

GENERAL INFORMATION

Supplier Name:	ABC Co., Ltd		
Supplier Address:	XXX, ZHEJIANG PROVINCE, CHINA.		
Facility Name:	XXX TEXTILE CO., LTD		
Facility Address:	XXX ZHEJIANG PROVINCE, CHINA.		
GPS coordinate at main entry	LONGITUDE : XX LATITUDE : XX	Main Products	100% POLYESTER FABRIC, HOME TEXTILE SHEET SETS.
Audit Type:	<input checked="" type="checkbox"/> Initial Audit <input type="checkbox"/> Follow Up Audit <input type="checkbox"/> Annual Audit		
Audit Date:	December 16, 2021	Audit Date:	December 16, 2021
Valid Business License	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Valid Business License	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Facility Contact: Name:	XXX	Position:	FOREIGN TRADING MANAGER
Tel No.	150XXX	Email:	XXX
Facility Buildings:	TOTAL 3 BUILDINGS AT 2ND FLOORS.	Total Area: (M2)	8000 SQM
Production Area (M2):	7000 SQM	Warehouse Area (M2):	1000 SQM
Dormitory Area (M2):	/	Kitchen & Canteen (M2):	/
Is any social audit Certified	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Please list if any:	/

Employee Details

Type	Male	Female	Sub-Total
Supervisors/Managers	2	1	3
Administration Staff	3	2	5
Quality Control Staff	1	/	1
Engineering Staff	/	/	/
Production Workers	10	46	56
Other	/	/	/
Total:	16	49	65



Factory name



Factory building

AUDIT RESULTS

OVERALL ASSESSMENT RATING					
<input type="checkbox"/> <i>Red</i>		<input type="checkbox"/> <i>Orange</i>		<input checked="" type="checkbox"/> <i>Amber</i>	
<i>(69% or below or with ZT)</i>		<i>(Between 70-79%, No ZT)</i>		<i>(Between 80-89%, No ZT)</i>	
<i>(90% or above, No ZT)</i>					
Audit score detailed for categories:					
No.	Section	Applicable scores	Actual scores	ZT Qty	Remark
A1	Child Labour / Young Labour	5	5	0	N/A for A1.5
A2	Forced Labour	7	7	0	
A3	Discrimination	3	2	0	
A4	Disciplinary Practices	5	5	0	
A5	Working Hours	5	4	0	
A6	Compensation	8	7	0	
B	Health & Safety	39	31	0	N/A for B3.8\B3.9\B4.1~B4.6
C	Freedom of Association	4	4	0	
D	Environment	7	6	0	N/A for D1.5
Total:		83	71	0	Rate in 100% 85.54%

SUMMARY

The factory- XXX TEXTILE CO.,LTD. was located at XXX,ZHEJIANG PROVINCE,CHINA.

The factory has been focusing on home textiles sheet sets for more than 8 years, and it moved to the current address since January 2021. The 2nd floor of three 2-storey buildings were used for production, total area was 8000sm. The first floor was occupied by a fabric weaving factory named XXX Weaving Co., Ltd, and the management stated that they had no business relationship with this factory.

The main production processes were including, fabric brushing (surface treatment), cutting, sewing, inspecting, and packing. Dyeing and printing were done by subcontractors, and fabrics were outsourced.

All products were sold in overseas market, such as USA, EU, and South America, and the market shares were USA 70%, EU 15%, South America 15%. The main customers were Ross, CHD, and ienjoy, etc.

The production equipment was as follows, 1 brushing machine, 1 embossing machine, 5 cutting lines, and 45 sewing machines. Currently, 65 employees were hired. The production capacity was 200,000 sets per month, and the management explained that their turnover for 2021 would be Rmb160,000,000.

The lead time for new orders was 30 days, and 20 days for repeat orders. Minimum quality of the purchase orders was 600 sets for dyeing products, and 1200 sets for printing products.

There was total 65 employees in this factory, including 9 non-production employees and 56 production employees. There were 16 male employees and 49 female employees. The youngest employee working in the factory was 27 years old. Almost all employees were at present on the audit day.

The factory did not provide dormitories and canteens for workers.

The workers in this facility used fingerprint recognition system to record their working hours. The normal workweek was from Monday to Friday, with the normal working hours were 8 hours from Monday to Friday. Working time was 7:30-11:30 13:00-17:00 (with 90 minutes of lunch break from 11:30-13:00).

Workers sometimes worked for 2 hours of overtime on Monday to Friday and 8 hours of overtime on Saturday. There was no obvious peak season month in this factory.

Workers' wages were calculated by hour. The factory pays the previous natural month's wages before the 25th of each month, and the wages are paid in cash.

According to the Huzhou City Minimum Wage Standards issued on August 1, 2021, the minimum wage at the location of the factory is CNY 2,070.

During the audit, below issues were found which need to be improved in the future:

A3.2 There was no suggestion box installed in the factory, but all employees had received training on how to appeal.

A5.4 It was noted that 10 out of 10 sample population employees worked in excess of the statutory overtime hour limits.

A review of 10 sample population employees time records yielded the following:

- 10 (selected from all department) out of 10 sample population employees worked in excess of 36 overtime hours per month (i.e. 52 hours) in December 2020, which was not in compliance with the legal requirement.
- 10 (selected from all department) out of 10 sample population employees worked in excess of 36 overtime hours per month (i.e. 52 hours) in August 2021, which was not in compliance with the legal requirement.

A6.6 It was noted that the factory's social insurance coverage was insufficient. According to the social insurance payment receipt provided by factory management, Among the 65 employees in November 2021, only 46 have participated in the endowment, accident, unemployment insurance, and only 50 have participated in the medical, maternity insurance.

There are 10 retirees in the factory, and the factory does not purchase third-party insurance for workers.

B1.4

1) It was noted that factory management failed to provide the auditors with the safety inspection reports for all 3 elevators being used in the factory for review.

2) It was noted that total 3 elevators under the special equipment category are being used in the factory, but corresponding Special Equipment Safety Management Certificate "A" was not provided for review.

3) It was noted that the safety training for the Principal Responsible Person of production and business units and safety production management personnel (full time) in the factory was not carried out in accordance with the safety training outline formulated by the work safety supervision and supervision department.

B3.1 100% of the sewing machines in the factory were not installed with Finger protection device.

B3.2 Rotating mobile equipment were lack of signs and guidelines that prohibit long-haired, loose-fitting employees from operating.

B3.3 About 30% of the electric control switches in the factory lack inner and outer covers.

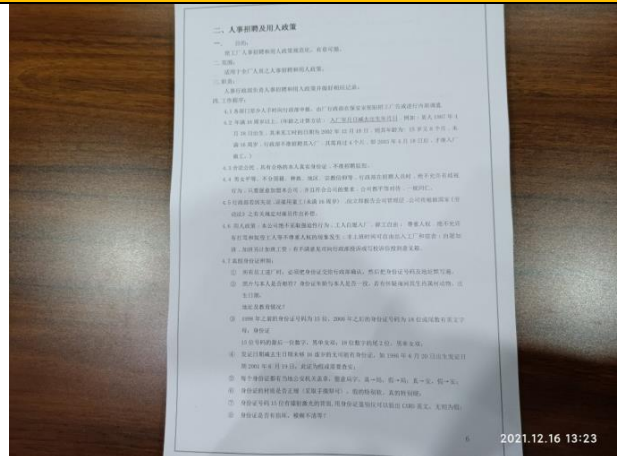
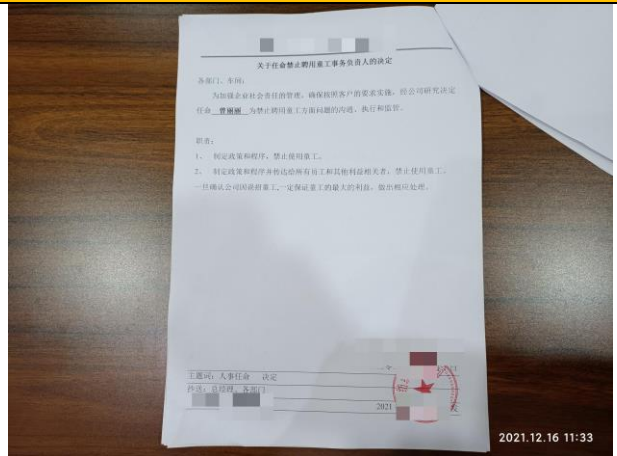
B3.4 There were two places where sewing machine oil was placed on the workshop site. No secondary containers equipped and no safety labels were posted.

