

Social Audit Report

Client	Meyer/Stemmle GmbH&Co.KG	AI Service No	R-us3-1310311
Supplier		Auditor	Rick Guo
Factory		Audit Date	May 08, 2013

Scoring Summary

Criteria	Amount Score	Theoretical Max	Score /10	Weight (%)
Safety*	111	125	8.88	15%
Health and hygiene	45	55	8.18	15%
Child labour*	15	15	10	15%
Forced labour*	15	15	10	15%
Association*	10	10	10	5%
Discrimination*	50	50	10	10%
Disciplinary practices*	25	25	10	5%
Working time*	15	15	10	10%
Wages and compensation*	25	25	10	10%
Result				100%
Overall Score	9.55	/ 10		

* Parts marked with an asterisk depend on the Part B, if during the interview there is a law violation, the whole section concerned will be rated as 0.

Important remarks

- 1 Security instructions were not present for some machines.
- 2 Trainings for handling machine were provided for some workers.
- 3 No work incident record was available in factory area.
- 4 40% sewing machines were not equipment with pulley guards. And 50% scheduled maintenances were records for the machines.
- 5 The factory did not record the accidents and injuries log.
- 6 It was noted the factory did not have any medical service in factory area.



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Number of days spent: 1



Auditor 1: Rick Guo

Supervisor: Jacky Ren

Departure time from home / office

Arrival time at Factory

Departure time from Factory

07:30

09:40

16:30



Map



Office area





Business license



Sewing workshop



Sewing workshop





Handwork



Handwork



Handwork



Packing area



A. Observation & Questions

Part 1 Basic Factory Profile

Item		Finding	Comments	
1	Date of formation	Oct 15, 2011	Nil	
2	Legal status	Private Company	Nil	
3	Location	Guihua community, Guanlan Town, Bao'An District, Shenzhen, Guangdong, China	Nil	
4	Area	600 square meters.	Nil	
5	Owner	Mr. Shan JiHua	Nil	
6	Total staff in the factory	30	Nil	
7	Total office staff	3	Nil	
8	Total Management staff	1	Nil	
9	Number of workers	26	Nil	
10	Factory Manager	Mr. Huang	Nil	
11	Main products	Handbag	Nil	
12	Main markets	All over the world	Nil	
13	Annual turnover	2012: USD 3 millions; 2011: USD 3 millions; 2010: USD 3 millions;	Nil	
14	Business license	Date of issue: Oct 15, 2011 Expiry date: Oct 15, 2021	Nil	
15	Payroll records of all employees	The factory could provide the past payroll records for review.	Nil	
16	Time cards for all employees	The factory could the past attendance records for review.	Nil	
17	Subcontractors	No any subcontractors used by the factory.	Nil	
18	Communication equipment	Telephone	3 sets, mainline: [REDACTED]	Nil
		Fax	1 set, [REDACTED]	Nil
		Computer	3 sets	Nil
		Internet	ADSL	Nil
		Homepage	No provided	Nil
		Digital camera	2 sets	Nil





Part 2 Safety

1. General

Item		Findings	Comments / Justifications	Score	
General	Materials stacked stably and at a safe height to prevent materials from falling * (refer to local law)	No finding	In good condition	5	/5
	The dormitory is not in the same building with workshop or warehouse.*	No finding	Building was single building, and the factory has obtained the fire-fighting acceptance inspection issued by the local public security fire control institutions.	5	/5
	Empty pallets stored in a specific area	No finding	Empty pallets were well stored.	5	/5
	All work areas are illuminated and background lighting is bright enough for each task	No finding	Work areas were well illuminated and background lighting was bright enough for each task.	5	/5
Result			Total found	20	
			Theoretical Max	20	

	
Materials stacked stably and at a safe height to prevent materials from falling	Materials stacked stably and at a safe height to prevent materials from falling





Areas illuminated



Background lighting

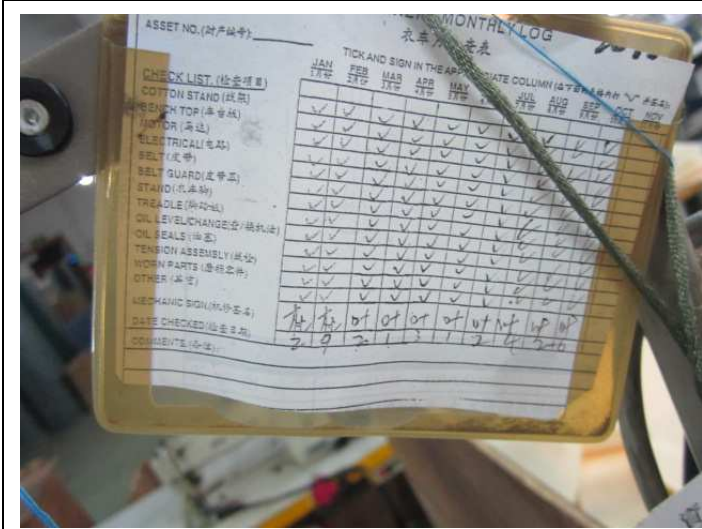


2. Machinery and heavy equipment

Item	Finding	Comment / Justification		
Machines operated (Model and number)		Double needle machine: 5 sets; Single needle machine: 15 sets; High needle machine: 5 sets; Air compressor: 1 set; Button machine: 6 sets;		
Item	Findings	Comments / Justifications	Score	
Security instructions present (for all machines)	Security instructions were not present for some machines.	Relevant Security instructions should be posted on the workshops or workplace, so it is easily available for employees.	2	/5
Double-switched operating system (when relevant)	No finding	Double-switched operating system installed for all electric Installations and electric wires.	5	/5
Training /certification provided to workers for the machine they are using	Trainings for handling machine were provided for some workers.	Relevant trainings should be provided to workers for the machines they were using.	2	/5
Work incident records present	No work incident record was available in factory area.	Work incident records should be well recorded.	0	/5
Does the condition of Machine present a risk for employees?*	40% sewing machines were not equipment with pulley guards. And 50% scheduled maintenances were records for the machines.	Scheduled maintenances should be recorded for all the machines and machines should be installed with guards. Warning signs should be posted on the machine to remind workers.	2	/5
Elevators/electrical systems inspected by qualified licensed personnel/ sub contractor	No finding	Elevators/electrical systems inspected by qualified licensed personnel.	5	/5
Personal Protective Equipment (PPE, refer to local laws)	No finding	Workers were provided with proper PPE.	5	/5
Do all the workers have a social insurance?*	No finding	Workers were provided with related social insurance.	5	/5
Result		Total found	26	



	Theoretical Max	40
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Maintenance scheduled for machinery

Maintenance scheduled for machinery



No PPE with machine



PPE with machine



<p>PPE with machine</p>	<p>PPE for worker</p>
<p>Social insurance waiver</p>	<p>Social insurance payment</p>

