

**Report Number: QIP-ASR179250**

**Audit Date :** 18 May, 2017

This report is issued by Focus Technology Co., Ltd. and the supervising inspectorate (SGS-CSTC Standards Technical Services Co., Ltd.) to confirm that:

**Company Name :** Hefei TNJ Chemical Industry Co., Ltd.  
合肥天健化工有限公司

**Showroom :** <http://www.tnjchem.com>

**Address :** Room 1508, Building D, Xincheng Business Center, No. 999 Dongliu Road, Shushan District, Hefei, Anhui, China

**Product :** PVP, 2-Pyrrolidinone, NMP, NVP, GBL, NEP, NOP, PVP-I, PVP-P, Phenylacetamide, PVB Resin, Gamma-Butyrolactone, Glycolic Acid, Sodium Borohydride, Glyoxylic Acid, Span, Tween, Methyl Salicylate etc.

has been on site audited for the Following Scope of Activity

1. General Information
2. Foreign Trade Capacity
3. Management System and Product Certification
4. Working Environment
5. Photos

**General Comments:**

Hefei TNJ Chemical Industry Co., Ltd. is a chemical factory and trading company with 146 employees; it was established in 2009, with office located in Room 1508, Building D, Xincheng Business Center, No. 999 Dongliu Road, Shushan District, Hefei, Anhui, China. The offices occupy an area of more than 600 square meters. They have passed ISO9001:2008 certification in 2011. Hefei TNJ Chemical Industry Co., Ltd. has successful foreign trading experience in North America, South America, Europe, Australia, East Asia, Africa and Southeast Asia, their foreign trade revenue was around RMB 137,086,256 in year 2016.



Sign for and on behalf of  
SGS-CSTC Standards Technical Services Co., Ltd.



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# SUPPLIER ASSESSMENT REPORT

Audited Company	Hefei TNJ Chemical Industry Co., Ltd.	
Audited Site:	Room 1508, Building D, Xincheng Business Center, No. 999 Dongliu Road, Shushan District, Hefei, Anhui, China	
Consigner of Assessment	tnjchem.com	
Audit Type	<input type="checkbox"/> Initial Audit <input checked="" type="checkbox"/> Re-audit	
Audit Date	18 May, 2017	Verify Report <a href="http://www.sgs.com/ecv">www.sgs.com/ecv</a>
Auditor	Bill Tang	Reviewed by Simon Wang

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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	91340100694111193N
Year of established	03 Sep., 2009	Valid Date	02 Sep., 2029
Registered address	Room 911, Building B, Xincheng Business Center, South Side of Dongliu Road, Government Area, Hefei, Anhui, China		
Actual address	Room 1508, Building D, Xincheng Business Center, No. 999 Dongliu Road, Shushan District, Hefei, Anhui, China		
Does the company in abnormal operation status list of industrial and commercial bureau?	No		
Registered capital	RMB 5,000,000		
Name of legal representative	Ms. Xiuran Wang		
Business scope goods and technology	Self-management and agency of import and export business of all kinds of chemical (except state limited enterprise operation and banned the import and export of goods and technology); Sales of general merchandise, clothing, shoes and hats, building material.		
1.2 Basic Information			
Contact person	Ms. Sophia Zhang		
Phone number	0086-551-65418684, 0086-18949823763	Fax number	0086-551-65418697
URL/Web address	<a href="http://www.tnjchem.com">http://www.tnjchem.com</a>		
Company type	<input type="checkbox"/> Trading Company <input checked="" type="checkbox"/> Manufacturer <input 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		
Products manufactured / sold scope	PVP, 2-Pyrrolidinone, NMP, NVP, GBL, NEP, NOP, PVP-I, PVP-P, Phenylacetamide, PVB Resin, Gamma-Butyrolactone, Glycolic Acid, Sodium Borohydride, Glyoxylic Acid, Span, Tween etc.		
1.3 Company Building Information			
According to:			
<input type="checkbox"/> Land certificate <input type="checkbox"/> Real estate certificate <input checked="" type="checkbox"/> Lease agreement <input type="checkbox"/> Observation Estimated on site			
The company area 600 square meters			
The land occupies / square meters. (Confidential)			
The offices occupy 600 square meters.			
The workshops occupy 0 square meters.			



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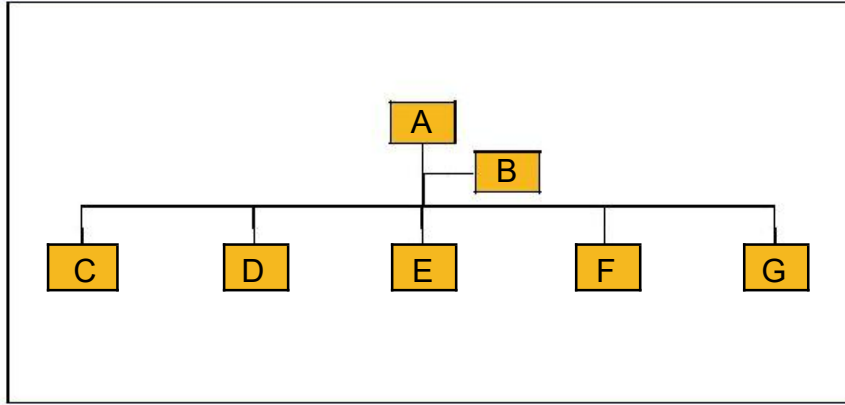
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**Section 2: Human Resources**

