



# SUPPLIER ASSESSMENT REPORT

## 供应商评估报告

Auditee Company: 被审核公司	Changzhou Chuanggao Exhibition Products Co., Ltd. 常州创高展览用品有限公司
Representative of Auditee Company: 被审核公司代表	Mr. Shen Jianyong/ Sales Manager 沈建勇/销售经理
Audited Site: 被审核场所	Yaoguan Industry Zone, Wujin District, Changzhou, Jiangsu, China 江苏常州武进区遥观工业开发区
Consigner of Assessment: 审核委托方	Made-in-China.com
Audit Type: 审核类型	<input checked="" type="checkbox"/> Initial Audit <input type="checkbox"/> Follow-up Audit <input type="checkbox"/> Re-audit 首次审核                      跟进审核                      重新审核
SGS Job No.: SGS 工作单号	QIP-AS084008
Date of audit: 审核日期	25 Jan, 2008
Auditor 审核员:	Roger Wang
Reviewed by 审核:	Jeremiah Yu

**Declaration: SGS conducts the supplier on-site assessment based on a sampling approach. Therefore, there may be issues which have not been discovered or identified during the course of the audit. It is the responsibility of the audited company to identify those issues through its own monitoring processes.**

**声明:** SGS 根据抽样方法执行供应商现场审核。因此,可能存在一些在审核期间未被发现的问题。被审核公司有责任通过其自身的监控流程发现那些问题。



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### 1. Company Profile 公司概况

Name of the Audited Site 被审场所名称	Changzhou Chuanggao Exhibition Products Co., Ltd. 常州创高展览用品有限公司		
Date of Foundation 成立日期	22 Feb, 2001		
Registered capital in RMB 注册资金	RMB 500,000		
Address 地址	Yaoguan Industry Zone, Wujin District, Changzhou, Jiangsu, China 江苏常州武进区遥观工业开发区		
Contact Person 联系人	Mr. Shen Jianyong/ Sales Manager		
Tel. 电话	0086-519-88705178		
Fax 传真	0086-519-88705268		
E-mail 电子邮箱	<a href="mailto:Shen121398@126.com">Shen121398@126.com</a> <a href="mailto:Sales@chuanggao.com">Sales@chuanggao.com</a>		
<b>Market Distribution 市场分布</b>			
Main client 主要客户	<input type="checkbox"/> Africa	<input checked="" type="checkbox"/> Australia	<input checked="" type="checkbox"/> China
	<input checked="" type="checkbox"/> East Asia (Korea/ Japan)	<input checked="" type="checkbox"/> Europe	<input checked="" type="checkbox"/> North America
	<input type="checkbox"/> South America	<input type="checkbox"/> Other _	
<b>Main Operations 主要运作</b>			
Products Manufactured/ Sold 生产/销售的产品	Exhibition Products		
Total floor size of the audited site 被审核场所的总面积	3904 square meters		


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## 2. Audit Checklist and result 审核检查表及结果

### 2.1 Business License 工商营业执照

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.1.1	Does the company have valid business license (the company name, address, product/ business scope complied with actual situation or not)? 被审核公司持有有效的营业执照 (公司名字、地址、产品/业务范围是否符合实际情况) 吗 ?	Yes	Refer to business license provided; it stated this company should be a manufacturing business unit. The license should be valid till year 2011. The company name and address stated in business license were same as mentioned in the report. The business license indicated product scope of this company was manufacture and sale office furniture, folding screen, plastic products, ornamental material and hardware.
2.1.2	Is the annual review done by local authority (Industrial & Commercial Bureau)? 有地方行政机关(工商局)的年度审核吗 ?	Yes	Refer to business license provided; it was reviewed in year 2007.
2.1.3	Who is the corporative representative? 法人代表是谁 ?	--	Mr.Li Yibo (李一波)/ General Manager
2.1.4	Conclusion: is it confirmed that the audited company is a real manufacturer, foreign trader or combined? 结论: 能否确认该公司是一个制造商、贸易商或两者兼备 ?	Yes	Refer to business license provided; the company should be a manufacturer.


