

Supplier Creditability & Capacity Audit Report

Report:			
Supplier Name	Dongguan Zhongjia Disinfection Technology Co., Ltd.		
Supplier Address	No.5, Yinling Third Street, Zhangcun, Dongcheng Street, Dongguan City, Guangdong Province, China		
Client Information	N/A		
Name of Assessor	Peifeng Liu	Reviewed by	Gina Li
Audited Date	10 Apr., 2020	Expiry Date	09 Apr., 2021

Assessment Scope:
Section 1: Company Profile Section 2: Personnel Section 3: Main Market Section 4: Manufacturing Ability Section 5: Certificate Section 6: Quality Control Management Section 7: Development Plan Section 8: Production Flow Chart Section 9: Attachment

Comments:
Dongguan Zhongjia Disinfection Technology Co., Ltd. was established in 1995, occupied area 5,752m ² with 76 staffs. It mainly focus on the manufacture of disinfectant. All processes in the factory were: Raw Material-Incoming Quality Check-Mixing-Filing-Testing-Packing-Testing-Store.

Important Notes:
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Section 1: Company Profile

1.1 Basic Information			
Name of Supplier	Dongguan Zhongjia Disinfection Technology Co., Ltd.		
Address in License	No.5, Yinling Third Street, Zhangcun, Dongcheng Street, Dongguan City, Guangdong Province, China		
Audited Address	No.5, Yinling Third Street, Zhangcun, Dongcheng Street, Dongguan City, Guangdong Province, China		
Main Product	84 Sodium Hypochlorite Disinfectant; Hand Sanitizer Gel; Sodium Dichloroisocyanurate Disinfection Powder; Household Clothing Disinfectant; Povidone Iodine Disinfectant; Glutaraldehyde Disinfectant		
Business Scope of Registration	Production, marketing, processing: disinfectants (liquid, powder, tablet, gel), sanitary products (antibacterial lotion), disinfection products, daily detergents, water treatment agents (excluding hazardous chemicals), water treatment equipment and accessories; Disinfection technology, water treatment technology, drinking water treatment technology, chemical additives, detergent development and service.(for projects subject to approval according to law, business activities can only be carried out after the approval of relevant departments)		
License Number	91441900281996800W	Corporate Representative	Mr. Qi Shen
Registration Date	27 Jun., 1995	Expiry Date	Long-term
Registered Capital	RMB 5,000,000	Paid-in Capital	RMB 2,000,000
Area of Office	500 square meters	Area of Workshop	5,752 square meters
1.2 Contact Way			
Company Representative	Mr. Qi Shen / General Manager		
Tel. number	86-769-86219070	Fax number	86-769-86219071
E-mail	zjia-163@163.com	URL	http://www.dgzhongjia.com
1.3 Nature of Enterprise			
Type of Ownership	<input checked="" type="checkbox"/> Privately Owner <input type="checkbox"/> Public Company <input type="checkbox"/> Joint Venture <input type="checkbox"/> Stated Owned <input type="checkbox"/> Others		
Type of Company	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Foreign trader <input checked="" type="checkbox"/> Both		
Subsidiary Factory	N/A		
Relationship with Subsidiary Factory	<input checked="" type="checkbox"/> No subsidiary factory <input type="checkbox"/> Shareholder <input type="checkbox"/> Wholly owned <input type="checkbox"/> Belong to one group		
Overview	 		

