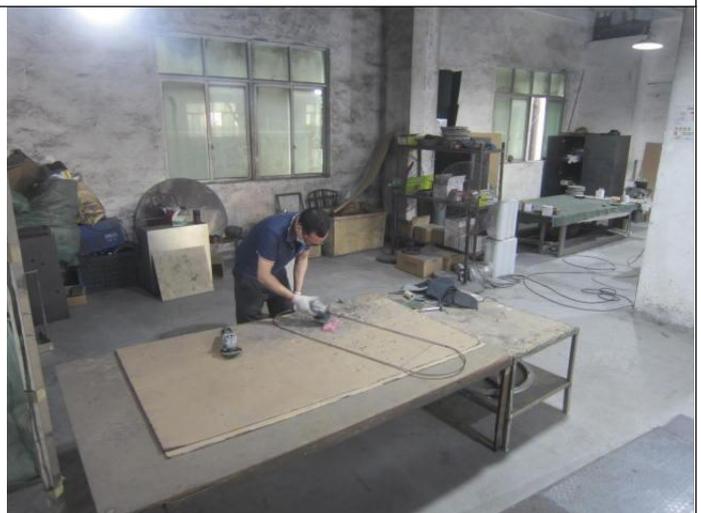


73. Coating line

## 2nd floor-hardware line



74. Hardware line



75. Polishing metal part

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76. Hardware line



77. Hardware line



78. Hardware line



79. Machine view



80. Machine view



81. Machine view

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82. Machine view



83. Machine view



84. Machine view



85. Machine view



86. Fire equipment



87. Escape route

**3rd-Carpentry line**

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88. Carpentry line



89. Monitoring equipment



90. Carpentry line



91. Carpentry line



92. Carpentry line



93. Carpentry line

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94. Carpentry line



95. Carpentry line



96. Carpentry line



97. Carpentry line



98. Machine view



99. Machine view

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100. Machine view



101. Carpentry line



102. Raw material



103. Raw material



104. Raw material



105. Raw material

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106. Machine view



107. Machine view



108. Machine view



109. Machine view



110. Wood chips



111. Machine view

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112. Machine view



113. Machine view

## 4th -floor painting line



114. Painting line



115. Painting line



116. Painting line



117. Painting line

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118. Painting line