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## 2.2 Production Capacity 生产能力

Item 项目	Content 内容	Observations / Comments 发现 /注释																														
2.2.1	What is the annual revenue (export and /or import revenues) at the company based on the data of government annual review report/ documents or other reliable financial report? 根据政府部门的年度审核报告/文件或其它可靠的财务报告, 该公司年度营业额 (出口和/或出口额) 是多少?	Refer to financial report; the annual revenue was RMB 6,398,741 in year 2007. (60% export)																														
2.2.2	If no financial report can be showed, to calculate the annual revenue based on production report, how much is the estimated annual revenue? 如果没有以上报告出示给审核员评估, 根据生产报告的计算, 估计的年度产量是多少?	Please refer to 2.2.1																														
2.2.3	What is the factory floor size? 工厂面积大小?	2200 square meters																														
2.2.4	Please describe the production flow involved at the factory. 请描述该工厂有关的生产流程。	Raw material → Inspection → Incision → Burnish / Stiletto → Heat treatment → Assembly → Trial run → Packing																														
2.2.5	Please describe the main facilities used at the factory. 请描述该工厂所使用的主要设施。	Please refer to below sheet																														
	<table border="1"> <thead> <tr> <th>Facility name 设施名称</th> <th>Brand/Specification 品牌/规格</th> <th>Quantity 数量</th> <th>Number of years used 已使用的年限</th> <th>Status 状况</th> </tr> </thead> <tbody> <tr> <td>Open Back Inclinable Press</td> <td>J23-16B / J23-10B /JG23-40</td> <td>6</td> <td>9-15 years or new</td> <td>Good</td> </tr> <tr> <td>Cutting Machine</td> <td>FHC-BL18</td> <td>2</td> <td>1 year</td> <td>Good</td> </tr> <tr> <td>Board Cutting Machine</td> <td>MJ6130ZA</td> <td>1</td> <td>/</td> <td>Good</td> </tr> <tr> <td>Resistance Furnace</td> <td>RX3-15-10/NS2001-3501</td> <td>2</td> <td>/</td> <td>Good</td> </tr> <tr> <td>Multifunctional Machine Tool</td> <td>ZXTM-40</td> <td>2</td> <td>/</td> <td>Good</td> </tr> </tbody> </table>	Facility name 设施名称	Brand/Specification 品牌/规格	Quantity 数量	Number of years used 已使用的年限	Status 状况	Open Back Inclinable Press	J23-16B / J23-10B /JG23-40	6	9-15 years or new	Good	Cutting Machine	FHC-BL18	2	1 year	Good	Board Cutting Machine	MJ6130ZA	1	/	Good	Resistance Furnace	RX3-15-10/NS2001-3501	2	/	Good	Multifunctional Machine Tool	ZXTM-40	2	/	Good	
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2.2.6	Please gather the employee details by department. 请收集各部门人员信息	<table> <tr> <td>HR</td> <td>2</td> </tr> <tr> <td>Sales</td> <td>7</td> </tr> <tr> <td>QC.</td> <td>2</td> </tr> <tr> <td>Production Dept.</td> <td>19</td> </tr> <tr> <td><b>Total</b></td> <td><b>30</b></td> </tr> </table>	HR	2	Sales	7	QC.	2	Production Dept.	19	<b>Total</b>	<b>30</b>																				
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### 2.3 Foreign Trade Capacity 外贸能力

