Remote Factory Audit Checklist

Many buyers cannot visit factories in person before placing an order. Use this checklist to evaluate a supplier remotely and reduce sourcing risks.

Phase 1: Supplier Verification

Check Item	Status
Verify business registration and legal entity	☐
Confirm factory ownership or manufacturing partnership	☐
Review factory certifications (BSCI, Sedex, ISO, etc.)	☐
Request factory tour videos and production line footage	☐
Review export experience and key export markets	☐
Check customer reviews, references, or case studies	☐

Phase 2: Sample Evaluation

Check Item	Status
Test insulation performance	☐
Inspect coating and surface finish quality	☐
Verify logo accuracy and printing quality	☐
Confirm dimensions, weight, and specifications	☐
Test leak-proof performance	☐
Evaluate packaging quality and product protection	☐

Phase 3: Pre-Production Approval

Check Item	Status
Approve final packaging artwork	☐
Confirm production schedule and delivery timeline	☐
Review compliance reports and testing documents	☐
Approve the golden sample for mass production	☐
Confirm quality control standards and inspection process	☐
Arrange pre-shipment or third-party inspection	☐

Final Assessment

Result	Recommendation
90%+ Items Completed	Low-Risk Supplier
70%-89% Items Completed	Moderate Risk – Additional Verification Recommended
Below 70% Items Completed	High Risk – Proceed with Caution

Pro Tip: A reliable supplier should be transparent about its factory operations, quality control procedures, certifications, and production capabilities. If multiple checklist items cannot be verified, conduct additional due diligence before placing a bulk order.