# Monitoring summary report for BRANCH OF HOANG THONG WOOD COMPANY LIMITED

# MONITORING ID: 25-0364456

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|---|---|---|
| Monitored Party<br>**BRANCH OF HOANG THONG WOOD COMPANY LIMITED** | amfori ID<br>**704-000903-000** | Address<br>**Lot 2D3, 2D4, Street CN3, CN8 and CN10, Tan Binh Industrial Park, Tan Binh Town, Bac Tan Uyen, Bình Dương, Vietnam** |
| Monitoring Activity<br>**amfori Quality Management Capability Audit** | Monitoring Type<br>**Full Monitoring** | Monitoring Partner<br>**SGS** |
| Monitoring Start Date<br>**03/12/2025** | Closing Meeting Finished Date<br>**11/12/2025** | Submission Date<br>**11/12/2025** |
| Expiration Date<br>**11/12/2027** | Announcement Type<br>**Fully Announced** | |
| Site<br>**BRANCH OF HOANG THONG WOOD COMPANY LIMITED** | Site amfori ID<br>**704-000903-001** | |

This is an extract of the online Monitoring Result, generated on 12/12/2025, and is only valid as an acknowledgement of the result. To see all the details, review the full monitoring result, which is available on the amfori Sustainability Platform - The English version is the legally binding one.



## OVERALL RATING

A | **B** | C | D

## SECTION RATING

| | |
|---|---|
| Aspect 1 Infrastructure, system & environment | B |
| Aspect 2 Product Design | B |
| Aspect 3 Incoming materials control | A |
| Aspect 4 Production control | B |
| Bonus Questions | B |

# GENERAL DESCRIPTION

1. company name: BRANCH HOANG THONG WOOD ONE MEMBER COMPANY LIMITED
2. local name: Chi Nhánh Công Ty TNHH Một Thành Viên Gỗ Hoàng Thông
3. business license number: 3702246049-001
4. product families covered: Indoor furniture (table, chair, dresser, bed...)
5. audit company: SGS Vietnam
6. audit date: 03-Dec-2025
7. audit type: Full Audit
8. audit announcement type: Fully Announced
9. factory site description: Factory has 04 buildings. Building 1,2,3,4 for materials warehouse and production, building 5 for office. Main production process: cutting-planning-sanding-drilling-painting-assembly-packing
10. New Address after Vietnam Administrative Restructuring: Lot 2D3, 2D4, CN3, CN8, CN10 Street, Tan Binh Industrial Park, Vinh Tan Ward, Binh Duong Province, Vietnam

Old Address: Lot 2D3, 2D4, CN3, CN8, CN10 Street, Tan Binh Industrial Park, Tan Binh Town, Bac Tan Uyen District, Binh Duong Province, Vietnam. Business license reflect old address.

# SITE DETAILS

| Site | Site amfori ID |
| --- | --- |
| **BRANCH OF HOANG THONG WOOD COMPANY LIMITED** | **704-000903-001** |

## GICS Classification

| Sector | Industry Group | Industry |
| --- | --- | --- |
| **Consumer Discretionary** | **Consumer Durables & Apparel** | **Household Durables** |

Sub Industry
**Home Furnishings**

## amfori Process Classifications

N.A.

## GS1 Classifications

N.A.

## NACE Classification

N.A.

## Water Stress Situation

N.A.

# METRICS

## Key Metrics

| | | |
|---|---|---|
| Total workforce - day of audit | **408** | **Workers** |

## Other Metrics

| | | |
|---|---|---|
| Total workforce in general | **408** | **Workers** |
| Male workers | **225** | **Workers** |
| Female Workers | **183** | **Workers** |
| Domestic - Local | **408** | **Workers** |
| Domestic - Non-Local | **0** | **Workers** |
| Foreign Immigrant | **0** | **Workers** |
| Directly Hired | **408** | **Workers** |
| Indirectly Hired | **0** | **Workers** |
| Permanent | **408** | **Workers** |
| Temporary | **0** | **Workers** |
| Seasonal | **0** | **Workers** |

## FINDINGS

### Aspect 1 Infrastructure, system & environment

Site: BRANCH OF HOANG THONG WOOD COMPANY LIMITED | Site amfori ID: 704-000903-001

**Question:** 1.1.1 Are the building(s) and facility(ies) able to support production activities?

**ENGLISH**

**Finding**

The buildings and facilities are adequate to support production activities. The infrastructure provides sufficient space, layout, utilities, ventilation, lighting, and safety systems to ensure smooth and compliant operations

**Question:** 1.2.1 Is the factory clean and tidy?

**ENGLISH**

**Finding**

Factory has pest and hygiene control procedure and implement with record retained. All inventories (raw materials, semi-finished products and finished products) were stored in designated areas. The tobacco prohibited in production, packaging area, warehouse.

