

Normal field (optional)
Required
Read-only

Declaration of Consent of the Auditee

In the «Declaration of Consent» form, the Producer (auditee) declares its consent for the auditors to take photos, for interviews to be conducted with employees, and for the data to be captured in a database and disclosed to third parties within the framework of the BSCI. The Declaration of Consent also allows BSCI representatives to visit the facility with the purpose of quality assurance measures towards the Auditing Producer. If the Declaration of Consent is not signed before the audit, the auditors should not proceed with the assessment. There should be one Declaration of Consent form signed per visit, per production site visited (in case of sampling).

Producer Information

Producer Name Dongguan Chang-En Silicone Rubber Products Co., Ltd.

Producer Address Changping Zone, Daojiao Town, Dongguan City, Guangdong Province, China.

Producer Representative Name Ms. Selina Hui

Producer Representative Title Sales Manager

1. The producer agrees that the auditor may take photos of the factory and factory compound as well as take copies of business documents.
2. The producer agrees that the auditor may conduct confidential interviews with employees who are chosen freely without any influence by the producer.
3. The producer agrees that the auditor will distribute the BSCI complaint card among workers.
The BSCI allows companies and workers to use an additional communication channel , which is defined on printed official BSCI cards as well as on the BSCI Code of Conduct. The auditors have the mandate to distribute those cards as part of the standard BSCI audit procedure. This applies in countries where the BSCI Complaint Mechanism is active.
4. The producer agrees that all audit information will be recorded in a database made available by or on behalf of the Foreign Trade Association (FTA) for services related to the Business Social Compliance Initiative (BSCI). This database allows sharing of the audit results among BSCI participants.
5. The producer agrees that the auditor may pass the Audit Questionnaire, Audit Reports and annexes directly to the producer's retail customer or agency being a member of the FTA.
6. The producer agrees that data can be passed to third parties (i) insofar as such transfer is necessary for the provisions by or on behalf of FTA of BSCI-related services, or (ii) insofar as this occurs within the framework of the BSCI. Case (ii) of this article is understood as referring to the following situations:
 - a) Dialogue and cooperation with non-government organizations and other stakeholders at BSCI meetings aiming at enhancing the BSCI activities.
 - 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. Auditing producer and the BSCI Secretariat are not liable in case of misuse by other parties.
7. The Producer agrees that the audit can be subject to a surveillance and other audit quality assurance measures. Surveillance audits focus on the auditing producer performing the assessment and have no incidence in the performance or results of the social audit conducted at the producer. The producer agrees that in this case, the auditors will be allowed access to the entity selected for the quality assurance activities.

1.1 Confidentiality

For the purpose of this document, the following institutions are considered parties: The FTA as the legal entity running the BSCI, SAAS or any other qualified entity, the BSCI Participants, the accredited auditing companies and the auditee or auditees.

The information the Parties will have access to, or will provide with as part of this document, is to be treated as confidential.

The Parties agree that their employees and representatives will use such information for the purpose of this document only. The data is stored in a database which also allows FTA and BSCI Participants to generate aggregated statistics. The Parties agree to this storage and use of the data. Any reproduction of such information, in whole or in part, is prohibited without the prior written permission of the Parties concerned.

1.2 Ownership Rights

All notes, computer disks and tapes, memoranda, correspondence, records, documents and other tangible items, together with data and software, made, used or held by the auditors' team during the term of this audit which relate directly to FTA shall be and remain at all times the property of the FTA.

All intellectual property rights on documents, data provided and methodology used for this audit remain with the Party that holds them before the audit. The audit does not modify or transfer any

Producer Information

Producer name :	Dongguan Chang-En Silicone Rubber Products Co., Ltd.
Sector :	Non Food
Industry Type:	
Product group:	
Product type:	
Producer Aliases	
Producer Address:	Changping Zone, Daojiao Town, Dongguan City
Producer Province:	Guangdong Province
Producer Country:	China
Management Representative:*	Ms. Selina Hui

Audit Results for BSCI Part B

Audit Date:	October 26, 2012
Auditing Company Name:*	TUV Rheinland (Guangdong) Ltd.
Auditing Company Address:	No.199 Kezhu Road, Guangzhou Science City,
Auditing Company Province:	Guangdong
Auditing Company Country:	China
Audit methodology used:*	Industrial
Number of initial audits performed at this facility (Cycle number 1 2 3):*	1

