



审核问卷

Audit

Questionnaire

January 2009
2009年1月

BSCI 6-01/09

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BSCI 审核问卷	公司名称	审核日期	DBID 号码	
	Zhejiang Goldtop Hat & Fashion Co., Ltd	September 15, 2011	26614	Page 2 of 62

Initial Audit 首次审核	<input checked="" type="checkbox"/>	First Re-Audit 第一次重新审核	<input type="checkbox"/>	Second Re-Audit 第二次重新审核	<input type="checkbox"/>
Lead-Auditor 主审核员	Steven Ge		Additional Auditor 其他审核员		Henry Xu
Audit Date 审核日期	September 15, 2011		Number of man days applied 适用的人天数		2.5

A. Master Data

A. 主要资料

Location of Company 公司地址		Basic Data 基本资料			
Name of Company 公司名称	Zhejiang Goldtop Hat & Fashion Co., Ltd	Year of foundation 成立年份	2004		
http://www. 网址:	---	Legal status 公司性质	Private		
Street 街道	No. 5, 2nd Danchen Road, Beiyuan Industrial Zone	Language(s) spoken in company 公司所用的语言	Chinese		
City 城市	Yiwu	Total capacity per month 月总产量	300,000 pieces		
Zip Code 邮编	322000	Contact Person 联系人			
Country 国家	China	Name 姓名	Mr. Ye Jian Hua		
Phone 电话	057985260969	Position / Language 职位/语言	Manager/Chinese		
Fax 传真	057985260966	Phone 电话	057985260969		
DBID Number DBID 号码	26614	E-mail 电邮	sales@goldtophat.com		

Business Structure 商业架构				No. of customers? 客户数量	2
No. of companies own units? (see Production Unit Record Sheet) 公司辖下部门数量 (见生产部门记录单)	1	No. of subcontractors? (see Production Unit Record Sheet) 分包商的数量 (见生产部门记录单)	0	No. of suppliers, sub-suppliers? (see Production Unit Record Sheet) 供应商、分供应商的数量 (见生产部门记录单)	2

A.1 Sales Revenue Export / Domestic Market

A.1 销售额 出口/国内市场

Share of sales revenue for export and domestic market during the last 3 years? 最近三年出口和国内市场销售额的比例						Export Markets 出口市场	
Year 年份	2008		2009		2010		Europe
Export/Local 出口/本地	100%	0%	100%	0%	100%	0%	North America
Turn Over (US \$) 营业额(美元)	3,800,000		4,000,000		4,500,000		

Business Activities

业活动

Clothing: 服装:	<input type="checkbox"/>	Construction Material: 建筑材料:	<input type="checkbox"/>	Electronic Groups: 电子集团:	<input type="checkbox"/>
Eyewear (Glasses): 各类眼镜(眼镜):	<input type="checkbox"/>	Furniture: 家具:	<input type="checkbox"/>	Leather Goods (except shoes): 皮制品 (除鞋类):	<input type="checkbox"/>
Machinery: 机械:	<input type="checkbox"/>	Other hard goods: 其他耐用品:	<input type="checkbox"/>	Shoes: 鞋类:	<input type="checkbox"/>
Textiles: 纺织:	<input checked="" type="checkbox"/>	Toys: 玩具:	<input type="checkbox"/>	Textiles raw material or accessories	<input type="checkbox"/>

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纺织品:		玩具:	纺织原料或配件:	

A.2 Production Structure (inhouse) at the date of audit
A.2 审核当天的生产架构 (内部)

Departments 部门	1. Administration	2. packing	3. cutting	4. sewing	5. embroider
No. of employees 员工人数	41	10	10	63	10
Departments 部门	6. Reserch	7. QC	8.	9.	10.
No. of employees 员工人数	11	13			

How many shifts does the company run? 公司采用几班制?				
	day 早班	middle 中班	night 夜班	
No. of employees 员工人数	158	0	0	

A.3 Employment Structure at the date of audit
A.3 审核当天的雇佣情况

	Number 数量		Number 数量
Employees in total 员工总数	158		
Female employees 女性员工	74	⇒	Pregnant / maternity leave 孕妇/产假
Children below min. age of years 低于最低年龄.....岁的儿童	0	⇒	Apprentices 学徒
Young employees aged ≥ to < 18 years 未成年员工年龄≥ <18 岁	0	⇒	Apprentices 学徒
Wage Earners 雇佣劳动者	158		Disabled persons 残疾人士
• On a monthly rate • 月薪	0		Migrant workers 外地工人
• On a daily rate • 日薪	0		Employees on probation 试用期内的员工
• On an hourly rate • 时薪	158		Odd jobber 临时工
• Piece raters • 计件工人	0		Homeworkers 家庭工
Working hours 工时	From 从	To 到	
• Average production hours per day • 平均每天生产时数	07:30	17:00	
• Office hours per day • 每天上班时间	07:30	17:00	

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B. BSCI Mandatory Social Requirements

B. BSCI 强制性的社会责任要求

B.1 Management Practice

B.1 管理实践

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.1.1 Valid certificates, including those of subcontractors (provide copies) 是否能提供有效证明文件, 包括分包商的文件(请提供副本)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ISO 900X ISO 900X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SA8000 SA8000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ISO 14001 ISO 14001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other certificates or social audit reports, if yes, which and from what organisation? 是否有其它认证或社会审核报告呢? 如果有, 属于哪种及由哪一机构颁发?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
As Per management statement, their major clients were from Europe and North America and social compliance audits were frequently conducted in the factory either by the 3rd party auditing firms or by clients themselves. However, no detailed audit information, report or CAP was available by the factory.			
B.1.2 Has a senior management representative been appointed who, irrespective of other duties, is responsible that the BSCI social requirements are met? If yes, please note name and position: 公司是否委任了一名高级管理层代表, 在处理其职务以外, 专责令公司符合BSCI社会责任的要求吗? 如果有, 请列明其姓名和职位:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
Mr. Ye Jian Hua/Manager			
B.1.3 Is a qualified person / are qualified persons responsible for updating and implementing legal regulations especially but not only with regard to matters subject to continuous change like wages and safety? If yes, please note name(s) and position(s): 公司内是否有一位或多位合格人士, 专责更新及执行法律条例, 特别是针对经常修订的薪酬和安全条例吗? 如果有, 请列明其姓名和职位:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
Mr. Ye Jian Hua/Manager			

Please fill in under results 请根据结果填写			
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	Yes 是	No 否	
B.1.4. Has the company appointed a qualified person / qualified persons on the operational level for implementation and checking compliance with the BSCI social requirements including health and safety? If yes, please note name(s) and position (s): 公司是否已经在业务运作级别中委任一位或多位合格人士，负责执行和核查公司是否遵守卫生及安全等BSCI社会责任要求呢？ 如果有，请列明其姓名和职位：	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
Mr. Ye Jian Hua/Manager			
B.1.5 Are executives, management and staff aware of the legal rights and duties under labour legislation? 行政人员、管理层和职工是否知道他们在劳工法例下的合法权利和义务呢？	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.1.6 Is there ongoing communication about social requirements between staff and management? 职工与管理层是否一直有就社会责任要求进行沟通呢？	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.1.7 Is there a system in place for anti-corruption/anti-bribery for all business activities? 对于所有业务活动的反腐败/反贿赂，公司是否有适当的体制？	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.1.8 Is a system in place to identify specific risks for health and safety of the employees and prevent recurrence of work accidents? 公司是否有判断危及员工健康及安全的特殊风险和预防工作意外再次发生的机制存在？	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.1.9 Is a cost accounting method in use? 是否采用成本会计方法呢？	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.1.10 Is a capacity planning method in use? 是否采用产量策划方法呢？	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

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	Yes 是	No 否	
B.1.11 Has the company established and does the company maintain appropriate procedures to recruit subcontractors based on their ability to meet the BSCI social requirements? If yes, please describe: 公司是否已经确立和维持适当的程序，利用分包商遵守 BSCI 社会责任要求的能力，作为聘用原则呢？ 如果是，请说明：	<input type="checkbox"/>	<input type="checkbox"/>	N/A
N/A			
B.1.12 Does the company maintain appropriate records of subcontractors commitments to social accountability, including, but not limited to the written commitment to 公司是否保留分包商致力遵守社会责任的适当记录，包括，但不限于书面承诺去：			N/A
a) conform to all BSCI social requirements? a) 遵守 BSCI 的所有社会责任要求？	<input type="checkbox"/>	<input type="checkbox"/>	
b) participate in the companies' monitoring activities as requested by the BSCI social requirements? b) 根据 BSCI 的社会责任要求，参与公司的监察活动？	<input type="checkbox"/>	<input type="checkbox"/>	
c) promptly implement remedial and corrective action to address any non conformance identified with regard to the BSCI social requirements? c) 立即执行补救及纠正行动，针对所有未能符合 BSCI 社会责任要求的问题？	<input type="checkbox"/>	<input type="checkbox"/>	
d) promptly and completely inform the company of any and all relevant business relationship(s) with own subcontractors? d) 将任何与本身分包商的商业关系立即及完整地通知公司？	<input type="checkbox"/>	<input type="checkbox"/>	

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	Yes 是	No 否	
B.1.13 Has the company established a system to monitor the subcontractors social performance? 公司是否确立了系统来专门监察分包商的社会责任表现?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
B.1.14 Does the company maintain reasonable evidence that the subcontractors continuously improve conditions to meet the BSCI social requirements? 公司是否保留了确凿的证据，证明分包商不断作出改善，以符合 BSCI 社会责任的要求呢?	<input type="checkbox"/>	<input type="checkbox"/>	N/A

