
Auditee :	Zhuhai Ecare Electronic Technology Co., Ltd.
Audit Date From :	15/10/2020
Audit Date To :	15/10/2020
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	TUEV Rheinland
Auditor's Name(s) :	Louisa Luo(Lead)
Auditing Branch (if applicable) :	TUV Rheinland 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>
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 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 :	Zhuhai Ecare Electronic Technology Co., Ltd.		
DBID number :	395117		
Audit ID :	195142		
Address :	No.3-1 Bldg., No.8, Pingxi 7 Rd., Nanping S&T Park, Zhuhai Zhuhai		
Province :	Guangdong	Country :	China
Management Representative :	Mr. Yi Zhou		
Contact person:	Xinzhang Wang	Sector :	Non-Food
Industry Type :	Mechanical and electrical engineering	Product group :	Electrical supplies
Product Type :	Digital thermometer, doorbell, ultrasonic cleaner, soap dispenser, timer and electronic scale		

Audit Details



Audit Range :	<input type="checkbox"/> Full Audit	<input checked="" 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 : 15/10/2021

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	A	D	A	A	A	A	A	A	A

Executive summary of audit report

Zhuhai Ecare Electronic Technology Co., Ltd. was located at No.3-1 Bldg., No.8, Pingxi 7 Rd., Nanping S&T Park, Zhuhai City, Guangdong Province, China (中国广东省珠海市香洲区南屏科技园屏西七路8号厂房三之一). The factory mainly produced Digital thermometer, doorbell, ultrasonic cleaner, soap dispenser, timer and electronic scale. The main process was tempo printing, solder tin, inspection, assembly and packing. There was no obvious off or peak season. No process was subcontracted to other factories outside.

There was one U sharp 6-storey building (office, production areas and warehouse) in an industry zone which was used by the factory. The total areas used by the factory were about 9500m2. The valid lease contract of the auditee was provided for review. There was no dormitory, canteen or transportation provided for workers by the auditee.

Remark:

- The factory didn't obtain any wavier on overtime from local government. No collective bargaining occurred in the factory. They didn't use any contractor and agency labor contract. So these documents were not applicable to attach to the report.
- APSCA status of audit team:Louisa Luo, RA, registration number 21700243
- The audit started at about 08:30 am. The auditor spent 1 hour during lunch break to review documents without management.
- The address on the business license is No.3-1 Bldg., No.8, Pingxi 7 Rd., Nanping S&T Park, Xiangzhou District, Zhuhai City(珠海市香洲区南屏科技园屏西七路8号厂房三之一), and the factory confirmed used the 'No.3-1 Bldg., No.8, Pingxi 7 Rd., Nanping S&T Park, Zhuhai City, Guangdong Province, China ' in the report as last audit, only Xiangzhou District was miss, but the two address was the same site.

Ratings Summary



Auditee's background information			
Auditee's name :	Zhuhai Ecare Electronic Technology Co., Ltd.	Legal status :	Ltd company
Local Name :	珠海益凯尔电子科技有限公司 (统一社会信用代码: 91440400304103893N)	Year in which the auditee was founded :	2014
Address :	No.3-1 Bldg., No.8, Pingxi 7 Rd., Nanping S&T Park, Zhuhai	Contact person (please select) :	Xinzhang Wang
Province :	Guangdong	Contact's Email :	Hr1@zhecare.com
City :	Zhuhai	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	None
Country :	China	Website of auditee (if applicable) :	N/A
GPS coordinates :	N22°12'31" E113°26'32"	Total turnover (in Euros) :	5500000.00
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Mechanical and electrical engineering	Of which domestic market % :	0.00
If other, please specify :		Production volume :	3000000 pcs per year
Product Group :	Electrical supplies	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	Yes
Product Type :	Digital thermometer, doorbell, ultrasonic cleaner, soap dispenser, timer and electronic scale		

Auditee's employment structure at the time of the audit		
Total number of workers :	194	Total number of workers in the production unit to be monitored (if applicable) :
		0
	MALE WORKERS	FEMALE WORKERS
Permanent workers	80	114
Temporary workers	0	0
In management positions	8	2
Apprentices	0	0
On probation	0	0
With disabilities	2	0
Migrants (national citizens)	50	85
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	80	114
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

1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: D

Deadline date:14/10/2021

GOOD PRACTICES:

None observed

AREAS OF IMPROVEMENT:

Based on records review, Mr. Yi Zhou/Vice General Manager was designated as management representative. According to suppliers management policy, the management had communicated amfori BSCI COC, TOI, etc. to their important suppliers. They also got social compliance letter of commitment from important suppliers. The factory had conducted regular internal audit to assess the condition of system implementation. The latest one was conducted in March 2020. The factory had communicated social compliance policies and procedures to workers.