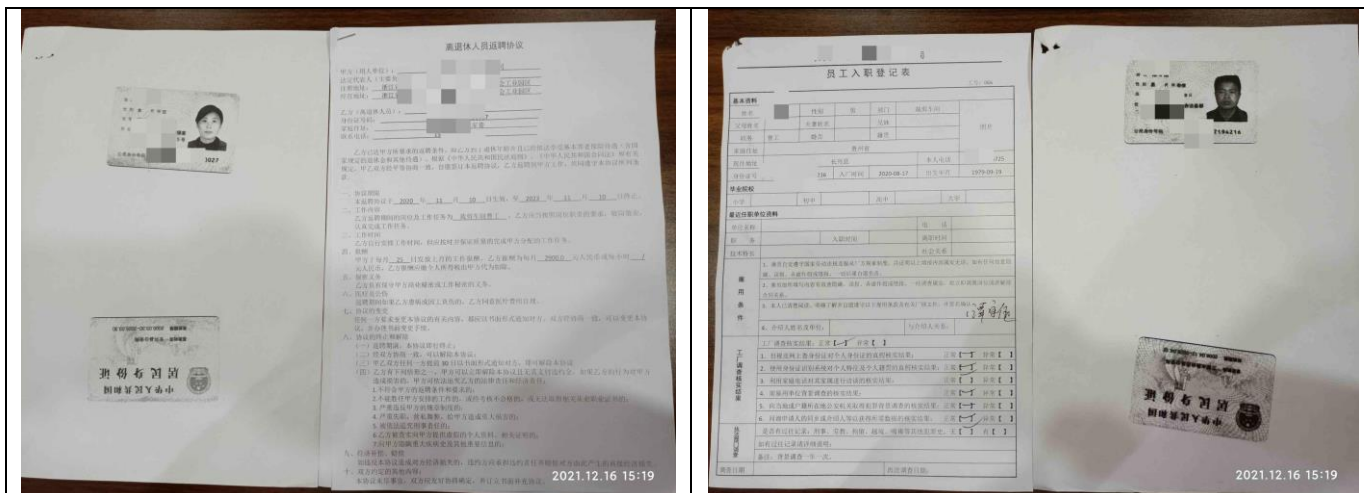
B3.5 The factory only used sewing machine oil. The factory provided the MSDS of the sewing machine oil in the local language, but did not post it on the spot.

B3.7 The factory did not post warning signs of wearing PPE.

D1.1 The factory did not provide a record of the pollution discharge registration of a fixed pollution source.

****Note:** The details of the audit checklist & finding, please refer to the next page.

A1: CHILD LABOR / YOUNG LABOR		
Serial	Checklist	Audit results
A1.1	Does the factory have a copy of valid laws and regulations on child labor OR understand its requirements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: <i>factory established child labor policy and understand its requirements</i>		
A1.2	Does the factory have effective procedures to verify the age of worker at the time of recruitment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: <i>Factory established employee recruitment procedures to guide how to verify the age of employees</i>		
A1.3	Does the factory keep adequate age documents of workers such as ID copies and personnel records?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: <i>Copies of ID cards of all employees were maintained.</i>		
A1.4 (ZT)	Is there any evidence identified that child labor hasn't been employed in the past at the factory?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Remark: <i>The factory did not engage in child labor.</i>		
A1.5	Have young workers (between legal minimum age and 18) been protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Remark: <i>No young workers were found in the factory.</i>		
Finding(s): <i>Nil</i>		
Photos of A1 Section		
		
Employee's age verification procedure & Recruitment policy		Forbid child labor policy



ID copy and labor contract

ID copy and labor contract

A2: FORCED LABOR

Serial	Checklist	Audit results
A2.1 (ZT)	Does the factory avoid recruiting any type of forced, prison, indentured, or bonded labor?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory did not use any form of forced labor, prison labor, or debt labor. No negative evidence found during the audit.		
A2.2	Do all workers sign legal employment contracts with the factory?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: Factory provided all workers with legal contracts, which reflect such conditions as wages, benefits, and bonuses		
A2.3	Is any restriction placed on leaving after working hours?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Remark: No any restrictions on employees after get off work based on factory rules and employees' interview.		
A2.4	Is it true that workers are not forced to work overtime?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The employee signed a voluntary overtime agreement. No negative evidence found		
A2.5	Are workers permitted time-off with doctor's certificate or note when sick or for maternity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: According to the wage and welfare policy provided by the factory, workers are allowed to take sick leave and maternity leave. Interviewed employees confirmed that.		
A2.6	Is there any evidence of physical or verbal abuse apparent?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A

Remark: The factory had a policy against abuse, through on-site visits, document review and employee interviews, no evidence of physical or verbal abuse was found

A2.7 Is the no evidence apparent that security guards are/were used to coerce workers?

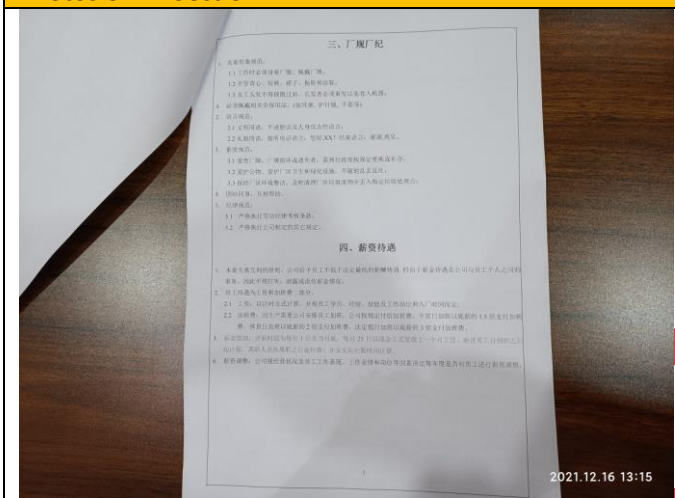
☐ Yes ☒ No ☐ N/A

Remark: The factory had written guard duties, and guards were only used for safety needs

Finding(s):

Nil

Photos of A2 Section



三、厂规厂纪

1. 遵守作息时间，按时上下班。

2. 遵守安全规定，穿戴防护用品。

3. 遵守生产纪律，不得擅自离岗。

4. 遵守卫生规定，保持工作场所整洁。

5. 遵守保密规定，不得泄露公司机密。

6. 遵守其他相关规定。

四、薪资待遇

1. 基本工资按照国家标准执行。

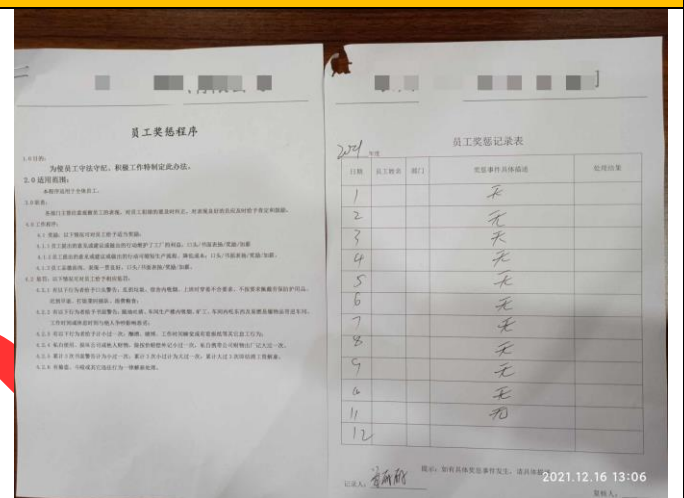
2. 绩效工资根据考核结果发放。

3. 加班工资按照国家规定计算。

4. 福利待遇包括五险一金。

5. 其他福利根据公司政策执行。

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员工奖惩程序

1. 目的：规范员工行为，维护公司纪律。

2. 适用范围：全体员工。

3. 奖惩原则：公平、公正、公开。

4. 奖惩程序：见附表。

5. 奖惩记录：见附表。

6. 奖惩申诉：见附表。

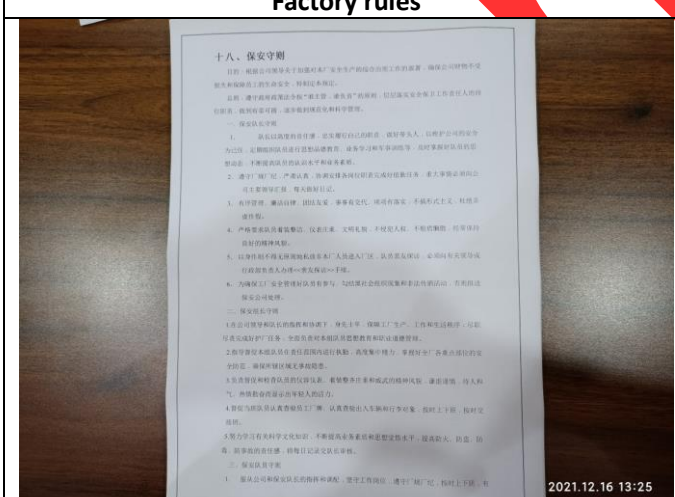
7. 奖惩生效：见附表。

8. 奖惩解除：见附表。

9. 奖惩归档：见附表。

10. 奖惩其他：见附表。

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十八、保安守则

1. 保安人员必须遵守本守则。

2. 保安人员必须穿戴制服。

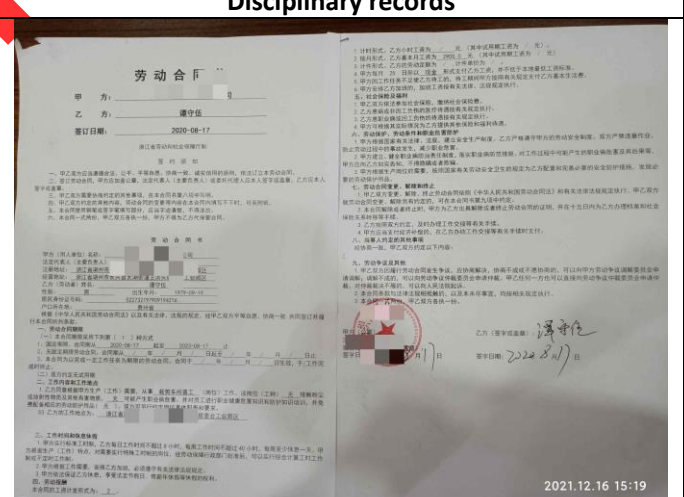
3. 保安人员必须佩戴对讲机。

4. 保安人员必须保持警惕。

5. 保安人员必须及时报告异常情况。

6. 保安人员必须遵守其他相关规定。

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劳动合同

甲方：[公司名称]