B.1 Assessment Management Practice B.1 管理实践评估	Scoring: 得分:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.2 Documentation

B.2 文件证据

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.2.1 Has the company a valid business licence? If no, what are the reasons? 公司是否已取得有效的商业牌照呢? 若答案为否, 其原因何在呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
N/A			
B.2.2 Are all necessary official approvals available to run operations, machinery etc? If no, note what is missing: 有关业务、机器的运作是否已取得必须的官方批准呢? 若否, 请记下所缺欠的部份:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
N/A			
B.2.3 Is a written policy available in the company that describes the social responsibility of the company especially with regard to child labour, female employees, discrimination, forced labour, working hours, compensation, working conditions, health and social facilities, safety, freedom of association and collective bargaining? Please attach a copy. 公司是否能随时提供描述社会责任的书面方针, 特别是针对童工、女性员工、歧视、强迫劳动、工时、赔偿、卫生及社会设施、安全、结社自由和集体谈判? 请附上副本。	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.4 Has the company a written commitment to their employees to comply with the BSCI Social Requirements including legal requirements in the country of operation and has this commitment posted in the location together with the BSCI Code of Conduct visible to all employees in relevant languages or attached it to each employee's contract? 公司是否已向雇员作出书面承诺, 表明会遵守 BSCI 社会责任要求, 包括业务所在国家的法律要求呢? 这些书面承诺是否与 BSCI 行为守则一并张贴在所有雇员都看得到的地方? 当中使用的语言又是否让雇员明白呢? 每份雇佣合约是否也附上这份书面承诺呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

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		Yes 是	No 否	
B.2.5 Do personnel data files with the following components exist? Please attach a copy (sample). 个人数据是否包含以上文件呢? 请附上副本(样本)。	Copy of ID-card 身份证副本	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
	Working contract 雇佣合约	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.2.6 Is a time record system in place where the beginning and the end of a workday is registered for each individual employee? Please attach a copy (samples) 登记每名雇员上班及下班时间的记录系统是否存在呢? 请附上副本(样本)。	Attendance lists 考勤记录表	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
	Punch / Time cards 穿孔卡/时间记录卡	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Electronic data processing 电子数据处理	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.2.7 Do the employees receive payslips? If yes, please attach a copy. 雇员是否获发工资单呢? 如果是, 请附上副本。		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.8 Does documentation on payments to social insurance funds exist? If yes, please attach a copy. 记录支付社会保障基金的证明文件是否存在呢? 如果是, 请附上副本。		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.9 Do wage lists exist? If yes, please attach a copy. 工资表是否存在呢? 如果是, 请附上副本。		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.10 Is documentation available on pregnant women and maternity leave which was granted in the past –if applicable-? If yes, please attach a copy. 记录过去有关怀孕女员工及其产假的证明文件是否存在呢(如适用)? 如果是, 请附上副本。		<input type="checkbox"/>	<input type="checkbox"/>	N/A

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	Yes 是	No 否	
B.2.11 Do work rules exist and are they 工作规定是否存在，而它们是否			
a) documented? a) 以文件记录呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
b) legally allowed? b) 法律上允许呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) understood by the employees? c) 让雇员明白呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) equally applied to all employees? Please attach a copy. d) 一视同仁地适用于所有员工身上呢? 请附上副本。	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.2.12 Is documentation on health and safety training (e.g. fire protection) available? If yes, please attach a copy as an example. 是否有现成文件记录了卫生和安全训练(例如是火警保护)呢? 如果有，请附上副本为例。	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.13 Is documentation on all hazardous chemicals in use available (especially safety data sheets)? 是否有现成文件记录了所有使用中的有害化学品呢? (特别是安全资料表)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.14 Are certificates on first-aid qualification available? 是否随时可提供有关急救资格的证书呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.15 Are inspection documents for lifts and machinery available? 是否随时可提供有关电梯和机器检查的文件呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.16 Are documents available to prove that the water is drinkable? 是否随时可提供文件证明饮用水可以饮用呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.17 Is documentation available on comments on social issues made by officials or any social audit including corrective actions? If so, were those comments/corrective actions put into effect? Please describe and attach a copy. 是否有官员评论社会责任问题的现成文件记录，或是包括纠正行动在内的社会责任核查呢? 如果有，那些评论或纠正行动是否生效呢? 请加以描述并附上副本。	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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No deviation from requirements or only minor deviations and full protection of employees is given 符合要求或者仅有次要的要求不符合，员工受到全面的保护	Deviations in the minority of requirements and no crucial points 极少数要求不符合，不存在危急情况	Deviations in 50% or in the majority of requirements or/and in crucial points (double framed) 50%或大多数要求不符合或/和处于危急关头(双重框架)	Requirements do not match to the company structure 要求不符合公司结构

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Questions 问题			Please fill in or mark with a cross 请填写适当方格或加上'X'	Mark "+" or "-" 标上 "+" 或 "-"
			Yes 是	No 否
B.2.18	Does the company keep records of accidents and injuries? 公司是否保留了意外和受伤记录呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.19	Do the security guards have an employment contract which describes their duties? 保安人员是否拥有一份描述了其职责的雇佣合约呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.20	Is there a written agreement with a union or any other representation of the workforce? If yes please attach a copy. 与工会或任何劳工代表是否曾达成任何书面协议呢? 如果有, 请附上副本。	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

B. 2 Assessment Documentation B. 2 文件证据评估	Scoring: 得分:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.3 Working Time B.3 工时

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'			Mark "+" or "-" 标上 "+" 或 "-"	
	Yes 是	No 否			
B.3.1 When do regular daily working hours start and end? (Fill in for every shift) 固定工作时间在甚么时候开始和结束呢? (请填写每一班次)	Shift 班次	I Yes	II	III	
	Start 开始	7:30			+
	End 结束	17:00			
B.3.2 When do daily breaks start and end? (Fill in for every shift) 每日的休息时间在甚么时候开始和结束呢? (请填写每一班次)	Start 开始	11:30			+
	End 结束	13:00			
B.3.3 What is the regular number of working days per working week? 每星期固定工作多少天?	Days: 天数:	5			+
B.3.4 What is the regular number of working hours per working week? 每星期固定工作多少小时?	Hours: 小时:	40			+
B.3.5 How many overtime hours did the person with the highest amount of overtime work last week? 上周加班工作最多的员工超时工作多少小时?	Hours: 小时:	10			+
B.3.6 What was the average amount of overtime hours per week? 每星期平均超时工作多少小时?	Hours: 小时:	9			+
B.3.7 What was the average amount of overtime hours per week during peak seasons? 旺季每星期平均超时工作多少小时?	Hours: 小时:	10			+
B.3.8 Does the company comply with the national statutory regulations with regard to: 公司是否按照国家法定条例, 遵守:					
a) the maximum amount of daily overtime hours? a) 每日最多加班工时的规定?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			+
b) the maximum amount of weekly overtime hours? b) 每星期最多加班工时的规定?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
c) the maximum amount of monthly overtime hours? c) 每月最多加班工时的规定?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
If not please describe: 若答案为否, 请说明之:					

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N/A				
B.3.9	Do employees work overtime of their own free will? 雇员超时工作是否出自其意愿呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
If no:	If overtime is demanded by management to meet short-term business demand (non-voluntary overtime), is there a basic agreement with the union, or in case of non-unionized companies a basic agreement with the employees representatives or each individual employee? Please attach a copy. 倘若管理层要求雇员超时工作以达到短期业务要求(非自愿超时工作), 是否与工会达成协议呢? 在没有工会的公司, 资方是否与雇员代表或个别雇员达成基本协议呢? 请附上副本。	<input type="checkbox"/>	<input type="checkbox"/>	
B.3.10	Is it ensured that the maximum amount of working hours for the workforce does not exceed 48 hours of regular working time plus 12 hours of overtime a week on a regular basis, in the case that there are no stronger legal regulations (for example, if the regular hours allowed are 40, the total maximum should be 52). 如果当地没有更严厉的法规, 最多工作时数是否保证不会超过每星期 48 小时固定工时及 12 小时超时工作呢? (例如: 如果固定工时为 40 小时, 那么最多工作时数应是 52 小时)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.3.11	Are employees provided with at least one free day following six consecutive days worked? Exceptions are accepted if the national law allows time exceeding this limit <u>and</u> if a freely negotiated collective bargaining agreement in force allows work time averaging including adequate rest periods. 雇员连续工作六天后, 是否享有一天有薪假期呢? 如果国家法律允许时间超过该限值, 以及通过自由谈判签订的有效劳资协议允许平均工作时间包含适当的休息时间, 允许出现例外。	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

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Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.3.12 Are there local or any other authorisations (e.g. from collective bargaining agreements with trade unions) to make exemptions from statutory working time regulations as described on B.3.10 or B.3.11? If yes, please attach a copy. 是否有本地或其它授权书(例如劳资协议)去豁免遵守如B.3.10或B.3.11所述的法定工时的规定呢? 如果有, 请附上副本。	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+

B.3	Assessment Working Time	Scoring:	
B.3	工时评估	得分:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>