**2.1 Company Chart**



**2.2 Explanation of Code and Employee Details**

Code	Department	Number of employees
A	General Manager	1
B	Vice General Manager	4
C	International Marketing Department	28
D	Domestic Marketing Department	12
E	Workers and Others	81
F	Admin. Department	8
G	Operation Department	12
<b>Number in total:</b>		<b>146</b>

**2.3 Key Staff**

Title	Full name	Education	Working experience for this trade / total experience
Vice General Manager	Ms. Sophia Zhang	Junior College	8/8 Years
Foreign Trade Manager	Ms. Jing Wang	University graduate	8/8 Years
Foreign Trade Manager	Ms. Qian Wang	Junior College	7/7 Years
Domestic Trade Manager	Mr. Cheng Chen	University graduate	8/8 Years

Remark: Above information of key staff was based on resumes.



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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.	3400694111193
The number of foreign trading staff with relevant trading experience.	<input checked="" type="checkbox"/> within 1 year 5 staffs <input checked="" type="checkbox"/> 1-5 years 20 staffs <input checked="" type="checkbox"/> 6-10 years 4 staffs <input type="checkbox"/> over 10 years staff Total 29 staffs
The language freely used by foreign trade staff	<input checked="" type="checkbox"/> English <input type="checkbox"/> others:
Annual revenue of previous year	RMB 37,212,653
Annual export revenue of previous year	RMB 37,086,256
Estimated export revenue for this year.	RMB 75,769,000
Overseas agent / branch	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Nearest port	Shanghai Port
Acceptable quotation terms	<input checked="" type="checkbox"/> FOB <input checked="" type="checkbox"/> CIF <input checked="" type="checkbox"/> CFR
Acceptable payment terms	<input checked="" type="checkbox"/> LC <input checked="" type="checkbox"/> T/T <input checked="" type="checkbox"/> D/P <input 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 checked="" type="checkbox"/> one month <input 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 checked="" type="checkbox"/> one month <input 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	PVP, 2-Pyrrolidinone, NMP, NVP, GBL, NEP, NOP, PVP-I, PVP-P, Phenylacetamide	Confidential
<input checked="" type="checkbox"/> South America	PVP, 2-Pyrrolidinone, NMP, NVP, GBL, NEP, NOP, PVP-I, PVP-P, Phenylacetamide	Confidential
<input checked="" type="checkbox"/> Europe	PVP, 2-Pyrrolidinone, NMP, NVP, GBL, NEP, NOP, PVP-I, PVP-P, Phenylacetamide, PVB Resin, Gamma-Butyrolactone, Glycolic Acid, Sodium Borohydride, Glyoxylic Acid, Methyl Salicylate	Confidential
<input checked="" type="checkbox"/> Southeast Asia/ Mideast	PVP, 2-Pyrrolidinone, NMP, NVP, GBL, NEP, NOP, PVP-I, PVP-P, Phenylacetamide	Confidential
<input checked="" type="checkbox"/> Africa	PVP, 2-Pyrrolidinone, NMP, NVP, GBL, NEP, NOP, PVP-I, PVP-P, Phenylacetamide	Confidential
<input checked="" type="checkbox"/> East Asia (Japan/ South Korea)	PVP, 2-Pyrrolidinone, NMP, NVP, GBL, NEP, NOP, PVP-I, PVP-P, Phenylacetamide	Confidential
<input checked="" type="checkbox"/> Australia	PVP, 2-Pyrrolidinone, NMP, NVP, GBL, NEP, NOP, PVP-I, PVP-P, Phenylacetamide, PVB Resin, Gamma-Butyrolactone, Glycolic Acid, Sodium Borohydride, Glyoxylic Acid, Methyl Salicylate	Confidential
<input checked="" type="checkbox"/> Domestic	PVP, 2-Pyrrolidinone, NMP, NVP, GBL, NEP, NOP, PVP-I, PVP-P, Phenylacetamide, PVB Resin, Gamma-Butyrolactone, Glycolic Acid, Sodium Borohydride, Glyoxylic Acid, Methyl Salicylate	Confidential
<input type="checkbox"/> Others		



