

# Factory assessment checklist

The Alliance has put together a Factory assessment checklist. This check list should be used when visiting a new production unit to ensure that they meet your requirements in terms of their production ability, physical conditions and working practices.

## Best Practice

- Fill out the checklist for each production unit before entering into an agreement with them. It will allow you to compare one factory to another and make an informed decision on which one is best to produce your garments.



<b>Your Name Here</b>		<b>Date</b>	
<b>Factory</b>		<b>Location</b>	
<b>Production Capacity</b>		<b>Lead Time</b>	

<b>Speciality:</b>	<b>Rating out of 10</b>
Cleanliness – Office	
Cutting	
Machining	
Toilets	
Staff Canteen/Eating Area	
Needle Policy and Records	
General level of clutter	
Physical Security (alarms etc.)	
Fire Extinguishers	
Fire Exits (unlocked etc.)	
Health and Safety (protective clothing etc.)	
Age of Equipment	
Special Equipment	
Pressing Capability	
Technical Ability	
Pattern Knowledge (alterations etc.)	
Ease of Access (loading/unloading)	
Payment Terms	
Pricing	
Working Relationship	
Ability to Communicate	
Willingness to sign Code of Practice	
Other	
Other	
<b>Total Rating</b>	



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An Alliance of five key partners working together to support the UK's high-end designer manufacturing sector