基于记录查看, 周义/副总经理被指定为管理者代表。根据供应商管理政策, 管理层有将amfori BSCI准则, 实施准则等传达给他们的重要供应商。他们也有从重要供应商处获取社会责任承诺书。工厂有进行定期内审来评估系统实施状况。最近1次在2020年3月进行。工厂有将社会责任政策及程序传达给员工。

1.1 - The facility had established social compliance management system to implement amfori BSCI COC. But it was missing an effective method to monitor and improve all performance areas comply with local law requirement. So findings on overtime, health and safety, etc. were identified. The management stated that overtime was effected by so many factors. They did not have effective overtime controlling system to ensure the compliance on overtime currently.

工厂有建立社会责任系统来实施amfori BSCI准则, 但是缺失一个有效的方法来监控及改善所有执行领域符合当地法规要求。因此在加班时间, 健康安全等方面的出现了问题。管理层表示加班时间受很多因素影响。他们目前没有有效的加班控制系统来确保加班时间的符合性。

1.4 - The auditee had set up procedures on production capacity planning and cost calculation. But they didn't have a complete production capacity planning which met the compliance on overtime and production demand.

被审核方有建立产能规划及成本核算程序, 但是他们没有一个完善的产能规划能满足加班的符合及生产需要。

Remarks from Auditee:

None

Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: D

Deadline date:18/04/2020

Good practices

None observed

Areas of improvement

To meet amfori BSCI requirement, the auditee established series of policies and carried out some measures. The auditee defined organizational chart and reporting lines, including appointing Mr. Yizhou/Vice general manager was in charge of developing social procedures, following up on the finding report, Ms. Xinzhang Wang/ administration manager was in charge of OHS and environment management, administrating the grievance mechanism and collecting law and regulation. The CSR performance of important business partners such as metal components suppliers, PCB suppliers, packing material suppliers, battery suppliers were regularly supervised (including to sign social accountability commitment, to assess social performance of suppliers, to pass amfori BSCI CoC and amfori BSCI ToI for them). The auditee respected workers basic right, such as no discrimination, no child labor, no bonded labor, etc. However, gaps have been identified in implementation during this audit:

为满足amfori BSCI行为守则的要求, 被审核方建立了一系列的政策和实施了诸多措施。被审核方明确了组织架构图及汇报程序, 其中包含任命副总经理周义直接负责研发社会责任程序、跟进问题, 行政主管王新章负责职业健康安全和环境保护管理、处理投诉和法律法规收集; 重要商业合作伙伴如金属配件供应商、电路板供应商、包装材料、电池供应商等的社会绩效被定期监管, 其中包含要求供应商签订社会责任承诺书, 评估了供应商的社会责任表现, 传达amfori BSCI行为准则和amfori BSCI商业伙伴专用实施条款给供应商; 被审核方基本尊重工人的基本权利, 如没有歧视、童工、强迫劳动等方面的要求。尽管如此, 在实践中仍然存在一些不足:

1.1 - The auditee had established policy and procedures on social compliance policy. However, the factory did not established an effective management system to implement the amfori BSCI Code of Conduct. For example, the working hours were not controlled as per established procedure. Workers monthly overtime working hours exceeded 36 hours (Legal limit) for all sampled months. Meanwhile, there were improvement items in PA2, PA5, PA7 and PA12.

被审核方已经建立了社会责任对应的政策和程序。但工厂建立的管理体系不够完善来实行amfori BSCI行为准则。例如, 工厂的工作时间没有按制定的控制程序进行管控。工人的加班时间在抽样的月份均超过了36小时(法规限制)。同时, 工厂在第2, 5, 7和12章节都有需要改进的条款。

1.4 - The facility had established workforce planning procedure, but it was not effective due to the overtime working hours exceeded law requirement for all sampled months. (Details as finding in PA 6).

工厂建立了产能规划的程序, 但是该程序不是有效的, 基于工人的加班在所有抽样的月份均超出了法规要求(详情如审核PA6的不符合)。

Remarks from Auditee

None

Performance Area 2 : Workers Involvement and Protection	
1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: A	Deadline date:15/03/2021
GOOD PRACTICES: None observed	
AREAS OF IMPROVEMENT: <p>There were 3 worker representatives elected by workers in April 17, 2020 to act as communication channel between facility management and workers. Workers and their representatives could raise any suggestion or complaint through management or suggestion box without any retaliation. amfori BSCI COC and amfori BSCI Poster in Chinese version were posted in workshops.</p> <p>员工在2020年4月17日选举的3名工人代表以作为管理层和他们之间沟通的渠道。员工与员工代表可以直接与管理或意见箱提出意见或不满，不会遭受打击报复。中文版amfori BSCI行为守则和海报也张贴在车间。</p> <p>2.2 - The factory established some social responsibility goals such as compliance the standard of amfori BSCI COC, no child labor, prohibit forced labor, no discrimination and etc.. But the factory did not periodically track and review the goals' compliance situation. Moreover, the factory did not establish the social responsibility long-term goals and implement plan to solve the existing systemic findings, such as how to increase the ratio of social insurances and reduce workers overtime hours step by step and etc. 工厂建立了一些社会责任目标，比如，符合amfori BSCI行为守则的标准，不使用童工，禁止强迫劳工，不歧视等，但是工厂没有定期的追踪和查阅目标的符合状况。另外，企业没有结合工厂的实际情况制定长期的目标和执行方案去解决工厂现存的系统性问题，比如如何逐步提高社保参保比例，如何逐步降低工人的加班时间等。</p>	
Remarks from Auditee: None	
Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: B	Deadline date:18/12/2019
<u>Good practices</u> None observed	
<u>Areas of improvement</u> 2.2 - The auditee didn't define long term goals to protect workers according to the amfori BSCI values and principles or its amfori BSCI performance, including how to reduce overtime hours and improvements of social insurance compliance. 被审核方没有根据BSCI使命或愿意或其BSCI表现去定义长期的目标去保护员工，比如降低加班时间和提高社保参保等。	
Remarks from Auditee None	
Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Not rated during this follow up audit. 此次跟进审核期间未进行评价。	
Remarks from Auditee:	
Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: A	Deadline date:
<u>Good practices</u> None observed	
<u>Areas of improvement</u>	
Remarks from Auditee None	

