

工业产品生产商自我评估

SELF-ASSESSMENT FOR INDUSTRIAL PRODUCTION



介绍 INTRODUCTION

BSCI是一项为推动零售商、进口商及制造商持续改善社会责任标准的倡议项目。第三方审核只是其中一项改善社会责任标准的机制，要达至真正持续改善，最重要还是要买家与供应商携手合作。BSCI旨在对于愿意合作的供应商的努力予以回馈。

自我评估问卷是履行BSCI的第一步。你的公司应把它完成，以达成三个主要目的：

1. 它让你的公司按照BSCI的要求进行自身的评估，并对BSCI体系作初步了解。
2. 它为你及你的客户（BSCI参与者）提供你们及你的供应农场（如适用）社会责任的初步概览。
3. 它帮助你的公司为内部审核及BSCI审核做好准备。

这自我评估的甲部包括与你工厂相关的特定问题，而乙部则是对接下来的社会责任审核的准备。

请注意，假如你的公司有多于一个生产单位，则应每一生产单位都需要填上一份自我评估。将本评估所需的所有文件妥善整理是准备过程的重要步骤。文件同时应准备随时供BSCI审核员查看。

The Business Social Compliance Initiative (BSCI) is an initiative of retailers, importers and manufacturers to improve social standards in a sustainable way. Third party audits are one of the mechanisms to improve social standards, but the key to real and sustainable improvement is acting in partnership with suppliers. The BSCI aims to reward the suppliers' willingness to cooperate.

The self-assessment questionnaire is the first step in the BSCI implementation process. It is a tool that your company should complete and it has three main purposes:

1. It allows your company to evaluate its own performance with regard to the BSCI Requirements and get a first understanding of the system.
2. It provides you and your clients (BSCI Participants) with a first overview of your social responsibility and that of your supplying farms (if applicable).
3. It helps your company to get prepared for both internal audits and BSCI audits in a progressive manner.

Part A of this self-assessment includes specific questions regarding your factory while Part B is a preparation for the upcoming social audit.

Please note that if your company has several production units, one self-assessment should be filled in for each separate unit.

Having proper documentation for all the areas covered in this assessment is an essential component of your preparation. Keep it on hand and ready for review by the BSCI auditor.

> [点击这里可转送到所需文件列表: \(电邮内附上\)](#)

> [Click here to be forwarded to the list of documents needed: \(attached to email\)](#)

简略词汇

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BSCI工业产品生产商自我评估 BSCI Self-Assessment Industrial Production

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简略词汇 ABRIDGED GLOSSARY

以下的摘要提供了一些填写这份问卷时你会遇到的相关术语。完整的词汇表可在BSCI的网站内找到。
 This is a summary of the most relevant terms you will face when filling in this questionnaire.
 To view the complete glossary, please visit the BSCI website

认证 CERTIFICATIONS

ISO 9001	质量管理标准 Quality Management Standard [www.iso.org]
ISO 14001	环境管理标准 Environment Management Standard [www.iso.org]
ICTI CARE	国际玩具工业理事会 International Council of Toy Industries [www.icti-care.org]
WRAP	国际社会责任认证组织 World Responsible Accredited Production [www.wrapcompliance.org]
SA8000	社会责任标准 Social Standard [www.sa-intl.org]

其他非认证社会责任体系 OTHER SOCIAL SCHEMES, WHICH ARE NOT CERTIFICATIONS

SMETA	<p>SMETA的全称是Sedex Members Ethical Trade Audit, 意指SEDEX会员道德贸易审核。它收集了道德贸易审核技巧中的最佳实践, 帮助富经验的审核员进行高质量的审核并且提供了易于分享的格式。它亦希望提升审核员资格及报告编制过程的透明度。</p> <p>SMETA并不是一套新的行为准则或标准。</p> <p>SMETA stands for Sedex Members Ethical Trade Audit. It is a compilation of best practice in ethical trade audit technique, intended for experienced auditors to help them to conduct high quality audits in a format for ethical trade audits that can be easily shared. It also intends to give greater transparency into the auditor qualifications and practices that underpin reports. SMETA is not a new code of conduct or standard.</p>
FLA	<p>公平劳动协会 (FLA) 是由一群重视社会责任的公司、学院及大学、及社会服务机构合力为改善世界各地工厂工作环境而建立的机构。FLA基于国际劳工组织标准开发了一套工作场所行为准则, 并制定一套务实的监察改善及查证步骤来推行这些标准。</p> <p>The Fair Labour Association (FLA) is a collaborative effort of socially responsible companies, colleges and universities, and civil society organisations to improve working conditions in factories around the world. The FLA has developed a Workplace Code of Conduct, based on ILO standards, and created a practical monitoring, remediation and verification process to achieve those standards.</p>

甲部一问卷 QUESTIONNAIRE PART A.1

A.1 公司简介 COMPANY PROFILE

公司地址 Location of Company

自我评估日期*

Date of the self-assessment*

公司名称* Company name*

DBID (BSCI数据库识别号码)

DBID (BSCI Database Identification Number)

街道* Street*

城市* City*

邮编 Zip Code

国家* Country*

电话 Phone

传真 Fax

网址 Website

电邮 E-mail

其他方向识别 (如适用) Additional directions (Optional if any)

卫星定位座标 (如适用) GPS Coordinates (Optional if any)

基本资料 Basic Data

开业年份 First Year of Operation

公司性质/正式公司注册

Legal Status / Official Company Registration

公司管理层及工人所用语言 Language(s) spoken by office management and workers

管理层 Management

工人 Workers

联系人 Contact Person

名称 Name

职位 Position

可用语言 Languages spoken

电话 Phone

电邮 E-mail

生产量 Production Capacity	今年 Current Year	去年 Last Year	前年 2 years ago
----------------------------	--------------------	-----------------	-------------------

总产量 (包括量度单位) Total production capacity (including unit of measurement)	<input type="text"/>	<input type="text"/>	<input type="text"/>
--	----------------------	----------------------	----------------------

高峰月份每月最高产量 (包括量度单位) Maximum capacity per month in peak month (including Unit of measurement)	<input type="text"/>	<input type="text"/>	<input type="text"/>
--	----------------------	----------------------	----------------------

淡季每月最高产量 (包括量度单位) Maximum capacity per month in low season (including Unit of measurement)	<input type="text"/>	<input type="text"/>	<input type="text"/>
--	----------------------	----------------------	----------------------

本地市场 (生产单位) Domestic market (production units)	<input type="text"/>	<input type="text"/>	<input type="text"/>
---	----------------------	----------------------	----------------------

外销市场 (生产单位) Export (production units)	<input type="text"/>	<input type="text"/>	<input type="text"/>
--	----------------------	----------------------	----------------------

宿舍 (如适用)

Dormitories (if applicable)

1

2

3

假如有提供宿舍, 请填上每一地点的地址或填写<<不适用>>。
If dormitories are provided, please fill in the address for each location or type «N/A» if not applicable

--	--	--

公司提供宿舍内住有人数 / 公司工人总数
Number of individuals living in the dormitories provided by the company / total number of workers in the company

--	--	--

公司提供宿舍内住有家庭数目
Number of families living in the dormitories provided by the company

--

平方米 / 人数
Number of sqm/individual

--

甲部二问卷 QUESTIONNAIRE PART A.2

A.2 般公司结构及规模 GENERAL COMPANY STRUCTURE AND SIZE

业务概述及劳工代表 Business Overview and Labour Representation

你们主要的业务是什么？点选所有适用的：

What are your main business activities?