3. Fire equipment

Item		Findings	Comments / Justifications	Score	
Fire	Fire Detection	No finding	Fire Detection installed throughout the workplaces.	5	/5
	Evacuation instructions sheet (local language)*	No finding	Emergency evacuation plans were posted in each workshop.	5	/5

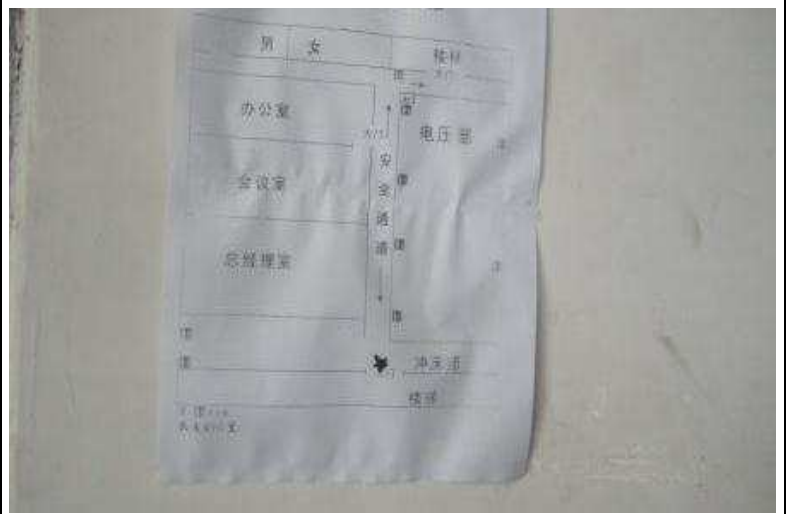


Evacuation exits *	No finding	2 safety exits for each workplace.	5	/5	
Number of fire hoses*	No finding	It was noted that there were sufficient sets of fire hose available in factory area and the number of fire hose was sufficient.	5	/5	
Number of extinguishers*	No finding	It was noted that there were sufficient sets of extinguisher available in factory area and the number of extinguisher was sufficient.	5	/5	
Position and location of extinguishers and fire hoses (refer to local laws)	No finding	The factory maintained all fire fighting equipments on a regular basis to ensure they are maintained in working condition.	5	/5	
Fire alarm audible and distinctive from any other alarm	No finding	Fire alarm system was installed and distinctive from any other alarms.	5	/5	
Visual notification system	No finding	Fire drill conducted and emergency lighting installed.	5	/5	
"Fire extinguisher" sign above each fire extinguisher	No finding	"Fire extinguisher" sign above each fire extinguisher,	5	/5	
Building Fire Inspection Certificate by local bureau	No finding	Building Fire Inspection Certificate by local bureau provided.	5	/5	
Result			Total found		50
			Theoretical Max		50





Fire hose & fire alarm



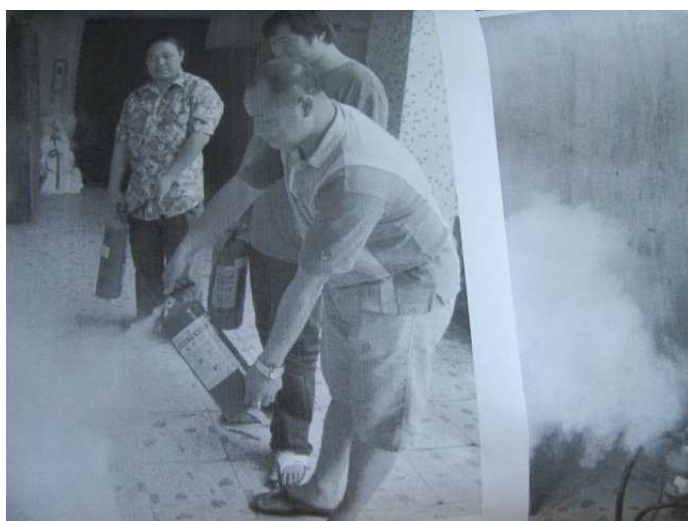
Emergency evacuation plan



Extinguishers



Maintenance record



Fire drill

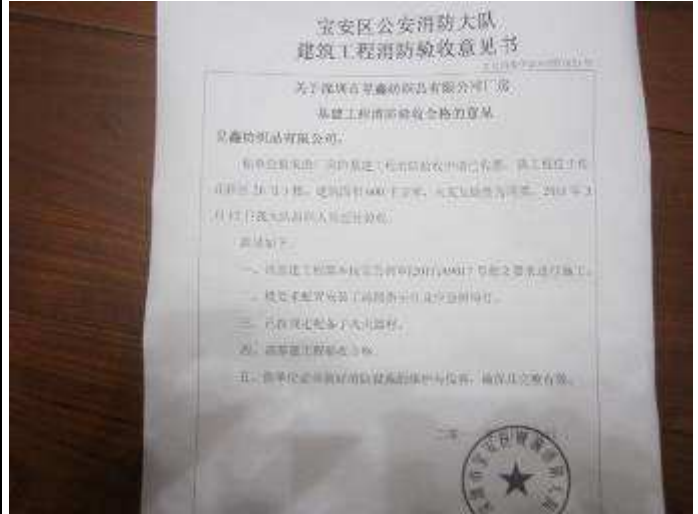


Electrician certificate



Emergency lighting

"Fire extinguishers" sign above each fire extinguisher



Building Fire Inspection Certificate by local bureau



"No smoking" sign

4. Toxic Products

Item	Findings	Comments /Justifications	Score
Toxic Employees shall receive training corresponding to the products manipulated (MSDS, refer to local law)*	No chemical material used in factory.	N/A	N/A /5

Written procedures to use chemicals and hazardous material available to employees and written in their own language		No chemical material used in factory.	N/A	N/A	/5
Chemicals and hazardous material stored in areas that are well -ventilated and dedicated to storage of such substances		No chemical material used in factory.	N/A	N/A	/5
"No smoking", "Specific chemical product" signs posted in all areas where chemicals are stored and used		No chemical material used in factory.	N/A	N/A	/5
Chemicals found	Acid /Soda	Yes/No	No chemical material used in factory.		N/A /5
	Handling conditions		N/A	N/A	
	Gas	Yes/No	No chemical material used in factory.		N/A /5
	Handling conditions		N/A	N/A	
	Paints / Inks	Yes/No	No chemical material used in factory.		N/A /5
	Handling conditions		N/A	N/A	
	Petrol	Yes/No	No chemical material used in factory.		N/A /5
	Handling conditions		N/A	N/A	
	Solvents	Yes/No	No chemical material used in factory.		N/A /5
	Handling conditions		N/A	N/A	
	Others	Yes/No	No chemical material used in factory.		N/A /5
	Handling conditions		N/A	N/A	
Result			Total found		N/A
			Theoretical Max		50

5. Electrical installation

Item	Finding	Comment / Justification
Electricit	Date of installation	No finding
	Date of last review	No finding
		The factory established in Oct 15, 2011.
		It was noted that the factory last reviewed the electricity system on April 01,