**Question:** 1.3.1 Are the conditions of storage able to prevent inventories from deterioration or aging?

**ENGLISH**

**Finding**

Sampled Materials:
1. Wood item# HT25-09-16
2. Hardware item#HT25-10-05
3. Carton item#HT25-09-39
All inventories are stored in secure warehouse, materials were not affected by rain, sunlight. The in/out were recorded on excel file

**Question:** 1.3.2 Is the condition of storage able to prevent inventories from being contaminated by undesirable foreign objects?

**ENGLISH**

**Finding**

There is no dangerous chemical substances used. The storage areas clearly marked with signs. Per observation it was noted that there is no sign of pests.

**Question:** 1.3.3 Are actual balance and identification of inventories matched with the inventory ledger?

| ENGLISH |
|---|
| **Finding** |
| It was noted that all materials have ID label for traceability purpose. Random checked 3 materials: Wood item# HT25-09-16, Hardware item#HT25-10-05, Carton item#HT25-09-39, It was noted that the inventory records available with in and out quantities recorded, the quantities of stock correctly shown in inventory record |

**Question:** 1.4.1 Are quality policy, quality objectives and quality management system manual documented?

| ENGLISH |
|---|
| **Finding** |
| Factory established quality policy and quality objective, quality manual. All of them were properly communicated to all employess by train courses. |

**Question:** 1.5.1 Are organization chart prepared to show the reporting line of departments of the producer?

| ENGLISH |
|---|
| **Finding** |
| Factory has organization chart, which clearly defined and documented organizational structure that ensures the function, responsibilities, and reporting relationships of key staff. |

**Question:** 1.5.2 Is QA independent from Production?

| ENGLISH |
|---|
| **Finding** |
| Per interview with QA manager and management board, it was noted that Quality department was independent with production and reported directly to the factory director. |

**Question:** 1.6.1 Does the producer have a documented procedure for monitoring updates of legal and regulatory requirements applicable to product safety?

| ENGLISH | LOCAL LANGUAGE |
|---|---|
| **Finding** | |
| It was noted that factory did not establish procedure for monitoring updates of legal and regulatory requirements applicable to product safety. There is no incharge person to update regularly and no list of latest standard and regulation. | Cần lưu ý rằng nhà máy không thiết lập quy trình theo dõi cập nhật các yêu cầu pháp lý và quy định áp dụng cho an toàn sản phẩm. Không có người phụ trách cập nhật thường xuyên và không có danh sách tiêu chuẩn và quy định mới nhất. |

**Question:** 1.6.2 Are updates of legal and regulatory requirements converted into internal procedures, work instructions or other documents used to control activities such as design change, purchasing, production and inspection?

| ENGLISH | LOCAL LANGUAGE |
| --- | --- |
| **Finding** | |
| It was noted that factory did not establish procedure for monitoring updates of legal and regulatory requirements converted into internal procedures, work instructions or other documents used to control activities such as design change, purchasing, production and inspection | Người ta lưu ý rằng nhà máy không thiết lập quy trình giám sát việc cập nhật các yêu cầu pháp lý và quy định được chuyển đổi thành các quy trình nội bộ, hướng dẫn làm việc hoặc các tài liệu khác được sử dụng để kiểm soát các hoạt động như thay đổi thiết kế, mua sắm, sản xuất và kiểm tra. |

**Question:** 1.6.3 Does the producer confirm all updates are implemented before release of the first affected shipment?

| ENGLISH | LOCAL LANGUAGE |
| --- | --- |
| **Finding** | |
| It was noted that factory did not establish procedure for monitoring updates of legal and regulatory requirements applicable to product safety to confirmed all updates are implemented before release of the first affected shipment | Người ta lưu ý rằng nhà máy không thiết lập quy trình theo dõi các bản cập nhật về yêu cầu pháp lý và quy định áp dụng cho an toàn sản phẩm để xác nhận tất cả các bản cập nhật đều được thực hiện trước khi phát hành lô hàng bị ảnh hưởng đầu tiên |

