

Report Number: MIC-ASI193381

Audit Date : 10 Apr., 2019

This report is issued by Focus Technology Co., Ltd. (Made-in-China.com) and the supervising inspectorate (Bureau Veritas) to confirm that:

Company Name : Jinhua Queene Electric Technology Co., Ltd.
金华市群誉电动科技有限公司

Showroom : <http://qyebike.en.made-in-china.com>

Address : F3, Building A6, No. 3188 south 2nd Ring West Road, QiuBin Street,
Wucheng District, Jinhua City, Zhejiang Province, China

Product : Electric Bicycles

has been on site audited for the Following Scope of Activity

1. General Information
2. Foreign Trade Capacity
3. Product Research & Development Capacity
4. Management System and Product Certification
5. Production Capacity & Quality Control
6. Working Environment
7. Photos



General Comments:

Jinhua Queene Electric Technology Co., Ltd. is a manufacturer professional manufacturing and sales of different kinds of Electric Bicycles; it was established in 2016, located in F3, Building A6, No. 3188 south 2nd Ring West Road, QiuBin Street, Wucheng District, Jinhua City, Zhejiang Province, China. The workshops occupy an area of more than 1,000 square meters. Jinhua Queene Product has successful foreign trading experience in North America, Europe.



Sign for and on behalf of
Bureau Veritas

SUPPLIER ASSESSMENT REPORT

Audited Company	Jinhua Queene Electric Technology Co., Ltd. 金华市群誉电动科技有限公司			
Audited Site:	F3, Building A6, No. 3188 south 2nd Ring West Road, QiuBin Street, Wucheng District, Jinhua City, Zhejiang Province, China			
Consigner of Assessment	Made-in-China.com			
Audit Type	<input checked="" type="checkbox"/> Initial Audit <input type="checkbox"/> Re-audit			
Audit Date	10 Apr., 2019	Verify Report		www.bvcerchina.cn
Auditor	Royce Zheng	Reviewed by		Rosy Cheng

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Part A: General Information

Section 1: Company Overview

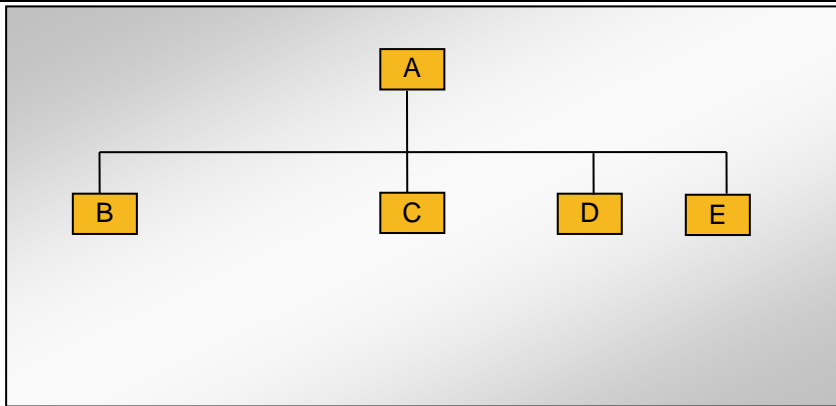
1.1 Legal Validity			
Does the company have a valid business license?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Others	Registration Number	91330701MA28EC058U
Year of established	27 Sep., 2016	Valid Date	Long Valid
Registered address	F3, Building A6, No. 3188 south 2nd Ring West Road, QiuBin Street, Wucheng District, Jinhua City, Zhejiang Province, China		
Actual address	F3, Building A6, No. 3188 south 2nd Ring West Road, QiuBin Street, Wucheng District, Jinhua City, Zhejiang Province, China		
Does the company in abnormal operation status list of industrial and commercial bureau?	No		
Registered capital	1000,000 RMB		
Name of legal representative	Mr. Lixiang Zhang		
Business scope	The research, production and sales of electric bicycles, electric tricycles and accessories, as well as the import and export of goods and technologies not subject to pre-approval as permitted by national laws, regulations and policies (for projects subject to approval according to law, business activities can only be carried out after approval by relevant departments)		
1.2 Basic Information			
Contact person	Mr. Yadong Zhou		
Phone number	86-13738112035	Fax number	86-579-82190622
URL/Web address	http://qyebike.en.made-in-china.com		
Company type	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Trading Company <input checked="" type="checkbox"/> Combined <input type="checkbox"/> Group Corporation		
Type of ownership	<input checked="" type="checkbox"/> Limited Company <input type="checkbox"/> Public Company <input type="checkbox"/> Foreign joint venture <input type="checkbox"/> State-Owned <input type="checkbox"/> Private Owner <input type="checkbox"/> Wholly foreign-owned enterprises		
Associated company	No associated company		
Products manufactured / sold scope	Electric Bicycles		
1.3 Company Building Information			
According to:			
<input type="checkbox"/> Land certificate <input type="checkbox"/> Real estate certificate <input type="checkbox"/> Lease agreement <input checked="" type="checkbox"/> Observation Estimated on site			
The company area 1,000 square meters The land occupies 1,000 square meters. The offices occupy 300 square meters. The workshops occupy 700 square meters.			



