



Social Audit Report

社会责任 审核报告

January 2009
2009年1月

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Social Audit Report

社会责任 审核报告

Factory Name: 工厂名称:		Zhejiang Goldtop Hat & Fashion Co., Ltd	
Factory Address: 工厂地址:		No. 5, 2nd Danchen Road, Beiyuan Industrial Zone, Yiwu City, Zhejiang Province, China	
Management Representative: 管理代表:		Mr. Ye Jian Hua	
Audit Results for BSCI Social Requirements Part B: BSCI 社会责任要求 B 部分:	Good ¹ 良好 <input checked="" type="checkbox"/>	Improvement Needed 需要改进 <input type="checkbox"/>	Non-compliant 不合规 <input type="checkbox"/>
Audit Results for Best Practice for Industry Part C: 行业最佳实践 C 部分:	Good 良好 <input type="checkbox"/>	Improvement Needed 需要改进 <input checked="" type="checkbox"/>	
Audit initiated by: 审核发起人	BSCI Member: BSCI 成员 <input type="checkbox"/>	Supplier: 供应商 <input checked="" type="checkbox"/>	
Auditing Company Name: 审核公司名称:		ALGI	
Audit report number: 审核报告号码:		10969	
DBID number: DBID 号码:		26614	
Lead Auditor's name and SAAS certificate number: 主审核员的姓名以及 SAAS 证书号码:		Steven Ge / SAAS No. A0612	
Auditing Company Address: 审核公司地址:		402 Jing'an China Tower, 1701 West Beijing Road, Shanghai, China	
Audit Date: 审核日期:		September 15, 2011	
Date for the new BSCI cycle to be started: (3 years from the initial audit): 新的 BSCI 循环即将开始的日期 (自首次审核日期起 3 年)		September 14, 2014	
Number of Initial audits performed at this facility (Cycle number 1, 2, 3..): 在该厂执行的首次审核的次数 (循环次数 1、2、3..):		1	
Agreed date for closing the CAP (if applicable): 同意结束纠正措施计划的日期 (如适用):		N/A	
Date, Signature & Stamp: 日期、签署和印章:		September 15, 2011 / Steven Ge Steven Ge	

¹ Due to the sampling nature of the auditing exercise, absence of findings during an assessment does not assure the full compliance of the facility nor does it guarantee that violations may not appear in the future. BSCI and the auditing company do not accept responsibility for conditions at other locations that may be used in the supply chain of the relevant product or service since this report covers the production site listed under "audited company" only. 由于审核活动的取样性质缘故, 若评估过程缺少调查结果, 则不能保证完全符合该体系, 也不能保证日后不会发生违反情况。由于本报告仅涉及“受审核公司”下列出的生产场所, 因此 BSCI 和该审核公司不对相关产品或服务的供应链中使用的其它场所出现的情况负责

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Lead-Auditor 主审核员	Steven Ge	Additional Auditor 其它审核员	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 – For full details on the business structure of the company, see complete Master Data in the Audit Questionnaire.

A.主要资料—有关该公司业务结构的全部详情，请参见审核问卷中的完整的主要资料。

Location of audited Company 受审核公司地址		Basic Data 基本数据	
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 法律地位	Private
Street 街道	No. 5, 2nd Danchen Road, Beiyuan Industrial Zone	Language(s) spoken in company 公司所讲的语言	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 Activities 业活动			
Clothing: 服装:	<input type="checkbox"/>	Construction Material: 建筑材料:	<input type="checkbox"/>
Eyewear (Glasses): 各类眼镜(眼镜):	<input type="checkbox"/>	Furniture: 家具:	<input type="checkbox"/>
Machinery: 机械:	<input type="checkbox"/>	Other hard goods: 其他耐用品:	<input type="checkbox"/>
Textiles: 纺织品:	<input checked="" type="checkbox"/>	Toys: 玩具:	<input type="checkbox"/>
		Electronic Groups: 电子集团:	<input type="checkbox"/>
		Leather Goods (except shoes): 皮制品 (除鞋类):	<input type="checkbox"/>
		Shoes: 鞋类:	<input type="checkbox"/>
		Textiles raw material or accessories 纺织原料或配件:	<input type="checkbox"/>