Performance Area 4 : No Discrimination	
1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Not rated during this follow up audit. 此次跟进审核期间未进行评价。	
Remarks from Auditee:	
Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: A	Deadline date:
<u>Good practices</u>	
None observed	
<u>Areas of improvement</u>	
<u>Remarks from Auditee</u>	
None	

Performance Area 5 : Fair Remuneration	
1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: A	Deadline date:14/10/2021
GOOD PRACTICES: None observed	
AREAS OF IMPROVEMENT: <p>The facility had established the policies on wages and benefits. Workers were paid by bank around 15th day of next following month. As per 10 sampled workers wage record review from October 2019 to August 2020, all workers were paid by hourly rate, the lowest was paid of RMB10.34 per hour. Since July 1, 2018, the local minimum wage is RMB 1720 per month, RMB 9.89per hour, which was higher to local minimum wage. Legal benefit such as paid statutory holiday, annual leaves were provided to the workers. No deductions was identified in the wages. 150%, 200%, 300% of normal rate would be compensated for overtime on normal working days, Saturday and holidays. Pay slip was provided to the workers before the paid date.</p> <p>工厂制定了薪资福利政策。员工每月工资在下一个月15号以银行转账形式发放。根据10名抽样员工2019年10月至2020年8月的工资，所有员工均是计时，最低工资人民币10.34每小时，自2018年7月1日起当地最低工资为人民币1720每月，人民币9.89每小时，高于当地最低工资标准。法定福利已发放给员工，如带薪年假，年休假等。员工工资中无扣款。员工在延长工作时间，周六以及节假日加班时可以获得正常工资的150%，200%和300%的加班补贴。工人会在工资发放之前获得工资条。</p> <p>5.5 - Social insurance coverage was insufficient. Social insurance payment records from October 2019 to October 2020 were provided for review, According to the factory's payment records of October 2020, the factory did not purchase retirement insurance for 62 out of 197 employees, unemployment, medical, maternity and work injury insurance. Note: Based on document review, management interviews and worker interviews, the factory provides training to inform employees of the importance of participating in social insurance. However, the factory management did not make statistics on employees participation in rural pension and medical insurance. The factory has no new employees and retired employee. The facility had bought commercial accident insurance for 114 employees included 62 employees who did not participated in five social insurance. The insurance was valid from December 20, 2019 to December 19, 2020. Reference Law: PRC Labor Law Article 72 and 73 .</p> <p>社保参保不足。2019年10月到2020年10月的社保缴费记录供查阅。根据工厂2020年10月的缴费记录显示，工厂没有给197人中62名员工购买养老保险，失业，医疗和生育和工伤保险。备注：基于文件审核、管理层访谈和工人访谈，工厂有提供培训告知员工参加社会保险的重要性。但是工厂管理层没有对员工参加农村养老和医疗保险的情况进行统计。工厂没有新入职和退休返聘的员工。企业为114名（包括62名没有参加5种社保的员工）员工购买了商业意外保险，有效期从2019年12月20日到2020年12月19日。参考法规：《中华人民共和国劳动法》第72和73条</p>	
Remarks from Auditee: None	
Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: A	Deadline date:18/04/2020
Good practices None observed	
Areas of improvement <p>Workers' wages were paid before 15th of each month. The payroll of October 2018 to September 2019 was reviewed during this audit. Workers' wages were calculated hourly rate. The minimum wage for workers was at least RMB10.34 per hour, which exceeded local minimum wage standard: RMB1720 per month since July 2018 (equal to 9.89 per hour). And 150%, 200% and 300% of normal rate would be compensated for overtime on normal working days, Saturday and statutory holidays. Wage was paid through bank transfer, and pay slip was provided. The factory paid other statutory compensation (including mandatory leave and benefits, and etc.) according to local legal requirement. There was no unreasonable deduction except the social insurance which was required by local law identified. And the minimum total remuneration paid for workers were higher than the basic need wage calculated by auditor (RMB1920.96).</p> <p>工厂每月15号之前支付工人的工资。本次审核查看了2018年10月到2019年9月这期间的工资记录。工人的工资按时薪支付，工人的最低工资为每小时人民币10.34元，符合当地最低工资标准：2018年7月开始为每月人民币1720元（相当于每小时9.89元）。被审核方按基本工资的1.5倍，2倍及3倍支付工人平时加班，周末加班及假日加班的工资。工厂的工资通过银行转账支付，并提供了工资条给工人。工厂根据法律要求支付了工人其他的法定福利工资，包括法定假期工资，年假工资等等。除法律要求的社保扣款以外，没有发现有不正当的扣款情况。工厂支付的工人的最低的总工资比审核员计算的生活需求工资（人民币1920.96）还高。</p> <p>5.5 - The factory's social insurance payment records from October 2018 to September 2019 were checked, and it showed that the factory's social insurance coverage rate was insufficient. According to the latest record of participating in insurance in September 2019, 67 out of 234 employees (no retired workers, total 46 new workers) employed by the auditee who met the requirement of participating in social insurance did not participate in retirement insurance, unemployment insurance, medical insurance, maternity insurance and work injury insurance. Management explained that most of the workers were reluctant to participate in social insurance. Per workers interview, most of the employees have purchased the new rural insurance in their hometown. The factory did not count how many employees had purchased new insurance in their hometown. Reference Law: PRC Labour Law Article 72&73. Remark: The factory had provided commercial accident insurance for all workers without social insurance during the period from 19 December 2018 to 18 December 2019.</p> <p>查看了工厂2018年10月至2019年9月的参保支付记录，显示工厂的社保参保率不足。根据最新的2019年9月的参保记录，234名工厂（没有退休返聘的工人，其中有46名新入职工人）雇佣的员工中的67名员工符合参保条件的员工未参加养老保险，失业保险，医疗保险，生育保险和工伤保险。管理人员解释这些员工不愿意参加社保，根据员工访谈，大部分员工在老家已经购买了新农保。工厂并没有统计有多少员工在老家购买了新农保。参考法规：《中华人民共和国劳动法》第七十二&七十三条。备注：工厂在2018年12月19日至2019年12月18日期间为所有工人没有社保的工人提供了商业意外保险。</p>	
Remarks from Auditee None	