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Section 2: Human Resources

2.1 Company Chart



2.2 Explanation of Code and Employee Details

Code	Department	Number of employees
A	General Manager	1
B	Sales Department	4
C	QC Department	2
D	Production Department	15
E	R&D Department	2
Number in total:		24

2.3 Key Staff

Title	Full name	Education	Working experience for this trade / total experience
Confidential	Confidential	Confidential	Confidential

Remark: Above information of key staff was based on interview with general manager.

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Part B: Foreign Trade Capacity

Section 1: Export Overall Situation

1.1 Export Overall Situation	
Does the company have a valid Import and Export license?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The import and export enterprise code.	91330701MA28EC058U
The number of foreign trading staff with relevant trading experience.	<input type="checkbox"/> within 1 year staff <input checked="" type="checkbox"/> 1-5 years 3 staffs <input checked="" type="checkbox"/> 6-10 years 1 staff <input type="checkbox"/> over 10 years staff Total 4 staffs
The language freely used by foreign trade staff	<input checked="" type="checkbox"/> English <input type="checkbox"/> others:
Annual revenue of previous year	Confidential
Annual export revenue of previous year	Confidential
Estimated export revenue for this year.	Confidential
Overseas agent / branch	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Nearest port	Ningbo port, Shanghai port
Acceptable quotation terms	<input checked="" type="checkbox"/> FOB <input checked="" type="checkbox"/> CIF <input type="checkbox"/> CFR Other:DDU
Acceptable payment terms	<input checked="" type="checkbox"/> LC <input checked="" type="checkbox"/> T/T <input type="checkbox"/> D/P <input checked="" type="checkbox"/> PayPal <input checked="" type="checkbox"/> Western Union <input type="checkbox"/> Small-amount payment
Average lead time (Peak Season)	<input type="checkbox"/> within 15 workday <input type="checkbox"/> one month <input checked="" type="checkbox"/> 2-3 months <input type="checkbox"/> 4-6 months <input type="checkbox"/> 6-12 months <input type="checkbox"/> more time
Average lead time (Off Season)	<input type="checkbox"/> within 15 workday <input type="checkbox"/> one month <input checked="" type="checkbox"/> 2-3 months <input type="checkbox"/> 4-6 months <input type="checkbox"/> 6-12 months <input type="checkbox"/> more time

Section 2: Export Business Capacity

2.1 Market Distribution (please list top three areas)		
Market	Main Product	Main client
<input checked="" type="checkbox"/> North America	Electric Bicycles	Confidential
<input checked="" type="checkbox"/> Europe	Electric Bicycles	Confidential



Section 3: Supplier Management

3.1 Supplier Management		
Item	Content	Observations /Comments
1	Does the company establish and implement an effective suppliers' assessment procedure?	<input type="checkbox"/> Have the written procedures and followed records <input type="checkbox"/> Have the written procedures but no records <input type="checkbox"/> Have relevant records without written procedure <input checked="" type="checkbox"/> No written procedures or followed records <input type="checkbox"/> Other
2	Does the company have an updated list of approved suppliers?	<input type="checkbox"/> The approved suppliers list was updated in _____ <input type="checkbox"/> Have the written suppliers without approved signature or date. <input type="checkbox"/> Provided some suppliers names <input checked="" type="checkbox"/> No approved suppliers list <input type="checkbox"/> Other

