



TO : \_\_\_\_\_

ATTN : \_\_\_\_\_

FROM : General Inspection Services Co., Ltd.

## SUPPLIER ASSESSMENT REPORT

Applicant	: --	Audited Company	: Xia *****
Attention	: --	Audited Address	: 24F, ***** Wuhan City, Hubei Province, China
Telephone	: --	Representative of Audited Company	: V*****
Fax	: --	Telephone	: 86-1*****
E-mail	: --	Fax	
Date of Audit	20XX-XX-XX		

Stage [ X ] Initial Audit [ ] Re-Audit (Last report No.: )

[ ] Follow-up Audit [ ] Others

Audit rule : GWI-PE-1

Auditor / Supervisor : Ben Weng / Stan Wu

Participators from the company :

Name	Department	Position	Name	Department	Position
V*****	Sales Dept.	Sale	T*****	Wuhan Branch	GM
M*****	Sales Dept.	Supervisor	C*****	Sales Dept.	Manger

### Audit Profile

Part A	General Information
Part B	Foreign Trade Capacity
Part C	Follow-up and suggestions
Part D	Photos

**Part A: General Information****Section 1: Company Overview**

<b>1.1 Legal Validity</b>			
Does the company have a valid business license?	Yes	Registration No.	9*****
Year of established	2008*****	Valid Date	2008***** to long
Registered Address	#1-D-2501A, *****, Wuhan City, Hubei Province, China		
Actual Address	24F, ***** Wuhan City, Hubei Province, China		
Is the annual review done by local authority (Industrial & Commercial Bureau)?	Yes		
Registered capital	RMB *****		
Name of legal representative	T*****		
Business scope	Sales of stone		
<b>1.2 Basic Information</b>			
Contact person	V*****	Email	*****@*****com
Phone number	+86-1*****	Fax number	*****
Web address	https://*****		
Company type	Limited		
Type of ownership	Individual		
Subsidiary factory	N/A		
Products manufactured /sold scope	Stone		
<b>1.3 Company Building Information</b>			
According to:			
<input checked="" type="checkbox"/> Land certificate <input type="checkbox"/> Real estate certificate <input type="checkbox"/> Lease agreement <input type="checkbox"/> Supplier claimed			
Office: <u>636</u> square meters			



## Section 2: Human Resources

### 2.1 Company Chart(公司组织结构图)



### 2.2 Explanation of Code and Employee Details

Code	Department	Number of employees
--	Sale Dept.	27
Number in total:		27

### 2.3 Key staff

Title	Full name	Education	Working experience for this trade/ total experience
GM	T*****	Bachelor	18 years
Manger	C*****	Bachelor	17 years
Supervisor	M*****	Bachelor	13 years
Sale	V*****	Bachelor	2 years

**Part B: Foreign Trade Capacity****Section 1: Export Overall Situation**

Does the company have a valid export license?	Yes
The export license registration No.?	9*****
The number of foreign trading staff with relevant trading experience.	23
The language freely used by foreign trade staff	English, Spanish
Working schedule of foreign trade staff	1 Shift/day 5 days/week 0 overtime per week
Previous year annual export revenue	USD 13,000,000
Previous year annual revenue	USD 13,000,000
Estimated export revenue for this year	USD 15,000,000
Overseas agent	N/A
Nearest port	WuHan Port
Acceptable quotation	<input checked="" type="checkbox"/> FOB <input checked="" type="checkbox"/> CIF <input checked="" type="checkbox"/> CFR
Acceptable payment type	<input checked="" type="checkbox"/> LC <input checked="" type="checkbox"/> T/T
What is the company's projected average lead time from PO confirmation to production EX works delivery?	Within 7-30 days

**Section 2: Market Distribution**

Market	Main Product	% of Total Business Volume (last year)	List main customers if available
please list top three areas			
North America	Stone		The supplier did not agree to provide their market distribution and customer's information as they thought it's a business secret.
South America			
West Europe			
East Europe			
East Asia			
Africa			
Australia			
Southeast Asia			
Mideast			
Domestic			
Others			

**Section 3: Supplier Management**

Item	Content	Comments
1	How does the company sort out a new supplier?	Sort out new supplier usually focused on: business qualification, production capacity, price, quality, delivery and after service
2	Does the company establish and implement an effective suppliers' assessment procedure?	No, the supplier claimed it depend on their experience and market feedback.
3	Does the company have an updated list of approved suppliers?	The supplier did not agree to provide the list of their approved supplier as they thought it's a business secret.