Number of deviations in Crucial questions:*	0 / 31
Total score in Percentage (%):*	91.67
Total Score:*	Improvements Needed

New BSCI 3 year audit cycle to be started:*	October 26, 2015
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Agreed date for closing the Corrective Action Plan (if applicable):*	2013/1/26	
Contingencies to be reported:*(Select)	Aborted	No
	Partially Conducted	No
	Combined with other Systems	No
	Desktop review	No
	Others (Specify)	No

**Contingencies to be reported (others):*	NA
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General information on the BSCI audit				
Type of audit (audit range)*	Full Audit	Audit Detail (sub type)	Combined audit	No
Audit Detail*	External Audit		Special investigation	No
Cycle audit information*	Initial Audit		Unannounced/ Semiannounced	No
Description of sample (applicable for Primary Production Methodology)				
Total number of facilities sampled	N/A			
Level of production sampled	N/A			
Representation in %	N/A			
Audit duration				
Total Number of workers at the date of Audit *	36	Man-days per BSCI prescription*	1.5	
Man-days for sampling (if applicable)*	N/A	Total man-days applied*	1.5	

General information on the Producer			
Name of Producer*	Dongguan Chang-En	Region	North East Asia
Full Address - Address line 1*	Changping Zone, Daojiao Town, Dongguan City, Guangdong Province, China.	Legal Status*	Ltd company
Full Address - Address line 2		Year of foundation*	2011
Full Address - Address line 3		Contact person (select)*	Ms. Selina Hui
Full Address - Province	Guangdong	Main language spoken in company*	Chinese (Putonghua)
Full Address - City	Dongguan		
GPS coordinates		Other languages*	Cantonese
Country*	China	Co. Website	N/A
		Valid GlobalGAP Certificate	No
		Social audit	No
		Social audit name	N/A

Business Activities (latest figures at the time of the audit)			
Total Turnover (in Euro)	No information	Sector	Non Food
Of which Export %	100%	Main product*	Silicon rubber products
Of which local market %	0%	Secondary Product	

In House Production structure									
Departments	Function in the production	Number of workers	Number of shifts	Shift 1		Shift 2		Shift 3	
				From	To	From	To	From	To
Administration	Admin, HR and finance	3	1	8:00 AM	5:30 PM				
Production	Mould	13	2	8:00 AM	5:30 PM	8:00 PM	4:30 AM		
Production	Assembly, packing	13	1	8:00 AM	5:30 PM				
QC	Quality control	1	1	8:00 AM	5:30 PM				
Sales	Trade	5	1	8:00 AM	5:30 PM				
Warehouse	Warehouse control	1	1	8:00 AM	5:30 PM				

In House Production structure (continued)							
Legal minimum wage applicable (Frequency, local Currency)*	Month	USD	RMB1100	Lowest wage for regular working time paid in the company (Frequency, local Currency)	Month	USD	RMB1300
Legal minimum wage applicable (Frequency, Euros)*	Hour	Euro		How long it takes for the producer to pay its employees after the salaries and compensations are calculated			20
Legal minimum wage applicable (Frequency, Euros)*	Week	Euro		Name of workers' organisation (if applicable)			N/A
Calculated basic needs wage (Euros)*			150.59	Workers' organisation contact person (name)			N/A
Standard working hour per week (total hours)*			40.000	Workers' organisation contact person (title)			N/A
Maximum allowed overtime per	Hour		3	Workers' organisation contact person (year of election)			N/A
	Week			Description of a strike, walkout, protest demonstration during the past two years? (if applicable)	N/A		
Standard day off in the country*	Year		432	Name and position of person in charge of dispensing and stocking first-aid material			Ms. Tielian Chen/Ad min staff
	Monday		No	Is there a physician and/or nurse in charge?			No
	Tuesday		No	Is there an agreement with a hospital, medical centre or doctor?			Yes
	Wednesday		No	Please inform if the producer is using sandblasting technique			N/A
	Thursday		No	Please describe any voluntary environmental procedure to decrease company's negative impact in the environment.	N/A		
	Friday		No				
	Saturday		Yes				
	Sunday		Yes				
Highest number of overtime hours/person found in the audit sample*			4				
Number of individuals that reach the highest amount of overtime hours found in the audit sample*			30				
Description of any specific exception to the standard working hours per week.*			No any speical situation				
Description of the sample (number of individual's working time verified)*			10				

