Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment

Version No.: 16 26-Apr-23

Audit Details

Costco Audit Request #	202306-NFGMP-13755		
Audit Type	**Initial Audit**		
Audit Report #	Vie 17553-01	Auditor Name	Than Ly
Audit Start Date	17-18-July-2023	Number of Mandays	2
Follow-up Audit 1	**Not Applicable**		
Factory Name	**Tam Quan Garment Joint Stock Company**		
Address	Tam Quan Industrial Complex, Tam Quan Ward, Hoai Nhon Town, Binh Dinh Province, Vietnam		
City	NA	State/Province	Binh Dinh
Country	VietNam		
Postcode	593330		
Telephone #	(+84) 2563 565 279		
E-mail	thoalam@tqj.com.vn		
Supplier Name	TKO-Evolution Apparel NY		

Key Personnel

Name	Job Title	E-mail ID
Dao Duy Le	General Manager	letamquan@tqj.com.vn
Phan Thi Ngoc Loan	Quality/Technical Manager	ngocloan@tqj.com.vn
Vo Thị Kim Ngoc	Production Manager	ngocvo.tq2017@gmail.com
Tran Thi Tam	R & D Manager	tranthitam@tqj.com.vn
Tran Ngoc Hung	Health & Safety Officer	tranngochung1808@gmail.com

Note: provide up to 5 key personnel only

Sub-contractor Information

Processes	Factory Name	Factory Address
NA	*NA*	*NA*

Company Profile

Factory established in year:	2009
Main manufacturing processes:	Incoming material, Cutting, Sewing, Pressing, Finishing, Inspection, Packing and Loading
Product category	Fashion garment
Factory area / dimensions	36,623 sqm

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment	
Number of Buildings	The factory has 06 building, detail: - One 01-storey building used for office. - Two flat building used for production. - One flat building used for production and material warehouse. - One flat building used for finished good warehouse. - One flat building used for canteen.
Total number of employees	1,100
Monthly Production capacity	800,000 pieces per month
International certification	ISO 9001:2015 certified No. FM 607052 is valid until January 15, 2026; ISO 14001:2015 certified No. EMS 632905 is valid until February 27, 2024.
Peak season	From May to July
Major market	US (90%), EU (10%)
Major customer	Target (50%); FOB NBC (15%)
Remarks (if any): Nil	

AUDIT RESULT SUMMARY

Tam Quan Garment Joint Stock Company

Initial Audit			
Report #	Vie 17553-01	Audit Date	17-18-July-2023
Auditor Name	Than Ly	Number of Mandays	2
	Section Name	**Section Score**	**Section Rating**
Section 1	Management Commitment & Continual Improvement	83%	Yellow
Section 2	Risk Management	89%	Orange
Section 3	Quality Management System	95%	Yellow
Section 4	Site and Facility Management	94%	Orange
Section 5	Product Control	100%	Green
Section 6	Product Testing	100%	Green
Section 7	Process Control	98%	Yellow
Section 8	Personnel Training	94%	Yellow

Overall Score	**Overall Rating**
95.37%	**Orange**

Factory Name	Audit Date	Report #
Tam Quan Garment Joint Stock Company	17-18-July-2023	Vie 17553-01

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		**Initial Audit**	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
1	**Management Commitment & Continual Improvement**		
1.1	**Does factory establish a quality policy stating the factory's intentions to meet its obligations to manufacture quality, safe and legal products, and its responsibility to the customer?**	Deviation	It was noted that the factory has established a quality policy. But did not include stating the factory's intentions to meet its obligations to safe.
1.2	**Is the policy communicated throughout the factory, and regularly reviewed?**	Full Compliance	
1.3	**Did management develop and implement a management system to achieve their goals for product quality, safety and customer requirements?**	Full Compliance	
1.4	**Does factory review effectiveness of management systems (e.g. QMS) at defined intervals (minimum once per year)?**	Full Compliance	
1.5	**Are there documentary evidence that demonstrate management commitment to improve any significant area of findings identified during an audit?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
1.6	**Does factory track its key performance indicators (KPI) for on-time delivery, outgoing quality, complaint rate, etc.?**	Deviation	It was noted that the factory did not track its key performance indicators (KPI) for complaint rate.
2	**Risk Management System**		
2.1	**Legislative and Safety Requirements**		
2.1.1	**Is the factory aware of relevant legislation, mandatory standards and industry/customer codes of practice applicable to the product in the countries of intended sale, and having a process in place for ensuring it is kept informed of changes to the relevant information?**	Full Compliance	
2.1.2	**Does the factory have a means of validating information impacting product safety, quality and legality, where such information is provided by the customer or related party?**	Full Compliance	
2.2	**Risk Assessment**		
2.2.1	**Does the factory establish a Product Risk Assessment for each product or a group of similar products, e.g., FMEA?**	Not Applicable	The facility does not have designing capability. They just follow Client design.
2.2.2	**Where manufacturing sites have no responsibility for product design, is the factory provided with a validated copy of the product risk assessment?**	Full Compliance	
2.2.3	**Does the product risk assessment address the following aspects which have an effect on product safety and legality?**		

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
2.2.3.1	**User types (e.g., new born, young children, vulnerable people i.e., elderly, disabilities)**	Full Compliance	
2.2.3.2	**Product use (e.g., behavior, durability, user awareness, information and advice)**	Full Compliance	
2.2.4	**Does the product risk assessment determine the following?**		
2.2.4.1	**Possible Hazard/Risk Identification (e.g. Chemical, Physical, Regulatory)**	Full Compliance	
2.2.4.2	**Risk level for each identified hazard/risk (e.g. Severe, High, Moderate, Slight)**	Full Compliance	
2.2.4.3	**Whether the risk is acceptable considering the probability or likelihood and the severity and potential consequences of the effects on consumer safety (e.g., Not Acceptable, Review & Improve, Acceptable)**	Full Compliance	
2.2.5	**Does the factory conduct a Process Risk Assessment of hazards potentially introduced during the production, packaging or storage processes?**	Deviation	It was noted that the facility has conducted process risk assessment of hazards potentially introduced during the production, packaging or storage processes but it does not completely cover the necessary elements (missing Personal protective equipment, a list of potential risk or hazards in the production process).
2.2.6	**Does the process risk assessment take the following into account?**		
2.2.6.1	**Manufacturing parameters such as pressure, time, temperature**	Full Compliance	
2.2.6.2	**Conditions of equipment, molds, dies, machinery**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
2.2.6.3	**Chemicals / materials used for equipment (e.g. lubricating oils and paints)**	Full Compliance	
2.2.6.4	**Calibration of equipment**	Full Compliance	
2.2.6.5	**Policies on foreign body contamination (e.g. needles, metal, glass and brittle plastics)**	Full Compliance	
2.2.6.6	**Policies on microbiological contamination (e.g. hygiene of toilet & canteen, pest control)**	Full Compliance	
2.2.6.7	**Personal protective equipment (including specific clothing and footwear)**	Non Conformity	Personal protective equipment (including specific clothing and footwear) was not covered in process risk assessment.
2.2.7	**Does the process risk assessment identify the following?**		
2.2.7.1	**A list of potential risk or hazards in the production process**	Non Conformity	It was noted that a list of potential risk or hazards in the production process is not in place.
2.2.7.2	**Control points to manage the identified risk to acceptable level**	Full Compliance	
2.2.7.3	**Accept / reject limits defined for each control point**	Full Compliance	
2.2.7.4	**Corrective action to be taken where a CCP is out of control**	Full Compliance	
2.2.7.5	**Responsibility of Control Points**	Full Compliance	
2.2.7.6	**Records of monitoring & reviews**	Full Compliance	
2.3	**Verification of Risk Assessment**		