Item	Findings	2013(last month)	
		Comments / Justifications	Score
Isolation*	No finding	In good condition.	5 /5
Exposed electrical device / Wiring. (refer to local law)*	No finding	Exposed electrical device/wiring was maintained in good condition during this audit.	5 /5
Circuit breaker shall be installed and maintained in satisfactory condition*	No finding	In good condition.	5 /5
Result		Total found	15
		Theoretical Max	15



Warning sign



Circuit-breaker



Plug	Electric cords
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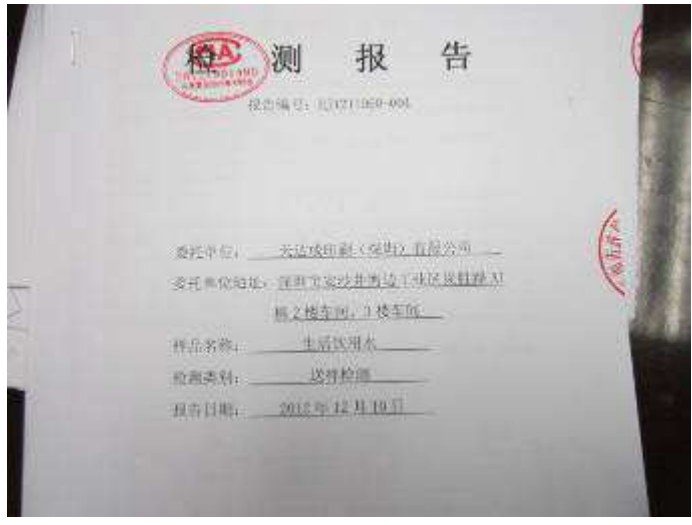


Part 3 Health & hygiene

1. General

Item		Findings	Comments / Justifications	Score	
General	Clean drinking water accessible to all employees	No finding.	Clean drinking water provided for employees in a clean and safe area and testing report provided.	5	/5
	Grounds and facilities cleared of rubbish regularly	No finding.	Grounds and facilities were cleared of rubbish regularly and the workshops should keep clean.	5	/5
	Food preparation facilities kept clean and disinfected	N/A	No canteen provided	N/A	/5
	Food stocked in sanitary manner	N/A	No canteen provided	N/A	/5
	Kitchen	N/A	No canteen provided	N/A	/5
	Hygiene Permit Canteen / Physical Certificate for each canteen staff	N/A	No canteen provided	N/A	/5
	Adequate seating/tables and lighting provided during the lunch	N/A	No canteen provided	N/A	/5
	Bedrooms	N/A	No dormitory provided	N/A	/5
	Bathrooms	N/A	No dormitory provided	N/A	/5
	Exhaust fans kept clear of dust and debris	N/A	No dormitory provided	N/A	/5
Result			Total found	10	
			Theoretical Max	10	



	
Potable water spot	Testing report

2. Medical care

Item		Findings	Comments / Justifications	Score	
Medical care	Accidents and injuries log (daily / detailed)	The factory did not record the accidents and injuries log.	The factory should record the accidents and injuries log.	0	/5
	Emergency equipments (first aid kit)	No finding.	First aid kit was installed in each workshop.	5	/5
	Medical service	It was noted the factory did not have any medical service in factory area.	It is recommended that factory should at least have a sick bay in factory area.	0	5
	Register of training / Licence of training (obtained by the local hospital)	No finding.	Register of training should be provided by factory.	5	/5
Result			Total found	10	
			Theoretical Max	20	

*First aid kit must be contain:

- | | |
|---|--|
| <input type="checkbox"/> Adhesive bandages | <input type="checkbox"/> Cotton balls |
| <input type="checkbox"/> Flexible fabric bandages | <input type="checkbox"/> Adhesive tape |
| <input type="checkbox"/> Instant cold packs | <input type="checkbox"/> Antiseptic wipes |
| <input type="checkbox"/> Ammonia inhalants | <input type="checkbox"/> Disposable gloves |
| <input type="checkbox"/> Eyes wash | <input type="checkbox"/> Burn cream |

- Antibacterial ointment Pain relieves
- Tweezers Scissors

<p>Emergency equipment</p>	<p>Register of training</p>

3. Sanitation

Item		Findings	Comments / Justifications	Score	
Sanitation	Number of toilets and washbasins	No finding	The factory provided sufficient number of toilets for employees.	5	/5
	Toilets separated by gender	No finding	Toilets were separated by gender.	5	/5
	Toilets accessible to employees	No finding	Toilets were accessible to employees.	5	/5
	Toilet areas cleaned and ventilated	No finding	Toilet areas were cleaned and ventilated.	5	/5
	Toilets provide appropriate privacy	No finding	Toilets were provided appropriate privacy and should be equipped with doors.	5	/5
Result			Total found	25	
			Theoretical Max	25	

Number of toilets and washbasins for mixed use (or women only):

Number of people at work	Number of toilets	Number of washbasins
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

Toilets used by men only:

Number of men at work	Number of toilets	Number of urinals
1-15	1	1
16-30	2	1
31-45	2	2
46-60	3	2
61-75	3	3
76-90	4	3
91-100	4	4

***Recommended:**

For each additional 25 employees above 100, one additional water closet and one additional washing station should be provided. A urinal may either be an individual urinal or a section of urinal space which is at least 600mm long.



Nil



<p>Toilets separated by gender Toilet areas cleaned and ventilated The toilets were provided with privacy</p>	
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Part 4 Child Labour, Forced and compulsory Labour

1. General*

Item		Findings	Comments / Justifications	Score	
Child labour	Minimum legal age*	No finding	It was noted the factory hire employees at least 16 years old, which met the local requirement.	5	/5
	Workers under legal age*	No finding	The factory had set up documented hiring procedures which met the local requirement.	5	/5
	Young worker management	No finding.	The sampled workers' minimum age was 19 years old, which met the local requirement.	5	/5
Result			Total found	15	
			Theoretical Max	15	
Forced and compulsory labour	Prisoners at work: Forbidden according to SA 8000*	No finding	No prisoners were found in the factory during this audit.	5	/5
	ID Papers Deposit: Forbidden according to SA 8000*	No finding	No deposit was found during this audit.	5	/5
	Do all the workers have a labor contract?*	No finding	The factory signed the labor contracts with workers.	5	/5
Result			Total found	15	
			Theoretical Max	15	



<p>Employees personal file</p>	<p>Labor contract</p>

Part 5 Associations, discrimination and disciplinary practices

1. Associations*

Item		Findings	Comments / Justifications	Score	
Associations	Freedom of association*	No finding	Nil	5	/5
	Collective bargaining*	No finding.	Nil	5	/5
Result			Total found	10	
			Theoretical Max	10	