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B.4 Compensation

B.4 报酬

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.4.1 What is the statutory minimum wage for the regular working time per month for regular fulltime employees? 固定全职员工每月按固定工时工作的法定最低工资有多少呢?	Gross 总收入	RMB980 / RMB1160 since April 1, 2011	
	Net 净收入	RMB980 / RMB1160	
B.4.2 What is the lowest basic wage per month for regular working time paid in the company for regular fulltime employees? Please calculate both Gross and Net amounts. 公司给予按固定工时工作的固定全职员工每月的最低工资有多少呢? 请计算总额和净额。	Gross 总收入	RMB 1160.00	+
	Net 净收入	RMB 1160.00	
B.4.3 Estimate the average wage per month <u>excluding</u> overtime for <u>all employees on the work floor</u> . Please calculate both Gross and Net amounts. <u>不包括</u> 超时工作, 估算 <u>车间</u> 所有员工每月的平均工资。请计算总额和净额。	Gross 总收入	RMB 1200	
	Net 净收入	RMB 1200	
B.4.4 Are the statutory regulations with regard to minimum wage of other than regular fulltime employees complied with (like trainees, part time or full time employees but with different skills)? If not, please describe below: 对于非固定全职员工(例如新员工、兼职或具有不同技能的全职员工), 公司是否也遵守法定最低工资的规定给予报酬呢? 如果不是, 请在下面说明:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
N/A			
B.4.5 What is the total sum of wages (incl. Overtime differentials) which was paid for all employees last month? 上月发给所有雇员的工资(包括加班差额)总额有多少呢?	Gross 总收入	RMB 274761.72	
	Net 净收入	RMB 274577.00	

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Questions 问题	Please fill in or mark with a cross 请填满适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.4.6 Are overtime hours paid at the individual hourly rate? If not, please explain: 加班工时是否按单一计时工资发出呢? 若否, 请解释:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
N/A			
B.4.7 Are statutory overtime differentials paid? Normal workday 150%; Sunday 200%; holiday 300%; nightshift N/A% 是否按法定加班工资级别发出工资呢? 平日 150%; 星期天 200%; 假期 300%; 夜班 N/A%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.4.8 Do all employees receive paid leave according to statutory regulations? 所有员工是否按照法律规定享有有薪假期呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.4.9 Do all employees receive paid statutory and/or religious holidays? 所有员工是否享有有薪法定及/或宗教节日假期呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.4.10 Do all pregnant employees receive statutory maternity leave? 所有怀孕员工是否享有法定产假呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.4.11 Do all pregnant employees receive statutory maternity benefits? 所有怀孕员工是否享有法定产妇产津贴呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.4.12 Does the company provide all statutory benefits? If yes, please specify: 公司是否给予所有法定津贴呢? 如果有, 请具体说明:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
Employees were provided with legally required social benefits, paid annual leave, maternity leave, sick leave and public holidays.			

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Questions 问题	Please fill in or mark with a cross 请填满适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.4.13 Does the company provide benefits on a voluntary basis? If yes, please specify: 公司是否自愿提供津贴呢? 如果是, 请具体说明:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
No allowance was provided by the factory.			
B.4.14 Does the company pay the statutory contribution for all employees to social insurance funds? 公司是否支付所有员工的社会保险基金的法定供款呢?			+
Health insurance 健康保险	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Retirement benefits 退休津贴	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Unemployment insurance 失业保险	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Accident insurance 意外保险	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Others: Maternity 其它	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.4.15 Are employees paid in monetary value (cash, cheque or bank transfer)? If not, why? 所有员工是否都以金钱形式 (现金、支票或银行户口转帐) 获得报酬吗? 如果不是, 为什么?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
N/A			

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Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.4.16 Are any illegal deductions made from wages? 工资是否被非法扣除呢?			+
Loan with interest charge 包含利息费用的贷款	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bail 保释金	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Entry fee to the production site 生产地点的入场费	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Utilization fee for tools and machinery 使用工具和机器的费用	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
For lost or damaged tools (unindebted behaviour) 遗失或损毁工具(非负债行为)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Such as illegal disciplinary measures (to be legal, disciplinary measures should be accepted by national law <u>and</u> a collective bargaining agreement in force). 例如非法纪律措施(若是合法纪律措施, 应被国家法律和有效的劳资协议接受)。	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Recruitment fees 聘用费	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Others: e. g. unreasonable deductions 其它: 例如无理扣薪	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B.4.17 How many days after the end of the calculation period do the employees receive their wage? 工资截数日后多少天员工才获发工资呢?	Days: 28 天:		+
B.4.18 Are there local or any other authorisations (e.g. from collective bargaining agreements with trade unions) to make exemptions from statutory compensation regulations? If yes, please attach a copy. 是否有本地或其它授权书(例如是与工会的集体谈判协议)去豁免遵守法定报酬的规定呢? 如果有, 请附上副本。	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+

B.4 Assessment Compensation B.4 报酬评估	Scoring: 得分:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.5 Child Labour / Young Employees
B.5 童工/未成年员工

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
<p>B.5.1 Are all employees employed by the company at least 15 years of age, unless local minimum age law stipulates a higher age for work or general mandatory schooling, in which case the higher age applies?</p> <p>公司聘用的所有员工是否都年届最少十五岁呢？除非当地法例规定工作或者接受普及教育的最低年龄较高，而两者应以较高者为淮。</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
<p>If no: Do legal regulations allow those children to work in accordance with ILO Convention 138, article 7 (light work and/or does not affect health or development of the employees and does not interfere with schooling/education)?</p> <p>Please fill in «Child Labour Record Sheet» for all children less than 15 years of age or older, if local minimum age law stipulates a higher age for work or general mandatory schooling.</p> <p>若不： 有关法律规疔是否容许儿童在符合国际劳工组织第一三八号公约第七章的情况下工作呢？(例如是较轻的工作及/或不会影响雇员健康或发育，以及不会妨碍上学/接受教育。)</p> <p>如果地方法例规定工作或接受规定教育的最低年龄高于十五岁，请在《童工记录表》上填写所有未成年员工的资料。</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>B.5.2 If employees in the company are subject to local compulsory education laws, is it ensured that these employees are not employed during school hours and that combined hours of daily transport, school and work time do not exceed 10 hours a day?</p> <p>假如公司的员工受到地方普及教育法例所规管，是否能确保这些员工毋须在上学时工作，并且确保他们每天花在日常交通、上学和工作的时间不超过十小时呢？</p>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<p>B.5.3 Are the laws for protection of young employees (employees who have not reached the age of 18 – national laws to be considered) enforced?</p> <p>If not, which laws are not enforced?</p> <p>保障未成年员工的法例(根据国家法例为未滿十八岁者)是否切实执行呢？如果不是，没有执行哪些法例呢？</p>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<p>There were no young workers observed in the factory.</p>			

Please fill in under results 请根据结果填写			
2 = Good 2 = 良好	1 = Improvements Needed 1 = 需要改进	0 = Non-compliant 0 = 不合规	NA = Not Applicable NA = 不适用
No deviation from requirements or only minor deviations and full protection of employees is given 符合要求或者仅有些次要的要求不符合，员工受到全面的保护	Deviations in the minority of requirements and no crucial points 极少数要求不符合，不存在危急情况	Deviations in 50% or in the majority of requirements or/and in crucial points (double framed) 50%或大多数要求不符合或/和处于危急关头(双重框架)	Requirements do not match to the company structure 要求不符合公司结构

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Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.5.4 Are the legal regulations for apprentices enforced (e.g. educational programme, theoretical lessons, working hours, wages)? If not, which regulations are not enforced? 针对学徒的法律规定(例如教育计划、理论课、工时、工资)是否切实执行呢? 如果不是, 哪些法例尚未执行呢?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
There was no apprentice observed in the factory.			
B.5.5 In case that children have been found working in the company did the company provide adequate support to enable children to attend and remain in school until they are no longer a child? Please fill in «Child Labour Record Sheet» – Remedial Actions 倘若发现公司雇用童工, 公司是否会为这些儿童提供足够的支持, 让他们能继续上学和求学, 直至他们成年为止呢? 请在《童工记录表》上填写补救措施。	<input type="checkbox"/>	<input type="checkbox"/>	N/A

B.5 Assessment Child Labour / Young Employees Scoring: B.5 童工/未成年员工评估	得分:	2 <input checked="" type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
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B.6 Forced Labour / Disciplinary Measures / Prisoner Labour
B.6 强迫劳工/惩戒措施/囚犯劳工

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.6.1 Are employees allowed to leave the factory compound after work at any time? 所有员工在下班后是否获准在任何时候离开工厂范围呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.6.2 Is it forbidden for security guards (armed or unarmed) to keep the workforce under pressure? 是否严禁(武装或非武装)保安人员令职工感到压力呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.6.3 Is there any evidence that employees are not free to quit their jobs and to leave the company within the legal framework (e.g. bonded labour, because they have to repay debts)? 是否有证据证明在合法的范围内(例如债务劳工, 因为他们必须缴付债务), 员工不能自由地辞职及离职呢?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
B.6.4 Are original documents of employees, such as ID-cards, passports or birth certificates permanently held by the employer? 雇主是否长期持有雇员的文件正本, 例如是身份证、护照或出生证书呢?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
B.6.5 Are monetary deposits required from the employees? 雇员是否需要以金钱形式缴付按金呢?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
B.6.6 Is there any evidence that work is conducted under the threat of illegal penalty or any other illegal sanction? If yes, please describe. 是否有证据显示, 雇员是受到非法惩罚或其它非法处分的威胁下工作呢? 如果是, 请说明。	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
N/A			

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Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.6.7 If factory visit highlights the presence of prisoners, is such work by prisoners allowed under ILO Conventions 29/105? 若巡查工厂时凸显了囚犯的存在，此类工作是否在国际劳工公约 29/105 允许囚犯从事的范围内？	<input type="checkbox"/>	<input type="checkbox"/>	N/A
B.6.8 Are the labour laws applied for those prisoners? 劳工法例是否可使用在那些囚犯身上呢？	<input type="checkbox"/>	<input type="checkbox"/>	N/A

B.6 Assessment Forced Labour / Disciplinary Measures / Prison Labour B.6 强迫劳工/惩戒措施/囚犯劳工评估	Scoring: 得分: 2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.7 Freedom of Association and Collective Bargaining
B.7 结社自由/集体谈判

