

Question no.	Sub header	Question	Yes	No	NA	Description by auditor
<b>1. Child labor</b>						
1.01	Child labor	Does the factory comply with all applicable legal requirements for working age?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.02	Child labor	Does the hiring age policy/practice comply with the legal requirement and/ or the Spector & Co. Code of Conduct, whichever is more stringent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.03	Child labor	Are juvenile workers properly monitored and periodically reported as per local law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.04	Child labor	Are working conditions for young workers in full compliance with young labor laws (e.g. no night work, no overtime, no hazardous work, etc.) including those coming from a government-approved training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**1-Conclusion**

Points applicable

Points reached

<b>2. Involuntary Labor</b>						
2.01	Involuntary Labor	Is there no evidence of labor as a form of forced labor within the factory or at their sub-contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.02	Involuntary Labor	Do workers retain possession or control of their original identity cards, work permits and travel documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.03	Involuntary Labor	Is there no evidence that workers are not allowed to leave the factory during working time or access their dormitory during non-working time, even in cases of emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.04	Involuntary Labor	Are there no unreasonable restrictions on the use of toilets, clinic, drinking water, or access to follow up on legitimate concerns with the administrative offices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.05	Forced Labor	Does the employer not force workers to work overtime by threatening dismissal or other actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.06	Forced Labor	Are workers able to leave their jobs prior to the expiration of their contract due to a just and legal reason?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.07	Forced Labor	Does the factory not delay or withhold wage payments in order to coerce workers to stay on the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**2-Conclusion**

Points applicable

Points reached

<b>3. Coercion and Harassment</b>						
3.01	Coercion and Harassment	Do disciplinary rules and measures comply with legal requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.02	Coercion and Harassment	Is there no evidence of harassment and abuse of workers based on sex, age, race, colour, origin, religion, political opinion, real or perceived HIV/AIDS status of any personal characteristics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.03	Coercion and Harassment	Is there no evidence that workers were coached prior to worker interviews?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.04	Coercion and Harassment	Is the Factory free of physical or verbal abuse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**3-Conclusion**

Points applicable

Points reached

4. Discrimination						
4.01	Discrimination	Is there no evidence of discrimination in relation to Workplace Conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.02	Discrimination	Do migrant workers enjoy the same benefits and protection according to applicable laws as local workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.03	Discrimination	Is an applicant's age, race, colour or origin, religion, political opinion, gender, disability, sexual orientation, or real or perceived HIV/AIDS status, or any personal characteristic, not a factor in decisions regarding hiring, conditions of work, pay, opportunities for promotion, personnel development practices, or termination or retirement of workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.04	Discrimination	Does the factory not require female employees to undergo pregnancy tests (onsite/offsite) during Recruitment, Hiring and Personnel Development or take contraceptives as a condition of employment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.05	Discrimination	Is there no evidence of discrimination in the allocation of working hours, overtime or production targets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**4-Conclusion**

Points applicable

Points reached

5. Association						
5.01	Association	Does the factory have a written policy on Industrial Relations /Freedom of Association and grievance procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.02	Association	Does the factory have an effective grievance process that confidentially gathers and addresses worker allegations in a manner that protects the complainant against any form of retaliation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.03	Association	Where legally allowed, does management respect the right of employees to choose to form, belong to or not belong to a union or any other type of workers' organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.04	Association	Is there an functioning union or a worker organization in the factory and are the officers and representatives of the unions or existing worker organization elected freely by workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.05	Association	Are worker representatives free to meet without management present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**5-Conclusion**