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
2.3.1	**Is the verification of risk assessment carried out prior to production?**	Full Compliance	
2.3.2	**Is the risk assessment carried out by competent personnel (internal or external)?**	Full Compliance	
2.3.3	**Is the risk assessment regularly reviewed, at least annually or when changes made to product design and materials and/or key manufacturing processes?**	Full Compliance	
2.3.4	**Does the factory implement risk management systems based on a systematic risk assessment system to assure product safety legality and quality?**	Deviation	The facility has conducted product and process risk assessment. However, the process risk assessment did not completely cover all necessary elements (missing Personal protective equipment, a list of potential risk or hazards in the production process).
3	**MANAGEMENT SYSTEM**		
3.1	**Documented Quality System**		
3.1.1	**Does factory have a documented quality system approved by top management, outlining the criteria and methods used to meet system requirements?**	Full Compliance	
3.1.2	**Does the quality system include detailed procedures, instructions, and reference documents covering all manufacturing processes?**	Full Compliance	
3.2	**Organizational Structure, Responsibility and Authority**		
3.2.1	**Does factory define and communicate the levels of responsibility and accountability for staff involved with product safety, legality, and quality?**	Full Compliance	
3.2.2	**Are there appropriate arrangements in place, to cover for the absence of key staff?**	Full Compliance	
3.3	**Customer Focus**		

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
3.3.1	**Is there a process in place to communicate customer's needs and expectations to all relevant employees?**	Full Compliance	
3.3.2	**Are performance indicators relating to customer satisfaction established?**	Full Compliance	
3.3.3	**Does factory establish a procedure or policy to safeguard customer property including software and intellectual property?**	Deviation	It was noted that the factory has established a policy or procedure to protect customer property but did not include requirement of reporting to customer in case of loss or damage.
3.4	**Specifications**		
3.4.1	**Do specifications or codes of practice exist for raw materials (including packaging), intermediate/semi processed products (where appropriate), and finished products?**	Full Compliance	
3.4.2	**Are specifications adequate, accurate, and ensure compliance with relevant safety, legislative and customer requirements?**	Full Compliance	
3.4.3	**Any changes in product specifications are formally agreed with customers and then communicated to relevant departments?**	Full Compliance	
3.5	**Purchasing, Supplier and Sub-Contractor Approval and Performance Monitoring**		
3.5.1	**Are there procedures for approval and an on-going monitoring program for sub-contractors and suppliers of all raw materials, packaging, and utilities? Does factory use the results of the approval process to determine acceptable/non acceptable sources?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
3.5.2	**Do these procedures include clear criteria for assessment as well as standards of performance required? (Assessment may take the form of monitoring performance through in-house checks, certificates of analysis or extend to supplier or sub-contractor inspection, as appropriate. Assessment may include evaluation of systems, product safety information and legislative requirements.)**	Deviation	It was noted that procedure for sub-contractor and supplier approval did not include trial period were defined for new subcontractors and suppliers
3.5.3	**Does factory provide material specifications and compliance requirements to raw-material, trims and packaging materials suppliers when placing orders?**	Full Compliance	
3.6	**Identification & Traceability**		
3.6.1	**Is there a lot identification and traceability system for all raw materials (including packaging), work in progress and finished products?**	Full Compliance	
3.6.2	**Are raw materials (including packaging), work in progress and finished products identified to ensure traceability?**	Full Compliance	
3.6.3	**Can factory identify, trace, and locate 100% of finished product lots/batches from raw material (based on random sampling)?**	Full Compliance	
3.6.4	**Can factory identify, trace, and locate 100% of raw materials used in customer products (based on random sampling)?**	Full Compliance	
3.6.5	**Is the system regularly tested to ensure traceability can be determined from raw material source to finished product and vice-versa?**	Full Compliance	
3.7	**Incident Management and Product Recall**		

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
3.7.1	**Does factory have an incident management procedure for incidents or emergencies that impact product quality, safety or legality?**	Full Compliance	
3.7.2	**Is there a procedure to ensure that customers are notified immediately of any issue which has potentially resulted in an illegal or unsafe product being delivered or already delivered to the customer?**	Full Compliance	
3.7.3	**Is there an effective, documented Product Recall procedure in place? Is the procedure appropriate, formalized and capable of being operated at any time and takes into account stock requisition, logistics, recovery, storage and disposal?**	Full Compliance	
3.7.4	**Does factory conduct mock recall test to check effectiveness of Product Recall procedure at least once a year?**	Full Compliance	
3.8	**Complaint Handling**		
3.8.1	**Does factory have a system for the management of complaints?**	Deviation	It was noted that the factory has a process for investigation, corrective action, follow-up and closure of complaints. This process is applied to complaints raised by client but did not include suppliers and internal (employees) parties.
3.8.2	**Do records indicate that complaints are thoroughly investigated and corrective actions taken to eliminate the root cause of non-conformities to prevent recurrence?**	Full Compliance	
3.9	**Corrective and Preventive Action**		
3.9.1	**Does factory have a system for investigating the cause of significant non-conformity against operation procedures, which are critical to product safety, legality and quality?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
3.9.2	**Are there records indicating that the factory takes timely actions to eliminate the root cause of non-conformities against operation procedures in order to prevent recurrences?**	Full Compliance	
3.10	**Document Control**		
3.10.1	**Does factory maintain proper documentation for control of formulas, specifications, BOM, procedures and work instructions?**	Full Compliance	
3.10.2	**Controlled documents are secured and access restricted?**	Full Compliance	
3.10.3	**Are all relevant safety, legal, quality and complaint documents (e.g. QC, production, complaint, product safety records, etc.) shall be legible and retained in good condition for the time specified by customers or the factory QMS whichever is longer?**	Full Compliance	
3.10.4	**All documents in use are the correct version?**	Full Compliance	
3.10.5	**Any amendments to records are authorized?**	Full Compliance	
3.11	**Internal Audit**		
3.11.1	**Are internal audits on management systems (e.g. QMS) conducted at defined intervals (minimum once a year)?**	Full Compliance	
3.11.2	**All corrective actions and follow-ups related to internal audits are satisfactorily completed?**	Full Compliance	
4	**Sites and Facilities Management**		

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
4.1	**Factory layout**		
4.1.1	**Is the building designed, constructed and maintained to minimize any potential for product contamination?**	Full Compliance	
4.1.2	**Does the placement of machinery and equipment allow an efficient product flow and minimize the risk of product contamination, loss of traceability and damage?**	Full Compliance	
4.2	**Production flow**		
4.2.1	**Is a process flow diagram available?**	Full Compliance	
4.2.2	**Do the premises allow sufficient working space and storage capacity to enable all operations to be carried out under safe and if necessary hygienic conditions, including areas such as raw material storage, component storage, production floor, packing or finishing area, finished product storage, etc.?**	Full Compliance	
4.3	**Segregation of products**		
4.3.1	**Is there effective segregation to minimize the risk of product cross-contamination taking into account the flow of product, nature of materials, equipment, personnel, waste, airflow, air quality, and utilities?**	Full Compliance	
4.4	**Staff facilities**		
4.4.1	**Are staff facilities such as washrooms, canteens, and break areas designed and operated so as to minimize the risk of product contamination?**	Full Compliance	
4.4.2	**Are workers not allowed to have food, drink, or smoke at their work areas?**	Non Conformity	It was note that drinking water was not prohibited at the workplace (Cutting area and fabric inspection area).

