
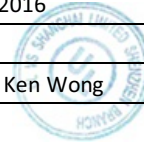


Audit Report

Global Manufacturer Certificate



Manufacturer:	Anji Guyou Furniture CO., Ltd. 安吉顾友家具有限公司		
Factory Address:	Baishuiwan Industrial Park, Tianhuangping Town, Anji county, Huzhou City, Zhejiang Province, China		
Factory Representative:	Qiu Yan Hong		
Site(s) audited:	Same as factory address	Date of Issue:	18 August, 2016
Standard(s):	2nd Party Audit in Terms of the Checklist of GlobalMarket		
Audited by:	Manny Wang	Reviewed by:	Tracy Xie / Ken Wong
The Audit Results :	Quasi-GMC (Only Assessed by GMC Audit Committee)		
Confirmed by GMC Audit Commissioner:			
This report is confidential and distribution is limited to GlobalMarket representative and the UL office.			



Audit Report

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6. Corporate Social Responsibility
7. Trustworthiness & Reputation
8. Customer Service Capability

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Audit Report

Global Manufacturer Certificate



Factory Profile:

General Information:

Registered Capital:	RMB 1,000,000.00
Time of Establishment:	2012-07-05
Factory Nature:	Limited Liability Company
Background of Factory (Ownership)	The factory is the applicant of GMC audit.
Main Products:	Office chair, Bar chair
Target Market:	Europe and America
Export Market:	Europe and America, Australia
Sold Method:	Directly exported to overseas market & Sold through export agencies to overseas market
Cooperated Key Buyer:	N/A
Order Quantity from Key Buyer:	N/A
GMC Audit Report No.:	FR00084810.1.1.01

Finance Condition:

Total Assets

Profitability Ratios: [Net profit before tax / Turnover × 100%]

Asset Management Ratios: [Total assets turnover: Turnover / Total assets]

Banking Relationship:

Banking relations are maintained principally with Anji Rural Credit Cooperatives
A/C No.: 201000095775138
Tel: 0572-5041015
Taxes No.: 33052305011302X

Banker(s) opinion:

Normal: It means that SC has maintained a normal relationship with its bankers.
Its bankers have recorded nothing detrimental against SC.

Note:

SC: Super Centre of Bank, a ERP Software

Audit Report

Global Manufacturer Certificate



Payment:

Export Payment Terms:	T/T, L/C
Export Price Terms:	FOB Ningbo, FOB Shanghai
Domestic Sales Payment Terms:	By cash
Purchasing Payment Terms:	By cash, 30 days internal credit

Factory Coverage & Buildings:

Total area:	5800 m ²
Production area and warehouse:	On the second and third floor of a 4-storey Building
Office:	On the fourth floor of a 4-storey Building
Accommodation:	N/A

No. of Employee:

Foreign Trade & Export:	6
Domestic Sales & Marketing:	2
Design/R&D:	1
Manufacturing:	25
Quality Control:	1
HR/Admin :	1

Working Hour:

The daily working-hour starts from 7:00 to 17:00 ; from Monday to Saturday .
Lunch-hour starts from 11:00 to 13:00 ; Overtime starts from 18:00 to 20:00 .

Main Production Facility / Machine:

Audit Report

Global Manufacturer Certificate



<u>ITEM</u>	<u>QUANTITY</u>	<u>CONDITION</u>
Air compressor	1	Equipped
Riveting machine	1	Equipped
Bench drill	1	Equipped
Cutting machine	1	Equipped
Strapping machine	1	Equipped
Two-needle sewing machine	2	Equipped
Single needle sewing machine	18	Equipped
Electric shears	2	Equipped
Pneumatic nail gun	6	Equipped