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
<p>B.7.1 Do employees have the right to establish, join and take action in free and independent workers' organisations including free and independent unions without previous authorisation of the employer?</p> <p>雇员是否有权成立和参与自由及独立的工人组织，并且在组织中采取行动，这些组织包括事先未获雇主授权的自由及独立工会？</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
<p>B.7.2 Is a free and independent workers' organisation including free and independent union represented in the company? If yes, please fill in name of the workers' organisation(s) resp. union(s) and representative(s).</p> <p>公司内是否有一个自由和独立的工人组织，包括一个自由和独立的工会作为代表呢？ 如果有，请填上工人组织、代表工会或代表的名称。</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
N/A			
<p>B.7.3 Do representatives of the free and independent workers' organisation(s) including free and independent union (s) have access to their members in the workplace within the legal framework?</p> <p>包括自由和独立工会在内的自由和独立的工人组织的代表，在法律架构下是否能够在工作场所内与其成员接触呢？</p>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<p>B.7.4 Are employees' representatives affiliated to free and independent workers organisation(s) including free and independent union(s) allowed to bargain collectively?</p> <p>隶属包括这些自由和独立工会在内的自由和独立工人组织的雇员代表，是否可以参与集体谈判呢？</p>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

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Questions 问题	Please fill in or mark with a cross 请填满适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.7.5 Do the employees have the right to implement parallel means of free and independent organising to enable them to bargain collectively in the company where the rights of freedom of association and collective bargaining are restricted by law (example, China)? Please describe below: 倘若法律限制结社及集体谈判的权利，那么雇员是否享有权利去落实同等的自由与独立的组织行动，让他们在公司内也能与资方进行集体谈判呢（例如：中国）？请在下面说明：	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
The factory management stated that they respected employees' right to organize a union. No evidence indicated the factory had forbidden employees from organizing a union. As per documents review and management interview, it was noted that employee representatives were selected by employees themselves. Employees also can freely go to the top management for any issue or communicate with factory management via suggestion box.			
B.7.6 Do employees have the possibility to complain anonymously (about minor and major problems)? 雇员是否有可能在匿名的情况下(就大小问题)投诉呢？			+
a) Do employees know about these possibilities? a) 雇员是否知道这些可能性呢？	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) Do those possibilities secure that the management takes note of the complaints? b) 这些可能性是否确保管理层注意有关投诉吗？	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Does the management try to find solutions for those complaints with the employees? c) 管理层是否尝试为雇员的投诉寻求解决方法呢？	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Questions 问题		Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
		Yes 是	No 否	
B.7.7	Has the company experienced a strike, walkout, protest demonstration by the workforce or other significant conflict with employees during the past 2 years? If yes: 在过去两年, 公司是否曾面对雇员罢工、抗议示威或跟雇员爆发严重的冲突呢? 如果有, 请说明:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
What was the issue? 主要问题是甚么?		N/A		
What action were taken by the management? 管理层采取了甚么行动呢?		N/A		
What action were taken by the employees? 雇员采取了甚么行动呢?		N/A		
Were the police or any other executive forces involved in any way? 警方或其他执法人员是否曾介入事件呢?		N/A		
Please describe below as detailed as possible: 请在下面尽量详述:				
N/A				

B.7 Assessment Freedom of Association B.7 结社自由评估	Scoring: 得分:	2 <input checked="" type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
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B.8 Discrimination, Harassment and Abuse
B.8 歧视、骚扰、虐待

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
<p>B.8.1 Is there any deviation in compensation, benefits, hiring procedure, job assignment, retirement provisions, access to services etc. between employees in regard to age, caste, disability, ethnic and/or national origin, gender, membership in free and independent workers' organisations including free and independent unions, political affiliation, race, religion, sexual orientation, marital status, family responsibilities, social background or other personal characteristics?</p> <p>雇员之间是否因为年龄、等级、残疾、种族及/或民族来源、性别、包括自由和独立工会在内的自由和独立工人组织的会籍、政治连系、人种、宗教、性取向、婚姻状况、家庭责任、社会背景或其它个人特征，而在报酬、福利、聘用程序、工作任务、退休准备、享受服务等方面出现差异吗？</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
<p>If yes: What do they consist of and which employees/ categories of employees are concerned? Which reason or justification is given by the management? Please describe.</p> <p>如果是：这些差异究竟出现在哪里？哪些雇员/哪一类雇员受到影响？管理层给予的理由或说明是甚么？请说明。</p>			
N/A			
<p>B.8.2 Are pregnancy or virginity tests made or required as part of the recruitment procedure? Is the use of some form of contraception a condition of hiring or of continuing employment?</p> <p>在聘用过程中是否需要或要求接受受孕或处女身份测试呢？采用某种形式的避孕是否成为聘用或长期任职的条件呢？</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
<p>B.8.3 Is there any evidence that women are mistreated or fired as a result of being pregnant? If yes, describe.</p> <p>是否有证据显示妇女因为怀孕而被虐待或解雇呢？如果有，请说明。</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
N/A			

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Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.8.4 Do all employees have equal opportunities to work overtime? If no, who decides who can work overtime: N/A 是否所有雇员都有同等的机会去加班工作呢? 如果不是, 究竟谁人决定谁可加班工作:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.8.5 Is there any evidence of harassment, physical coercion or verbal abuse in the company? If yes, describe. 公司内是否存在骚扰、身体折磨或言语虐待的证据呢? 如果有, 请说明。	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
N/A			
B.8.6 Is there any evidence that employees are disciplined, dismissed or otherwise against discriminated because they complain against infringements of their rights? 是否有证据显示雇员因为投诉其权利遭受侵犯, 而面对纪律处分、开除或在其它方面受到歧视?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+

B.8 Assessment Discrimination, Harassment and Abuse B.8 歧视、骚扰、虐待评估	Scoring: 得分:	2 <input checked="" type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
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B.9 Working Conditions
B.9 工作条件

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.9.1 Are overall conditions of the workshop layout and the factory building acceptable? 工场设计和工厂建筑的整体情况是否可以接受?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.9.2 Is the room temperature acceptable? 室内温度是否可以接受?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.9.3 Is adequate ventilation in production area provided? 生产范围是否提供足够的通风设备?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.9.4 Is the noise level acceptable? 噪音水平是否可以接受?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.9.5 Are lighting conditions adequate? 光线是否充足?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.9.6 Is the production area clean? 生产范围是否清洁?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

B.9 Assessment Working Conditions B.9 工作条件评估	Scoring: 得分:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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No deviation from requirements or only minor deviations and full protection of employees is given 符合要求或者仅有些次要的要求不符合，员工受到全面的保护	Deviations in the minority of requirements and no crucial points 极少数要求不符合，不存在危急情况	Deviations in 50% or in the majority of requirements or/and in crucial points (double framed) 50%或大多数要求不符合或/和处于危急关头（双重框架）	Requirements do not match to the company structure 要求不符合公司结构

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B.10 Health and Social Facilities

B.10 卫生及社会福利设施

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.10.1 Is there an acceptable clean sickroom / first aid room? Please provide a photo. 是否有一个清洁方面可以接受的病房/急救室? 请提供照片。	<input type="checkbox"/>	<input type="checkbox"/>	N/A
B.10.2 Is clean potable water provided for all employees? 是否向所有雇员提供清洁的饮用水?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.3 Do employees have access to an appropriate, clean area for eating/cooking? Please provide a photo. 雇员是否可以到一个适当又清洁的地方吃东西/煮食? 请提供照片。	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.4 Are clean toilets provided in adequate numbers for all employees, lockable or separated by gender? If separated by gender, how many for women 22 for men 17? 是否向所有雇员提供足够而又清洁的卫生间呢? 卫生间是否可以上锁? 是男女分开的吗? 如果男女卫生间是分开的, 有多少个女厕和男厕呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.5 Are clean washing facilities provided for all employees lockable or separated by gender? 提供予所有雇员的清洗设施是否清洁呢? 是否可以上锁? 是男女分开吗?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.6 Are clean changing rooms available in areas where employees have to wear special protective clothes during working hours? 倘若雇员需要在上班时穿上特别保护衣物, 工作范围内是否有清洁的更衣室呢?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
B.10.7 Is quick medication assured in emergency cases? 在紧急情况下是否确保能提供迅速的药物治疗?			+
a) Physician in charge? a) 是否有医生负责?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b) Nurse in charge? b) 是否有护士负责?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c) Contract with hospital? c) 是否与医院签署合约?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Questions 问题	Please fill in or mark with a cross 请填满适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.10.8 Is first-aid material provided? 是否提供急救用品?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.9 Is there anybody in charge for dispensing and stocking first-aid material? Please note name and position: Mr. Ye Jian Hua/Manager 是否有人负责分配和贮存急救用品呢? 请填上其姓名及职位: Mr. Ye Jian Hua/Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.10 Is an appropriate number of employees trained in first aid by qualified trainers? 是否有适当数量的雇员接受过合格训练员提供的急救培训呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

B.10 Assessment Health and Social Facilities B.10 卫生及社会福利设施评估	Scoring: 得分:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.11 Occupational Health and Safety
B.11 职业健康与安全

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.11.1 Is the employees' health seriously and avoidably endangered by work processes? If yes please explain. 在工作过程中, 是否有员工的健康严重地及无可避免地受到危害? 如果是, 请说明。	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
N/A			
B.11.2 General safety conditions 一般安全状况			