In House employment Structure at the time of the audit

Total number of workers*		36		
Male workers		Female workers		
Permanent workers	14	Permanent workers	22	
Temporary workers (odd	0	Temporary workers (odd	0	
In management position	4	In management position	5	
Apprentices	0	Apprentices	0	
On probation	1	On probation	3	
With disabilities	0	With disabilities	0	
National migrants	12	National migrants	16	
Cross-border migrants	0	Cross-border migrants	0	
Salaried workers	4	Salaried workers	5	
Production based workers	10	Production based workers	17	
		Pregnant	0	
		On maternity leave	0	

Dormitories

Dormitories (if applicable)

Yes

Dormitory Id	If dormitories are provided, please fill in the address for each location or type "N/A" if not applicable	Number of individuals living in the dormitories provided by the company	Number of families living in the dormitories provided by the company	Number of sqm/individual
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	address	city	state	country			
	Changping Zone, Daojiao Town,	Dongguan City	Guangdong Province	China	20	3	5

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.1. Management Practice	B.1.1.	Is there satisfactory evidence that the workforce capacity in the company (including subcontracting) is sufficient and properly planned to match delivery order contracts' expectations?	No	(+) [Plus]			
B.1. Management Practice	B.1.2.	Is there sufficient evidence that the company has established a Social Policy that includes all BSCI social requirements and relevant national law?	No	(+) [Plus]			
B.1. Management Practice	B.1.3.	Is there satisfactory evidence that the company has established documented working rules and procedures?	No	(+) [Plus]			
B.1. Management Practice	B.1.4.	Is there satisfactory evidence that legal regulations, social policy, procedures and internal systems are recorded and up-to-date?	No	(+) [Plus]			
B.1. Management Practice	B.1.5.	Is there satisfactory evidence that a senior management position has been appointed to ensure that the BSCI requirements are met irrespective of his/her other duties within the company?	No	(+) [Plus]			
B.1. Management Practice	B.1.6.	Is there satisfactory evidence that management and staff are aware of the legal rights and duties under labour legislation?	No	(+) [Plus]			
B.1. Management Practice	B.1.7.	Is there satisfactory evidence that two-way communication meetings take place between management and workers regularly (minimum twice per year)?	No	(-) [Minus]	It was note that, the factory did not conduct two-way communication meeting between management and workers regularly (minimum twice per year). 工厂未定期进行管理层和工人的双向沟通会议（至少每年两次）。 Two-way communication meetings shoule be taken place between management and workers regularly (minimum twice per year). 工厂应定期进行管理层和工人的双向沟通会议（至少每年两次）。	Ms. Selina Hui	26-Nov-12
B.1. Management Practice	B.1.8.	Is there satisfactory evidence that the company has a functioning and transparent system in place to guarantee that workers can address complaints in a confidential manner and receive a proper follow up within a reasonable period of time?	No	(+) [Plus]			
B.1. Management Practice	B.1.9.	Is there satisfactory evidence that the company has a functioning and transparent anti-corruption/anti-bribery system in place for all business activities?	No	(+) [Plus]			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.1. Management Practice	B.1.10.	Is there satisfactory evidence that the company has established and maintained appropriate procedures to recruit subcontractors based on their ability to meet the BSCI requirements?	Yes	Not Applicable			
B.1. Management Practice	B.1.11.	Is there satisfactory evidence that the company maintains appropriate records of subcontractors' commitment to social compliance, including, but not limited to the written commitment to conform to BSCI requirements?	Yes	Not Applicable			
B.1. Management Practice	B.1.12.	Is there satisfactory evidence that the company has established a functioning system to monitor the subcontractors' social performance including but not limited to implementing remedial and corrective action to address any non conformance identified wit	Yes	Not Applicable			
B.1. Management Practice	B.1.13.	Is there satisfactory evidence that the company appointed a qualified person/qualified persons on the operational level for the implementation of the internal social management system and checking compliance with the BSCI Requirements at the farm level?	No	Not Applicable			
B.1. Management Practice	B.1.14.	Is there satisfactory evidence that the company has kept and provided a complete and up-to-date list of all processing units (incl. packing units) and all farms regardless whether owned or external to the company?	No	Not Applicable			
B.1. Management Practice	B.1.15.	Is there satisfactory evidence that the company has a documented internal social management system and structure with qualified resources to effectively ensure that the BSCI requirements are met on the level of both processing unit(s) and farms?	No	Not Applicable			