其他, 请提供 Others, please describe

产品 Product	每年占总产量的百分比 % of total production per year	旺季 Peak season	
		开始月份 Start month	结束月份 End month
1.			
2.			

3.				
4.				
5.				

哪一类劳动法律适用于你的公司？

Which labour law statutes are applicable within your company?

自由贸易区

Free Trade Zone

行业

Industry

集体协议

Collective Agreement

以下的人士或组织是否存在于你的公司内？

Is one [or more] of the following persons or organisations present in your company?

工人代表
Worker
Representative

工人理事会
Worker
Council

工会
Trade
Union

其他
Other

代表名称 Name of representative

其他补充 Additional comments

营运信息 Operations Information

请列出运作上的所有业务单位及填写个别单位的所有部分（包括本身部门，分包商等）

Please indicate all business units included in your operations and complete all sections for each unit (including own units, subcontractors, etc.)

单位名称/识别	业务种类	联系人	业务关系始于（日期）	地址	与公司距离（千米）	主要产品
Name of unit / Identification	Type of business activity	Contact Person	Business Relation since [date]	Location Address	Distance to the company [in km]	Main Product
1.						
认证 Certifications:	ISO 9001 质量管理标准 ISO 9001	ISO 14001 环境管理标准 ISO 14001	国际食物安全 - IFS（质量食物安全标准） IFS - International Food Safety	BRC（质量食物安全标准） BRC		
	Global Gap - 良好农业实践（质量食物安全标准） Global Gap	SA8000（社会标准） SA8000	公平贸易（环境与社会标准） Fair Trade	热带雨林保育联盟（环境与社会标准） Rainforest Alliance		
2.						
认证 Certifications:	ISO 9001 质量管理标准 ISO 9001	ISO 14001 环境管理标准 ISO 14001	国际食物安全 - IFS（质量食物安全标准） IFS - International Food Safety	BRC（质量食物安全标准） BRC		
	Global Gap - 良好农业实践（质量食物安全标准） Global Gap	SA8000（社会标准） SA8000	公平贸易（环境与社会标准） Fair Trade	热带雨林保育联盟（环境与社会标准） Rainforest Alliance		
3.						
认证 Certifications:	ISO 9001 质量管理标准 ISO 9001	ISO 14001 环境管理标准 ISO 14001	国际食物安全 - IFS（质量食物安全标准） IFS - International Food Safety	BRC（质量食物安全标准） BRC		

BSCI工业产品生产自我评估 BSCI Self-Assessment Industrial Production

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Global Gap	SA8000	Fair Trade	Rainforest Alliance	

4.

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认证	ISO 9001 质量管理标准	ISO 14001 环境管理标准	国际食物安全 - IFS (质量食品安全标准)	BRC (质量食品安全标准)
Certifications:	ISO 9001	ISO 14001	IFS - International Food Safety	BRC

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5.

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6.

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Global Gap	SA8000	Fair Trade	Rainforest Alliance	

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Global Gap	SA8000	Fair Trade	Rainforest Alliance	

8.

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Global Gap	SA8000	Fair Trade	Rainforest Alliance	

是否能提供公司过去进行过的审核的证书或审核报告? 如可以, 请附上有效证书副本。 是 Yes 否 No 不适用 N/A

Are certificates or audit reports available from past audits conducted at your company? If yes, please attach a copy of valid certificates.

你有否收过BSCI的行为准则。 Did you receive the BSCI Code of Conduct? 是 Yes 否 No

其他补充 Additional comments

--

甲部三问卷 QUESTIONNAIRE PART A.3

A.3 雇用结构 EMPLOYMENT STRUCTURE

以下请描述你雇用工人的情况。假如你是经第三方中介进行聘用, 请包含详细信息。
Please describe below the workers you hire. In case you use a third party for hiring, please include its details.

	直接聘用 Hired directly	经第三方中介 聘用 Hired through third party	第三方中介 名称 Name of the third party	第三方中介联 系信息 Contact details of the third party
进行评估时工人总数 Total number of workers at the time of the self-assessment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
旺季 Peak Season				
工人总数* Total number of workers*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
临时工人最高数量* Maximum number of temporary or seasonal workers*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
本地工人数目 Local Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
外地工人数目 Migrant Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
淡季 Low Season				
工人总数* Total number of workers*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
临时工人最高数量* Maximum number of temporary or seasonal workers*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
本地工人数目 Local Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
外地工人数目 Migrant Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

工时 Working Hours

你所处国家的法定每週工时是多少?

What is the statutory number of working hours per working week in your country?

每週平均工时是多少?

What is the average number of weekly overtime hours?

请列出每个部门以下的信息

Please indicate the following information per department

部门名称 Department name	旺季 Peak season	淡季 Low season	旺季 Peak season	淡季 Low season
工人数目 No. of workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
部门轮班数目 Shifts worked in the department	开始 Start	完结 End	开始 Start	完结 End
第一班 Shift 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
休息 Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	一 二 三 四 五 六 日 M Tu W Th F Sa Su		一 二 三 四 五 六 日 M Tu W Th F Sa Su	
工作日 Weekdays	● ● ● ● ● ● ●		● ● ● ● ● ● ●	
休息日 Resting day	● ● ● ● ● ● ●		● ● ● ● ● ● ●	
第二班 Shift 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
休息 Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	一 二 三 四 五 六 日 M Tu W Th F Sa Su		一 二 三 四 五 六 日 M Tu W Th F Sa Su	
工作日 Weekdays	● ● ● ● ● ● ●		● ● ● ● ● ● ●	
休息日 Resting day	● ● ● ● ● ● ●		● ● ● ● ● ● ●	

第三班 Shift 3

休息 Break

一 二 三 四 五 六 日
M Tu W Th F Sa Su

一 二 三 四 五 六 日
M Tu W Th F Sa Su

工作日 Weekdays

● ● ● ● ● ● ●

● ● ● ● ● ● ●

休息日 Resting day

● ● ● ● ● ● ●

● ● ● ● ● ● ●

第四班 Shift 4

休息 Break

一 二 三 四 五 六 日
M Tu W Th F Sa Su

一 二 三 四 五 六 日
M Tu W Th F Sa Su

工作日 Weekdays

● ● ● ● ● ● ●

● ● ● ● ● ● ●

休息日 Resting day

● ● ● ● ● ● ●

● ● ● ● ● ● ●

工资信息 Wages Information

以当地货币
计算数目
Amount
in local
currency

列出工资计
算单位 (小
时/日/月)
Indicate unit
for wage
(hour/day/
month)

总数
Gross

净值
Net

你的生产单位的法定最低工资是多少?