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Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"	
	Yes 是	No 否		
a) Is adequate personal protective equipment such as goggles, glasses, gloves, earplugs, boots and protective clothing available at company cost? a) 公司是否购买了足够的个人安全装备, 例如眼罩、眼镜、手套、耳塞、靴子和保护衣物?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	
b) Is personal protection equipment in good condition? b) 个人防护装备的状况是否良好?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
c) Is use of personal protection equipment enforced? c) 是否切实执行使用个人防护装备?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
d) Are employees trained in using personal protective equipment? d) 是否曾训练雇员如何使用个人防护装备?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
e) Are signs and warnings posted in the corresponding areas and on machinery reminding employees to wear personal protective equipment? e) 在相关范围或机器上是否张贴了标语和警告, 提醒雇员穿上个人防护装备?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
f) Are employees protected from falling from heights or into dangerous substances? f) 是否有保护雇员避免从高处堕下或跌在危险物品上?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
g) Is there a source of danger caused by falling objects? g) 高处坠物是否构成危机?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
h) Are all passages for pedestrians and vehicles safe? h) 所有行人道和行车道路安全吗?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
i) Are employees protected from danger caused by parts and material at high or very low temperature? i) 是否有保护雇员避免因为零件或物料太热或太冷所造成的危险?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
j) Are floors free of obstructions and slipping hazards? j) 地上是否清除所有会令人绊倒或滑倒的危险?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
k) Do all employees receive health and safety training after recruitment and regularly during their employment? k) 雇员获聘用后及在职期间是否定期就卫生及安全问题得到训练?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
l) Does the company assess all the risks to new and expectant mothers and ensure that reasonable steps are taken at the work site to remove or reduce any risk to their health and safety? l) 公司是否评估新生妈妈与怀孕女工面临的所有风险, 是否确保在工作场所采取合理措施, 排除或降低新生妈妈与怀孕女工的健康与安全风险?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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	Yes 是	No 否	
B.11.3 Chemicals 化学品			
a) Do employees wear protective equipment if necessary (e.g. gloves, nose and mouth protection)? a) 雇员在需要时是否穿上保护装备(例如手套、鼻和口的保护装备)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
b) Are all chemical substances labelled? b) 所有化学品是否都有标记?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Are all chemical substances safely stored? c) 所有化学品是否都安全地存放?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Do only authorized employees have access to chemical substances? d) 是否只有获得授权的雇员才能处理化学品?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Are dispense, use and disposal of chemicals recorded? e) 分配、使用和弃置化学品是否都有记录?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f) Are safety instructions and emergency schedules displayed and are the employees aware of the risks? f) 安全指引和紧急安排是否展示? 雇员是否清楚有关危险?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g) Are only small units of chemical substances used directly at the workplace? g) 工作场所是否只会直接使用很少份量的化学品?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h) Are fumes, steam and dust exhausted to the outside (e.g. spot cleaning places)? h) 烟雾、蒸气和灰尘是否都排出工作场所外(例如现场清理地点)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
i) Are there MSDS (Material Safety Data Sheets) available at the operating area? i) 运作范围是否张贴出物料安全资料表?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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	Yes 是	No 否	
B.11.4 Electricity 电力			
a) Are electrical installations checked periodically? a) 是否定期检查电力装置?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
b) Are blank electrical contacts exposed? b) 不在使用的电力接触是否外露?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c) Are electrical installations properly fixed so that they cannot easily fall down? c) 电力装置是否安装妥当, 以致不会很容易掉下来?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Are electrical cords correctly fixed or repaired with tape? d) 电线是否妥当地安装或用胶布修补?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Are encasements of electrical machinery, devices and attachments broken? e) 存放电动机、用具和附件的箱子是否破烂?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f) Is there a danger that electrical installation will energize surrounding installation (e.g. fragile electrical cords close to metal)? f) 电力装置会否对四周的装置构成危险(例如容易破损的电线与金属物距离很近)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
g) Are high voltage signs properly installed where needed (e.g. main power point, main fuse box)? g) 当有需要的时候, 是否妥当地安装好高压(例如主要电源插座、主要保险丝盒)的标志?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h) Are workplaces obstructed by distribution lines (e.g. electrical cords lying on the floor causing employees to trip over them, electrical cords on tables, poorly installed electrical cords creating a risk of strangulation)? h) 工作场所是否被分送线路阻碍(例如地面上的电线可能令员工绊倒, 桌面上的电线, 安装差劣的电线可能构成勒死的危险)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i) Are power hubs, electrical control stations, fuse boxes lockable? i) 电线插孔、电力控制站和保险丝盒子是否可以上锁?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
j) Are the boxes made out of non flammable material? j) 这些盒子是否用非易燃物料制成?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
k) Are light fittings, switches, plugs etc. in good condition, not broken and don't cause danger (electrocution) to employees (missing cover for switches and plugs)? k) 灯光设备、开关掣和插座的状况是否良好, 没有损毁, 也不会(因为电掣和插座失去覆盖)构成(如电殛)危险?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l) Do employees working with electricity have adequate qualification? l) 工作涉及电力的雇员是否有足够资格?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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	Yes 是	No 否	
B.11.5 Fire protection 防火保护			
a) Is a fire early warning system installed? a) 是否安装了火警预警系统?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
b) Is a sufficient number of fire fighting equipment installed? b) 是否配备足够的灭火装置?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Is fire fighting equipment in good condition? c) 灭火设备是否状况良好?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Is the fire fighting equipment not too heavy and installed in the correct height (if no legal provision, is installation in reachable height), visible and marked? d) 灭火设备是否太重? 是否安装在适当高度, (若没有法律规定, 通常是安装在可触及的高度)? 是否可以看到和划上标记?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Are fire extinguishers inspected? e) 所有灭火筒是否经过检查?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f) Are evacuation/fire drills regularly (at least annually) carried out? f) 走火/消防演习是否定期(至少每年一次)进行?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g) Is a sufficient number of employees trained in fire fighting practice? g) 是否有足够员工接受过灭火训练?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.11.6 Escape routes 逃生路线			
a) Are escape routes/aisles blocked or obstructed? a) 逃生路线/通道是否受阻或堵塞?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
b) Are escape routes conspicuously marked? b) 逃生路线是否显著地标示?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Are evacuations plans posted in every workshop? c) 是否每个工场都张贴了疏散安排?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Are emergency lights correctly installed and maintained? d) 紧急灯光是否正确安装和保养?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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B.11.7 Emergency exits 紧急出口			
a) Is the number of emergency exits appropriate to secure evacuation of the work force in emergency cases? a) 在紧急情况下, 紧急出口的数目是否足以确保工作人员可以疏散?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
b) Are emergency exits easily accessible? b) 紧急出口是否容易到达?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Are emergency exits blocked? c) 紧急出口是否被阻塞?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d) Do doors in rooms with more than 10 employees open outwards? d) 容纳多于十名员工的房间的门口是否向外开启?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Are emergency exits properly marked? e) 紧急出口是否正确地标示?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.11.8 Machine safety 机器安全			
a) Are safeguards, belt encasements, grills for fans etc. correctly installed to protect employees from injuries? a) 保护措施、腰带套、风扇的护栅等是否正确地安装, 以免雇员受伤?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
b) In case of hazardous machinery: Do they have fully functional switch offs? b) 使用危险机器时, 是否有全面操作的断电开关?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Do operators of machinery get training about safety regulations and operating procedures? c) 负责操作机器的人员是否接受过安全规定和操作程序的训练?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Do operators have access to written safety regulations and operating procedures related to machinery? d) 操作人员是否可以取得有关机器的书面安全规定和操作程序?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) In case of hazardous machinery: Are danger signs (e.g. indicating heat, high voltage, pressure etc.) and signs which prescribe the wearing of protective gear conspicuously displayed? e) 使用危险机器时, 危险警告标记(例如显示热力, 高电压和压力等)和描述穿着保护衣的标记是否显著地展示?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Questions 问题	Please fill in or mark with a cross 请填满适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.11.9 Steam boiler 蒸汽锅炉			
a) Are steam boilers run by gas, oil, coal or other inflammable fuel installed close to dormitories, emergency exits, escape routes, staircases? a) 以天然气、石油、煤或其它易燃性燃料推动的蒸汽锅炉是否与宿舍、紧急出口、逃生通道或梯间很接近?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
b) Are non-mobile steam boilers set up in separate rooms or houses? b) 非流动性蒸汽锅炉是否安装在不同的房间或建筑物内?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Is access to those rooms restricted to authorised employees? c) 是否只有获得授权的员工才可进入那些房间?	<input type="checkbox"/>	<input type="checkbox"/>	
d) Do written safety regulations and operating procedures exist? d) 书面安全规定和操作程序是否存在?	<input type="checkbox"/>	<input type="checkbox"/>	
e) Are operators trained? e) 操作人员是否接受过训练?	<input type="checkbox"/>	<input type="checkbox"/>	
f) Are blow-off valves installed, regularly tested and maintained? f) 是否安装了放气活门, 并且定期测试和保养?	<input type="checkbox"/>	<input type="checkbox"/>	
g) Is the steam running machinery in good condition (e.g. no improvised repairs or leaks)? g) 以蒸汽推动的机器是否状态良好(例如实时需要修理或出现泄漏)?	<input type="checkbox"/>	<input type="checkbox"/>	
h) Is steam pipe network in good condition and regularly controlled and maintained? h) 蒸汽管道网络的状态是否良好? 是否定期检验和保养?	<input type="checkbox"/>	<input type="checkbox"/>	
i) Does any employee work close to blow-off valves, leaks, poorly insulated tubes or other sources of danger caused by steam installations and machinery? i) 是否有雇员的工作地点接近放气活门、漏气隙、不流通管道或其它由蒸汽推动设备和机器构成的危险源头?	<input type="checkbox"/>	<input type="checkbox"/>	