B.1. Management Practice	B.1.16.	Is there satisfactory evidence that the company conducts trainings regularly to farmers and processing unit managers about the BSCI Requirements?	No	Not Applicable			
B.1. Management Practice	B.1.17.	Is there satisfactory evidence that the company conducts self-assessments regularly at the level of farmers and processing unit(s) in a documented way about the BSCI Requirements?	No	Not Applicable			
B.1. Management Practice	B.1.18.	Is there satisfactory evidence that the company has a clearly documented internal audit procedure for the BSCI requirements that apply to processing unit(s) and farms?	No	Not Applicable			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.1. Management Practice	B.1.19.	Is there satisfactory evidence that the internal auditor(s) are competent (by means of training, qualification and/or experience) to conduct the BSCI internal audits?	No	Not Applicable			
B.1. Management Practice	B.1.20.	Is there satisfactory evidence that effective corrective actions have been taken following the internal audits on farms, if necessary?	No	Not Applicable			
B.2. Documentation	B.2.1.	Is there satisfactory evidence that all documentation and necessary official approvals and/or certificates to run operations are valid and up-to-date, including but not limited to, machinery, construction permits, and/or business licences?	No	(+) [Plus]			
B.2. Documentation	B.2.2.	Is there satisfactory evidence that all personnel data is available and properly documented in accurate files from the past 12 months prior to the audit (unless local legal requirements prescribe a longer period)	No	(+) [Plus]			
B.2. Documentation	B.2.3.	Is there satisfactory evidence that employment contract is in writing and includes proper description of duties and responsibility, particularly but not limited to security guards?	No	(+) [Plus]			
B.2. Documentation	B.2.4.	Is there satisfactory evidence that the company keeps information and corrective actions from any other social audit?	No	Not Applicable			
B.2. Documentation	B.2.5.	Is there satisfactory evidence that workers' trainings are properly recorded, particularly but not limited to, name of participants, topic, hours load and trainers' qualification?	No	(-) [Minus]	The training record did not include the training hours spent and the trainers' qualification. 工厂保留的培训记录未包含培训时间和培训师的资质记录。 The training record should include the training hours spent and the trainers' qualification. 工厂保留的培训记录应包含培训时间和培训师的资质记录。	Ms. Selina Hui	26-Nov-12
B.2. Documentation	B.2.6.	Is there satisfactory evidence that documentation provided by the company is reliable and not in conflict with other sources of information?	Yes	(+) [Plus]			
B.3. Working hours	B.3.1.	Is there satisfactory evidence that time record system guarantees that working time is properly monitored in line with national labour law and ILO Conventions?	No	(+) [Plus]			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.3. Working hours	B.3.2.	Is there satisfactory evidence that the company complies with applicable national laws and industry standards on working hours and public holidays, which in any case will not in a regular basis exceed 48 hours?	Yes	(+) [Plus]			
B.3. Working hours	B.3.3.	Is there satisfactory evidence that overtime hours are worked on a voluntary basis, paid at a premium rate and not exceeding 12 hours per week?	Yes	(+) [Plus]			
B.3. Working hours	B.3.4.	In cases of local regulations being more stringent than the Overtime limitations set above, is there satisfactory evidence that the company complies with the local law?	No	(+) [Plus]			
B.3. Working hours	B.3.5.	Is there satisfactory evidence that employees are entitled to at least one free day following six consecutive days worked, unless national law allows work time exceeding this limit and a freely negotiated collective bargaining agreement is in force that a	Yes	(+) [Plus]			
B.4. Compensation	B.4.1.	Is there satisfactory evidence that workers (including those paid based on productivity) earn at least the legal minimum wage or relevant industry standard, whichever is higher?	Yes	(+) [Plus]			
B.4. Compensation	B.4.2.	Is there satisfactory evidence that workers (including those paid based on productivity) are paid benefits at least in conformity with the national law and/or industry standards?	Yes	(+) [Plus]			
B.4. Compensation	B.4.3.	Is there satisfactory evidence that the information provided on the payslips is trustworthy and reflects reality?	No	(+) [Plus]			
B.4. Compensation	B.4.4.	Is there satisfactory evidence that no illegal and/or unreasonable deductions are made from the salaries?	Yes	(+) [Plus]			
B.4. Compensation	B.4.5.	Is there satisfactory evidence that workers are properly informed on wage and payment terms upon employment?	No	(+) [Plus]			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.4. Compensation	B.4.6.	Is there satisfactory evidence that workers are paid in monetary value?	No	(+) [Plus]			
B.4. Compensation	B.4.7.	Is there satisfactory evidence that salaries are paid regularly according to the stipulations in the contracts or national compensation regulations?	No	(+) [Plus]			
