

# SOCIAL ACCOUNTABILITY REPORT

	English:	Local Language:
Vendor Name:		
Facility/Factory Name:		
Contact Person(s):		
Position:		
Phone Number:		
Fax Number and Email Address:		
Principal Products:		
International Certifications: (I.E ISO 9000, WRAP)		
Major US Customers:		
Total number of employees:	Males	Females
Time In / Out:	In :	Out :

\_\_\_\_\_  
*Name (IN BLOCK) – Auditor*

\_\_\_\_\_  
*Name (IN BLOCK) - Manufacturer Rep*

\_\_\_\_\_  
*Signature – Auditor*

\_\_\_\_\_  
*Signature – Manufacturer Rep*

\_\_\_\_\_  
*Date*

This report reflects our findings on this particular factory on the date of our service only. This report does not certify, confirm or imply compliance with any government, industry or association regulations or standards, unless stated otherwise.

SA8000  
 Version  
 13  
 /06/05

## Background Information

		COMMENTS			
1	Years in operation under facility/factory name: (give any previous name/s if under 3 years)				
2	Licensed by:				
3	Audit is :	<input type="checkbox"/> Announced <input type="checkbox"/> Unannounced			
4	Previous audit dated:				
5	Previous audit result:				
6	Please indicate estimated number of employees	Male	%	Female	%
	Administrative / Management:				
	Production:				
	Warehouse/Distribution:				
	TOTAL				

## Local Law

		COMMENTS	
1	Allowable hours worked per week: <i>-Total Hours Per Day</i> <i>-Total Hours Per Week</i>	Day:	Week:
2	Allowable overtime: <i>-Total Hours Per Day:</i> <i>-Total Hours Per Month:</i>	Day:	Month:
3	Legal minimum work age:		
4	Legal minimum age for restricted work:		
5	Legal minimum wage(s):		
6	Legal minimum overtime wage(s):		
7	Legal minimum overtime wage(s) on official holiday:		
8	Legal number of consecutive days worked per week:		

## Document Availability Check-List

Employee Contracts <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Permits <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Personnel Information <input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance / Medical / Social Benefits records <input type="checkbox"/> Yes <input type="checkbox"/> No	None
ID Card Copies <input type="checkbox"/> Yes <input type="checkbox"/> No		

## SOCIAL ACCOUNTABILITY SCORE CARD

QCS auditors will look for compliance to national and other applicable law. Reference will also be made to International Standard \*SA8000 and the ILO Conventions and other international instruments on which SA8000 is based. The determination of facility compliance by the auditor will dictate scoring.

\* SA8000 is a uniform, auditable standard for a third party verification system

### Section 1 – Child Labor (110 points can be earned)

		PASS	FAIL	COMMENTS
1.1	The facility does not engage in or support the use of child labor.	<input type="checkbox"/> 30	<input checked="" type="checkbox"/> X	
1.2	The facility does not cause anyone under the age of 18 to be employed on hazardous work.	<input type="checkbox"/> 30	<input checked="" type="checkbox"/> X	
1.3	Documentary evidence exists for proof of age upon recruitment.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
1.4	The facility has a written policy specifying the youngest age for workers hired at this facility which is in compliance with all applicable laws.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
1.5	The facility requires an undertaking from Sub-Contractors not to use Child Labor	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
<b>Section 1 points</b>				

Questions marked with an **X** are considered a **CRITICAL** violation, which will cause an immediate failure of the audit.

**Section 2 - Forced Labor  
(130 points can be earned)**

		PASS	FAIL	COMMENTS
2.1	The facility does not engage in or support the use of forced labor (unpaid, indentured or bonded).	<input type="checkbox"/> 30	<input checked="" type="checkbox"/> X	
2.2	The facility does not engage in or support the use of prison labor.	<input type="checkbox"/> 30	<input checked="" type="checkbox"/> X	
2.3	Prospective employees are given full disclosure of the terms and conditions of employment prior to employment and these are in no way linked to the worker becoming indebted in any way.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
2.4	Employees are free to leave employment after giving reasonable notice and the employer will not hold any original identification papers that might limit the employee's ability to leave.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
2.5	Employees are not required to lodge deposits and wages are paid in a timely manner after completion of a pay period.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
2.6	The facility requires an undertaking from Sub-Contractors not to use forced or prison labor.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
<b>Section 2 points</b>				

Questions marked with an **X** are considered a **CRITICAL** violation, which will require an immediate failure of the audit.

