04 / SAMPLE DELIVERABLE

Sample Factory Visit Checklist

A practical visit structure linking observations to evidence, open actions and the buyer's decision.

ILLUSTRATIVE SAMPLE	This document demonstrates EDVIA Global's proposed deliverable format. Supplier A, Supplier B and Supplier C are fictional labels. Figures, findings and evidence statuses are illustrative and do not describe or endorse a real company.

SUPPLIER LABEL	VISIT OBJECTIVE
Supplier A - anonymized fictional example	Capability and order-readiness review
PRODUCT SCOPE	**VISIT RESPONSIBILITY**
Buyer-specific manufactured product	Named EDVIA team member / agreed specialist

Before the visit

- [ ] Confirm visit scope, product references, drawings, quantity and destination.
- [ ] Name the visitor, technical specialist, supplier attendees and buyer contact.
- [ ] Request company, certificate, capacity and process documents in advance.
- [ ] Prepare the evidence list, sample plan and permitted photo/video rules.
- [ ] Define critical findings that would stop sample or production approval.
- [ ] Confirm travel, access, PPE, confidentiality and language arrangements.

On-site: identity, facility and capacity

- [ ] Match legal name, operating address and facility signage to the supplied records.
- [ ] Observe whether the relevant production process is operating at the visited site.
- [ ] Record key machines, condition, ownership/use and bottleneck processes.
- [ ] Review shift model, current workload and capacity records for the proposed schedule.
- [ ] Identify subcontracted processes and how they are approved and controlled.
- [ ] Check raw-material, work-in-progress and finished-goods storage.

On-site: quality and order control

- [ ] Follow one product or batch from incoming material through final release.
- [ ] Check drawing, bill-of-material and revision control at the point of use.
- [ ] Review incoming, in-process and final inspection records.
- [ ] Check measuring-equipment identification and calibration status.
- [ ] Observe non-conforming product segregation and corrective-action records.
- [ ] Verify label, serial or batch traceability on product and packaging.
- [ ] Review approved sample, limit sample or finish-control method.

On-site: packing and shipment readiness

- [ ] Compare packing materials and method with the buyer-approved specification.
- [ ] Check moisture, abrasion, corner, terminal or surface protection as relevant.
- [ ] Confirm carton, crate or bundle dimensions, weight and handling points.
- [ ] Review labels, document pouch, assembly instructions and spare parts.
- [ ] Confirm loading method, container plan, responsibility and release evidence.

Finding and evidence log

F-01	Example observation	Photo / record no.	Major	Supplier A / date
F-02	Example observation	Document reference	Minor	Supplier A / date
F-03	Example observation	Sample retained	Observation	Buyer / date
F-04	Open technical point	Pending evidence	Open	EDVIA / date

Visit close-out

[ ]	Review factual findings with the supplier before leaving the site.
[ ]	Separate observed evidence from supplier statements and pending documents.
[ ]	Assign each corrective action, evidence requirement and due date.
[ ]	Record any scope limitation, inaccessible area or unavailable process.
[ ]	Issue a structured report with photographs only where permission was given.
[ ]	State the recommended next decision: stop, clarify, sample, audit or proceed conditionally.

Illustrative decision scale

Proceed	Evidence supports the agreed scope	Advance to sample or order controls
Proceed conditionally	Open items are specific and manageable	Close actions before release
Further review	Material evidence remains unavailable	Specialist audit or repeat visit
Do not proceed	Critical mismatch or unresolved risk	Stop and consider alternatives

Visit limitation

A factory visit records observations within an agreed time and scope. It does not guarantee future quality, delivery, financial stability or regulatory conformity. Order-specific controls remain necessary.