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QUALITY CONTROL · FACTORY AUDIT PROGRAM

Workwear Factory Audit Checklist

One-day, evidence-first audit for procurement, QA and EHS teams —
eight steps from document review to a dated CAPA.

Version 1.0

Last updated: October 21, 2026

DISCLAIMER

Practical inspection guidance written from a China-side workwear factory's perspective. It is not legal, safety or compliance advice. Standards, AQL levels and escalation rules vary by program and market; confirm every item against your contract, the applicable standard and an accredited lab report before you commit funds.

Standard: ANSI/ISEA 107 · EN ISO 20471 · ISO 11612 · AQL 2.5/4.0 | Document ID: WW-AUD-001

HOW TO USE THIS CHECKLIST

Book one full day onsite per factory and keep records review before lunch. Request originals, not screenshots. Score every checkpoint as pass, fail or not applicable, and record the evidence next to it. Any critical finding fails the audit on the spot; do not average it away with minor passes.

AUDIT PROFILE	ENTRY
Factory legal name	
Address	
Audit date / auditor(s)	
Product family and style count	
Standards matrix (ANSI/ISEA 107, EN ISO 20471, ISO 11612, other)	
PO / lot reference	
Golden sample reference	

SCORING RULES

FINDING	DECISION	TYPICAL TRIGGER
Critical	Automatic fail. Stop the PO and schedule a re-audit.	Safety, certification or traceability failure
Major	Conditional pass with a dated CAPA.	Process or record gap that can be corrected
Minor	Monitored improvement at the next audit.	Housekeeping or documentation polish

SAMPLE SIZE — ISO 2859-1, GENERAL INSPECTION LEVEL II

Critical defects are zero tolerance at any sample size.

LOT SIZE	CODE	SAMPLE	AQL 2.5 ACCEPT / REJECT
501–1,200	J	80	5 / 6
1,201–3,200	K	125	7 / 8
3,201–10,000	L	200	10 / 11
10,001–35,000	M	315	14 / 15

STEP 1 · DEFINE AUDIT CRITERIA BEFORE YOU BOOK

The audit fails before arrival when the supplier cannot restate the scope. Send the scorecard and require a written response.

- ☐ Scope restated by the supplier in its own words — Written response before booking
- ☐ Garment category and end-use risk listed — Scorecard header
- ☐ Wash frequency and climate exposure recorded — Scorecard header
- ☐ FR or visibility standard version fixed — Standards matrix
- ☐ Replenishment cadence and forecast stated — Program brief
- ☐ Scorecard thresholds signed off by buyer — Signed scorecard

STEP 2 · LEGAL IDENTITY AND LIVE CERTIFICATES

Start at reception, not in a showroom. Reject screenshots, mismatched seals and reports that do not match the fabric lot.

CHECKPOINT	EVIDENCE TO REQUEST	RESULT
Business license original	Original document, entity name checked	☐ PASS ☐ FAIL ☐ N/A
Export license	Original document	☐ PASS ☐ FAIL ☐ N/A
Legal name matches contract, invoice and bank beneficiary	Three documents side by side	☐ PASS ☐ FAIL ☐ N/A
No personal bank account	Bank beneficiary letter	☐ PASS ☐ FAIL ☐ N/A
Two customer references called	Call notes with date	☐ PASS ☐ FAIL ☐ N/A
Certificates current and mapped to this product family	Certificate and scope document	☐ PASS ☐ FAIL ☐ N/A
Test reports match fabric lot and style reference	Report ID and lot number	☐ PASS ☐ FAIL ☐ N/A
Lab accreditation scope covers the test method	ISO/IEC 17025 scope	☐ PASS ☐ FAIL ☐ N/A

STEP 3 · PHYSICAL TRACEABILITY FROM WAREHOUSE TO CUTTING

Pull one random roll and require five records. Then follow one bundle ticket back to that roll without help from the supplier.

CHECKPOINT	EVIDENCE TO REQUEST	RESULT
Random fabric roll pulled from the warehouse	Roll tag with lot number	☐ PASS ☐ FAIL ☐ N/A
Five roll records retrieved	Supplier, lot, incoming report, test report, allocation	☐ PASS ☐ FAIL ☐ N/A
Reflective tape brand and lot recorded	Tape lot label	☐ PASS ☐ FAIL ☐ N/A
FR fabric and thread composition match tech pack	Composition record	☐ PASS ☐ FAIL ☐ N/A
Seam tape or membrane ID traceable	Material certificate	☐ PASS ☐ FAIL ☐ N/A
Bundle ticket followed back to the roll	Bundle ticket and marker approval	☐ PASS ☐ FAIL ☐ N/A
SDS on file for adhesives and solvents	Current SDS	☐ PASS ☐ FAIL ☐ N/A

FIELD NOTES

STEP 4 · WALK THE PRODUCTION LINE, CUTTING TO PACKING

Walk the actual production order, run one live challenge, and compare machine tags with maintenance logs.