Audit Report

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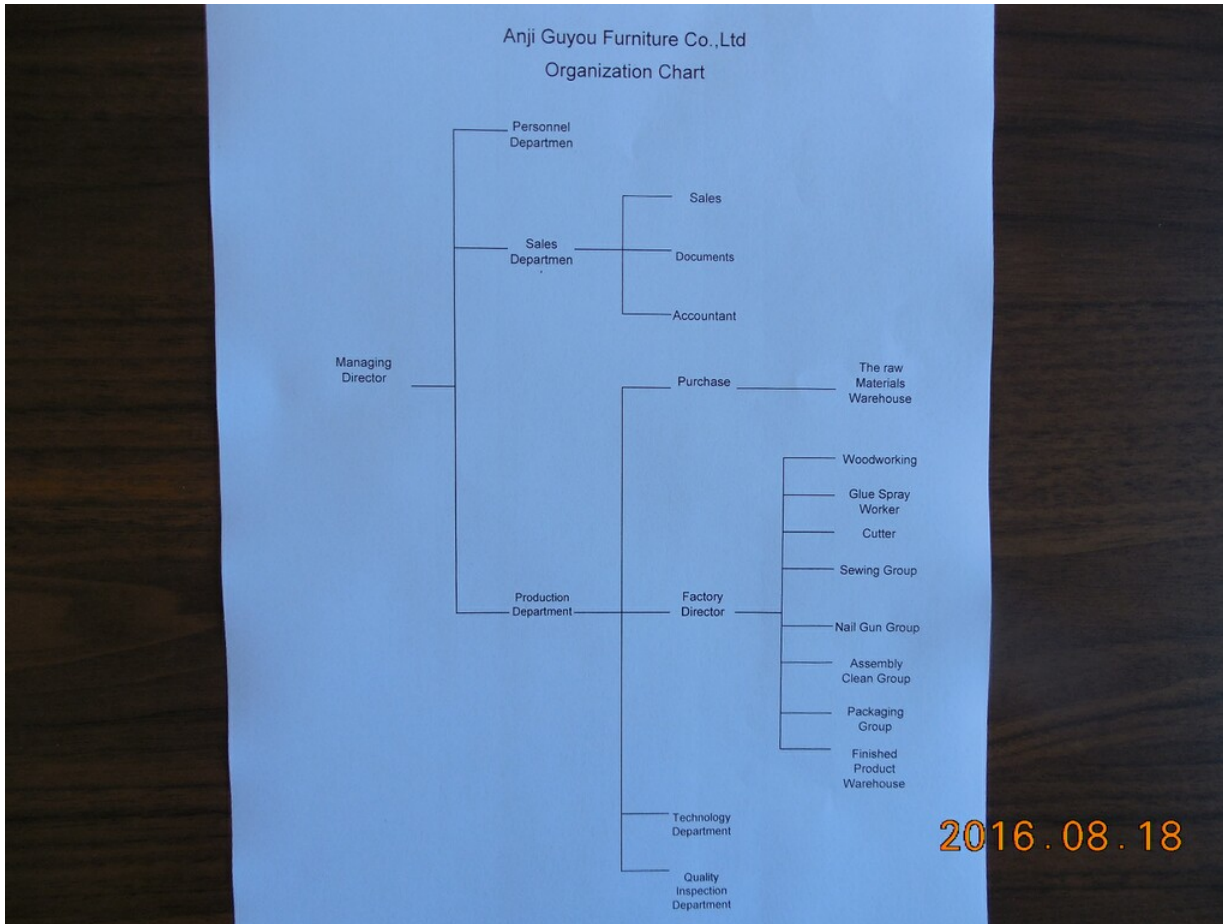
Manufacturing Process Covered in the Audit Process:

Raw material preparation →Woodworking →Cutting →Glue together →Sewing →Nail gun →Assembly →Cleaning →Inspection →Packing
→Shipping out

Organization Chart of the Factory

Audit Report

Global Manufacturer Certificate



Checklist and Results

Note:

The Judgments means that results are complied with the requirements based on the evidences.
 (Yes ---- conformity, No --- inconformity, N/A--- Not Available / Not Applicable, Ref.---Reference)

I. Genuine Manufacturer

Checking Item	Checking Points	Description of On-site Evidences or Comments	Judgments
Valid of Business Registration	Does the factory have Business Registration?	The factory provided the valid business registration. The registration number: 9133052305011302XE	Yes
	Does the registered company address comply with the actual situation?	The registered company address complies with the actual situation.	Yes

