

### Factory profile

Main products	<b>Sauna equipment</b>
Date of foundation	2001.9.27
Legal status	Private – Partnership.
Location	Xuzhou city, China
Area	21000 sq. m
Number of office staff	20
Number of worker	120
Factory Manager	Du Wen Zhi
Main market	EU, USA, Australia
Annual turnover	US\$ _____

### Business license

Certificate No.:	32030XXXXX
Date of issue:	20XX.9.27
Expiration:	20XX.9.20

### Communications & Office infrastructure

Telephone	+86 571 XXXX
Fax	+86 571 XXXX
Computer	15 pieces
Internet	Yes
Homepage	
Digital camera	3 pieces
Email	

Pictures:



Factory Entrance



Office building



Office Interior



QC staff with workers

## Factory Organization Structure and Work Flow Chart

Managerial organization Chart:

Production Flow Chart:



Raw Material



Raw Material



Material



Cutting machine





Wood heating



Cutting little board



Polish board



Frame made



Polish board



Accessory made



Drill lather



Paint



assembly



Power appliance assembly





product



Packing

## Factory Facilities / Machinery Conditions

Main machines for production



Cutting machine (1 pc)



Press planer (2pcs)



Miller machine (2pcs)



Polish machine (1pc)



Navigation saw (1pc)



Big polish machine (2pcs)





Small polish machine (2pcs)



Drill lather (2pcs)



Compressor (6pcs)

Warehouse condition





Sample room condition



In office meeting room



R & D facilities

People	Education background	Duty	Main facility
2 persons	College	R & D	Computer

New Developed Products

In office meeting room



Public power supply

OK

Electric Power Generator

OK





Drinking Water



Available in office

No drinking water found on workshop

Transportation vehicle



Air conditioning / Ventilation



Air conditioning in office

Repair room/ record





常州青尚机电科技有限公司 设施管理卡 编号: 001

设备名称	青尚电机	型号规格	001
生产厂家	青尚电机	出厂编号	
设备编号	AW-200-01	使用部门	生产部
设备名称	青尚电机有限公司		
型号/规格	青尚电机有限公司		
1. 设备名称	青尚电机	设备/规格	001
2. 设备名称	青尚电机	设备/规格	001
3. 设备名称	青尚电机	设备/规格	001
4. 设备名称	青尚电机	设备/规格	001

## Quality Assurance System & Related Certificates

Export license

## Quality manual







Quality system management



Operation manual

Not found

## Training course

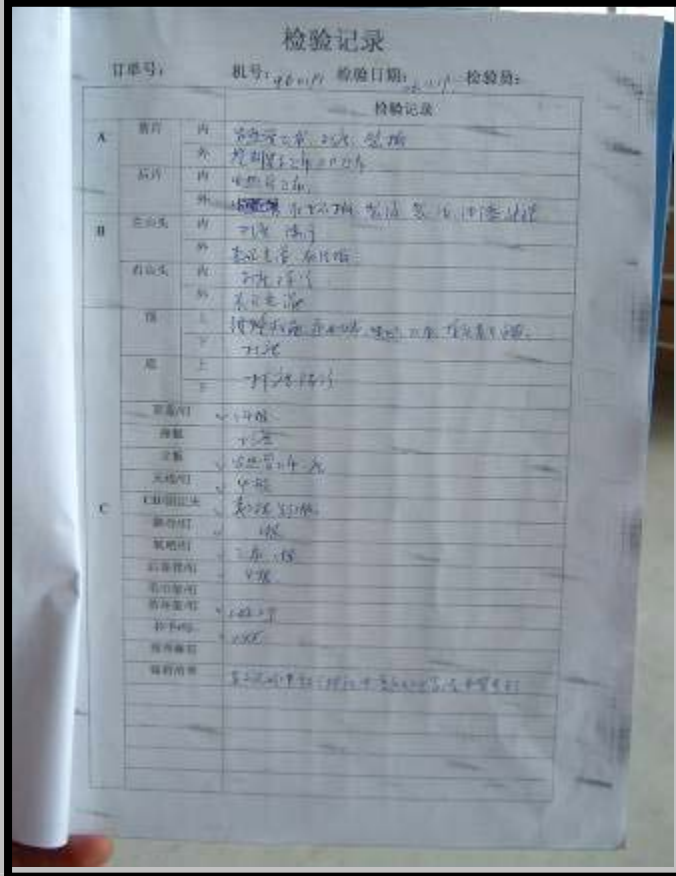
景州新光电科技有限公司 年度培训计划

序号	课程名称	课程内容	课程类型	课程时长	备注
1	新员工入职培训	公司规章制度、企业文化、产品知识	入职培训	1天	
2	销售技巧培训	销售流程、客户沟通技巧、谈判技巧	销售培训	2天	
3	产品知识培训	公司产品特点、性能、应用	产品培训	1天	
4	售后服务培训	客户投诉处理、退换货流程	售后培训	1天	
5	商务礼仪培训	商务接待、电话礼仪、邮件礼仪	商务培训	1天	
6	团队协作培训	团队建设、沟通协作、问题解决	团队培训	1天	
7	安全生产培训	安全生产意识、安全操作规程	安全培训	1天	
8	法律法规培训	劳动合同法、消费者权益保护法	法律培训	1天	
9	财务知识培训	报销流程、发票管理	财务培训	1天	
10	办公软件培训	Word、Excel、PowerPoint	技能培训	1天	

编制：人力资源部 审核：总经理 日期：2023.1.1

## Inspection record





Incoming QC report



Warehouse report	Not found
Test report	Not found
Test equipment	Not found

## Social Accountability

Article	Specs.	Result
Certificate	Annual Local labour audit certificate	OK
Salary	Local minimum wages: RMB 500/month	RMB 800/month
Overtime allowances	Legal requirements: Weekdays OT: 150% Sat. & Sunday OT: 200% Public Holiday OT: 300%	Overtime RMB 10/hour Sat. & Sunday no overtime Public holidays off.
Working Hours	PRC labour law, Chapter 4, Clause 36 8 hours/ day, maximum 44 hours /week	AM. 8:30 – 12:00 PM. 14:00– 18:00
Overtime		Normal Overtime at factory: PM. 19:00-20:30
Forced labour check	PRC Labour Law, Chapter 3, Clause 32	OK
Child labour	PRC Labour Law, Chapter 2, Clause 15	All over 16 years old
Discrimination	None	
Canteen facility	Not found	
Drinking facilities	Not found	



Kitchen facility



OK



Emergency medical

Not found

Dormitory conditions



## Toilet



Safety conditions/ fire prevention

Not found

## Synopsis of major facts and problems found

1. No emergency medical kit found in factory.
2. No safety condition/ fire prevention found in factory, only caution found in factory.
3. No operation manual found in factory.
4. The factory didn't provide warehouse report.
5. No to it equipment/ report found in factory.
6. No fan and drinking water pit provided for worker in factory, they should get water in kitchen facility.
7. Product paint painted by hand.
8. Assembly workshop and machine in one house (workshop).