40-Point Factory Evaluation Checklist

The evaluation framework we use before recommending a factory to a brand programme. Four sections, forty points, scored Yes / Partly / No with a notes field for evidence.

Issued by	LuggagePro — luggage supply chain partner, Shenzhen
Applies to	Hardside and softside luggage, bags and travel accessories
Version	2026 edition
Scope	On-site walkthrough plus document review

How to use this document

- Work through one section at a time on site — do not complete it from the office.
- Score each point Yes / Partly / No. A single No in Section C (compliance) stops the evaluation.
- Record what you saw, not what you were told. Photos beat descriptions.
- Use the closing scorecard to decide: approved, approved with conditions, or declined.

Section A — Capability and production reality (10 points)

Ref	Evaluation point	Score	Evidence / notes
A1	Is the operating entity the same entity that owns the production floor?	Y / P / N	
A2	Is the business licence number visible and consistent with the quoted company name?	Y / P / N	
A3	Can production capacity be expressed in units per month for your specific product?	Y / P / N	
A4	Is current utilisation known, and is peak-season headroom available for your order?	Y / P / N	
A5	Are the machines that will run your product on site, rather than subcontracted?	Y / P / N	
A6	Is any part of your product subcontracted, and is that disclosed in writing?	Y / P / N	
A7	Are the key processes for your category (moulding, cutting, sewing, assembly) in-house?	Y / P / N	
A8	Is tooling and mould ownership documented, and who holds it?	Y / P / N	
A9	Are lead times quoted per process stage, not as a single promise?	Y / P / N	
A10	Was the factory visit unannounced, or at least not scripted by the sales desk?	Y / P / N	

Section B — Quality systems (10 points)

Ref	Evaluation point	Score	Evidence / notes
B1	Is there a named QC lead with authority to stop a line?	Y / P / N	
B2	Is incoming material inspected against a written specification?	Y / P / N	
B3	Are in-process checks recorded at defined intervals, not only at final?	Y / P / N	
B4	Is final inspection sampled against a stated AQL, or is it 100% visual?	Y / P / N	
B5	Are inspection records from the last 30 days available on request?	Y / P / N	
B6	Are measuring instruments calibrated, and are calibration records in date?	Y / P / N	
B7	Are approved samples attached at the workstation for operators to reference?	Y / P / N	
B8	Are non-conforming units physically segregated from conforming stock?	Y / P / N	
B9	Is there a defect log with severity classification and closure tracking?	Y / P / N	
B10	Are the results of the last internal quality review available?	Y / P / N	

Section C — Compliance and market access (10 points) — any No here stops the evaluation

Ref	Evaluation point	Score	Evidence / notes
C1	Is the facility licensed for the processes it operates?	Y / P / N	
C2	Are chemical substances stored, labelled and logged per the destination market?	Y / P / N	
C3	Is testing capability known for REACH, CPSIA or Prop 65 as your market requires?	Y / P / N	
C4	Is the factory able to provide test reports from an accredited laboratory?	Y / P / N	
C5	Are fire exits, extinguishers and emergency routes unobstructed?	Y / P / N	
C6	Are working hours and wage records consistent with a social audit requirement?	Y / P / N	
C7	Is personal protective equipment issued and actually in use on the floor?	Y / P / N	
C8	Is waste and effluent handling documented?	Y / P / N	
C9	Are packaging materials compliant with your market's labelling rules?	Y / P / N	
C10	Can the factory support traceability from finished unit back to material batch?	Y / P / N	

Section D — Commercial terms (10 points)

Ref	Evaluation point	Score	Evidence / notes
D1	Is the quotation broken down by material, labour, hardware and packaging?	Y / P / N	
D2	Is the minimum order quantity stated per colourway, not only per model?	Y / P / N	
D3	Are payment terms clear on deposit, balance and inspection trigger?	Y / P / N	
D4	Is the tooling cost quoted once, or amortised — and stated which?	Y / P / N	
D5	Is exclusivity of the design discussed, and on what terms?	Y / P / N	
D6	Is the spare parts commitment stated, with a defined period?	Y / P / N	
D7	Is the price validity window stated, and what resets it?	Y / P / N	
D8	Are rework and scrap allowances defined in the agreement?	Y / P / N	
D9	Is the incoterm stated, and who books freight?	Y / P / N	
D10	Are the consequences of a failed inspection agreed in writing before production?	Y / P / N	

Closing scorecard

Section	Points	Max	Score	Status
A — Capability and production reality	10	10	____	
B — Quality systems	10	10	____	
C — Compliance and market access	10	10	____	any No = stop
D — Commercial terms	10	10	____	
Total	**40**	**40**	____ **/ 40**	

Reading the result

34-40 — Approved. Proceed to sampling with a defined pilot run.
25-33 — Approved with conditions. Agree the corrective actions and their dates in writing before any deposit is paid.
Below 25 — Declined. The gap is usually structural, not a training issue.

A high score on Section A with a low score on Section B is the most common warning pattern: a capable factory that does not yet control its own output. Capacity is easier to verify than discipline, and discipline is what protects your first run.