2. Discrimination*

Item		Findings	Comments / Justifications	Score	
Discrimination	Gender*	No finding.	The factory had set up documented anti-discrimination policy and no discrimination was found during this audit.	5	/5
	Race*	No finding.	Nil	5	/5
	Age*	No finding.	Nil	5	/5
	National or social origin*	No finding.	Nil	5	/5
	Religion*	No finding.	Nil	5	/5
	Disability*	No finding.	Nil	5	/5
	Sexual orientation*	No finding.	Nil	5	/5
	Family responsibilities*	No finding.	Nil	5	/5
	Union membership*	No finding.	Nil	5	/5
Political opinions*	No finding.	Nil	5	/5	
Result			Total found	50	
			Theoretical Max	50	



3. Disciplinary practices*

Item		Findings	Comments / Justifications	Score	
Disciplinary practices	Sexual harassment*	No finding	The factory had set up documented anti-disciplinary practices policy and no violation was found.	5	/5
	Corporal punishment*	No finding	Nil	5	/5
	Mental coercion*	No finding	Nil	5	/5
	Physical coercion*	No finding	Nil	5	/5
	Verbal abuses*	No finding	Nil	5	/5
Result			Total found		25
			Theoretical Max		25



Part 6 Working time and Wages

1. Working time*

Item		Findings	Comments / Justifications	Score	
Working time	Local Standard*	N/A	The local standard of working hours is 8 hours per day and 40 hours per week.	N/A	/5
	Factory working hours*	No finding	8 hours per day and 40hours per week; Normal working hours: The normal working time in factory is : 08:00-12:00; 13:30-17:30;	5	/5
	Day off / Holiday*	No finding	Sampled workers could get a day off per week.	5	/5
	Work at night	N/A	No night shift in factory area.	N/A	/5
	Overtime*	No finding	Sampled workers overtime hours met the requirement.	5	/5
Result			Total found	15	
			Theoretical Max	15	

2. Wages*

Item		Findings	Comments / Justifications	Score	
Wages	Local Standard (refer to local law)*	N/A	The local minimum wage standard was RMB1600 per month.	N/A	/5
	Wages*	No finding	The minimum wage standard (RMB1600 per month) was guaranteed to employees.	5	/5
	Night work	N/A	No night shift in factory area.	N/A	/5
	Overtime*	No finding	The factory provided the minimum wages and overtime wage to workers	5	/5



			according to law.		
	Disciplinary deductions*	No finding	No found that the employer used monetary fines per workers interview and payroll review.	5	/5
	Sufficiency to meet basic need of workers and their families	No finding	The workers were paid properly and which could meet the need of workers and their families.	5	/5
Result				Total found	25
				Theoretical Max	25

序号	姓名	工种	人数	标准工资	计时工资	奖金	绩效工资						合计	其它	绩效工资总额			
							1.时	1.时	1.时	1.时	1.时	1.时						
001	刘在军	21	168	1600	1600	1457	8	110	40	736	0	0	846	0	50	2903	0	2903
002	周二连	21	168	1600	1600	478	8	110	40	736	0	0	846	0	50	2974	0	2974
003	罗小敏	21	168	1600	1600	332	8	110	40	736	0	0	846	0	50	2833	0	2833
004	彭兴武	21	168	1600	1600	0	8	110	40	736	0	0	846	18	50	2495	0	2495
005	彭林远	21	168	1600	1600	0	8	110	40	736	0	0	846	51	50	2496	0	2496
006	彭久红	21	168	1600	1600	0	8	110	40	736	0	0	846	51	50	2496	0	2496
007	李爱	21	168	1600	1600	280	8	110	40	736	0	0	846	0	50	2776	0	2776
008	吕群	21	168	1600	1600	136	8	110	40	736	0	0	846	0	50	2632	0	2632
009	黄友兰	21	168	1600	1600	0	8	110	40	736	0	0	846	0	50	2496	0	2496
010	宁慧梅	21	168	1600	1600	338	8	110	40	736	0	0	846	0	50	2834	0	2834
011	王秀英	21	168	1600	1600	0	8	110	40	736	0	0	846	0	50	2496	0	2496
012	张政军	21	168	1600	1600	185	8	110	40	736	0	0	846	0	50	2682	0	2682
013	彭林群	21	168	1600	1600	111	8	110	40	736	0	0	846	0	50	2607	0	2607
014	彭光英	21	168	1600	1600	115	8	110	40	736	0	0	846	0	50	2611	0	2611
015	黎小露	21	168	1600	1600	497	8	110	40	736	0	0	846	0	50	2993	0	2993
016	凌利	21	168	1600	1600	268	8	110	40	736	0	0	846	0	50	2764	0	2764
017	吴登斌	21	168	1600	1600	257	8	110	40	736	0	0	846	0	50	2753	0	2753
018	李发珠	21	168	1600	1600	0	8	110	40	736	0	0	846	21	50	2496	0	2496
019	任发秀	21	168	1600	1600	0	8	110	40	736	0	0	846	46	50	2496	0	2496
020	李有洋	21	168	1600	1600	176	8	110	40	736	0	0	846	36	50	2496	0	2496
021	唐天菊	21	168	1600	1600	0	8	110	40	736	0	0	846	0	50	2609	0	2609
022	陆永珍	21	168	1600	1600	163	8	110	40	736	0	0	846	0	50	2496	0	2496
023	彭和段红	21	168	1600	1600	0	8	110	40	736	0	0	846	7	50	2496	0	2496
024	彭长菊	21	168	1600	1600	0	8	110	40	736	0	0	846	0	50	2496	0	2496
025	罗云	21	168	1600	1600	0	8	110	40	736	0	0	846	36	50	2496	0	2496
026	胡兴亮	21	168	1600	1600	0	8	110	40	736	0	0	846	0	50	2496	0	2496
027	唐金凤	21	168	1600	1600	0	8	110	40	736	0	0	846	0	50	2652	0	2652

Payroll records



2013年3月份考勤

源	2013.03.01	7:41	12:14	13:15	17:39				8
源	2013.03.02	7:51	12:05	13:11	17:43				8
源	2013.03.03	休	休	休	休				8
源	2013.03.04	7:32	12:10	13:20	17:31	18:32	20:34		10
源	2013.03.05	7:52	12:00	13:24	17:44	18:34	20:41		10
源	2013.03.06	7:42	12:04	13:15	17:39				8
源	2013.03.07	7:57	12:04	13:22	17:45				8
源	2013.03.08	7:47	12:04	13:25	17:35				8
源	2013.03.09	7:41	12:04	13:13	17:32				8
源	2013.03.10	休	休	休	休				8
源	2013.03.11	7:43	12:08	13:24	17:34	18:29	20:34		10
源	2013.03.12	7:50	12:05	13:05	17:33	18:26	20:31		10
源	2013.03.13	7:40	12:04	13:27	17:34				8
源	2013.03.14	7:53	12:08	13:30	17:40				8
源	2013.03.15	7:43	12:28	13:33	17:42				8
源	2013.03.16	7:58	12:02	13:14	17:34				8
源	2013.03.17	休	休	休	休				8
源	2013.03.18	7:45	12:05	13:21	17:31	18:25	20:31		10
源	2013.03.19	7:44	12:02	13:27	17:41	18:21	20:30		10
源	2013.03.20	7:51	12:02	13:22	17:38				8
源	2013.03.21	7:47	12:15	13:26	17:34				8
源	2013.03.22	7:34	12:12	13:26	17:31				8
源	2013.03.23	7:58	12:09	13:21	17:38				8
源	2013.03.24	休	休	休	休				8
源	2013.03.25	7:56	12:03	13:25	17:45	18:24	20:32		10
源	2013.03.26	7:53	12:02	13:24	17:32	18:25	20:31		10
源	2013.03.27	7:57	12:08	13:05	17:48				8
源	2013.03.28	7:58	12:04	13:14	17:33				8
源	2013.03.29	7:41	12:02	13:23	17:42				8
源	2013.03.30	7:47	12:02	13:12	17:33				8
源	2013.03.31	休	休	休	休				8