乙方：[员工姓名]

签订日期：2020-09-17

1. 合同期限：自2020年9月17日起至2023年9月16日止。

2. 工作内容：乙方从事[职位名称]工作。

3. 劳动报酬：乙方每月工资为人民币[金额]元。

4. 社会保险：甲方为乙方缴纳社会保险。

5. 其他约定：见本合同附件。

2021.12.16 15:19

Responsibility of guards

Labor contracts

A3: DISCRIMINATION

Serial	Checklist	Audit results
A3.1 (ZT)	Is there zero occurrence of discrimination in employment, promotion, compensation, welfare, dismissal or retirement, etc.?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A

Remark: The factory formulated a non-discrimination policy. Through on-site visits, document review and employee interview, no discrimination in any form was found

A3.2 Do workers have access to and are familiar with procedures for filing complaints about discrimination? ☐ Yes ☒ No ☐ N/A

Remark: There was no suggestion box installed in the factory, but all employees had received training on how to appeal.

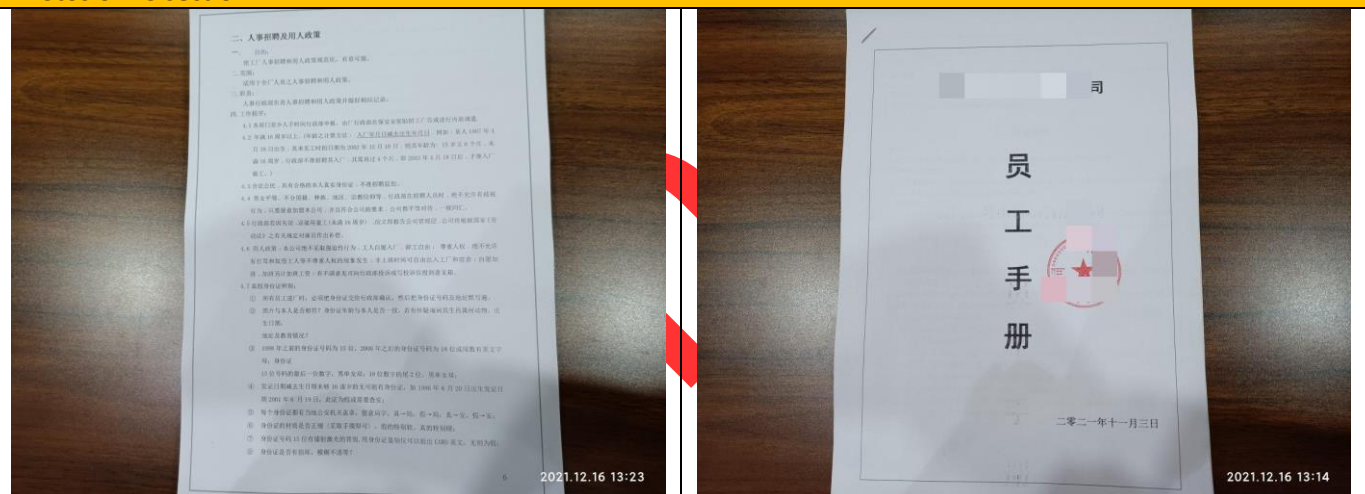
A3.3 Is the factory free of discrimination related to female workers? ☐ Yes ☒ No ☐ N/A

Remark: The factory formulated a female worker protection policy. Through on-site visits, document review and employee interviews, there was no evidence that the factory discriminates against female workers in any way

Finding(s):

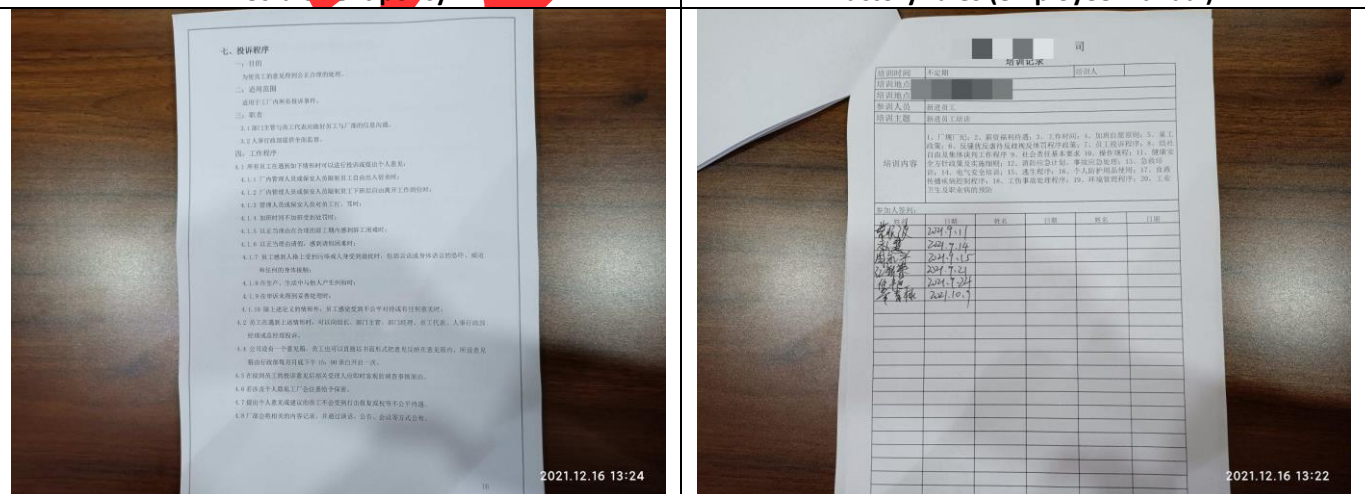
A3.2 There was no suggestion box installed in the factory, but all employees had received training on how to appeal.

Photos of A3 section



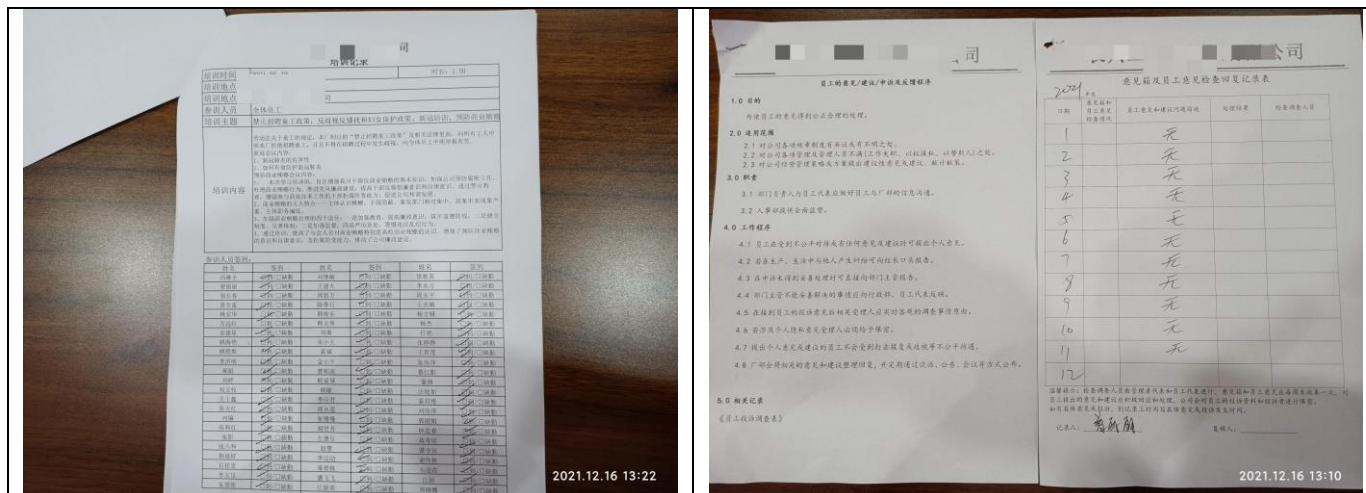
Recruitment policy

Factory rules (employee manual)



complaints procedure

Training records of complaints procedure

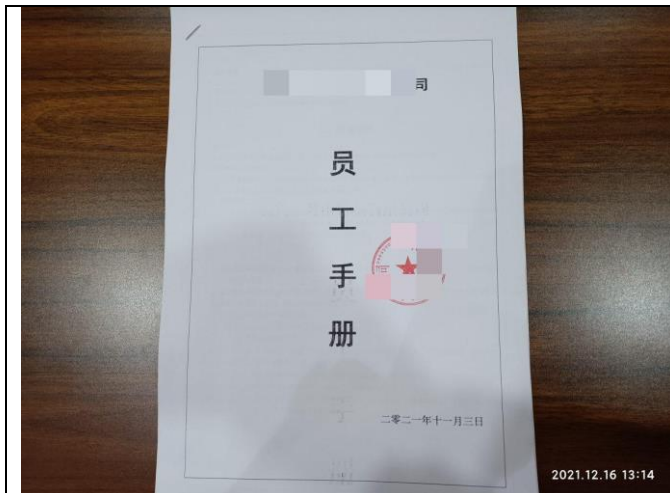


Training records

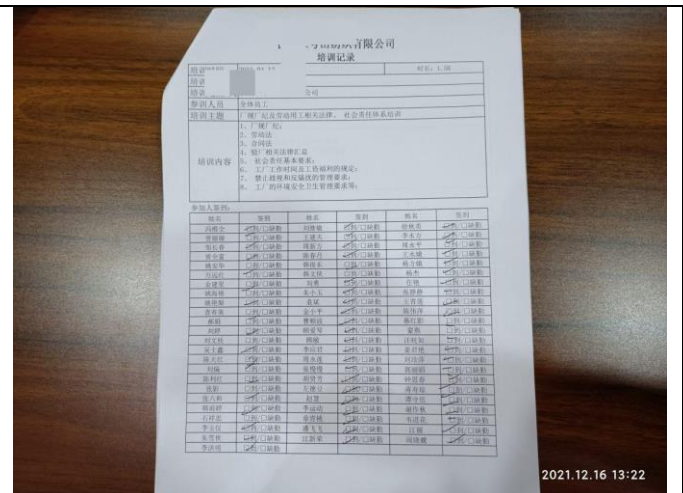
Complaints records or suggestions records