Points applicable

Points reached

6. Health & Safety						
6.01	General Health & Safety (Management System)	Does the factory have a written Occupational Health and Safety policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.02	General Health & Safety (Management System)	Has the factory appointed at least one specialized individual with explicit responsibility and accountability for the development, implementation and evaluation of the health and safety system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.03	General Health & Safety (Management System)	Are health and safety training and medical related records kept in an organized manner for easy access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.04	General Health & Safety (Management System)	Is the overall structural safety of the factory good and in compliance with building standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.05	General Health & Safety (Management System)	Does the factory have an appropriate and complete system in place to respond to injuries and accidents? (including procedures that inform on the following : what employees should do in cases of injury, when an injured employee requires a hospital visit, list and qualification of employees responsible for responding to emergencies, phone numbers for medical assistance, first aid equipment available at the factory such as locations and first aid box contents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.06	General Health & Safety (Management System)	Are accidents with work stoppage properly recorded and followed up with a documented accident investigation and recommendations to prevent similar accidents in future?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.07	General Health & Safety (Management System)	Do workers who have been exposed to work-related hazards receive free health checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.08	General Health & Safety (Management System)	Are employees provided with appropriate PPE where necessary? Are they properly trained regarding use, and encouraged to use it? (training should also cover proper selection, maintenance, storage, and disposal of PPE), Is there a list of job descriptions and hazard types requiring the use of PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.09	General Health & Safety (Management System)	Are standing workers properly accommodated (e.g. chairs provided or frequent rest periods, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.10	General Health & Safety (Management System)	Is the ventilation, temperature and lighting in workplace adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.11	General Health & Safety (Management System)	Is there NO combination of conditions in the factory that present any imminent risk or danger to workers or the factory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.12	General Health & Safety (Management System)	Is enough safe water available at no cost for all workers at all times and properly maintained and located at a reasonable distance from the workstation and any possible source of contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.13	General Health & Safety (Management System)	Is the drinking water system in the factory regularly tested for potability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.14	General Health & Safety (Management System)	Are toilets adequately provided and accessible for all workers (including units suited for pregnant workers) at reasonable distance from the drinking section, kitchen and dining or working areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.15	General Health & Safety (Management System)	Are toilets properly cleaned and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.16	General Health & Safety (Management System)	Is there privacy for workers using the toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.17	General Health & Safety (Management System)	Is the factory generally well organized with proper housekeeping maintained at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.18	Fire Safety	Are workers provided with periodic fire safety training (fire drill, emergency response and evacuation with assembly/meeting point) according to proper procedures as required by law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.19	Fire Safety	Is fire safety training properly documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.20	Fire Safety	Does the factory have its own fire brigade or designated employees with special responsibilities for fire safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.21	Fire Safety	Does the factory have a valid fire license or Certificate of Compliance from the concerned authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.22	Fire Safety	Does the factory implement a documented, preventive maintenance program with regards to fire fighting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.23	Fire Safety	Are local emergency telephone hotlines and numbers posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.24	Fire Safety	Are sufficient number & type of fire extinguishers installed in all factory premises (including the canteen & dormitories) in accordance with the local fire safety law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.25	Fire Safety	Are other legally mandatory fire fighting equipment such as smoke detectors, sprinklers, fire buckets, explosive-proof lighting sufficiently provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.26	Fire Safety	Are there sufficient number of functional individual or integrated fire alarm call points in every section to meet local law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.27	Fire Safety	Are all fire equipment in good condition and ready for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.28	Fire Safety	Are all fire fighting equipment posted with a visible sign board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.29	Fire Safety	Are means of egress (like fire exits, stairwells, aisles/corridors) in accordance with the minimum prescribed width as per local fire safety standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.30	Fire Safety	Are all means of emergency exits and egress properly marked, unobstructed and accessible at all times during work hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.31	Fire Safety	Are emergency lights provided and properly maintained at all exits and other means of egress in all areas of the factory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.32	Fire Safety	Are evacuation route plans provided in every section and building (including canteen & dormitories) of the factory as per the legal requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.33	Electrical and Mechanical Safety	Does the factory have procedures that provide guidance on electrical safety for the responsible person(s) authorized for maintaining the electrical system at the factory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.34	Electrical and Mechanical Safety	Do all electrical, mechanical personnel, and relevant operators (e.g., for elevators, forklift, etc.) in the factory hold valid license issued by government authority where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.35	Electrical and Mechanical Safety	Does the factory implement procedures regarding unauthorized entry into high voltage electrical stations and/or any other such restricted area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.37	Electrical and Mechanical Safety	Are all electrical lines, control panels and junction boxes properly covered and provided with safety signs as required by local law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.38	Electrical and Mechanical Safety	Are all electrical switches and control panels accessible and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.39	Electrical and Mechanical Safety	Does the factory obtain valid equipment inspection certificates as per any applicable local regulations? (e.g. elevators, boiler, air compressor, forklift, pressure vessels, vehicles and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.40	Electrical and Mechanical Safety	Are safety operating procedures in understandable local language and posted near or next to the machines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.41	Electrical and Mechanical Safety	Are machine guards appropriate and functional, including those for exposed or moving mechanical parts ? (e.g. conveyor belt gears, drive shafts, fan blades, hot surfaces, equipment with lasers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.42	Electrical and Mechanical Safety	Is there an emergency shut off mechanism or protective devices (e.g. lifeline, emergency button, automatic device) for machines where	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.43	Electrical and Mechanical Safety	Are machines regularly inspected according to scheduled preventive maintenance procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.44	Electrical and Mechanical Safety	Are lift/s equipped with adequate safety provisions, signs and valid permit to operate? (e.g. maximum load limit, secondary cable, safety doors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.45	Electrical and Mechanical Safety	Is a hot work permit system followed? (e.g. welding works approved by chief mechanic that the area of hot work is prepared for any eventuality of accidental fire)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.46	Electrical and Mechanical Safety	Are workers effectively trained to use machines and equipment safely? Is this training documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.47	Chemical Safety	Does the factory have a documented chemical safety and management policy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.48	Chemical Safety	Are concerned workers provided with periodic training on chemical safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.49	Chemical Safety	Does the factory management have procedures to maintain an updated and complete inventory, including purchase, storage, usage and disposal of the chemicals, and appropriate MSDS in local language for all chemicals made available in areas where chemicals are stored/used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.50	Chemical Safety	Are chemical substances stored in designated chemical storage areas and according to appropriate chemical families , compatibility or hazard classification? Is the classification and labeling in compliance with global standards? (Note: The chemical inventory document should be arranged according to hazard groups to provide guidelines for storage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.51	Chemical Safety	Does factory not use of banned chemicals (as per ZDHC / MRSL) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.52	Chemical Safety	Are all chemical container labels and warning signs provided in the predominant languages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.53	Chemical Safety	Are chemicals at work stations properly covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.54	Chemical Safety	Are all the chemical storage areas and work areas where chemicals are used adequately ventilated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.55	Chemical Safety	Are signage related to chemical safety (including "No smoking, No eating & No drinking") displayed in the local language?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.56	Chemical Safety	Are there appropriate eye-wash & shower arrangements provided near points where chemicals are stored & used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.66	Chemical Safety	Are electrical installations in chemical storage areas and area of usage provided with explosion protected lights, switches, ventilators, wiring, junction boxes, temporarily used mobile machines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.67	Dormitory and Welfare Amenities	Are the dormitories, including the overall structural safety, in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.68	Dormitory and Welfare Amenities	Does the living area have adequate space in accordance with local requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.69	Dormitory and Welfare Amenities	Does the accommodation have adequate supply of water, number of toilets, showers/ hot showers ( if applicable ) , cooking and storage facilities (if applicable), sewage and garbage disposal systems in accordance with local law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.70	Dormitory and Welfare Amenities	Does the dormitory have at least two exits that are unlocked from the inside and adequately prepared for emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.71	Dormitory and Welfare Amenities	Does the accommodation offer workers adequate privacy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.72	Dormitory and Welfare Amenities	Is lighting and ventilation sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.73	Dormitory and Welfare Amenities	Is the factory in compliance with local legal requirements for provision of other facilities such as dormitory, canteen/kitchen, childcare, lactation area and/or equipment, crèche facilities, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.74	Kitchen and Canteen	Does the factory obtain a valid canteen hygiene license from the concerned authority where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.75	Kitchen and Canteen	If workers needs to pay for the canteen service, is the payment arrangement or food prices reasonable, with the price list displayed conspicuously?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.76	Kitchen and Canteen	Does factory perform a periodical canteen inspection for food hygiene and safety to prevent pest and/or animal infestation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.77	Kitchen and Canteen	Does the canteen staff have valid health/sanitation (including prerequisites) certificates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.78	Kitchen and Canteen	Does the factory keep samples of food cooked/served for the length of time required by local food safety laws for testing in cases of food poisoning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.79	Kitchen and Canteen	Are there NO complaints from workers about food or service at the canteen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**6-Conclusion**