**Section 3 – Health and Safety**

**3A – Management Commitment  
(70 points can be earned)**

		PASS	FAIL	COMMENTS
3A.1	The facility has a written policy and established procedures with respect to providing a safe and healthy working environment.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
3A.2	The facility has appointed a senior management representative responsible for the health and safety of all personnel.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
3A.3	There is employee participation in an occupational safety and health program.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3A.4	All personnel receive regular and recorded health and safety training.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3A.5	Regular inspections and other measures exist to detect, avoid or respond to potential threats to the health and safety of all personnel.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
<b>Section 3A points</b>				

**3B – First Aid and Medical Services  
(60 points can be earned)**

		PASS	FAIL	COMMENTS
3B.1	There is a hospital, clinic or other medical facility in reasonable proximity to the facility.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3B.2	A sufficient number of employees with first aid qualifications are available on all shifts.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3B.3.	Adequate first aid supplies are readily available to all employees and are kept restocked and inspected periodically.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3B.4	The facility has a clinic and/or provides medical services.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3B.5	When injured employees are encouraged to seek first aid and an accident log is maintained.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3B.6	Procedures and emergency numbers to be used in event of injury or accident are posted.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
<b>Section 3B points</b>				

**3C – Working Environment  
(170 points can be earned)**

		PASS	FAIL	COMMENTS
3C.1	The temperature and air quality in the facility is maintained and conducive to a healthy working environment through adequate provision of heating, cooling and ventilation.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
3C.2	The temperature and air quality in the facility is periodically verified by a reputable, independent source and records are kept up to date.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3C.3	Adequate lighting is provided in all areas of the facility appropriate to the work being conducted.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
3C.4	Employees are not subjected to noise levels of 85 or more decibels for 8 continuous hours. In areas where 85 decibels is exceeded hearing protection is provided free of charge.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
3C.5	The facility is clean and free of obvious insect/rodent infestation.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3C.6	Employees have unrestricted access to potable water.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3C.7	There are a sufficient number of lavatories provided.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3C.8	Lavatories are accessible at all times.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3C.9	Lavatories are clean and functional.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3C.10	Lavatories are well lit and ventilated.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3C.11	Lavatories are segregated for males and females and provide adequate privacy.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3C.12	Lavatories are cleaned regularly at least once per day	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3C.13	Water is available for washing in the lavatory area.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3C.14	Supplies of soap, towels and toilet paper are made available without charge.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
<b>Section 3C points</b>				

**3D – Food Preparation / Services****(60 points can be earned)****NOTE: Where no eating area is provided score 0 for this section - do not mark N/A**

		PASS	FAIL	COMMENTS
3D.1	There is a cafeteria / eating area on site.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3D.2	The eating area is separate from the work area and is covered and protected from the elements.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3D.3	Provision exists for the safe storage of food to avoid contamination. Refuse is contained and disposed of safely and hygienically avoiding odors and pests.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3D.4	There is sufficient seating for the employees.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3D.5	Potable water is available at the eating area.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3D.6	The food preparation and eating areas are cleaned and disinfected daily in a health conscious manner and are rodent/insect free.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
<b>Section 3D points</b>				

**3E – Fire Safety and Emergency Evacuation****(150 points can be earned)**

		PASS	FAIL	COMMENTS
3E.1	Emergency exits are unlocked, adequate for the number of employees, well signed and clear of obstacles.	<input type="checkbox"/> 30	<input checked="" type="checkbox"/> X	
3E.2	Fire extinguishers are charged, visible and accessible to all workers.	<input type="checkbox"/> 30	<input checked="" type="checkbox"/> X	
3E.3	Fire safety training is given to all employees.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3E.4	Fire fighting equipment is serviced regularly and tagged with inspection date.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3E.5	An illustrated evacuation plan is in clear view on each floor in the native language of workers.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3E.6	Evacuation drills are conducted at least semi-annually and documented.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3E.7	The facility has an audible fire alarm system that is tested regularly with the testing documented.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3E.8	Aisles between workstations are wide enough to provide adequate room for evacuation.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3E.9	Exit lanes are clearly marked and kept free of obstruction.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3E.10	There is functional emergency lighting.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3E.11	High-risk materials are stored in contained areas with close access to fire fighting equipment.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
<b>Section 3E points</b>				