What is the legal minimum wage applicable in your production unit?

--	--	--	--

你给予工人常规工作时间的最低工资是多少?

What is the lowest wage you pay workers for regular working hours?

--	--	--	--

法定的工资津贴是多少? (当地货币)

What are the wage supplements required by law? [local currency]

你支付的工资津贴占整体人力资源成本多少个百分比?

What is the percentage for wage supplements paid in relation with your human resources overall costs?

超时工作
Overtime

每週休息日
Weekly
rest day

假期
Holiday

夜班
Night shift

其他
Other

--	--	--	--	--

你每隔多久支付工资?

How often do you compensate your employees?

--

年龄信息 Age Information

法定最低受雇年龄是多少?

What is the statutory minimum age for employment?

--

最年轻的工人有多大?

What is the age of the youngest worker?

--

他/她从何时开始工作? Since when is he/she working?

--

注意: 假如你的公司有雇用儿童或未成年工人请填写

“儿童及未成年工人记录表”。

Note: In case you have children or young workers in your company please complete the tab titled «Child & Young Worker Record Sheet»

儿童及未成年工人记录表 Child and Young Worker Record Sheet

这表格只供雇用有儿童（任何在国家合法工作年龄以下）或未成年工人（任何在国家合法工作年龄以上但十八岁以下人士）的农场填写。
Please only complete this table if you have children (anyone below the national minimum age) or young workers (anyone above the national minimum age but below 18 years of age) in your company.

	姓名 Name	出生日期（月份·年份） Birthday [month, year]	上中学？（是，否） Attending school? [yes, no]	开始工作日期（月份·年份） Working start date [month, year]	工作部门 Department he/she works in	工作时间表 Working time schedule	评语 Comments
1.			yes no				
2.			yes no				
3.			yes no				
4.			yes no				
5.			yes no				
6.			yes no				
7.			yes no				
8.			yes no				
9.			yes no				
10.			yes no				
11.			yes no				
12.			yes no				
13.			yes no				
14.			yes no				
15.			yes no				
16.			yes no				
17.			yes no				
18.			yes no				
19.			yes no				
20.			yes no				
21.			yes no				
22.			yes no				
23.			yes no				
24.			yes no				
25.			yes no				

BSCI工业产品生产自我评估 BSCI Self-Assessment Industrial Production

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请详细填写以下的自我评估问卷并充分提供所需信息, 在可能情况下请避免以“不适用”作答。

在进行BSCI审核时, 你必须向审核员提供相关文件作审查。例如: 你将被要求出示工时记录、工资收条、社会保障付款记录及与健康安全相关的文件, 例如培训记录、风险评估及安全资料表等。收集工厂内有关文件可能会费上一些时间。所以, 请在进行自我评估期间就开始收集有关文件, 并将之整理妥当供日后审核员检阅。

Please take your time to fill in this self-assessment questionnaire providing as much information as possible. Try to answer «not applicable» [N/A] only when strictly necessary.

During the BSCI audit you will be requested to provide documentation for the auditors to review. For example, you will be required to show time records, payslips, social security payments, as well as health and safety documentation such as training records, risk assessments and safety data sheets. Gathering all documentation related to factory may take some time. Therefore, it is worthy that you start collecting the documents required while filling in the self-assessment and keep them organised and accessible for the auditors.

1. 遵从法律 LEGAL COMPLIANCE

阐释: 所有销售行为应该是依据法律保障你的客户下进行的。奉公守法可使你的工厂确立及保持诚实可信的声誉, 并避免高昂的法律费用及利润损失。

期望: 你的工厂应合乎所有有关的国家法律规定及行业最低标准。依据BSCI的指引, 我们期望你能够成功提升国际劳工组织及联合国公约所定义去实践社会责任。

Explanation: Sales are governed by a number of legal requirements designed to protect your customers. Playing it by the book can help your factory build and maintain an honest and trustworthy reputation, avoid the cost of legal actions and loss of profit.

Expectation: Your factory should be compliant with all applicable national laws, regulations and industry minimum standards. By following the BSCI, we expect you to work successfully towards better social practices as defined by International Labour Organization and United Nations Conventions.

1.1 你有没有设立按BSCI要求及符合国家法律要求的书面社会责任政策? 是 Yes 否 No 不适用 N/A

Do you have a written social policy that documents BSCI requirements in line with the national law?

1.2 你有没有通知工人或给予机会知悉国家劳动法律 (例如向有兴趣的工人提供有关法律条文或举办法律信息会议)? 是 Yes 否 No 不适用 N/A

Do you inform the workers or give them the opportunity to inform themselves about national labour regulations [for example, do you provide the texts of these regulations to interested workers or do you hold informational meetings on the regulations]?

其他补充 Additional comments

2. 管理体系 MANAGEMENT SYSTEM

阐释: 当管理层及工人都明白社会责任要求时, 便能够更成功地推行相关的措施。而具透明度的沟通亦有助于提高员工的意识。

期望: 工厂应制定及推行社会责任政策 (包括反贿赂/反贪污政策) 及管理体系, 确保BSCI行为准则的要求得以在厂内履行。此外, 当雇用分包商时, 管理层有责任确保分包商亦遵从BSCI行为准则的要点并监测其社会责任遵从表现。管理层有责任有效地与工人沟通, 采取纠正措施和定期对社会责任政策作出检讨, 确保系统能正确执行及达到持续改善。社会责任政策需定期检讨。

Explanation: Social requirements are more successfully implemented when they are understood by both management and workers. Transparent communication helps to raise awareness.

Expectation: The factory shall define and implement a social policy (including anti-bribery / anti-corruption policy) and management system to ensure that the requirements of the BSCI Code of Conduct can be met at its facilities. Additionally, when using subcontractors, management is responsible for ensuring those units are also following the principles of the BSCI code and monitor their social compliance. Management is responsible for the correct implementation and continuous improvement by communicating effectively to the workers, conducting internal audits and taking corrective measures. Periodical review of the Social Policy is expected.