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
4.4.3	**Where smoking is allowed under national law, are designated controlled smoking areas isolated from production areas to an extent that ensures smoke cannot reach the product?**	Full Compliance	
4.4.4	**Where specific work wear is required, are designated changing facilities provided for all personnel such as staff, visitors, or contractors?**	Not Applicable	No specific work wear is required for production processes at facility
4.4.5	**Are suitable and sufficient hand-cleaning facilities provided at entrance and other appropriate points within production areas?**	Full Compliance	
4.4.6	**Any personal jewelry or other objects prohibited in the production areas for the risk of product contamination?**	Full Compliance	
4.5	**Cleaning and hygiene practices(Where applicable) Note: Auditors should make a judgment if this sub-section is applicable based on nature of the products**		
4.5.1	**Are cleaning practices completed so as to minimize risk of contamination?**	Full Compliance	
4.5.2	**Are cleaning, pest control, and process-aid chemicals suitably identified and controlled to prevent the risk of product contamination?**	Full Compliance	
4.5.3	**Where cleaning services are outsourced, do service providers have a signed contract which identifies the scope and frequency of the work and a logbook maintained as a record of work done?**	Not Applicable	The facility did not use outsourced service for cleaning.
4.5.4	**Do documented cleaning procedures exist for the buildings, utilities, plant, and all equipment?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
4.5.5	**Do the documented cleaning procedures contain the following information: responsibility for cleaning, items or area to be cleaned, frequency of cleaning, method of cleaning, materials to be used, cleaning records and responsibility for verification?**	Full Compliance	
4.5.6	**Is cleaning and housekeeping carried out by trained personnel in accordance with documented procedures and records maintained?**	Full Compliance	
4.6	**Pest control**		
4.6.1	**Has the factory identified and controlled the risk of pest infestation on the site(by factory internal or external third party), through operation of pest control procedures?**	Full Compliance	
4.6.2	**Does the factory have a clearly defined contract with external contractors which reflect the activities of the site, or have trained staff who undertake this responsibility?**	Full Compliance	
4.6.3	**Are inspection record for pest control maintained and complete?**	Full Compliance	
4.6.4	**Are bait stations robustly constructed, operational, and effective in eliminating the target pests?**	Full Compliance	
4.6.5	**Are bait stations positioned to avoid potential contamination of materials and products? Are fly-killing devices and/or pheromone traps correctly sited and operational?**	Full Compliance	
4.7	**Lighting and ventilation**		
4.7.1	**Is there sufficient lighting in the factory, including the production floor, inspection areas, test areas, storage areas, maintenance areas, finishing and packing areas, etc.?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
4.7.2	**Is the ventilation adequate to maintain product safety, legality, and quality at the production floor, inspection areas, test areas, storage areas, maintenance areas, finishing and packing areas, etc.?**	Full Compliance	
4.8	**Contamination**		
4.8.1	**Does the factory have control of the transport and storage of products, from delivery of raw materials and components, to finished product?**	Non Conformity	It was noted that about 08 carton boxes for finished goods products at metal detection area were put directly on the floor.
4.8.2	**Has the factory undertaken the necessary steps to identify and prevent the risks of foreign body contamination as identified by risk assessment including any contamination potentially introduced by the packaging?**	Full Compliance	
4.8.3	**Are tools and other sharp objects used in production controlled?**	Full Compliance	
4.8.4	**Where a metal or foreign body detector is required or specified by a customer, do documented procedures exist specifying its use, location, critical limits for detection, maintenance, and recording of results?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
4.8.5	**Where applicable are all needles under control without any spare needles unsecured?**	Full Compliance	
4.8.5.1	**If a needle is broken, is there a process for the replacement?**	Full Compliance	
4.8.5.2	**Is there is process to handle and account for all parts of a broken needle?**	Full Compliance	
4.8.5.3	**Does the factory retain all needle control records for a minimum of one year?**	Full Compliance	
4.8.5.4	**Is appropriate action taken when a needle is missing or fragments cannot be found?**	Full Compliance	
4.8.6	**Is the use of wood within raw material handling, preparation, processing, packing, and storage areas eliminated except when used in the product or where associated risks have been evaluated and controlled?**	Full Compliance	
5	**Product Control**		
5.1	**Reference Samples (Preproduction and Production Sample)**		
5.1.1	**Does the factory have a documented procedure to identify, select, categorize, handle, store, approve and use the reference samples (pre-production and production samples)?**	Full Compliance	
5.1.2	**Does the factory retain the samples which have been approved by the customer? If the customer approval is not possible, the sample representative of the agreed specification must be retained. (Note: Exception for those samples are physically very large or represent a very high cost, e.g., same style being produced in more than one line and/or one facility)**	Full Compliance	
5.1.3	**Are the samples retained with defined retention period, and securely stored in suitable environmental conditions to maintain their original status?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
5.2	**Chemical Control**		
5.2.1	**A 'List of Approved Chemicals with Corresponding Brands / Manufacturers' should be maintained for the chemicals used as an ingredient or in contact with the products. The list can be in electronic format or in the computer system, e.g., ERP.**	Full Compliance	
5.2.2	**When chemicals are used as raw materials or ingredients, does the factory have documented procedure for managing, approving and controlling the engineering changes / product changes that may alter the chemical composition of the final product?**	Full Compliance	
5.2.3	**Is the use of any substances classified as dangerous or of very high concern, in the country of sale documented?**	Full Compliance	
5.2.4	**When chemicals are used as raw materials or ingredients, are test reports or certificates of compliance available to demonstrate any presence of hazardous substances / Substances of Very High Concern (SVHC) in all incoming materials and components are below the threshold value for the country of sale?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
5.2.5	**Does the factory have test reports on components or finished products that confirm regulated hazardous substances for the finished product are below the threshold value relating to the product safety regulations of the country in which the products are sold?**	Full Compliance	
5.2.6	**Are controlled storage facilities provided for all chemicals used in the factory site (including cleaning and pest control chemicals) as per the recommendations on the manufacturer label to avoid deterioration or degrade?**	Full Compliance	
5.2.7	**Are procedures, MSDS, description or diagram for the handling of chemicals available at the point of use?**	Full Compliance	
5.2.8	**Are segregation or other measures in place to avoid cross contamination or undesirable chemical reaction of chemical substances and/or preparations (e.g., acids and bases, flammables and oxidizers should not be stored together)?**	Full Compliance	
5.2.9	**Does the factory adopt 'First-in and First-out'' logistic concept on its warehouse management for the chemicals with expiry date (i.e., materials with earlier expiry date should be used first)?**	Full Compliance	
5.2.10	**Are the production equipment and devices inspected and cleaned regularly between batches to avoid cross contamination?**	Full Compliance	
5.3	**Product Packaging Materials**		
5.3.1	**Are packaging assessed for fitness for purpose and determined suitable with regard to the following?**		
5.3.1.1	**Protecting the product from damage;**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
5.3.1.2	**Maintaining the integrity of the product;**	Full Compliance	
5.3.1.3	**Protecting the consumer from injury; and**	Full Compliance	
5.3.1.4	**Preventing contamination**	Full Compliance	
5.3.2	**Does the product packaging conform to an agreed and documented specification and legal requirements of the country of sale with regard to composition, recyclability?**	Full Compliance	
5.3.3	**Are packaging materials effectively protected before being returned to storage?**	Full Compliance	
5.3.4	**Where staples or other metal closures are used for packaging, are appropriate precautions taken to prevent the risk of contamination, damage or injury to the product or consumer?**	Not Applicable	Stapple or metal closures are not used for packaging.
5.4	**Control of Non conforming Materials**		
5.4.1	**Does the factory establish documented procedures for the control of non-conforming materials and products, including rejection, segregation, acceptance by concession or re-grading for an alternative use?**	Full Compliance	
5.4.2	**Are the procedures understood by the authorized personnel and implemented effectively?**	Full Compliance	
5.4.3	**Are all non-conforming products and their packaging handled or disposed of according to the nature of the problem and/or the specific customer or legislative requirements?**	Full Compliance	
5.4.4	**Are the records kept for the nonconformities and subsequent actions taken?**	Full Compliance	
5.5	**Product Transport, Storage and Distribution**		
5.5.1	**Is transportation in good repair and in a clean/hygienic condition?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
5.5.2	**Are vehicles loaded and unloaded in covered areas/bays to prevent the risk of contamination and damage?**	Full Compliance	
5.5.3	**Where the product needs specific environmental requirements to prevent degradation, are these conditions documented, maintained and monitored during the transportation, storage and distribution?**	Not Applicable	No specific environmental requirements for product.
5.6	**Stock Control and Product Release**		
5.6.1	**Does the factory establish a procedure ensuring only products conforming to specifications/defined quality are dispatched?**	Full Compliance	
5.6.2	**Are the procedures for products dispatch include the following?**		
5.6.2.1	**a) release by authorized personnel**	Full Compliance	
5.6.2.2	**b) all inspections and testing shall be successfully completed and documented to verify legislative and other defined requirements are met.**	Full Compliance	
5.6.3	**Where home-workers or subcontractors are used, are the same procedures for products dispatch (as Q5.6.1 & Q5.6.2) applied to the works/products done by home-workers or subcontractors?**	Not Applicable	The facility did not use subcontractor or home-workers for its operation.
5.6.4	**Are controls for correct stock rotation in place to ensure materials and products used in the correct order and within the allocated shelf or usage life, where applicable?**	Full Compliance	
6	**Product Testing and Product Claims**		
6.1	**Product Testing**		
6.1.1	**Does factory establish procedures to undertake or subcontract analyses / testing according to product type and intended retail market?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
6.1.2	**Does a documented testing plan exist which includes sample size, frequency, test method and pass/fail criteria for all tests on raw materials, work-in-process and finished products, to ensure that the final product meets customer requirements?**	Full Compliance	
6.1.3	**For those tests on finished products, which factory performs in-house (and does not utilize services of external accredited lab), does the in-house testing comply with the requirements of an approved Independent Laboratory Accreditation Standard or equivalent?** **Note: This clause is applicable only for those tests on finished products, which factory performs in-house and does not utilize services of external accredited lab.**	Not Applicable	Factory does not use internal lab test results to claim finished product compliance. Internal lab test results are used only for internal purposes.
6.2	**Product Claims**		
6.2.1	**Does factory undertake product testing or inspections to validate and verify any stated claims about a product specification, quality or performance?**	Full Compliance	
7	**Process Control**		
7.1	**Control of operations**		
7.1.1	**Are preproduction meetings undertaken prior to new or substantially changed products being produced, to evaluate and approve the processes?**	Full Compliance	
7.1.2	**In the event of deviation of the process from specification, is corrective action taken and recorded?**	Full Compliance	
7.2	**Control of incoming components and raw materials**		