工资								金额单位:元	
法定节假日	加班	其它	全勤	合计	其它	实发工资总额			
工时	工资	总工资							
0	0	846	0	50	3953	0	3953		
0	0	846	0	50	2974	0	2974		
0	0	846	0	50	2833	0	2833		
0	0	846	16	50	2496	0	2496		
0	0	846	51	50	2496	0	2496		
0	0	846	51	50	2496	0	2496		
0	0	846	0	50	2776	0	2776		
0	0	846	0	50	2632	0	2632		
0	0	846	0	50	2496	0	2496		
0	0	846	0	50	2834	0	2834		
0	0	846	0	50	2496	0	2496		

Payroll

年3月份考勤

13:15	17:39			8
13:11	17:43			8
休	休			
13:20	17:31	18:32	20:34	10
13:24	17:44	18:34	20:41	10
13:15	17:39			8
13:22	17:45			8
13:25	17:35			8
13:13	17:32			8
	休			
13:24	17:34	18:29	20:34	10
13:05	17:33	18:26	20:31	10
13:27	17:34			8

Timecards

B. Social Audit Employee Questionnaire

Instructions:

说明:

Randomly select workers to interview. The employee interviews should be conducted at the onset of the Social Audit, and the primary language spoken by the workers must be used during the interview. Start the interview by explaining who you are and the purpose of the interview. Assure the worker that you are interviewing that you do not represent management, and that any information they share with you will not be attributed to them.

During the interview process make notes so that you can corroborate, supplement or invalidate factory tour and document review findings.

Choose 5 workers to perform interviews

Before starting interviews, please read the parts concerning "coercion, discrimination, work time", as you have to get a global view about many points.



Were you allowed to interview the worker in private?	YES
Did you select the employee to be interviewed?	YES



1. Employee's interview:

Job Jumber	Dept.	Birth date per certificate	Birth date per interview	Date of hire	Comments*
118	Sewing	19710615	Employee information(ID Number & Birth date) same as the personal file	20120220	Individual interview
153	Handwork	19870704	Same as above.	20120408	Individual interview
231	QC	19920210	Same as above.	20110211	Individual interview
017	Handwork	19720102	Same as above.	20120301	Individual interview
015	Sewing	19870903	Same as above.	20120327	Individual interview

* Comments:

During the interviews, if you find problems data (fake birth date or fake date of hire) which does not confirm the findings of Part A; you must mark a score of 0 for the whole section concerned. The section is indicated by the question in the interview.



2. Increased Interview

First Employee

	Questions	Results	Comments
	General	Good	Nil
1	Name of the employee :	118	
2	Documented age and sex (according to ID / Photo)	41/ Male	
3	Name of the Company/Factory you work for?		
4	How long have you worked here? Are you satisfied with your job?	More than 1 year / Yes	
5	What specific manufacture process/component are you working on? What is your job?	Sewing	
6	Are you happy in your job?	Indifferent	
	SAFETY		
7	Have you had first aid training?	No	
8	Does the factory provide security instructions to all employees?	Yes	
9	Have all employees been trained in case of fire emergency?	Yes	Frequency: 2 times per year.
10	Has the factory trained you to use the fire equipment?	Yes	
11	Has the factory trained you to use the heavy equipment and machinery?	Yes	
12	Have all workers concerned been trained about machines operating?	Yes	Frequency: 2 per year
13	Have the workers been trained to use the corrosive products?	Yes	Frequency: twice per year.
14	Does the factory provide you with protection for use with corrosive products?	Yes	What kind of? Glove and mask
	CHILD LABOUR		



15	Have you seen children at work in the factory?	No	
16	Does the factory management check age before hiring employees?	Yes	
17	If child labour is used, does the factory participate in programs which allow the child to access to quality education while working until he/she is no longer a child?	No child labor was used in the factory.	
18	Have you seen children at night or in hazardous conditions work in the factory?	No	
FORCED LABOUR			
19	Have you seen prisoners at work in the factory?	No	
20	Have you seen people asked to deposit their ID paper to work?	No	
21	Are employees allowed to assemble in order to bargain with management?	Yes	
DISCIPLINARY PRACTICES			
22	Are some employees sexually threatened by people from the factory?	No	
23	Are there employees that are physically punished in case of mistakes?	No	
24	Does the factory put some mental OR physical pressure on the employees to oblige them to make what they want?	No	
25	Does the factory management threaten the workers?	No	
ASSOCIATION			
26	Are the employees able to create or join any union as they want?	Yes	
27	Does the factory let you play games or practise	Yes	



	sport?		
28	Does a Suggestion Box exist for employees to give anonymous messages to the manager?	Yes	
	DISCRIMINATION		
28	Does the factory use pregnancy test as a condition of hiring?	N/A	
29	Does a difference of wages exist between men and women?	No	
	WAGES		
30	Are employees able to meet their basic needs with their wages?	Yes	
	HOURS OF WORK		
31	Have you ever worked during 7 days without interruption?	No, could get a day off per week.	
Result		No violation was found	

SecondEmployee

	Questions	Results	Comments
	General	Good	Nil
1	Name of the employee :	153	
2	Documented age and sex (according to ID / Photo)	26/ Female	
3	Name of the Company/Factory you work for?		
4	How long have you worked here? Are you satisfied with your job?	More than 1 year/ Yes	
5	What specific manufacture process/component are you working on? What is your job?	Handwork	
6	Are you happy in your job?	Indifferent	
	SAFETY		
7	Have you had first aid training?	No	
8	Does the factory provide security instructions to all employees?	Yes	



