



Form 3A -AUDIT CONFIRMATION FORM

Buyer Name			
Vendor Name			
Factory Name			
Audit Location	Address	Door No	
		Street	
	Landmark		
	City		
	State / Province		
Country			
Factory Contact Person Name & Number	Name		
	E-Mail		
	Phone		
	Mobile		
Type of Products Manufactured by Factory			
Total number of Workers			
Number of Male Workers		Number of Female Workers	
Audit Date			
Total factory area			
Type of Audit			
NOTE& Audit Booking Requirements(Please read the below points)			
1. All Audit Request form needs to be send minimum 5 Working days in advance by Factory to RSJ			
2. If there is a change, Please notify us in Written via email not later than 2 working days Prior to Audit day. A Cancellation Fee of one man day charge will be applicable if (1) Notice of change reaches RSJ too late not before 2 working days (2) Audit is Cancelled on Audit date for any normal causes by the Manufacturer 3) The auditor has left for the Audit trip already			
3. The factory has to provide & keep ready all the necessary documents, procedures, records, manuals etc. for the auditor at the date of audit before 9:30 am			
4. The Factory representative person has to assist & cooperate well with our auditor to make factory visit / audit efficiently			
5. All details / information collected during the Audit will be kept highly Confidential by RSJ Team			