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
7.2.1	**Are there documented approval procedures for raw materials and incoming goods, which assure conformance to agreed specifications, requirements and documented positive batch release including compliance to safety and regulatory requirements for the country in which the products will be sold?**	Full Compliance	
7.2.2	**Is there evidence of the inspection status of incoming components and raw materials?**	Full Compliance	
7.2.3	**Do the incoming goods procedures cover subcontracted work and work performed outside of the primary site?**	Not Applicable	The facility did not use subcontractor for its operation.
7.3	**Calibration and control of measuring and monitoring devices**		
7.3.1	**Has all equipment used in accept or reject activity been effectively calibrated?**	Deviation	It was noted that 01 temperature and humidity meter at finished good warehouse were not calibrated before use.
7.3.2	**Are records of the results of calibration and verification maintained for a suitable period taking account of the life of the products being produced?**	Full Compliance	
7.3.3	**Are procedures in place for actions to be taken if equipment is found not to be operating within specified tolerances and/or limits?**	Full Compliance	
7.4	**Equipment and tooling maintenance**		
7.4.1	**Is equipment properly specified before use and operating parameters for production equipment and tooling determined, validated, and implemented as part of the control plan?**	Full Compliance	
7.4.2	**Is there a documented system for planned maintenance covering all items of equipment and plant which are critical to product safety, legality, and quality?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
7.4.3	**Are preventative maintenance schedules or cycles documented and on schedule?**	Non Conformity	It was noted that 01 out of 02 observed spreader that did not receive scheduled monthly maintenance.
7.4.4	**Are engineering and maintenance workshops controlled to prevent contamination risks to the product, and organized, clean and tidy to allow safe, efficient, and good-quality work?**	Full Compliance	
7.4.5	**Do machines, equipment, fixtures, tools and measurement equipment appear to be clean in good condition and well maintained?**	Full Compliance	
7.5	**Final product packing and control**		
7.5.1	**Do procedures exist to specify and control the packing of finished product, taking into account customers requirements?**	Full Compliance	
7.5.2	**Has the factory verified that the information shown on primary (consumer) package labels including bar codes and outer cartons are correct and meet the customer specification, regulatory and safety requirements of the region of intended sale?**	Full Compliance	
7.6	**Random Inspections**		
7.6.1	**Are in-line inspections carried out during assembly of the product**	Full Compliance	
7.6.2	**Procedures shall be in place to randomly sample and inspect work-in-process according to customer or internal IPQC requirements.**	Full Compliance	
7.6.3	**Products shall be inspected for appearance, size, color and workmanship prior to packing as per customer or internal requirements.**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
7.6.4	**Product standards and guidelines shall be available and used by inspectors.**	Full Compliance	
7.7	**Industry Module**		
7.7.1	**Incoming Material Inspection**		
7.7.1.1	**Shades of fabric and yarn shall be checked against approved standard to verify they are within tolerance (conducted under approved light source).**	Full Compliance	
7.7.1.2	**Fabrics shall be inspected according to 4-point, 10-point, or specified system before cutting.**	Full Compliance	
7.7.1.3	**Procedures shall be in place to check shade matching and color to trim on each dye lot.**	Full Compliance	
7.7.1.4	**Trims and accessories from each dye lot shall be tested and visually inspected against standards and approved samples before use in production**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
7.7.1.5	**Materials shall have independent test certificates to assure conformity with destination market and/or customer requirements regarding phthalates. (This clause is applicable only to soft toys products only)**	Not Applicable	The facility did not produce soft toys.
7.7.2	**Sample Development and Pre-production Plan**		
7.7.2.1	**Patterns (whenever applicable), pre-production and size set (whenever applicable) samples shall be reviewed and checked against approved specifications, construction requirements and design details.**	Full Compliance	
7.7.2.2	**Are initial samples made in the factory?**	Full Compliance	
7.7.2.3	**Are production samples made in the factory?**	Full Compliance	
7.7.2.4	**Are samples checked systematically?**	Full Compliance	
7.7.2.5	**Are bulk fabrics / yarns checked for shrinkage?**	Full Compliance	
7.7.2.6	**Are equipment facilities adequate in the sample room?**	Full Compliance	
7.7.2.7	**Is a dummy fitting form available in the sample room?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
7.7.2.8	**Prototypes shall be made from representative materials in approval forms for identifying potential hazard problems (i.e. sharp points, sharp edges, finger entrapment etc.)** **(This clause is applicable only to soft toys products only)**	Not Applicable	The facility did not produce soft toys.
7.7.3	**Markers, Patterns, Cutting, and Fusing**		
7.7.3.1	**Paper pattern and markers (whenever applicable) shall be checked and approved prior to cutting.**	Full Compliance	
7.7.3.2	**Procedures and controls for spreading process shall be in place based upon fabric properties. Relaxation time and spread height shall be appropriate for the material being spread.**	Full Compliance	
7.7.3.3	**Fabrics/yarns shall be cut according to dye/shade lot.**	Full Compliance	
7.7.3.4	**White/light colors shall be cut separately from darker shade fabrics/yarn.**	Full Compliance	
7.7.3.5	**When necessary, is each cut piece individually ticketed with data to give total traceability?**	Full Compliance	
7.7.3.6	**Cut panels shall be checked against marker using top, middle and bottom panels from the cut panel blocks.** **(This clause is applicable for Apparel only)**	Full Compliance	
7.7.3.7	**Cut panel replacement procedures shall be in place to replace defective panels with fabric from the same dye lot or shade.**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
7.7.3.8	**Fusing quality shall be monitored through periodic testing of temperature and bond strength with records maintained.**	Full Compliance	
7.7.4	**Sewing, Knitting, and Linking**		
7.7.4.1	**Sewing lines shall be organized in accordance with process flow, with work instruction.**	Full Compliance	
7.7.4.2	**Random measurement inspection at end of the sewing line shall be carried out.**	Full Compliance	
7.7.4.3	**Operators of knitting machines shall have approved written procedures explaining the knitting sequence, the amount of weights required for each style, courses/inch, wales/inch, panel width and height when using hand frame machines. Automatic knitting machines shall be properly set per instructions.**	Not Applicable	There is no knitting process in facility.
7.7.4.4	**When necessary, are shade lots separated by a color continuity system?**	Full Compliance	
7.7.4.5	**Are approved samples displayed in the sewing room?**	Full Compliance	
7.7.4.8	**Does the factory have a system to manage the labels and hangtags?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
7.7.5	**Wet Processing (N/A if No Wet Processing)**		
7.7.5.1	**Each wash batch shall be inspected and approved for shade variation against approved shade band under an approved light source.**	Not Applicable	There is no wet process in the facility.
7.7.5.2	**Each batch shall be inspected for critical measurement prior to and after washing.**	Not Applicable	There is no wet process in the facility.
7.7.5.3	**Products shall be weighed to ensure the correct quantity of detergent is being calculated and used in accordance with the washing formula.**	Not Applicable	There is no wet process in the facility.
7.7.5.4	**Controls shall be in place to ensure that processing cycle times, temperature, and pH are accurately controlled.**	Not Applicable	There is no wet process in the facility.
7.7.5.5	**Control and procedures shall be in place to ensure that color, effect and hand feel standards, as well as other aesthetic properties and standards are met.**	Not Applicable	There is no wet process in the facility.