A4: DISCIPLINARY PRACTICE

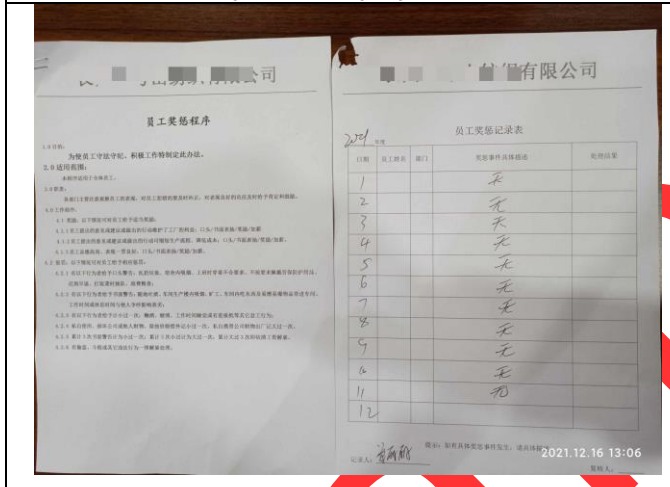
Serial	Checklist	Audit results
A4.1	Does the factory have documented, legal and reasonable disciplinary rules?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory formulated disciplinary rules which meet the legal requirements.		
A4.2	Are disciplinary rules communicated to all workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory trained all employees on the disciplinary rules. Training records were available. Interviewed workers knew it.		
A4.3 (ZT)	Does the factory avoid using physical, verbal, sexual or psychological abuse in workplace?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Remark: Through on-site observation, document review and employee interviews, there was no evidence to show any corporal punishment or abuse in the factory.		
A4.4	Do workers have access to appeal in case of infractions/breaking of rules?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory established a disciplinary appeal procedure and trained all employees.		
A4.5	Are deductions from pay for infractions/breaking of rules legal?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The disciplinary rules established by the factory do not include fines. No fine case found through document review and worker's interview.		
Finding(s): Nil.		
Photos of A4 section		



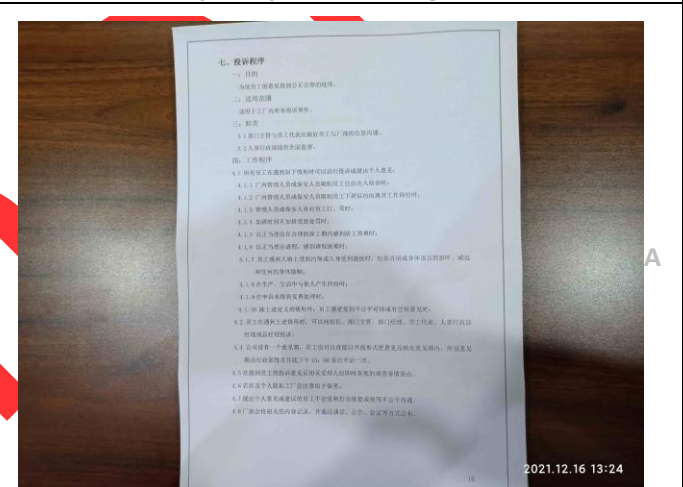
Factory rules (employee manual)



disciplinary rules training records



Reward and punishment procedures and records



appeal records/methods

A5: WORKING HOURS

Serial	Checklist	Audit results
A5.1	Does the factory have written policy for working hours, rest, vacations and overtime in accordance with local legal requirement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory established written policies for working hours, rest, holidays and overtime, and the policies comply with the requirements of laws and regulations.		
A5.2	Does the factory maintain complete and consistent working hours records for at least 12 months?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory provided 12-month attendance records.		
A5.3	Do the workers have at least one day (24 consecutive hours) off in seven days?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Remark: Employees have 1 day off on Sundays every week per working hours record review and workers' interview.

A5.4	Do the hours worked including overtime hours comply with local regulation (daily, weekly, monthly)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: It was noted that 10 out of 10 sample population employees worked in excess of the statutory overtime hour limits.

A review of 10 sample population employees time records yielded the following:

- 10 (selected from all department) out of 10 sample population employees worked in excess of 36 overtime hours per month (i.e. 52 hours) in December 2020, which was not in compliance with the legal requirement.
- 10 (selected from all department) out of 10 sample population employees worked in excess of 36 overtime hours per month (i.e. 52 hours) in August 2021, which was not in compliance with the legal requirement.

A5.5	Do the workers have over 60 working hours per week unless authorized by local government?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: After reviewing the sampled three-month salary attendance records, the largest sample of weekly working hours is 52 hours

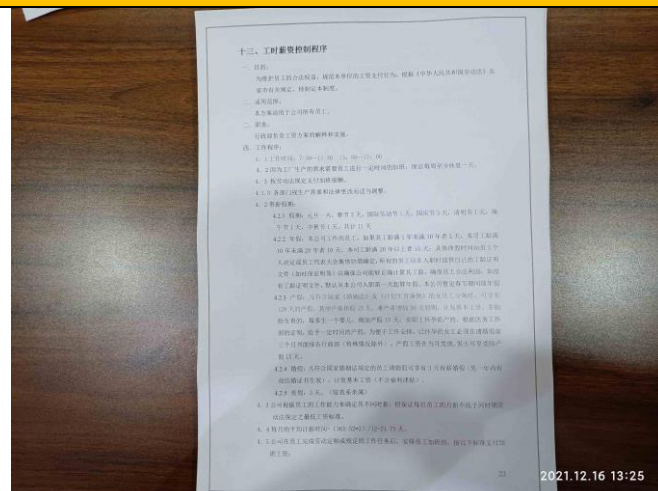
Finding(s):

A5.4 It was noted that 10 out of 10 sample population employees worked in excess of the statutory overtime hour limits.

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Photos of A5 section



Working hour policy



Working hour recording facilities/methods

TESTCOO CODE OF CONFORMITY AUDIT REPORT

Report No.: 211214152128369R1

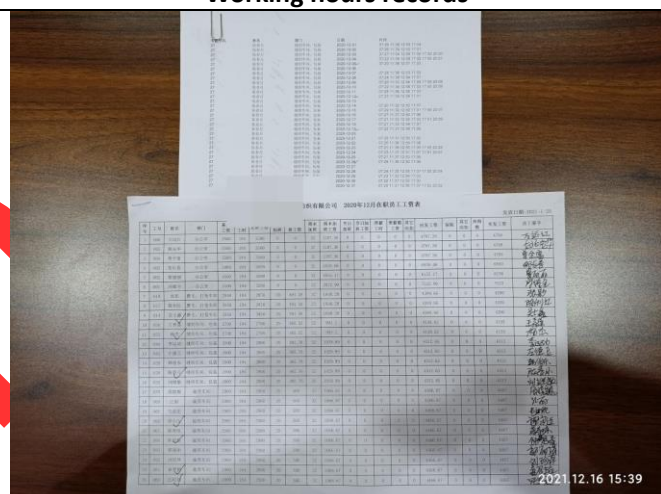
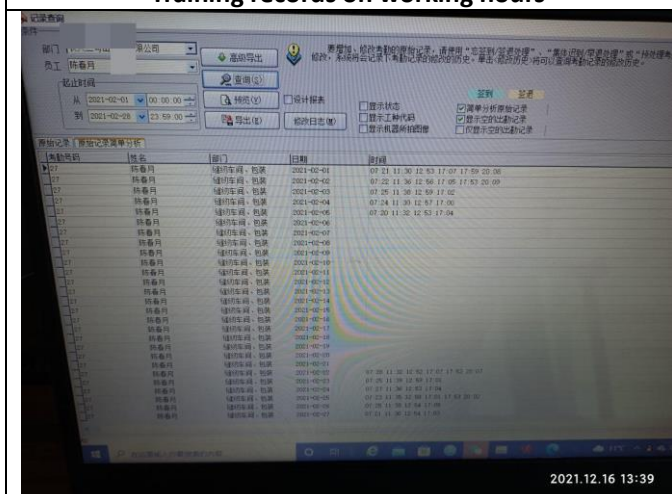
Report Date: Dec.17, 2021

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Training records on working hours

Working hours records



Working hours records

Working hours records

A6: COMPENSATION

Serial	Checklist	Audit results
A6.1	Does the factory have written policy on compensation and benefits and communicate to all workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory established a salary and welfare policy and provided training to all employees.		
A6.2 (ZT)	Do all workers' wages meet local minimum wages? (Including trainees / apprentices / workers in probation period)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: According to the Huzhou City Minimum Wage Standards issued on August 1, 2021, the minimum wage at the location of the factory is CNY 2,070, and the basic salary of all employees in the factory is higher than CNY 2,070.		
A6.3	Does the factory maintain complete and consistent payroll records for all workers for at least 12 months?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Remark: factory maintained complete and consistent payroll records for all workers for at least 12 months

A6.4	Are workers paid the legally required overtime rates and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: Employees received statutory overtime wages (150% for normal overtime, 200% for overtime on weekends, and 300% for overtime on holidays) and basic salary. Based on payrolls and workers' interview.

