

**Report Number: QIP-ASI174405**

**Audit Date :** 08 Apr.,2017

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

**Company Name :** Changzhou Agile Electric Technology Co., Ltd.  
常州安捷乐电动科技有限公司

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

**Address :** No. 2, Longhui Rd., Wujin High-New Technology Industrial Park, Changzhou, Jiangsu, China

**Product :** Electric Bike Conversion kit, Electric Bike, Parts Of Electric Bike

**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:**

Changzhou Agile Electric Technology Co., Ltd. is a manufacturer with 15 employees; it was established in 2016, located in No. 2, Longhui Rd., Wujin High-New Technology Industrial Park, Changzhou, Jiangsu, China. The company occupy an area of 1200 square meters. The company has passed CE certificate for relevant products.



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




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# SUPPLIER ASSESSMENT REPORT

Audited Company	Changzhou Agile Electric Technology Co., Ltd.			
Audited Site:	No. 2, Longhui Rd., Wujin High-New Technology Industrial Park, Changzhou, Jiangsu, China			
Consigner of Assessment	Made-in-China.com			
Audit Type	<input checked="" type="checkbox"/> Initial Audit <input type="checkbox"/> Re-audit			
Audit Date	08 Apr.,2017	Verify Report		<a href="http://www.sgs.com/ecv">www.sgs.com/ecv</a>
Auditor	Harvest Wu	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	91320412MA1MQ05TXB
Year of established	18 Jul.,2016	Valid Date	Long Valid
Registered address	No. 2, Longhui Rd., Wujin High-New Technology Industrial Park, Changzhou, Jiangsu, China		
Actual address	No. 2, Longhui Rd., Wujin High-New Technology Industrial Park, Changzhou, Jiangsu, China		
Does the company in abnormal operation status list of industrial and commercial bureau?	No		
Registered capital	RMB 1000000		
Name of legal representative	Mr. Jian Song		
Business scope	Research and development of electric cars, electric tricycles, electric motor, electronic products, general machinery, electrical machinery, metal products; Manufacture of electric cars, bicycles, electric wheelchair and accessories, forging; Sales and maintenance for electric car, battery; Self-employed and agents of all types of goods and technology import and export business, in addition to the state limited to the company to operate or prohibit the import and export of goods and technology. (According to the law to be approved by the relevant departments approved by the relevant business activities)		
1.2 Basic Information			
Contact person	Ms. Jufen Yuan		
Phone number	0086-519-81231011	Fax number	0086-519-81231011
URL/Web address	<a href="http://czagile.en.made-in-china.com">http://czagile.en.made-in-china.com</a>		
Company type	<input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Trading Company <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	Electric Bike Conversion kit, Electric Bike, Parts Of Electric Bike		
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 1200 square meters			
The land occupies square meters. (Confidential)			
The offices occupy 200 square meters.			
The workshops occupy 1000 square meters.			



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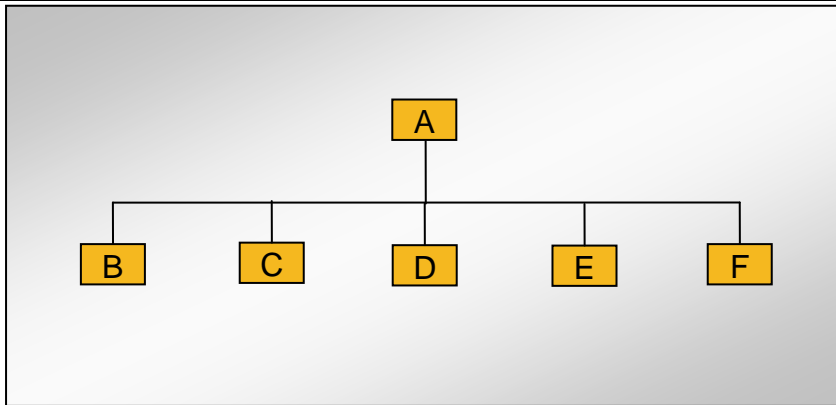
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## Section 2: Human Resources

### 2.1 Company Chart



### 2.2 Explanation of Code and Employee Details

Code	Department	Number of employees
A	General Manager	1
B	Financial Dept.	1
C	QC Dept.	1
D	Technical Dept.	1
E	Production Dept.	9
F	Sales Dept.	2
<b>Number in total:</b>		15

### 2.3 Key Staff

Title	Full name	Education	Working experience for this trade / total experience
General Manager	Mr. Jian Song	University	Over 8 years / Over 8 years