119. Painting line



120. Painting line



121. Painting line



122. Painting line



123. Paint products

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124. Color swatch



125. Color swatch

## 4th floor-warehouse



126. Warehouse view



127. Warehouse view



128. Painting store area



129. Explosion-proof light

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130. Packing material



131. Semi products



132. Semi products



133. Semi products

## Sample of client care



134. Sample 1



135. Sample 1

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136. Sample 1



137. Sample 1



138. Sample 1



139. Sample 1



140. Sample 1



141. Sample 1

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142. Sample 1



143. Sample 1



144. Sample 1



145. Sample 1



146. Size of product



147. 70cm

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148. Size of product



149. 40cm



150. Size of product



151. 87cm



152. Sample 2



153. Sample 2

# Richforth Inspection Report



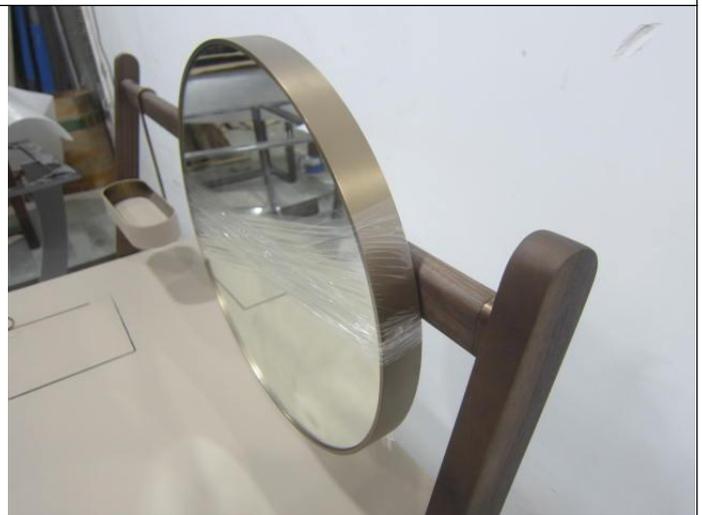
154. Sample 2



155. Sample 2



156. Sample 2



157. Sample 2



158. Sample 2



159. Sample 2

# Richforth Inspection Report



160. Sample 2



161. Sample 2



162. Sample 2



163. Sample 2



164. Sample 2



165. Sample 2

# Richforth Inspection Report



166. Sample 2



167. Sample 2



168. Sample 2 Sample 2



169. Sample 2

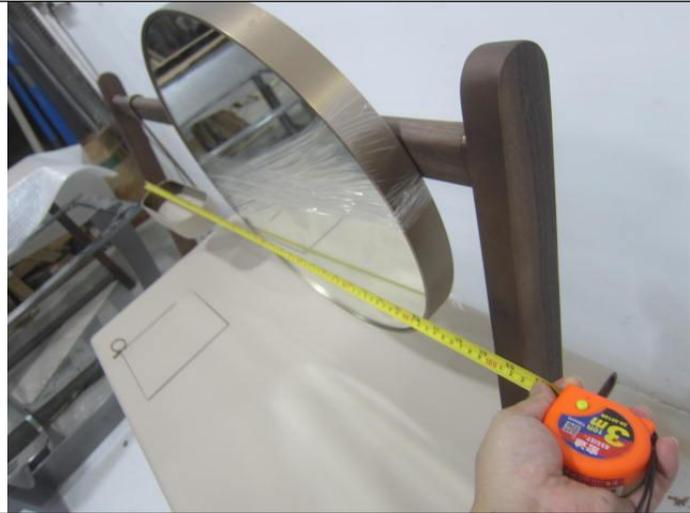


170. Sample 2



171. Sample 2

# Richforth Inspection Report



172. Size of product



