



BV-AVON 2 MANDAY FACTORY AUDIT CHECKLIST WITH (AVON INTERNATIONAL)

BUREAU VERITAS PROPRIETARY - copyright Bureau Veritas [2004]
DO NOT DISCLOSE OUTSIDE YOUR ORGANISATION WITHOUT BUREAU VERITAS PRIOR WRITTEN CONSENT.

Performance Overview

Audit Details

BV Ref:	10180661528		
Auditor:	MONICA MIAO		
Audit Date:	Mar 30, 2018		
Date of Previous Audit:	Apr 07, 2017		
Previous Audit #:	10170390375		
Vendor Name:	THE HOUSE OF BUSBY		
Factory Name:	JIAXING JIAXIDA LEATHER CO LTD		
Address:	NO.193 YUANFENG ROAD XIUZHOU DISTRICT JIAXING		
E-Mail Address:	XLF@LAYOGROUP.COM		
Tel:	86-573-82076819	Fax: 86-573-89977444	
Country:	CHINA		

Scope of Audit

BV-Avon Factory Assessment Protocol – 2 MD

Audit Category

Women's Handbags

Key Personnel

Name	Job Title	Present at Audit (please tick 'X' below)			
		Opening Meeting	On-site Audit	Documentation Review	Closing Meeting
Mr. Wang Ji	General Manager				X
Mr. Wang Ji	Production manager	X		X	X
Mr. Zhou Guoliang	Quality supervisor	X	X	X	X
Ms. Li Ling	Sales	X	X	X	X

Audit Results

Total Compliance Level to Standard	Non Conformance(s)			Risk Level for Supply	Follow-up frequency
	Critical(s)	Major(s)	Minor(s)		
96.02%	0	0	17	YELLOW	12 MONTHLY FOLLOW-UP

Company Profile

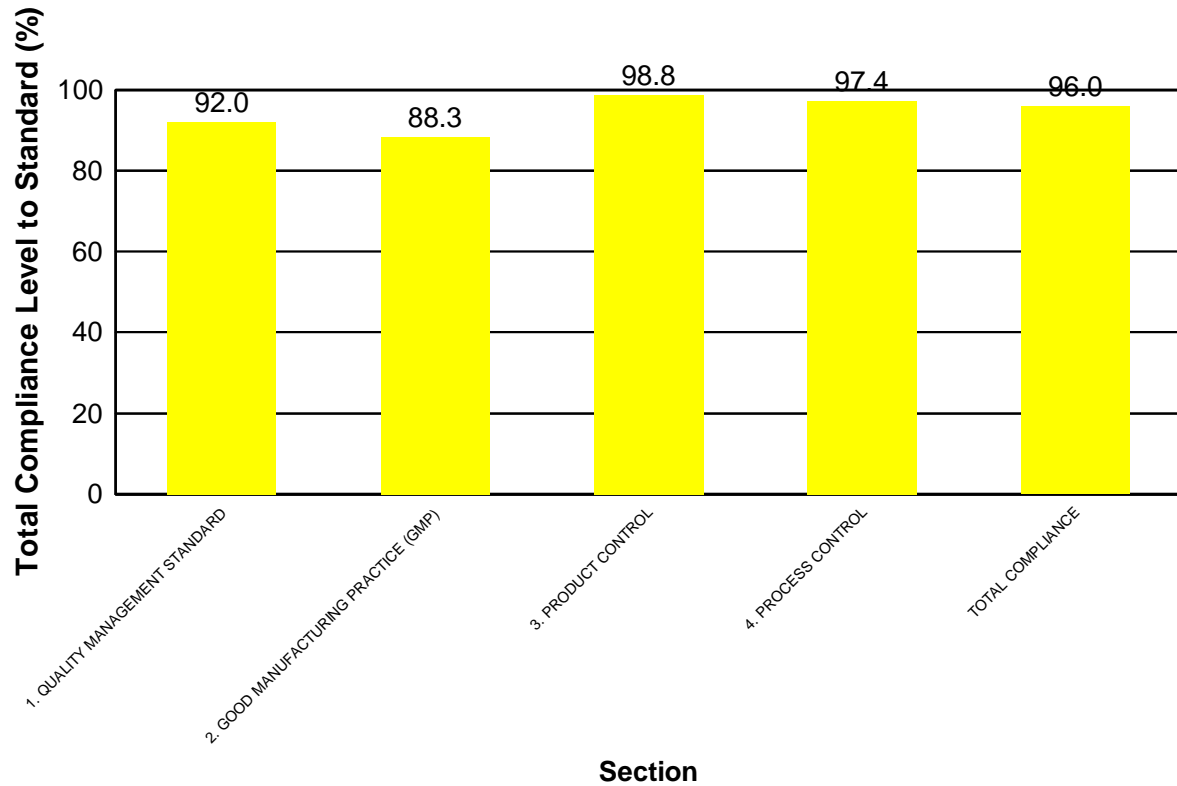
~Factory established: Jan.2015
~Main manufacturing processes: Cutting, Gluing, Assembly, Sewing, Finishing and Packing
~Product category: Women's Handbags
~Factory area: 2,000 square meter
~Employee number: 42 employees
~Production capacity: 50,000 pcs per month
~International certification: Nil
~Peak season: Not obvious
~Major market: Africa (70%), South American (20%), Europe (10%)
~Major customer: Avon (70%), Primark (20%)
~Product liability insurance and product recall insurance were purchased? Nil
~Integrity and bribery case: No

