

## Factory Audit Report for Charcoal and Carbon Customers

**Purpose:**

Maersk is committed to ensuring the overall safety of maritime transportation. Therefore, we have implemented a Factory audit process for Charcoal and Carbon producing customers.

**Commodity:**

This procedure applies to:

Customer producing Charcoal and Carbon applies to new customer as mentioned in SOP.

**Description and Definition:**

Factory Audit Report need to be generated at the end of audit by Maersk appointed surveyor and forwarded to Maersk.

**Procedure and Details:**

A Factory audit to be carried out for all customers by Maersk appointed surveyor.

The following details to be gathered during audit.

Method

Company Profile

Factory Organization

Production

Process Flow Chart

Production Process Overview

Factory Audit Report

Manufacturing Process

Types and grads of commodity produced/acquired (particle size in Millimeter)

Document Control Purchasing

General Process Flow

Incoming Material Control (Raw Product)

Production

Final Inspection & Testing (Quality Control)

Control of Non-Conforming Product (Quality Control)

Storage and Packaging

Weathering Process and Procedures with atmospheric Conditions (sheltered/unsheltered) (all seasons)

Packaging (Size/type/material/weight) (each package and each pallet) (if shrink wrap/moisture proof etc.)

Preparation and Stuffing Pattern / Adherence to safety standard of CTU code and IMDG code)

Familiarization of Maersk acceptance policy for this commodity

Sampling and Testing (Evidence to show same batch as tested is also in shipment) Vanning

Survey should not be carried out by same factory audit surveyor.

Lab Testing – Self Heating / Spontaneous Combustion Accreditation  
of the lab used for testing.

**Other Details :**

Auditee:

Auditor:

Location:

Audit Type:

Audit Date:

Expiry Date:

Organization Structure / Management Responsibility and Quality System

Contract Review

Document Control

General Flow Process

Incoming Material Control

Production Process

Final Inspection and testing and Control of Non-conforming Material

Storage and Packaging

Laboratory Testing

Auditor's Opinion Statement

**Summary of Audit Findings :**

Provide ratings or score on the audit findings as shown in below sample.

Summary of Audit Findings				
Criteria:	Score	Weight	Weighted	Weighted Max
Organization Structure / Management Responsibility	19	1	19	24
Quality System	12	1	12	18
Contract Review	9	1	9	12
Document Control	14	1	14	21
Purchasing	11	1	11	12
General Process Flow	3	2	6	6
Incoming Material Control (Raw Product)	8	2	16	18
Production	25	4	100	120
Final Inspection & Testing (Quality Control)	20	4	80	96
Control of Non-Conforming Product (Quality Control)	17	3	51	54
Storage	6	3	18	18
Packaging	11	4	44	48
Lab Testing – Self Heating / Spontaneous Combustion	3	6	18	18
Lab Testing – Moisture & Ash Content	6	4	24	24
<b>Score (Total Weighted Score / 4.89)</b>			<b>87.53</b>	