

OEM Factory Audit Checklist

Electric Toothbrush Manufacturing

A comprehensive checklist for auditing OEM/ODM factories before signing your electric toothbrush manufacturing contract. Covers business verification, production capability, quality systems, engineering, testing, compliance, and worker conditions.

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Use:	Print-friendly - complete on-site during factory visit

Audit Details (Complete Before Visit)

Factory Name:	_____	Date of Audit:	_____
Factory Address:	_____	Auditor Name:	_____
Contact Person:	_____	Contact Email:	_____
Factory Website:	_____	Order Volume (MOQ):	_____

i How to Use This Checklist

This checklist is designed to be printed and completed on-site during your factory visit. Use it alongside your factory tour to ensure no critical evaluation area is overlooked.

Rating	Criteria	Action
PASS	Meets or exceeds the required standard	No action needed
FAIL	Does not meet the minimum acceptable standard	Require corrective action before proceeding
N/A	Not applicable to this factory or project	Skip and note reason

Tip: Take photos during the audit and attach them to this checklist for reference. Share results with your internal team before making final factory selection.

1 Business Legitimacy & Credentials

- | | | | |
|--|----------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Valid business license (current, not expired) displayed at factory entrance | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Business license number verified via Tianyancha or Qichacha database | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Registration capital meets industry minimum (typically RMB 1M+ for manufacturing) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Company registered for 3+ years (reduces fly-by-night risk) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Valid export/import license (for international orders) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> NDA (Non-Disclosure Agreement) offered and signed before sharing designs | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> References from 2+ existing international clients available on request | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> No outstanding legal disputes or regulatory violations on record | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

Notes: _____

2 Production Capability & Capacity

- | | | | |
|--|----------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Monthly production capacity \geq 1.5x your projected order volume | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Dedicated electric toothbrush assembly lines (not shared with unrelated products) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Clean room or controlled environment for motor/PCB assembly | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Automated ultrasonic welding stations for waterproof housing assembly | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Sufficient warehouse space for raw materials, WIP, and finished goods | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Current production utilization rate is 60-85% (room for your orders) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Flexible production scheduling available for rush orders (within reason) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Backup production line or partner factory for supply disruption contingencies | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

Average lead time for standard orders communicated clearly and consistently

PASS FAIL N/A

Capacity observed: ____ units/month | Active lines: ____

3 Quality Management System

3.1 Certifications

ISO 9001:2015 certification current and verifiable

PASS FAIL N/A

ISO 13485 (medical device QMS) if producing therapeutic-grade products

PASS FAIL N/A

BSCI, Sedex, or SA8000 social compliance audit report available

PASS FAIL N/A

Factory willing to support third-party audits (SGS, Intertek, Bureau Veritas)

PASS FAIL N/A

3.2 IQC - Incoming Quality Control

Systematic incoming inspection for motors (RPM, noise, vibration)

PASS FAIL N/A

PCB incoming inspection process (visual + functional testing)

PASS FAIL N/A

Battery capacity verification and charge/discharge cycle testing

PASS FAIL N/A

Raw material inspection (ABS density, silicone hardness, bristle quality)

PASS FAIL N/A

Supplier quality management system in place with approved vendor list

PASS FAIL N/A

Incoming inspection records maintained and available for review

PASS FAIL N/A

3.3 IPQC - In-Process Quality Control

Waterproof sealing verification at ultrasonic welding station

PASS FAIL N/A

Motor alignment and seating check after installation

PASS FAIL N/A

PCBA solder joint inspection (visual + electrical testing)

PASS FAIL N/A

100% functional power-on testing before final assembly

PASS FAIL N/A

Inline quality checkpoints clearly defined at each production stage

PASS FAIL N/A

Defect tracking and CAPA (Corrective Action) system implemented

PASS FAIL N/A

3.4 OQC - Outgoing Quality Control

Visual inspection for surface finish, color consistency, and logo accuracy

PASS FAIL N/A

100% functional testing (not just sample-based) on finished units

PASS FAIL N/A

Random IPX7 waterproof retesting on final products

PASS FAIL N/A

Retail packaging inspection (labeling, barcodes, manuals)

