

China Custom Packaging Factory Audit Checklist

On-site / remote evaluation form for overseas buyers · Dongguan Zhengyang Packaging & Printing Co., Ltd. · packpert.com

BUYER / COMPANY

FACTORY AUDITED

DATE

A. Documents to request (two weeks ahead)

	Document	What it proves	Verified how
☐	Business licence	Legal name, registered address, scope	Name matches invoices
☐	Printing business licence	Legal permission to run presses	Scope includes printing, not just sales
☐	ISO 9001 certificate	Quality management system	Number confirmed with issuer
☐	FSC CoC certificate	Chain of custody for paper	Licence code on FSC database
☐	Recent QC records	QC happens per batch	Filled-in forms with dates
☐	Sub-contractor list	Which processes leave the building	Disclosed openly

B. Equipment record (evaluate the machines, not the adjectives)

Equipment	Make / model	Colours	Max sheet / size	Shifts
Offset press 1				
Offset press 2				
Die-cutter				
Folder-gluer				
Rigid box line				
Laminator / foiler				

Record the press nameplate by photo. “Advanced imported press” without a model is not a verifiable answer.

C. Sample tolerance test (measure a real sample)

	Check	Target	Measured
☐	Cut & crease dimensions	±0.5 mm	
☐	Crease integrity (180° fold)	No cracking	
☐	Lid & insert fit	Snug, no rattle	
☐	Colour match (vs approved ref)	$\Delta E \leq 2$	
☐	First-off sheet re-checked at run start	Yes / No	

D. QC records, stage by stage (ask for a recent similar order)

	Stage	What to look for	Present?
☐	IQC — incoming	Board, film, adhesive with supplier batch numbers	
☐	IPQC — in-process	Press settings, colour readings, operator initials	
☐	FQC — final	Measured values: dimensions, ΔE , glue bond, packing	
☐	Retained samples	Shelf kept by date	

Blank forms with today’s date in every field are a warning sign. Real records show corrections and the occasional failed reading.

E. Scoring sheet (score 1–5; set your pass mark before the visit)

Item	Score	Notes
Registered scope includes printing		
Certificates verified by number		
Equipment named, counted and running		
In-house finishing and assembly		
Sample tolerance within ± 0.5 mm		
QC records filled per batch (IQC / IPQC / FQC)		
Retained samples kept and dated		
Sub-contracting disclosed openly		
Contract states tolerance, AQL and payment trigger		
Answers to unscripted questions		
Total		

F. Red flags worth walking away from

- Production floor quiet during working hours, unexplained.
- Equipment described by adjectives, not brand and model.
- Number of machines changes depending on who answers.
- Not allowed to photograph the die rack or QC bench.
- QC records exist only as a certificate on the wall.
- Factory will not state dimensional tolerance in the PO.

Buyer signature / date

G. Terms to put in writing before deposit

- Specification — material, GSM, dimensions with ± 0.5 mm stated.
- Approved sample — which one, retained by both sides.
- Quality standard — defect classes and agreed AQL.
- Lead time — sample and mass production, with trigger date.
- Payment terms — deposit %, balance against passed inspection.
- Tooling ownership, IP/exclusivity, and dispute route.

Factory representative / date

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ISO 9001:2015 · FSC CoC (FSC C018715 / ESTS-COC-251148) · Sedex SMETA · CE-RoHS · Disney FAMA (1XMB60Y3V0A0) · ~5,000 m² · 70+ employees · MOQ 500 pcs

Full guide: zyinco.com/blog/industry-insights/packaging-factory-audit-checklist · Book a factory tour: packpert.com/factory-tour/