2.1 以工人所明白的语言写成的BSCI行为准则是否已张贴并/或附加在工人合同上? 是 Yes 否 No 不适用 N/A

Has a copy of the BSCI code of conduct been posted in the workers' languages and/or attached to the workers' contract?

2.2 是否有程序更新及履行法律上对工资及安全等不时变更事项的责任? 是 Yes 否 No 不适用 N/A

Do you have a procedure for updating and implementing legal regulations with regard to matters subject to continuous change like wages and safety?

2.3 工厂规章制度是否存在及有书面记录, 是否适用于所有员工? 是 Yes 否 No 不适用 N/A

Do work rules exist and are they documented and applied to all employees?

2.4 是否有高层管理人员负责履行BSCI行为准则? 是 Yes 否 No 不适用 N/A

Has a senior management representative been appointed to implement the BSCI code?

如有, 请列出姓名及部门 If yes: please indicate name and function

2.5 是否有运营队伍的代表负责履行BSCI行为准则? Has a representative of the operational team been appointed to implement the BSCI code?	是 Yes	否 No	不适用 N/A
如有, 请列出姓名及部门 If yes: please indicate name and function <input type="text"/>			
2.6 你是否有记录为工人提供有关BSCI行为准则的培训, 当中包括培训内容 & 参加者名单? Do you keep a register of the trainings provided to workers about the content of the BSCI code of conduct, including a description of the content and a participant list?	是 Yes	否 No	不适用 N/A
2.7 是否会定期举行管理层与工人之间的会议, 通知工人有关工厂如何执行BSCI要求及国家劳动法律? Do you hold regular meetings between management and workers to inform workers on implementation of BSCI requirements and national labour legislation?	是 Yes	否 No	不适用 N/A
2.8 如有, 是否保存了会议记录? If yes, do you maintain records of these meetings?	是 Yes	否 No	不适用 N/A
2.9 是否有申诉程序系统? Do you have a grievance mechanism system in place?	是 Yes	否 No	不适用 N/A
2.10 是否有过去12个月内有关申诉及解决方案的记录? Are there records available for grievances and solutions from at least the past 12 months?	是 Yes	否 No	不适用 N/A
2.11 你有否向分包商分发BSCI行为准则(或等同文件) 及与他们沟通BSCI的要求及期望? Have you distributed the BSCI code of conduct (or equivalent) to your subcontractors and communicated them the BSCI requirements and expectations?	是 Yes	否 No	不适用 N/A

2.12 你是否有程序去监察分包商生产单位社会责任标准? 如有, 请提供文件。 Do you have a procedure for monitoring social standards at your subcontractors production facilities?	是 Yes	否 No	不适用 N/A
如有, 请提供文件。 If yes, please provide documentation			
2.13 是否所有分包商都完成了BSCI自我评估问卷或相等的社会责任评估? Have all subcontractors completed the BSCI Self-Assessment Questionnaire or equivalent social assessment?	是 Yes	否 No	不适用 N/A

其他补充 Additional comments

3. 结社自由和劳资双方代表进行谈判的权利 FREEDOM OF ASSOCIATION AND RIGHT TO COLLECTIVE BARGAINING

阐释: 结社自由和劳资双方代表进行谈判的权利是劳工标准的核心及不可剥夺的人权。工厂不应强制工人必须加入工会; 在招聘过程中不应基于他们工会的身份而做出歧视行为; 同时不应干预工人参与工会的活动。

期望: 所有员工都应该有权自由组织及加入工会及进行劳资双方集体谈判。假如你身处的国家法律上限制组织及谈判自由, 你的公司应促使以其他方式进行独立和自由的结社及谈判, 同时工人代表应可与其所代表的工人接触。

Explanation: The rights of freedom of association and collective bargaining are core labour standards and inalienable human rights. Union's membership must not be required, nor hired or rendered ineffective.

Expectation: All workers should have the right to form and join trade unions of their choice and to bargain collectively. If in your country the rights regarding freedom of association and collective bargaining are restricted by law, your company shall facilitate other means of independent and free organisation and bargaining. At the same time, the representatives of workers shall have access to their representees in the workplace.

3.1 你是否容许工人加入或成立工人组织(例如工人理事会或工会)? Do you allow workers to join or establish a workers' organization [for example a worker council or trade union]?	是 Yes	否 No	不适用 N/A
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3.2 如法律限制结社及集体谈判自由, 是 Yes 否 No 不适用 N/A
例如禁止独立工会, 你有否提供其他途径予工人发表意见及集体谈判, 例如成立自由选出的工人代表或委员会?

If the right of freedom of association and collective bargaining are restricted by law - for example when independent trade unions are forbidden - do you provide other ways for workers' to be heard and to collectively bargain - for example having a freely chosen worker representative or council?

如有, 请加描述 If yes, please describe

3.3 你有否尊重国家劳动法律所赋予工人集体谈判的权利? 是 Yes 否 No 不适用 N/A

Do you respect the workers' right to negotiate collectively according to national labour regulations?

3.4 工人能否在不被制裁的情况下作出投诉 (关于轻微及严重问题)? 是 Yes 否 No 不适用 N/A

Do workers have the possibility to complain [about minor and major problems] without being sanctioned?

其他补充 Additional comments

4. 禁止歧视 PROHIBITION OF DISCRIMINATION

阐释: 歧视分为两种: 直接和间接。当某种独特明确原因被用作防止某人行使他的权利时将会被视为直接歧视。当按某种标准或做法的运作下使某类人士不合理地处于较其他人不利位置时可造成间接歧视。

期望: 不容许任何根据性别、年龄、信仰、种族、阶级、社会背景、伤残、民族及出生地、国籍、包括工会等的工人组织的会员身份、政党、性取向及任何其他个人特质方面而引起到在安排聘用、报酬、培训、晋升、解僱及退休时产生的歧视行为。

Explanation: There are two kinds of discrimination: direct and indirect.

Direct discrimination occurs when certain characteristics are used as an explicit reason for preventing people from exercising their rights. Indirect discrimination occurs when there are criteria or practices operating, which have the effect of discriminating against certain groups of people, by putting them at a disadvantage compared with others, and which cannot be justified as proportionate.

Expectation: No discrimination shall be tolerated in hiring, remuneration, access to training, promotion, termination or retirement based on **gender, age, religion, race, caste, social background, disability, ethnic and national origin, nationality, membership in workers' organisations including unions, political affiliation, sexual orientation**, or any other personal characteristics.

4.1 你能否保证所有工人都获得公平对待? 是 Yes 否 No 不适用 N/A
Do you guarantee that all workers are treated equally?