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	Do the registered company name and business scope comply with the actual situation?	The registered company name and business scope comply with the actual situation.	Yes
	Is an annual review done?	The annual report of year 2015 was submitted to the national publicity system of corporate credit information on Apr.06, 2016.	Yes
	Is Business Registration still valid?	The business registration is still valid. Validity period: long-term	Yes
	Who is the Legal Representative?	The name of legal representative is Ms. Qiu Yan Hong.	Ref.
	Is the factory a subsidiary? If it were YES, what is the name of its parent company?	The factory was not a subsidiary.	No
Tax Registration Certificate	Does the factory have Tax Registration Certificate?	According to the latest registration system reform, newly-established enterprises don't need to apply for the tax registration certificate. Instead the enterprise only needs to obtain the unified social credit code license, which is a gathering of original business license, tax registration certificate, organization code certificate.	Yes
Articles of Incorporation	Confirm the division of shareholders' equity	No information was provided by the factory.	Ref.
Conclusion	It is confirmed that the factory is a real manufacturer.		Yes

II. Capability of Providing High-quality Products

Checking Item	Checking Points	Description of On-site Evidences or Comments	Judgments
ISO9001 or Other Equivalent Quality Management System ISO9001	Is the factory certified with ISO9001 or other equivalent Quality Management System?	The factory has been certified with ISO9001:2008. Certificate No.: NOA1612265 Certificate body: NOA Certification Service Issued date: Jul.07, 2016 Expiry date: Jul.03, 2017	Yes
	Does the certification scope comply with the actual situation?	The scope of ISO9001 certificate is "Production and sale of office chair".	Yes
	Is the Certificate still valid?	The certificate is still valid until Jul.03, 2017.	Yes

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	Is surveillance done accordingly? Have all opened major CAR been closed?	The surveillance was done accordingly, and all opened major CAR were closed.	Yes
	Has the factory provided the copy of certificate and the recent audit report?	The factory provided the copy of certificate and the recent external audit report.	Yes
	Is the Internal Audit of QMS [Quality Management System] proceeded according to documented procedure and plan?	The factory proceeded the internal audit of QMS according to written procedure and plan.	Yes
	Is the latest internal audit report kept? Have all opened major CAR been closed?	The factory kept latest report, as well as corrective action plan. According to non-conformity record, there was no major finding during internal audit.	Yes
	Does the factory maintain a record of the Internal and External Corrective Action?	The factory provided the internal and external follow-up corrective action records regarding latest non-conformity findings.	Yes
Quality Control System	1. Supply Chain Management		
	Does the factory conduct the assessment when changing or cooperating with a new supplier/sub-contractor?	The factory conducted the assessment when changing or cooperating with a new supplier/sub-contractor. Relevant records were available during the audit.	Yes
	2. Raw Material Quality Management		
	Does the factory set up any inspection standards for raw material?	The factory provided the inspection standard for raw material.	Yes
	Does the factory set up the guidelines for raw material management?	The factory set up the guidelines for raw material management.	Yes
	Does the factory have any measure to control the management of unqualified material after sampling, to avoid mixing up or wasting?	Per observation, unqualified material will be stored at a designated area and clearly identified and segregated to avoid mixing up.	Yes

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3. Production Process Management		
Does the factory regulate the production process involved?	The factory provided the WI for each work station.	Yes
How does the factory make the staff know better about the operation within their position?	The factory provided the training records of different work process. For some important positions, exam paper with result was available.	Yes
4. Staff Qualification Verifying		
Is the management and usage of production materials as well as the production process executed by the staff who is appropriately trained and qualified or by the senior staff?	Related training records were provided during the audit.	Yes
Are all staff in factory appropriately trained and qualified for their position?	Records showed all workers were trained and qualified for their position.	Yes
5. Production Equipment Management		
Is the production equipment clearly marked with its status, maintenance means, service lifespan, and circle of competence?	The machine maintenance record was available on site; routine checking point and frequency were clearly recorded.	Yes
6. Quality Control Of Production Process		
Has the factory set up necessary quality inspection standards in the process of production?	The factory provided quality inspection standards in the process of production.	Yes
Is there any in-process quality inspection?	IPQC record was available during plant tour.	Yes
Is there any standard and record of checking point sampling?	Checking point sampling record was available during plant tour.	Yes
7. Quality Inspection Of Finished Product		
Does the factory conduct necessary inspection standards to ensure the quality parameter?	The factory set up quality inspection standards for finished goods.	Yes
Is the inspection recorded?	The FQC record was available in QC workshop.	Yes