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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.	91320412MA1MQ05TXB
The number of foreign trading staff with relevant trading experience.	<input type="checkbox"/> within 1 year staff <input type="checkbox"/> 1-5 years staff <input type="checkbox"/> 6-10 years staff <input checked="" type="checkbox"/> over 10 years 1 staff Total 1 staff
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	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 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 checked="" type="checkbox"/> within 15 workday <input 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 checked="" type="checkbox"/> within 15 workday <input 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 type="checkbox"/> North America		
<input type="checkbox"/> South America		
<input type="checkbox"/> Europe		
<input type="checkbox"/> Southeast Asia/ Mideast		
<input type="checkbox"/> Africa		
<input type="checkbox"/> East Asia (Japan/ South Korea)		
<input type="checkbox"/> Australia		
<input checked="" type="checkbox"/> Domestic	Electric Bike Conversion kit, Electric Bike, Parts Of Electric Bike	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 checked="" 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 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 checked="" 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 checked="" 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 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
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 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 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 1 staff <input type="checkbox"/> over 10 years staff Total 1 engineers
What is the main job responsibility for R&D engineers?	R&D new product and sample making, drawing making with software (CAD2007) according to client's requirements.
Is there any relevant design input, output, review, verification and validation documentation available for auditor to review?	YES
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 CAD2007
Does the company have an effective design change control procedure in place?	YES
Please list the patent certificates and qualification license.	Nil



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## Part D: Management System and Product Certification

### 1.1 Management System and Product Certification

Management system certification	<input type="checkbox"/> ISO9001:2008 certificate <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 checked="" type="checkbox"/> NIL
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Consumer and Retailer

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<p>Product certification</p>	<p><input checked="" type="checkbox"/> CE            Certificate Name: CE            NO.: CTB161020002E-ZS            Product Name: E-BIKE MOTOR            Model: AE24-180, AE36-250, AE36-350, AE48-350, AE48-500, AE48-750, AE48-1000, AE48-1500            Standard: EN55014-1:2006+A1:2009+A2:2011, EN55014-2:1997+A1:2001+A2:2008, EN61000-3-2:2014, EN61000-3-3:2013            Issued by: CTB            Issue Date: 24 Oct.,2016</p> <p>Certificate Name: CE            NO.: CTB161020003S-ZS            Product Name: E-BIKE MOTOR            Model: AE24-180, AE36-250, AE36-350, AE48-350, AE48-500, AE48-750, AE48-1000, AE48-1500            Standard: EN60204-1:2006+A1:2009            Issued by: CTB            Issue Date: 25 Oct.,2016</p> <p>Certificate Name: CE            NO.: CTB161020001E-ZS            Product Name: LITHIUM BATTERY            Model: AE24-10M, AE24-17MM, AE36-7M, AE36-8M, AE38-9M, AE48-12M, AE48-20M, AE48-20F            Standard: EN55022:2010, EN55024:2010, EN61000-3-2:2014, EN61000-3-3:2013            Issued by: CTB            Issue Date: 24 Oct.,2016</p> <p><input type="checkbox"/> UL  <input type="checkbox"/> CCC  <input type="checkbox"/> RoHS  <input type="checkbox"/> FCC  <input type="checkbox"/> Others  <input type="checkbox"/> NIL</p>
<p>Test reports for raw materials</p>	<p><input type="checkbox"/> RoHS  <input type="checkbox"/> Reach  <input type="checkbox"/> Others  <input checked="" type="checkbox"/> NIL</p>



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## Part E: Production Capacity & Quality Control

### Section 1: Production Capacity

1.1 Production Workflow Chart					
	→		→		→
Raw Materials		Wheel Fixed		Power Supply Test	
	→		→		
Assembly		Testing		Packing	

1.2 Products Situation (Top three Product Categories)					
Product	Price range	Min. order quantity	Top monthly output	Average monthly output	Total in 2016
All Products	Confidential	Confidential	Confidential	Confidential	Confidential

1.3 Main Facilities				
Picture	Facility name	Brand or Country/Region of origin	Target Value/machine*day	Quantity
	Adjustable Ring Machine	China	Confidential	1
	Power Supply Equipment	China	Confidential	1
	Packing Machine	China	Confidential	1

## Section 2: Production Process Control

2.1 Production Process Control		
Item	Content	Observations /Comments
1	Product R&D capacity	<input checked="" 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 type="checkbox"/> Work Instructions /procedures <input type="checkbox"/> Workmanship standard /acceptance <input type="checkbox"/> Golden sample /Approval sample <input checked="" 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 type="checkbox"/> Has instructions and uniformly followed <input type="checkbox"/> Has instruction but no written records <input checked="" 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 checked="" type="checkbox"/> Visual inspection <input checked="" type="checkbox"/> Function inspection
7	Are non-conforming units clearly marked/ segregated to prevent accidental dispatch?	<input type="checkbox"/> Marked and segregated <input type="checkbox"/> Segregated but not marked clearly <input checked="" type="checkbox"/> Not found on site
8	How are the non-conforming units handled?	<input checked="" type="checkbox"/> Repaired and re-inspection <input checked="" 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 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 checked="" 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: 8 hours per day
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: 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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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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<p><b>Description: Lease Agreement</b></p>	<p><b>Description: CE Certificate</b></p>
<p><b>Description: CE Certificate</b></p>	<p><b>Description: CE Certificate</b></p>



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## Section 2: Photos of Company

### 2.1 Photos of Company and Product Sample

Description: Company



Description: General Manager Office



Description: Office



Description: Workshop



Description: Product Sample



Description: Product Sample



Description: Product Sample



Description: Product Sample



-- End of the Report --



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