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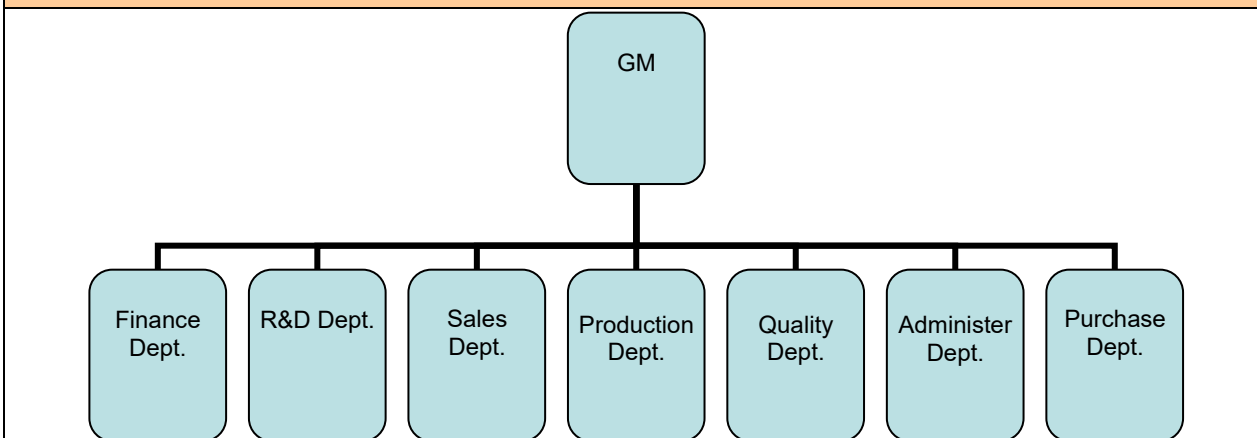
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Section 2: Personnel

2.1 Company Org Chart



2.2 Headcount and Key Staff

According to	<input checked="" type="checkbox"/> Attendance record <input type="checkbox"/> Members list <input type="checkbox"/> On-site observation <input type="checkbox"/> Others			
Headcount	Department	Full time	Part time	Total
	General Manager	1	0	1
	Finance Dept.	4	0	4
	R&D Dept.	2	0	2
	Sales Dept.	5	0	5
	Production Dept.	60	0	60
	Quality Dept.	2	0	2
	Administer Dept.	1	0	1
	Purchase Dept.	1	0	1
	Total	76		
Key Staff	Full Name	Position	Working experience in this filed	
	Qi Shen	General Manager	About 20 years working experience	
Training Procedure and Plan for Staff	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Key station <input type="checkbox"/> No Training records <input type="checkbox"/> Others			
Are there uniforms for all staff in company?	Yes			

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Section 3: Main Market

3.1 Foreign Trading Staff

There were 5 foreign trading members in the company.

Education Level	Headcount	Working Experience	Headcount	English Level	Headcount
Doctor	0	Over 20 Years	0	TEM-8	0
Master	0	Over 10 Years	0	CET-6	0
University	2	Over 5 Years	2	CET-4	5
Junior college	3	2-5 Years	3	CET-3	0
Technical secondary school	0	1Year	0	PETS-3	0

Export means: ☒ Directly export though own export right
☒ Export business operated by other foreign trading company
☒ Others: Forwarder company

3.2 Export Information

Item	Content	
Main Market	Area	% of Total Business Volume (last year)
	North America	20%
	South America	10%
	West Europe	10%
	East Europe	5%
	East Asia (Japanese/ Korea)	0
	Africa	5%
	Australia	10%
	Southeast Asia	8%
	Mideast	8%
	Others	0
	Domestic	24%
Sales Volume	Annual volume in last year	Confidential
	Export volume in last year	Confidential
	Estimated export in this year	Confidential
Key Client	Confidential	Confidential
	Confidential	Confidential
Lead time	From PO Confirmation to Ex works	About 5-7 days

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Section 4: Manufacturing Ability

4.1 Main Facilities

Please list the major machinery / utilities on site.	Facility name	Brand/Model	Quantity	Year made	Condition
	Mixing Machine	N/A	10	2013	Acceptable
	Purified Water Making Machine	N/A	1	2017	Acceptable
	V-Mixing Machine	N/A	1	2013	Acceptable
	Auto Packing Machine	N/A	10	2018	Acceptable
	Filing Machine	N/A	7	2016	Acceptable
	Laser Code Printer	N/A	4	2017	Acceptable