Section 4: After-sales Service Capacity

4.1 After-sales Service Capacity		
Item	Content	Observations /Comments
1	Is there a procedure to conduct random product inspection after final packaging in place?	<input checked="" type="checkbox"/> Have clear standards and written inspection records <input type="checkbox"/> No written standards but had inspection reports <input type="checkbox"/> Have the procedures but no inspection records <input type="checkbox"/> It's not necessary to carry out the inspection <input type="checkbox"/> Other
2	Is there a clear procedure for handling customer complaints?	<input checked="" type="checkbox"/> Has the clear procedure and followed records <input type="checkbox"/> Has the procedure but no written records. <input type="checkbox"/> No written procedures or records. <input type="checkbox"/> Other
3	Can the finished/packaged product be traced by lot identification to the appropriate raw materials test reports?	<input type="checkbox"/> Have the procedures to trace the raw materials. <input checked="" type="checkbox"/> Can trace main materials <input type="checkbox"/> Can trace production date. <input type="checkbox"/> Can't trace products <input type="checkbox"/> Other
4	Are corrective & preventive actions mechanism established and implemented effectively (including the suppliers/ sub-contractors control, incoming inspection, process control, final inspection and customer complaint)?	<input checked="" type="checkbox"/> Has the clear procedure and followed records <input type="checkbox"/> Has the procedure but no written records. <input type="checkbox"/> No written procedures or records. <input type="checkbox"/> Other

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Part C: Product Research & Development Capacity

1.1 Product Research & Development Capacity	
The amount of R&D and relevant working experience.	<input type="checkbox"/> within 1year staff <input type="checkbox"/> 1-5 years staff <input checked="" type="checkbox"/> 6-10 years 2 staff <input type="checkbox"/> over 10 years staff Total 2 engineers
What is the main job responsibility for R&D engineers?	Research and development of new products, preparing for technical documents and drawings, providing technical supports for purchase, production and quality departments.
Is there any relevant design input, output, review, verification and validation documentation available for auditor to review?	NO The company haven't established R&D control procedure in document.
Is there any special software or instrument used by the R&D staffs during the design process of new products? If yes, please list the main software or instrument.	YES The company used some development software such as CAD, Pro-E.
Does the company have an effective design change control procedure in place?	NO The company have no effective design change control procedure in place.
Please list the patent certificates and qualification license.	N/A



Part D: Management System and Product Certification

1.1 Management System and Product Certification	
Management system certification	<input checked="" type="checkbox"/> NIL
Product certification	<input checked="" type="checkbox"/> CE Certificate Name: CE NO.: 0H161228.JQECU12 Product Name: Electric Bicycles Model: TDN00Z, TDN01Z, TDN02Z, TDN03Z, TDN04Z, TDN05Z, TDN06Z, TDN07Z, TDN08Z, TDN09Z, TDN10Z, TDN11Z, TDN12Z, TDE01Z, TDE02Z, TDE03Z, TDE04Z, TDE05Z, TDE06Z, TDE07Z, TDE08Z, TDE09Z, TDE10Z, TDE11Z, TDE12Z, TDB01Z, TDB02Z, TDB03Z, TDR01Z, TDR02Z, TDR03Z Standard: EN ISO 12100:2010, EN61000-6-1:2007 Issued by: ECM Issue Date: 28 Dec., 2016 Certificate Name: CE NO.: E8A171198983003 Product Name: Bicycles with electric drive, Pedelec Model: TDN08Z, TDN00Z Standard: EN 15194:2009/A1:2011 Issued by: TUV Issue Date: 04 Dec., 2017 <input type="checkbox"/> UL <input type="checkbox"/> CCC <input type="checkbox"/> RoHS <input type="checkbox"/> FCC <input type="checkbox"/> Others <input type="checkbox"/> NIL
Test reports for raw materials	<input type="checkbox"/> RoHS <input type="checkbox"/> Reach <input type="checkbox"/> Others <input checked="" type="checkbox"/> NIL






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Part E: Production Capacity & Quality Control

Section 1: Production Capacity

1.1 Production Workflow Chart					
Production Workflow Chart Of					
	→		→		
Assembling 1		Assembling 2		Products	
1.2 Products Situation (Top three Product Categories)					
Product	Price range	Min. order quantity	Top monthly output	Average monthly output	Total in 2018
 Electric Bicycles	Confidential	Confidential	Confidential	Confidential	Confidential
1.3 Main Facilities					
Picture	Facility name	Brand or Country/Region of origin	Target Value/machine*day	Quantity	
	Assembling Facility	China	Confidential	2	

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Section 2: Production Process Control