A6.5	Are wage slips given to workers and do they understand the wage-break up?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: Employees got wage slips before receiving wages every month.

A6.6	Does the factory provide legally required benefits such as 1) annual leave, 2) maternity leave, 3) paid holidays and 4) social insurance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: It was noted that the factory's social insurance coverage was insufficient. According to the social insurance payment receipt provided by factory management, Among the 65 employees in November 2021, only 46 have participated in the endowment, accident, unemployment insurance, and only 50 have participated in the medical, maternity insurance.

There are 10 retirees in the factory, and the factory does not purchase third-party injury related insurance for workers

A6.7 (ZT)	Are workers' wages without any deduction for punishment, deposit or other illegal situation allowed other than tax, social security or other legal reasons?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: When checking the latest 12-months payrolsl, no deductions and deductions other than the legal deductions were found.

A6.8 (ZT)	Is the payment frequency compliance legal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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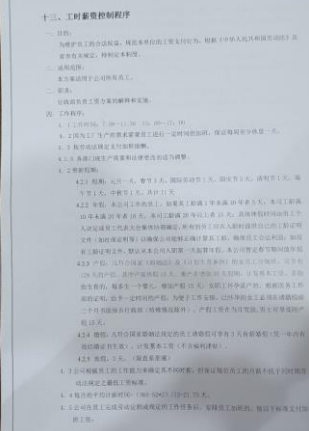
Remark: The factory paid wages before the 25th of each month which in compliance with legal requirements.

Finding(s):

A6.6 It was noted that the factory's social insurance coverage was insufficient. According to the social insurance payment receipt provided by factory management, Among the 65 employees in November 2021, only 46 have participated in the endowment, accident, unemployment insurance, and only 50 have participated in the medical, maternity insurance.

There are 10 retirees in the factory, and the factory does not purchase third-party insurance for workers.

Photos of A6 section



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2021.12.16 13:2

Salary and welfare policy

Training records



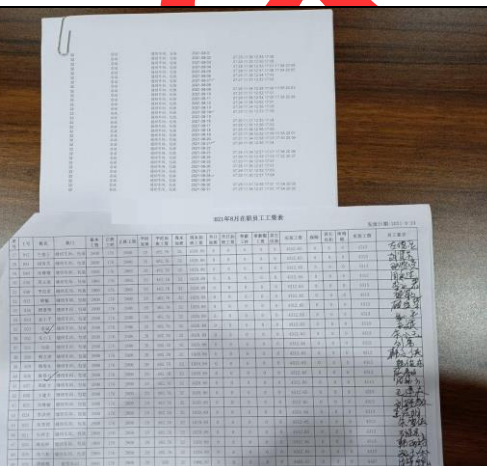
2021.12.16 11:26



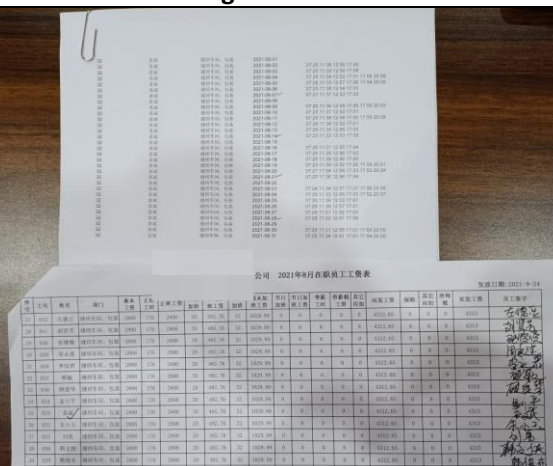
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Social insurance records

Wage records



2021.12.16 15:35



2021.12.16 15:3

Wage records

Wage records

B: HEALTH & SAFETY

B1: General Requirement		
Serial	Checklist	Audit results
B1.1	Is a senior management representative for health and safety appointed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory assigned Zeng Lili (admin supervisor) to be responsible for the health and safety of all employees.		
B1.2	Does the factory arrange health and safety training for all workers? Does it include fire safety training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory conducted health and safety training for all employees every year, including fire drill. Related records were maintained.		
B1.3	Are accidents or daily injury recorded and analyzed for improvement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: There were no work-related accidents in the factory in the last 12 months, and the factory established work-related injuries Incident analysis improvement mechanism.		
B1.4	Does the factory have all legal required permits and approval on health and safety, including high risk equipment and its operators?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Remark: 1) It was noted that factory management failed to provide the auditors with the safety inspection reports for all 3 elevators being used in the factory for review. 2) It was noted that total 3 elevators under the special equipment category are being used in the factory, but corresponding Special Equipment Safety Management Certificate "A" was not provided for review. 3) It was noted that the safety training for the Principal Responsible Person of production and business units and safety production management personnel (full time) in the factory was not carried out in accordance with the safety training outline formulated by the work safety supervision and supervision department.		
B1.5	Are all site buildings maintained in good condition in both physical appearance and structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The plant building of the factory was a new building completed in 2020, and no surface and building structural problems were found through on-site visits.		
B1.6	Is potable water accessible and adequate on each factory floor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: Factory provides adequate drinking water to all employees.		
B1.7	Are lavatory facilities accessible, clean and reasonable in number on each factory floor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The number of employees in the factory is 65, and there were 6 clean toilets prepared, which meet the legal requirements.		
B1.8	Are adequate first aid kits with necessary supply located on each factory floor and marked with signs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Remark: The factory has 3 first aid kits, and sufficient supplies prepared.

B1.9 Are an adequate number of workers trained in first aid?

☒ Yes ☐ No ☐ N/A

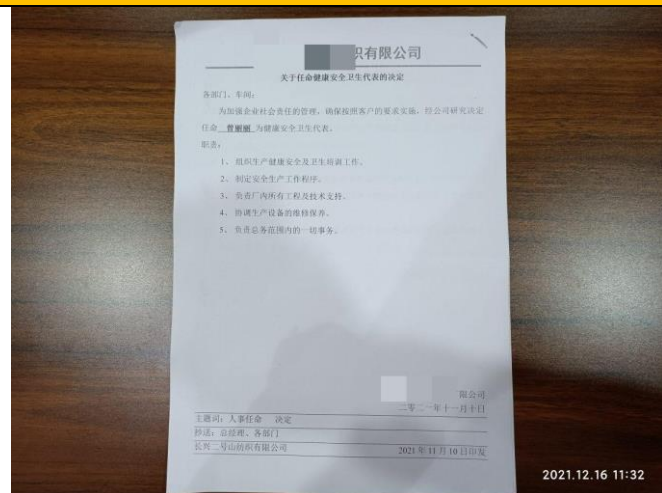
Remark: The factory had 2 trained first-aiders, accounting for 3% of the total number.

Finding(s):

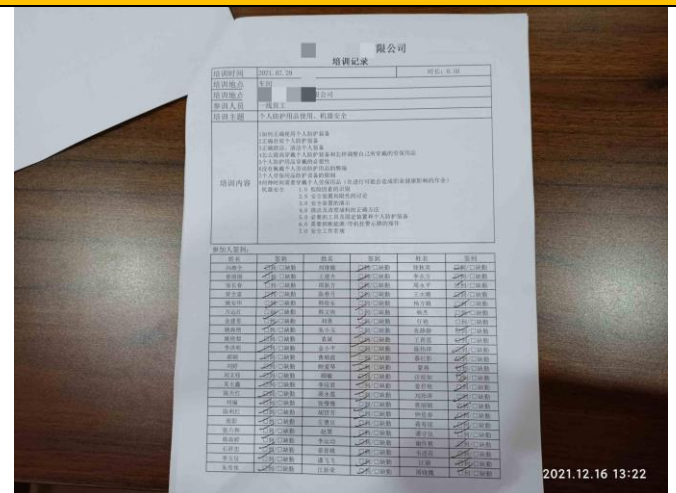
B1.4

- 1) It was noted that factory management failed to provide the auditors with the safety inspection reports for all 3 elevators being used in the factory for review.
- 2) It was noted that total 3 elevators under the special equipment category are being used in the factory, but corresponding Special Equipment Safety Management Certificate "A" was not provided for review.
- 3) It was noted that the safety training for the Principal Responsible Person of production and business units and safety production management personnel (full time) in the factory was not carried out in accordance with the safety training outline formulated by the work safety supervision and supervision department.