**Section 4: After Service Capacity**

Item	Content	Comment
1	Is there a procedure to conduct random product inspection after final packaging in place?	Only "Inspection flow chart" was provided during visit, but no Working instruction and records of inspection was available.
2	Is there a procedure to conduct manufacturer production and ensure on time delivery? E.g. manufacturer production capacity study, min lead time...	No procedure to conduct the manufacturer production and ensure on time delivery, but the supplier claimed that usually, they would recheck the delivery date with the factory one week before shipment.
3	Is there a clear procedure for handling customer complaints?	Yes. Procedure of handling client's complaint was provided, but no client's complaint list and records was available. The supplier claimed that they would reply the complaint by email or instant messaging software such as wechat, etc.
4	Can the finished/packaged product be traced by lot identification to the appropriate raw materials test reports?	Yes. The supplier claimed that all they products could be traced according to order number.
5	Are corrective & preventive actions mechanism established and implemented effectively (including the suppliers/sub-contractors control, incoming inspection, process control, final inspection and customer complaint)?	Yes. When the quality issue occurred, the supplier would ask their factory to conducted cause analysis, and then accordingly taking corrective & preventive actions, but no related records were provided.



## PART C FOLLOW UP AND SUGGESTIONS

### Remark:

- 1) The supplier is a legal company which is just focused on trading of stone.
- 2) The supplier's contact-Vivian Xu is sale representative of the company.
- 3) The supplier had an vailed export license.
- 4) Actual found the audited address -“2\*\*\*\*\*  
Wuhan City, Hubei Province, China”, was different from the registered address  
-“#1-\*\*\*\*\*  
Wuhan City, Hubei Province, China” shown on business license.
- 5) The supplier did not agree to provide their market distribution and customer's information as they thought it's a business secret.
- 6) The supplier did not agree to provide the list of their approved supplier as they thought it's a business secret.
- 7) The supplier can not provide the supplier assessment report, inspection standards and records, client's complaint list/records during visit.
- 8) For after service. Warranty period for Natural Stone: Guaranteed for life; Warranty period for Artificial stone: 5 years warranty.