B.11 Assessment Occupational Health and Safety B.11 职业健康与安全评估	Scoring: 得分:	2 <input checked="" type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
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B.12 Dormitories
B.12 宿舍

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.12.1 Does the company provide dormitories or any kind of overnight accommodation for the employees? 公司是否向雇员提供宿舍或任何种类的过夜住宿设施?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Please fill in the address/addresses, if not on site: 如果不在现场, 请填上地址:			
N/A			
Number of employees: 80 员工数目:			
B.12.2 Is the dormitory separated from production area and warehouses? 宿舍与生产范围和货仓是分开的吗?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.12.3 Are the sleeping quarters segregated by gender? 宿舍是否男女分开的呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.12.4 Are employees allowed to enter and leave the dormitory at any time? 雇员是否准许在任何时间进入或离开宿舍呢?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.12.5 Is the dormitory clean, safe and adequately lit? 宿舍是否清洁、安全和光线充足?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.12.6 Is the room temperature acceptable? 室内温度是否可以接受?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.12.7 Is the space per person acceptable? Space per person: 3m ² 每人占用的空间是否可以接受? 每人占用空间为 3 平方米	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.12.8 Are clean washing facilities and toilets in adequate number provided? 清洁的洗涤设施和厕所的数量是否足够?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

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Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.12.9 Is there clean potable water? 是否有清洁的食水?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.12.10 Are there enough unblocked, marked emergency exits? 没有阻塞及有清楚标记的信道是否足够?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.12.11 Does adequate fire protection equipment exist? 防火设备是否足够?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

B.12 Assessment Dormitories B.12 宿舍评估	Scoring: 得分:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.13 Environment
B.13 环境

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
B.13.1 Is waste management arranged in a way that does not lead to pollution of the environment? 废物的处理方法是否不会对环境造成污染?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.13.2 Are chemicals properly and separately disposed off? 化学品是否妥当地和分开弃置?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.13.3 Is it ensured that chemicals do not leak into the ground? 是否确保化学品不会泄漏在地上?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.13.4 Is effluent treated to prevent environmental pollution? 废水是否妥当处理以免环境受到污染?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.13.5 Are emissions in legal conformity? 排出物是否遵照法律规定?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

B.13 Assessment Environment B.13 环境评估	Scoring: 得分:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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C. Annex: Best Practice for Industry – Voluntary implementation but auditing is mandatory

C. 附录: 行业最佳实践-自愿实施, 但审核是强制性的

C.1 Policy
C.1 方针

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
C.1.1 Has the top management defined a company policy to their employees for social accountability and labour conditions that: 最高管理层是否曾向雇员解释公司有关社会责任和劳动条件的方针, 而:			-
a) includes a commitment to conform to all requirements of SA8000 Standard? a) 当中包括承诺遵守 SA8000 标准的所有规定?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b) includes a commitment to comply with national and other applicable law, other requirements to which the company subscribes and to respect the international instruments and their interpretation? b) 当中包括承诺遵守国家法例和其它可应用法例, 以及公司赞同的其它要求, 并承诺尊重国际间的协议及其解释?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c) includes a commitment to continual improvement? c) 当中包括承诺持久地作出改善?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d) is effectively documented, implemented, maintained, communicated and is accessible in a comprehensible form for all personnel, including directors, executives, management, supervisors and staff, whether directly employed, contracted or otherwise representing the company? d) 这些方针会有效地以文件记录、落实执行、沟通, 并且让所有人员全面掌握, 包括董事、行政人员、管理人员、监督和职工, 不论是直接聘用、合约聘用或以其它形式代表公司?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

C.1 Assessment Policy C.1 方针评估	Scoring: 得分:	2 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>
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C.2 Planning and Implementation

C.2 计划和实施

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
C.2.1 Does the company ensure that the requirements of the SA8000 Standard are understood and implemented at all levels of the organisation? Do the methods include, among others, 公司是否确保组织内各阶层都明白和执行 SA8000 标准的要求? 有关方法是否包括			-
a) clear definition of roles, responsibilities and authority? a) 清楚界定角色、责任和权力?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b) training of new and/or temporary employees upon hiring? b) 聘用新入职及/或临时雇员时提供训练?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c) periodic training and awareness programme for existing employees? c) 为现职员工定期提供训练和提高意识的计划?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d) continuous monitoring of activities and results to demonstrate the effectiveness of systems implemented to meet the company's policy and the requirements of this standard? d) 不断监察活动和成果, 以显示制度的有效性, 藉此达到公司方针和这个标准的要求?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

C.2 Assessment Planning and Implementation C.2 计划和实施评估	Scoring: 得分:	2 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>
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Please fill in under results 请根据结果填写			
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C.3 Management Review
C.3 管理检讨

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
C.3.1 Does top management periodically review the adequacy, suitability, and continuing effectiveness of the company's policy, procedures and performance results vis-à-vis the requirements of the SA8000 Standard and other requirements to which the company subscribes? 最高管理层是否定期对照 SA8000 标准的要求或公司赞同的其它要求, 检讨公司的方针、程序和表现是否足够、适当和持续有效?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
C.3.2 Are system amendments and improvements implemented where appropriate? 是否会对制度作出适当的修订和改善?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

C.3 Assessment Management Review C.3 管理检讨评估	Scoring: 得分:	2 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>
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C.4 Control of Subcontractors / Suppliers / Sub-suppliers
C.4 分包商/供应商/下级供应商的监控

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
C.4.1 Has the company established and does the company maintain appropriate procedures to recruit subcontractors / suppliers / subsuppliers based on their ability to meet the requirements of the SA8000 Standard? 公司是否已根据其迎合 SA8000 标准的要求的能力, 建立并维持适当的程序, 去聘用分包商/供应商/下级供应商?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
C.4.2 Does the company maintain appropriate records of subcontractors / suppliers / subsuppliers commitments to social accountability? Do these records include, among others, the written commitments to: 公司是否保留分包商/供应商/下级供应商承诺负上社会责任的适当记录? 这些记录是否包括书面承诺, 以针对以下范畴:			-
a) conform to all requirements of the SA8000 Standard? a) 遵守 SA8000 标准的所有要求?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b) participate in the companies monitoring activities as requested? b) 根据要求参与公司的监察活动?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c) promptly implement remedial and corrective actions to address any non conformance identified with regard to requirements of the SA8000 Standard? c) 根据 SA8000 标准的要求, 对任何违反要求的情况, 采取实时的补救和纠正行动?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d) promptly and completely inform the company of any and all relevant business relationship(s) with own subcontractors / suppliers / subsuppliers? d) 立即和完整地通知公司任何与本身分包商/供应商/下级供应商的全部相关的商业关系?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.4.3 Has the company established a system to monitor the subcontractors / suppliers / subsuppliers social performance against the requirements of the SA8000 Standard? 公司是否建立了一个制度, 以监察分包商/供应商/下级供应商的社会责任表现是否遵照 SA8000 标准的要求?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

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Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
C.4.4 Does the company maintain reasonable evidence that the subcontractors / suppliers / sub-suppliers continuously improve conditions to meet the requirements of the SA8000 Standard? 公司是否保留合理的证据，证明分包商/供货商/分供货商不断改善，以达到 SA8000 标准的要求？	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

C.4 Assessment Control of Subcontractors / Suppliers / Subsuppliers C.4 分包商/供应商/下级供应商的监控评估	Scoring: 得分:	2 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>
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Please fill in under results 请根据结果填写			
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C.5 Control of Homeworkers

C.5 家庭工的监控

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
C.5.1 Does the company take special steps to ensure that homeworkers are afforded a similar level of protection as would be afforded to directly employed personnel under the requirements of the SA8000 Standard? Do these special steps include, among other things: 公司是否采取特别步骤去确保家庭工获得某水平的保障，正如公司根据SA8000标准的要求，向直接雇用的员工提供保障一样？ 这些特别步骤是否包括以下各方面：	<input type="checkbox"/>	<input type="checkbox"/>	N/A
a) establishing legally binding, written contracts requiring conformance to the requirements of SA8000 Standard? a) 制定具有法律约束力的书面合约，要求遵照 SA8000 标准的要求？	<input type="checkbox"/>	<input type="checkbox"/>	
b) ensuring that the requirements of the written contract are understood and implemented by homeworkers and all other parties involved in the contract? b) 确保家庭工和涉及合约的所有利益关系方明白和落实书面合约的要求？	<input type="checkbox"/>	<input type="checkbox"/>	
c) maintaining, on the company premises, comprehensive records detailing the identities of homeworkers, the quantities of goods produced/services provided and/or hours worked by each homeworker and wages paid to each homeworker? c) 在公司生产场所内，保留综合的记录，详述家庭工的身份、其生产货品/提供服务的质量，及/或每名家庭工的工作时间和工资？	<input type="checkbox"/>	<input type="checkbox"/>	
d) frequent announced and unannounced monitoring activities to verify compliance with the terms of the contract? d) 经常进行预先公布或未经公布的监察活动，以确定是否遵守合约条款？	<input type="checkbox"/>	<input type="checkbox"/>	

C.5 Assessment Control of Homeworkers C.5 家庭工的监控评估	Scoring: 得分：	2 <input type="checkbox"/> 1 <input type="checkbox"/>
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Please fill in under results 请根据结果填写			
2 = Good 2 = 良好	1 = Improvements Needed 1 = 需要改进	0 = Critical 0 = 危急	NA = Not Applicable NA = 不适用
No deviation from requirements or only minor deviations and full protection of employees is given 符合要求或者仅有次要的要求不符合，员工受到全面的保护	Deviations in the minority of requirements and no crucial points 极少数要求不符合，不存在危急情况	Deviations in the majority of requirements or/and in crucial points (double framed) 多数要求不符合或/处于危急关头（双重框架）	Requirements do not match to the company structure 要求不符合公司结构