**Question:** 1.7.1 Is supplier evaluation and selection procedure documented?

| ENGLISH | LOCAL LANGUAGE |
| --- | --- |
| **Finding** | |
| Factory has a procedure and criteria for approval and on-going performance monitoring of suppliers of all raw materials, packaging & utilities, however the procedure did not define the trial period for new supplier. | Nhà máy có quy trình và tiêu chí phê duyệt và giám sát hiệu suất liên tục của các nhà cung cấp tất cả nguyên liệu thô, bao bì và tiện ích, tuy nhiên quy trình này không xác định thời gian thử nghiệm đối với nhà cung cấp mới. |

**Question:** 1.7.2 Are supplier evaluation and selection activities implemented according to the documented procedure?

| ENGLISH |
| --- |
| **Finding** |
| Factory has supplier evaluation and selection procedure (GMP-34-01) and implement well with record retained. |

**Question:** 1.7.3 Are records maintained to confirm raw materials are purchased from approved suppliers?

**ENGLISH**

**Finding**

Per documented check, it was noted that all raw materials are purchased from approval suppliers.

**Question:** 1.7.4 Are material specifications and delivery requirements specified in purchasing documents?

**ENGLISH**

**Finding**

It was noted that the materials specifications and delivery requirement were included in purchasing documents.

**Question:** 1.8.1 Does the producer have a dedicated personnel or team to perform field failure analysis as well as impact assessment (track down production lots and materials that may be affected)?

**ENGLISH**

**Finding**

It was noted that factory established customer complaint procedure GMP-10 and there are relevant records for review.

**Question:** 1.8.2 Are inventories traceable by using shipment information or date code on products and vice versa?

**ENGLISH**

**Finding**

It was noted that the inventories traceable by using shipment information on products or date code.

**Question:** 1.9.1 Does the producer have a training program for new workers?

**ENGLISH**

**Finding**

Factory has documented training procedures GMP-28 and pre-hire testing process for skilled workers prior to hiring. The trainning program for new workers were defined.

**Question:** 1.10.1 Are the versions of sampled procedure, work instructions, documents, forms correct when comparing with the approved master copies?

**ENGLISH**

**Finding**

It was noted that document control procedure GMP-20 was established and implemented. It covers all procedures, work instructions, form used in factory.

**Question:** 1.11.1 Does the producer plan and conduct internal audit at least once a year?

**ENGLISH**

**Finding**

Checked internal audit procedure GMP-21 and record date 17-Feb-2025. Factory conduct internal audit once a year by competence internal audit team.

**Question:** 1.11.2 Are needs for improvement identified and reported to management with supporting evidence?

**ENGLISH**

**Finding**

The corrective action and preventive action related to internal audit was carried out with CAPA report retained

**Question:** 1.12.1 Are quality objectives monitored and reviewed by factory management at least on a monthly basis?

**ENGLISH**

**Finding**

It was noted that the quality objectives were monitored and review by factory management monthly with record retained.

**Question:** 1.12.2 Are actions taken to improve quality performance with inputs from monitoring of quality objectives, customer complaints, field return and internal audits findings?

**ENGLISH**

**Finding**

Factory has documented corrective action procedure GMP-24 to be followed when investigating the cause of significant non-conformity. A complete and effective corrective action process is agreed and implemented by corresponding department to prevent recurrence.