PHOTO ATTACHMENT



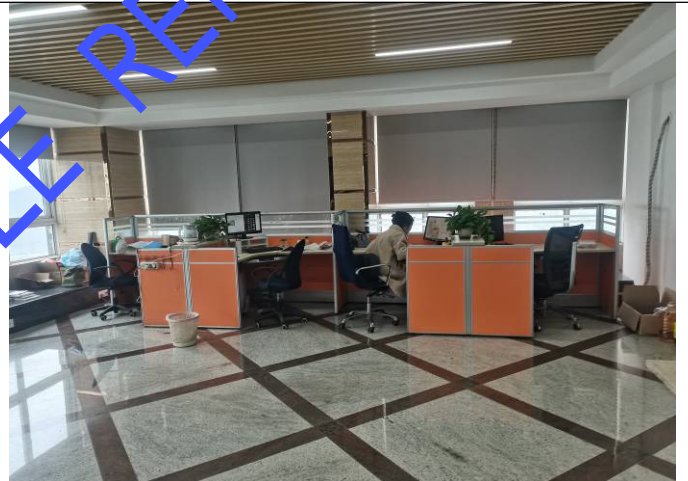
1. Entrance of supplier's office



2. Supplier's reception



3. GM office



4. Office view



5. Office view

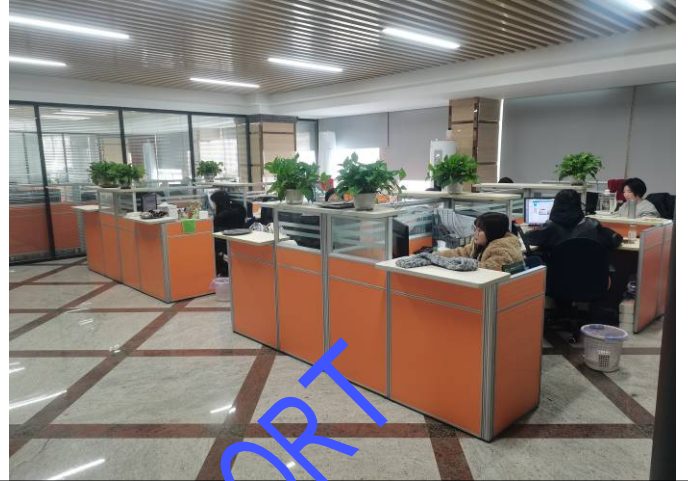


6. Office view

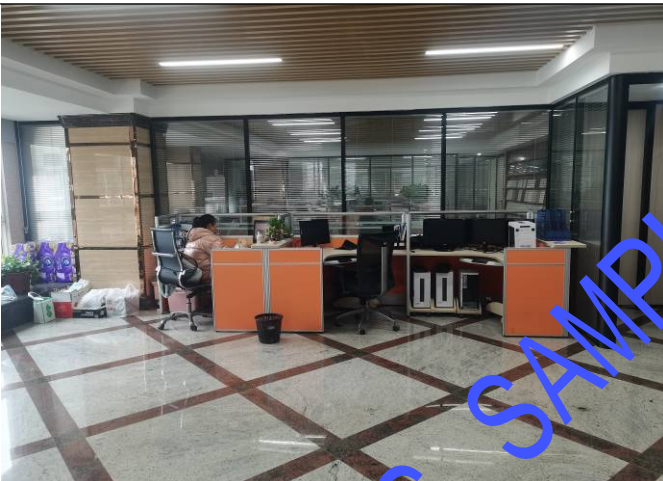




7.Office view



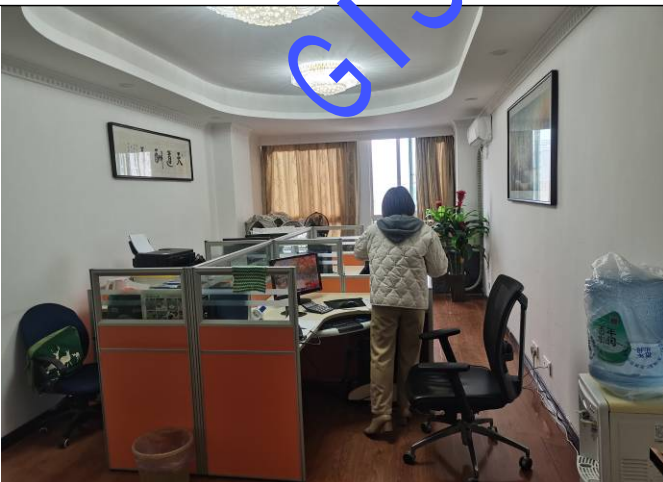
8.Office view



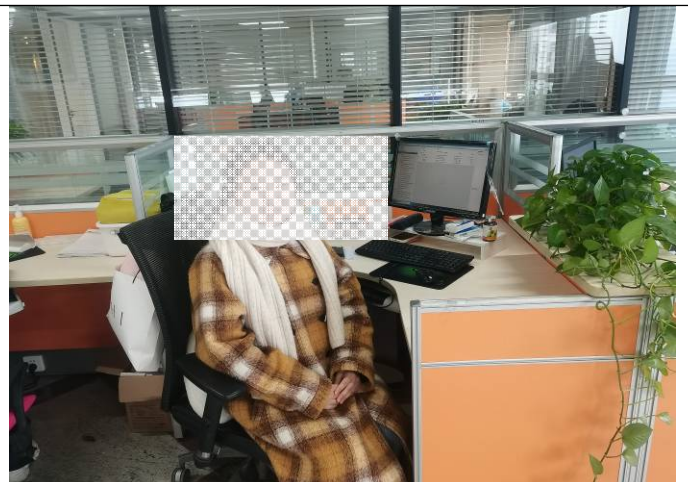
9.Office view



10.Office view



11.Office view



12. Supplier's contract-Vivian





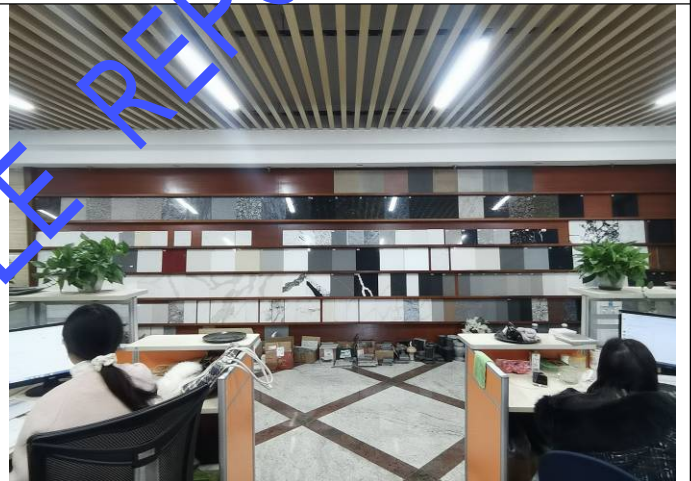
13. Resting area



14. Resting area



15. Meeting room



16. Samples shown area



17. Samples shown area