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B. Audit Assessment Results: Part B BSCI Mandatory Social Requirements
B. 审核评估结果：B 部分 BSCI 强制性的社会责任要求

		Results 结果			
		2	1	0	NA
B.1	Management Practice 管理实践	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2	Documentation 文件证据	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.3	Working Time 工时	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.4	Compensation 报酬	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.5	Child Labour / Young Employees 童工 / 未成年员工	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.6	Forced Labour / Prisoner Labour / Disciplinary Measures 强迫劳工/囚犯劳工/惩戒措施	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.7	Freedom of Association / Collective Bargaining 结社自由/集体谈判	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.8	Discrimination 歧视	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.9	Working Conditions 工作条件	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.10	Health and Social Facilities 卫生及社会福利设施	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.11	Occupational Health and Safety 职业安全与健康	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.12	Dormitories 宿舍	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.13	Environment 环境	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Total Result: 总体结果:	<input checked="" type="checkbox"/> Good 良好	<input type="checkbox"/> Improvements Needed 需要改进	<input type="checkbox"/> Non-compliant 不合规
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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 = 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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Remarks 备注

Zhejiang Goldtop Hat & Fashion Co., Ltd was located at No. 5, 2nd Danchen Road, Beiyuan Industrial Zone, Yiwu City, Zhejiang Province, China. The factory was established in 2004 and specialized in the manufacturing of hats. Main production activities included cutting, sewing, embroider and packing. Based on management interview, their major export markets were Europe and North America.

The factory currently consisted of two 4-storey buildings. One was used as office, kitchen and dormitory. One was used as production. The total land area occupied by the factory is about 6, 208 square meters. On the audit day, there were 158 total employees in the factory and as per management interview; peak season is not obvious in the factory.

Based on documents review and management interview, it was noted that all employees in the factory were paid by hourly rate. Wages were paid by cash on 28th day each month. The factory used electronic attendance to keep all employees' working hours and the normal working hours was specified as 1 shift from 07:30-17:00 with lunch break from 11:30 to 13:00. Overtime working was arranged on rest days on the basis of employees' agreement.

Based on social insurance receipts of July 2011, it was noted that all 158 employees had participated in all 5 types of insurances and the waiver issued from the local insurance bureau was provided.

Note:

1. As per the management statement, their major clients was from Europe and North America like Aldi & TKI etc. and therefore, social compliance audits were frequently conducted in the factory either by the 3rd party audit firm or by the clients themselves. No detailed audit information, report or CAP was available by the factory.
2. To review employees' wages and working hours, total 36 employees' payroll and 36 attendance records were selected from 3 months, specifically, 12 employees' payroll and attendance records from July 2011 (most recent paid month), June 2011 (Random month) and January 2011 (Random month).

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Audit Corrective Action Plan (CAP) Part B BSCI Mandatory Social Requirements
审核纠正措施计划 (CAP) B 部分 BSCI 强制性的社会责任要求

	Findings and Necessary Improvements 审核发现以及必要的改进	Implementation Date 实施日期
Management Practice 管理手法	None observed 无发现	N/A
Documentation 文件证据	None observed 无发现	N/A
Working Time 工时	None observed 无发现	N/A
Compensation 报酬	None observed 无发现	N/A
Child Labour / Young Employees 童工/未成年员工	None observed 无发现	N/A
Forced Labour / Prisoner Labour / Disciplinary Measures 强迫劳工/囚犯劳工/惩戒措施	None observed 无发现	N/A
Freedom of Association and Collective Bargaining 结社自由和集体谈判	None observed 无发现	N/A
Discrimination 歧视	None observed 无发现	N/A
Working Conditions 工作条件	None observed 无发现	N/A
Health and Social Facilities 卫生及社会福利设施	None observed 无发现	N/A
Occupational	None observed	N/A

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Health and Safety 职业健康与安全	无发现			
Dormitories 宿舍	None observed 无发现			N/A
Environment 环境	None observed 无发现			N/A