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
7.7.5.6	**Testing shall be conducted on a routine basis to ensure the quality of the water and steam is acceptable and will not cause stains or adversely affect the formula.**	Not Applicable	There is no wet process in the facility.
7.7.5.7	**Are hand feel and appearance samples available in this section?**	Not Applicable	There is no wet process in the facility.
7.7.5.8	**Is a light inspection carried out before washing?**	Not Applicable	There is no wet process in the facility.
7.7.5.9	**Is a light inspection carried out after washing?**	Not Applicable	There is no wet process in the facility.
7.7.6	**In-process Control/Testing**		
7.7.6.1	**Set-up instruction sheets shall be present at each embroidery machine. Thread tension shall be monitored with records kept.**	Not Applicable	There is no embroidery process in facility.
7.7.6.2	**Products or components being produced at sub-contracted facilities or the outsource of washing, embroidery, printing, snap and fastener attachment processes etc. shall be inspected after goods are returned from the sub-contractor.**	Not Applicable	The facility did not use subcontractor for its operation.

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
7.7.6.3	**Controls shall be in place for all critical machine, thread and needle settings base on fabric types and style.**	Full Compliance	
7.7.6.4	**Seconds and overruns products shall be handled as per customer requirements.**	Full Compliance	
7.7.6.5	**Testing for attachment security shall be carried out according to customer requirements or internal standards as appropriate.**	Full Compliance	
7.7.6.6	**Filled products (cushions, comforters, filled jackets, etc.) should be tested for flammability and must comply with the safety requirements where the products are sold, as applicable.**	Not Applicable	No filling/stuffing process is applicable.
7.7.6.7	**Filled products being exported to US should have a Law label sewn on to the product.**	Not Applicable	No filling/stuffing process is applicable.
7.7.6.8	**Opening and mixing of filling components in Blended filling materials.**	Not Applicable	No filling/stuffing process is applicable.
7.7.6.9	**In filling / stuffing section, factory shall take steps to ensure that no paper, polythene, floor sweepings or other contaminants, e.g. dust, are mixed in with the filling / stuffing material.**	Not Applicable	No filling/stuffing process is applicable.
7.7.6.10	**Procedures or W/I for controlling weight of stuffing is per product specification or customer requirement.**	Not Applicable	No filling/stuffing process is applicable.

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
7.7.6.11	**Fire Resistant fabric/filling (fibers) material shall have independent test certificates, and shall be segregated from non Fire Resistant Fabric/Filling (fibers) Material. (This clause is applicable only to soft toys products only)**	Not Applicable	The facility did not produce soft toys.
7.7.8	**Finishing and Pressing**		
7.7.8.1	**Trimming shall be conducted according to customer requirements or internal standards.**	Full Compliance	
7.7.8.2	**Pressing shall be carried out according to customer requirements or internal standards as appropriate.**	Full Compliance	
7.7.8.3	**Controls shall be in place to ensure proper cleaning equipment and cleaning agents are applied to different stain types.**	Full Compliance	
7.7.8.4	**Products shall be separated into shades prior to packing per customer requirements or internal standards whichever is applicable.**	Full Compliance	
7.7.8.5	**Is a conveyor-belt-type metal detector used?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
7.7.8.6	**Before any finished goods can be passed through the metal detector, are "checking tests" carried out using the nine-point system?**	Full Compliance	
7.7.8.7	**Does the factory conduct 100% metal detection?**	Full Compliance	
7.7.8.8	**Does the factory have a "metal-free" area?**	Full Compliance	
8	**Personnel Training and Competency**		
8.1	**Does the factory establish training procedures?**	Full Compliance	
8.2	**Does the factory determine necessary competence for personnel performing work impacting product safety, legality and quality?**	Full Compliance	
8.3	**Does the factory regularly identify training needs (including refresher training) for personnel performing work that affects product safety, legality and quality?**	Full Compliance	
8.4	**Are personnel performing work that affects product safety, legality and quality (including temporary personnel and contractors) appropriately trained and instructed prior to commencing work and adequately supervised throughout the working period?**	Full Compliance	

Costco GMP Apparel, Hometextile & Soft Toys Factory Assessment		Initial Audit	
Clause #	**Sectional Scope & Clause Requirements**	**Assessment Result**	**Audit Findings**
8.5	**Are the personnel, who have a direct effect on the safety, quality or legality of products, trained to ensure understanding of risk assessment procedures or outcomes as necessary for their activity?**	Deviation	It was noted that the relevant personnel such QC, Mechanic, Technicians were not trained on risk assessment procedure.
8.6	**Are the effectiveness of trainings evaluated?**	Full Compliance	
8.7	**Are up-to-date training records stored in a secure way such that privacy of personnel is protected?**	Full Compliance	
8.8	**Are the personnel performing work that affects product safety, legality and quality demonstrably competent to carry out their activity?**	Full Compliance	

Version 02 - 23 Nov 2018

Costco Pre- Audit Questionnaire (PAQ)

Instruction:
1. Supplier/ Factory representatives must complete all the required fields(highlighted in yellow), put N/A if not applicable.
2. Supplier/Factory shall provide accurate informations to represent the factory to be audited. Intertek Auditor will verify during the audit.
3. Supplier/ Factory need to submit this completed PAQ to Intertek Coordinator at least 5 days before confirmed audit date.