## Aspect 2 Product Design

Site: BRANCH OF HOANG THONG WOOD COMPANY LIMITED | Site amfori ID: 704-000903-001

**Question:** 2.1. Does the producer have design responsibility?

| ENGLISH |
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| **Finding** |
| The sample design responsibility was conducted by vendor. Factory take responsibility for development, in that factory receive the sample, specification, drawing, mould... and make BOM, specification, work instruction, the pilot sample, conduct testing and get approval from client before mass production. |

**Question:** 2.2.1 Is compliance to product safety and regulatory requirements supported by laboratory testing report?

| ENGLISH |
|---|
| **Finding** |
| Factory checked loading test, stability test, moisture content. Factory send sample to third party to confirm compliance with the regulatory requirements from customer. |

**Question:** 2.3.1 Is product technical documentation distributed with identifications and versions to prevent mis-use?

| ENGLISH | LOCAL LANGUAGE |
|---|---|
| **Finding** | |
| Factory did not established a master list of technical documentation distributed for product with code number and versions to prevent mis-use. | Nhà máy không lập danh mục chính các tài liệu kỹ thuật phân phối cho sản phẩm với mã số và phiên bản để tránh sử dụng sai mục đích. |

**Question:** 2.4.1 Are risks associated with potential product safety and/or possible mis-use communicated to and accepted by customer?

| ENGLISH |
|---|
| **Finding** |
| Warning sign was available on packaging to avoid misuse. |

**Question:** 2.5.1 Is product design change to product, which affects safety and key function of products, implemented after receiving affected customers' acknowledgement?

| ENGLISH |
|---|
| **Finding** |
| Product change procedure GMP-14-01 and record template were available.<br>The ECN record for packing method for available for review, the email from customer for confirmation was available. |

**Question:** 2.5.2 Can the products before and after product design changes be distinguished on the products itself or sales packaging?

**ENGLISH**

**Finding**

There was no product design change was happened, However the Product change procedure and product change records template were available.

## Aspect 3 Incoming materials control

Site: BRANCH OF HOANG THONG WOOD COMPANY LIMITED | Site amfori ID: 704-000903-001

**Question:** 3.1.1 Is incoming materials inspection implemented on site?

**ENGLISH**

**Finding**

All incoming materials were inspected by QC with record retained.

**Question:** 3.1.2 Is incoming material inspection activity documented?

**ENGLISH**

**Finding**

The inspection procedure, samling plan, specifications, sample are available.

**Question:** 3.1.3 Are incoming materials inspection activities implemented according to the documented procedure or work instructions?

**ENGLISH**

**Finding**

It was noted that the incoming materials inspection activities implemented according to the documented procedure. 10% each materials were inspected by IQC with inspection records were maintained.

**Question:** 3.1.4 Are records maintained to confirm effective implementation of incoming materials inspection activities?

**ENGLISH**

**Finding**

It was noted that the inspection records with conclusion of inspection (accepted or reject)

**Question:** 3.2.1 Are rejected incoming materials kept in a designated location for disposal with identification that will prevent mis-use?

**ENGLISH**

**Finding**

Per observation it was noted that the rejected incoming materials were stored in a designated location for disposal with identification that will prevent mis-use

## Aspect 4 Production control

Site: BRANCH OF HOANG THONG WOOD COMPANY LIMITED | Site amfori ID: 704-000903-001

**Question:** 4.1.1 Does the producer have a production scheduling process?

**ENGLISH**

**Finding**

The production schedule was established for each order. The production schedule was issued by production Depts according to order and delivery. The daily production schedule were available. All production file were available.

**Question:** 4.1.2 Is production control implemented on site covering key production steps?

**ENGLISH**

**Finding**

Factory established SOP for each production stages. All the machines were maintained in good condition, employees performed their job according to the working instruction exactly. Per document review, product specification and packing steps defined on work instruction and available at workplace for operator's reference.

**Question:** 4.1.3 Is production control activity documented?

**ENGLISH**

**Finding**

It was noted that daily production schedule was available. Approved sample, work instruction were attached on the workstation for employee reference.

**Question:** 4.1.4 Are production line and workshops set up according to the documented procedure or work instructions?

**ENGLISH**

**Finding**

It was noted that the work instruction was posted for employee reference, parameter was defined on work instruction

**Question:** 4.2.1 Are inventories identified to prevent mixing or mis-use with part number and lot number?

**ENGLISH**

**Finding**

It was noted that the inventories were identified to prevent mixing or mis-use with part number and lot number.

**Question:** 4.3.1 Are work instructions and workmanship standard followed by workers?

**ENGLISH**

**Finding**

The approved reference samples, workmanship standard were available to workers

**Question:** 4.4.1 Are production equipment & tools at workstations maintained with a schedule to ensure they function properly?