4.2 你公司内的所有工人是否都享有同等机会? 是 Yes 否 No 不适用 N/A
(例如受雇, 社会福利及超时工作)
Do all your workers have the same opportunities within your company?
[for example hiring, social benefits and overtime]

4.3 你能否确保任何形式的语言、身体或心理上的威胁、伤害及骚扰都不发生在你公司内 (包括但不单指性骚扰)? 是 Yes 否 No 不适用 N/A
Do you ensure that any form of verbal, physical or psychological threats, abuse or harassment do not take place in your company
[included but not limited to sexual harassment]?

其他补充 Additional comments

5. 薪酬 COMPENSATION

阐释: 优良的薪酬制度对工人的效率及成绩有正面的影响, 因为它能鼓励工人有更佳表现及达到你农工厂定下的标准。虽然物料、机器设备及资金都是业务的重要元素, 但没有良好的劳动力就不可能成功。

期望: 发放常规工时及超时工作的工资必须达到或超过法律及/或行业最低标准。你不应以违法或者在未经许可或以惩罚形式下扣减工资。假如法律及/或行业最低工资并不足以涵盖生活开支及提供额外可支配收入, 我们鼓励你应为工人提供足够收入以应付有关开支。你有责任确保工资及福利清楚及定时详细地告知工人。

Explanation: A good compensation system will have a positive impact on the efficiency and results produced by employees as it will encourage them to perform better and achieve the standards fixed by your business. Materials, machinery and money are all very important factors for business, but it is impossible to be successful without a good workforce.

Expectation: Wages paid for regular working hours and overtime hours shall meet or exceed legal minimums and/or industry standards. You **should never make** illegal, unauthorised or disciplinary deductions from wages. If the legal minimum wage and/or industry standards **do not cover living expenses** and provide some additional disposable income, you are encouraged to provide workers with adequate compensation to meet these needs. It is your responsibility to ensure that wage and benefits are detailed clearly and regularly for workers.

5.1 你是否向所有工人支付法定最低工资或有关行业工资? 是 Yes 否 No 不适用 N/A

Do you pay at least legal minimum wages or relevant industry wage to all workers?

5.2 你有否為所有工人提供法律规定的所 有薪金津贴? 是 Yes 否 No 不适用 N/A

Do you apply all wages supplements required by law to all workers?

5.3 你有没有為工人提供所有法定福利 (不论是固定或非固定)? (当中包括了有薪假期, 产假福利, 社会保障及其他法定福利)? 是 Yes 否 No 不适用 N/A

Do you provide all legally required benefits to your workers (regardless if permanent or seasonal)?
[This includes paid leave, maternity benefits, social insurance and any other mandated by your local law]

5.4 是否为所有工人保存完整的人事档案 (例如: 年龄证明、工时)? 是 Yes 否 No 不适用 N/A

Do personnel files
(e.g. proof of age, working contract)
exist for all workers?

5.5 是否所有工人都会收到薪金收据, 详列基本薪金、工时、超时、超时工资及所有法定社会保障供款? 是 Yes 否 No 不适用 N/A

Do all workers receive pay slips that state basic salary, working time, overtime, overtime compensation and all legal required social contributions?

其他补充 Additional comments

6. 工时 WORKING HOURS

阐释: 能符合社会责任, 即代表你确保所有工人在常规工作时间内, 获得法定最低工资及遵守有关薪酬待遇的规定 (特别是超时工作方面)。

期望: 所有工人的工时、晚间工作及休息时间都应依据国家法规或集体协议的内容 履行。国际劳工组织 (ILO) 所建议的平常每週最高工作时数为48小时, 而每週最高超时工作时数为12小时。超时工作都应在自愿情况下进行而获得更高工资。每一个员工在连续工作6天后应获得最少1天休息日。

Explanation: Social compliance implies that you ensure all workers earn **at least the legal minimum wage** in the regular working time and apply regulations with regards to compensation (especially overtime).

Expectation: Hours of work, night work and rest periods for workers shall be in accordance with national laws and regulations or collective agreements. The International Labour Organization (ILO) recommends that the maximum allowable working hours in a week on a regular basis **should not exceed 48 hours** and the maximum allowable overtime hours in a week should not exceed 12 hours. Overtime hours shall be on a voluntary basis and to be paid at a **premium rate**. An employee is entitled to at least **one free day following six consecutive** working days.

6.1 是否所有的工作日、时数及超时都 依据国家法律? 是 Yes 否 No 不适用 N/A

Are all the hours, days and overtime hours worked in accordance with the national regulations?

6.2 是否有时间记录系统显示每一 工人每日上下班时间? 是 Yes 否 No 不适用 N/A

Is a time record system in place which shows the time in and time out of each worker for each day?

6.3 国家劳动法/集体协议是否允许之前所 提及工作时间的其他定义或特别的例外情况? 是 Yes 否 No 不适用 N/A

Do the national labour regulations/collective agreements allow other definitions or particular exceptions to the previously mentioned working hours?

如有, 请详述 If yes, please describe

6.4 是否有系统确保没有工人每星期工作超过48小时及超时工作超过12小时?

Do you have systems in place to ensure that no employee works more than 48 regular hours and no more than 12 overtime hours per week?

6.5 你是否能确保所有工人每工作连续6天后有最少1天休息日?

Do you ensure that all employees have at least one free day after six consecutive days worked?

其他补充 Additional comments

7. 工作场所健康与安全 WORKPLACE HEALTH AND SAFETY

阐释: 健康及安全的工作场所能帮助减低缺席并加强工人生产力, 减低业务成本, 例如保险费及业务间断等, 并令你的工厂满足或超越客户的期望。忽略工作场所健康及安全可能对你的业务导致严重的损失, 因为意外及伤病所带来的经济损失可能会很大。

期望: 工厂应订立及遵守一套明确的职业安全及健康制度及程序, 特别是提供和使用个人防护装备、清洁的洗手间及提供饮用水。如有提供员工宿舍亦需一律遵照相关规定。管理层需委任代表负责健康及安全, 同时负责推行BSCI底下的健康及安全细节。所有工人必须接受定期健康及安全培训并加以记录。未成年工人不应接触具危害性、不安全或不健康的工作情况。

Explanation: Good health and safety at work helps to reduce absences and increase the productivity of workers, reduce business costs, such as insurance premiums and business disruption, and enables your business to meet and exceed customer expectations. Neglecting health and safety at work may have a major financial impact on your business as the costs of accidents and ill-health can be substantial.

Expectation: The factory shall establish and follow a clear set of regulations and procedures regarding occupational health and safety, especially the provision and use of personal protective equipment, clean bathrooms and access to potable water. Same conditions shall apply for dormitories, when provided by the company. A management representative shall be appointed to be responsible for the health and safety and accountable for the implementation of the Health and Safety elements of the BSCI. All workers shall receive regular and recorded health and safety training. Young workers shall not be exposed to hazardous, unsafe or unhealthy situations. Systems shall be in place, to detect, avoid or respond to potential threats to health and safety of all workers.

