



Foreign Factory Profile

All factories manufacturing on behalf of the Company are required to complete this profile. All information is required. PLEASE TYPE IN ENGLISH. Submitted incomplete or with inaccurate information will result in a full audit fee assessment.

All Foreign Factory Profiles (no faxes or copies allowed) must be returned with original signatures, photographs of the factory and a copy of the company registration certificate to: the Company Attn: Director Customs Compliance, 230 Main Street, Anytown, AnyState 99999.

Photographs must include the outside facility, inside facility, administration, manufacturing, finishing, packing and warehouse. Foreign Factory Profiles must be provided for each of the premises occupied or operated by the company or its affiliates that are engaged in the production of merchandise as well as for all subcontractors used to perform any part of the production process.

Date: _____

Vendor Name: _____

Vendor Address: _____

Vendor Contact: _____

Title: _____

Phone: _____

Fax _____

Email _____

Factory Name: _____

Factory Physical Location Address: _____

Factory Mailing Address: _____

Factory Contact Person: _____

Title: _____

Phone No: _____

Fax No: _____

Email _____



Foreign Factory Profile

Type of Ownership:

Corporation ___ Partnership ___ Sole Proprietorship ___
Joint Venture ___ Joint Stock ___ Governmental ___
Other (please describe)___

Name of Factory Owner(s): _____ Annual Sales (US\$): _____

Factory Owner Contact Information: _____

Is owner(s) actively involved in managing factory and has an office at factory? _____ If not, who is in charge of the factory? _____ What is his/her title? _____

Factory Date of Incorporation: _____

Type of Products: _____

Annual Production by Product: _____

External Certification: WRAP ___ ISO 9001 ___ SA 8000 ___ Others _____

Wrap: Worldwide Responsible Apparel Production Certification

General Factory Information/Physical Plant

Name: _____

Address: _____

Year Established: _____

Number of employees: Administration ___ Receiving ___ Production ___ Finishing ___ Packing ___

Warehouse ___

Product Description: _____

Special Economic Zone: Is this factory located in a commercial zone, exempting it from compliance with any certain local/federal/national laws? Yes No

If yes, please explain: _____

List all Machinery on premises: _____



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Total Area of Factory: _____
 Office: _____ Production: _____
 Finishing: _____ Packing: _____
 Warehouse: _____
 Monthly practical production capacity by commodity: _____

General Factory Information/Physical Plant

Identify the types of articles produced in the factory _____

Do you maintain documentation for receipt of incoming materials and/or components?
 Yes No

If so, what records do you have? _____

How long are these records kept? _____

Does the factory have a material/component storage area? Yes No

How large is this area in square feet? _____

Does the factory have a factory inspection area? Yes No

If so, how large is the area in square feet? _____

Are there receiving/inspection reports? Yes No

ALL FACTORIES:

Subcontractors:

Please note that this Factory Profile also will be required for all sub-contractors processing any merchandise on behalf of _____

Does your factory employ other factories to complete a portion of or all of the work on an order?
 Yes No

If so, please provide the following:

Name: _____

Address: _____

Phone No. _____ Fax No. _____ E-mail _____

Description of operations performed _____

Human Resources

Personnel:

Number of Production Shifts: _____
 Factory employees are paid (circle one) *Hourly* *Piece Rate* *Mixed*

Total Number Of Employees: _____

Number of office/clerical workers _____

Number of production workers _____

Number of Supervisors _____

Number of Assistant Supervisors: _____

Number of Quality Control: _____

How many workers are responsible for packing and pressing? _____

Number of shifts _____

Does your factory provide training? Yes No

Please describe: _____



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Does your factory offer an Apprentices Program? Yes No

Please describe: _____

Does your factory provide benefits to workers beyond compensation for completed work?

Yes No

Please describe: _____

Does your factory require employment contracts: Yes No

Does your factory provide dormitories Yes No

If yes, how far are those dormitories from the factory? _____

What kind of documentation does your factory require employees to submit at the time of hire? _____

Wages & Benefits:

What day of the week is payday? _____

How are wages paid? Cash or Draft with stub? _____

What pay information is provided to workers? _____

What is the minimum wage for the country/area? _____

What is the highest rate paid to an employee? _____

What kind of payroll records are kept? _____

Does the facility keep records of the provision of Benefits? _____

Are benefits assigned a cash value, and used to calculate employee earnings? _____

Are workers paid by the hour or piece rate? _____

Are employees given work to take home? If yes, how are wages determined? _____

Are country legal deductions being made? If so, please explain: _____



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What if any, benefits does the factory provide to employees? Give details if any portion of the cost that is deducted from workers pay.

