

## Furniture questionnaire

	Section 1: Main detail	
Qs.1	Company Name	
Qs.2	Contact person, E-mail address & Contact telephone no.	
Qs.3	Factory Name	
Qs.4	Factory address	
Qs.5	Factory establish Year	
Qs.6	Customers in Europe or USA	
Qs.7	Turnover in USD	
Qs.8	Product manufacturing	
Qs.9	Does factory have internal design team?	

Qs 10	Who are your top 5 clients?	
Qs 11	Do you supply any UK retailers? If so, please give details.	

**Section 2: International certificate or Audit report owned**

Qs.12	Does the factory have a SMETA certificate?	
Qs.13	Is the SMETA audit conducted by BV-CPS, ITS,SGS or Elevate?	
Qs.14	IS the SMETA audit conduct in unannounced or semi-announced mode?	
Qs.15	Does factory have the ISO9001 certificate issued by accredited 3rd party company?	
Qs.16	Any other technical audit report factory have from other retailer?	

**Section 3: Order& Lead time**

**Qs 17**      **What is the MOQ for own label products?**

**Qs 18**      **What is lead time from order placement to despatch?**

**Section 4: Production**

**Qs 19**      **What type of raw materials does factory process?**  
- Leather  
- Split  
- PU  
- Fabric

**Qs 20**      **What kind of products does the factory produce? Eg, Sofa, Sofabed, recliners etc**

Qs 21	What capacity is there - number trucks per week, or containers per week (annual average)?	
Qs 22	what is the additional free capacity available to Sainsbury's Argos?	
Qs 23	How many employees in production & office?	
Qs 24	Does the factory produce own label and branded products?	
Qs 25	Does the factory have their own designers and products?	

**Section 5: Quality Management**

Qs.26	How many Quality people in factory?	
Qs.27	Does factory have a Quality manual?	
Qs.28	Please describe factory's Quality checking point in the whole production. (From raw material to finished goods)	
Qs.29	How does factory trace the production batch from raw material to the final finished product? Please describe	

Qs.30	Does factory have experience to do self pre-shipment inspection for your customer?	
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**Section 6: Sustainability & environmental protection**

Qs.31	Does factory have any environmental certificate such as ISO140001 or others?	
Qs.32	Have factory implement any instrument to reduce pollutant emission or recycle usage?	
Qs.33	<p>Information about the plastic packaging you use:</p> <ul style="list-style-type: none"> <li>- Plastic material</li> <li>- Plastic Micron</li> <li>- Plastic weight (Weight of bag)</li> </ul> <p>Percentage of recycled material (eg PEHD with 20 recycled content)</p> <p>Our primary objective is to completely remove single use plastics. Where this is not possible, the plastic should be one that can be easily and widely recycled in the UK.</p> <p>The plastic should include a minimum of 30% recycled content.</p>	

Qs.34	Does factory use FSC certified wood/materials?	
Qs.35	Is factory FSC/PEFC accredited? If so, please provide the relevant reference number.	
Qs.36	Are the tanneries audited by Leather Working Group? If they are not, are they willing to be audited by LWG?	

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Qs 18	What is lead time from order placement to despatch?	

	Section 4: Production	
Qs 19	<p>What type of raw materials does factory process?</p> <ul style="list-style-type: none"> <li>- particleboard with foil</li> <li>- particleboard with melamine</li> <li>- veneered board</li> <li>- solid softwood (eg pine)</li> <li>- solid hardwood (eg. Oak)</li> </ul>	
Qs 20	What kind of products does the factory produce? Eg, bedroom furniture, lounge furniture, beds, chairs etc	

Qs 21	Are products flat pack or ready assembled?	
Qs 22	What kind of finishing is available - UV paint, staining, etc?	
Qs 23	What capacity is there - number trucks per week, or containers per week (annual average)?	
Qs 24	what is the additional free capacity available to Sainsbury's Argos?	
Qs 25	How many employees in production & office?	
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Qs 27	Does the factory have their own designers and products?	

**Section 5: Quality Management**

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