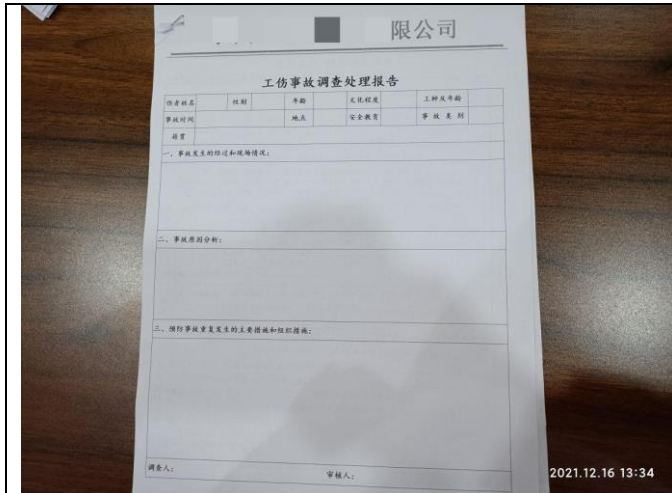
Photos of B1 section



H&S representative appointment letter



H&S training records



Accident records



Special equipment operator certificate



First aid certificates



Potable water



Lavatory facilities



First aid kits

B2: Fire Safety

Serial	Checklist	Audit results
B2.1	Does the Facility have a written fire emergency preparedness plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory had written fire emergency plan.		
B2.2	Fire drill should cover the whole facility including the dormitory building for the day time and also the night environment. The fire drill should be conducted at least every 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: Factory conducted fire drills at least 2 times per year. Latest one was conducted on Sep.24,2021.		
B2.3 (ZT)	Does the factory have an adequate number of well functional fire-fighting equipment (fire extinguisher, fire hydrant/fore hose, sprinkler, fire alarm and etc.) in line with local laws?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory had sufficient number of fire extinguishers, fire hydrants, alarm bells, smoke detectors, emergency lights, emergency exit lights, and meets the requirements of laws and regulations During the site visit, the factory's fire hydrants were tested and the water pressure was adequate.		
B2.4	Are all fire-fighting equipment inspected and tested regularly and ready to use at all times, are they well maintained?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory stated that they would inspect, test and maintain fire-fighting facilities periodically, however, no related records could be provided for review.		
B2.5	Are fire and hazard early warning systems such as smoke detectors installed and regularly tested?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory installed smoke detectors in workshops and warehouses.		
B2.6	Are exit routs, exits and fire exits identified with signs or other indicator lights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: All fire evacuation routes, exits, etc. are clearly marked and illuminated.		
B2.7 (ZT)	Is the fire exit without being blocked or locked?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: Factory's emergency exits were kept accessible, unobstructed and remain unlocked during working time.		
B2.8	Are emergency exit doors able to be opened freely in the direction of travel and without any special knowledge to open?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: Factory's emergency exits doors open outwardly, in alignment with the direction of evacuation.		
B2.9 (ZT)	Are the aisles or escape routes without being blocked?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Remark: *The escape routes of the factory are unblocked.*

B2.10 (ZT)	Is there a secondary exit for all floors and buildings including dormitories when required by local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: *Factory had sufficient number of emergency exits. Each floor had at least two exits.*

B2.11	Are hazardous and other areas appropriately posted with "No Smoking" signs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: *'No Smoking' signs were posted at each workshop and warehouse.*

B2.12	Is there valid fire license where required by law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: *The factory had legal fire protection acceptance file for the production buildings.*

B2.13	Is there valid construction approval where required by law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: *Factory had valid completed building construction certificate for their production buildings.*

B2.14	Are assembly points designated, marked and kept clear?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: *The factory set up an Emergency Assembly Point next to the gate on the first floor and posted a sign.*

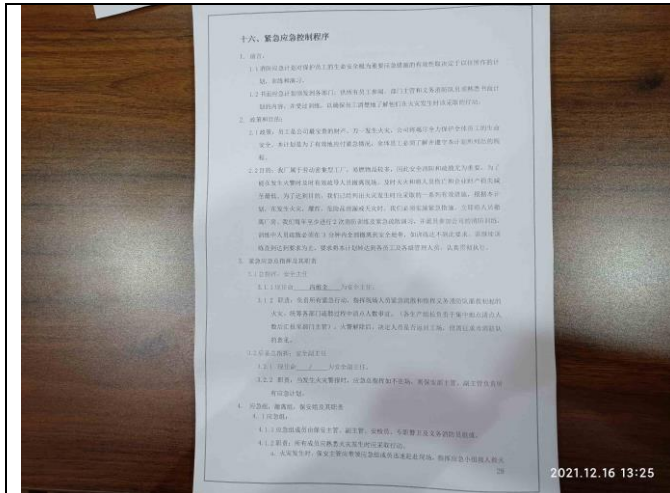
B2.15	Are hazardous and flammable material kept away from ignition sources?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: *There was no fire source on the factory site, and the storage of flammable and explosive materials was also in compliance with legal requirements.*

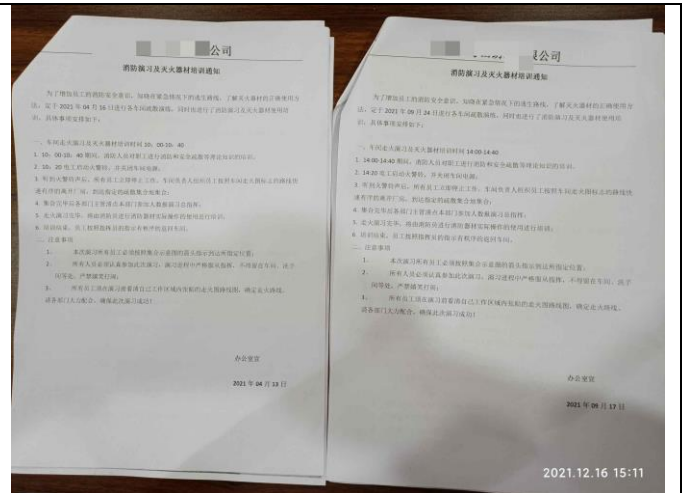
Finding(s):

B2.4 *The factory stated that they would inspect, test and maintain fire-fighting facilities periodically, however, no related records could be provided for review..*