September 15th 2011/Signature/ Stamp on file

Signature/ Stamp on file

Date / signature / stamp Auditor

日期/签署/印章 审核员

Steven Ge
 Henry Xu

Signature / stamp Company

签署/印章 公司



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C. Audit Assessment Results: Part C Best Practice for Industry- Voluntary implementation but auditing is mandatory

C. 审核评估结果：C 部分 行业最佳实践-自愿实施，但审核是强制性的

		Results 结果		
		2	1	不适用
C.1	Policy 方针	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.2	Planning and Implementation 计划和实施	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.3	Management Review 管理评审	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.4	Control of Subcontractors / Suppliers / Sub-suppliers 分包商/供应商/下级供应商的管制	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.5	Control of Homeworkers 家庭工的管制	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.6	Compensation 报酬	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.7	Child Labour 童工	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.8	Evasion 逃避责任	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C.9	Outside Communication 对外沟通	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Ripe for SA8000 Certification with regard to audit results B. and C.:
根据审核结果 B 和 C 进行 SA8000 认证的时机是否成熟

YES 是 NO 否

Training and assistance necessary but SA8000 certifiable
尽管达到 SA8000 认证标准，是否有必要接受培训和协助

YES 是 NO 否

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	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	Requirements do not match to the company structure 要求不符合公司结构

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Remarks 备注

Nil

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Audit Corrective Action Plan (CAP) Part C Best Practice for Industry
审核纠正措施计划 (CAP) C 部分 BSCI 社会责任要求

	Findings and Necessary Improvements 审核发现以及必要的改进	Agreed 是否同意		Implementation Date 实施日期
		Yes 是	No 否	
Policy 方针	<p>The top management did not define a company policy to their employees for social accountability and labour conditions that:</p> <p>a) includes a commitment to conform to all requirements of SA8000 Standard;</p> <p>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;</p> <p>c) includes a commitment to continual improvement;</p> <p>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.</p> <p>最高管理层没有向员工解释工厂有关社会责任和劳动条件的方针，这些方针 a) 当中包括承诺遵守 SA8000 标准的所有规定；b) 当中包括承诺遵守国家法律和其他可应用法例，以及工厂赞同的其他要求，并承诺尊重国际间的协议及其解释；c) 当中包括承诺持久地作出改善；d) 这些方针有效地以文件记录、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、合约聘用或以其他形式代表工厂。</p> <p>The top management shall define a company policy to their employees for social accountability and labour conditions that:</p> <p>a) includes a commitment to conform to all requirements of SA8000 Standard;</p> <p>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;</p> <p>c) includes a commitment to continual improvement;</p> <p>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.</p> <p>最高管理层应向员工解释工厂有关社会责任和劳动条件的方针，这些方针 a) 当中包括承诺遵守 SA8000 标准的所有规定；b) 当中包括承诺遵守国家法律和其他可应用法例，以及工厂赞同的其他要求，并承诺尊重国际间的协议及其解释；c) 当中包括承诺持久地作出改善；d) 这些方针有效地以文件记录、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、合约聘用或以其他形式代表工厂。</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