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8. Quality Control of Packaging			
Is the cargo packaging consistent with the buyer's requirement?	After checking of cargo packaging, it was consistent with the buyer's requirement.	Yes	
Is the quantity of the cargo in package consistent with the contract?	The quantity of cargo in package would be checked in order to be consistent with contract.	Yes	
Is there any environmental risk during the packaging process, such as pollution, damage, etc?	During packaging process tour, it was noted that no obvious environmental risk existed during packaging process.	Yes	
9. Management of Finished Goods Warehouse			
Does the factory set up the warehouse management for finished goods?	Documented warehouse management procedure was available.	Yes	
Is the product clearly marked with its physical and chemical safety, such as warehouse management discipline, cargo Mark Rules, etc.?	During finished warehouse tour, it was noted all finished products were clearly labeled. For special products, physical and chemical safety warning were posted at visible area.	Yes	
Product Certification / Test Report	Does the factory hold any export certificate or domestic authoritative product certification for their main products?	Evidence was provided to show that the factory holds product certification. CE certificate: Certificate No.: ES1605GZ0521367 Product: Office Chair Model: Y-2895A Testing standard: EN 1335-1:2000, EN 1335-2:2009, EN1335-3:2000 Issue date: 2016-05-26 Certificate body: ESO (UK) LTD	Yes
	Does the factory have the product testing report issued by the third party to evaluate safety/function of their products? If there is any, list the details.	The factory obtained the product testing report issued by the third party to evaluate safety of their products as below: Report No.: AJHG1412004092FT Report issuing body: SGS Product: Office Chairs Test Standard: ANSI/BIFMA X5.1-2011 (CLAUSE 8) Issued date: 2014-12-10	Yes
Conclusion	The factory has the ability of providing high-quality products.	Yes	

Audit Report

Global Manufacturer Certificate



III. Considerable Company Size

Checking Item	Checking Points	Description of On-site Evidences or Comments	Judgments
Capacity Assessment	If the financial report is kept confidential, what is the assessment value of annual production capacity in the factory?	The estimated production capacity is RMB 18,900,000 per year, namely USD 3 million per year.	Yes
Financial Statements	If the financial report is available, how much was the total revenue last year? (Time period is based on previous year or 12 months prior to on site audit)	The factory did not provide the financial report.	N/A
Output at Present	What percentage does current production capacity account for the total output capacity?	No information was provided by factory.	Ref.
Conclusion	The revenue / output value of factory has met the requirements.		Yes

IV. Sales & Marketing Capability

Checking Item	Checking Points	Description of On-site Evidences or Comments	Judgments
Marketing Team	Does the factory have a sales & marketing team? Does the factory set up its sales network?	The name list of sales & marketing team was provided. The factory has set up its sales network.	Yes
Marketing Information System	Does the factory collect and analyze necessary information for marketing expansion?	The market Dept. collected and analyzed the research data, and further decision on market expansion will be based on out-put result.	Yes
Marketing Strategy	Does the factory have a specific, explicit, phased, strategic target as a marketing objective?	The factory defined a specific, explicit, phased and strategic target as a marketing objective.	Yes
	Does the factory have any further subdivision within their target market based on the product features?	The market director indicated their products do have diverse market segments. It targets to: Europe and America	Yes

