

Factory Visit Checklist for Importers

Heading to your overseas factory? Here's a cheat sheet to make the most of your visit:

Pre-Visit Prep

- ☐ Set clear visit goals (QC, capacity check, issue resolution).
- ☐ Confirm appointment, translator, and local logistics.
- ☐ Bring samples, spec sheets, and QC checklists.
- ☐ Pack PPE (closed shoes, safety gear if needed).
- ☐ Review factory profile (audits, certifications, past performance).

Pro Tip:

Silq gives you access to past inspection data, audit reports, and supplier scorecards, so you're not walking in blind.

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On-Site Checklist

Facility & Equipment

- ☐ Observe overall cleanliness, organization, and safety conditions
- ☐ Assess machinery condition and maintenance protocols
- ☐ Confirm production matches your volume needs

Quality Control (QC) Process

- ☐ Review in-line and final QC procedures
- ☐ Validate AQL standards and documentation
- ☐ Inspect the defect handling process

People & Communication

- ☐ Verify working conditions, hygiene, and labor hours
- ☐ Meet with production and QC managers
- ☐ Review employee training protocols
- ☐ Confirm compliance with laws and social standards

Product Focus

- ☐ Walk through your product's full production path
- ☐ Spot gaps, inefficiencies, or risks
- ☐ Inspect golden samples and packaging
- ☐ Request a fresh production sample on-site
- ☐ Capture real-time issues with video/photos for review with your team or a third-party QC partner like Silq

Post-Visit Actions

- ☐ Organize photos, notes, and documentation
- ☐ Summarize visit takeaways for internal stakeholders
- ☐ Complete a detailed supplier visit report with scores, photos, and red flags
- ☐ Align on corrective actions with your supplier
- ☐ Set timelines for follow-ups, reinspection, or ongoing audits

Want inspection eyes on every shipment—even when you're not there?

Silq's factory inspections give you upstream visibility and control without the chaos.