9	Have all employees been trained in case of fire emergency?	Yes	Frequency: 2 times per year.
10	Has the factory trained you to use the fire equipment?	Yes	
11	Has the factory trained you to use the heavy equipment and machinery?	No	Did not need to handle heavy equipment or machinery.
12	Have all workers concerned been trained about machines operating?	No	
13	Have the workers been trained to use the corrosive products?	Yes	Frequency: twice per year.
14	Does the factory provide you with protection for use with corrosive products?	No	What kind of?
CHILD LABOUR			
15	Have you seen children at work in the factory?	No	
16	Does the factory management check age before hiring employees?	Yes	
17	If child labour is used, does the factory participate in programs which allow the child to access to quality education while working until he/she is no longer a child?	No child labor was used in the factory.	
18	Have you seen children at night or in hazardous conditions work in the factory?	No	
FORCED LABOUR			
19	Have you seen prisoners at work in the factory?	No	
20	Have you seen people asked to deposit their ID paper to work?	No	
21	Are employees allowed to assemble in order to bargain with management?	Yes	
DISCIPLINARY PRACTICES			



22	Are some employees sexually threatened by people from the factory?	No	
23	Are there employees that are physically punished in case of mistakes?	No	
24	Does the factory put some mental OR physical pressure on the employees to oblige them to make what they want?	No	
25	Does the factory management threaten the workers?	No	
	ASSOCIATION		
26	Are the employees able to create or join any union as they want?	Yes	
27	Does the factory let you play games or practise sport?	Yes	
28	Does a Suggestion Box exist for employees to give anonymous messages to the manager?	Yes	
	DISCRIMINATION		
29	Does the factory use pregnancy test as a condition of hiring?	No	
30	Does a difference of wages exist between men and women?	No	
	WAGES		
31	Are employees able to meet their basic needs with their wages?	Yes	
	HOURS OF WORK		
32	Have you ever worked during 7 days without interruption?	No, could get a day off per week.	
Result		No violation was found	

Third Employee

	Questions	Results	Comments
	General	Good	Nil
1	Name of the employee :	231	



2	Documented age and sex (according to ID / Photo)	21/ Female	
3	Name of the Company/Factory you work for?		
4	How long have you worked here? Are you satisfied with your job?	More than 2 years./ Yes	
5	What specific manufacture process/component are you working on? What is your job?	QC	
6	Are you happy in your job?	Indifferent	
SAFETY			
7	Have you had first aid training?	No	
8	Does the factory provide security instructions to all employees?	Yes	
9	Have all employees been trained in case of fire emergency?	Yes	Frequency: 2 times per year.
10	Has the factory trained you to use the fire equipment?	Yes	
11	Has the factory trained you to use the heavy equipment and machinery?	No	Did not need to handle heavy equipment or machinery.
12	Have all workers concerned been trained about machines operating?	No	
13	Have the workers been trained to use the corrosive products?	Yes	Frequency: twice per year.
14	Does the factory provide you with protection for use with corrosive products?	No	What kind of?
CHILD LABOUR			
15	Have you seen children at work in the factory?	No	
16	Does the factory management check age before hiring employees?	Yes	



17	If child labour is used, does the factory participate in programs which allow the child to access to quality education while working until he/she is no longer a child?	No child labor was used in the factory.	
18	Have you seen children at night or in hazardous conditions work in the factory?	No	
FORCED LABOUR			
19	Have you seen prisoners at work in the factory?	No	
20	Have you seen people asked to deposit their ID paper to work?	No	
21	Are employees allowed to assemble in order to bargain with management?	Yes	
DISCIPLINARY PRACTICES			
22	Are some employees sexually threatened by people from the factory?	No	
23	Are there employees that are physically punished in case of mistakes?	No	
24	Does the factory put some mental OR physical pressure on the employees to oblige them to make what they want?	No	
25	Does the factory management threaten the workers?	No	
ASSOCIATION			
26	Are the employees able to create or join any union as they want?	Yes	
27	Does the factory let you play games or practise sport?	Yes	
28	Does a Suggestion Box exist for employees to give anonymous messages to the manager?	Yes	
DISCRIMINATION			



29	Does the factory use pregnancy test as a condition of hiring?	No	
30	Does a difference of wages exist between men and women?	No	
	WAGES		
31	Are employees able to meet their basic needs with their wages?	Yes	
	HOURS OF WORK		
32	Have you ever worked during 7 days without interruption?	No, could get a day off per week.	
Result		No violation was found	

Fourth Employee

	Questions	Results	Comments
	General	Good	Nil
1	Name of the employee :	017	
2	Documented age and sex (according to ID / Photo)	42 / Male	
3	Name of the Company/Factory you work for?		
4	How long have you worked here? Are you satisfied with your job?	More than 1 year./ Yes	
5	What specific manufacture process/component are you working on? What is your job?	Handwork	
6	Are you happy in your job?	Indifferent	
	SAFETY		
7	Have you had first aid training?	No	
8	Does the factory provide security instructions to all employees?	Yes	
9	Have all employees been trained in case of fire emergency?	Yes	Frequency: 2 times per year.
10	Has the factory trained you to use the fire equipment?	Yes	



11	Has the factory trained you to use the heavy equipment and machinery?	No	Did not need to handle heavy equipment or machinery.
12	Have all workers concerned been trained about machines operating?	No	Frequency:
13	Have the workers been trained to use the corrosive products?	Yes	Frequency: twice per year.
14	Does the factory provide you with protection for use with corrosive products?	No	What kind of?
CHILD LABOUR			
15	Have you seen children at work in the factory?	No	
16	Does the factory management check age before hiring employees?	Yes	
17	If child labour is used, does the factory participate in programs which allow the child to access to quality education while working until he/she is no longer a child?	No child labor was used in the factory.	
18	Have you seen children at night or in hazardous conditions work in the factory?	No	
FORCED LABOUR			
19	Have you seen prisoners at work in the factory?	No	
20	Have you seen people asked to deposit their ID paper to work?	No	
21	Are employees allowed to assemble in order to bargain with management?	Yes	
DISCIPLINARY PRACTICES			
22	Are some employees sexually threatened by people from the factory?	No	
23	Are there employees that are physically punished in case of mistakes?	No	



24	Does the factory put some mental OR physical pressure on the employees to oblige them to make what they want?	No	
25	Does the factory management threaten the workers?	No	
	ASSOCIATION		
26	Are the employees able to create or join any union as they want?	Yes	
27	Does the factory let you play games or practise sport?	Yes	
28	Does a Suggestion Box exist for employees to give anonymous messages to the manager?	Yes	
	DISCRIMINATION		
28	Does the factory use pregnancy test as a condition of hiring?	N/A	
29	Does a difference of wages exist between men and women?	No	
	WAGES		
30	Are employees able to meet their basic needs with their wages?	Yes	
	HOURS OF WORK		
31	Have you ever worked during 7 days without interruption?	No, could get a day off per week.	
Result		No violation was found	

FifthEmployee

	Questions	Results	Comments
	General	Good	Nil
1	Name of the employee :	015	
2	Documented age and sex (according to ID / Photo)	26/Female	
3	Name of the Company/Factory you work for?		