CHECKPOINT	EVIDENCE TO REQUEST	RESULT
Production order walked, not a showroom line	Order number and route card	☐ PASS ☐ FAIL ☐ N/A
Equipment matches promised capability	Machine list with model	☐ PASS ☐ FAIL ☐ N/A
Calibration tags current and consistent with logs	Tag date and log entry	☐ PASS ☐ FAIL ☐ N/A
SPI within 10–12 on main seams	Inline inspection sheet	☐ PASS ☐ FAIL ☐ N/A
Seam, tape, pocket and zipper checks recorded	Inline defect record	☐ PASS ☐ FAIL ☐ N/A
Needle detector challenge run and alarm heard	Timestamped test log	☐ PASS ☐ FAIL ☐ N/A
Seam-sealing parameters verified (heat, speed, pressure)	Parameter sheet	☐ PASS ☐ FAIL ☐ N/A
Remote: live unedited walkthrough completed	Recording reference and time	☐ PASS ☐ FAIL ☐ N/A

FIELD NOTES

STEP 5 · EHS, LABOR RECORDS AND SUBCONTRACTING

EHS starts in the first 30 seconds. Then reconcile attendance, payroll and output for the same day and the same line.

CHECKPOINT	EVIDENCE TO REQUEST	RESULT
Exits, extinguishers and alarms unobstructed	Photo and floor plan	☐ PASS ☐ FAIL ☐ N/A
Machine guards and eyewash stations in place	Photo	☐ PASS ☐ FAIL ☐ N/A
Chemical storage labeled and ventilated	Storage log	☐ PASS ☐ FAIL ☐ N/A
PPE worn in chemical and heat-seal areas	Observation note	☐ PASS ☐ FAIL ☐ N/A
Working hours, overtime and wages reviewed	Payroll sample	☐ PASS ☐ FAIL ☐ N/A
Attendance reconciled with output and gate log	Three-record comparison	☐ PASS ☐ FAIL ☐ N/A
Grievance channel posted and understood	Notice and worker answer	☐ PASS ☐ FAIL ☐ N/A
No unlisted subcontracting or unmatched bundle cards	Production plan check	☐ PASS ☐ FAIL ☐ N/A
Worker answers match observed line activity	Interview note	☐ PASS ☐ FAIL ☐ N/A

FIELD NOTES

STEP 6 · QC RECORDS AND PHYSICAL PRODUCT

Start at the defect board. A single “quality report” that covers every stage is not a record system.

CHECKPOINT	EVIDENCE TO REQUEST	RESULT
Incoming, inline and final records exist separately	Three record sets	☐ PASS ☐ FAIL ☐ N/A
AQL level confirmed and defect classes defined	QC manual page	☐ PASS ☐ FAIL ☐ N/A
Critical defects held at zero tolerance	Defect classification matrix	☐ PASS ☐ FAIL ☐ N/A
Real defect codes used, not “other”	Defect board	☐ PASS ☐ FAIL ☐ N/A
Three random garments measured against spec	Measurement sheet	☐ PASS ☐ FAIL ☐ N/A
Bartack density and reflective placement checked	Golden sample comparison	☐ PASS ☐ FAIL ☐ N/A
Label content correct (fiber, care, origin)	Label approval file	☐ PASS ☐ FAIL ☐ N/A
Live carton pull matches inspection request	Carton label and request	☐ PASS ☐ FAIL ☐ N/A

FIELD NOTES

STEP 7 · CAPA AND CLOSURE EVIDENCE

CHECKPOINT	EVIDENCE TO REQUEST	RESULT
Every finding classified Critical, Major or Minor	One-page CAPA log	☐ PASS ☐ FAIL ☐ N/A
Owner and due date named for each finding	Signed CAPA log	☐ PASS ☐ FAIL ☐ N/A
Document gaps closed within 14 days	Closure evidence	☐ PASS ☐ FAIL ☐ N/A
System corrections closed within 30 days	Revised SOP or training log	☐ PASS ☐ FAIL ☐ N/A
Re-audit trigger agreed for critical findings	Contract or PO note	☐ PASS ☐ FAIL ☐ N/A

CAPA LOG

FINDING	OWNER	DUE	EVIDENCE	STATUS

STEP 8 · CONTRACT CONTROLS BEFORE SCALE

A control that matters during the audit must exist as a contract clause, PO note or quality appendix. If it only lives in an email, it does not exist.

- ☐ Approved spec pack attached to the PO — PO appendix
- ☐ Golden sample reference signed — Signed sample tag
- ☐ Material substitution policy in writing — Contract clause
- ☐ Inspection regime and test-report cadence fixed — Quality appendix
- ☐ Shipment hold rights on failed lots — Contract clause
- ☐ Clause prohibiting unauthorized subcontracting — Contract clause
- ☐ Buyer audit and re-audit rights granted — Contract clause

FINAL DISPOSITION

☐ APPROVE	☐ CONDITIONAL PASS	☐ WALK AWAY
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Auditor name:

Signature:

Buyer approval:

Date:

LANTAOWORK FACTORY AUDIT

Audit the floor, not the showroom.

Send your spec pack and standards matrix — a scoped audit agenda and evidence list are returned within one business day.

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