Item 项目	Content 内容	Observations /Comments 发现 /注释
2.3.1	How many foreign trading staff at the company ? and what are their education level/ working experience? 该公司有多少有外贸人员？他们的教育水平和工作经验怎样？	Based on interview; there were 4 foreign trade staffs in the site. Three staffs had junior college level education and another staff had senior high school education.  And one staff had about 8 years working experience while the others had 1-2 years experience.
2.3.2	How about the English level (reading, writing and speaking) and foreign trading experiences based on interview question and education certificate (e.g.: do they know what the LC and FOB are)? 根据面谈和教育证书，外贸人员的英语水平及外贸经验怎样？	Based on interview; they had CET-4 English level education and relevant foreign trade experience.  And the major was foreign trade or business English.
2.3.3	Does the trading staff clearly know the responsibilities of trading jobs? 外贸人员清晰地知道其工作职责吗？	Based on interview, they knew clearly their responsibilities.
2.3.4	Does the trading staff clearly know the product and relevant technical information? 外贸人员清晰地知道有关产品的知识和技术信息吗？	Yes. Based on interview, the trading staffs knew clearly the information of product and relevant technical.
2.3.5	Does the company have successful experience of global cooperation? If Yes, please list out the oversea clients' names. 该公司具有成功的全球业务合作经验吗？如果有，请列出海外客户的清单。	Yes, the company had successful experience of global cooperation.  But no oversea clients' names list provided due to business secret.
2.3.6	Does the company have oversea agency? 该公司在海外有代理处吗？	No oversea agency
2.3.7	Please mark the annual export capacity. 请备注该公司的年度出口能力。	The company claimed that the revenue was about RMB 4,000,000 in year 2007.
2.3.8	Conclusion: do you think the company has foreign trading experiences and competent staffs? 结论：你认为该公司是否具有外贸经验和有能力的外贸人员？	Refer to documentations of the company and interview with the employees and management, auditor noted foreign trading experiences of the company and competent staffs in the company.


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## 2.4 Product Research & Development Capacity 产品设计开发能

Item 项目	Content 内容	Observations /Comments 发现 /注释
2.4.1	How many R&D staff at the company? and what are their education level/ working experience ? 该公司有多少有设计开发人员? 他们的教育水平和工作经验怎样?	N/A, It was a manufacturing company. This procedure was inapplicable to this company.
2.4.2	List the successful project(s), if have. 如果该公司有成功的产品项目, 请列出。	N/A
2.4.3	Is there the relevant design input, output, review, verification and validation documentation available to auditor for review? 有相应的设计输入、输出、评审、验证与确认文件记录给审核员评审吗?	N/A
2.4.4	Are the R&D staffs equipped with adequate instruments /apparatus based on the on-site observation? If Yes, please list out all the key facilities provided, such as equipments, software and etc. 有配备适当的仪器/ 设备给设计开发人员吗? 例如设备、软件等。	N/A
2.4.5	Des the company have an effective design change control procedure in place? 该公司有有效的设计更改控制程序吗?	N/A


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## 2.5 Quality Management System and Product Certification 品质管理系统与产品认证

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.5.1	<p>Has the company obtained the valid certificate for their quality management system? Such as ISO9001, QC080000 and etc. 该公司是否有为其质量管理体系获得有效的认证证书？例如 ISO9001, QC080000 等。</p>	Yes	<p><b>ISO9001-2000 certificate</b></p> <p>Certificate No: 05306Q11212R0S</p> <p>Scope: The production and marketing of standard exhibition shelves, exhibition cases, special exhibition shelves and accessories of exhibition products.</p> <p>Issued by Beijing NGV Certification Center.</p> <p>The certificate will be valid till Jul 2009.</p>
2.5.2	<p>Is product certification done in terms of selling designation (UL for US, CCC for China, CE for Europe ...) at the company?</p> <p>I) Product certification list? if have</p> <p>II) Sample of product certification, if have (at least one of key products) ?</p> <p>III) Copy of product certification sample (1-5 key products, if have) ?</p> <p>在该公司，有针对不同的销售要求做了相应的产品质量认证吗？</p> <p>I) 如果有，产品质量认证证书清单？</p> <p>II) 如果有，获产品质量认证的产品样品？(至少 1 个产品)</p> <p>III) 产品质量认证证书副本 (如果有，1 ~ 5 个产品)？</p>	No	N/A
2.5.3	<p>Please descript: what does the audited company have to do before getting contract from the oversea client based on the past experience?</p> <p>请描述：根据过去的经验，该公司在获得海外客户订单之前需要做些什么？</p>	--	<p>Refer to foreign trade staff, the following actions would be needed:</p> <ul style="list-style-type: none"> <li>- Collect special requirements of the products for client</li> <li>- Submit related information to client,</li> <li>- Confirm contract details, e.g. quotation, quantity, delivery date of products, etc.</li> <li>- Production and follow up</li> </ul>


