The 12-point buyer checklist

Use this list before you compare prices. Each point asks for something a trading company can usually copy in an email and a real factory cannot fake in a live tour: the exact production site, the test report that names your item, an approved sample and records that survive an audit. It is a buyer checklist, not legal advice.

#	Check	Ask the supplier	Evidence to keep on file
1	**Right sourcing channel**	Where did you find them, and can you verify the company independently?	Official site and business licence, trade-show exhibitor listing, or a factory in a known cluster such as Yunhe.
2	**Factory or trading company**	Do you own the workshop that will make my order? Can we do a live video tour today?	Licence whose scope covers wooden toy manufacturing, unedited tour video, equipment list, export delivery records.
3	**Mandatory safety tests**	Which report covers this exact item, size and finish, and which lab issued it?	EN71-1/2/3 report and DoC for the EU; ASTM F963 report and CPC for the US, with matching item references.
4	**Materials and finish**	Which species, moisture content and paint system do you use, and how are edges finished?	Material specification, water-based paint SDS, moisture record, sanding and edge-inspection standard.
5	**Sample approval**	Will production match a signed sample, and how are revisions logged?	Signed and dated golden sample, photo set from fixed angles, approved specification sheet with revision number.
6	**Commercial terms**	What is the MOQ, sample lead time, production lead time, payment term and tooling ownership?	Written quotation, PO with delivery schedule, tooling and mould ownership clause, rework and liability terms.
7	**Warning signs**	Why is the price below the market, and will you accept a third-party audit?	Written answers to both questions; audit-right clause in the PO; refusal to answer is itself the answer.
8	**Production site and subcontracting**	Which address and which lines will run my order, and which steps are outsourced?	Site address matching the licence, named subcontractors with their own records, prior written change notice.
9	**Written specification**	Can you sign the specification, including tolerances, colour and packaging?	Specification sheet with revision number referenced on the PO, colour standard, dimensional tolerance table.
10	**Inspection and AQL**	What AQL level, critical dimensions and inspection stage apply, and may we use a third party?	Inspection plan, AQL report with defect classification, pre-shipment inspection report, defect and rework log.
11	**Packaging and transit**	What carton marks, drop test and master-carton strength apply for our channel?	Artwork proof, barcode check, drop-test record, carton drop and compression result, container loading plan.
12	**Traceability and change control**	Can a finished carton be traced to material batch and inspection records, and how are changes notified?	Batch IDs linking carton to material and inspection, CAPA log with owners and dates, signed change notice.

Score each line 0 (no answer), 1 (claim only) or 2 (document seen and checked at source). A supplier below 18 out of 24 is not ready for a first bulk order; a supplier that scores 24 but cannot show the documents during a live call is showing you a template, not a system.

HOW TO USE THE SCORE

From checklist to a first order

Fill the list in during one supplier call. Ask the question, write the answer, then ask for the document that proves it. The report must name the item, the size and the finish you are buying, not just a certificate number.

18-24 points	Proceed to a paid sample and a pre-production meeting. Keep the evidence file; it becomes the baseline for the first inspection.
12-17 points	Proceed only with a third-party pre-shipment inspection and a written remediation plan before the PO is signed.
Below 12 points	Do not place a bulk order. Ask for the missing evidence in writing and re-score after 30 days.

Five documents that decide the order

Business licence and site address	Confirms the legal entity and whether the address on the quotation is the address that will produce the goods.
Test report naming your item	EN71-1/2/3 for the EU or ASTM F963 for the US. Check the item description, age grade, colour and finish, not just the cover page.
Declaration of Conformity or CPC	The EU DoC and the US Children's Product Certificate must match the report and the product you are buying.
Signed golden sample and specification	The physical reference for colour, edge finish, dimensions and packaging, with a revision number that appears on the PO.
Inspection plan and AQL report	Shows what will be measured, at which stage, and what happens to a defective lot before it ships.

Red flags that end the conversation

What you hear	Why it matters
"Our certificate covers all our products."	A report that does not name your item, size and finish cannot support your DoC or CPC.
"The audit is done, we will send it later."	Later usually means never, or a report for a different site. Ask for the site name and the report date now.
"We can match any price."	A price far below the cluster average is paid for somewhere: material grade, paint, drying time or inspection.
"No need for a sample, production will be the same."	Without a signed golden sample you have no reference for the inspection and no remedy.
"We subcontract the painting, but it is our quality."	Outsourced steps move the traceability and the chemical controls to a site nobody audited.
"We do not allow third-party inspection."	A factory that refuses inspection is telling you what the first shipment will look like.

A first email you can send today

Hello [name], we are reviewing suppliers for [product] in [market]. Before we compare prices, please confirm: (1) the production address and whether you own the workshop; (2) the EN71 or ASTM F963 report reference that covers this item, size and finish; (3) your MOQ, sample lead time and production lead time; (4) whether you accept a third-party pre-shipment inspection; (5) which steps, if any, are subcontracted.

For a quotation send the item code or drawing, size and age grade, quantity, destination market and packaging requirement through china-wooden-toys.com/contact/. We answer the five points above in writing before any price.

WORKSHEET

Record one supplier against the 12 points

Supplier	
Site address	
Products quoted	
Call date and buyer	

#	Check	Supplier's answer	Evidence seen (Y/N)	Score 0-2
1	**Right sourcing channel**			
2	**Factory or trading company**			
3	**Mandatory safety tests**			
4	**Materials and finish**			
5	**Sample approval**			
6	**Commercial terms**			
7	**Warning signs**			
8	**Production site and subcontracting**			
9	**Written specification**			
10	**Inspection and AQL**			
11	**Packaging and transit**			
12	**Traceability and change control**			

Total: _____ / 24 Decision: sample / sample + third-party inspection / decline Owner: _____

What BETTERMU can supply

Yunhe Kid Times Toys & Games Factory has made wooden toys in Yunhe, Zhejiang since 2007. For an OEM or private-label order we can supply the business licence and site address, EN71 and ASTM F963 reports for the quoted item, a project DoC or CPC, an approved golden sample, an AQL inspection plan and a container loading plan. We do not claim FSC, BSCI, SEDEX or ISO certification on this sheet.

161 Zhongshan West Road, Yunhe County, Zhejiang, China · USCC 91331125798589992Y · 80 staff · 6,000 m2 · china-wooden-toys.com · Reviewed 3 November 2026. Buying aid, not legal or product-safety advice.