B.4. Compensation	B.4.8.	Is there satisfactory evidence that workers are paid for any time spent in required meetings, training sessions or any other unproductive time due to conditions beyond their control?	No	(+) [Plus]			
B.4. Compensation	B.4.9.	Is there satisfactory evidence that workers are paid overtime hours in line with local regulations, customs or collective bargaining agreements?	Yes	(+) [Plus]			
B.5. Child Labor and Young Workers	B.5.1.1. Child Labour	Is there satisfactory evidence that the company has policies and written procedures for remediation of children found to be working?	No	(+) [Plus]			
B.5. Child Labor and Young Workers	B.5.1.2. Child Labour	Is there satisfactory evidence that the company does not engage in illegal child labour?	Yes	(+) [Plus]			
B.5. Child Labor and Young Workers	B.5.1.3. Child Labour	Is there satisfactory evidence that the company keeps and makes available registers that contain the names and ages or dates of birth of workers less than 18 years old?	Yes	Not Applicable			
B.5. Child Labor and Young Workers	B.5.1.4. Child Labour	Is there satisfactory evidence that the company provides adequate support to enable children to attend and remain in school until they are no longer a child?	No	Not Applicable			
B.5. Child Labor and Young Workers	B.5.2.1. Young Workers	Is there satisfactory evidence that workers subjected to local compulsory education, are not employed during school hours and that combined daily working time, school time and transport time do not exceed 10 hours a day?	No	Not Applicable			
B.5. Child Labor and Young Workers	B.5.2.2. Young Workers	Is there satisfactory evidence that the company complies with the national regulations for young workers specially but not limited to health and safety, training, compensation and working hours?	No	Not Applicable			
B.5. Child Labor and Young Workers	B.5.2.3. Young Workers	Is there satisfactory evidence that the company complies with the national regulations on apprenticeship specially but not limited to the educational programme, theoretical lessons, compensation and working hours?	No	Not Applicable			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.6. Forced Labour / Disciplinary Measures / Prison Labour	B.6.1.	Is there satisfactory evidence that the company does not retain any part of workers' salary, benefits, property, documents or any other unlawful deposit in order to force workers to remain in the workplace?	Yes	(+) [Plus]			
B.6. Forced Labour / Disciplinary Measures / Prison Labour	B.6.2.	Is there satisfactory evidence that workers are allowed to leave the company premises at any time after working hours ?	Yes	(+) [Plus]			
B.6. Forced Labour / Disciplinary Measures / Prison Labour	B.6.3.	Is there satisfactory evidence that the security guards (armed or unarmed) do not keep the workforce under pressure?	Yes	(+) [Plus]			
B.6. Forced Labour / Disciplinary Measures / Prison Labour	B.6.4.	Is there satisfactory evidence that workers are free to terminate their contracts and leave the company without sanctions as stipulated in the terms of the contract or national labour regulations?	Yes	(+) [Plus]			
B.6. Forced Labour / Disciplinary Measures / Prison Labour	B.6.5.	Is there satisfactory evidence that the company does not engage or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse?	Yes	(+) [Plus]			
B.6. Forced Labour / Disciplinary Measures / Prison Labour	B.6.6.	Is there satisfactory evidence that work is not conducted under the threat of illegal penalty or any other illegal sanction?	Yes	(+) [Plus]			
B.6. Forced Labour / Disciplinary Measures / Prison Labour	B.6.7.	Is there satisfactory evidence that if the company is using prisoners work, that work is conducted in the frame of the national law and ILO Conventions 29 and 105 and labour laws applied to those prisoners to the extent the prisoners' condition allows?	Yes	Not Applicable			
B.7. Freedom of Association and Collective Bargaining	B.7.1.	Is there satisfactory evidence that the company honours the rights and freedoms of workers to establish and join trade unions or workers organizations of their own choosing?	Yes	(+) [Plus]			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.7. Freedom of Association and Collective Bargaining	B.7.2.	Is there satisfactory evidence that the company honours the rights and freedom of workers to collectively negotiate their working conditions?	Yes	(+) [Plus]			
B.7. Freedom of Association and Collective Bargaining	B.7.3.	Is there satisfactory evidence that copies of relevant local regulations or collective bargaining agreements are properly recorded and accessible to workers for consultation?	No	(+) [Plus]			
B.7. Freedom of Association and Collective Bargaining	B.7.4.	Is there satisfactory evidence that neither workers nor their representatives are discriminated by the company because of freely exercising their right to organise?	Yes	(+) [Plus]			
B.7. Freedom of Association and Collective Bargaining	B.7.5.	Is there satisfactory evidence that workers are aware who is their representative towards management?	No	(+) [Plus]			