**ENGLISH**

**Finding**

Factory established the maintenance plan for all items of equipment and machine. This include the periodic maintenance schedules and completion, preventative maintenance; required safety checks; spare-parts listings and replacements

**Question:** 4.4.2 Is the date of the last maintenance recorded?

**ENGLISH**

**Finding**

All equipment/machine were regularly maintained with record retained which include date, signature of incharge person

**Question:** 4.5.1 Are QC instructions documented and made available at line QC stations?

**ENGLISH**

**Finding**

Factory has inline QC to control quality of product during production process. The QC instruction and record available.

**Question:** 4.5.2 Are inspection and testing conducted according to QC instructions?

| ENGLISH | LOCAL LANGUAGE |
|---|---|
| **Finding** | |
| It was noted that factory has QC to control the product quality for each key production process. However frequency and sample size taken were not clear defined for QC reference. | Nhà máy có bộ phận QC để kiểm soát chất lượng sản phẩm cho từng công đoạn sản xuất chính. Tuy nhiên, tần suất và quy mô mẫu lấy không được xác định rõ ràng để làm cơ sở cho QC tham khảo. |

**Question:** 4.5.3 Are inspection and testing records maintained to confirm effective implementation of inspection and testing activities?

| ENGLISH |
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| **Finding** |
| It was noted the inspection record and testing record for IPQC were properly recorded. |

**Question:** 4.5.4 Are product safety requirements documented?

| ENGLISH |
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| **Finding** |
| The product safety was conduct by third party per customer requested. |

**Question:** 4.5.5 Are product safety inspection or testing conducted in accordance with legal and regulatory requirements?

| ENGLISH |
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| **Finding** |
| The product safety was conduct by third party in accordance with regulatory requirement with report retained. |

**Question:** 4.5.6 Are inspection and testing records maintained to confirm effective implementation of product safety inspection and testing activities?

| ENGLISH |
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| **Finding** |
| In process inspection and test records were available. |

**Question:** 4.6.1 Are rejected inventory kept in a designated location for disposal with identification that will prevent them from use or shipping out?

| ENGLISH |
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| **Finding** |
| Non-conforming products were segregated and labelled. All materials, semi-finished products and finished products with status label. |

**Question:** 4.7.1 Does process monitoring and measurement equipment at workstations, QC stations function properly and provide adequate resolution to distinguish defective parts or products from conforming ones?

| ENGLISH |
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| **Finding** |
| It was noted that the measuring equipment list and calibration plan established. |

**Question:** 4.7.2 Is calibration status of equipment supported by calibration records and valid?

| ENGLISH | LOCAL LANGUAGE |
| --- | --- |
| **Finding** | |
| It was noted that almost the measuring equipments were regularly calibrated and the calibration label was stuck on each equipment. However per observation found 01 caliper, 01 moisture meter using by QC were not calibrated. | Ghi nhận cho thấy hầu hết các thiết bị đo lường đều được hiệu chuẩn định kỳ và nhãn hiệu hiệu chuẩn được dán trên mỗi thiết bị. Tuy nhiên, qua quan sát, phát hiện 01 thước cặp, 01 máy đo độ ẩm gỗ do QC sử dụng chưa được hiệu chuẩn. |

**Question:** 4.8.1 Are inventories rejected or found not suitable for use segregated from the conforming ones and identified to prevent mis-use?

| ENGLISH |
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| **Finding** |
| It was noted that factory has reword control procedure GMP-29, all non-conforming product were isolated for rework with record retained. |

**Question:** 4.8.2 Are reworked inventories inspected in the same way as those processed in the normal production line?

| ENGLISH | LOCAL LANGUAGE |
| --- | --- |
| **Finding** | |
| It was noted that the re-work product were re-inspection by QC, however the result were not fully documented as missing some report per random checked. | Sản phẩm làm lại đã được QC kiểm tra lại, tuy nhiên kết quả không được ghi chép đầy đủ vì thiếu một số báo cáo khi kiểm tra ngẫu nhiên. |

**Question:** 4.9.1 Are foreign objects control measures documented?

| ENGLISH |
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| **Finding** |
| It was noted that the sharp tool control procedure and glass item control procedure was available |

**Question:** 4.9.2 Are the quantities of small production tools that can be mixed into to finished products checked at the beginning and end of each production shift?