18. Samples shown area





19.Samples shown area



20.Samples shown area



21.Samples shown area



22.Samples shown area



23.Samples shown area



24.Samples shown area





25. Samples shown area



26. Samples shown area



27. Samples view



28. Samples view



29. Samples view



30. Samples view





General Inspection Services Co.,Ltd

<http://www.gis-inspection.com>

Report No: GIS-24031123

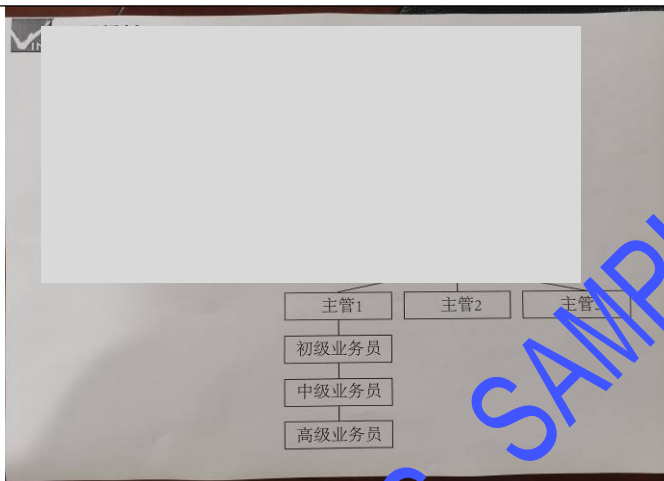
Report date: 20XX-XX-XX



31.Business license for Wuhan branch

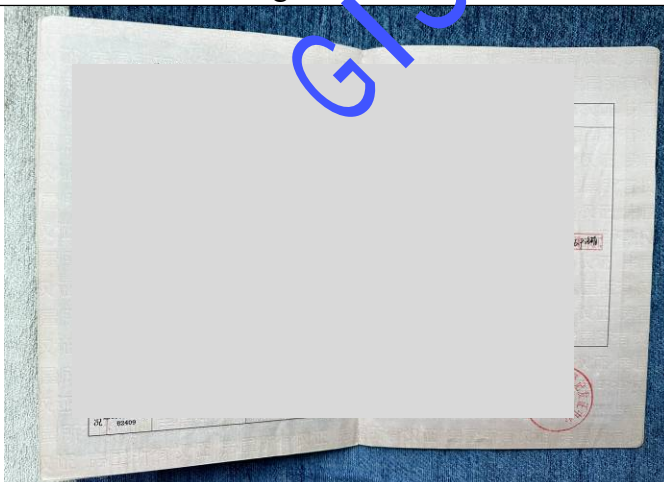


32.Business license for Xiamen head office

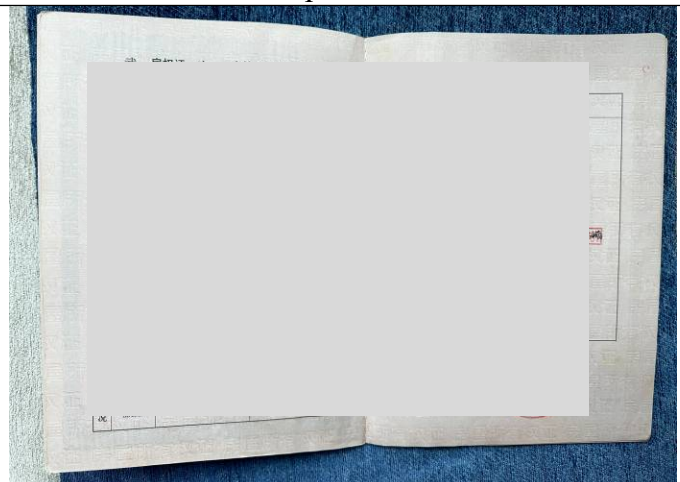


33.Organization chart