Remark i): (if any)

Sand blasting is not a current capability at the factory and never was.

Analysis of Site Compliance

Audit Score Overview



NB: Total Compliance Color reflects "Risk level for supply"

Degree of compliance Overview (per section)

Section	Green	Yellow	Orange	Red	N/A	Total Questions
1. Quality Management Standard	42 (80.77%)	6 (11.54%)	0 (0.00%)	0 (0.00%)	4 (7.69%)	52
2. Good Manufacturing Practice (Gmp)	39 (81.25%)	9 (18.75%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	48
3. Product Control	32 (88.89%)	1 (2.78%)	0 (0.00%)	0 (0.00%)	3 (8.33%)	36
4. Process Control	28 (82.35%)	1 (2.94%)	0 (0.00%)	0 (0.00%)	5 (14.71%)	34
OVERALL	141 (82.94%)	17 (10.00%)	0 (0.00%)	0 (0.00%)	12 (7.06%)	170 (100%)

Audit Findings Summary			
Critical Non-conformance Section			
Clause No.	Clause Requirement	Levels of Non-Conformance	Audit Findings
NIL			
Please submit a corrective action plan within 14 days after the audit for the nonconformance's mentioned in the above and underneath sections.			

Audit Findings Summary

Clause No.	Clause Requirement	Levels of Non-Conformance	Audit Findings
1	QUALITY MANAGEMENT STANDARD		
1.3.1	The company shall ensure that mechanisms (e.g., appraisal, KPI) are in place to monitor the effectiveness of employees' operation.	Minor (YELLOW)	Appraisal Mechanisms was established to monitor the effectiveness of employees' operation, but the monitoring records were only maintained for management instead of all employees.
1.9.2	Raw materials (including packaging), work in progress and finished products shall be identified to ensure traceability.	Minor (YELLOW)	Per factory tour, most raw materials, semi-finished products were properly identified, but some incoming sewing threads and zippers were not properly identified with incoming date, PO#/lot#, quantity, etc. for traceability.
1.9.5	The system shall be regularly tested to ensure traceability can be determined from raw material source to finished product and vice-versa.	Minor (YELLOW)	During this audit, traceability testing records were maintained for review, but the procedure for testing of traceability system showing defined interval was not established.
1.10.2	The company shall establish procedures to ensure that customers are notified immediately should an incident take place, which has potentially resulted in an illegal or unsafe product that has been delivered to the customer.	Minor (YELLOW)	The factory established a procedure that to notify customer immediately if any incident take place, but there was no time frame (such as 24 hours) was defined accordingly.
1.13.2	Where the employee carries out procedures critical for product safety, legality and quality the company shall have full training records.	Minor (YELLOW)	Per document review and employees interview, the training program for employees carries out procedures critical for product safety, legality and quality was performed in the factory, but per reviewing the training records, it was noted that the effectiveness evaluation was only performed for part of trainee instead of all.
1.15.5	All documents in use are the correct version.	Minor (YELLOW)	Per factory tour, one work instruction provided at gluing area was not issued with version number and document number.
2	GOOD MANUFACTURING PRACTICE (GMP)		
2.3.1	Premises are sufficiently illuminated in order to permit effective cleaning, production, monitoring, and inspection.	Minor (YELLOW)	By lux meter checking during factory tour, lighting conditions for incoming inspection area (510lux) and finished products inspection area (848 lux) were insufficient (Below 1000 lux).
2.4.2	The company shall establish maintenance program to ensure all equipment and production machinery are adequately maintained.	Minor (YELLOW)	Machine maintenance program was established and performed in the factory, and relevant maintenance records were maintained for review. But per factory tour, some sewing machine was not clean.
2.5.1	Cleaning practices shall be completed so as to minimise risk of contamination.	Minor (YELLOW)	The factory conducted 5S management system in the factory, cleaning schedule & records were provided for review, but some trashes were found on floor of die-cutting area.
2.6.3	No evidence of employee wearing jewellery, watches, other potentially contaminating apparel (check company's policy) observed.	Minor (YELLOW)	Company's control policy for employee jewelry, watch and other apparel control was established, but it observed that some employees were still wearing jewelry and watches, etc. at finishing and packaging area.
2.7.1	The company shall either contract the services of a competent pest control organisation, or shall have trained personnel, for the regular inspection and treatment of premises to deter and eradicate infestation. Where the services of a pest control contractor are employed, the	Minor (YELLOW)	Pest control procedure was established, and pest check records were maintained. But per factory tour, the mouse trap equipped in the gluing workshop was not in working condition. Moreover, the distribution map of pest control facility equipped was not established.