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	Has the factory set up a considerate dealer management mechanism, namely the tactics of sales channel management?	The factory set up a considerate dealer management mechanism.	Yes
Marketing Implement Assurance	Does the sales & marketing department have an appropriate organizational structure and a clear marketing management system to divide the rights, responsibilities and benefits?	The sales and marketing department provided the appropriate organizational structure and a clear marketing management regulation to allocate duty and rights.	Yes
	Does the factory have a system of recruitment, appointment, training, assessment, reward and punishment for the sales & marketing team?	The factory management provided a regulation of recruitment, appointment, training, assessment, reward and punishment for the sales & marketing team.	Yes
Marketing Benefit	Has the sales growth rate kept growing over the past 2 years? What is the sales growth rate of prior year?	No information was provided by the factory.	No
	Has the sales profit ratio kept growing over the past 2 years? What is the percentage of sales profit ratio of prior year?	No information was provided by the factory.	No
Foreign Trade Capacity	Is a name list with education level and working experience records of foreign trading staff kept?	The name list of 6 foreign trading staff with education level and 1-4 years' working experience records was submitted.	Yes
	Do the trading staff have adequate English level and foreign trading experience based on interview question (e.g. Do the staff know what L/C and FOB is)?	The foreign trading interviewee has adequate English level and experience for trading.	Yes
	Are the staff acquainted with the features of the products and can introduce the products to buyers?	The interviewee is acquainted with the features of the products and can introduce products to the buyers.	Yes
	Do the trading staff clearly know the responsibilities and trading jobs?	The trading interviewee clearly knows the responsibilities and trading jobs.	Yes
Conclusion	The factory has the marketing ability to expand its market.		Yes

V. Research & Development Capability

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Checking Item	Checking Points	Description of On-site Evidences or Comments	Judgments
Research & Design Capability R&D	Is there a special and adequate team for Research & Design? (educational background & experience)	The name list of 1 R&D staff with education 15 years' experience and job duties was copied.	Yes
	Is product development schedule followed?	Records show the product development schedule was effectively followed.	Yes
	Is there a effective design system/ flow?	Design system was available, and it was noted that workflow was being carried out as regulated.	Yes
	Is there patent applied?	No patent certificate was provided by the factory.	No
Process Capability	Does factory offer a good manufacturing flow?	The factory provided a clear and effective manufacturing workflow.	Yes
	Is there an effective and proper SOP(or WI) for each process station?	WI was available in each workshop. Per observation, employees could basically follow the SOP instruction.	Yes
Equipment, Tooling and fixture management	Is there an adequate instruction for each equipment?	WI for each equipment was available and adequate.	Yes
	Are equipments maintenance practices documented, adequately defined and followed?	Records showed that daily and monthly maintenance was conducted for machines.	Yes
	Is the testing equipment calibrated in time?	Test and detecting tools were not calibrated regularly.	No
FA	Is there RMA criterion?	RMA criterion has been established.	Yes
	Is there FA and the method of the obviate?	FA and the method of the obviate were used by the factory.	Yes
	Are there special engineers for failure analysis?	Mr. Gao Xiang Kun was responsible for failure analysis.	Yes
Conclusion	The factory has R&D ability to ensure the sustainability of its product development.		Yes

VI. Corporate Social Responsibility

Audit Report

Global Manufacturer Certificate



GB High Quality Manufacturer 优质制造商

Checking Item	Checking Points	Description of On-site Evidences or Comments	Judgments
Child Labor	Is it confirmed that there's no child labor in the factory?	Child labor was not found during document review and plant tour.	Yes
	Does the factory have a clear job management program, and take effective measures to verify the age of the employees?	Employment recruitment policy was reviewed, indicating any one below legal minimum age was not allowed to be employed.	Yes
Forced Labor	Do the staff clearly know the terms of labor contract, regulations of the factory and the right of free employment?	According to the interview with employee sampled, he had already signed the labor contract, and well noted all clauses.	Yes
	Have the staff been forced to work overtime? Will they be fined or fired if they refuse to ?	According to employee interview, the staff were not forced to work overtime and there was no punishment for their refusal.	Yes
Health and Safety	Has the factory established a safety responsibility system, and distributed to all levels of supervisor and provided them with appropriate training?	The factory provided the safety procedure/regulation. Safety Officer Ms. Qiu Yan Hong was responsible for safety issues and training provision.	Yes
	Does the factory conduct regular inspection of the plant and equipment, to ensure the health and safety of the workshop at least in accord with the law?	Mr. Gu Yong Qing was appointed to conduct regular inspection of the plant and equipment, to ensure the health and safety the workshop at least in accord with the law.	Yes
	Does the factory regularly provide necessary safety and health training, to make the staff understand that there might be occupational hazards in their work, and take appropriate protective measures when necessary? (For example, how to use personal protective equipment safely, etc.)	Necessary safety and health training was provided to employees regularly to make sure potential occupational hazards could be realized in their daily work. At the same time, enough and free PPE were provided in the workshop.	Yes