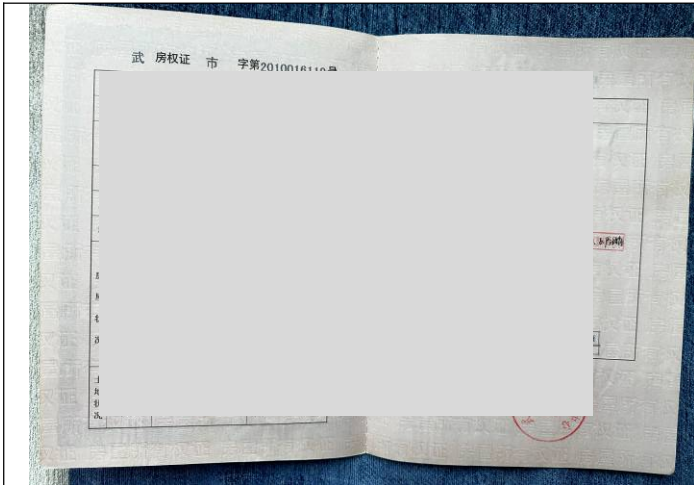
34.Export license



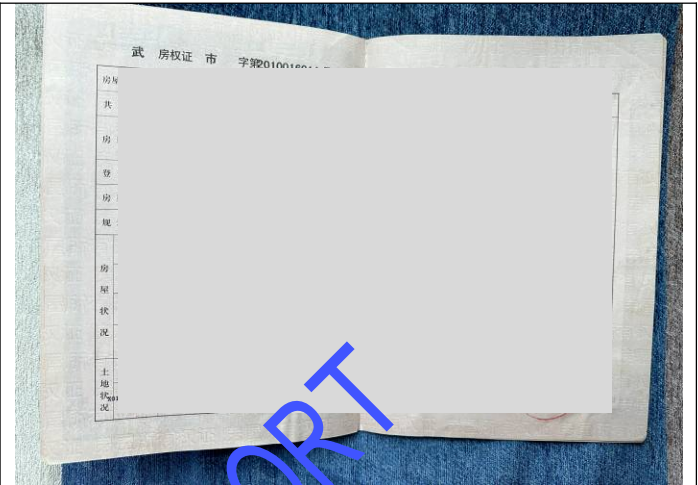
35.Land certificate



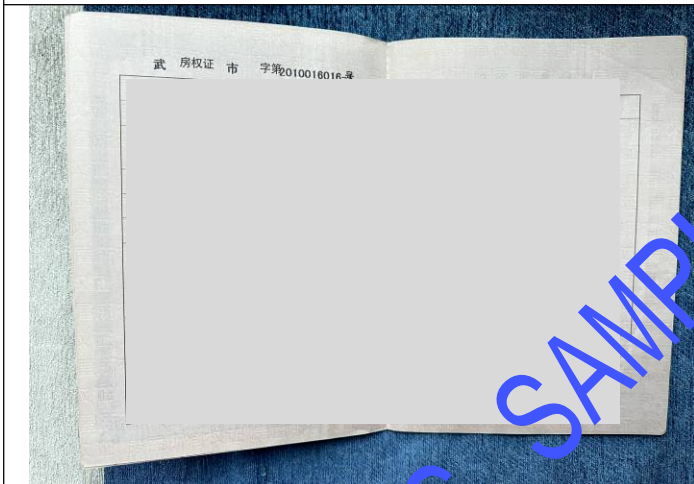
36.Land certificate



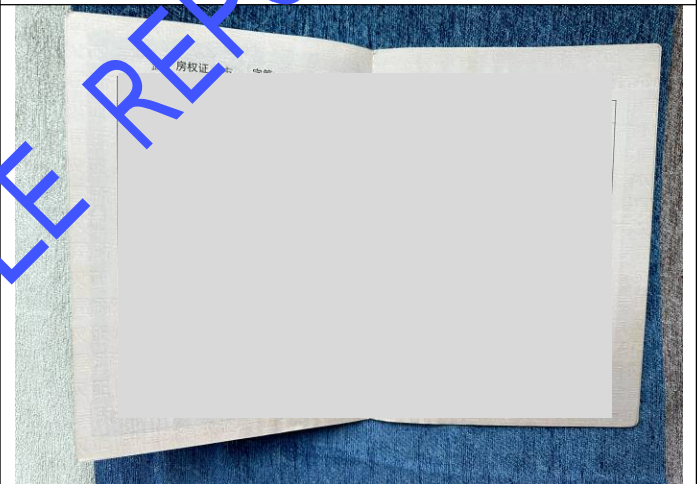
37.Land certificate



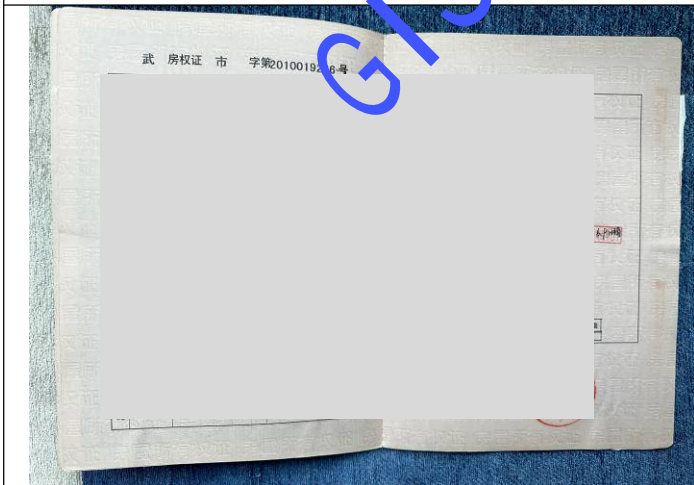
38.Land certificate



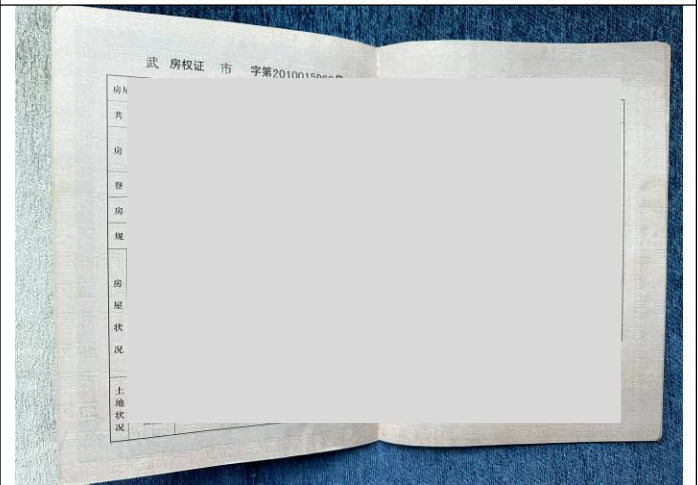
39.Land certificate



40.Land certificate



41.Land certificate



42.Land certificate

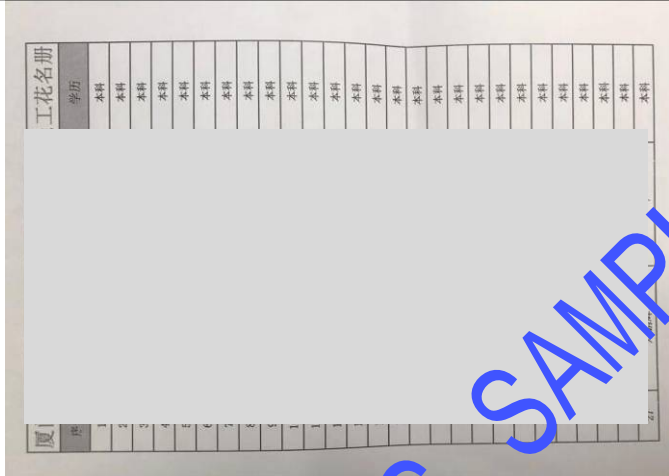




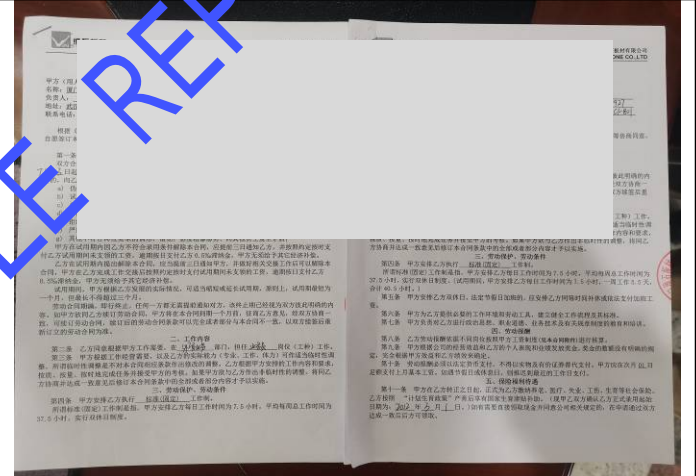
43.Land certificate



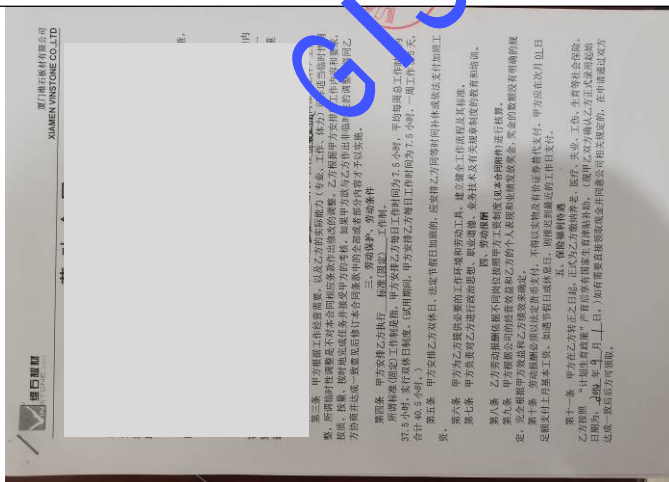
44.Land certificate