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Planning and Implementation 计划和实施	<p>The factory did not ensure that requirements of the SA8000 Standard are understood and implemented at all levels of the organization with methods including, among others,</p> <p>a) clear definition of roles, responsibilities and authority;</p> <p>b) training of new and / or temporary employees upon hiring;</p> <p>c) periodic training and awareness programme for existing employees;</p> <p>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.</p> <p>工厂没有确保组织内各阶层都明白和执行 SA8000 标准的要求, 有关方法应当包括: a) 清楚界定角色、责任和权利; b) 聘用新入职及/或临时员工时提供训练; c) 为现职员工定期提供训练和提高意识的计划; d) 不断监察活动和成果, 以显示制度的有效性, 藉此达到工厂方针和这个标准的要求。</p> <p>The factory shall ensure that requirements of the SA8000 Standard are understood and implemented at all levels of the organization with methods including, among others,</p> <p>a) clear definition of roles, responsibilities and authority;</p> <p>b) training of new and / or temporary employees upon hiring;</p> <p>c) periodic training and awareness programme for existing employees;</p> <p>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.</p> <p>工厂应确保组织内各阶层都明白和执行 SA8000 标准的要求, 有关方法应当包括: a) 清楚界定角色、责任和权利; b) 聘用新入职及/或临时员工时提供训练; c) 为现职员工定期提供训练和提高意识的计划; d) 不断监察活动和成果, 以显示制度的有效性, 藉此达到工厂方针和这个标准的要求。</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Management Review 管理评审	<p>The top management did not periodically review the adequacy, suitability, and continuing effectiveness of the company's policy, procedures and performance results vis-a-vis the requirements of the SA8000 Standard and other requirements to which the company subscribes. And system amendments and improvements were not implemented where appropriate.</p> <p>最高管理层没有定期对照 SA8000 标准的要求或工厂赞同的其他要求, 检讨公司的方针、程序和表现是否足够、适当和持续有效, 并对制度作出适当的修订和改善。</p> <p>The top management shall periodically review the adequacy, suitability, and continuing effectiveness of the company's policy, procedures and performance results vis-a-vis the requirements of the SA8000 Standard and other requirements to which the company subscribes. And system amendments and improvements shall be implemented where appropriate.</p> <p>最高管理层应定期对照 SA8000 标准的要求或工厂赞同的其他要求, 检讨公司的方针、程序和表现是否足够、适当和持续有效, 并对制度作出适当的修订和改善。</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

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Control of Suppliers / Subsuppliers 供应商/下级供应商的管制	<p>1. The factory did not establish and maintain appropriate procedures to recruit subcontractors / suppliers / subsuppliers based on their ability to meet the requirements of the SA8000 Standard. 工厂没有根据其迎合 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。 The factory shall establish and maintain appropriate procedures to recruit subcontractors / suppliers / subsuppliers based on their ability to meet the requirements of the SA8000 Standard. 工厂应根据其迎合 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。</p> <p>2. The factory did not maintain appropriate records of subcontractors / suppliers / subsuppliers commitments to social accountability. These records should include, among others, the written commitments to: a) conform to all requirements of the SA8000 Standard; b) participate in the factory's monitoring activities as requested; c) promptly implement remedial and corrective action to address any non-conformance identified against the requirements of the SA8000 Standard; d) promptly and completely inform the factory of any and all relevant business relationships with other suppliers/subcontractors and sub-suppliers. 工厂没有保留分包商/供应商/下级供应商承诺负上社会责任的适当记录。这些记录应当包括书面承诺，以针对以下范畴：a) 遵守 SA8000 标准的所有要求；b) 根据要求参与公司的监察活动；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；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。 The factory shall maintain appropriate records of subcontractors / suppliers / subsuppliers commitments to social accountability. These records should include, among others, the written commitments to: a) conform to all requirements of the SA8000 Standard; b) participate in the factory's monitoring activities as requested; c) promptly implement remedial and corrective action to address any non-conformance identified against the requirements of the SA8000 Standard; d) promptly and completely inform the factory of any and all relevant business relationships with other suppliers/subcontractors and sub-suppliers. 工厂应保留分包商/供应商/下级供应商承诺负上社会责任的适当记录。这些记录应当包括书面承诺，以针对以下范畴：a) 遵守 SA8000 标准的所有要求；b) 根据要求参与公司的监察活动；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；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。</p> <p>3. The factory did not establish a system to monitor the suppliers' social performance against the requirements of the SA8000 Standard. 工厂没有建立一个制度，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。 The factory shall establish a system to monitor the suppliers' social performance against the requirements of the SA8000 Standard. 工厂应建立一个制度，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。</p> <p>4. The factory did not maintain reasonable evidence to prove that the suppliers were continuously improving conditions to meet the requirements of the SA8000 Standard. 工厂没有保留合理证据以证明分包商/供货商/分供货商不断改善以达到 SA8000 标准的要求。 The factory shall maintain reasonable evidence to prove that the suppliers were continuously improving conditions to meet the requirements of the SA8000 Standard. 工厂应保留合理证据以证明分包商/供货商/分供货商不断改善以达到 SA8000 标准的要求。</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