173. 103cm



174. Size of product



175. 49.5cm



176. Size of product



177. 118cm

# Richforth Inspection Report



178. Size of product



179. 74.5cm



180. Sample 3



181. Sample 3



182. Sample 3



183. Sample 3

# Richforth Inspection Report



184. Sample 3



185. Sample 3



186. Sample 3



187. Sample 3 Sample 3



188. Sample 3



189. Sample 3

# Richforth Inspection Report



190. Size of product



191. 40cm



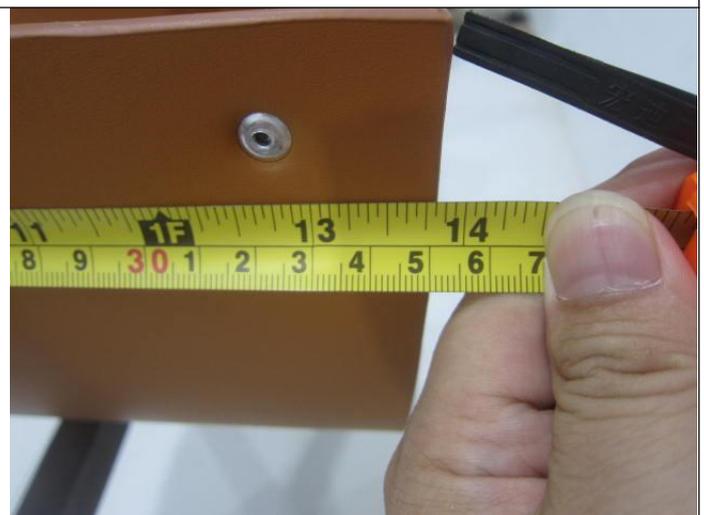
192. Size of product



193. 70cm



194. Size of product



195. 35cm

# Richforth Inspection Report



196. Sample 4



197. Sample 4



198. Sample 4



199. Sample 4



200. Sample 4



201. Sample 4

# Richforth Inspection Report



202. Sample 4



203. Sample 4



204. Sample 4



205. Sample 4



206. Sample 4



207. Sample 4

# Richforth Inspection Report



208. Size of product



209. 46.5cm



210. Size of product



211. 50cm



212. Size of product



213. 83cm

# Richforth Inspection Report



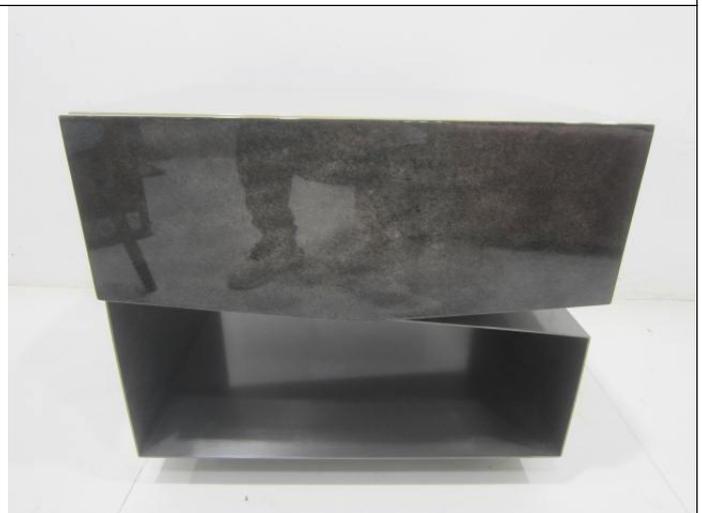
214. Size of product



215. 43.5cm



216. Sample 5



217. Sample 5



218. Sample 5



219. Sample 5

# Richforth Inspection Report



220. Sample 5



221. Sample 5



222. Sample 5



223. Sample 5



224. Sample 5



225. Sample 5

# Richforth Inspection Report



226. Size of product



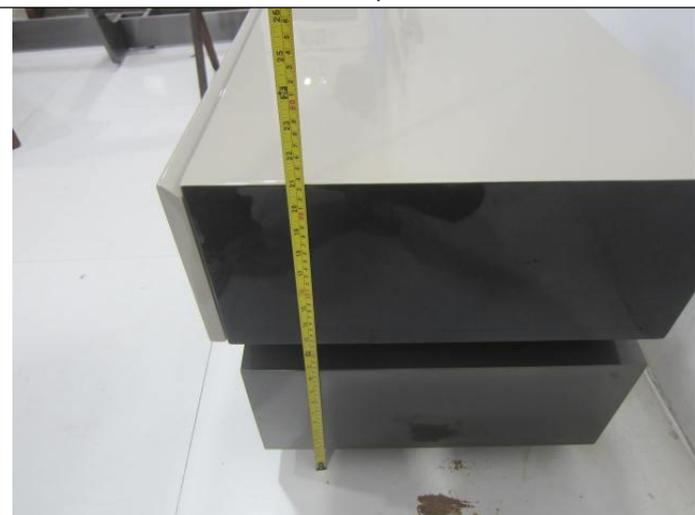
227. 60cm



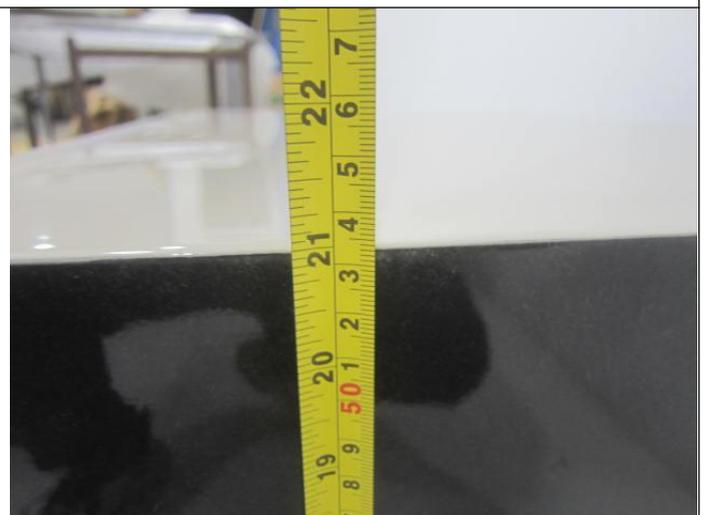
228. Size of product



229. 50cm



230. Size of product



231. 53.5cm

--END OF REPORT--