1. Factory Overview

Factory Name	TAM QUAN GARMENT JSC
Factory Address	Tam Quan Industrial Zone, Tam Quan Ward, Hoai Nhon Town, Binh Dinh province, Vietnam
Factory Phone Number	2563565279
Factory Fax Number	
URL/Web Address	
Name of Contact	Lam Thi Thoa
E-mail address	thoalam@tqj.com.vn
Year Established	2009
Number of Buildings	6
Factory GLN (Global Locator Number)	
Total Production Area M^2	14615
Warehouse Area M^2	6080
Does factory provide permission for 3rd party auditor to take photographs in all storage and production areas during Costco audit?	

2. Personnel

2.1 Key Staff	Name	Tel	E-mail	Year(s) in Position at Company	Year(s) at Company
General Manager	Mr Dao Duy Le		letamquan@tqj.com.vn	14	14
Quality/Technical Manager	Ms Phan Thi Ngoc Loan		ngocloan@tqj.com.vn	8	10
Production Manager	Ms Vo Thị Kim Ngoc		ngocvo.tq2017@gmail.com	14	13
R & D Manager	Ms Tran Thi Tam		tranthitam@tqj.com.vn	8	10
Health & Safety Officer	Mr Tran Ngoc Hung		tranngochung1808@gmail.com	8	8
Security Representative/Officer	Mr Tran Ngoc Hung		tranngochung1808@gmail.com	8	8
Equipment Maintenance	Mr Nguyen Duy Nhat		duynhat@me.com	7	9
Others (please specify)	Ms Lam Thi Thoa		thoalam@tqj.com.vn	8	8

2.2 Personnel / Headcount by Department

Department	Full time	Part time	Sub Total
Office staff + Planning:	48		48
Technician	42		42
Cutting room	78		78
Production	756		756
All QA +QC	98		98
Supervisor	56		56
Mechanics	18		18
Ironing + Finishing + packing	66		66
Other:	21		21
		Grand Total:	1183

3. Export Markets

Markets	% of Total Business Volume
U.S. / North America	90%
E.U.	10%
Asia	
Others	
Domestic	

4. Key Clients (past 12 months)

Customers	% Business	Type of Products	Market(s)
Example : Client ABC	15	Woven Pants	USA
Target	50%	sleepwear Set/swim short/pants	USA
WM+Levi's + Next	15%	Woven shirt	USA
FOB NBC	15%	Woven Trousers	E.U + USA
Costco	10%	Knit/woven shirt/pants	USA
other	10%		

5. Product Capabilities

5.1 What items the factory produced in past 12 months?

Product Category	Years of Experience Producing Product	Actual Units Shipped
Example. Woven Tops	10 years	1 million pcs
Shirt	14 years	2.1 million pcs
Sleep wear	10 years	3.9 million pcs
Trousers/pants	14 years	2.3 million pcs
swim short	8 years	0.8 million pieces
Knit top/bottom	7 years	1 million pcs

5.2 What are the current items being produced?

Product Category	Material	Client	Ship date	Quantity (units)
Example: Pants	100% Cotton	Client ABC	2023/08/24	500,000
Sleepwear	100% Cotton	Target	2023/07/27	541,600
Trouses	100 cotton, 93 cotton + 7% spandex	NBC	2023/08/22	38,600
swim short	92polyester + 8% spandex	Target	2022/30/7	12,000
shirt	100% Cotton	indochine	2022/08/22	221,578

6. Production Capabilities

In case of power shortage, is back-up generator in place?

Version 02 - 23 Nov 2018

Costco Pre- Audit Questionnaire (PAQ)

Instruction:
1. Supplier/ Factory representatives must complete all the required fields(highlighted in yellow), put N/A if not applicable.
2. Supplier/Factory shall provide accurate informations to represent the factory to be audited. Intertek Auditor will verify during the audit.
3. Supplier/ Factory need to submit this completed PAQ to Intertek Coordinator at least 5 days before confirmed audit date.

If yes, how many and what is the capacity of each generator?

6.1 List of Major Machinery / Utilities

Machinery	Type	Quantity	Condition
Example: Sewing Machines	Single Needle	100	Fully operational
Double Needle Sewing Machine		96	
Single Needle Flat Sewing		1055	
Button Attachment Machine		24	
Button Hole Machine		20	
2 Needle Lockstitch		244	
2 Needle 4 Threads Lockstitch		27	
Coverstitch Sewing Machine		54	
Auto Buttonhole/ Keyhole/ Eyelet		28	
Auto Spreader/Auto Cutter		6	
Automatic High Speed Overlock		50	
auto cut		5	
other			

6.2 List of Process being subcontracted

Process Subcontracted
1. Example- Embroidery

6.3 List of All Main Materials used in past 12 months

Material Name	Imported (Y/N)	Country of Origin
Example: 100% Cotton	Y	USA
100% Cotton	Y	China
93 cotton + 7% spandex	Y	China
92polyester + 8% spandex	Y	China

7. Management Systems and Accreditation

(please attach copies of each)

Accreditation		Certifying Body	Date	Expiry
ISO 9001	Yes	BSI	16/01/2023	15/01/2026
ISO 14001	Yes	BSI	28/02/2021	27/1/2024
BRC Standard - Consumer Products				
Others (please specify):				

Is product certification done in terms of selling destination (e.g., UL for US, CCC for China, CE for Europe…) at the factory?

	Certifying Body	Date	Expiry

if Yes, please specify

8. Quality Control Management

Are QA/QC inspectors independent of production? Yes

Who does the QC/QA Manager/Supervisor report to? GENERAL DIRECTOR

How many QA/QC in total? 98

COMPANY CHOP

(mm/dd/yyyy)

Name & Signature of Supplier Representative/ Title **Date**

COMPANY CHOP

(mm/dd/yyyy)

Name & Signature of Factory Representative/Title **Date**

DIGITAL PHOTO FORM

Report No.	Vie 17553-01
Factory	Tam Quan Garment JSC
Audit Date	17-18 July 2023

General Factory Tour Photos

		
Photo 1) Facility Name	**Photo 2) Facility Main Gate**	**Photo 3) Facility Overview**
		
Photo 4) Incoming material warehouse	**Photo 5) Identified labels for incoming material**	**Photo 6) Fabric inspection area**

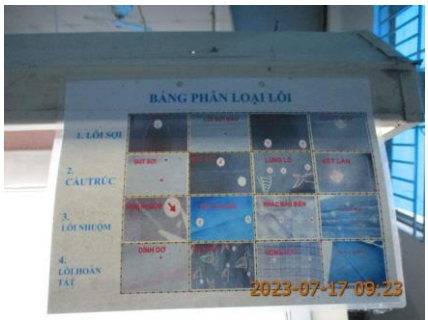
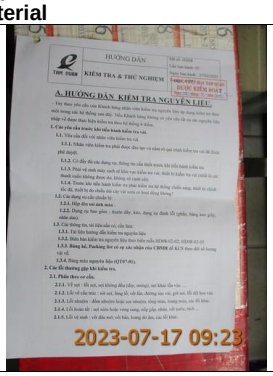
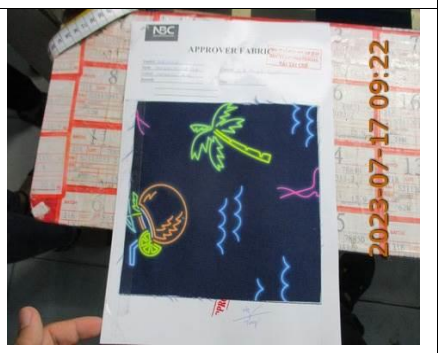

		

Photo 7) Defect sample	**Photo 8) Work instruction for fabric inspection**	**Photo 9) Approved sample**