Performance Area 6 : Decent Working Hours	
1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: D	Deadline date:14/10/2021
GOOD PRACTICES: None observed	
AREAS OF IMPROVEMENT: <p>The factory established working hour policy according to local legal requirement. The factory had provided attendance records from October 2019 to the audit day. The attendance records from October 1, 2019 to October 18, 2019 were only used to verify payroll of October 2019. Workers print their finger per day to record working time. All workers worked in one shift from 08:00 to 17:30. They enjoyed rest from 12:00 to 13:30. they overtime worked on weekdays for 3 hours from 18:10 to 21:10. Overtime work was voluntarily chosen for workers. The maximum monthly overtime were 118 hours, The maximum daily overtime were 3 hours. The maximum weekly working time were 66 hours of all 10 sample employees in January, May and August 2020 for the urgent production order. And at least 1 day off after 6 days consecutive working days was guaranteed. Sufficient overtime wage was provided for workers.</p> <p>工厂根据法律要求建立了工作时间的政策。工厂有提供2019年10月至审核当日的考勤记录。2019年10月1日至2019年10月18日的考勤记录仅用来核实2019年10月的工资。工人打指纹卡来记录每天工作时间。所有员工都是1班制从08:00至17:30。他们在12:00至13:30享有休息。他们在工作日加班工作3小时从18:10至21:10。员工自愿选择加班。最大月加班为118小时。最大日加班为3小时。所有抽取的10名员工因为赶工期在三个抽样月2020年1月, 5月和8月最大周工时都为66小时。每周有一天休息。充足的加班费有提供给员工。</p> <p>6.2 - The factory didn't ensure workers' overtime meet local law requirement. The management stated that it was difficult to control workers' monthly overtime less than 36 hours. There were so many unpredictable factors which may effect production and overtime. They thought that meeting production demand was more important. 3 months' attendance records were sampled for review. In January 2020, 10 out of 10 random selected workers' monthly overtime exceeded 36 hours. The maximum monthly overtime was 55 hours; In May 2020, 10 out of 10 random selected workers' monthly overtime exceeded 36 hours. The maximum monthly overtime was 104 hours; In August 2020, all 10 random selected workers' monthly overtime exceeded 36 hours. The maximum monthly overtime was 118 hours. (Reference Law and Regulation: Labor Law of the People's Republic of China, Article 41). Remark: In October 2020 (from October 1, 2020 to the audit day), all sampled workers' monthly overtime exceeded local law requirement. The maximum daily and monthly overtime were 3 hours and 51 hours respectively.</p> <p>工厂没有确保工人的加班时间符合当地法规要求。管理层表示很难控制工人的月加班少于36小时。有太多不可预见的因素可能会影响生产及加班时间。他们认为满足生产需要更重要。3个月的考勤记录有抽样查看。2020年1月, 10名抽样员工中有10名员工的月加班超出36小时, 最大月加班为55小时; 2020年5月, 10名抽样员工中有10名员工的月加班超出36小时, 最大月加班为104小时; 2020年8月, 10名抽样员工的月加班均超出36小时, 最大月加班为118小时。(参考法律法规:《中华人民共和国劳动法》, 第41条)备注:所有抽样员工在2020年10月(从2020年10月1日至审核当日)的月加班时间超出法规要求, 最大日加班及月加班分别为3小时及51小时。</p>	
Remarks from Auditee: None	
Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: D	Deadline date:18/04/2020
Good practices None observed	
Areas of improvement <p>The auditee established working hours system and it defined normal working hour was 8 hours per day and 5 days per week, rest day on Saturday and Sunday; it would consider as overtime if working out of normal working and it defined daily overtime was not more than 3 hours. The factory used finger print scan machines to record employees' working hours. One shift arranged for all production workers and the normal working hour was 08:00-12:00, 13:30-17:30. Workers usually worked overtime 3 hours (18:10-21:10) at night and worked overtime 11 hours on Saturdays. Sunday was the rest day. Attendance records from October 2018 to 18 October 2019 were available for review. The factory had no obvious low and peak season in recent one year. Total 20 employees were randomly selected from different departments each month. In sampled months, the maximum weekly working hours were 66 hours and the maximum monthly overtime was 121 hours.</p> <p>被审核方建立了考勤制度, 其中规定员工每周法定工作五天, 每天正常工作时间8小时, 周六、日为休息日。正常工作时间以上班是为加班, 并且规定每天加班不超过3小时。工厂使用指纹扫描机器来记录员工上班时间。所有生产员工实行一班制, 正常工作时间为08:00-12:00, 13:30-17:30。工人晚上通常加班3小时(18:10-21:10), 周六通常加班11小时。周日为休息日。本次审核查看了2018年10月至2019年10月18日的考勤记录。工厂最近一年没有明显的淡季季。每个月从不同部门随机抽出20名员工工作为主要样本。在抽样的月份里, 员工最大周工作时间为66小时, 最大月加班时间为121小时。</p> <p>6.2 - Total 20 sampled employees' time records were selected in April 2019, August 2019 and September 2019 respectively. The detailed overtime hours were as below: All 20 sampled employees' monthly overtime hours in April 2019 exceeded 36 hours, which up to 90 hours. All 20 sampled employees' monthly overtime hours in August 2019 exceeded 36 hours, which up to 121 hours. All 20 sampled employees' monthly overtime hours in September 2019 exceeded 36 hours, which up to 104 hours. Per the management interview, the factory did not set the working hour pre-warning system to control workers' overtime. As per workers interview, overtime work was voluntary and they would like to work overtime for more OT wage. Remark: The maximum monthly overtime hours in October 2019 (till 18 October 2019) were up to 49 hours. Reference Law: PRC Labour law, Article 41.</p> <p>本次在2019年4月, 2019年8月和2019年9月分别抽了20名员工, 其详细的加班情况如下: 2019年4月份所有20名抽样员工月加班超过36小时, 最大为90小时, 2019年8月份所有20名抽样员工月加班超过36小时, 最大为121小时, 2019年9月份所抽样的20名员工的月加班超过36小时, 最大为104小时。根据管理访谈, 工厂没有建立工时预警系统来控制工人过多加班。受访的工人称加班是自愿的, 他们愿意多加班以赚取多的加班工资。备注:2019年10月(至2019年10月18日)最大月加班小时为49小时。参考法律《中华人民共和国劳动法》第四十一条。</p>	
Remarks from Auditee None	