2.1 Production Process Control		
Item	Content	Observations /Comments
1	Product R&D capacity	<input type="checkbox"/> Own brand <input checked="" type="checkbox"/> ODM <input checked="" type="checkbox"/> OEM
2	Are the environmental conditions, such as tidiness and cleanliness being controlled and suitable for the operation performed?	<input type="checkbox"/> Very tidy <input checked="" type="checkbox"/> Normal <input type="checkbox"/> Need to improve <input type="checkbox"/> Very poor
3	Are the necessary items /documents provided at appropriate location and under control?	<input checked="" type="checkbox"/> Work Instructions /procedures <input type="checkbox"/> Workmanship standard /acceptance <input type="checkbox"/> Golden sample /Approval sample <input type="checkbox"/> Product picture <input type="checkbox"/> Verbal by workshop director
4	Are written instructions available for incoming material inspections /testing? Is the relevant record maintained?	<input checked="" type="checkbox"/> Has instructions and uniformly followed <input type="checkbox"/> Has instruction but no written records <input type="checkbox"/> Materials checked by storage staff
5	Are written inspections /testing instructions available for finished products? Is the relevant record maintained?	<input checked="" type="checkbox"/> Have instructions and uniformly followed <input type="checkbox"/> Have instruction but no written records <input type="checkbox"/> Finished product checked by packing staff
6	What type of inspection is used for finished products?	<input type="checkbox"/> Random inspection <input type="checkbox"/> Visual inspection <input type="checkbox"/> Function inspection <input checked="" type="checkbox"/> 100% inspection <input type="checkbox"/> Visual inspection <input type="checkbox"/> Function inspection
7	Are non-conforming units clearly marked/ segregated to prevent accidental dispatch?	<input checked="" type="checkbox"/> Marked and segregated <input type="checkbox"/> Segregated but not marked clearly <input type="checkbox"/> Not found on site
8	How are the non-conforming units handled?	<input checked="" type="checkbox"/> Repaired and re-inspection <input type="checkbox"/> Picked out <input type="checkbox"/> Used under control <input type="checkbox"/> Others

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Part G: Working Environment

Section 1: Working Environment

1.1 Welfare Benefits		
Item	Content	Observations /Comments
1	Does the company have effective procedures to verify the age of staff at the time of recruitment?	<input type="checkbox"/> Has written procedure and keeps adequate age documents of workers <input checked="" type="checkbox"/> Has written procedure but doesn't follow records <input type="checkbox"/> Hasn't written procedure or follows records
2	Do all workers sign employment contracts with the factory?	<input type="checkbox"/> All workers sign employment contracts <input checked="" type="checkbox"/> Some workers sign employment contracts <input type="checkbox"/> Only management staff sign employment contracts <input type="checkbox"/> No staff sign employment contracts
3	Is statutory contribution required for all employees' social insurance (e.g. health insurance, unemployment insurance, accident insurance etc.) paid for by the enterprise?	<input type="checkbox"/> All workers have social insurance. <input type="checkbox"/> Some workers have social insurance <input type="checkbox"/> Only management staffs have social insurance <input type="checkbox"/> No staff have social insurance
4	Does the company have a clear and effective policy on working hours, rest and vacations? If does, please list it.	<input checked="" type="checkbox"/> All staffs work kept to the policy <input type="checkbox"/> Most of the time it keeps to the policy except midseason. <input type="checkbox"/> Usually needs overtime. <input type="checkbox"/> No relevant records for working hours Describe the working hours: 08:00-12:00, 13:00-17:00
5	Does the company pay extra remunerations for all overtime work?	<input type="checkbox"/> For all overtime work. <input checked="" type="checkbox"/> For official holidays <input type="checkbox"/> For official holidays except weekend. <input type="checkbox"/> No extra remunerations for overtime.
6	Does the company have dormitories for staff? If yes, please describe the condition.	<input type="checkbox"/> Provide dormitories for all staff <input type="checkbox"/> Provide dormitories for workers <input type="checkbox"/> Provide dormitories for management staff <input checked="" type="checkbox"/> No dormitories were provided. Describe the condition: N/A
1.2 Labor Protection		
Item	Content	Observations /Comments
1	Are there uniforms for all staff in company?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
2	Is the emergency medical supplies enough and easily used in workshop?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
3	Does the company arrange health and safety training for new workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
4	Do the workers have the appropriate protective equipment during operation in workshop? Such as gloves, masks.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
5	Is there training needed and carried out for fire protection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other

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Part J: Photos

Section 1: Photos of Documents

1.1 Photos of Documents



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Section 2: Photos of Company

2.1 Photos of Company and Product Sample

Description: Company Gate



Description: Office



Description: Workshop



Description: Workshop



Description: Product Sample



Description: Product Sample



-- End of the Report --

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