Request Document List (for Wal-Mart FCCA)

No.	General Items	YES	NO	N/A
1.0	Wal-Mart Factory Pre-Audit-Audit Questionnaire	☐	☐	☐
1.1	Brief introduction of factory	☐	☐	☐
1.2	Business License	☐	☐	☐
1.3	Organization chart	☐	☐	☐
1.4	Plant layout plan	☐	☐	☐
1.5	Production process flow chart(focused on WM's order or similar product)	☐	☐	☐
1.6	Certificate of various management systems ISO9001/BRC/ISO14001/ICTI/WRAP etc	☐	☐	☐
1.7	Procedure and records of sharp tools control(blades, scissors)/broken needle control/metal detection	☐	☐	☐
1.8	Procedure and records of equipment calibration	☐	☐	☐
1.9	List of machines, tools, spare parts and equipment.	☐	☐	☐
1.10	Maintenance and repairing records for machine/equipment.	☐	☐	☐
2.1	Quality manual(quality objective, quality policy)/procedures	☐	☐	☐
2.2	Procedure and records of customer complaint	☐	☐	☐
2.3	Product recall procedure including procedure and records when applicable	☐	☐	☐
2.4	Quality meeting records(mainly focused on the meeting for solving the quality issues between production dept and quality control dept)	☐	☐	☐
2.5	Role and Responsibility of QC personnel	☐	☐	☐
2.6	Hazard Analysis and Risk assessment to identify hazards from physicals/chemicals/microbiology	☐	☐	☐
2.7	Procedures and records about control risk of physical/chemical/microbiological contamination (which may damage the product and personnel)	☐	☐	☐
3.1	Procedure of quality control on incoming materials	☐	☐	☐
3.2	Inspection criteria (e.g. sampling plan/AQL/defective classification)	☐	☐	☐
3.3	Inspection/test reports of incoming materials including rejected items and concession when applicable	☐	☐	☐
3.4	Certificate of compliance or test report of incoming materials when applicable	☐	☐	☐
3.5	Procedure/rules of materials rotation control and inventory management warehouse (e.g. FIFO)	☐	☐	☐
3.6	Supplier Assessment System (including initial evaluation and regular assessment)	☐	☐	☐
3.7	On-going performance monitoring for incoming goods	☐	☐	☐
4.1	Procedure and records of product design when applicable	☐	☐	☐

4.2	Pilot-run policy and records, and the corresponding corrective actions when applicable)	☐	☐	☐
4.3	Procedure/records of pre-production meeting	☐	☐	☐
4.4	Working instruction/specification/approval and reference sample for manufacturing and packing	☐	☐	☐
4.5	Procedure/criteria/records of IPQC (First piece inspection, on-line inspection, patrol inspection, random inspection, full inspection etc.	☐	☐	☐
4.6	Non-conformity control procedures and records on WIP products	☐	☐	☐
4.7	Corrective/preventative actions in case of bath non-conformity identified for WIP products	☐	☐	☐
5.1	List of in-house testing/testing manual(instructions)/testing records	☐	☐	☐
5.2	Internal/external calibration records/reports of testing equipment	☐	☐	☐
5.3	Training records of testing technician	☐	☐	☐
6.1	Inspection procedure for final products	☐	☐	☐
6.2	Inspection standard/inspection level/Sample Plan on final products	☐	☐	☐
6.3	Non-conformity control procedures and records on final products	☐	☐	☐
6.4	Corrective/preventative actions for non-conformity final products	☐	☐	☐
6.5	Procedure of shipment release	☐	☐	☐
6.6	Identification and traceability(batch code/date code etc when applicable)	☐	☐	☐
7.1	Training procedure and records (pre-work training, on-job training and regular training) for workers/QC members/technician/engineers	☐	☐	☐
7.2	Pre-hire test for skilled personnel	☐	☐	☐
REMARK	Some other documents/records may be required during on-site audit based on FCCA requirements and actual situation. Thanks for your support and cooperation in advance.			