	service contract shall be clearly defined and reflect the activities of the site.		
2.7.3	Pest activity report with corrective actions shall be completed and satisfactorily verified.	Minor (YELLOW)	No pest activity report with corrective actions was completed and satisfactorily verified.
2.8.1	Where there is a risk of contamination, light bulbs and strip lights, including those on electric fly killer units, shall be protected by shatterproof plastic diffusers or sleeve covers or product adequately protected.	Minor (YELLOW)	Per factory tour observation, light bulbs & stripe lights installed at materials warehouse & packing area were protected to against breakage, but light bulbs installed at gluing & oil coating area were not protected, also the products under those lights were not protected
2.8.2	Where there is a risk of contamination, glass windows shall be protected against breakage or product adequately protected.	Minor (YELLOW)	All glass windows in the factory were not protected and some panels were stored near the glass windows without any protection which may cause contamination.
2.10.1	A waste disposal program shall be established for the collection, collation, and disposal of waste material.	Minor (YELLOW)	Documented procedure (JXD-EHS-09) was established for waste material control, but no records for the collection, collation, and disposal of waste material were provided for review.
3	PRODUCT CONTROL		
3.5.1	Procedures shall be in place to prevent the contamination of raw materials, packaging and finished products.	Minor (YELLOW)	Written procedure was established to protect the materials, semi-products and final goods during carrying and storage, etc. Per factory tour observation, most of materials, semi-products and final goods were well stored, but some cutting panels in light color were stored with protective cover, and some finished products were turned over.
4	PROCESS CONTROL		
4.2.2	Incoming materials, including sub-contracted semi-finished parts / components, shall be inspected/tested against purchase order or specification requirements before use.	Minor (YELLOW)	Incoming inspection procedure was established for all raw materials, and relevant inspection records were maintained for review. But it was noted that the defect description was not recorded in some inspection records for tracing.

Digital Photo Records

		
1) Exterior view of factory	2) Factory name	3) Factory rent 1&2 nd floor for production



4) Product for AVON



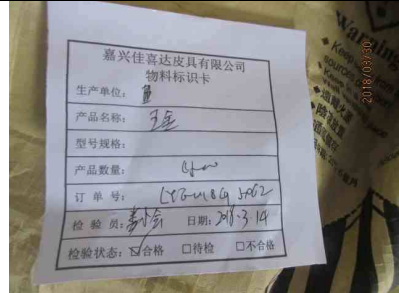
5) Product for AVON



6) Raw materials warehouse



7) Accessories storage area



8) Label for accessories



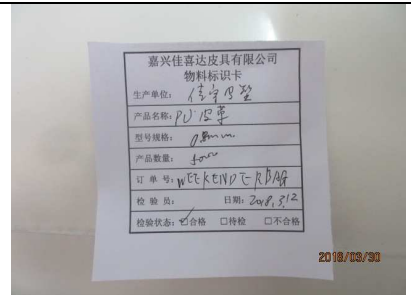
9) Some sewing threads without identification label



10) Some zippers without identification label



11) Fabrics storage area



12) Label for fabrics



13) Temperature and humidity gauge equipped



14) Waiting area before incoming inspection



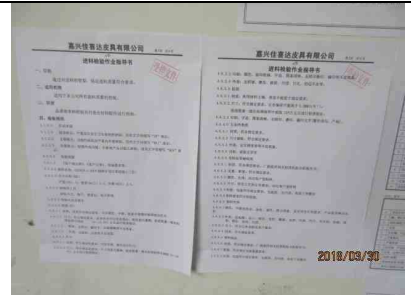
15) Incoming inspection area



16) Insufficient lighting at incoming inspection area (510 lux)



17) Designated nonconforming materials storage area



18) Inspection standard provided onsite



19) Cutting workshop



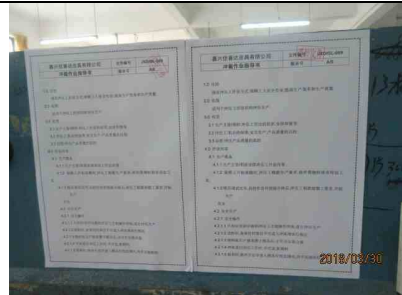
20) Fabric spreading process



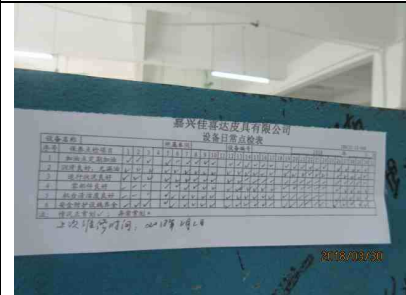
21) Some trashes were found on floor of die-cutting area.