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	Does the factory hold regular fire drill, including fire drill and evacuation drill? Do the staff know how to give an alarm, how to evacuate and how to use the fire extinguisher?	The factory has held regular fire drill and evacuation drill and relevant records were reviewed. Latest fire drill and evacuation drill date: 2016-4-23	Yes
	Does the factory have the approval report issued by local Fire Bureau?	The approval report issued by local Fire Bureau was not available during the audit.	No
	Does the factory provide adequate first aid equipment? Are first-aid kit and trained first-aider available in each workplace?	During plant tour, it was noted that first-aid kit was not available in the workshop and in the office.	No
	Does the factory provide clean lavatory, separating men's and lady's?	The factory provided clean lavatory, and toilets for men and woman were separated.	Yes
	Does the factory provide clean drinking water to the staff? Any restrictions on drinking water?	The factory provided clean drinking water to the staff. There was no restriction to the drinking water based on the onsite observation.	Yes
Environmental Protection And Energy Management	1. Environmental Impact Assessment		
	Does factory have Environmental Impact Assessment report? Is it regularly reported to government or appropriate public authority? If Yes, please give details.	The environment assessment report was approved by Huzhou City Environment and Protection Bureau.	Yes
	2. Pollutant Emission Permit		
	Does the factory have the pollutant emission permit issued by the Environmental Protection Bureau?	The pollutant emission permit was not applicable to the factory.	N/A
	3. Water Management		
Does factory have permits for water use? If Yes, please give details.	The permits for water use was not applicable to the factory.	N/A	
Certifications & Reports	Has the factory ever been certified with SA8000?	Not obtained.	No

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	Has the factory ever been certified with ISO14001?	Not obtained.The factory was certificated with ISO14001:2004. Certificate number: NOA1612264 Certificate Body:NOA Certification Service Issued Date:2016-07-07 Expiry Date:2017-07-03	Yes
	Has the factory ever been certified with OHSAS 18001?	Not obtained.	No
Conclusion	The factory is taking its social responsibility.		Yes

VII. Trustworthiness & Reputation

Checking Item	Checking Points	Description of On-site Evidences or Comments	Judgments
Credit or Goodwill	Is the factory of good credit standing, lawful operations? Are there any illegal operation found?	The factory has signed the declaration of No illegal records or fraud in business behavior which is drafted by GlobalMarket.	Yes
	Does the factory have any fraud in business behavior or damage in bank credit in the past?	The factory was not involved in any fraud in business behavior or damage in bank credit in the past.	Yes
	Has the factory run into any dispute of intellectual property, etc?	The factory was not involved in any dispute of intellectual property, etc.	Yes
	Has the factory obtained any award from local government, industry institute or local chamber of commerce, or any other approval of its business position / credibility?	Not obtained.	No
Enterprise Honor	[CICB] Famous Trademark Enterprise	Not obtained.	Ref.
	[CICB] Enterprise Loyally Abiding by Contracts and Credits	Not obtained.	Ref.
	[BQS] China Famous Brand Products Enterprise	Not obtained.	Ref.
	[BQS] Enterprise of Inspection Exemption for Export Products	Not obtained.	Ref.

Audit Report

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	[BQS] Enterprise of Guangdong Top Brand Product	Not obtained.	Ref.
	Quality Awards from the Government	Not obtained.	Ref.
Conclusion	The factory enjoys a certain reputation and goodwill.		Yes

CICB: China Industrial and Commercial Bureau

BQS: Bureau of Quality Supervision

VIII. Customer Service Capability

Checking Item	Checking Points	Description of On-site Evidences or Comments	Judgments
After-sales Service	Is there any appointed team or staff mainly responsible for the after-sales service within the factory?	After-sales team has been built up.	Yes
	Does the factory have SOP (standard operation procedure) for after-sales service?	After-sales service management regulation was available.	Yes
	Does the factory provide any technical support, e.g. telephone counseling, on-site service?	The factory provided technical support.	Yes
	Does the factory have any process flow for RMA?	Records showed factory had process flow for RMA.	Yes
	Does the factory provide after-sales consulting service?	The factory provided after-sales consulting service.	Yes
Warranty Policies	Does the factory implement the provisions of the National Three Warrantees (warranty for repair/replacement /return) for their products?	The factory implemented the provisions of the National Three Warrantees (warranty for repair/replacement /return) for their products.	Yes
	Does the factory have its commitment on the customer services of their products?	After-sales service commitment on products has been already checked.	Yes