7.1 你的工厂的工作环境是否达到国家法律对安全、健康及清洁的要求?

Is the working environment as safe, healthy and clean as required by the national regulations?

7.2 你是否有定期就工作场所的安全、健康及卫生进行风险评估, 并跟随建议?

Do you regularly conduct a **risk assessment** for safe, healthy and hygienic working conditions and follow the recommendations?

7.3 你是否有建立一套管理系统去确保所有急救箱都接近工人而急救用品都没有过期?

Do you have a system in place to ensure that all **first aid kits** are accessible to workers and that contents are not expired?

7.4 是否每一个班次都有曾接受过急救训练的工人当班?

Is there a worker present who has been trained in first aid issues available during each shift?

7.5 你有否为所有工人供应饮用水?

7.6 你能否确保工人都可使用清洁及安全的社交空间及休息间?

Do you ensure that workers have access to clean and safe social areas and restrooms?

7.7 是否有系统确保所有工人在开始为你工作前都接受过健康、安全及卫生的培训?

Is there a system in place to ensure that all workers are trained in health, safety and hygiene before they start to work with you?

7.8 你能否确保工人都可免费获提供所需的个人防护装备及保护衣?

Do you ensure that all required personal protective equipment and protective clothing is provided to all workers free of charge?

7.9 是否有系统确保所有工人在开始为你工作前都接受过健康、安全及卫生的培训?

Is there a system in place to keep a register of the trainings provided to workers, including a description of the content and a participant list?

7.10 你有否在工厂内张贴标语及警告 (以图像及当地语言制作), 用以提醒所有 工人关于配戴个人防护装备及遵照所有安全指引的重要性? Do you have posted signs and warnings in your facilities (in pictographs and in the local language of workers) in order to remind all workers about the importance of wearing personal protective equipment and the importance of following all safety indications?	是	Yes	否	No	不适用	N/A
7.11 你有没有通知所有工人关于公司的意 外及紧急事故程序及紧急呼叫电话号码? Do you inform all workers about the company's accident and emergency procedures and phone numbers?	是	Yes	否	No	不适用	N/A
7.12 你是否有保存意外记录并作出相关调查? Do you keep a register of accidents and do you always investigate the issue?	是	Yes	否	No	不适用	N/A
7.13 你是否有确保所有需处理危险化学品的 工人都受过适当处理化学品的培训? Have you ensured that all workers dealing with hazardous chemicals are trained on the dangers and proper handling of chemicals?	是	Yes	否	No	不适用	N/A
7.14 你是否有限制贮存化学品的房间只容 许曾接受培训处理那些物品的工人进入? Do you restrict the access to the rooms containing chemicals products to only those workers who are trained in handling those products?	是	Yes	否	No	不适用	N/A
7.15 你有没有保存所有使用化学品的安全 文件 (例如MSDS材料安全性数据表)? Do you keep safety documents for all chemicals used [for example MSDS = Material Safety Data Sheet]?	是	Yes	否	No	不适用	N/A
7.16 是否所有化学品的使用、贮存及弃 置都有记录?	是	Yes	否	No	不适用	N/A

Are the use, storage and disposal of all
chemicals documented?

7.17 你能否确保工人都不会受到电力装置
及电线的危害?
Do you ensure that workers cannot be
harmed by electric installations or cables?

是 Yes 否 No 不适用 N/A

7.18 你有没有提供法律规定的灭火器数量,
并定期保养, 固定及处于方便位置?
Do you provide the legally required quantity
of fire extinguishers, which are maintained
regularly, mounted and accessible?

是 Yes 否 No 不适用 N/A

7.19 是否 所有 紧急路径/通道及出口都有适
当显示, 并经常保持畅通及方便使用?
Are escape routes/aisles and exits properly
marked, unblocked and easily accessible at
any time?

是 Yes 否 No 不适用 N/A

7.20 你有没有进行每年火警及逃生演习,
确保所有工人知道如何在危急情况下应变?
Do you conduct yearly fire and evacuation
drills in order to ensure that all workers know
how to respond in an emergency situation?

是 Yes 否 No 不适用 N/A

7.21 机器是否都正确地安装, 维修及保养?
Are machines correctly installed,
maintained and safeguarded?

是 Yes 否 No 不适用 N/A

其他补充 Additional comments

8. 宿舍/住屋 DORMITORIES / HOUSING

阐释: 宿舍选址应在不会有自然灾害威胁及受工地运作所影响的地点(如噪音、放射物或灰尘), 生活设施应以坚固物料建成, 并保养良好, 清洁及不可堆积废物。员工的基本生活需要应获得满足, 且不可侵犯基本人权, 并免除安全威胁及保障他们不被疾病侵袭(如因潮湿、死水经真菌所散播等)。

期望: 宿舍应保持清洁, 安全并能满足工人及在有关情况下其家人的基本需要。所有工人及其家人(如适用)都有权在危急情况下撤离而无需获得管理层批准。

Explanation: The location of the dormitories shall be chosen in a way that workers are not exposed to both natural hazards and affected by the operational impacts of the worksite (for example noise, emissions or dust). Living facilities should be built using adequate materials and kept in good repair, clean and free from rubbish and other refuse. They should meet the basic needs of the personnel and not violate any basic human right, avoid safety hazards and protect workers from diseases (e.g. resulting from humidity, stagnant water, spread of fungi etc.).

Expectation: Dormitories shall be clean, safe, and meet the basic needs of the workers and their families when relevant. All workers and their families (when relevant) shall have the right to remove themselves from imminent serious danger without seeking permission from the management.

8.1 宿舍所提供的空间是否符合法律要求? 是 Yes 否 No 不适用 N/A
Is the space provided in dormitories in compliance with statutory laws and regulations?

8.2 睡房的设计是否能保持良好的精神健康, 避免安全威胁及保障工人免受性骚扰机会? 是 Yes 否 No 不适用 N/A
Are the sleeping rooms organised in a way that preserve good level of morale, avoid safety hazards and protect workers from potential sexual harassment?

8.3 宿舍是否与工场及货仓分隔开? 是 Yes 否 No 不适用 N/A
Are dormitories separated from production area and warehouses?

8.4 宿舍/住屋是否清洁及安全? 是 Yes 否 No 不适用 N/A
Are the dormitories / housing clean and safe?