Photos of B2 section



Fire emergency plan



Fire drill records



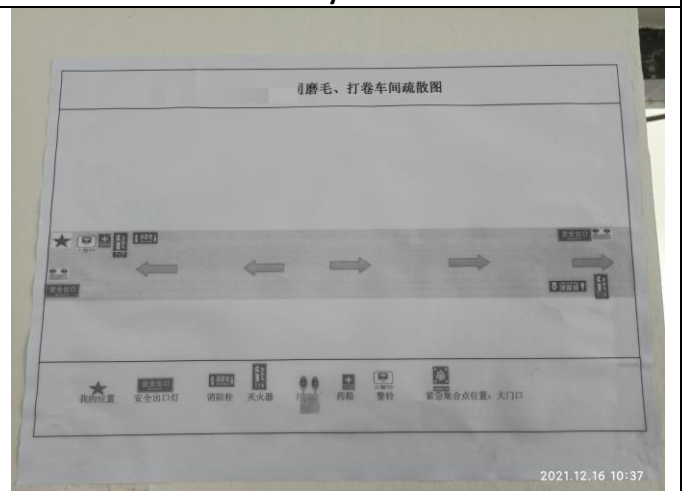
Fire extinguishers



Fire hydrants



Fire alarm



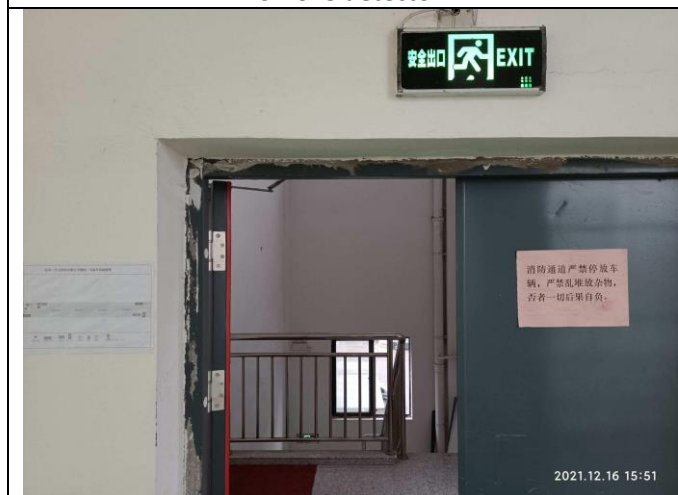
Fire evacuation map



Smoke detector



Fire exits



Exit doors



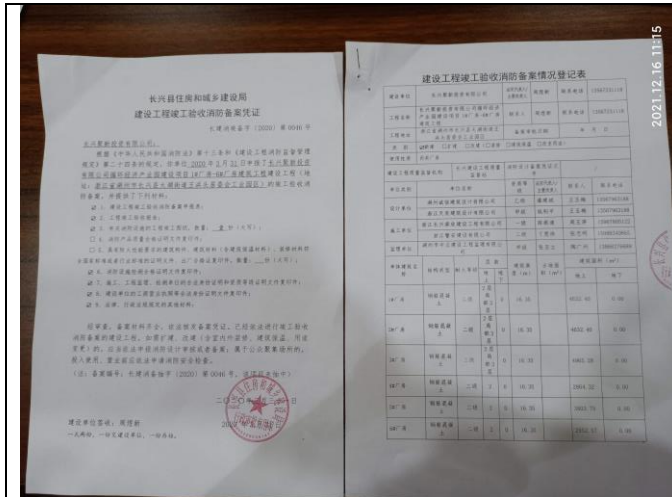
Fire escape route



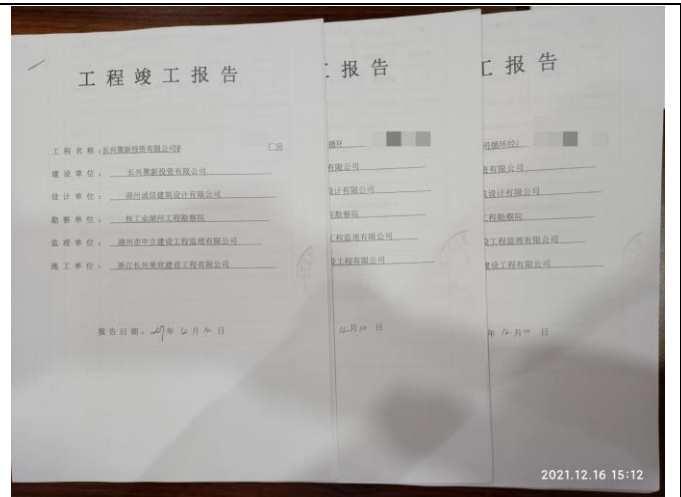
Emergency light



Fire exit sign



fire license



Construction approval



Fire hydrant test



No smoking sign

B3: Machinery, Dangerous Substance, etc.

Serial	Checklist	Audit results
B3.1	Are adequate guarding or devices installed for moving-rotating parts of machine, pulleys and belts or any other dangerous parts of machines?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remark: 100% of the sewing machines in the factory were not installed with Finger protection device.</p>		
B3.2	Is any instruction emphasized to prohibit loose clothing, jewelry or long hair near moving machinery?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<p>Remark: Rotating mobile equipment were lack of signs and guidelines that prohibit long-haired, loose-fitting employees from operating.</p>		
B3.3	Is electrical equipment, wiring covered and insulated to prevent exposure of wires?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A

Remark: About 30% of the electric control switches in the factory lack inner and outer covers.

B3.4	Are hazardous substances safely and properly labeled, handled, stored and disposed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: There were two places where sewing machine oil was placed on the workshop site. No secondary containers equipped and no safety labels were posted.

B3.5	Are Material Safety Data Sheets (MSDS) available for all chemicals in local language and accessible to employees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: The factory only used sewing machine oil. The factory provided the MSDS of the sewing machine oil in the local language, but did not post it on the spot.

B3.6	Are appropriate personal protective equipment (PPE) such as goggles, glasses gloves, earplugs/earmuffs, boots or protective clothing provided at factory cost and in fully acceptable condition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: The factory provides free wire gloves for cutting employees, and other processes in the factory did not need to use PPE.

B3.7	Are signs posted in all areas where personal protective equipment must be worn?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
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Remark: The factory did not post warning signs of wearing PPE.

B3.8	Does the factory arrange regular health examinations for workers exposed to hazardous substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
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Remark: The factory had no hazardous work types that require occupational disease examinations.

B3.9	Are functional emergency eyewash stations and showers provided where corrosive chemicals or high volumes of solvents are handled and used?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
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Remark: The factory only uses sewing machine oil and does not need to be equipped with an eyewash and shower device

Finding(s):

B3.1 100% of the sewing machines in the factory were not installed with Finger protection device.

B3.2 Rotating mobile equipment were lack of signs and guidelines that prohibit long-haired, loose-fitting employees from operating.

B3.3 About 30% of the electric control switches in the factory lack inner and outer covers.

B3.4 There were two places where sewing machine oil was placed on the workshop site. No secondary containers equipped and no safety labels were posted.

B3.5 The factory only used sewing machine oil. The factory provided the MSDS of the sewing machine oil in the local language, but did not post it on the spot.

B3.7 The factory did not post warning signs of wearing PPE.

Photos of B3 section



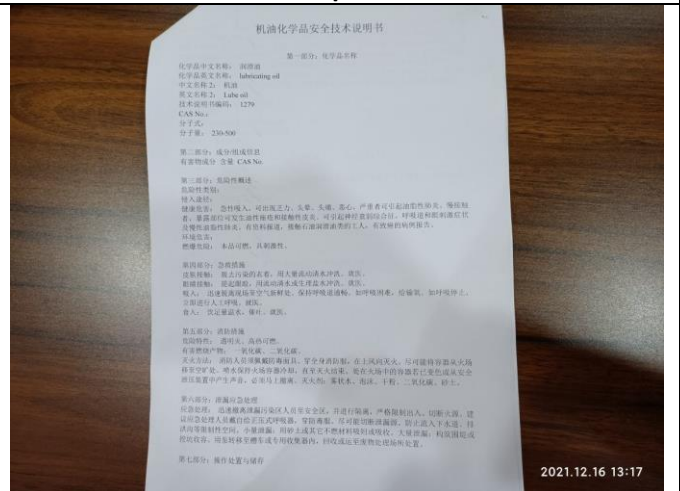
Machinery safety guards



Electrical protection



No proper Secondary container for chemical



MSDS was not posted



Metal mesh gloves for cutting workers



No second containers for chemicals

B4: Dormitory & Canteen

Serial	Checklist	Audit results
B4.1	If there are dormitories, are they equipped sufficient shower and lavatories, clean and useable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Remark: No dormitory was provided in the factory.		
B4.2 (ZT)	If there are dormitories, are they equipped sufficient and usable firefighting facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Remark: No dormitory was provided in the factory.		
B4.3 (ZT)	Is any workers' dormitory located in the same building as the production and/or warehousing occur?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Remark: No dormitory was provided in the factory.		
B4.4	Are rules legal and reasonable, the workers understand?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Remark: No dormitory was provided in the factory.		
B4.5	Are the factory kitchen and canteen clean and hygienic with adequate facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Remark: No canteen in the factory and workers had meal in their own home.		
B4.6	Does the kitchen/ cafeteria staff have appropriate food safety training and hygiene certificates?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Remark: No Canteen		
Finding(s): Nil.		
Photos of B4 section		
C: FREEDOM OF ASSOCIATION		
Serial	Checklist	Audit results
C1.1	Are employees' rights of freedom of association ensured as required by law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory allowed employees to associate freely, and has established relevant policies and trained employees on this policy.		
C1.2	Does the factory allow/permit workers to elect a representative from their own group to facilitate communication with senior management?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Remark: The factory elected 1 employee representative, on May 20, 2021.

C1.3 Do workers have access to and are familiar with procedures for filing complaints about their concern?

☒ Yes ☐ No ☐ N/A

Remark: The factory has established a grievance procedure and trained all employees.

C1.4 For a non-unionized factory, are fair and effective mechanisms in place to air and resolve the grievances of workers?

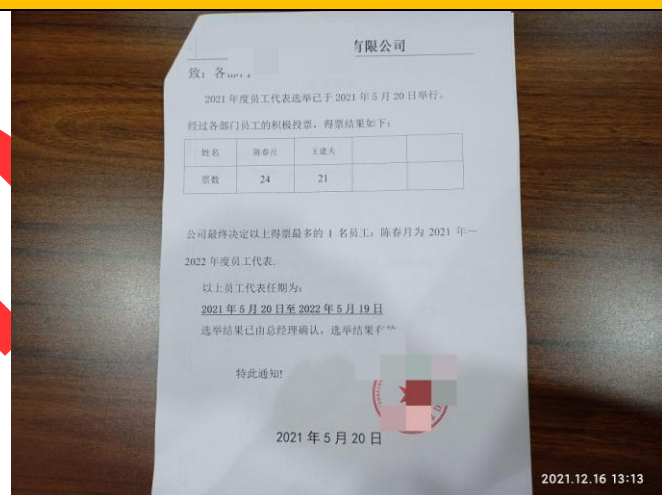
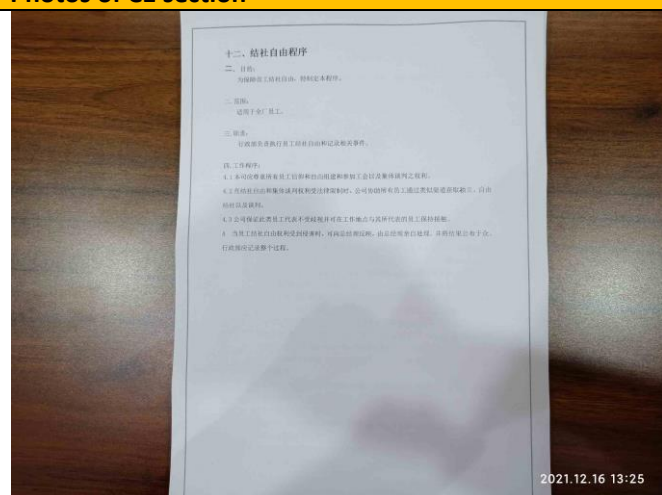
☒ Yes ☐ No ☐ N/A

Remark: The factory elected employee representatives and established a complaint policy.

