

SUPPLIER VERIFICATION

Factory visit and verification report

This is a format sample. Every company, price, date and finding below is invented to show how the deliverable is structured. It does not describe a real supplier, project or client.

PREPARED FOR	REFERENCE	ISSUED	PREPARED BY
Sample Client Ltd.	IA-FV-0000	26 March 2026	IndiAndes – visit conducted in person

Visit details

Site visited	Sample Supplier A – unit 2	Location	Panipat, Haryana
Date and time	26 March 2026, 10:40 – 13:15	Announced	Yes, 48 hours notice
Received by	Production manager and export coordinator	Visit conducted by	Shaant Mathur, IndiAndes

Identity and registration

The single most common failure in this corridor is discovering after payment that the counterparty is a trading house without a factory. These checks answer that question first.

CHECK	RESULT	EVIDENCE SEEN
Registered legal name matches quotation	Confirmed	Incorporation certificate
GST registration active	Confirmed	Certificate on wall, number verified
Importer-exporter code	Confirmed	Document photographed
Premises owned or leased by the entity	Confirmed	Lease shown, expires 2029
Manufacturer, not intermediary	Confirmed	Owned machinery observed in use
Bank details match the registered entity	Confirmed	Cancelled cheque

What was observed on site

Covered production area	Approx. 4,200 m²	Stitching machines counted	186, of which 171 running
Cutting tables	6	Workers present on the floor	Approx. 140

Shifts	Two, six days per week	Work in progress at visit	Bed linen and table linen
In-house processes	Cutting, stitching, checking, packing	Outsourced processes	Weaving, dyeing, embroidery

Dyeing is outsourced. That is normal for this cluster, but it means colour consistency depends on a third party you are not contracting with directly.

Photographic evidence



Main stitching floor, looking east
In a real report this frame holds a dated photograph.

Fabric store with lot identification
In a real report this frame holds a dated photograph.

Final checking and packing tables
In a real report this frame holds a dated photograph.

Findings

- MAJOR

Dyeing is subcontracted with no written quality agreement

The dye house is a separate business roughly 8 km away. No service agreement or colour-tolerance standard exists between the two.

Recommendation: Require a written colour tolerance in the purchase order and approve a lab dip per lot.
- MINOR

Fabric store lot identification is handwritten

Incoming fabric is tagged by hand. Traceability held up when tested on two lots, but the method depends on one storekeeper.

Recommendation: Request lot numbers on packing lists so shipments can be traced after arrival.
- MINOR

Metal detection is available but not routine

A working needle detector was present. It is applied to some buyers and not others.

Recommendation: Specify needle detection for the full order in writing.

Conclusion

The company manufactures what it sells and has the capacity it claims. The order can proceed. The dyeing arrangement is the one item to close in writing before the deposit is released, because it is the part of the process the factory does not control.

A visit records what could be observed on one day, against the scope agreed in advance. It is not an accredited certification and does not remove commercial or product risk.