Audit Report

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Capability of Complaint Handling and Feedback	Has the factory set up any procedure for handling customer complaints or feedback?	Procedure for handling customer complaints was available.	Yes
	Does the factory regularly assess the procedure for complaint handling or feedback, to ensure it an effective, efficient and continuous improvement?	Sales Dept. and management Dept. have organized regularly the complaint records review meeting in which root reasons analysis and corrective action plan would be confirmed.	Yes
	Is there any qualified staff appointed to be responsible for complaint handlings and feedbacks?	Mr. Wei Zhang Huo was responsible for complaint handling and feedbacks.	Yes
OEM/ODM/OBM Experience	Is it contracted volume of OEM*?	It is accounted 90% for OEM.	Ref.
	Is it contracted volume of ODM*?	It is accounted 10% for ODM.	Ref.
	Is it contracted volume of OBM*?	It is accounted 0% for OBM.	Ref.
	Based on the current equipment and resources, how many years'experience of production and delivery does the factory have on OEM/ODM?	Factory had over 4 years' experience of production and delivery on OEM.	Ref.
Conclusion	The factory has customer service capability.		Yes

Audit Report

Global Manufacturer Certificate



Gap Analysis

According to the above-mentioned gap analysis for the factory, what areas do they need to further improve?

1	The patent is advised.
2	The approval report issued by local Fire Bureau is advised.
3	Regular calibration is advised for the testing equipment.
4	It is suggested that the factory should be equipped with adequate first-aid kit in workshops and offices.
5	It is suggested that the factory should be certified with SA8000 and OHSAS18001.

Audit Report

Global Manufacturer Certificate



Factory Tour

The relevant on-site photos and audit documents are as follows

 <p style="text-align: right; color: orange;">2016.08.18</p>	 <p style="text-align: right; color: orange;">2016.08.18</p>
<p style="text-align: center;">factory gate</p>	<p style="text-align: center;">main building</p>
 <p style="text-align: right; color: orange;">2016.08.18</p>	 <p style="text-align: right; color: orange;">2016.08.18</p>
<p style="text-align: center;">show room</p>	<p style="text-align: center;">woodworking workshop</p>
 <p style="text-align: right; color: orange;">2016.08.18</p>	 <p style="text-align: right; color: orange;">2016.08.18</p>
<p style="text-align: center;">cutting workshop</p>	<p style="text-align: center;">sop for cutting</p>

Audit Report

Global Manufacturer Certificate



glue together workshop



sewing workshop



nail gun workshop



assembly workshop



testing workshop



raw materials warehouse_1

Audit Report

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raw materials warehouse_2



finished products warehouse



fire extinguisher



potable water

Audit Report

Global Manufacturer Certificate



Final Evaluation

Audit No.	Company Name	Result
FR00084810.1.1.01	Anji Guyou Furniture CO., Ltd.	Quasi-GMC

Qualification

Audit Module	Result
Genuine Manufacturer	Yes
Capability of Providing High-quality Products	Yes
Considerable Company Size	Yes
Sales & Marketing Capability	Yes
Research & Development Capability	Yes
Corporate Social Responsibility	Yes
Trustworthiness & Reputation	Yes
Customer Service Capability	Yes

Notes

- The evaluation of the above results is not a certificate.
The official certificates will be issued later to the passed manufacturer.
- There are three classes of the results, Passed GMC, Passed Quasi-GMC and Fail.
Only the passed manufacturer will be obtained the official certificate from Global Market Group (Asia) Ltd.
- Global Market Group (Asia) Ltd reserves the right to amend the information given before issuing of certificates or endorsements to the passed manufacturers

End of Report