Performance Area 7 : Occupational Health and Safety

1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: A

Deadline date:15/03/2021

GOOD PRACTICES:

None observed

AREAS OF IMPROVEMENT:

The factory had established occupational health and safety management procedure. Mr. Xinzhang Wang was Health and safety management representative in the factory. The factory had conducted the occupational health and safety risk assessment and evaluated the solder tin and tempo-printing was the high risk position in the factory, provided workers with necessary personal protective equipment such as mask and gloves. In addition, there was a safety committee in the factory, the safety committee conducted meeting regularly. There were at least 2 exits from each work area and these were clearly marked with exit sign and emergency light. The firefighting equipment such as fire alarm, fire extinguishers, hydrant was adequate and checks were up-to-date. Evacuation plot plans were posted in all work floors. Fire drills were conducted at least twice a year. There were adequate first aid kits on the work floor and all of them were well stocked. There were 5 qualified first aiders in the factory and the factory signed the emergency medical agreement with nearby Hospital. All production employees had been trained how to operate machines properly during the orientation. Potable water was freely available in all areas. Sufficient toilets segregated by gender were available at all times to employees. Ventilation, temperature and lighting were adequate in the factory. Remark: No canteen, dormitory and transportation was provided to workers by the factory. 7.1 The second finding was closed. The facility had provided the Occupation factors testing report of review.

