
Auditee :	Suqian Sailing Kids Toys Co., Limited
Audit Date From :	28/04/2019
Audit Date To :	28/04/2019
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	TUEV SUD
Auditor's Name(s) :	Guojian Li(Lead)
Auditing Branch (if applicable) :	TUV SUD China



This is an extract of the on line Audit Report. The complete report is available in the amfori BSCI Platform.
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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p style="text-align: center;">A Very Good</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated A • No Performance Areas rated C, D or E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
A	A	A	A	A	A	A	A	A	A	A	A	A																													
A	A	A	A	A	A	A	A	A	A	B	B	B																													
A	A	A	A	A	A	A	B	B	B	B	B	B																													
<p style="text-align: center;">B Good</p>	<ul style="list-style-type: none"> • Maximum 3 Performance Areas rated C • No Performance Areas rated D or E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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A	A	A	A	A	B	B	B	B	B	B	B	C																													
B	B	B	B	B	B	B	B	B	B	C	C	C																													
<p style="text-align: center;">C Acceptable</p>	<ul style="list-style-type: none"> • Maximum 2 Performance Areas rated D • No Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
A	A	A	A	A	A	A	A	A	C	C	C	C																													
A	A	A	A	A	B	B	B	B	C	C	C	D																													
C	C	C	C	C	C	C	C	C	C	C	D	D																													
<p style="text-align: center;">D Insufficient</p>	<ul style="list-style-type: none"> • Maximum 6 Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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A	A	A	B	B	B	C	C	C	D	D	D	E																													
D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p style="text-align: center;">E Unacceptable</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
A	A	A	A	A	A	E	E	E	E	E	E	E																													
A	A	B	B	C	D	E	E	E	E	E	E	E																													
E	E	E	E	E	E	E	E	E	E	E	E	E																													
<p style="text-align: center;">Zero Tolerance</p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

Main Auditee Information



Name of producer :	Suqian Sailing Kids Toys Co., Limited		
DBID number :	389334		
Audit ID :	149841		
Address :	South of Cement Factory, East of Guantang Rd, Dongxiaodian, Shuyang Suqian		
Province :	Jiangsu	Country :	China
Management Representative :	Yin Zhen Xia		
Contact person:	Zi Yong Zhang	Sector :	Non-Food
Industry Type :	Toys and Games	Product group :	toys
Product Type :	Wooden toys		

Audit Details



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit	
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms	
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	none		
Audit interferences or contingencies (if applicable) :	none		
Overall rating :	C		
Need of follow-up :	Yes	If YES, by : 28/04/2020	

Rating per Performance Area (PA)

PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	A	A	A	B	D	B	A	A	A	A	C	A

Executive summary of audit report

[Location and size]:

The factory started operation in October 2018, it was located at South of Cement Factory, East of Guantang Rd, Dongxiaodian, Shuyang County, Jiangsu, China. Number of Uniform Code of Social Credit: 91321322MA1XCYLD76. Total operation area was around 3,600 square meters.

[Structure of facility]:

The factory occupied one 3-storey building for production, warehouse and office. Neither dormitory nor canteen was provided by the factory at present. The main production processes are wood working, painting and packing.

[Employee analysis]:

There were 41 employees working in the factory. Among them 32 were production employees, 9 were non-production employees. All employees were permanent employees, and 22 were female employees.

[Summary of working hour]:

The factory recorded workers' working time by electronic data processing system. Attendance records from October 2018 to audit day were provided, and 7 workers' attendance records of January, February and March 2019 were sampled for review. One shift in the factory: 7:00-11:30, 13:00-16:30. Normal working time was 8 hours per day, 5 days per week. 2 hours overtime was arranged on weekdays normally and 10 hours overtime was arranged on Saturday regularly. No overtime arranged on Sundays or holidays for employees. No obvious peak season in the factory. The maximum working time was 10 hours per day and 60 hours per week. The maximum monthly overtime hours were 92 hours. No inconsistencies identified between time and production records.