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## 2.6 Suppliers/ sub-contractors Control 供应商/ 外包商控制

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.6.1	Does the company establish and implement an effective suppliers/ sub-contractors assessment procedure (which covers the acceptable criteria of supplier/ sub-contractor)? 该公司是否建立及执行有效的供应商/ 外包商评估程序(包括可接受的供应商/ 外包商标准)?	--	Auditor noted the company had established procedures for the assessment of its suppliers but the company didn't provide latest assessment reports to review.
2.6.2	Does the company use the results of the assessments to determine acceptable/non acceptable sources? 该公司是否根据评估的结果来决定是否采用此供应商/ 外包商?	No	No such latest assessment report provided to review.
2.6.3	Does the company keep the assessment report? 该公司是否保存评估报告?	No	No such latest report provided to review.
2.6.4	Does the company conduct the assessment to its new supplier/ sub-contractor when changing or adding a new one? 当更换或新增供应商/ 外包商时, 该公司是否对之进行评估?	No	The same as 2.6.2
2.6.5	Does the company retain an updated list of approved suppliers/ sub-contractors? 该公司是否有更新的合格供应商/ 外包商一览表?	--	Supplier list was updated in year 2006.
2.6.6	Are written instructions available for incoming material inspections /testing? 有文件化的来料检验 /测试指引?	Yes	Refer to on-site observation; auditor noted there were documented instructions for incoming material inspection.
2.6.7	Are raw materials inspection status clearly identified? 物料检验状态有清楚地标识吗?	--	Refer to on-site observation; all non-conforming material would be refused into warehouse but not marked clearly.
2.6.8	Is inspection and testing result recorded and maintained? 检验与测试结果有记录并保存吗?	--	Auditor noted that the company didn't have relevant record for year 2007.
2.6.9	Are procedures of the control and release for material adequate? 控制和发放物料的程序适当吗?	Yes	Auditor noted a clear procedure for material release and recall.
2.6.10	Is non-conforming material adequately identified and controlled? 不合格的物料有适当的标识和控制吗?	--	Refer to provided procedure; all non-conforming material would be refused into warehouse and sent back to suppliers.
2.6.11	Are storage facilities and handling methods appropriate? 储存设施和搬运方法适当吗?	Yes	Yes, the raw material was stored in a separated warehouse.

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## 2.7 Production Process control 过程质量控制