Codes: L=Legally required, V=Voluntarily provided, N=Not Available

| Code | Benefit | Description |
|-------|----------------------|-------------|
| _____ | Medical Care | _____ |
| _____ | Dental Care | _____ |
| _____ | Housing | _____ |
| _____ | Retirement Benefits | _____ |
| _____ | Maternity Leave | _____ |
| _____ | Transportation | _____ |
| _____ | Meals | _____ |
| _____ | Clothing Allowance | _____ |
| _____ | Child Care | _____ |
| _____ | Vacations/Holidays | _____ |
| _____ | Cash Bonuses | _____ |
| _____ | Loans | _____ |
| _____ | Workers Compensation | _____ |
| _____ | Other | _____ |

Are these benefits offered to all employees? If not, which employees receive these benefits? _____

How it is decided which employees receive these benefits? _____

Does factory have a time clock? Yes No

Are time cards available for "ALL" Employees? Yes No

If no, please explain: _____

Minimum Age:

What is the minimum legal working age for your country? _____

What is the minimum age of your employees? _____

How do you verify the age of your employees? _____

What records of age are maintained? _____

Health & Safety:

What is the applicable legal requirement regarding the length of the workday? _____

What is the maximum working day at factory? _____

How many days is a working week at factory? _____

Is working overtime voluntary or compulsory? _____

What is the average number of overtime hours worked each week for a typical employee? _____

What is the rate paid for overtime by factory? _____



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Are there video surveillance cameras monitoring the premises? Yes No
Is there an internal/external communication system in place to contact internal security or local law enforcement? Yes No

Physical Access Controls:

Is there an employee identification system? Yes No
Are there written procedures for issuance, removal and changing employee I.D.? Yes No
Are all visitors required to present photo identification upon arrival? Yes No
Is there a visitor log? Yes No
Are all visitors escorted with visibly displayed temporary identification? Yes No
Are there procedures for addressing entry of unauthorized personnel? Yes No

Procedural Security:

Is there a designated security officer to supervise the introduction/removal of cargo? Yes No
Are incoming shipments counted, weighed, and verified against shipping documents? Yes No
Are there procedures for reporting shortages or overages? Yes No
Are departing shipments verified against purchase or delivery orders, including piece count, marks and weights? Yes No
Are drivers delivering or receiving cargo required to be positively identified before receipt or release? Yes No
Are incoming/outgoing vehicles checked and logged? Yes No
Are there procedures to ensure shipping documentation is legible, complete and accurate? Yes No

Container Security:

Are containers stored in a secure area to prevent unauthorized access? Yes No
Are there procedures to inspect and verify physical integrity and locking mechanism of container prior to stuffing? Yes No
Is the 7-point inspection process used? Yes No
Are there written procedures for controlling and affixing seals to loaded containers? Yes No
Are there written procedures for recognizing and reporting compromised seals? Yes No
Do all container seals affixed to loaded containers bound for the U.S. meet the PAS ISA 17712 standards? Yes No

Personnel Security:

Is application information verified prior to employment? Yes No
Are background checks and investigations conducted for prospective employees? Yes No
Are there procedures for removal of identification and access to terminated employees? Yes No



Foreign Factory Profile

Security Training and Threat Awareness:

Is there a Security Director or a manager responsible for security matters? Yes No
 Is there a security awareness program for employees to recognize internal conspiracies, maintaining product integrity, and addressing unauthorized access? Yes No
 Is there a threat awareness program for the facility's employees to recognize the threat posed by terrorists and smugglers? Yes No
 Are employees aware of the procedures for addressing and reporting possible threats? Yes No
 Do the security awareness programs offer incentives for active employee participation? Yes No

Other Information

Have you ever been visited by U.S. Customs? Yes No
 If yes, please explain the circumstances and the results of the inquiry_____

List the full names of all individuals who own 5% or more of your company_____

List the names and addresses of all other companies owned by your company or by the individual owners of your company_____

Do you have records showing the movement of materials, components, and/or processed goods to and from the subcontractor? Yes No
 If so, please identify what records are maintained_____

Do you produce the same goods in whole or in part in more than one production facility? Yes No
 If yes, please explain and provide the following:

Name: _____
 Address: _____
 Phone No. _____ Fax No. _____ E-mail _____
 Description of operations performed: _____



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Do you produce the same goods, in whole or in part, in more than one country? Yes No

If yes, please explain

Description of operations performed: _____

As an officer of (company name) _____, I (officer name) _____ hereby certify that all of the above information is true and accurate. I also understand that my company agrees to take responsibility for the state of this factory, and that failure to do so may result in the termination of business between _____ and the company.

Signed: _____

Title: _____

Date: _____

Signature must include company stamp or chop.



Foreign Factory Profile

Factory Profile Verification

| | Acceptable (Please circle) | |
|--|-------------------------------|---|
| General Factory Information/Physical Plant | Y | N |
| Receiving | Y | N |
| Production | Y | N |
| Finishing/Packing | Y | N |
| Warehousing | Y | N |
| Human Resources | Y | N |
| Personnel | Y | N |
| Wages & Benefits | Y | N |
| Minimum Age | Y | N |
| Health & Safety | Y | N |
| Security | Y | N |
| Physical Security | Y | N |
| Physical Access Controls | Y | N |
| Procedural Security | Y | N |
| Container Security | Y | N |
| Personnel Security | Y | N |
| Security Training & Threat Awareness | Y | N |
| Other Information | Y | N |

If the answer to any of the above is "No," please explain below:

Recommendations: _____

Signed: _____ Date: _____