[Summary of compensation]:

Payrolls from October 2018 to March 2019 were provided, and 7 workers' payroll records of January, February and March 2019 were sampled for review. Wage was calculated by hourly rate. The lowest wage was RMB2000 per month, which could reach the local minimum wage RMB1620 per month. Wages were issued in cash within 20 days after the end of the calculation period. The factory paid 150% and 200% of normal rate for the overtime on regular working days and rest days respectively.

[Summary of interview]:

Worker interviews were conducted individually and in groups. Randomly selected 7 employees, no complaint was raised.

[Special scene during on site observed]:

1. There was no agency or contractor used in the factory.
2. No employees were engaged in collective bargaining.
3. No construction completion certification/fire safety certificate/environmental impact report could be provided.
4. The operation area was leased from "Shuyang Shensen Wood Products Factory". Lease contract was provided for review. This company had independent business license, management and employees. It was not covered in this audit.

Ratings Summary



Auditee's background information			
Auditee's name :	Suqian Sailing Kids Toys Co., Limited	Legal status :	limited company
Local Name :	宿迁市晟立儿童玩具有限公司 (91321322MA1XCYL76)	Year in which the auditee was founded :	2018
Address :	South of Cement Factory, East of Guantang Rd, Dongxiaodian, Shuyang	Contact person (please select) :	Zi Yong Zhang
Province :	Jiangsu	Contact's Email :	Zhangziyong2006@aliyun.com
City :	Suqian	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	English
Country :	China	Website of auditee (if applicable) :	None
GPS coordinates :	N34°2'53" E118°54'56"	Total turnover (in Euros) :	500000.00
Sector :	Non-Food	Of which exports % :	70.00
Industry :	Toys and Games	Of which domestic market % :	30.00
If other, please specify :		Production volume :	10000 sets per month
Product Group :	toys	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	Yes
Product Type :	Wooden toys		

Auditee's employment structure at the time of the audit		
Total number of workers :	41	Total number of workers in the production unit to be monitored (if applicable) :
		0
	MALE WORKERS	FEMALE WORKERS
Permanent workers	19	22
Temporary workers	0	0
In management positions	3	2
Apprentices	0	0
On probation	0	0
With disabilities	0	0
Migrants (national citizens)	8	7
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	19	22
Production based workers	0	0
With shifts at night	0	0
Unionised	0	0
Pregnant	-	0
On maternity leave	-	0

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: D

Deadline date:28/07/2019

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The factory has set up a series of procedures and policies that states their mission, vision and objectives to match the BSCI Code of Conduct and their dedication to comply with social responsibilities. The factory conducted internal audit on its social performance once per year to monitor the system's effectiveness. The factory nominated one senior management, who had a good understanding of BSCI standards, for the establishment, implementation and maintenance of the BSCI system. The factory has established supplier control procedure, and monitored the social compliance performance of significant suppliers regularly. However, gaps have been identified in implementation.

工厂建立了表明其使命、愿景和目标的且符合BSCI行为准则和社会责任需要的程序和政策。每年一次就其社会责任的表现进行了内部的审核,以确保BSCI体系运行的有效性。工厂指定了一名对BSCI要求较为了解的高级管理人员来负责BSCI系统的建立、施行和维护。工厂已建立供应商控制程序,并对主要供应商社会责任表现进行了定期监督。但是在执行的过程当中还是存在以下差距:

1.1 - The factory has established the basic management system to implement the BSCI Code of Conduct. However, there are still some performance areas which need improvement.

工厂已经建立起执行BSCI行为准则的基本管理体系。但是当前审核在几个执行领域发现一些有待完善的地方。

1.4 - The factory has organized its workforce capacity to meet the expectations of the delivery order and/or contracts by calculating production cost and planning delivery time, but the monthly overtime hours of workers exceeded local legal requirement.

工厂通过计算生产成本及计算交货期规划了其生产能力,但是存在工人月加班超时的情况。

Remarks from Auditee:

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: A

Deadline date:28/05/2019

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

There were 2 workers' representatives in the factory, and relevant election procedures and records were provided for review. The factory established good management practices which involved workers and their representatives in sound information exchange on workplace issues. The factory set up grievance mechanism which allowed workers to raise complaints and comments via suggestion box, workers' representatives or to senior management directly. BSCI Code of Conduct was displayed on the notice board in the production area. However, gaps have been identified in implementation.