4.2 Main Test Instruments

Please list the major test instruments on site.	Facility name	Brand/Model	Quantity	Year made	Condition
	Seal Tester	CCL-90	2	2015	Acceptable
	Heat Treatment Equipment	PD-S	2	2013	Acceptable
	Conductivity Meter	DDS-11A	2	2016	Acceptable
	Biochemical Incubator	SPX-150B-2	1	2017	Acceptable
	Rotary Viscometer	NDJ-1	1	2013	Acceptable
	Refractor Meter	2WA-J	1	2018	Acceptable

4.3 Output

Output in last year	Product	Monthly output	Yearly output
	84 Sodium Hypochlorite Disinfectant	2,500 Tons	25,000 Tons
	Hand Sanitizer Gel	1,000 Tons	10,000 Tons
	Sodium Dichloroisocyanurate Disinfection Powder	200 Tons	2,200 Tons
	Household Clothing Disinfectant	600 Tons	7,100 Tons
	Povidone Iodine Disinfectant	1,200 Tons	14,000 Tons
	Glutaraldehyde Disinfectant	150 Tons	1,500 Tons

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Section 5: Certificate

5.1 Management System Certificate

Certificate	Number	Expiry date	Certifying Body	Scope
N/A	N/A	N/A	N/A	N/A

5.2 Product Certificate

Certificate	Number	Issued date	Certifying Body	Product and model / type
FDA	546818100	Mar 30 2020	CCT	Hand Sanitizer Gel

5.3 Product Insurance

Certification	Number	Expiry date	Insurer	Product
N/A	N/A	N/A	N/A	N/A

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Section 6: Quality Control Management

Item	Content	Grading			Observations /Comments
		Poor	Mid	Good	
6.1	Are the environmental conditions such as tidiness and cleanliness being controlled and suitable for the operation performed?			√	Refer to site observation; the environmental condition was suitable for the operation performed.
6.2	Are the following items /documents provided at appropriate location and under control when necessary? - Work Instructions /procedures - Workmanship standard /acceptance - Golden sample			√	The company's tech. team had made the relevant work instruction and standard. Refer to site observation; there were documented work instructions, workmanship standard provided in the workshops.
6.3	Does the company establish and implement an effective suppliers/ sub-contractors assessment procedure (which covers the acceptable criteria of supplier/ sub-contractor)?			√	The company had established this procedure for supplier assessment, but they didn't have latest record.
6.4	Are written instructions available for incoming material inspections /testing? Is the relevant records maintained?			√	Refer to on-site observation; there were documented instructions for incoming material inspection. And inspection records were maintained well.
6.5	Are written inspections /testing instructions available for finished products? Is the relevant records maintained?			√	The company had established the procedure for this inspection. And records were maintained well.
6.6	Is there a procedure to conduct random product inspection after final packaging in place?			√	All inspection procedures were implemented before packaging.
6.7	Are non-conforming units clearly marked/ segregated to prevent accidental dispatch?			√	Refer to site observation; non-conforming units would be marked with label. But there were no marked area for non-conforming unit in workshop and warehouse.
6.8	Is there a clear procedure for handling customer complaint?			√	Refer to relevant documentation; the company had a clear procedure for handling customer complaint.
6.9	Can the finished/packaged product be traced by lot identification to the appropriate raw materials test reports?			√	Auditor noted that the company had established this procedure for lot identification.
6.10	Are corrective & preventive actions mechanism established and implemented effectively (including the suppliers/ sub-contractors control, incoming inspection, process control, final inspection and customer complaint)?			√	The company had documented procedure for corrective & preventive actions mechanism and records were kept well.