**Questions marked with an X are considered a CRITICAL violation, which will require an immediate failure of the audit.**

**3F - Safety of Plant and Equipment / Latent Health Hazards / Protective Equipment  
(160 points can be earned)**

		PASS	FAIL	COMMENTS
3F.1	The facility is maintained to a safe and acceptable local standard. The fabric of the buildings, paint, windows and grounds are kept up to standard.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
3F.2	The facility and its grounds are cleared of rubbish daily.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.3	Rubbish is removed to a legitimate dump site, not deposited directly into the environment.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.4	Electrical installations are properly grounded and installed in a fixed and secure manner where electrical contacts are not freely accessible or bare.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.5	Power sockets, switches etc. function properly and are in good condition with each machine having an individual power shut off switch.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.6	Electrical cables are not impeding access to workspaces or run alongside open knives/blades.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.7	Electrical junction boxes, electrical control rooms and fuse boxes are made of flameproof material and secured with a lock. Main power areas have high-voltage warning signs.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.8	Work on electrical systems is done by qualified personnel only and electrical installations are inspected for safety at regular intervals.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.9	All stationary steam boilers are installed in separate rooms or buildings to which only authorized qualified persons have access.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.10	All machinery has functioning safety devices that guard against injury including finger guards, drive belt safety covers, ventilator guards and other safety devices.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.11	Machine operators are given accident prevention training when they start work at a new workplace/machine.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.12	All machines are subject to regular maintenance schedules and maintenance records are kept.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.13	Where hazardous chemicals must be used in manufacturing workers have been made aware of the risks and have been given appropriate safety training.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.14	The facility provides all necessary protective and safety equipment (masks, goggles, gloves etc.) to workers free of charge and this equipment meets international standards.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3F.15	The facility takes measures to minimize and limit worker exposure to harmful dust particularly asbestos, cotton dust and wood dust.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
<b>Section 3F point</b>				

**3G – Dormitories / Housing  
(280 points can be earned)**

		YES	NO	COMMENTS
<b>Does the facility provide dormitories or housing? If YES continue at 3G.1 If NO mark 3G section N/A</b>		<input type="checkbox"/>	<input type="checkbox"/>	
		<b>PASS</b>	<b>FAIL</b>	
3G.1	The staff housing is within the facility compound.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.2	The grounds surrounding the dormitory are well lit.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.3	The dormitory provides adequate shelter from the elements.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.4	Staircases leading to the staff housing are well maintained and free from debris.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.5	The stairwells have adequate handrails.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.6	The stairwells are well lit.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.7	The dormitory has an adequate amount of emergency exits per floor.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.8	There a functioning exterior staircase per floor.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.9	The dormitory has a fire alarm system.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.10	The dormitory provides an adequate number of fire extinguishers for every floor.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.11	The dormitory has an operational sprinkler system.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.12	There are first aid supplies provided for each floor.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.13	The dormitory has the ability to operate when power failure occurs through the use of operational power generators.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.14	There are back-up light sources available in case of emergency.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.15	Bathrooms are available on every floor.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.16	All bathrooms are functional with running water and adequate drainage.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.17	There is a designated area for bathing purposes.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.18	There is potable water available to the residents.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.19	The bathrooms are separated by gender.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.20	The living areas are separated by gender.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.21	There are rules and guidelines for cooking in rooms.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.22	Each individual in the dormitory has their own sleeping area.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.23	Beds are a minimum of 3 feet apart.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.24	Personal storage space is available.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.25	The facility makes available personal space for the employees.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.26	Security guards patrol the dormitory perimeter.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.27	There is 24-hour security service.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
3G.28	The facility has leisure activities for the employees.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
<b>Section 3G points</b>				

**Section 4 – Freedom Of Association & Right to Collective Bargaining  
(30 points can be earned)**

		PASS	FAIL	COMMENTS
4.1	The facility respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. In those situations in which the right to freedom of association and collective bargaining are restricted under law, facilitate parallel means of independent and free association and bargaining for all such personnel.	<input type="checkbox"/> 30	<input checked="" type="checkbox"/> X	
<b>Section 4 points</b>				
Questions marked with an <b>X</b> are considered a <b>CRITICAL</b> violation, which will require an immediate failure of the audit.				