B.7. Freedom of Association and Collective Bargaining	B.7.6.	Is there satisfactory evidence that the company ensures alternative ways for worker influence and collective bargaining, if the rights of freedom of association and collective bargaining are restricted by law?	No	(+) [Plus]			
B.8. Discrimination, Harassment and Abuse	B.8.1.	Is there satisfactory evidence that the company treats employees equally and that there is no discrimination based on age, caste, disability, ethnic and national origin, gender, membership in workers' organisations, including unions, political affiliations?	Yes	(+) [Plus]			
B.8. Discrimination, Harassment and Abuse	B.8.2.	Is there satisfactory evidence that questions regarding health conditions are not used for discrimination during the recruitment process?	Yes	(+) [Plus]			
B.8. Discrimination, Harassment and Abuse	B.8.3.	Is there satisfactory evidence that questions regarding health conditions are not used for discrimination during employment?	Yes	(+) [Plus]			
B.8. Discrimination, Harassment and Abuse	B.8.4.	Is there satisfactory evidence that workers are NOT disciplined, dismissed or otherwise discriminated because they complain against infringements of their rights?	Yes	(+) [Plus]			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.9. Working Conditions	B.9.1.	Is there satisfactory evidence that the building is suitable for production and permits work in human dignity?	Yes	(+) [Plus]			
B.9. Working Conditions	B.9.2.	Is there satisfactory evidence that the company takes all reasonable steps to ensure that temperature in the workplace provides reasonable comfort to employees without the need for special clothing and in cases where workers are exposed to extreme temper	No	(+) [Plus]			
B.9. Working Conditions	B.9.3.	Is there satisfactory evidence that ventilation in the workplace ensures acceptable working conditions?	No	(+) [Plus]			
B.9. Working Conditions	B.9.4.	Is there satisfactory evidence that the noise level is adequate considering the wavelength range, duration of exposure and the kind of industry?	No	(+) [Plus]			
B.9. Working Conditions	B.9.5.	Is there satisfactory evidence that the level of illumination is adequate, considering wavelength range, duration of exposure and the kind of industry?	No	(+) [Plus]			
B.9. Working Conditions	B.9.6.	Is there satisfactory evidence that the work place is clean and protects workers according to hygienic accepted standards, applicable laws and/or local best practice?	No	(+) [Plus]			
B.9. Working Conditions	B.9.7.	Is there satisfactory evidence that the space provided for each worker is adequate for safe execution of all activities ?	No	(+) [Plus]			
B.10. Health and Social Facilities	B.10.1.1. First aid	Is there satisfactory evidence that the company ensures qualified first-aid at all times?	No	(+) [Plus]			
B.10. Health and Social Facilities	B.10.1.2. First aid	Is there satisfactory evidence that the company provides the necessary first-aid material and a sick room -if relevant-, in adequate and hygienic conditions as required by national law or local best practices?	Yes	(+) [Plus]			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.10. Health and Social Facilities	B.10.1.3. First aid	Does the company have written emergency procedures in place for dealing with cases of trauma or serious illness up to the point at which the patient care can be transferred to an appropriate medical facility?	No	(-) [Minus]	No written contract with hospital on quick medication assured in emergency cases. 未和附近医院签署书面的迅速的药物治疗协议。 The written contract with hospital on quick medication should be assured in emergency cases. 应和附近医院签署书面的迅速的药物治疗协议。	Ms. Selina Hui	26-Jan-13
B.10. Health and Social Facilities	B.10.2.1. Social Facilities	Is there satisfactory evidence that the water supplied by the company to workers, areas of food preparation or for the purpose of personal hygiene meet potable water quality standards?	No	(+) [Plus]			
B.10. Health and Social Facilities	B.10.2.2. Social Facilities	Is there satisfactory evidence that the company provides workers with access to an appropriate, clean area for the storage of food, eating and cooking?	No	(+) [Plus]			
B.10. Health and Social Facilities	B.10.2.3. Social Facilities	Is there satisfactory evidence that the company provide workers with washing facilities, changing rooms and toilets that are clean and respectful of local customs?	No	Not Applicable			
B.10. Health and Social Facilities	B.10.2.4. Social Facilities	Is there satisfactory evidence that the company provides workers with washing facilities, changing rooms and toilets in adequate number according to the workforce population?	No	(+) [Plus]			
B.10. Health and Social Facilities	B.10.2.5. Social Facilities	Is there satisfactory evidence that workers' transportation provided by the company is safe and complies with national regulations?	No	Not Applicable			