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Section 7: Development Plan

7.1 Product Field		
Item	Actions	Time Frame
1	Monthly product capacity will be increased in this year.	2020
2	A new workshop will be put to use in this year.	2020

7.2 Market Field		
Item	Actions	Time Frame
1	They will develop the more overseas market.	2020

7.3 Others		
Item	Actions	Time Frame
N/A	N/A	N/A

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Section 8: Production Flow Chart

8.1		
		
1. Raw Material	2. Incoming Quality Check	3. Mixing
		
4. Mixing	5. Filing	6. Testing
		
7. Packing	8. Testing	9. Storage

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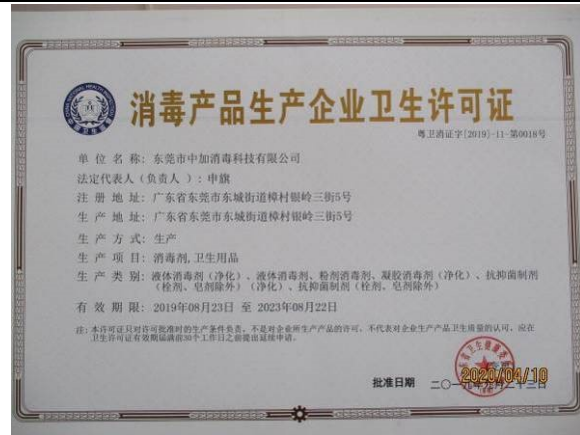
Section 9: Attachment

9.1 Photos of Document and Certificate

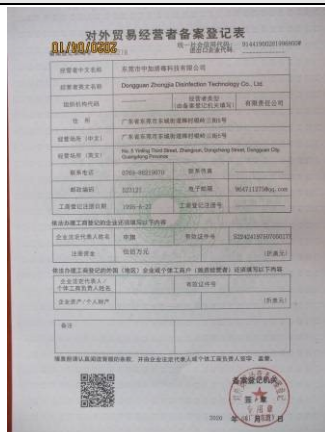
Business License



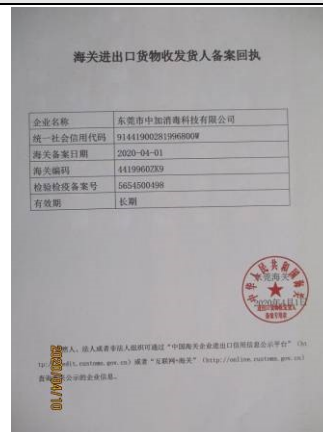
License Of Disinfection Products



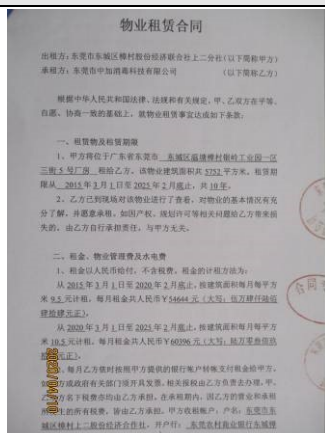
Import and Export Enterprise Registration



Customs Registration



Lease Agreement



Trademark Certificate



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The image displays two patent certificates side-by-side. The left certificate is a Chinese 'Invention Patent Certificate' (发明专利证书) issued by the State Intellectual Property Office (SIPO). It is for an invention titled 'A kind of disinfectant formulation' (一种消毒剂组合物) by Dongguan Zhongjia Disinfection Technology Co., Ltd. The patent number is ZL 2018 1 002000.9. The right certificate is an 'FDA Registration' issued by the U.S. Food and Drug Administration (FDA). It certifies the company's registration for disinfectant products, with a registration number of 146818100. Both certificates include company details, product information, and registration numbers.

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9.2 Photos of Company and Product Sample

Company Gate



Workshop Building



Office Building



Workshop



Workshop



Workshop



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Lab	Product Samples
	
Product Samples	Product Samples
	
Product Samples	Product Samples
	

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Product Samples	Product Samples
	
Product Samples	Product Samples
	
Warehouse	Warehouse
	

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