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Control of Homeworkers 家庭工的管制	N/A 不适用	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Compensation 报酬	Not all employees in the factory were provided with wages not less than the basic needs wage. 不是所有员工的工资都能够满足当地基本生活需求。 All employees in the factory shall be provided with wages not less than the basic needs wage. 所有员工的工资应能够满足当地基本生活需求。	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Child Labour 童工	The factory did not establish, document, maintain or effectively communicate to personnel and other interested parties, policies and procedures for remediation of children found to be working. 工厂没有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他利益关系方就此问题沟通。 The factory shall establish, document, maintain or effectively communicate to personnel and other interested parties, policies and procedures for remediation of children found to be working. 工厂应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他利益关系方就此问题沟通。	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Evasion 逃避责任	None observed 无发现	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Outside Communication 对外沟通	The factory did not establish or 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. 工厂没有建立和维持一套程序, 以定期与所有利益关系方就 SA8000 标准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。 The factory shall establish or 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. 工厂应建立和维持一套程序, 以定期与所有利益关系方就 SA8000 标准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"/>	N/A

September 15th, 2011/Signature/ Stamp on file

Date / signature / stamp Auditor

日期/签署/印章 审核员

Steven Ge
Kenny Au

Signature/ Stamp on file

Signature / stamp Company

签署/印章 公司



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List of Audit Attachments
 审核附件清单

	Obligatory Attachments- to be included as part of this PDF report 所需附件 作为该 PDF 报告的一部分而被包括进去	Attached? 已附?
1.	Employees Interview Sheet 员工访谈记录单	Y
2.	Photos : outside factory compound, production floor, canteen, dormitories, display of the code of conduct, nursery, etc. 照片: 厂院外、生产楼层、食堂、宿舍、行为守则的展示架、苗圃等等	Y
3.	Child Labour Record Sheet 童工记录单	N/A

	Required copies to be available as part of the audit pack, if no legal prohibition for collecting the record, according to local law. 要求提供复印件作为审核资料的一部分, 如果法律允许收集记录, 请依照当地法律。	Available with the audit files? 已随审核文件提供?
5.	Collective Bargaining Agreement 劳资协议	N/A
6.	Personnel File sample 个人文件样本	Y
7.	Time Record sample 时间记录样本	Y
8.	Payslip sample 工资条样本	Y
9.	Payment to Social Insurance Fund 社会保险金支付	Y
10.	Wage List sample 工资表样本	Y
11.	Maternity Leave sample 产假样本	N/A
12.	Work Rules 工作规则	Y
13.	Documentation on Health and Safety Training 有关健康与安全培训的文件证据	Y
14.	Documentation on Social Issues made by officials or other social audit 由官员或其他社会责任审核员造成的社会责任问题的文件证据	No
15.	Agreement with a union or other worker representative 与工会或其他工人代表签订的协议	N/A
16.	Authorization for exemptions from statutory regulations 法定豁免的批准	N
17.		
18.		
19.		
20.		
21.		
22.		
23.		

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24.				

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Factory name



Production building



Office building



Factory gate



PPE sign



First aid box



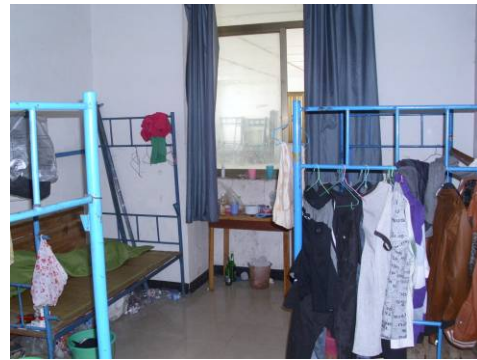
PPE



Emergency light & exit sign



Fire alarm & Evacuation plan



Dormitory



Fire extinguisher



Evacuation route marked



Canteen



Embroider



Cutting



Warehouse



Sewing



Inspection



COC



Packing

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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				

BSCI 审核问卷	公司名称	审核日期	DBID 号码	
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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					

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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)	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?					

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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	

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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					

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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