



**SEC 1. Work Environment & Management Responsibility**

		<i>Rating</i>	<i>Scores</i>
1.1	Is there a valid business operation license?	0 ~ 1	
1.2	Is there a company organization Chart?	0 ~ 1	
1.3	Is working hours & overtime follow local practice?	0 ~ 1	
1.4	Is the minimum wage policy following local practice?	0 ~ 1	
1.5	Is the working environment follow local safety requirements?	0 ~ 3	
1.6	Is the hazardous area equipped with a fire extinguisher/First Aid?	0 ~ 2	
1.7	Are chemicals handled properly & stored separately in designated areas?	0 ~ 2	
1.8	Is the dormitory living condition meeting local Authority standards?	0 ~ 3	
1.9	Is the canteen clean & hygienic meeting local Authority regulations?	0 ~ 3	

**SEC 2. QMS, IQC, IPQC, OQA**

2.1	Is there an independent Quality department? defined organization chart?	0 ~ 3	
2.2	Is there a company Quality Manual? Compliance with ISO9001-2000?	0 ~ 5	
2.3	Is there a Quality Policy? Has it been made known to all employees?	0 ~ 3	
2.4	Are there Company Operation Procedures? Well-defined Flow Chart?	0 ~ 5	
2.5	Is there an appointed Quality Manager or Quality Controller?	0 / 3	
2.6	Is the company passed through ISO-9001 Certification? Certificate No. ....	0 / 5	
2.7	Is ISO Certification covers Design & Manufacturing? Same product?	0 ~ 5	
2.8	Is the company follow ISO9001 QMS even if no ISO9001 Certification yet?	0 ~ 3	
2.9	Is there Approval by FCC/UL/CE/ETL/TUV/VDE/, Certificate awarded?	0 ~ 3	
2.10	Is there sufficient Procedure, Work Instruction for IQC, IPQC, OQA, etc?	0 ~ 3	
2.11	Is there an IQC report? IPQC report? QC/QA AQL sampling report?	0 ~ 3	
2.12	Is there an AQL Sampling plan & Defect Criterion for IQC, IPQC, & OQA?	0 ~ 3	
2.13	Is there a procedure for handling, storage, and testing of Safety/key components?	0 ~ 3	
2.14	Is there a Checklist to ensure the Soldering process, ESD, and Screw Torque?	0 ~ 5	
2.15	Is there an operation procedure/working instruction/checklist for the Hi-Pot tester?	0 ~ 3	
2.16	Is there a Calibration procedure? Is essential equipment calibrated?	0 ~ 3	
2.17	Is hand soldering iron temperature, and iron tip check regularly?	0 ~ 3	
2.18	Is there a Non-conformance procedure? and is it implemented effectively?	0 ~ 3	
2.19	Is there a system to trace component change? Test and approval process?	0 ~ 5	

**SEC 3. Product Safety & Reliability**

3.1	Is there any Safety component/ Safety product checklist? with record?	0 ~ 5	
3.2	Is there a Failure Analysis for Safety components? Corrective Action Report?	0 ~ 5	
3.3	Is there a Life Test set-up available? Conducting now on new products and existing models?	0 ~ 5	
3.4	Is there Temperature & Humidity Chamber for Evaluation & Tests?	0 / 5	
3.5	Is there a Vibration test for verification of packaging and transportation?	0 / 3	
3.6	Is there a Drop test done by machine or by manual hand drop?	0 ~ 3	
3.7	Is there a Sound Proof room to test Noise and other electrical parameters?	0 ~ 3	
3.8	Are there Endurance tests to verify the performance of mechanical parts?	0 ~ 3	
3.9	Is there Engineering Spec and documented test methods for safety parts?	0 ~ 5	
3.10	Is Engineering/QA keeping all Safety records? Before and after MP?	0 ~ 5	
3.11	Is the factory using "all" RoHS components? Are there updated records or compliance test reports?	0 ~ 5	

#### SEC 4. Production & Material Control

4.1	Is there a production & material planning function? PC or PMC dept.?	0 ~ 4	
4.2	Is there an official production schedule? Updated for all to follow?	0 ~ 3	
4.3	Is there a system to monitor the hourly/daily output by the supervisor /Mgt.?	0 ~ 3	
4.4	Is there a system for proper material storage? First-in-first-out?	0 ~ 2	
4.5	Is there a system to monitor the storage of temperature-sensitive material?	0 ~ 2	
4.6	Is there a system to segregate the non-conformance, the bad parts from the "Good" ones?	0 ~ 2	
4.7	Is there a systematic procedure to provide proper identification & traceability?	0 ~ 2	
4.8	Is there a written procedure/working instruction for Hi-Pot test in-line?	0 ~ 3	
4.9	Is there a systematic procedure for handling of "Rejected" material/product?	0 ~ 3	
4.10	Are all parts identified with Part#. at receiving, storage, and issuing?	0 ~ 3	
4.11	Are working instructions well-defined & understood by operators?	0 ~ 3	
4.12	Is line equipment properly set up? Regular maintenance? Calibrated?	0 ~ 3	
4.13	Are line supervisors, technicians & operators well-organized and disciplined?	0 ~ 3	
4.14	Are all units subjected to Hi-Pot test on line? with proper recording?	0 ~ 5	
4.15	Are all rejected units, after repaired going through Hi-Pot re-test again?	0 ~ 3	
4.16	Are hand groves used when required to prevent scratches, eg packing?	0 ~ 2	
4.17	Are ESD preventive measures being taken care of in-line/off-line processes?	0 ~ 3	
4.18	Is driver torque being calibrated daily by engineering personnel?	0 ~ 3	
4.19	All assembly & test stations supported by jigs and test fixtures?	0 ~ 3	
4.20	Is the packaging & accessories checklist provided at the Packing process?	0 ~ 3	
4.21	Is there sufficient technical support from the Engineering department?	0 ~ 3	
4.22	Are there production meetings & reporting? Daily? Weekly? Monthly?	0 ~ 3	

#### SEC 5. Housekeeping

5.1	Is the company practicing housekeeping based on the 5S concept?	0 / 1	
5.2	Is the general office/shop floor/FG warehouse clean and in proper order?	0 ~ 3	
5.3	Are production components, containers, and cartons boxes properly placed?	0 ~ 3	
5.4	Is the PCBA being handled properly without stacking on top of one another?	0 ~ 3	
5.5	Are components & parts properly kept in the Store with proper stock cards?	0 ~ 3	
5.6	Is there a separate packing area, accessories properly placed, not confused?	0 ~ 3	
5.7	Is the taping of carton boxes correctly done off-line and stacked correctly?	0 ~ 3	
5.8	Are transformers/key components stored separately and not over-stacking?	0 ~ 3	
5.9	Are AC cords/cables/WIPs stored inside boxes and not over-stacking?	0 ~ 3	
5.10	Are dust-sensitive parts properly protected and dust-free? (e.g. LCD, LED Lens, vacuum Glass doors, etc).	0 ~ 3	

Comments if any

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