22) Die-cutting station



23) Work instruction provided on site



24) Daily maintenance records posted on site



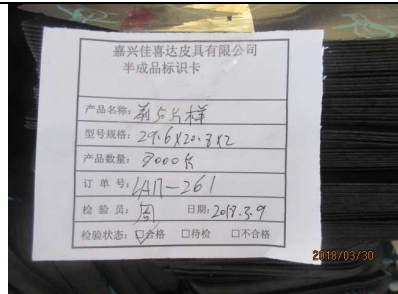
25) Approval sample provided onsite



26) Paper cutting machine



27) Cutting panels storage station (some cutting panels in light color were without protective cover)



28) Label for cutting panels



29) Designated nonconforming products storage area



30) Die-cutting moulds storage area



31) Gluing workshop



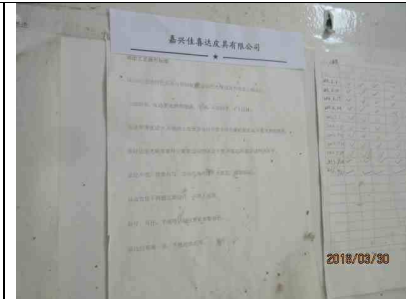
32) Gluing station



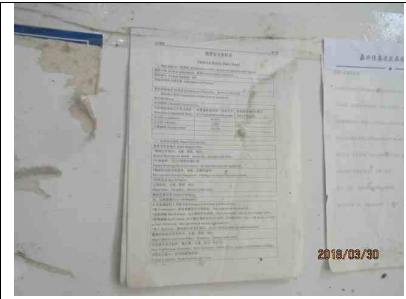
33) Finishing after gluing



34) Approval sample provided onsite



35) Some work instruction provided onsite without version number and document number



36) MSDS posted at chemicals usage area



37) Gluing machine



38) Designated chemicals storage area



39) Oil coating area



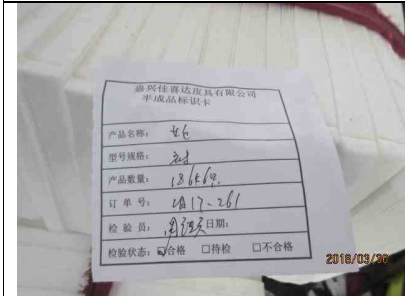
40) Gluing machine



41) Mouse trap equipped in gluing workshop was not in working condition



42) Semi-finished products storage area



43) Label for semi-finished products



44) Sewing workshop



45) Computer sewing station



46) Some sewing machine was not clean



47) Sewing station



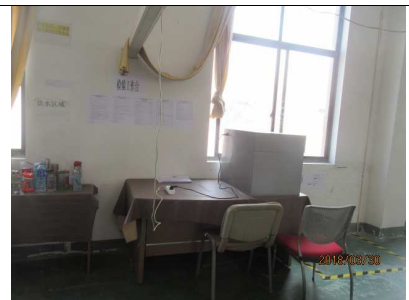
48) Sharp tools were fastened for control



49) Assembly station



50) Sewing machine



51) End-line inspection site



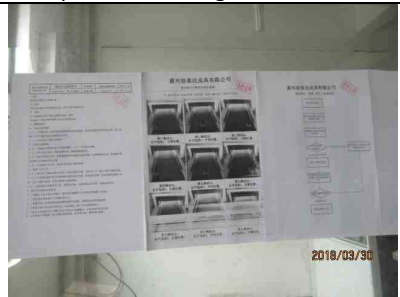
52) Designated nonconforming products storage area



53) Sufficient lighting at end-line inspection site



54) Metal detection area



55) Work instruction for metal detection



56) Testing block for metal detector



57) Designated nonconforming products storage container



58) Finishing and packaging area



59) Finishing station



60) Approval sample provided onsite



61) Scissors were fastened for control



62) Some employee was wearing earring while working



63) 100% inspection station before packaging



64) Designated nonconforming products storage area



65) Packaging



66) Finished products storage area



67) Some finished products were turned over



68) Label for finished products



69) Recovery records of broken needles



70) Finished products inspection area



71) Insufficient lighting at final inspection area (848 lux)



72) Designated nonconforming products storage area



73) Light box



74) Pull tester



75) Calibration label for testing equipment



76) Drinking area



77) Light strips in packaging area were protected



78) Fly killer light equipped