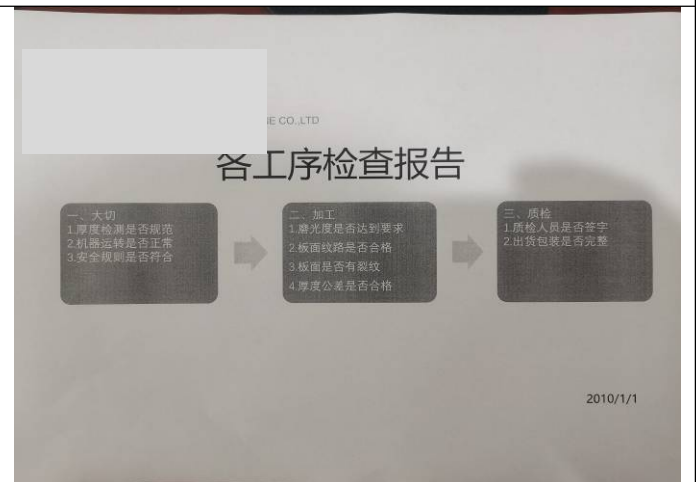
45.Staff roster



46.Labour contract



47.Labour contract



48.Inspection process





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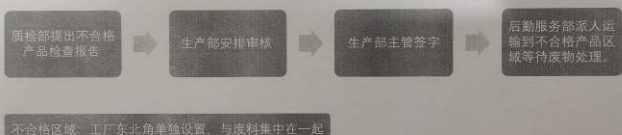
Report date: 20XX-XX-XX

### 客户抱怨处理程序



2010/1/1

### 不合格产品处理流程



不合格区域: 工厂东北角单独设置, 与废料集中在一起

2010/1/1

## 49.Procedure of handling client's complaint

## 50.Procedure of handling non-conforming products

1233328

序号	中文型号	客户	数量	重量 (kg)
1	6650	1	21	107.52
2	301	3	2	9.82
3	301	3	22	112.64
4	301	3	1	5.06
5	301	2	22	112.64
6	301	2	2	9.92
7	301	2	21	107.32
8	301	2	2	9.92
9	301	2	23	117.76
10	301	2	7	35.84
11	301	2	1	4.85
12	301	2	2	9.95
13	301	2	14	71.68
14	301	2	140	

客户: 广东...  
业务员: 潘智慧  
2023.5.13

序号	产品规格	厚度	长度	宽度	重量	数量
1	2000x3000x12mm	12	2000	3000	19.52	15
2	2000x3000x12mm	12	18	2275	18.12	15
3	2000x3000x12mm	12	22	2275	21.48	15
4	2000x3000x12mm	12	22	2275	21.48	15
5	2000x3000x12mm	12	22	2275	21.48	15
6	2000x3000x12mm	12	22	2275	21.48	15
7	2000x3000x12mm	12	22	2275	21.48	15
8	2000x3000x12mm	12	22	2275	21.48	15
9	2000x3000x12mm	12	22	2275	21.48	15
10	2000x3000x12mm	12	22	2275	21.48	15
11	2000x3000x12mm	12	22	2275	21.48	15
12	2000x3000x12mm	12	22	2275	21.48	15
13	2000x3000x12mm	12	22	2275	21.48	15
14	2000x3000x12mm	12	22	2275	21.48	15
15	2000x3000x12mm	12	22	2275	21.48	15