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C.6 Compensation
C.6 报酬

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
C.6.1 What is the basic needs wage (net) for the region where the company is located? The figure must be calculated by the auditor. 公司所在地区的基本需要收入(净收入)是多少? 该数字必须由审核员计算。	RMB 2061.76		
C.6.2 Is the wage paid in the company equal or higher than the figure provided in C.6.1?? 公司所支付的工资是等于还是高于 C.6.1 提供的字数?	<input type="checkbox"/>	<input type="checkbox"/>	-
If no: If basic needs wage is not paid, does the company have a well-defined plan for achieving the basic needs wage within a specified and reasonable period of time? 假如工资无法支付基本需要, 那么公司是否有一个周详的计划, 尝试在一个确定和可接受的期限达到工资可以支付生活基本需要的水平?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

C.6 Assessment Compensation C.6 报酬评估	Scoring: 得分:	2 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>
---	------------------------	--

Please fill in under results 请根据结果填写			
2 = Good 2 = 良好	1 = Improvements Needed 1 = 需要改进	0 = Critical 0 = 危急	NA = Not Applicable NA = 不适用
No deviation from requirements or only minor deviations and full protection of employees is given 符合要求或者仅有次要的要求不符合, 员工受到全面的保护	Deviations in the minority of requirements and no crucial points 极少数要求不符合, 不存在危急情况	Deviations in the majority of requirements or/and in crucial points (double framed) 多数要求不符合或/和处于危急关头 (双重框架)	Requirements do not match to the company structure 要求不符合公司结构

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C.7 Child Labour
C.7 童工

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
C.7.1 Has the company established and documented, and does it maintain and effectively communicate to personnel and other interested parties, policies and procedures for remediation of children found to be working? 公司是否建立和以文件记录有关革除童工的方针和程序，并且努力维持和有效地与员工和其它利益关系方就此问题沟通？	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

C.7 Assessment Child Labour C.7 童工评估	Scoring: 得分:	2 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>
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C.8 Evasion
C.8 逃避责任

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
C.8.1 Is there any evidence that labour-only contracting arrangements and false apprenticeship schemes are undertaken in an effort to avoid fulfilling the company's social obligations to personnel? 是否有证据显示公司答应只涉及劳动的合约安排和虚假的学徒计划，藉以逃避公司对雇用人员的社会责任义务？	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+

C.8 Assessment Evasion C.8 逃避责任评估	Scoring: 得分:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/>
--	------------------------	--

Please fill in under results 请根据结果填写			
2 = Good 2 = 良好	1 = Improvements Needed 1 = 需要改进	0 = Critical 0 = 危急	NA = Not Applicable NA = 不适用
No deviation from requirements or only minor deviations and full protection of employees is given 符合要求或者仅有次要的要求不符合，员工受到全面的保护	Deviations in the minority of requirements and no crucial points 极少数要求不符合，不存在危急情况	Deviations in the majority of requirements or/and in crucial points (double framed) 多数要求不符合或/处于危急关头（双重框架）	Requirements do not match to the company structure 要求不符合公司结构

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C.9 Outside Communication
C.9 对外沟通

Questions 问题	Please fill in or mark with a cross 请填写适当方格或加上'X'		Mark "+" or "-" 标上 "+" 或 "-"
	Yes 是	No 否	
C.9.1 Has the company established, and does the company maintain, procedures to communicate regularly to all interested parties data and other information regarding performance of the requirements of the SA8000 Standard, including, but not limited to, the results of management reviews and monitoring activities? 公司是否建立和维持一套程序，以定期与所有利益关系方就 SA8000 标准所要求的表现进行沟通，当中包括，但不限于，管理检讨和监察活动的结果？	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

C.9 Assessment Outside Communication C.9 对外沟通评估	Scoring: 得分:	2 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>
--	-------------------------------	--

Please fill in under results 请根据结果填写			
2 = Good 2 = 良好	1 = Improvements Needed 1 = 需要改进	0 = Critical 0 = 危急	NA = Not Applicable NA = 不适用
No deviation from requirements or only minor deviations and full protection of employees is given 符合要求或者仅有次要的要求不符合，员工受到全面的保护	Deviations in the minority of requirements and no crucial points 极少数要求不符合，不存在危急情况	Deviations in the majority of requirements or/and in crucial points (double framed) 多数要求不符合或/和处于危急关头（双重框架）	Requirements do not match to the company structure 要求不符合公司结构

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Employees Interview Sheet
员工访谈表

	Number 数量		Number 数量
Employees interviewed in total 访谈的员工总数	12	Female employees interviewed 访谈的女员工	8
<ul style="list-style-type: none"> Employees aged < 18 years interviewed 访谈的员工年龄<18 岁 Pregnant employees interviewed 访谈的怀孕女工 Apprentices interviewed 访谈的学徒 Disabled persons interviewed 访谈的残疾人士 Full time workers interviewed 访谈的全职工人 Part time workers interviewed 访谈的兼职工人 	0 0 0 0 12 0	<ul style="list-style-type: none"> Seasonal workers interviewed 访谈的季节工 Migrant workers interviewed 访谈的外地工人 Interviews conducted on site 现场进行的访谈 Interviews conducted off site 非现场进行的访谈 Individual interviews conducted 进行的个人访谈 Group interviews conducted 进行的团体访谈 	0 10 4 8 6 2 group with 3 workers
Language(s) used for employee interviews 员工访谈所使用的语言	Mandarin		
Was an interpreter used? 是否需要口译人员?	Yes 是 <input type="checkbox"/>	No 否 <input checked="" type="checkbox"/>	

No. of interview 访谈编号	Essentials (If the number of rows is not enough, please add pages as needed and include with the attachments). 要点 (如果行数不够, 请适当增加页数同时要包含附件。)
1.	The worker stated that she was paid by hour rate and wages were paid in cash on 28 th day each month.
2.	The worker said that no children or school apprentices had ever worked in the factory.
3.	The interviewee stated that the latest fire drill was conducted in September 2011 and he knew how to use fire extinguishers. First aid kits with necessary medicines were available onsite. Trainings on first aid and fire prevention were provided periodically.
4.	The interviewee stated that pay slip was provided.
5.	They were always given 1 to 2 days off after every 5 working days. And she was not sure about how overtime hours were compensated.
6	The worker stated that he could go home when there was overtime work.
7-9	The worker said that no money deductions/deposits from her salary. There was no limitation for drinking water. 30-day notice in advance was required for resigning.
10-12	The interviewees stated that they punched electronic attendace card themself. They signed labor contract with factory from 1 to 3 years and they got the copy of labor contract.

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Declaration of consent 同意声明书

Company 公司		Auditor 审核员	
Name of Company 公司名称	Zhejiang Goldtop Hat & Fashion Co., Ltd	Name of Audit Company 审核公司名称	ALGI
Street 街道	No. 5, 2nd Danchen Road, Beiyuan Industrial Zone		
City, Zip Code 城市, 邮编	Yiwu/322000	Street 街道	402 Jing'an China Tower, 1701 West Beijing Road
Country 国家	China	City, Zip Code 城市, 邮编	Shanghai / 200040
Name of representative 代表姓名	Mr. Ye Jian Hua	Country 国家	China
		Name of Auditor 审核员姓名	Steven Ge/Henry Xu

1. The company agrees that the auditor may take photos of the factory and factory compound as well as take copies of business documents.
公司同意审核员可以在工厂和工厂范围内拍照，以及复印公司文件。
2. The company agrees that the auditor may conduct confidential interviews with employees which are chosen freely without any influence by the company.
公司同意审核员可以在没有受到公司影响之下随意挑选雇员进行保密访谈。
3. The company agrees that all audit information can be recorded in a database.
公司同意所有审核数据可以记录在数据库内。
4. The company agrees that the auditor may pass the Audit Questionnaire, Social Audit Report, Social Re-Audit Report and annexes directly to the company's retail customer or company's retail customer's local office / agency being a member of the Business Social Compliance Initiative.
公司同意审核员可以将审核问卷、社会责任审核报告、社会责任重审报告及附件，直接交给已成为「倡议商界遵守社会责任组织」(BSCI)成员的公司的零售顾客，或零售顾客的地方办事处/代理。
5. The company agrees that data can be passed to third parties, but only within the framework of the Business Social Compliance Initiative. This refers to the following situations:
 - a) Dialogue and cooperation with NGOs and other stakeholders at BSCI meetings for sustainability of BSCI
 - b) Cooperation with these stakeholders and the BSCI Secretariat to find solutions in connection with the BSCI Complaint Mechanism

Data passed to these parties is treated confidentially by them. Auditing company and the BSCI Secretariat are not liable in case of misuse by other parties.
公司同意将资料交予第三者，但只会在「倡议商界遵守社会责任组织」(BSCI)架构内进行。这通常在以下情况发生：

 - a) 在 BSCI 会议上与非政府组织和其它利益关系方的对话和合作，以维持 BSCI 的延续性。
 - b) 就 BSCI 的投诉机制，与这些利益关系方和 BSCI 秘书处合作。
有关人士会保密处理有关数据。但审核公司和 BSCI 秘书处对其他人士误用有关资料毋须负上法律责任。

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6. The Company agrees that the audit can be subject to a surveillance measure. This surveillance serves to ensure audit quality in the BSCI system. Surveillance audits focus on the auditing company performing the assessment and have no incidence in the performance or results of the social audit conducted at the company. The company agrees that in this case, access to the entity selected to survey the auditors will be allowed.

