

Factory Verification Checklist

Purpose: Assess whether the supplier can actually produce your product, not just pass an audit.

1. Company Registration Check

Checklist Item	Details / Comments
Company name	
Business license verified (Y/N)	
Registered address matches factory (Y/N)	
Years in operation	
Ownership type	
Notes	

2. Production Capability

Checklist Item	Details / Comments
Main products	
Relevant experience with similar products	
Monthly capacity	
MOQ flexibility	
In-house vs outsourced processes	
Notes	

3. Machinery & Equipment

Checklist Item	Details / Comments
Key machines required for your product	
Machines present (Y/N)	
Quantity	
Condition	
Age of equipment	
Notes	

4. Quality Control Process

Checklist Item	Details / Comments
Incoming QC (IQC) in place (Y/N)	
In-process QC (PQC)	
Final QC (FQC)	
Testing equipment available	
QC staff count	
Notes	

5. Export Experience

Checklist Item	Details / Comments
Main export markets	
Years exporting	
Experience with your country	
Certifications (if required)	
Logistics handling capability	
Notes	

6. Previous Customers

Checklist Item	Details / Comments
Key clients/markets	
References available (Y/N)	
Product types supplied	
Repeat business evidence	
Notes	

7. Red Flags Assessment

Checklist Item	Details / Comments
Unrealistic pricing	
Poor communication	
Reluctance to share info	
No similar product experience	
Heavy outsourcing	
Other concerns	

Final Assessment

Overall Capability	
Risk Level (Low / Medium / High)	
Recommended Next Step	
Verified by / Date	