**Section 5 - Discrimination  
(50 points can be earned)**

		PASS	FAIL	COMMENTS
5.1	The facility does not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, age or as dictated by local and national law.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
5.2	The facility has a written policy and/or procedure with respect to discrimination, which complies with local and national law.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
5.3	The facility does not discriminate against pregnant women and respects their rights under local and national law.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
5.4	The facility does not allow behavior, including gestures, language and physical contact, that is sexually coercive, threatening, abusive or exploitative.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
<b>Section 5 points</b>				

**Section 6 – Disciplinary Practices  
(50 points can be earned)**

		PASS	FAIL	COMMENTS
6.1	The facility does not engage in or support the use of corporal punishment, mental or physical coercion, and verbal abuse.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
6.2	The facility does not apply fines or make deductions from wages, withhold pay or require work without pay for disciplinary purposes.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
6.3	The facility has a written policy that expressly forbids the disciplinary practices set out in 6.1 and 6.2 (It may however set out alternative disciplinary actions that include oral, written and final written warnings for unsatisfactory performance or conduct).	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
<b>Section 6 points</b>				

**Section 7 – Working Hours  
(60 points can be earned)**

		PASS	FAIL	COMMENTS
7.1	The facility maintains adequate records of hours worked.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
7.2	The number of overtime hours worked is within that allowed by local/national law and regular hours plus overtime hours do not exceed a total of 60 per week.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
7.3	Overtime is voluntary and paid in accordance with local/national laws or regulations and at a premium rate.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
7.4	Employees are given a minimum of one day off in every seven-day period.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
7.5	Employees are given adequate meal and personal breaks.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
7.6	Employees are not required to work extra hours without pay to make-up quotas.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
<b>Section 7 points</b>				

**Section 8 – Environmental Protection  
(70 points can be earned)**

		PASS	FAIL	
8.1	The facility has obtained all required environmental permits, all permits are up to date, and the facility is following the operational and reporting requirements of all applicable permits and/or environmental regulations.	<input type="checkbox"/> 20	<input checked="" type="checkbox"/> X	
8.2	Rubbish is removed to a legitimate dumpsite, not deposited directly into the environment.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
8.3	The facility actively encourages pollution prevention and waste minimization through reducing, reusing, and recycling the materials it uses and sources.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
8.4	The facility has a written document describing its policies and procedures for ensuring compliance with all applicable environmental regulations.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
<b>Section 8 points</b>				

Questions marked with an **X** are considered a **CRITICAL** violation, which will require an immediate failure of the audit.

**Section 9 – Remuneration  
(120 points can be earned)**

		PASS	FAIL	COMMENTS
9.1	The facility pays wages that meet at least legal or industry minimum standards for a standard working week and are sufficient to meet basic needs of personnel and to provide some discretionary income.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
9.2	The facility has a written policy on wages and benefits, which is in compliance with local law.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
9.3	The facility has posted legal and company minimum wage rates or makes these available to employees.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
9.4	No deductions from wages are made for disciplinary purposes.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
9.5	The facility maintains adequate records of wages.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
9.6	Wage and benefits composition is detailed clearly and provided regularly to employees.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
9.7	Wages and benefits are rendered in full compliance with all applicable laws and remuneration is rendered either in cash or check form, in a manner convenient to employees.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
9.8	The facility does not engage in labor-only contracting arrangements and/or false apprenticeship schemes in an effort to avoid fulfilling its obligations to personnel under applicable laws pertaining to labor and social security legislation and regulations.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
9.9	No deductions are made for services such as transport, meals, medical assistance and lodging or if deductions are made they are fair and reasonable.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
9.10	No deductions are made for safety and personal protection equipment.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	
9.11	The facility has proof of deposit to the respective agencies for all taxes, social security, pension and other similar deductions made from wages.	<input type="checkbox"/> 10	<input type="checkbox"/> 0	

