

VF Living Furniture Factory Audit Checklist

Use this checklist before approving a furniture supplier, sample, or bulk order.

Score: 5 = strong, 3 = acceptable with follow-up, 1 = high risk.

Factory Profile

☐ Business license, legal entity, address, export experience, and responsible contact are confirmed. Score: ___ / 5 Notes: _____

☐ Factory site, office, warehouse, showroom, and production areas are visible and consistent. Score: ___ / 5 Notes: _____

☐ Core furniture categories match the buyer's product program. Score: ___ / 5 Notes: _____

☐ Supplier role is clear: manufacturer, trading company, or mixed model. Score: ___ / 5 Notes: _____

Production Capacity

☐ Workshop process supports the product category: cutting, edge banding, drilling, finishing, assembly, packing. Score: ___ / 5 Notes: _____

☐ Monthly capacity and peak season lead time are supported by current order examples. Score: ___ / 5 Notes: _____

☐ Sample, pilot order, and bulk production timelines are realistic. Score: ___ / 5 Notes: _____

☐ Repeat order control is documented through approved samples and production records. Score: ___ / 5 Notes: _____

Materials and Hardware

☐ Board material, thickness, finish, hardware, accessories, and packaging material are specified. Score: ___ / 5 Notes: _____

☐ Standard and custom parts are separated clearly in the quotation. Score: ___ / 5 Notes: _____

☐ Critical suppliers for hardware, cartons, LED, sinks, mirrors, or accessories are identified. Score: ___ / 5 Notes: _____

☐ Material changes require buyer approval before production. Score: ___ / 5 Notes: _____

Quality Control

☐ Incoming material inspection is documented. Score: ___ / 5 Notes: _____

☐ Pre-production sample and change approval process is clear. Score: ___ / 5 Notes: _____

☐ In-line checks cover cutting, drilling, edge banding, finish, assembly fit, and visible surfaces. Score: ___ / 5 Notes: _____

☐ Final inspection covers dimensions, hardware completeness, assembly, carton labels, and packaging. Score: ___ / 5 Notes: _____

☐ Assembly test is completed for flat-pack furniture. Score: ___ / 5 Notes: _____

Packaging and Export

☐ Carton size, gross weight, carton grade, protection plan, labels, and instruction sheet are confirmed. Score: ___ / 5 Notes: _____

☐ Drop-test, retailer, e-commerce, project, or pallet requirements are known. Score: ___ / 5 Notes: _____

☐ Barcode, SKU, carton mark, color label, and destination label requirements are controlled. Score: ___ / 5 Notes: _____

☐ Export documents, loading photos, and shipment coordination responsibility are clear. Score: ___ / 5 Notes: _____

Compliance and Communication

☐ Target market requirements, warnings, labels, and documents are stated in the RFQ. Score: ___ / 5 Notes: _____

☐ Specification changes are recorded and approved before production. Score: ___ / 5 Notes: _____

☐ Factory response time, quotation clarity, and issue handling are acceptable. Score: ____ / 5 Notes: _____

☐ Open risks are listed before deposit or bulk order approval. Score: ____ / 5 Notes: _____

Next step: send drawings, reference photos, quantity, target market, packaging requirements, and supplier concerns to VF Living.

<https://vf-living.com/contact/> | <https://vf-living.com/resources/furniture-factory-audit-checklist/>