工厂建立了职业健康安全程序。王新章先生为工厂健康安全管理者代表。工厂进行了职业健康安全风险评估，评估出移印和焊锡岗位为高风险岗位。为员工提供了必要的个人防护用品如：口罩，手套。此外，工厂设立了健康委员会，其定期举行会议。每个工作区域至少有2个出口，且有安全出口标志应急灯。灭火设施如：消防警铃，灭火器，消防栓是足够的且有效的。平面逃生图张贴在所有车间。消防演习至少每年组织两次。车间都配备有足够的急救药箱装有足够的急救药品。工厂有5名有资质的急救员，并与附近医院签署了紧急医疗协议。所有生产员工在入职时都参加了如何正确操作机器的培训。饮用水是免费提供的。提供了不同性别使用的洗手间，员工随时可以使用。通风、温度和照明是足够的。备注：工厂没有提供餐厅，宿舍，交通设施给员工。7.1 第二个问题点已经改善。工厂在本次审核中提供了职业危害因素监测报告供审核。

7.1 - No occupational health examination was provided to all employees engaged in post with occupational disease hazards. During facility tour, auditor found that there were 35 employees were working in tempo printing and solder tin position with hazardous material. However, the facility only provided pre-job occupation health examination to 10 employees and on-job occupation health examination to 5 employees, no periodic occupational health examination reports which required by law for 20 out of 35 employees who engaged in hazardous material were provided for review. And the facility did not provide post-job occupation health examination to employee. The facility manager claimed that the employee did not want to back to conduct the health examination after resign. Reference law: Law of the People's Republic of China on the Prevention and Control of Occupational Diseases Article 35.

企业没有为所有从事职业性危害作业的员工提供职业健康检查。在现场巡查时，审核员发现在生产楼移印和焊锡岗位有35名员工在使用危险物质。但是，企业只提供了岗前的职业健康体检给10名员工，岗中5名员工，35人中有20人没有提供体检报告，另外企业没有提供离岗职业健康体检给员工。工厂管理表示员工离职后不愿意再回来体检。相关法规：《中华人民共和国职业病防治法》第三十五条。

7.6 - Through factory tour, the workers working in the tempo printing and solder tin department wore the mask , but the workers in the tempo printing workshop who were contact the paint oil and thinner did not wear gloves. Reference law: Work Safety Law of the People's Republic of China (2014) article 42

通过现场审核，在移印和焊锡车间工作的员工佩戴了口罩。但是移印车间接触油墨和开油水的员工没有佩戴手套。参考法规：《中华人民共和国安全生产法》（2014）第四十二条

Remarks from Auditee:

None

Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: A

Deadline date:18/01/2020

Good practices

None observed

Areas of improvement

The auditee assigned Xinzhang Wang/Admin Supervisor to be in charge of health and safety issue. The auditee conducted workshop air quality inspection in October 2018 and inspection result were normal. The auditee conducted regularly safety education for all workers; fire drills were conducted twice per year and latest time was in June 2019. The auditee provided PPE to all workers for free (such as active carbon mask for soldering workers). Main chemicals such as wiping machine water , glue were applied in this factory; all chemicals were placed in the special cabinet and special person was responsible for management. The auditee developed and displayed the accident and emergency procedures in a way that was clear for workers and first-aid personnel and workers. All electricity facilities maintained well and the auditee employed a qualified electrician to inspect regularly. All fire facilities could meet law and regulation requirement; sufficient fire extinguishers, fire hydrant, fire alarm were equipped and kept monthly inspection; all routes were not blocked; all routes and exit doors were remark clearly; evacuation plans were posted on this workshop. Necessary first aid facilities were provided, such as first aid kit in each workshop, five first aiders equipped in the workshop. The auditee provide boiled drinking water in each floor; conducted boiled drinking water inspection and inspection result were normal. Washing room condition were well; enough squatting space were considered and cleaner was responsible for cleaning each day. The auditee did not provide transportation, canteen and dormitory to workers and workers lived near the factory, and they could come to factory by bike or bus. However, there were still some gaps in implementation:

被审核方指派了行政主管王新章负责职业健康安全事宜。被审核方已经于2018年10月进行了车间内空气质量；检测结果显示满足法规的要求。被审核方对所有员工定期进行安全教育；消防演习每年进行两次，最近一次是在2019年6月。被审核方免费提供个人防护用品给员工（如活性炭口罩给焊锡员工等）；审核期间发现他们都正常的佩戴。化学品主要有抹机水和胶水等；所有化学品都放置在化学品专用柜子中，有专人负责管理。被审核方已经制定并将意外和应急程序以工人和急救人员清晰可见的方式展示在车间。所有的电力设施都保持良好，并有雇佣了一名有资质的电工定期进行检查。所有的消防设施都是满足法规的要求，如灭火器、消防栓、警铃等足够，并且每月保持检查；通道没有被堵塞，并且都清晰的有疏散标示、出口标示等；所有的车间都有张贴疏散计划。急救措施完善，如在每层都有医疗箱，并有五名参加培训的急救员。被审核方提供了加热水在车间，进行了水质检查，检查结果正常。车间洗手间条件良好，有足够的蹲位，每天都有人打扫。被审核方没有给员工提供交通工具、宿舍和饭堂，员工都住在工厂周围，自己骑车或者坐公交车上下班。尽管如此，在实践中仍然存在一些不足：