公司同意可对审核进行监督，以确保 BSCI 系统的审核质量。监督审核工作主要针对执行评估的审核公司，对在公司执行的社

会责任审核工作或结果不产生任何影响。公司同意在该情况下，允许接触被选作调查审核员的实体。

Date and signature company:

日期及签署 公司:



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Production Unit Record Sheet
生产单位记录表

Production Unit No. 1 生产单位一号					
Name 名称	Yiwu Jiu Jia textile Co., Ltd				
Street 街道	6 street, 5 distrist Futian Market Yiwu City, Zhejiang Province				
City, Zip Code 城市, 邮编	Yiwu City				
Country 国家	China				
Phone 电话	+8657981064479				
Fax 传真	not provided				
E-mail 电邮	not provided				
Contact Person 联系人	Ms. Fang Yi				
Active for the supplier since (date) 供应商起始有效日期	not provided				
Own unit (share of production %) 辖下部门 (生产比例 %)		Subcontractor (share of production %) 分包商 (生产比例%)		Supplier / Sub-Supplier (mark with a cross) 供应商/下级供应商 (用 x 划去不适用者)	X
Social audited 社会责任是否审核	Yes 是 <input type="checkbox"/>	No 否 <input checked="" type="checkbox"/>			
If yes 如果是	N/A				
Audit Company 审核公司	N/A				
Audit Number 审核编号	N/A				
Date of Audit 审核日期	N/A				
Result 结果	N/A				
Associated with BSCI? 是否与 BSCI 有联系?	No				

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Production Unit No. 2 生产单位二号				
Name 名称	Zhangjiagang Huayu Plastic Co., Ltd			
Street 街道	Jiaotong Village, Jinfeng Town, Zhejiangang City, Jiangsu Province			
City, Zip Code 城市, 邮编	Zhangjiagang			
Country 国家	China			
Phone 电话	+86-512-58195828			
Fax 传真	not provided			
E-mail 电邮	not provided			
Contact Person 联系人	Mr. Chen Zhi Bin			
Active for the supplier since (date) 供应商起始有效日期	not provided			
Own unit (share of production %) 辖下部门 (生产比例%)		Subcontractor (share of production %) 分包商 (生产比例%)		Supplier / Sub-Supplier (mark with a cross) 供应商/下级供应商 (用 x 划去不适用者)
Social audited 社会责任是否审核	Yes 是 <input type="checkbox"/>	No 否 <input checked="" type="checkbox"/>		X
If yes 如果是	N/A			
Audit Company 审核公司	N/A			
Audit Number 审核编号	N/A			
Date of Audit 审核日期	N/A			
Result 结果	N/A			
Associated with BSCI? 是否与 BSCI 有联系?	No			

Production Unit No. 3 生产单位三号	
Name 名称	N/A
Street 街道	
City, Zip Code 城市, 邮编	
Country 国家	
Phone 电话	
Fax 传真	

BSCI 审核问卷	公司名称		审核日期	DBID 号码	
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E-mail 电邮					
Contact Person 联系人					
Active for the supplier since (date) 供应商起始有效日期					
Own unit (share of production %) 辖下部门 (生产比例%)		Subcontractor (share of production %) 分包商 (生产比例%)		Supplier / Sub-Supplier (mark with a cross) 供应商/下级供应商 (用 x 划去不适用者)	
Social audited 社会责任是否审核	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>			
If yes 如果是					
Audit Company 审核公司					
Audit Number 审核编号					
Date of Audit 审核日期					
Result 结果					
Associated with BSCI? 是否与 BSCI 有联系?					

Production Unit No. 4 生产单位四号					
Name 名称	N/A				
Street 街道					
City, Zip Code 城市, 邮编					
Country 国家					
Phone 电话					
Fax 传真					
E-mail 电邮					
Contact Person 联系人					
Active for the supplier since (date) 供应商起始有效日期					
Own unit (share of production %) 辖下部门 (生产比例%)		Subcontractor (share of production %) 分包商 (生产比例%)		Supplier / Sub-Supplier (mark with a cross) 供应商/下级供应商 (用 x 划去不适用者)	
Social audited 社会责任是否审核	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>			
If yes					

BSCI 审核问卷	公司名称	审核日期	DBID 号码	
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如果是				
Audit Company 审核公司				
Audit Number 审核编号				
Date of Audit 审核日期				
Result 结果				
Associated with BSCI? 是否与 BSCI 有联系?				

Production Unit No. 5 生产单位五号				
Name 名称	N/A			
Street 街道				
City, Zip Code 城市, 邮编				
Country 国家				
Phone 电话				
Fax 传真				
E-mail 电邮				
Contact Person 联系人				
Active for the supplier since (date) 供应商起始有效日期				
Own unit (share of production %) 辖下部门 (生产比例%)		Subcontractor (share of production %) 分包商 (生产比例%)		Supplier / Sub-Supplier (mark with a cross) 供应商/下级供应商 (用 x 划去不适用者)
Social audited 社会责任是否审核	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>		X
If yes 如果是				
Audit Company 审核公司				
Audit Number 审核编号				
Date of Audit 审核日期				
Result 结果				
Associated with BSCI? 是否与 BSCI 有联系?				

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Production Unit No. 6 生产单位六号					
Name 名称	N/A				
Street 街道					
City, Zip Code 城市, 邮编					
Country 国家					
Phone 电话					
Fax 传真					
E-mail 电邮					
Contact Person 联系人					
Active for the supplier since (date) 供应商起始有效日期					
Own unit (share of production %) 辖下部门 (生产比例%)		Subcontractor (share of production %) 分包商 (生产比例%)		Supplier / Sub-Supplier (mark with a cross) 供应商/下级供应商 (用 x 划去不适用者)	X
Social audited 社会责任是否审核	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>			
If yes 如果是					
Audit Company 审核公司					
Audit Number 审核编号					
Date of Audit 审核日期					
Result 结果					
Associated with BSCI? 是否与 BSCI 有联系?					

Production Unit No. 7 生产单位七号	
Name 名称	N/A
Street 街道	
City, Zip Code 城市, 邮编	
Country 国家	
Phone 电话	
Fax 传真	

BSCI 审核问卷	公司名称		审核日期	DBID 号码	
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E-mail 电邮					
Contact Person 联系人					
Active for the supplier since (date) 供应商起始有效日期					
Own unit (share of production %) 辖下部门 (生产比例%)		Subcontractor (share of production %) 分包商 (生产比例%)		Supplier / Sub-Supplier (mark with a cross) 供应商/下级供应商 (用 x 划去不适用者)	
Social audited 社会责任是否审核	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>			
If yes 如果是					
Audit Company 审核公司					
Audit Number 审核编号					
Date of Audit 审核日期					
Result 结果					
Associated with BSCI? 是否与 BSCI 有联系?					

Production Unit No. 8 生产单位八号					
Name 名称	N/A				
Street 街道					
City, Zip Code 城市, 邮编					
Country 国家					
Phone 电话					
Fax 传真					
E-mail 电邮					
Contact Person 联系人					
Active for the supplier since (date) 供应商起始有效日期					
Own unit (share of production %) 辖下部门 (生产比例%)		Subcontractor (share of production %) 分包商 (生产比例%)		Supplier / Sub-Supplier (mark with a cross) 供应商/下级供应商 (用 x 划去不适用者)	
Social audited 社会责任是否审核	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>			
If yes 如果是					

BSCI 审核问卷	公司名称	审核日期	DBID 号码	
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Audit Company 审核公司				
Audit Number 审核编号				
Date of Audit 审核日期				
Result 结果				
Associated with BSCI? 是否与 BSCI 有联系?				

Production Unit No. 9 生产单位九号				
Name 名称	N/A			
Street 街道				
City, Zip Code 城市, 邮编				
Country 国家				
Phone 电话				
Fax 传真				
E-mail 电邮				
Contact Person 联系人				
Active for the supplier since (date) 供应商起始有效日期				
Own unit (share of production %) 辖下部门 (生产比例%)		Subcontractor (share of production %) 分包商 (生产比例%)		Supplier / Sub-Supplier (mark with a cross) 供应商/下级供应商 (用 x 划去不适用者)
Social audited 社会责任是否审核	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>		
If yes 如果是				
Audit Company 审核公司				
Audit Number 审核编号				
Date of Audit 审核日期				
Result 结果				
Associated with BSCI? 是否与 BSCI 有联系?				

If additional production units, please add as an attachment.

如有更多的生产单位, 请作为附件添加。

Date / signature / stamp Company | September 15th 2011/ Signature/ Stamp on file
日期/签署/印章 公司

BSCI 审核问卷	公司名称	审核日期	DBID 号码	
	Zhejiang Goldtop Hat & Fashion Co., Ltd	September 15, 2011	26614	Page 52 of 62

Child Labour Record Sheet 童工记录表
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	Name 姓名	Birthday 出生日期	Attending school 是否在学	Present during regular school-lessons 是否出席固定课堂	Met in non hazardous areas 是否在无害范围	Receives an education 接受教育	Since when in he company 自何时起在公司工作	Working under ILO-Convention 138 exceptions 是否根据国际劳工组织公约第138条工作	Comments 评语
		Month / Year 月 / 年	Yes / No 是 / 否	Yes / No 是 / 否	Yes / No 是 / 否	Yes / No 是 / 否	Month / Year 月 / 年	Yes / No 是 / 否	
1.	N/A								
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

BSCI 审核问卷	公司名称	审核日期	DBID 号码	
	Zhejiang Goldtop Hat & Fashion Co., Ltd	September 15, 2011	26614	Page 52 of 62

Remedial Actions (incl. time frame) :

补救行动 (包括时间表) :

N/A

N/A

Date / signature / stamp Company

日期/签署/印章 公司