客户: 广东...  
业务员: 潘智慧  
2023.5.13

## 51.Delivery form

## 52.Delivery form

No.	Advantages	Results	Verdict
1		Class A	Pass
2	Advantages	Class A	Pass
3	Surface quality	Conformed	Pass
4	Water absorption	0.06	Pass
5	Breaking strength	1417.3	Pass
6	Modulus of rupture	41-42	Pass
7	Surface abrasion	Class 3 (1500 cycles)	Pass
8	Resistance to household chemicals & swimming pool	GA	Pass
9	Cracking resistance	Conformed	Pass
10	Frost resistance	Conformed	Pass
11	Resistance to staining	Class 5	Pass
12	Mohr's hardness	6	Pass
13	Anti-slip properties	17.2 degree	Pass

XIAMEN VINSTONE CO., LIMITED  
Web: <http://www.vinstone.com>  
Sui 202 NO.55 Bldg Quanzhou Road Software Park Xiamen 361000 China  
TEL & Whatsapp: 0592-18274667 FAX: 0592-21589513

For and on behalf of  
XIAMEN VINSTONE CO., LTD.  
TEL: +86-592-3885358 FAX: +86-592-21589129  
Authorized Signature(s)

No.	Advantages	Results	Verdict
1		Class A	Pass
2	Advantages	Class A	Pass
3	Surface quality	Conformed	Pass
4	Water absorption	0.06	Pass
5	Breaking strength	1417.3	Pass
6	Modulus of rupture	41-42	Pass
7	Surface abrasion	Class 3 (1500 cycles)	Pass
8	Resistance to household chemicals & swimming pool	GA	Pass
9	Cracking resistance	Conformed	Pass
10	Frost resistance	Conformed	Pass
11	Resistance to staining	Class 5	Pass
12	Mohr's hardness	6	Pass
13	Anti-slip properties	17.2 degree	Pass

No. G2B-C11349

## 53.Testing records

## 54.Testing records





测试报告

编号: XMACCM16070073  
日期: 2018年07月22日  
页码: 第3页, 共5页

1. 测试项目: 抗压强度

2. 测试方法: EN 14017:2013 抗压强度 - 第一部分: 抗压强度

3. 测试标准: EN 14017:2013 抗压强度 - 第一部分: 抗压强度

样品编号	1	2	3	4	5	6
抗压强度 (MPa)	0.03	0.03	0.03	0.03	0.03	0.03
抗压强度 (MPa)	2550	2550	2550	2550	2550	2550
抗压强度 (MPa)	2550	2550	2550	2550	2550	2550

4. 测试结果: 抗压强度

样品编号	1	2	3	4	5	6
抗压强度 (MPa)	35.4	31.7	30.2	35.8	35.4	35.9
抗压强度 (MPa)	35.4	31.7	30.2	35.8	35.4	35.9
抗压强度 (MPa)	35.4	31.7	30.2	35.8	35.4	35.9

5. 测试结果: 抗压强度

样品编号	1	2	3	4	5	6
抗压强度 (MPa)	1.8	1.8	1.8	1.8	1.8	1.8
抗压强度 (MPa)	1.8	1.8	1.8	1.8	1.8	1.8
抗压强度 (MPa)	1.8	1.8	1.8	1.8	1.8	1.8

61. Test report

测试报告

编号: XMACCM16070073  
日期: 2018年07月22日  
页码: 第3页, 共5页

1. 测试项目: 抗压强度

2. 测试方法: EN 14017:2013 抗压强度 - 第一部分: 抗压强度

3. 测试标准: EN 14017:2013 抗压强度 - 第一部分: 抗压强度

样品编号	1	2	3	4	5	6
抗压强度 (MPa)	0.03	0.03	0.03	0.03	0.03	0.03
抗压强度 (MPa)	2550	2550	2550	2550	2550	2550
抗压强度 (MPa)	2550	2550	2550	2550	2550	2550

4. 测试结果: 抗压强度

样品编号	1	2	3	4	5	6
抗压强度 (MPa)	35.4	31.7	30.2	35.8	35.4	35.9
抗压强度 (MPa)	35.4	31.7	30.2	35.8	35.4	35.9
抗压强度 (MPa)	35.4	31.7	30.2	35.8	35.4	35.9

5. 测试结果: 抗压强度

样品编号	1	2	3	4	5	6
抗压强度 (MPa)	1.8	1.8	1.8	1.8	1.8	1.8
抗压强度 (MPa)	1.8	1.8	1.8	1.8	1.8	1.8
抗压强度 (MPa)	1.8	1.8	1.8	1.8	1.8	1.8

62. Test report

\*\*\*\*\*END\*\*\*\*\*

GIS SAMPLE REPORT