4	How long have you worked here? Are you satisfied with your job?	More than 1 year/Yes	
5	What specific manufacture process/component are you working on? What is your job?	Sewing	
6	Are you happy in your job?	Indifferent	
SAFETY			
7	Have you had first aid training?	No	
8	Does the factory provide security instructions to all employees?	Yes	
9	Have all employees been trained in case of fire emergency?	Yes	Frequency: 2 times per year.
10	Has the factory trained you to use the fire equipment?	Yes	
11	Has the factory trained you to use the heavy equipment and machinery?	No	Did not need to handle heavy equipment or machinery.
12	Have all workers concerned been trained about machines operating?	No	
13	Have the workers been trained to use the corrosive products?	Yes	Frequency: twice per year.
14	Does the factory provide you with protection for use with corrosive products?	No	What kind of?
CHILD LABOUR			
15	Have you seen children at work in the factory?	No	
16	Does the factory management check age before hiring employees?	Yes	
17	If child labour is used, does the factory participate in programs which allow the child to access to quality education while working until he/she is no longer a child?	No child labor was used in the factory.	
18	Have you seen children at night or in hazardous conditions work in the factory?	No	



	FORCED LABOUR		
19	Have you seen prisoners at work in the factory?	No	
20	Have you seen people asked to deposit their ID paper to work?	No	
21	Are employees allowed to assemble in order to bargain with management?	Yes	
	DISCIPLINARY PRACTICES		
22	Are some employees sexually threatened by people from the factory?	No	
23	Are there employees that are physically punished in case of mistakes?	No	
24	Does the factory put some mental OR physical pressure on the employees to oblige them to make what they want?	No	
25	Does the factory management threaten the workers?	No	
	ASSOCIATION		
26	Are the employees able to create or join any union as they want?	Yes	
27	Does the factory let you play games or practise sport?	Yes	
28	Does a Suggestion Box exist for employees to give anonymous messages to the manager?	No	
	DISCRIMINATION		
28	Does the factory use pregnancy test as a condition of hiring?	No	
29	Does a difference of wages exist between men and women?	No	
	WAGES		
30	Are employees able to meet their basic needs with their wages?	Yes	
	HOURS OF WORK		
31	Have you ever worked during 7 days without	No, could get a day off	



	interruption?	per week.	
Result	No violation was found		

C. Corrective Action Plan

No.	Findings / Violations	Corrective Action	Target Completion Date
1	Security instructions were not present for some machines.	Relevant Security instructions should be posted on the workshops or workplace, so it is easily available for employees.	Within three months
2	Trainings for handling machine were provided for some workers.	Relevant trainings should be provided to workers for the machines they were using.	Within three months
3	No work incident record was available in factory area.	Work incident records should be well recorded.	Within three months
4	40% sewing machines were not equipment with pulley guards. And 50% scheduled maintenances were records for the machines.	Scheduled maintenances should be recorded for all the machines and machines should be installed with guards. Warning signs should be posted on the machine to remind workers.	Within three months
5	The factory did not record the accidents and injuries log.	The factory should record the accidents and injuries log.	Within three months
6	It was noted the factory did not have any medical service in factory area.	It is recommended that factory should at least have a sick bay in factory area.	Within three months



SA 8000 guidelines

1. CHILD LABOUR

Criteria:

- 1.1 The company shall not engage in or support the use of child labour as defined above.
- 1.2 The company shall establish, document, maintain, and effectively communicate to personnel and other interested parties, policies and written procedures for remediation of children found to be working in situations which fit the definition of child labour above, and shall provide adequate financial and other support to enable such children to attend and remain in school until no longer a child as defined above.
- 1.3 The company may employ young workers, but such young workers are subject to compulsory education laws, they may work only outside of school hours. Under no circumstances shall any young worker's school, work, and transportation time exceed a combined total of 10 hours per day, and in no case shall young workers work more than 8 hours a day. Young workers may not work during night hours.
- 1.4 The company shall not expose children or young workers to any situations in or outside the workplace that are hazardous or unsafe to their physical and mental health and development.

2. FORCED AND COMPULSORY LABOUR

Criteria:

- 2.1 The company shall not engage in or support the use of forced or compulsory labour as defined in ILO Convention 29, nor shall personnel be required to pay 'deposits' or lodge identification papers with the company upon commencing employment.
- 2.2 Neither the company nor any supplying labour to the company shall withhold any part of any personnel's salary, benefits, property, or documents in order to force such personnel to continue working for the company.
- 2.3 Personnel shall have the right to leave the workplace premises after completing the standard workday, and be free to terminate their employment provided that they give reasonable notice to their employer.
- 2.4 Neither the company nor any entity supplying labour to company shall engage in or support trafficking in human beings

3. HEALTH AND SAFETY

Criteria:

- 3.1 The company shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential accidents and injuries to workers' arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent to the work environment, and bearing in mind the prevailing knowledge of the industry and of any specific hazards.



3.2 The company shall appoint a senior management representative to be responsible for ensuring a safe and healthy work environment for all personnel, and for implementing the Health and Safety elements of this standard.

3.3 The company shall provide effective health and safety instructions to personnel on a regular basis, including on-site instructions and, where needed, job-specific instructions. Such instructions shall be repeated for new and reassigned personnel and in case accidents have occurred.

3.4 The company shall establish systems to detect, avoid, or respond to potential threats to the health and safety of personnel. The company shall maintain written records of all accidents that occur in the workplace and in company-controlled residences and property.

3.5 The company shall provide at its expense appropriate personal protective equipment to personnel. In the event of a work related injury the company shall provide first aid and assist the worker in obtaining follow-up medical treatment.

3.6 The company shall undertake to assess all the risks to new and expectant mothers arising out of their work activity and to ensure that all reasonable steps are taken to remove or reduce any risks to their health and safety.

3.7 The company shall provide, for use by all personnel, access to clean toilet facilities, access to potable water, and, where applicable, sanitary facilities for food storage.

3.8 The company shall ensure that any dormitory facilities provided for personnel are clean, safe, and meet the basic needs of the personnel.

3.9 All personnel shall have the right to remove themselves from imminent serious danger without seeking permission from the company

4. FREEDOM OF ASSOCIATION & RIGHT TO COLLECTIVE BARGAINING

Criteria:

4.1 All personnel shall have the right to form, join, and organize trade unions of their choice and to bargain collectively on their behalf with the company. The company shall respect this right, and shall effectively inform personnel that they are free to join an organization of their choice and that their doing so will not result in any negative consequences to them, or retaliation, from the company. The company shall not in any way interfere with the establishment, functioning, or administration of such workers' organizations or collective bargaining.

4.2 In situations where the right to freedom of association and collective bargaining is restricted under law, the company shall allow workers to freely elect their own representatives.

4.3 The company shall ensure that representatives of workers and any personnel engaged in organizing workers are not subjected to discrimination, harassment, intimidation, or retaliation for reason of their being members of a union or participating in trade union activities, and that such representatives have access to their members in the workplace.