7.1 - 1. Per document review and confirmed by management interview, the auditee did not provide pre-service occupational disease examination in year

<p>2019 for about 11 workers engaged in soldering dust or chemical factor. And the auditee did not arrange on-service occupational disease examination for 17 workers who engaged in soldering dust or chemical factor. moreover, the auditee did not conduct post-service occupational diseases examination for these workers. Reference law: Law of the People's Republic of China on Prevention and Control of Occupational Diseases, Article 35. 2. There were occupational hazards produced in the soldering process and product cleaning position, but the factory didn't monitor its indoor air quality. Reference law: Provisions on the Supervision and Administration of Occupational Health at Work Sites, Article 20.</p> <p>1.根据文件审核以及管理层访谈, 被审核方2019年没有为大约11名接触焊锡烟尘和化学因素的工人提供岗前的职业病体检。被审核方也没有为17名接触焊锡烟尘和化学因素的工人提供在岗的职业病体检。同时, 被审核方没有给该岗位离职的员工进行职业病体检。参考《中华人民共和国职业病防治法》第35条。2.工厂在焊锡工序及产品清洁岗位存在职业危害因素, 但工厂未监测其室内空气质量。参考法律法规: 工作场所职业卫生监督管理规定第20条。</p>
<p>7.6 - Per onsite observation, at least three workers who working in soldering process did not wear mask, although the auditee provided mask for them. Reference law: Safety Law of the People's Republic of China (2014) Article 42.</p> <p>根据现场观察, 工厂焊锡工序至少有3名工人在工作时候没有佩戴工厂提供给他们们的口罩。参考法律法规: 中华人民共和国安全生产法 第四十二条。</p>
<p><u>Remarks from Auditee</u></p> <p>None</p>
<p>Performance Area 8 : No Child Labour</p>
<p>1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: A Deadline date:</p>
<p>GOOD PRACTICES:</p>
<p>AREAS OF IMPROVEMENT:</p> <p>Not rated during this follow up audit. 此次跟进审核期间未进行评价。</p>
<p><u>Remarks from Auditee:</u></p>
<p>Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: A Deadline date:</p>
<p><u>Good practices</u></p> <p>None observed</p>
<p><u>Areas of improvement</u></p>
<p><u>Remarks from Auditee</u></p> <p>None</p>
<p>Performance Area 9 : Special protection for young workers</p>
<p>1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: A Deadline date:</p>
<p>GOOD PRACTICES:</p>
<p>AREAS OF IMPROVEMENT:</p> <p>Not rated during this follow up audit. 此次跟进审核期间未进行评价。</p>
<p><u>Remarks from Auditee:</u></p>
<p>Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: A Deadline date:</p>
<p><u>Good practices</u></p> <p>None observed</p>
<p><u>Areas of improvement</u></p>
<p><u>Remarks from Auditee</u></p> <p>None</p>

Performance Area 10 : No Precarious Employment	
1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Not rated during this follow up audit. 此次跟进审核期间未进行评价。	
Remarks from Auditee:	
Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: A	Deadline date:
<u>Good practices</u>	
None observed	
<u>Areas of improvement</u>	
<u>Remarks from Auditee</u>	
None	
Performance Area 11 : No Bonded Labour	
1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Not rated during this follow up audit. 此次跟进审核期间未进行评价。	
Remarks from Auditee:	
Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: A	Deadline date:
<u>Good practices</u>	
None observed	
<u>Areas of improvement</u>	
<u>Remarks from Auditee</u>	
None	