Points applicable

Points reached


**7. Hours and Wages**

7.01	Wages	Does the factory have a written policy and procedure on wage and benefits management for all workers, including special categories of workers (e.g. migrant workers, juvenile; pregnant workers, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.02	Wages	Are all workers including sub-contracted workers provided with at least the legal minimum wage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7.03	Wages	Does the factory always pay the correct, legally defined rates for work on overtime, rest day, and holidays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.04	Wages	Did the factory not delay any payments of wages within the last twelve months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.05	Wages	Does the factory comply with legal requirements for compensation during work stoppages and employee resignation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.06	Wages	Are workers given a copy of their pay slip on each payday, and in relevant local language that indicates regular, overtime hours worked, holiday pay (if applicable), other benefits and incentives due, and deductions made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.07	Wages	Are monetary penalties not applied as a form of disciplinary measure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.08	Wages	Did you not observe any instances of non-compliance with the local legal/Code requirements on wages or benefits (including social security and medical insurance, holiday pay, annual leave, maternity related benefits, and sick leave)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.09	Wages	Does the factory pay social and medical insurance and other insurances as required by law in a timely manner to the appropriate authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.10	Wages	Does the factory's policy and procedures adhere to local legal regulations and the Spector & CO. Code of Conduct on regular work hours, overtime, work on holidays, work breaks, fixed rest day in a 7-day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.11	Hours	Are all workers provided with a weekly day off and work on weekly rest days and on public holidays only under the conditions allowed by law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.12	Hours	Does the factory comply with regular daily/weekly/monthly working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.13	Hours	Are there no systematic cases of workers working more than 60 hours per week as regular and overtime hours in the last 12 months per Code of Conduct requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.14	Hours	Does the factory meet the basic legal requirements in relation to working hours for pregnant/nursing employees and other special vulnerable workers (young workers, senior workers) such as shortened work hours or special breaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>7-Conclusion</b>	
Points applicable	<input type="text"/>
Points reached	<input type="text"/>