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### 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 checked="" type="checkbox"/> Have the written procedures but no records <input type="checkbox"/> Have relevant records without written procedure <input type="checkbox"/> No written procedures or followed records <input type="checkbox"/> Other
2	Does the company have an updated list of approved suppliers?	<input checked="" type="checkbox"/> The approved suppliers list was updated in <u>2017</u> <input type="checkbox"/> Have the written suppliers without approved signature or date. <input type="checkbox"/> Provided some suppliers names <input 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 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 checked="" type="checkbox"/> Other: Refer to relevant photos, the company carried out inspection before shipment, but no inspection records.
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 type="checkbox"/> Can trace main materials <input checked="" 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 type="checkbox"/> Has the clear procedure and followed records <input type="checkbox"/> Has the procedure but no written records. <input checked="" type="checkbox"/> No written procedures or records. <input type="checkbox"/> Other



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## Part D: Management System and Product Certification

1.1 Management System and Product Certification	
Management system certification	<input checked="" type="checkbox"/> ISO9001:2008 certificate <b>ISO 9001:2008 certificate</b> NO.: 00114Q211106R1S/3400 Scope: International Business & Sales for Fine Chemicals Pharmaceutical Materials and Food Additives Issued by: CQC Issued Date: 24 Nov., 2014 Valid Until: 23 Nov., 2017  <input type="checkbox"/> ISO14001:2004 certificate  <input type="checkbox"/> OHSAS18001:2007 certificate  <input type="checkbox"/> TS16949  <input type="checkbox"/> SA8000  <input type="checkbox"/> Others  <input type="checkbox"/> NIL
Product certification	<input type="checkbox"/> CE  <input type="checkbox"/> UL  <input type="checkbox"/> CCC  <input type="checkbox"/> RoHS  <input type="checkbox"/> FCC  <input type="checkbox"/> Others  <input checked="" 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 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 checked="" type="checkbox"/> Has written procedure and keeps adequate age documents of workers <input 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 checked="" type="checkbox"/> All workers sign employment contracts <input 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 checked="" 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: Monday to Friday working 8 hours in every week; and company have rest and vacations on legal holiday; company will pay extra remunerations under relevant legislation, if company to work overtime on rest and vacations in legal holiday.
5	Does the company pay extra remunerations for all overtime work?	<input checked="" type="checkbox"/> For all overtime work. <input 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: Nil



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## 1.2 Labor Protection

Item	Content	Observations /Comments
1	Are there uniforms for all staff in company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other
2	Is the emergency medical supplies enough and easily used in workshop?	<input type="checkbox"/> Yes <input checked="" 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

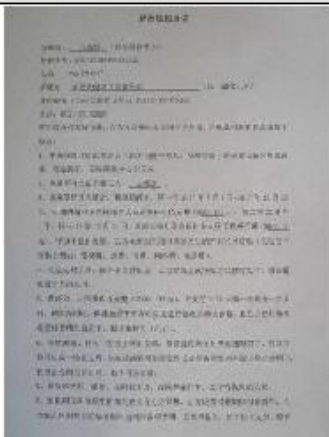
Description: Business License



Description: Export License



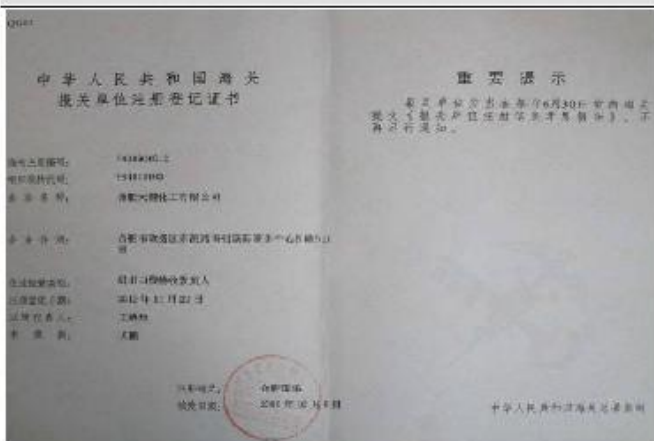
Description: Lease Agreement



Description: ISO 9001:2008 Certificate



Description: Customs Registration Certificate



Description: Opening Bank Account Permit



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**Section 2: Photos of Company**

**2.1 Photos of Company and Product Sample**

Description: Company Gate



Description: Company Reception



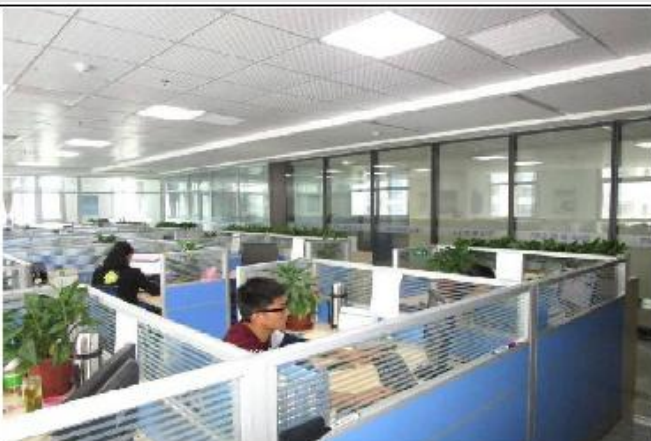
Description: Office



Description: Office



Description: Office



Description: Office



-- End of the Report --



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