B.11. Occupational Health and Safety (OHS)	B.11.1.1. Risk Assessment and Monitoring	Is there satisfactory evidence that a risk assessment for safe, healthy and hygienic working conditions has been properly carried out?	Yes	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.1.2. Risk Assessment and Monitoring	Is there satisfactory evidence that the special needs of pregnant women, young workers and other particularly vulnerable employees are taken into account?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.1.3. Risk Assessment and Monitoring	Is there satisfactory evidence that transmittable and non-transmittable diseases are particularly regarded in the risk assessment?	No	Not Applicable			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.11. Occupational Health and Safety (OHS)	B.11.1.4. Risk Assessment and Monitoring	Is there satisfactory evidence that the company takes serious measures to avoid endangering workers' health by work processes or the working environment?	Yes	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.1.5. Risk Assessment and Monitoring	Is there satisfactory evidence that the company conducts regular inspection and testing of all safety measures to ensure maintenance and continuous improvement?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.2.1. Training	Is there satisfactory evidence that OHS training including but not limited to evacuation drills, has been provided to all workers to ensure that they are conversant with the basic site rules of work, personal protection and measures for preventing injury	No	(-) [Minus]	Two shifts were arranged in the mould workshop. It was noted that not fire drill was conduct in the night shift. 工厂的成型车间为两班制。工厂未进行夜班的消防演习 Regularly (at least annually) fire drill should be conducted, and the relevant fire drill plan, photos and reports should be maintained for review. 至少每年应进行一次消防演习,且其照片,计划和总结报告应保留	Ms. Selina Hui	26-Dec-12
B.11. Occupational Health and Safety (OHS)	B.11.2.2. Training	Is there satisfactory evidence that workers have been properly trained in using personal protective equipment (PPEs)?	No	(-) [Minus]	The factory did not keep the PPE usage training records.工厂未保留给工人进行有关劳保用品使用培训的记录。 The factory should keep the PPE usage training records.工厂应保留给工人进行有关劳保用品使用培训的记录。	Ms. Selina Hui	26-Nov-12
B.11. Occupational Health and Safety (OHS)	B.11.2.3. Training	Is there satisfactory evidence that workers handling and/or administering hazardous substances including but not limited to chemicals, disinfectants, crop protection products or biocides, have been properly trained ?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.3.1. Personal Protective Equipment	Is there satisfactory evidence that the company identifies and provides PPEs that offer adequate protection to the worker, co-workers, and occasional visitors, without incurring unnecessary inconvenience to the individual?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.3.2. Personal Protective Equipment	Is there satisfactory evidence that proper maintenance is given to the PPEs, including but not limited to cleaning, replacement when damaged and appropriate storage?	No	(+) [Plus]			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.11. Occupational Health and Safety (OHS)	B.11.3.3. Personal Protective Equipment	Is there satisfactory evidence that use of PPEs is enforced to provide protection to workers in conjunction with other facility controls and safety systems?	No	(-) [Minus]	It was noted that signs and warnings was not posted where personal protective equipment should be used. 需要佩戴个人防护用品的区域没有张贴标语和警告。 Signs and warnings should be posted in the corresponding areas and on machinery reminding employees to wear personal protective equipment. 应在相关范围或机器上张贴标语和警告，提醒雇员穿上个人防护装备。	Ms. Selina Hui	26-Nov-12
B.11. Occupational Health and Safety (OHS)	B.11.4.1. Chemicals	Is there satisfactory evidence that documentation on hazardous chemicals used by the company is available and accurate?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.4.2. Chemicals	Is there satisfactory evidence that the company implements engineering and administrative control measures to avoid or minimize the release of hazardous substances into the work environment keeping the level of exposure below internationally established o	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.4.3. Chemicals	Is there satisfactory evidence that communicating chemical hazards through labelling and marking is done according to national and internationally recognized requirements?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.4.4. Chemicals	Is there satisfactory evidence that chemical substances are adequately labelled, safely stored and contained in their original packing?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.4.5. Chemicals	Is there satisfactory evidence that only authorized workers have access to chemical substances?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.4.6. Chemicals	Is there satisfactory evidence that distribution, use and disposal of chemicals are properly recorded?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.5.1. Accident and Emergency Procedures	Is there satisfactory evidence that potential hazards are adequately identified with understandable and visible signs and warnings?