5. DISCRIMINATION

Criteria:

5.1 The company shall not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, national or social origin, caste, birth, religion,



disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.

5.2 The Company shall not interfere with the exercise of personnel's rights to observe tenets or practices, or to meet needs relating to race, national or social origin, religion, disability, gender, sexual orientation, family responsibilities, union membership, or political opinions, or any other condition that could give rise to discrimination.

5.3 The company shall not allow any behaviour that is threatening, abusive, exploitative, or sexually coercive, including gestures, language, and physical contact, in the workplace and, where applicable, in residences and other facilities provided by the company for use by personnel.

5.4 The company shall not subject personnel to pregnancy or virginity tests under any circumstances

6. DISCIPLINARY PRACTICES

Criterion:

6.1 The company shall treat all personnel with dignity and respect. The company shall not engage in or tolerate the use of corporal punishment, mental or physical coercion* or verbal abuse of personnel. No harsh or inhumane treatment is allowed.

7. WORKING HOURS

Criteria:

7.1 The company shall comply with applicable laws and industry standards on working hours and public holidays. The normal work week, not including overtime, shall be defined by law but shall not exceed 48 hours.

7.2 Personnel shall be provided with at least one day off following every six consecutive days of work.

Exceptions to this rule apply only where both following conditions exist:

- a) National law allows work time exceeding this limit; and
- b) A freely negotiated collective bargaining agreement is in force that allows work time averaging, including adequate rest periods.

7.3 All overtime work shall be voluntary, except as provided in 7.4 below, shall not exceed 12 hours per week, nor be requested on a regular basis.

7.4 In cases where overtime work is needed in order to meet short-term business demand and the company is party to a collective bargaining agreement freely negotiated with worker organizations (as defined above) representing a significant portion of its workforce, the company may require such overtime work in accordance with such agreements. Any such agreement must comply with the requirements above.

8. REMUNERATION

Criteria

8.1 The company shall respect the right of personnel to a living wage and ensure that wages paid for a normal working week shall always meet at least legal or industry minimum standards and shall be sufficient to meet basic needs of personnel and to provide some discretionary income.

8.2 The company shall ensure that deductions from wages are not made for disciplinary purposes. Exceptions to this rule apply only when both conditions exist:

- a) Deductions from wages for disciplinary purposes are permitted by national law; and



b) A freely negotiated collective bargaining agreement is in force.

8.3 The company shall ensure that personnel's wages and benefits composition are detailed clearly and regularly in writing for them for each pay period. The company shall also ensure that wages and benefits are rendered in full compliance with all applicable laws and that remuneration is rendered either in cash or check form, in a manner convenient to workers.

8.4 All overtime shall be reimbursed at a premium rate as defined by national law. In countries where a premium rate for overtime is not regulated by law or a collective bargaining agreement, personnel shall be compensated for overtime at a premium rate or equal to prevailing industry standards, whichever is more favourable to workers' interests.

8.5 The company shall not use labour-only contracting arrangements, consecutive short-term contracts, and/or false apprenticeship schemes to avoid fulfilling its obligations to personnel under applicable laws pertaining to labour and social security legislation and regulations.



D. Glossary: 术语

Home worker 家庭工作者:

A person who carries out work for a company under direct or indirect contract, other than on a company's premises, for remuneration, which results in the provision of a product or service as specified by the employer, irrespective of who supplies the equipment, materials or other inputs used.

指为一个公司在直接或间接合同下工作的员工，但公司不支付直接的工资，而是以提供某种特定的产品或服务来代替，不管是设备，原料或其他需要的东西。

Child 童工

Any person found to be of less than the minimum age for admission to employment or work.

In China, the minimum age for admission to employment or work in the Private Sector is 16 years old. The employment of persons under 16 years of age but no less than 14 is exceptionally authorized by law if the minor's physical capacity required for the exercise of the work is previously attested by ILO Convention No. 138 (Concerning the minimum age for admission to employment.)

低于法定最低工作年龄的人。

在中国，最低工作年龄为 16 周岁。14-16 周岁的属未成年工，经国际劳工组织检查后如该未成年工体力能超过工作的需要，则公司/企业可以雇佣该员工（国际劳工组织协议第 138 条规定：未成年工年龄界定）

The following countries have ratified this Convention:

以下国家已经同意该协议:

Country	Date	Minimum age (years)
Cambodia 柬埔寨	23-Aug-99	14
China 中国	28-Apr-99	16
Indonesia 印尼	7-Jun-99	15
Japan 日本	5-Jun-00	15
Republic of Korea 朝鲜	28-Jan-99	15
Lao People's Democratic Republic 老挝	13-Jun-05	14
Malaysia 马来西亚	9-Sep-97	15
Mongolia 外蒙古	16-Dec-02	15
Nepal 尼泊尔	30-May-97	14
Pakistan 巴基斯坦	6-Jul-06	14
Philippines 菲律宾	4-Jun-98	15
Singapore 新加坡	7-Nov-05	15
Sri Lanka 斯里兰卡	11-Feb-00	14
Thailand 泰国	11-May-04	15
Turkey 土耳其	30-Oct-98	15
Vietnam 越南	24-Jun-03	15



Child labour 童工

Any work performed by a child younger than the age(s) specified in the above definition of a child, except as provided by ILO Recommendation 146- (Recognizing that the effective abolition of child labour)

不满以上未成年工规定年龄的工作者，有国际劳工组织出具的146推荐函除外。

Young Worker 未成年工

Any worker over the age of a child, as defined above, and under the age of 18
年龄在 **16-18** 周岁的员工。

Forced labour 强迫性劳动

Any work or service that is extracted from a person under the menace of a penalty for which said person has not offered him/herself voluntarily or for which such work or service is demanded as a means of repayment of debt.

任何在威胁或处罚下的，工作者不是自愿的工作或服务。

Coercion 高压政治

Practice of compelling a person to behave in an involuntary way (whether through action or inaction) by use of threats, intimidation.

通过威胁，恐吓等来强迫员工以使其服从。

Association 组织

Organize of people who have an interest, activity, or purpose in common (a society).

一个有共同目标并有正式组织的群体。



IMPORTANT NOTES

THE ABOVE RESULT(S) REFLECT(S) ASIAINSPECTION LIMITED'S FINDINGS AT THE TIME AND PLACE OF AUDIT.

WITH REGARD TO THE RANDOM SAMPLE CHARACTER OF THE AUDIT, IT SHOULD BE NOTED THAT ADDITIONAL NONCONFORMITIES MAY EXIST, WHICH WERE NOT FOUND DURING THE AUDIT.

THE AUDITOR'S FINDINGS DO NOT RELIEVE THE AUDITEE OF ITS RESPONSIBILITY TO ENSURE THAT THE REQUIREMENTS OF THE STANDARD ARE FULFILLED AND CONSTANTLY ADHERED TO.

Factory Disclaimer

Original signature of the Factory Manager accepting AsiaInspection policy including bribery issues.

END