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.7.1	<p>Are the following items /documents provided at appropriate location and under control when necessary?</p> <ul style="list-style-type: none"> <li>- Work Instructions /procedures</li> <li>- Workmanship standard /acceptance</li> <li>- Golden sample /Approval sample</li> </ul> <p>若有必要，在适当的区域有提供下面的项目/文件？</p> <ul style="list-style-type: none"> <li>- 工作指引 /程序</li> <li>- 工艺标准 /可接受标准</li> <li>- 批准的样品</li> </ul>	--	<p>The company's tech. team had made the relevant work instruction and standard.</p> <p>Refer to site observation, there were not documented work instructions provided in the workshops.</p>
2.7.2	<p>Are the environmental conditions such as tidiness and cleanliness being controlled and suitable for the operation performed?</p> <p>环境条件，整齐清洁在受控状态之下并适合生产运作吗？</p>	--	Refer to site observation; the workshop was jumbled.
2.7.3	<p>Is corrective action documented and followed-up? 纠正措施有记录并有跟进吗？</p>	--	Auditor noted that the company had established this procedure but no latest record provided to review.
2.7.4	<p>Are written inspections /testing instructions available? 有文件化的检验 /测试指引吗？</p>	Yes	The company had set up the procedure for inspection and testing. There were relevant document provided to review.
2.7.5	<p>Are appropriate inspection /testing equipments available? 有适当的检验 /测试设备吗？</p>	Yes	Refer to site observation; the company had appropriate inspection / testing equipment.
2.7.6	<p>Does the company carry out a 100% function and visual inspection? 公司有执行100%功能及外观检验吗？</p>	Yes	All products were inspected 100% for visual and function inspection by trial run.
2.7.7	<p>Are non-conforming units clearly marked/ segregated to prevent accidental dispatch? 不合格产品有清晰地标识/ 隔离以预防非逾期的使用吗？</p>	--	Refer to site observation, all non-conforming units were segregated but not marked clearly.
2.7.8	<p>Is inspection and test result recorded and maintained? 检验与测试结果有记录和保持吗？</p>	--	Refer to site observation; there were not latest inspection and test record for year 2007.
2.7.9	<p>Do all the re-worked products undergo re-inspection? 所有经过修理的产品有经过重新检验吗？</p>	--	According to the workmanship standard, all re-worked products were 100% inspected but there were not latest record.




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2.7.10	Is the disposition of non-conforming product suitable? 不合格产品的处理适当吗 ?	--	According to relevant document; the disposition of non-conforming product was suitable but there were not latest record.


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## 2.8 Random Product Inspection and Continuous Improvement 产品随机检验与持续改进

Item 项目	Content 内容	Yes/ No 是/ 否	Observations /Comments 发现 /注释
2.8.1	Is there a procedure to conduct random product inspection after final packaging in place? 在最后包装工序之后，是否有随机产品抽样检验程序？	--	Auditor noted that the company had established the procedure but there were not relevant record provided to review.
2.8.2	Is there any clear procedure for handling customer complaint? 是否有清晰的程序处理客户投诉？	Yes	Refer to the relevant documentation; all customer complaint was handled by foreign trade staffs. And they would follow up the solution.
2.8.3	Are corrective & preventive actions mechanism established and implemented effectively (including the suppliers/ sub-contractors control, incoming inspection, process control, final inspection and customer complaint)? 是否建立并有效执行纠正及预防措施机制 (包括供应商/外包商控制、来料/过程/最后检验及客户投诉)？	--	Auditor noted the company had established the ISO9001 quality management system but there not latest record provided to review.


End of this section, and continue with next page. 本节结束，下一页继续。

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## 2.9 The Company Development Plan 企业发展计划

Item 项目	Company Development Action(s) 公司发展行动	Timeframe 期限
1	The company claimed its oversea target revenue would be RMB 10,000,000 in year 2008.	2008
2	The company would attend the fair of advertisement material in Dubai.	Feb, 2009
3	The company would develop new product for exhibition shelves.	2008

End of this section, and continue with next page. 本节结束，下一页继续。

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### 3. Attachments 附件

#### 3.1 Documents 文件



Description: Company Org Chart



Description: Business license



Description: Land use certificate



Description: Organization Code Certificate



Description: ISO9001 Certificate

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**3.2 Photos 图片**



Description: The Front door of the company



Description: office building



Description: workshop building



Description: workshop



Description: workshop



Description: workshop

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Description: workshop



Description: workshop



Description: workshop



Description: warehouse



Description: Product Sample



Description: Product Sample

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Description: Product Sample



Description: Product Sample



Description: Product Sample



Description: Product Sample

-- End of the Report --