其他补充 Additional comments

9. 禁止使用童工 PROHIBITION OF CHILD LABOUR

阐释: 儿童的教育应着重发展其个性、心智及体魄上的天赋。儿童应有权休息及参与适合其年龄的消遣活动。管理层应确保没有使用童工, 而员工的孩子们的权利都获得保障。

期望: 根据国际劳工组织及联合国公约及/或当地法律所定义的任何形式的对儿童的剥削都应禁止。未成年工人的权利应受到保障。

公司应制定矫正童工的政策及步骤并以书面记录, 内容包括提供足够支持儿童能上学直到成年。

Explanation: The education of the child shall be directed to develop his personality, mental and physical talents. A child should have the right to rest and engage in recreational activities appropriate to his/her age. Management should make sure that child labour is not endorsed and employees' children have their childhood's rights guaranteed.

Expectation: Any forms of exploitation of children are forbidden as defined by International Labour Organization and United Nations Conventions and/or by national law. The rights of young workers must be protected.

Policies and Procedures for child labour remediation shall be established and documented by the company, which shall include adequate support to enable children to attend and remain in school until no longer a child.

9.1 是否所有员工都在法定年龄之上? 是 Yes 否 No 不适用 N/A
Are all employees over the legal minimum age?

9.2 你有没有要求年龄证明 (例如身份证、出生证明书或其他文件) 是 Yes 否 No 不适用 N/A
确保所有受雇工人都在法定最低年龄之上?
Do you ask for proof of age (for example identity cards, birth certificates or other documents) to make sure that all hired workers are above the legal minimum age?

9.3 你有没有确保所有国家保障及培训未成年工人(凡18岁以下但法定年龄以上) 是 Yes 否 No 不适用 N/A
的法律都得到遵守?
Do you ensure that all national regulations for protection and training of young workers (everyone below 18 years but above the minimum age) are enforced?

其他补充 Additional comments

10. 禁止强迫工作及惩罚措施 PROHIBITION OF FORCED LABOUR AND DISCIPLINARY MEASURES

阐释: 所有工人都有权在合法情况下终止合约。不应以威胁或强迫 (无论身体上或心理上) 的方式对待工人。

期望: 任何形式的强迫工作, 例如对新加入的工人收取保证金、扣留身份证明文件都一律禁止。体罚、精神或身体上的迫害及污言秽语都不应发生。

Explanation: All workers should be free to terminate their contracts within the legal framework. Threats or coercions (either physical or psychological) should not be used against workers.

Expectations: All forms of forced labour, such as lodging deposits or the retention of identity documents from personnel upon commencing employment, are forbidden. Use of corporal punishment, mental or physical coercion and verbal abuse shall not occur.

10.1 身份证、护照或出生证明书等文件是 是 Yes 否 No 不适用 N/A
否在聘用后立刻发还给工人?

Are documents such as ID-cards, passports or birth certificates returned to the workers immediately after hiring?

10.2 在遵照有关当地法律情况下, 你是否容 是 Yes 否 No 不适用 N/A
许工人终止合约及自由离开工厂而不被惩罚?

Do you allow workers to terminate their contracts and leave their place of work freely and without sanctions if they follow all applicable national regulations?

10.3 你能否确保公司不会作出或容忍体罚, 是 Yes 否 No 不适用 N/A
精神或身体上的迫害及污言秽语或其他形
式的具虐待性的处分方法?

Do you ensure that the company does not engage or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse or other forms of abusive disciplinary measures?

其他补充 Additional comments

11. 环境及安全事项 ENVIRONMENTAL AND SAFETY ISSUES

阐释: 适当地管理自然资源能对你的工人的福利有正面影响, 并能提高声誉及对可持续生态作出贡献, 满足未来生态及人类的需要。

期望: 管理层必须保证没有重大或明显的环境失误发生, 而工厂是依照国家环保法律运作。废弃物处理的程序及标准、化学品及其他危险品的处理及弃置、放射物及排放物的处理等必须符合或高于法律规定最低标准。

Explanation: A good management of natural resources will have a positive impact at the welfare of your workers, build a good reputation and contribute to sustainable ecosystems that meet both ecological and human needs in the future.

Expectation: Management shall guarantee that no gross or evident environmental malpractice occurs and the business runs in line with national environmental regulations. Procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment must meet or exceed minimum legal requirements.

11.1 你是否可确保气体排放 (即机器及车 是 Yes 否 No 不适用 N/A
辆释出的气体) 符合国家法律要求?

Do you make sure that **air emissions** (i.e. gases and fumes from machines and vehicles) are in compliance with national regulations?

11.2 你是否可确保污水都按照国家法律规定的处理? 是 Yes 否 No 不适用 N/A
Do you make sure **waste water** is treated as required by national law?

11.3 废物的处理及弃置是否符合国家法 是 Yes 否 No 不适用 N/A
律规定以致对环境不造成损害?
Is **waste managed** and disposed of in compliance with the national regulations so that it does not harm the environment?

11.4 你能否确保化学品在贮存及弃置时不会洩漏? 是 Yes 否 No 不适用 N/A
Do you ensure that **chemicals** are stored and disposed in ways that avoid leakage?

11.5 你能否确保空的化学品容器不会再用? 是 Yes 否 No 不适用 N/A
Do you make sure that **empty chemical containers** are not re-used?

其他补充 Additional comments

下一步 NEXT STEPS

当你填好这份自我评估问卷后, 你应该能够更好地分析你们公司在社会责任方面的欠缺和需要改进的地方。在有需要情况下, 你需要与你的商业客户或BSCI审核员分享这份文件。

Once you have filled in this self-assessment questionnaire, you should be in a better position to analyse the social gap that your company will need to fulfil. If requested, you will need to share this document with your commercial client, or the BSCI auditor.

A.2.4. 附录: 审核当日所需文件 DOCUMENTATION AT THE DATE OF THE AUDIT

以下是审核时审核员将查核的文件。作为负责人您应根据列表作为指引, 在审核进行前收集好所有文件。

This is the documentation that the BSCI Auditor shall verify during the audit. As a producer you should use this list to guide you through collecting all documentation prior to the audit.