工厂选举了两名员工代表,并提供了相关的选举程序和记录。员工与员工代表就工作场所的情况可以进行良好沟通。建立了员工申诉机制,允许员工通过意见箱、员工代表或者直接找管理者层反映问题或者意见。BSCI行为准则张贴在生产区域的公告栏内。但是在执行的过程当中还是存在以下差距:

2.5 - Although the factory has established grievance procedure, but the procedure did not include how to handle the situation of interest conflict.

尽管工厂有建立投诉程序,但是该程序没有考虑到如何处理利益冲突的情况。

Remarks from Auditee:

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining

Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: A

Deadline date:

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The factory has set up the social policy regarding freedom of association and collective bargaining, which allowed workers to participate in associations on their own will if legally permitted and prohibited discriminating those workers for any identity. Workers' representatives were not discriminated but had free access to workers and were encouraged to communicate with workers regarding anything about workers' rights and obligations.

工厂建立了有关自由结社和集体谈判的社会责任政策,尊重员工自由参加法律允许的团体或组织的自由和权利,而且禁止对这些员工有任何歧视的行为。员工代表没有受到歧视,而是可以自由地接近员工并被鼓励积极与员工沟通有关其权利和义务的任何问题。

Remarks from Auditee:

Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory has set up the social policy of no discrimination which prohibited discriminating workers for any identity, sex, age, background and etc. Workers had equal opportunities to work overtime, get promotion and receive training. Disciplinary policy and measures were established within legal frames. 工厂建立了反歧视的社会责任政策, 禁止对员工的身份、性别、年龄、背景等进行任何形式的歧视行为。员工有平等加班, 晋升和接受培训的机会。工厂的奖惩政策和措施符合法律要求。	
Remarks from Auditee:	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: B	Deadline date:28/07/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory has made its own regulations and rules on wages and benefits based on the legal requirements and BSCI Code of Conduct. Wage was calculated by hourly rate. The lowest basic wage among samples was RMB2000 per month and the factory paid 150% and 200% of regular wage rate for overtime hours on weekdays and rest days to workers. The factory paid wages on time on 20th of each month for the preceding month and payslips were also provided to workers. No monetary fines or other illegal deductions were detected in payroll records. However, gaps have been identified in implementation. 工厂基于法律以及BSCI要求制定了工资和福利制度。员工为计时工资, 在抽样人员中最低的月工资为2000元/月, 工厂在工作日加班和周末加班会支付正常工资的150%和200%作为加班费。工厂每月20号准时发放工资且有提供工资条。在工资表中没有发现罚款或者其他非法扣款。但是在执行的过程当中还是存在以下差距: 5.4 - The actual paid wages ensured a decent living standards, but the factory had no sense of local living wage evaluation. 虽然实际的工资水平确保的体面生活标准, 但是工厂没有意识去评估当地基本生活需求工资。 5.5 - There are 41 employees including 4 retirees and 9 newly joined employees, no dispatched employee. The factory did not purchase social insurance for employees. 51% employees were covered by a group commercial accident insurance with the validity from February 19, 2019 to February 18, 2020. As per management interview, the factory was in process of application for social insurance account. (China Labor Law, Article 72/73) 工厂现有员工41人, 包括4名退休工和9名新进员工, 没有劳务派遣工。工厂没有为员工购买社会保险。51%员工参加团体商业意外险, 有效期为2019年2月19日至2020年2月18日。根据管理层访谈, 工厂正在申请开通社保账户。	
Remarks from Auditee:	
Performance Area 6 : Decent Working Hours	
Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: D	Deadline date:28/07/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory has made its own working hour regulations and rules based on the legal requirements and BSCI Code of Conduct. The factory used IC card electronic attendance recording system to record all workers' working hours including overtime hours. As per sampled payroll and attendance records, it was found that all workers worked for 8 hours a day and for 5 days a week as regular working hours. Overtime work was arranged for no more than 2 hours a day on weekdays and no more than 10 hours a day on Saturdays. One rest day in every 7-day period was guaranteed. However, gaps have been identified in implementation. 工厂基于法律以及BSCI要求建立了工作时间规章制度。工厂采用IC卡考勤系统记录员工的工作时间包括加班时间。根据所抽样员工的工资和考勤记录发现, 所有员工的正常工作时间为每天8小时, 每周工作5天。加班通常在工作日不超过每天2小时, 周六不超过10小时, 且能确保七天中休息一天。但是在执行的过程当中还是存在以下差距: 6.2 - Based on attendance records, the monthly overtime exceeded 36 hours per month in January, February and March 2019, the max monthly overtime was 92 hours in March 2019. (China Labor Law, Article 41) 考勤记录显示2019年1月、2月和3月的月加班时间超过36小时, 月加班最大2019年3月为92小时。	
Remarks from Auditee:	