**Section 9 points**

**Section 10 – Control of Sub-Contractors  
(200 points can be earned)**

		YES	NO	COMMENTS
Does the facility use sub-contractors? If YES continue at 10.1 If facility is completely vertical and no element is sub-contracted or given to home workers then mark Section 10 N/A		<input type="checkbox"/>	<input type="checkbox"/>	
		<b>PASS</b>	<b>FAIL</b>	
10.1	The facility has appropriate procedures to evaluate and select sub-contractors that require they meet social accountability requirements and standards.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
10.2	The facility maintains appropriate records of sub-contractors written commitments to social accountability and their cooperation in monitoring activities.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
10.3	The facility maintains reasonable evidence that sub-contractors are in compliance. This may take the form of audit reports, contractual agreements, communications and corrective action plans.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	

10.4	Where the facility uses directly or indirectly through sub-contractors the services of home workers special steps are taken to ensure they are afforded a similar level of protection as would be afforded to directly employed personnel.	<input type="checkbox"/> 20	<input type="checkbox"/> 0	
10.5	Sub-contractors do not engage in or support the use of child labor.	<input type="checkbox"/> 30	<input checked="" type="checkbox"/> X	
10.6	Sub-contractors do not cause anyone under the age of 18 to be employed on hazardous work.	<input type="checkbox"/> 30	<input checked="" type="checkbox"/> X	
10.7	Sub-contractors do not engage in or support the use of forced labor (unpaid, indentured or bonded).	<input type="checkbox"/> 30	<input checked="" type="checkbox"/> X	
10.8	Sub-contractors do not engage in or support the use of prison labor.	<input type="checkbox"/> 30	<input checked="" type="checkbox"/> X	

**Section 10 points**

Questions marked with an **X** are considered a **CRITICAL** violation, which will require an immediate failure of the audit.

### SCORING

RATING ATTRIBUTES :	% WEIGHTING	POINTS ALLOCATED	POINTS POSSIBLE	POINTS GIVEN
<b>1. Child Labor</b>	<b>6.2%</b>	<b>110</b>		
<b>2. Forced Labor</b>	<b>7.3%</b>	<b>130</b>		
<b>HEALTH &amp; SAFETY</b>				
<b>3A. Management Commitment</b>	<b>4%</b>	<b>70</b>		
<b>3B. First Aid and Medical Services</b>	<b>3.3%</b>	<b>60</b>		
<b>3C. Working Environment</b>	<b>9.6%</b>	<b>170</b>		
<b>3D. Food Preparation / Services</b>	<b>3.3%</b>	<b>60</b>		
<b>3E. Fire Safety and Emergency Evacuation</b>	<b>8.4%</b>	<b>150</b>		
<b>3F. Safety of Plant and Equipment / Latent Health Hazards / Protective Equipment</b>	<b>8.6%</b>	<b>160</b>		
<b>3G. Dormitories / Housing</b>	<b>15.7%</b>	<b>280</b>		
<b>4. Freedom of Association</b>	<b>1.8%</b>	<b>30</b>		
<b>5. Discrimination</b>	<b>2.8%</b>	<b>50</b>		
<b>6. Disciplinary Practices</b>	<b>2.8%</b>	<b>50</b>		
<b>7. Working Hours</b>	<b>3.3%</b>	<b>60</b>		
<b>8. Environmental Protection</b>	<b>4.5%</b>	<b>80</b>		
<b>9. Remuneration</b>	<b>6.7%</b>	<b>120</b>		
<b>10. Control of Sub-Contractors</b>	<b>11.2%</b>	<b>200</b>		
<b>Total:</b>	<b>100%</b>	<b>1,780</b>		

**Total Score :**

*( The total of the Points Given column X 100 divided by the total of the Points Possible column equals audit rating )*

**NOTE ON SCORING:**

Where a question is not applicable to a facility (for example on stairwells in a single level building), mark the question N/A and deduct value from POINTS ALLOCATED to determine POINTS POSSIBLE.