8. Protection of the Environment						
8.01	Protection of the Environment	Does the factory have any written policy regarding environmental protection, as well as clear rules and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.02	Protection of the Environment	Does the factory properly maintain documentation in relation to environmental protection ? (including permits, licenses or certificates of contractors and service providers, official hazardous waste registration document, inventory of quantities of hazardous waste generated and disposed from the factory, emissions permits for all relevant sources such as boilers & dust collectors, training records, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8.03	Protection of the Environment	Does the factory have a waste water treatment facility and is the facility permitted by the local authority ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.04	Protection of the Environment	For small plants or those located in industrial zones without own effluent treatment systems, is the factory connected to the zone or a public industrial wastewater treatment plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.05	Protection of the Environment	Does the Facility have procedures for waste water management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.06	Protection of the Environment	Does the Facility have a Recycle and Reuse Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.07	Protection of the Environment	Are hazardous wastes generated at the factory properly handled and disposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.08	Protection of the Environment	Are chemical liquid substances and oil handled properly and with appropriate secondary containment to prevent migration to the ground and public sewer/drain? Is there no trace chemical or oil spillage to the ground or water drain inside the factory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.09	Protection of the Environment	Are there no illegal air emissions that are polluting the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.10	Protection of the Environment	Does the factory have a no negative impact on the surrounding environment? (for example no waste scattered next to the factory, no visible effluent polluting a river or stream, no hazardous chemical containers stored outside unprotected, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### 8-Conclusion

Points applicable

Points reached

#### 9. Subcontractors And Sources

9.01	Subcontractors And Sources	Does the factory not use unauthorized sub-contracting or home working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.02	Subcontractors And Sources	Does the factory provide a sub-contractor monitoring policy and a completed subcontractors' list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.03	Subcontractors And Sources	Does the factory monitor and document the working condition at subcontracted production sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### 9-Conclusion

Points applicable

Points reached

#### 10. laws and regulations

10.01	laws and regulations	Does the factory have a valid business permit (operational license)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.02	laws and regulations	Was there any obstruction to the audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.03	laws and regulations	Are all documents and records provided during the audit , which are complete and accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.04	laws and regulations	Has the factory appointed at least one individual/committee/department with explicit responsibility and accountability for Compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.05	laws and regulations	Does the factory have a dedicated Human Resource Department? (B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.06	laws and regulations	Does the factory maintain training records for all factory employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.07	laws and regulations	Does the factory have a written policy and procedures on recruitment, hiring, personnel development and regulating workplace conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



10.08	laws and regulations	Are all the workers' personal files properly maintained in a centralized system and available for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.09	laws and regulations	Does the factory provide orientation training including workplace policies, procedures, and Code of Conduct for all workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.10	laws and regulations	Are handbooks, training on the terms and conditions of work, and work contracts provided to all workers in their native language?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.11	laws and regulations	Does the factory sign employment contracts with all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.12	laws and regulations	Are all employees provided a copy of the employment contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.13	laws and regulations	Are contracts complete as to the form and contents (i.e. AT LEAST the nature of job, responsibilities, validity period of contract, compensation, benefits and working conditions)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>10- Conclusion</b>	
<b>Points applicable</b>	
<b>Points reached</b>	

# Worker interview questionnaire



## Question

## Answer

- 1 What are your job duties?
- 2 When did you join this factory?
- 3 What is your date of birth?
  
- 4 Is Management withholding any of your salary/wages?  
Does management hold your passport or identification  
5 card?
- 6 Do you have a contract?  
Can you end the contract anytime you want and  
7 leave?
- 8 Is OT work optional or mandatory?
- 9 Do you live in the dormitories?
- 10 Are you allowed to live somewhere else if you want?
- 11 Are you free to use the toilets when necessary?
- 12 Do you have access to clean (potable) water?  
Does the management give you protective equipment  
(gloves, masks, protective eyewear, etc.) to use at no  
13 cost (or upfront deposit or other) to you?
- 14 Have you participated in a fire/evacuation drill or fire  
safety training?
- 15 Is there a union or employee organization at this  
facility?
- 16 Are you paid by the: Hour, Piece Rate, Salary?
- 17 Do you make your own time record?
- 18 What is your regular (non-overtime) rate of pay?
- 19 How are you paid for overtime?
- 20 How much do you earn each month?
- 21 What are your regular work days?  
What are the most hours you work in a day, week,  
22 month?
- 23 Do you ever need to work 7 or more days without 1  
rest day?