Performance Area 12 : Protection of the Environment	
1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES: None observed	
AREAS OF IMPROVEMENT: <p>The factory had established a written environmental policy. The risks of important environmental factors have been identified, and relevant measures have been formulated to eliminate or control the risks. The factory had developed an EIA report and obtained EIA approval for the new site. The factory did not produce production waste water during the production process, only noise, exhaust gas and solid waste was produced. The factory had established procedures to conserve resources, such as water and electricity, and had set relevant goals to implement. The facility had completed the pollution registration on March 24, 2020. 12.1 Closed. The facility had obtained EIA approval for the new site on October 24, 2019. 12.4 – The facility had monitored the waste air emission and noise on Oct 28, 2019 and the monitor report was provided for review in this audit.</p> <p>工厂建立了书面的环保政策。识别了重要的环境因素的风险，并制定相关的措施去消除或者控制风险。工厂进行了新地址的环境影响报告表的制定并获得了环评批复。工厂在生产过程不产生生产废水，只有噪音，废气和固体废弃物产生。工厂有建立节约资源的程序、如水电等，并有制定相关的目标去执行。2020年3月24日企业完成排污登记。12.1 关闭。工厂在2019年10月24日在新地址取得环评批复。12.4 关闭。工厂在2019年10月28日对工厂的废气和噪音进行了监测，并且在审核当天提供了监测报告供审核。</p>	
Remarks from Auditee:	
Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: B	Deadline date:18/01/2020
<u>Good practices</u> None observed	
<u>Areas of improvement</u> <p>The auditee had established the Environment protection management procedure and identified the significant impacts associated to production process. The auditee had just moved to current location in September 2019, and the auditee had obtained EIA report for the location change in July 2019. The EIA report indicated main processes were soldering, assembling and packing, etc. And the main environment impact was waste air and noise. During this audit. No obvious pollution was found in this factory. Remark: Pollutant discharging permit was applicable for the auditee so far. 被审核方建立了环境保护程序并且识别生产过程相关的重大影响。被审核方2019年9月搬迁至目前的场所，被审核方于2019年7月取得了环评报告表，环评报告显示工厂的主要工序有焊接、组装和包装。其主要环境因素为废气和噪音。本次审核过程中，在工厂未有发现明显的污染情况。备注：排污许可证目前尚不适用被审核方。</p> <p>12.1 - The auditee had moved to new location in September 2019, and conducted Environmental impact assessment and obtained report in July 2019. However, so far the auditee had not obtained EIA approval. Law reference: Law of the People's Republic of China on the Environmental Impact Assessment, Article 22. 被审核方2019年9月搬迁至新的场所，并在2019年7月进行了环评影响评估并取得了环评报告。然而，目前为止，工厂尚未取得环评批复。参考法规：中华人民共和国环境影响评价法第22条。</p> <p>12.4 - Waste air was generated from the soldering process, but so far, the auditee had not monitored its waste air emission. Reference law: Measures for the Administration of Environmental Surveillance, Article 21 工厂在焊锡工序有废气产生，但是公司未监测其废气以确保其达标排放。参考法律法规：环境监测管理办法第21条。</p>	
Remarks from Auditee None	
Performance Area 13 : Ethical Business Behaviour	
1- Followup Audit [Audit Id - 195142] Audit Date: 15/10/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Not rated during this follow up audit. 此次跟进审核期间未进行评价。	
Remarks from Auditee:	
Full Audit [Audit Id - 164871] Audit Date: 16/10/2019 PA Score: A	Deadline date:
<u>Good practices</u> None observed	
<u>Areas of improvement</u>	
Remarks from Auditee None	

Summary 

Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Follow-up Audit	15/10/2020	195142	D	A	A	A	A	D	A	A	A	A	A	A	A	C
Full Audit	16/10/2019	164871	D	B	A	A	A	D	A	A	A	A	A	B	A	C

Producer Photos



External photo(s) of the production unit(s)
facility building.JPG



Photo of non-conformity
7.6 No glove for employee working in the tempo-printing department.JPG



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



External photo(s) of the production unit(s)
facility name.JPG

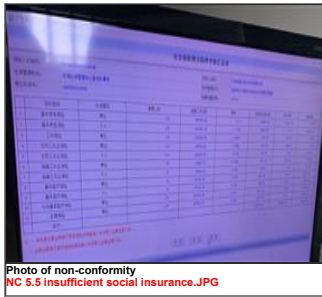


Photo of non-conformity
NC 5.5 insufficient social insurance.JPG



Photo of the inside of the main production hall
Solder tin line.JPG



Photo first aid facilities
Eye wash station.JPG

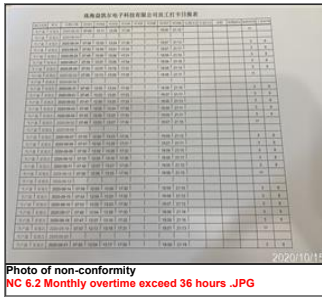


Photo of non-conformity
NC 6.2 Monthly overtime exceed 36 hours.JPG



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



Photo first aid facilities
first aid box.JPG



Photo of the code of conduct on display
COC post.JPG



Photo of the inside of the main production hall
Tempo printing department.JPG



Photo of chemical storage room (if applicable)
Chemical storage area.JPG



Photo of the inside of the main production hall
Assembly line.JPG

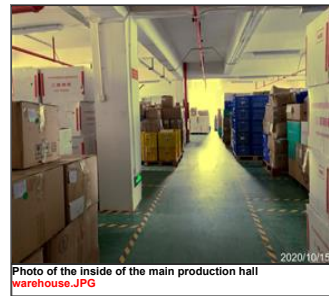


Photo of the inside of the main production hall
warehouse.JPG



Photo of fire safety equipment
evacuation map.JPG



Photo of the inside of the main production hall
attendance record system.JPG



Photo of the personal protection equipments (if applicable)
PPE wore by employee .JPG



Photo of fire safety equipment
exit sign emergency light fire alarm.JPG



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



Photo of the sanitary facilities
drink water.jpg



Photo of fire safety equipment
fire extinguisher.JPG



Photo of the inside of the main production hall
finish good warehouse.JPG



Photo of the sanitary facilities
toilet.JPG



Photo of fire safety equipment
fire hydrant.JPG



Photo of the inside of the main production hall
hazardous waste storage area.JPG