Performance Area 7 : Occupational Health and Safety	
Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: B	Deadline date:28/06/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The factory has established policy and procedures regarding occupational health and safety, related documents and implement records were maintained for review, such as health and safety training plan and records, regularly health and safety meeting records, fire equipment maintenance records, fire drill records, etc. The production area was equipped with adequate fire protection facilities (such as fire extinguishers, hydrants). Escape routes, aisles and emergency exits were fully and simultaneously unblocked, unlocked and passable. Exit signs, emergency lights and evacuation signs were properly installed, well-functioning and verified once per month. Two employees were trained on first aid by qualified body. The factory provided sufficient toilets, first aid kits, and clean drinking water. 7.21 No kitchen in the factory. 7.23 No transportation was available in the factory. 7.24 No dormitory in the factory. However, gaps have been identified in implementation.</p> <p>工厂建立了职业健康安全的政策和程序, 相关文件和执行记录都保留供查阅, 如健康安全培训计划与记录, 定期的健康与安全会议记录, 消防器材维护记录, 消防演习记录等。生产区域安装了足够的消防设施(如灭火器、消防栓)。工厂的逃生路线、走廊和紧急出口未被堵塞、未被上锁、通畅, 安全出口标识、应急灯及疏散指示适当安装、运行良好并一个月检查一次。有2名具有资质的急救员, 提供了足够的洗手间、急救药箱、干净的饮用水。7.21没有提供餐厅; 7.23 未提供交通; 7.24 没有提供宿舍。但是在执行的过程当中还是存在以下差距:</p> <p>7.1 - The factory was in line with most of the regulations on occupational health and safety relevant for its activities. However, continuous improvement was needed to perfect the performance. 工厂大部分符合了职业健康安全与其活动相关的规定。但是仍需要进行持续改善以完善表现。</p> <p>7.2 - 21 out of 41 employees were covered by a commercial accident insurance. No work-related injury insurance was provided. (Production Safety Law, Article 48) 工厂41人中的21人参加了商业意外险。没有提供工伤保险。</p> <p>7.3 - The factory did not provide occupational health examination for workers who engaged in occupational hazard (e.g.: painting workers). (Law on Prevention and Control of Occupational Diseases, Article 35) 工厂没有为从事有职业危害工作的员工(如油漆工)安排职业健康体检。</p> <p>7.4 - Health & safety risk assessment was conducted, but workers and their representatives were not involved in the assessment. 工厂已进行健康安全风险评估, 但工人和工人代表没有参与评估。</p> <p>7.6 - Although the factory provided PPE to workers, but at least one painting worker did not wear goggles during working. (Production Safety Law, Article 42) 尽管工厂已提供个人防护用品, 至少1名油漆工工作时没有带护目镜。</p> <p>7.7 - No adequate secondary container was provided for chemical storage at chemical warehouse. (Regulations on the Safe Management of Hazardous Chemicals, Article 20) 化学品仓中化学品没有放置在合适的二次容器中。</p> <p>7.9 - PPE reminders were posted in production area, but no occupational hazardous factor (such as dust and chemical hazard) reminder was posted onsite. (Law on Prevention and Control of Occupational Diseases, Article 24) 生产车间已张贴个人防护用品佩戴提示, 但没有张贴职业危害因素(如粉尘和化学品危害)告知信息。</p> <p>7.11 - The factory did not provide the construction completion certification and fire safety certificate for the production building. (Construction Law, Article 61 & Fire Prevention Law, Article 13) 工厂没有提供厂房的竣工验收报告和消防验收报告。</p> <p>7.13 - The factory conducted periodical check on the electrical installations. Around 20% switch control boxes in production area were not maintained well and the surface was dusty. 工厂有对电气设备进行定期检查。但是生产车间约20%开关控制盒缺乏维护, 表面积尘较多。</p>	
Remarks from Auditee:	
Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The factory has set up the social policy and procedures on no child labor, age verification mechanism, recruitment procedures and remedial procedures in case children were found. And the factory maintained the personnel files including workers' profiles and copies of age documents for all workers. Currently the youngest worker in the factory was 21 years old.</p> <p>工厂建立了有关禁止使用童工的社会责任政策和程序、年龄核对机制、招聘程序以及童工补救政策等。同时工厂也保留了所有员工的人事档案以及年龄文件的复印件等。当前工厂最年轻员工为21岁。</p>	
Remarks from Auditee:	

Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory has set up the social policy and procedures on young workers' protection and also conducted risk assessment for young workers. Although there was no young worker working in the factory currently, the factory had a good understanding that young workers were more vulnerable than most workers and stipulated a series of protection rules for young workers, such as, young workers should be adequately protected against any harmful working condition, should not be engaged in night shifts, should have access to effective grievance mechanism, and should be properly trained on OHS, etc. 工厂建立了有关未成年工保护的 社会责任政策和程序 , 并针对未成年工人做了风险评估。尽管工厂目前没有使用未成年工, 但对于未成年工的保护仍有充分的认知, 且制定了一系列的未成年工保护规定, 比如: 不得安排未成年工从事有毒有害的工作, 不得安排未成年工上晚班, 需要给未成年工提供有效的申诉渠道, 需要给未成年工提供有关健康安全的培训等。	
Remarks from Auditee:	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: A	Deadline date:28/07/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory has set up hiring procedures and provided orientation training to workers about their legal rights and responsibilities such as wages and benefits, working hours, occupational health and safety, disciplinary measures, etc. As per documents review, on-site observation and worker interviews, it was noted that there were no temporary workers, home workers or students at school ages hired by the factory and the factory also did not use dispatched workers. Furthermore, the factory signed labor contracts with all employees within one month and provided copy of the labor contract to each employee. However, gaps have been identified in implementation. 工厂建立了招聘程序并给新进员工提供了关于合法权利与义务的入职培训, 比如有关工资福利、工作时间、职业健康安全、惩戒措施等。通过文件审核、现场审核以及员工访谈, 发现工厂没有使用临时员工、家庭工人以及学生工, 没有使用劳务派遣工。同时, 工厂和所有员工都在入职一个月内签订了劳动合同并给员工提供了一份劳动合同副本。但是在执行的过程当中还是存在以下差距: 10.1 - The factory signed labour contract with all employees, but did not enforce the agreed employment contract while paying social insurance was addressed. 工厂与所有员工签订劳动合同, 但未按照员工劳动合同要求为所有员工提供社保。	
Remarks from Auditee:	
Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory has set up the social policy and procedures on no bonded labor. As per factory regulations and worker interviews, it was confirmed that workers chose the factory freely without monetary deposit or original personal documents withheld. The factory only kept copies of workers' identification card for documentation purpose in personnel files. There was no restriction on workers' movement, and workers could access to drinking water or toilet facilities as they desired and left the factory freely when they were off duty. All overtime hours were arranged on workers' voluntary basis, and workers could resign from the factory with a one-month prior notice to the factory management. Through on-site observation and worker interviews, no corporal punishment, mental or physical coercion or verbal abuse was found. 工厂建立了关于禁止强迫劳动的 社会责任政策和程序 。通过查看工厂的规章制度以及员工访谈发现, 员工都是自主选择 在工厂工作 , 没有交付押金或者个人证件的原件。工厂仅在人事档案中保留了员工身份证的复印件。员工在工厂内的行动自由, 喝水或使用洗手间或在下班后自由活动都不受限制。加班也是基于员工自愿。如果需要辞职, 只需提前一个月通知管理层即可。通过现场观察和员工访谈, 没有发现体罚、精神或身体胁迫或口头虐待存在。	
Remarks from Auditee:	

Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: C	Deadline date:28/07/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The factory has continuously identified the significant impacts and environmental implications associated to its activities. Policy and procedures were established to incorporate relevant environmental laws and there was a designated staff responsible for collecting and updating relevant regulations and laws. The factory has signed an agreement with a qualified contractor and hazardous waste was disposed in a way that did not lead to the pollution of the environment. However, gaps have been identified in implementation.</p> <p>工厂能持续识别与其经营活动相关的重要环境影响和因素。根据其所适用的环境法规，建立了相关的政策和程序文件并指定了专门的负责人负责相关环境法规的收集和更新。工厂与一个合格的危废处理商签订了协议，确保危废处理不会造成环境污染。但是在执行的过程当中还是存在以下差距：</p> <p>12.1 - 1. The factory did not provide the report of environmental impact, the report form of environmental impact or the registration form of environmental impact. (Law of the People's Republic of China on the Environmental Impact Assessment (2003), Article 16). 2. The factory did not monitor the wastewater, waste air and boundary noise level generated from wood working workshop and painting workshop. (Measures for the Administration of Environmental Surveillance, Article 21) 1. 工厂没有提供环境影响报告书、环境影响报告表或者填报环境影响登记表。2. 工厂没有监控木材加工、喷漆工序产生的废水、废气和噪音。</p> <p>12.3 - The factory did not obtain environmental impact assessment approval and environmental protection acceptance check report upon completion of construction project. (Law of the People's Republic of China on the Environmental Impact Assessment (2003), Article 22 & Measures for Administration of Environmental Protection Acceptance Check upon Completion of Construction Project, Article 17). 工厂没有取得环评批复和建设项目竣工环境保护验收报告。</p>	
Remarks from Auditee:	
Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 149841] Audit Date: 28/04/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The factory has identified the situations and activities where act of corruption, extortion and embezzlement were most likely to occur and developed relevant policy and procedures against them. During the audit process, all required documents were provided timely and as per cross checking, no inconsistent or falsified information was detected. The factory also established a set of procedures to avoid, investigate and discipline any fraud, falsification and misrepresentation behaviors. Further, the factory collected and processed workers' personal data with respect for privacy.</p> <p>工厂识别了各种可能存在贪污、勒索和侵占的情形及行为并制定了相关的反腐败、反贪污的政策和程序。在审核过程中，工厂及时提供了所要求的所有文件和信息且在交叉核对时没有发现不一致或者伪造的信息。同时，工厂建立了一系列程序以避免、调查和惩罚任何欺骗、伪造及虚假陈述的行为。此外，在收集和处埋员工的个人信息时，工厂确保了对个人隐私的保护。</p>	
Remarks from Auditee:	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	28/04/2019	149841	D	A	A	A	B	D	B	A	A	A	A	C	A	C



Photo of the inside of the main production hall
Painting workshop.JPG



Photo of fire safety equipment
Fire hydrant.JPG



Photo of non-conformity
7.13 Switch control box was dusty.JPG



Photo of the inside of the main production hall
Raw material warehouse.JPG



Photo first aid facilities
First aid box.JPG



Photo of non-conformity
7.6 Painting worker did not wear goggles.JPG



Photo of the inside of the main production hall
Suggestion box.JPG



Photo of the code of conduct on display
BSCI code of conduct.JPG



Photo of non-conformity
7.7 No secondary container.JPG



Photo of the inside of the main production hall
Time record machine.JPG