China Factory Verification Checklist

A practical evidence checklist for paper, packaging and industrial raw-material purchases. For international buyers sourcing from China.

Start with a traceable supplier, a named production site and an approved grade. A low quotation alone does not establish production capability.

01 Confirm who is supplying the order

- ☐ **Verify the Chinese legal entity.**
  Request the business licence and exact Chinese company name. Cross-check the Unified Social Credit Code, registration status and registered address in the National Enterprise Credit Information Publicity System [1]. Save the record and check date.
- ☐ **Separate manufacturer, trader and export agent.**
  Ask which entity owns or operates the mill, who signs the sales contract, who exports and who receives payment. Record each role; different entities require a clear, documented commercial relationship.
- ☐ **Match the production site.**
  Obtain the site address, production-line details and a current walkthrough showing the requested grade, finishing equipment and stock identification. Date-stamp photos and connect them to the actual order or site visit.

02 Check the process and available capacity

- ☐ **Confirm the relevant equipment.**
  For paper reels, ask about machine or rewinder width, cutting capability, core sizes, maximum finished diameter and winding direction. For board, confirm coating and converting capability; for fibres or polymers, identify the actual production process.
- ☐ **Confirm an order-specific production slot.**
  Request the available quantity, minimum order, production period and proposed shipment window in writing. Treat general monthly capacity and website product lists as screening information.

Evidence to keep: licence copy, registry record, site address, role map, dated capability evidence and the written production plan.

Approve the evidence behind the grade

Keep product claims connected to the exact factory, technical-data-sheet version, sample and batch.

03 Freeze the technical specification

Evidence	What the buyer should record
TDS + version	Grade code, issue date, mill/site and units. Distinguish target values, typical values and guaranteed limits. Record test method and conditioning where relevant.
Paper / board	GSM and tolerance; thickness/bulk; width, length or roll dimensions; moisture; whiteness/brightness method; strength or stiffness relevant to the application.
Fibres / polymers	Application, fibre length and linear density or polymer type and process properties; colour, contamination limits and sampling method.
Sample approval	Labelled sample ID; mill, grade and batch; buyer test results and trial-machine conditions; written acceptance and retained reference sample.

04 Verify only the compliance you need

- ☐ **Check certificate status and scope.**
  For an FSC claim, search the organization, licence or certificate code in FSC Search and record the current scope and status [2]. For ISO management-system claims, check the named certificate holder, site, scope, issuer and validity; ISO itself does not issue certificates [3].
- ☐ **Connect test reports to the intended use.**
  Food-contact, chemical or other compliance evidence must identify the tested product, method, date and applicable requirements. A management-system certificate does not replace product testing. Do not assume a test for one grade covers every material.

05 Agree the inspection assignment

- ☐ **Define who inspects and what is reported.**
  Before booking an inspection, agree the commissioning party, appointed provider, site and batch, sampling plan, checks, acceptance limits, report recipient and reinspection process. ReelBridge coordinates sourcing; independent laboratory or inspection work needs its own agreed appointment.

Make the purchase decision reviewable

Resolve discrepancies before order release. Keep the commercial documents and inspection evidence in one order file.

06 Cross-check the payment and shipment parties

- ☐ **Match contract, invoice and bank beneficiary.**
  Compare legal names, bank details, payment currency and account location. If an authorized export or collection entity differs, obtain the written role explanation and verify it through a previously confirmed contact channel.
- ☐ **Verify changes independently.**
  Reconfirm new bank details or a changed payment instruction through a known phone or other established channel. Keep the approval trail and the exact instruction used for payment.
- ☐ **Agree the shipment release record.**
  Retain the signed specification, accepted sample, inspection outcome, packing list, shipping terms and named destination. Confirm who authorizes release and how an unresolved nonconformity is handled.

07 Buyer approval worksheet

Order record	Complete before release
Buyer / destination	Company: _____ Country: _____ Receiving site or port: _____
Supplier / grade	Legal entity: _____ Production site / TDS version: _____
Evidence decision	Accepted evidence: _____ Open issue / owner / due date: _____
Release approval	Approved by: _____ Date: _____

Sources and scope

This is an original purchase-planning checklist, not an audit certificate. Specific acceptance, test scope and inspection work should be agreed for the actual order. Public references checked 1 October 2026.

[1] SAMR official guidance on enterprise registration records and the national publicity system: dj.samr.gov.cn/djfww/zczl/index.html - registry entry: www.gsxt.gov.cn (may require local access / verification).

[2] FSC Search, certification and licensing records: search.fsc.org/en/.

[3] ISO, Certification - certificate issuers and verification guidance: iso.org/certification.html.