| ENGLISH | LOCAL LANGUAGE |
| --- | --- |
| **Finding** | |
| Per observation found at least 01snap off blade knife using at production area were not controlled by identified label and record. | Theo quan sát, có ít nhất 01 con dao ko cán sử dụng tại khu vực sản xuất không được kiểm soát theo nhãn mác và hồ sơ đã xác định. |

**Question:** 4.10.1 Is usage of chemicals controlled to prevent restricted or hazardous substances from contacting the inventories?

| ENGLISH |
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| **Finding** |
| Chemicals were placed in the designated area, and the access to chemicals storage area was restricted, factory only use oil for machine. |

## Bonus Questions

Site: BRANCH OF HOANG THONG WOOD COMPANY LIMITED | Site amfori ID: 704-000903-001

**Question:** 1.1.1 Does producer deploy same team of workers for producing products rather using "come and go" freelance workers?

| ENGLISH |
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| **Finding** |
| It was noted that factory used same team of workers for producing products. Training procedure, training plan and training records were available. |

**Question:** 1.2.1 Does the producer implement a risk assessment tool, e.g. FMEA, to evaluate risks and prioritize actions to mitigate risks with risk level classified as high?

| ENGLISH |
| --- |
| **Finding** |
| It was noted that risk assessment procedure and risk assessment records were available |

**Question:** 1.2.2 Have all actions determined to mitigate risks taken with supporting evidence (e.g. updated procedure or WI, internal audit report)?

| ENGLISH |
| --- |
| **Finding** |
| It was noted that the updated procedure, process parameter, control plan etc. were available. |

**Question:** 1.3.1 Does the producer evaluate possible disruptive incidents and formulate disaster recovery plans to maintain a certain level of operation to support shipment demands?

| ENGLISH | LOCAL LANGUAGE |
| --- | --- |
| **Finding** | |
| Disaster recovery plan was established, but it did not include sudden suspension of raw material supply, typhoon, flooding, outbreak of epidemic disease | Kế hoạch phục hồi thảm họa đã được lập, nhưng không bao gồm việc ngừng cung cấp nguyên liệu thô đột ngột, bão, lũ lụt, dịch bệnh |

**Question:** 1.3.2 Did the producer conduct drill to test the disaster recovery plan with supporting evidence?

| ENGLISH | LOCAL LANGUAGE |
| --- | --- |
| **Finding** | |
| It was noted that factory did not conduct drill to test for disaster recovery plan such as usage of electricity, sudden suspension of raw material supply, typhoon, flooding, outbreak of epidemic disease | Lưu ý rằng nhà máy không tiến hành diễn tập thử nghiệm phương án phục hồi thảm họa như mất điện, ngừng cung cấp nguyên liệu đột ngột, bão, lũ lụt. |

**Question:** 2.1.1 Is the testing report issued by third party test laboratory recognized internationally with accredited test scope?

| ENGLISH |
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| **Finding** |
| The testing report issued by third party test laboratory recognized internationally with accredited test scope. |

**Question:** 2.1.2 Is the producer's laboratory recognized by internationally recognized third party test laboratory to conduct product safety tests against legal and regulatory requirements?

| ENGLISH |
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| **Finding** |
| Factory has internal laboratory to perform basic test: Loading test, stability test, moisture content. Factory also send product to third party for testing per customer's request. |

**Question:** 3.1.1 Are random sampling inspection conducted at various stages of production?

**ENGLISH**

**Finding**

Sampling plan was established for each production stage, in that QC follow AQL level 2 for checked dimension and appearance.

**Question:** 3.2.1 Are shipments inspected by random sampling?

**ENGLISH**

**Finding**

It was noted that factory use AQL level II for inspect all finished product before shipment.

**Question:** 3.2.2 Is the inspection result of random sampling of finished products accepted by customer for waiving Final Random Inspection by the customer or its representative?

**ENGLISH**

**Finding**

Final inspection records were available

**Question:** 4.1.1 Is the producer currently producing products exporting to more than 1 region?

**ENGLISH**

**Finding**

Currently, factory sold products to Europe, USA.

**Question:** 4.1.2 Did the producer receive written commendation from its customers?

**ENGLISH**

**Finding**

Factory received written commendation from its customers.