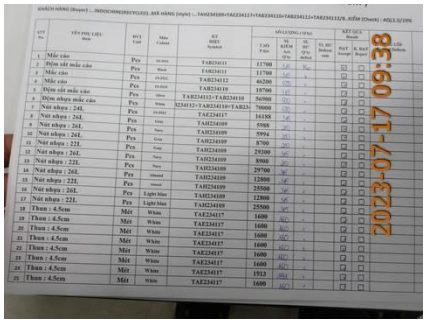
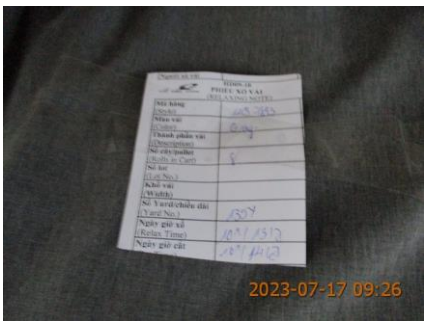
		
Photo 10) Reject incoming material	**Photo 11) Accessories warehouse**	**Photo 12) Accessories inspection report**
		
Photo 13) Identified labels for accessories	**Photo 14) Reject accessories area**	**Photo 15) Accessories inspection area**
		
Photo 16) Relaxing machine	**Photo 17) Fabric relaxing storge area**	**Photo 18) Relaxing timecard**

Photo 19) Spreading section

Photo 20) Work instruction for cutting area

Photo 21) Cutting section

Photo 22) Numbering section

Photo 23) Inspection cutting report

Photo 24) Fusing section

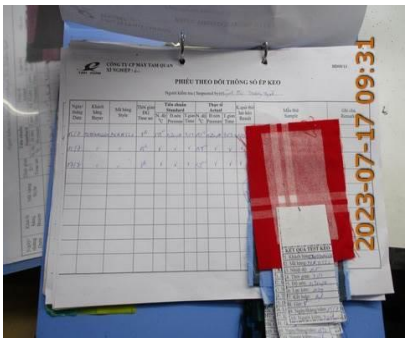


Photo 25) Fusing inspection report

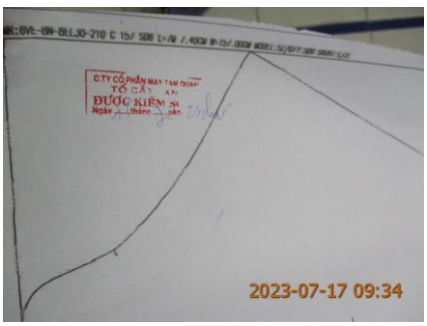


Photo 26) Approved pattern

Photo 27) Sewing section

DIGITAL PHOTO FORM

Report No.	Vie 17553-01
Factory	Tam Quan Garment JSC
Audit Date	17-18 July 2023

		
Photo 28) Mock up for control point	**Photo 29) Inspection section**	**Photo 30) In-line inspection report**
		
Photo 31) SOP for QC inspection	**Photo 32) Sample defect**	**Photo 33) Non-conformity semi-product**
		
Photo 34) Ironing section	**Photo 35) Approved sample for ironing**	**Photo 36) Inspection section after ironing**

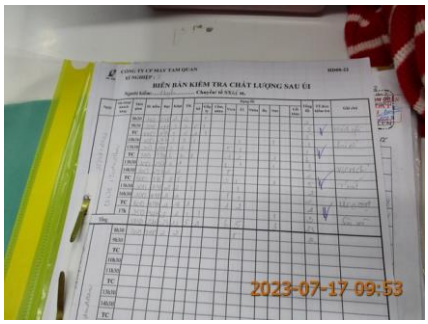


Photo 37) QC inspection report after ironing

Photo 38) WI at ironing section

Photo 39) Non-conformity product area

Photo 40) Metal detector area

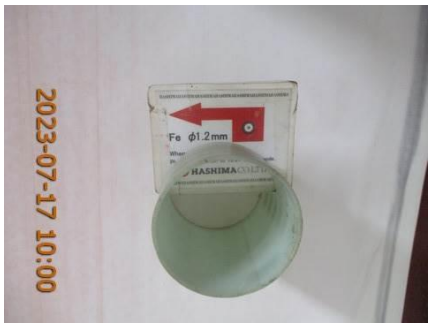


Photo 41) Testing card

Photo 42) PIC at metal detector area

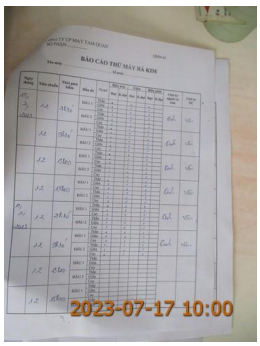


Photo 43) 9-points inspection record

Photo 44) Redbox for defect product

Photo 45) Folding section

Photo 46) Approved sample for packaging

Photo 47) Drying room

Photo 48) Packing section

Photo 49) Finished product warehouse

Photo 50) Identification label and bar code for finished product

Photo 51) Temperature and humidity meter

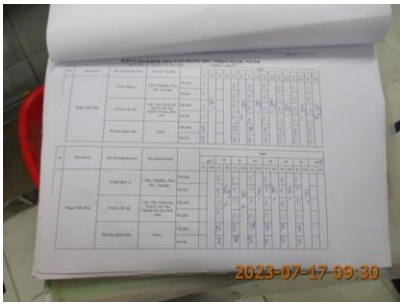
Photo 52) Broken needle exchange area

Photo 53) Broken needle regulation

Photo 54) Broken needle exchange record

DIGITAL PHOTO FORM

Report No.	Vie 17553-01
Factory	Tam Quan Garment JSC
Audit Date	17-18 July 2023

		
Photo 55) Locked needle storage cabinet	**Photo 56) Hand metal detector**	**Photo 57) Trimmers were controlled**
		
Photo 58) Tape cutters were controlled	**Photo 59) Sharp tool register logbook**	**Photo 60) Bait station**
		
Photo 61) Fly killing device	**Photo 62) Sample sewing area**	**Photo 63) Pattern area**
		
Photo 64) Loading area	**Photo 65) Tape measure with calibrated tamp**	**Photo 66) Light box**

DIGITAL PHOTO FORM

Report No.	Vie 17553-01
Factory	Tam Quan Garment JSC
Audit Date	17-18 July 2023

Photo 67) Lab room

Photo 68) GSM cutter

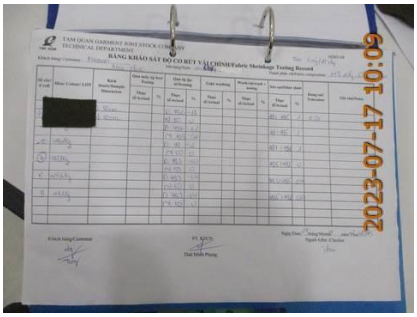


Photo 69) Testing report

Photo 70) Weight scale

Photo 71) Washing machine

Photo 72) Button Push Pull Tester

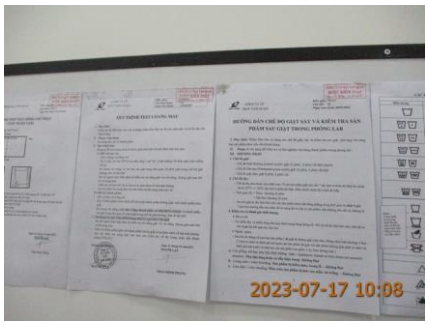


Photo 73) SOP at lab room

Photo 74)

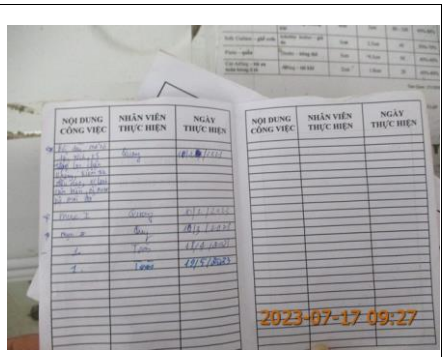
NC#4.4.2: It was note that drinking water was not prohibited at the workplace (Cutting area and fabric inspection area).