编号 Num.	文件 Documents	准备好 Available	核对 Verified	不核对原因 Reasons for not verification
1	关于法定地位、公司名称、成立年份的正式文件副本。 Copies of official documents on legal status, company name(s), year of foundation	是 Yes 否 No	是 Yes 否 No	<input type="text"/>
2	有效商业牌照及所有用以业务运作, 包括有关机器设备的所需批文。 Valid business licences and all necessary official approvals to run operations including the related machinery	是 Yes 否 No	是 Yes 否 No	<input type="text"/>
3	公司财务报表。 Company's Financial Balance sheet	是 Yes 否 No	是 Yes 否 No	<input type="text"/>
4	社会责任政策及程序, 包括但不限于反腐败程序, 人力资源程序等文件。 Social policy and procedures in written form, including but not limited to anti-corruption procedure, human resources procedure, etc.	是 Yes 否 No	是 Yes 否 No	<input type="text"/>
5	申诉机制, 包括程序、员工投诉记录, 已采取及跟进措施。 Complaint mechanism including procedure, records of complaints by employees, measures taken and follow up	是 Yes 否 No	是 Yes 否 No	<input type="text"/>
6	关于但不止于管理体系、社会及环境标准或行为准则的有效证书及/或审核报告。 List of valid certificates and/or audit reports concerning but not limited to management systems, social and environmental standards or codes of conduct	是 Yes 否 No	是 Yes 否 No	<input type="text"/>
7	环保程序包括但不限于水及废弃物管理、化学品弃置及放射物处理。 Environmental procedures including but not limited to water and waste management, chemicals' disposal and emissions treatment	是 Yes 否 No	是 Yes 否 No	<input type="text"/>
8	详述公司内高级管理层及运营部门在负责推行及监察BSCI行为准则的职责说明书。 Documentation of responsibilities in the company on senior management and operational level for implementation of and checking compliance with the BSCI Code of Conduct	是 Yes 否 No	是 Yes 否 No	<input type="text"/>
9	为符合最低社会及环境要求所需财政及人力资源的计算。 Calculation of the necessary financial and personnel resources to comply with the Minimum Social and Environmental Requirements	是 Yes 否 No	是 Yes 否 No	<input type="text"/>
10	分包商承诺符合BSCI行为准则的书面宣言。 Written declaration of commitment of subcontractors' compliance with the BSCI Code of Conduct	是 Yes 否 No	是 Yes 否 No	<input type="text"/>

编号 Num.	文件 Documents	准备好 Available		核对 Verified		不核对原因 Reasons for no verification
11	工厂应允包含在ISMS 的书面宣言（如适用）。 Written declaration of consent for farms to be included in the ISMS (when applicable)	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
12	分包商的工厂中得到持续改善的证明。 Proof of continuous improvement of social performance in the facilities of subcontractors	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
13	工作规则的书面文件。 Working Rules in written form	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
14	有关任何违反工场规章制度及进行任何纪律处分的文件。 Documentation of any infringements of the working rules and any disciplinary measures taken	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
15	最低工资（适用于有关行业）文件及信息来源。 Documentation of the legal minimum wages (relevant for the type of industry) and the source of this information	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
16	所有员工（包括临时工人）的人事档案。 Personnel Data Files for all employees (including seasonal workers)	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
17	工时记录。 Working time records	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
18	列明给所有员工强制性或自愿性的所有福利文件（包括怀孕及母亲）。 Documentation on all benefits to employees with remarks if they are mandatory or voluntary (including pregnancy and mothers)	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
19	有效批准豁免工作时间的文件（如来自政府或工会集体谈判协议）。 Documented valid authorisation to make exemptions on working hours (e.g. from government, from collective bargaining agreements with trade unions)	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
20	会议记录及与员工代表达成协议的书面记录。 Minutes of meetings and records of written agreements with employees' representatives	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
21	工资列表及计算包括但不止于以产量及件数计算的工人产量记录。 Wage lists and wage calculation including but not limited to record of output of productivity rates or piece rate workers	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
22	生产力计划包括但不止于成本计算、增长预算及所需人力资源。 Production capacity planning in written form including but not limited to cost calculation, growth expectation and human resources needed	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
23	雇用合约包括有关保安及其他服务。 Employment contracts including those related to security personnel and other services	是 Yes	否 No	是 Yes	否 No	<input type="text"/>
24	员工的工资单及发放薪金证明。 Payslips for employees and evidence of payment of wages	是 Yes	否 No	是 Yes	否 No	<input type="text"/>

编号 Num.	文件 Documents	准备好 Available		核对 Verified		不核对原因 Reasons for no verification
25	最新社会保障基金供款证明。 Evidence of updated contribution to social insurance funds	是 Yes	否 No	是 Yes	否 No	
26	有效文件应至少要包括但不限于参加者姓名及职位、培训日期及内容及培训者的资历。 Documentation of all trainings to workers, particularly but not limited to concerning Health and Safety. Valid documentation should include at least a list of names and positions of the participants, dates, content of training and qualification of the trainers	是 Yes	否 No	是 Yes	否 No	
27	工伤事故记录包括但不止于事故起因资料、种类、日期、破坏及指明受伤人士及跟进程序 Documented record of the accidents including but not limited to information on the source of the accident, type, dates, damages and indication of harmed persons and procedure followed	是 Yes	否 No	是 Yes	否 No	
28	医护人员资历证书。 Medical Personnel Qualification certificates	是 Yes	否 No	是 Yes	否 No	
29	操作危险机器、电力装置及任何其他因危险程度需特定训练的事项的员工的资历证明。 Qualification proof for employees working with dangerous machines, electrical installation and any other activity that requires specific training due to the level of risk	是 Yes	否 No	是 Yes	否 No	
30	危险机器, 包括但不止于升降机, 电力设备及高压设备的检测报告、保养记录、操作及安全指引。 Inspection reports, maintenance records, operating and safety instructions for dangerous machines, including but not limited to lifts, electrical equipment high-pressure equipment	是 Yes	否 No	是 Yes	否 No	
31	消防设备检测报告及保养记录 (如灭火器检测标籤)。 Inspection reports and maintenance records for fire fighting equipment [e.g. inspection tags on fire extinguishers]	是 Yes	否 No	是 Yes	否 No	
32	工场及宿舍的健康及安全的检测文件及保养记录, 包括但不止于温度、噪音水平及光线方面。 Inspection documents and maintenance record concerning health and safety for the facilities and dormitories including but not limited to temperature, noise level and lighting	是 Yes	否 No	是 Yes	否 No	
33	接收、使用、回收及弃置化学品的记录 (包括出示MSDS材料安全性数据表)。 Records of receipt, consumption, withdrawal and disposal of chemicals [including presentation of Material Safety Data Sheets – MSDS]	是 Yes	否 No	是 Yes	否 No	
34	工场及宿舍饮用水的检测报告及保养记录。 Inspection reports and maintenance records on the water potability both facilities and dormitories [when relevant]	是 Yes	否 No	是 Yes	否 No	
35	书面风险评估及有关安全、健康及卫生工作场所的行动计划。 Documented risk assessment and related action plan for safe, healthy and hygienic working conditions	是 Yes	否 No	是 Yes	否 No	
36	分包到监狱的工序列表, 包括名称及地址 (如适用)。 List of production processes outsourced to prisons, and name and place of premises [if relevant]	是 Yes	否 No	是 Yes	否 No	