PASS FAIL N/A

AQL sampling standard implemented (typically Level II, 2.5 or 4.0)

PASS

FAIL

N/A

Pre-shipment inspection (PSI) protocol with documented reports

PASS

FAIL

N/A

Notes: _____

4 Engineering & R&D Capability

- | | | | |
|--|----------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Dedicated R&D team with 5+ engineers (mechanical, electrical, firmware) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> In-house mold design and modification capability (2D/3D CAD software) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Mold workshop on-site or reliable mold partner with fast turnaround | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> CNC prototyping capability for rapid sample production (1-2 weeks) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Ability to customize motor specs (RPM, amplitude, noise level) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> PCB/firmware customization capability (brushing modes, timers, sensors) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Experience with Bluetooth/app-connected smart toothbrush development | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Product development timeline provided in writing before project start | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Design for Manufacturing (DFM) review offered before mold creation | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Engineering change order (ECO) process clearly defined | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

R&D; engineers observed: ____ | Years in business: ____

5 Testing Equipment & Laboratory

- | | | | |
|---|----------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> IPX7 waterproof testing tank (1-meter submersion, 30+ minutes) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Battery capacity and cycle life testing equipment | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Vibration and noise level testing chamber | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Drop test apparatus (1-meter height, multiple angles) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Brush head connection durability tester (50+ attach/detach cycles) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Charging system compatibility tester (multi-standard adapters) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Temperature cycling chamber (0C to 40C for shipping simulation) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Salt spray corrosion tester (for metal components) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Aging/burn-in test station (72-hour continuous operation) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Calibration certificates current for all precision instruments | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

Equipment condition: _____

6 Product Certifications & Compliance

Verify which certifications the factory already holds and which require new applications. Existing certifications save 4-8 weeks in your project timeline.

Certification	Market	Factory Has It?	Notes / Expiry
---------------	--------	-----------------	----------------

CE / CE-RED	European Union	Yes / No / Can Apply	
FCC Part 15	United States	Yes / No / Can Apply	
RoHS	European Union	Yes / No / Can Apply	
IPX7 Waterproof	International	Yes / No / Can Apply	
FDA Registration	United States	Yes / No / Can Apply	
CCC	China	Yes / No / Can Apply	
PSE	Japan	Yes / No / Can Apply	
KC	South Korea	Yes / No / Can Apply	
EAC	Russia / CIS	Yes / No / Can Apply	
UL / ETL	United States (optional)	Yes / No / Can Apply	

7 Environmental & Social Compliance

7.1 Environmental

- | | | | |
|---|----------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> ISO 14001 environmental management certification (or equivalent) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Wastewater treatment system operational and compliant | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> RoHS material controls in place (lead-free solder, restricted substances) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Proper hazardous waste disposal procedures documented | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Energy efficiency measures in production (LED lighting, optimized equipment) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Noise and dust control measures in production areas | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

7.2 Worker Conditions & Safety

- | | | | |
|--|----------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Valid labor contracts for all workers (verifiable on request) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Worker turnover rate below 20% annually (indicates stable workforce) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Regular working hours compliant with local labor laws (no excessive overtime) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Personal protective equipment (PPE) provided and worn in production areas | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Fire safety equipment accessible and inspection dates current | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> Clean cafeteria, rest areas, and sanitary facilities | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> First aid station and trained first aid personnel on-site | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| <input type="checkbox"/> No child labor or forced labor (verify through worker interviews) | PASS
<input type="checkbox"/> | FAIL
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

8 Sample & Prototype Evaluation

Complete this section during sample evaluation, typically at Week 6-7 of your OEM project.