Finding(s):

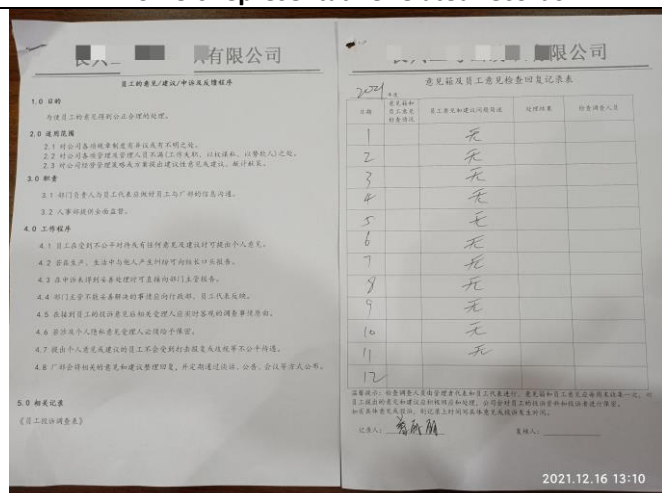
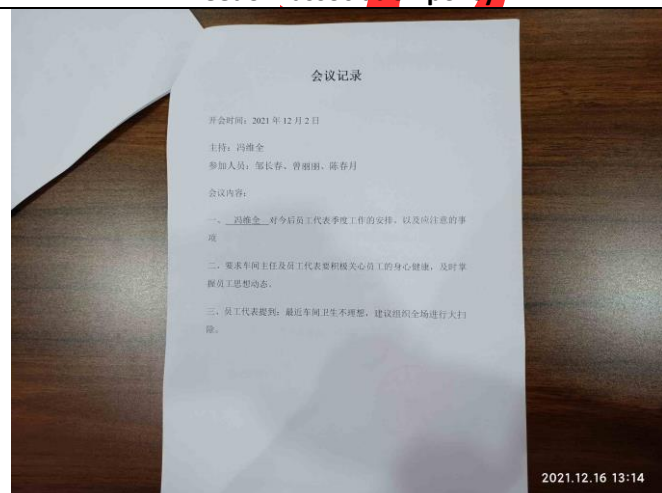
Nil.

Photos of C1 section



Freedom association policy

Workers representative related records



Minutes of workers' representatives meeting

Suggestion records

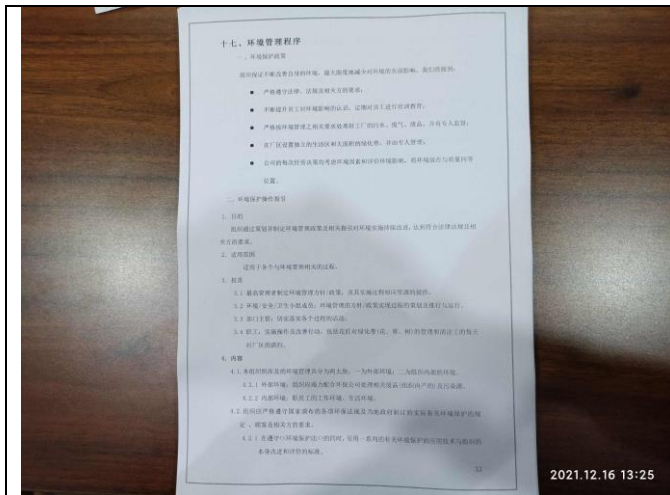
D: ENVIRONMENT		
Serial	Checklist	Audit results
D1.1	Does the factory have all permits and licenses required by national/local laws or regulations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory did not provide a record of the pollution discharge registration of a fixed pollution source.		
D1.2	Does the factory have internal environmental management system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory established an internal environmental management system and issued an environmental management manual on August 10, 2021.		
D1.3	Does the factory provide environmental awareness training to each level of management and all workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory conducted environmental awareness training for all employees periodically and latest one was conducted on April 12, 2021.		
D1.4	Can any kind of substantial pollution be observed throughout the facility?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Remark: Through on-site observation, no obvious environmental pollution was found.		
D1.5	Does the factory have proper wastewater and waste air treatments before releasing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Remark: Through on-site observation, no production sewage and waste gas were found to be discharged from the factory.		
D1.6	Does the factory implement any programs on reuse, reduce or recycle?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Remark: The factory established water and electricity saving policies, energy saving and emission reduction policies, and waste reduction policies.		
D1.7	Have there been any notices of deficiencies issued by government agencies in the past year?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Remark: Through document review and employee interviews, it was found that the factory had no environmental penalties imposed by the government within 2 years, and there was no record of factory environmental violations on the IPE website.		
Finding(s): D1.1 The factory did not provide a record of the pollution discharge registration of a fixed pollution source.		
Photos of D1 section		

TESTCOO CODE OF CONFORMITY AUDIT REPORT

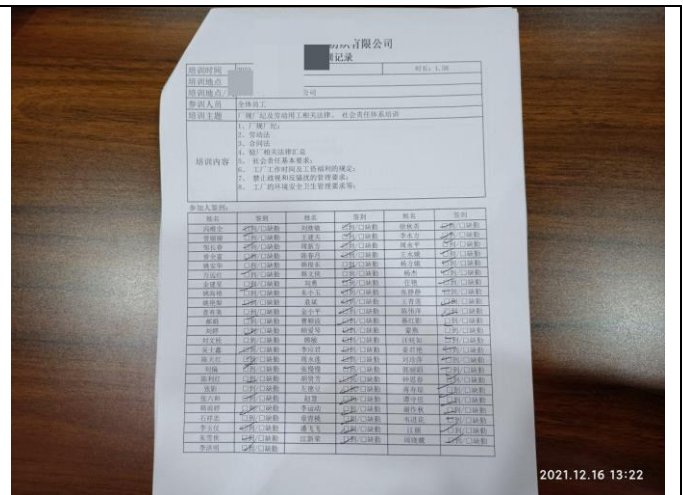
Report No.: 211214152128369R1

Report Date: Dec.17, 2021

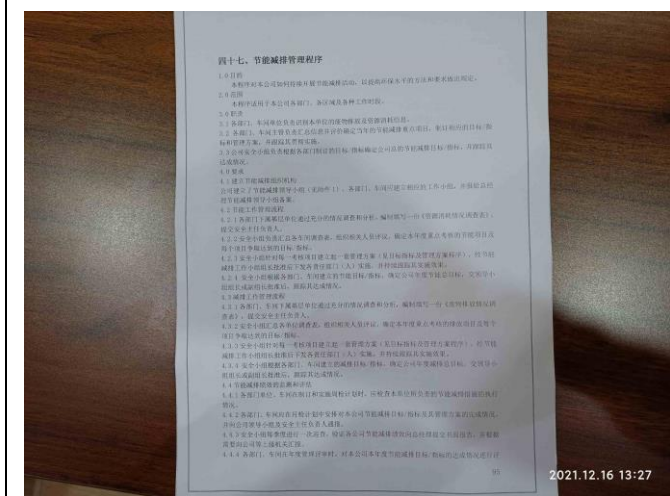
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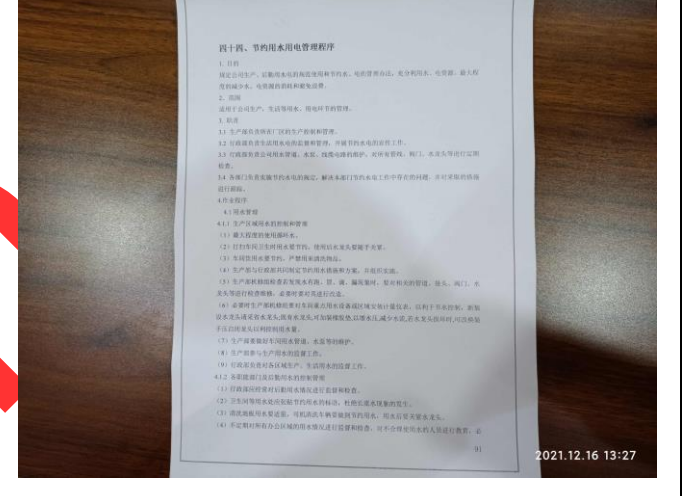
Environmental protection procedure



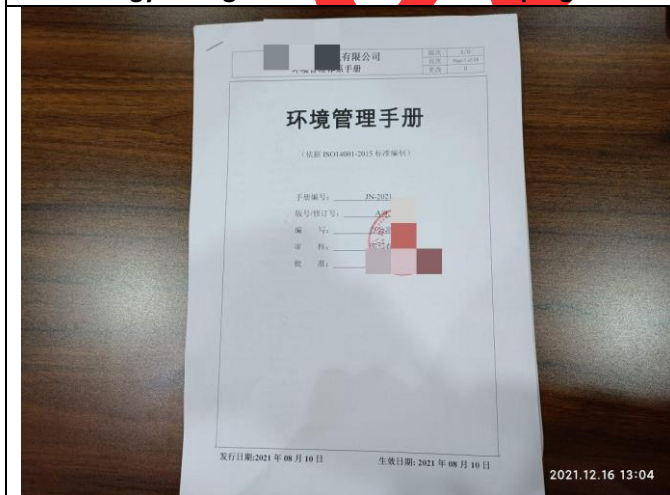
Environmental training records



Energy saving and emission reduction program



Water and electricity saving management procedures



Environmental Handbook



IPE record

Guideline for evaluation

N/A for clause not applicable and the score will not be calculated.

End of report

sample