Photo 75)

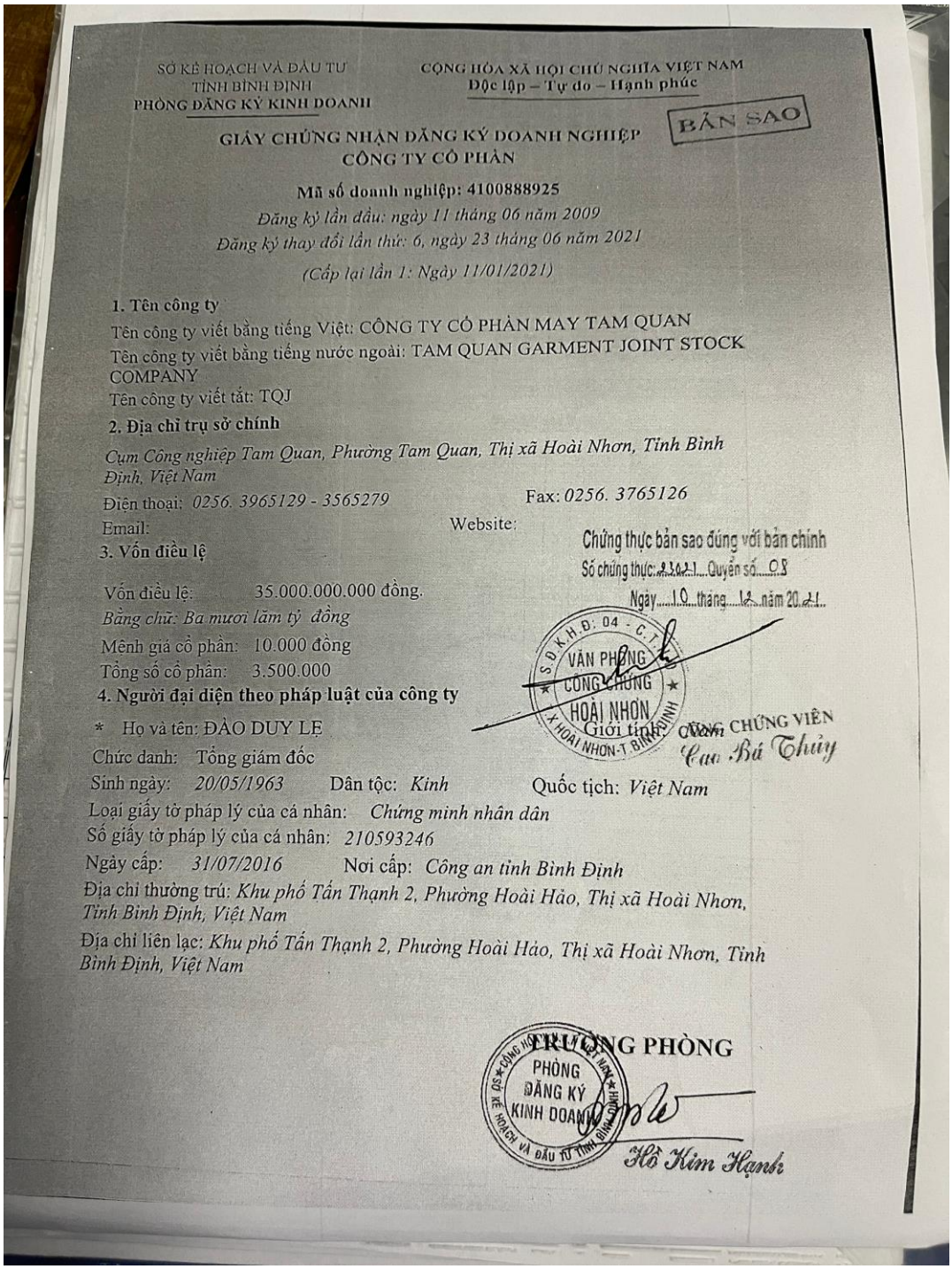
NC#4.4.2: It was note that drinking water was not prohibited at the workplace (Cutting area and fabric inspection area).

DIGITAL PHOTO FORM

Report No.	Vie 17553-01
Factory	Tam Quan Garment JSC
Audit Date	17-18 July 2023

		
Photo 76) **NC #4.8.1: It was noted that about 08 carton boxes for finished goods products at metal detection area were put directly on the floor.**	**Photo 77)** **NC#7.3.1: It was noted that 01 temperature and humidity meter at finished good warehouse were not calibrated before use.**	**Photo 78)** **NC #7.4.3: It was noted that 01 out of 02 observed spreader that did not receive scheduled monthly maintenance.**

Facility Business License



SỞ KẾ HOẠCH VÀ ĐẦU TƯ
TỈNH BÌNH ĐỊNH
PHÒNG ĐĂNG KÝ KINH DOANH

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập – Tự do – Hạnh phúc

BẢN SAO

GIẤY CHỨNG NHẬN ĐĂNG KÝ DOANH NGHIỆP
CÔNG TY CỔ PHẦN

Mã số doanh nghiệp: 4100888925

Đăng ký lần đầu: ngày 11 tháng 06 năm 2009
Đăng ký thay đổi lần thứ: 6, ngày 23 tháng 06 năm 2021
(Cấp lại lần 1: Ngày 11/01/2021)

1. Tên công ty

Tên công ty viết bằng tiếng Việt: CÔNG TY CỔ PHẦN MAY TAM QUAN
Tên công ty viết bằng tiếng nước ngoài: TAM QUAN GARMENT JOINT STOCK COMPANY
Tên công ty viết tắt: TQJ

2. Địa chỉ trụ sở chính

Cụm Công nghiệp Tam Quan, Phường Tam Quan, Thị xã Hoài Nhơn, Tỉnh Bình Định, Việt Nam
Điện thoại: *0256. 3965129 - 3565279* Fax: *0256. 3765126*
Email: Website:

Chứng thực bản sao đúng với bản chính
Số chứng thực: 23021 Quyển số: 05
Ngày 10 tháng 12 năm 2021
S.Đ.K.H.Đ: 04 - C.T.
VĂN PHÒNG CÔNG CHỨNG HOÀI NHƠN
X.HOÀI NHƠN-T.BÌNH ĐỊNH
CÔNG CHỨNG VIÊN
Cao Bá Thủy

3. Vốn điều lệ

Vốn điều lệ: 35.000.000.000 đồng.
Bằng chữ: Ba mươi lăm tỷ đồng
Mệnh giá cổ phần: 10.000 đồng
Tổng số cổ phần: 3.500.000

4. Người đại diện theo pháp luật của công ty

* Họ và tên: ĐÀO DUY LẸ Giới tính: Nam
Chức danh: Tổng giám đốc
Sinh ngày: *20/05/1963* Dân tộc: *Kinh* Quốc tịch: *Việt Nam*
Loại giấy tờ pháp lý của cá nhân: *Chứng minh nhân dân*
Số giấy tờ pháp lý của cá nhân: *210593246*
Ngày cấp: *31/07/2016* Nơi cấp: *Công an tỉnh Bình Định*
Địa chỉ thường trú: *Khu phố Tấn Thạnh 2, Phường Hoài Hảo, Thị xã Hoài Nhơn, Tỉnh Bình Định, Việt Nam*
Địa chỉ liên lạc: *Khu phố Tấn Thạnh 2, Phường Hoài Hảo, Thị xã Hoài Nhơn, Tỉnh Bình Định, Việt Nam*

TRƯỞNG PHÒNG
PHÒNG ĐĂNG KÝ KINH DOANH
SỞ KẾ HOẠCH VÀ ĐẦU TƯ TỈNH BÌNH ĐỊNH
Hồ Kim Hạnh