Test Item	Standard	Result	Pass/Fail
Battery life (continuous)	Matches spec (e.g., 30+ days use)		
Battery life (72-hour drain)	No significant degradation		
Waterproof (IPX7)	30 min at 1m depth, no moisture ingress		
Drop test (1m, 5x)	No cracks, functional after drops		
Brush head connection	Secure attach/detach 50+ times		
Charging compatibility	Works with multi-standard adapters		
Temperature cycling	Functional at 0C and 40C		

Motor noise level	Below 65 dB at 10cm distance		
Vibration pattern	Consistent, no irregular vibration		
Button responsiveness	All modes/functions switch correctly		
Charging indicator	LED shows correct charging state		
Packaging quality	No damage, print quality acceptable		

9 Overall Assessment & Scoring

Section	Items Checked	Pass	Fail	N/A	Pass Rate
1. Business Legitimacy					
2. Production Capability					
3. Quality Management					
4. Engineering & R&D;					
5. Testing Equipment					
6. Certifications					
7. Environmental/Social					
8. Sample Evaluation					
TOTAL					____%

Overall Recommendation:

APPROVED - Factory meets all critical standards. Proceed with contract.
CONDITIONAL - Factory has minor gaps. Require corrective actions before signing.
REJECTED - Factory fails critical standards. Do not proceed.

Key Findings & Action Items:

1. _____
2. _____
3. _____
4. _____
5. _____

Auditor Signature: _____ Date: _____

! Appendix: Red Flags Reference

Watch for these warning signs during your factory visit or communication. Any single red flag warrants further investigation. Multiple red flags should prompt you to look for an alternative factory.

Red Flag	Why It Matters
Cannot provide business license	Basic legitimacy requirement - walk away immediately if refused
Quotes 30%+ below market rate	Likely cutting corners on materials, components, or quality control
Reluctant to allow factory visits	May be a trading company pretending to be a manufacturer
No ISO 9001 or equivalent QMS	Quality consistency cannot be guaranteed without systematic processes
No in-house testing equipment	Relies entirely on third-party testing - adds time and cost
High worker turnover (>30%)	Indicates poor working conditions and inconsistent product quality
Refuses to sign NDA	Your product designs and IP will not be protected
No existing international clients	Lacks experience with export quality standards and documentation
Vague or evasive about certifications	Certifications may be expired, forged, or non-existent
Pressed for quick deposit before sample approval	Classic scam pattern - never pay before evaluating samples

+ Appendix: Pre-Shipment Inspection (PSI) Checklist

Use this checklist for final quality verification before the factory ships your order. This should be completed before paying the final 70% balance.

<input type="checkbox"/> Finished goods quantity matches PO (count master cartons and units)	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	N/A <input type="checkbox"/>
<input type="checkbox"/> SKU assortment correct (color, model, packaging variant per PO)	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	N/A <input type="checkbox"/>
<input type="checkbox"/> Retail box print quality: logo, text, barcodes all accurate	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	N/A <input type="checkbox"/>
<input type="checkbox"/> User manual included and language matches target market	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	N/A <input type="checkbox"/>
<input type="checkbox"/> No visible defects on sampled units (scratches, color mismatch, flash marks)	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	N/A <input type="checkbox"/>
<input type="checkbox"/> Each sampled unit powers on and all functions work correctly	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	N/A <input type="checkbox"/>
<input type="checkbox"/> Charging system functional (test with included or standard cables)	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	N/A <input type="checkbox"/>
<input type="checkbox"/> Brush head fits securely and removes without excessive force	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	N/A <input type="checkbox"/>
<input type="checkbox"/> Master carton labeling matches shipping documents	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	N/A <input type="checkbox"/>
<input type="checkbox"/> Carton structural integrity (no crushing, moisture damage, or open seals)	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	N/A <input type="checkbox"/>
<input type="checkbox"/> Pallet wrapping and loading secure for sea freight (if applicable)	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	N/A <input type="checkbox"/>

All export documentation complete (CI, PL, CO, BL)

PASS

FAIL

N/A

PSI Result: [] APPROVED FOR SHIPMENT [] REQUIRES REWORK [] REJECTED

Inspector: _____ Date: _____ Signature: _____

About Relish Tech

Shenzhen Relish Technology Co., Ltd. is a professional OEM/ODM manufacturer specializing in electric toothbrushes, water flossers, and oral care products. With over 10 years of manufacturing experience and a monthly capacity of 1.2 million units, we serve brands across 30+ countries worldwide.

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