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.5.2. Accident and Emergency Procedures	Is there satisfactory evidence that accident and emergency procedures exist and are properly implemented?	No	(+) [Plus]			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.11. Occupational Health and Safety (OHS)	B.11.5.3. Accident and Emergency Procedures	Is there satisfactory evidence that accident procedures are visually displayed and easily understandable to exposed workers and first-aid personnel?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.5.4. Accident and Emergency Procedures	Is there satisfactory evidence that procedures and systems for reporting and recording occupational accidents and injuries exist and are properly used?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.5.5. Accident and Emergency Procedures	Is there satisfactory evidence that reported occupational accidents, occupational diseases, dangerous occurrences, and incidents have been investigated and a remediation procedure has been put in place with the assistance of a person knowledgeable/competent?	No	Not Applicable			
B.11. Occupational Health and Safety (OHS)	B.11.6.1. Electricity	Is there satisfactory evidence that a competent person (by means of training, qualification and/or experience) has been appointed by the employer, to undertake certain specific responsibilities and duties on maintaining safe electrical installations?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.6.2. Electricity	Is there satisfactory evidence that electrical installations and equipment are checked periodically by a competent person?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.6.3. Electricity	Is there satisfactory evidence that workplaces are free from distribution lines?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.6.4. Electricity	Is there satisfactory evidence that the electrical installations and equipment are properly functioning and suitable for the work environment in which they are used?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.6.5. Electricity	Is there satisfactory evidence that people working with electrical installations and equipments understand their task and the agreed safety procedures?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.6.6. Electricity	Is there satisfactory evidence that when dealing with electrical installations and equipment adequate working space and lighting are provided to the people working?	No	(+) [Plus]			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.11. Occupational Health and Safety (OHS)	B.11.6.7. Electricity	Is there satisfactory evidence that only properly insulated tools which are in good condition are used when dealing with electrical installations and equipment?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.7.1. Fire Protection	Is there satisfactory evidence that fire early warning systems are installed and properly functioning?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.7.2. Fire Protection	Is there satisfactory evidence that adequate amount of fire fighting equipment is installed and properly working?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.8.1. Escape Routes and Emergency Exits	Is there satisfactory evidence that escape routes, aisles and emergency exits are not blocked, easily accessible and conspicuously marked?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.8.2. Escape Routes and Emergency Exits	Is there satisfactory evidence that evacuations plans are in line with the legal requirements and properly posted in relevant places so they are visible and understandable for workers?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.8.3. Escape Routes and Emergency Exits	Is there satisfactory evidence that emergency lights and any other evacuation signals are correctly installed, properly functioning and maintained by a competent person?	No	(-) [Minus]	It was noted that not emergency light was installate in exits of packing area and mixing room. 在评估中发现，包装和加硫车间的出口未安装应急灯。 Emergency lights should be correctly installed and maintained. 紧急灯光应正确地安装和保养。	Ms. Selina Hui	26-Nov-12
B.11. Occupational Health and Safety (OHS)	B.11.8.4. Escape Routes and Emergency Exits	Is there satisfactory evidence that the number of emergency exits are appropriate to secure evacuation of the work force in emergency cases?	No	(-) [Minus]	It was found the exits of packing area and mixing room were not marked. 审核发现包装和加硫车间的安全出口未标识。 The exits of packing area and mixing room should be marked. 包装和加硫车间的安全出口应标识	Ms. Selina Hui	26-Nov-12
B.11. Occupational Health and Safety (OHS)	B.11.09.1. Machine and Vehicle Safety	Is there satisfactory evidence that any machine part, function, or process which may cause injury to workers is adequately safeguarded?	No	(+) [Plus]			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.11. Occupational Health and Safety (OHS)	B.11.09.2. Machine and Vehicle Safety	Is there satisfactory evidence that workers operating machinery and power generators are properly qualified (by means of training, qualification and/or experience), in safety regulations and operating procedures?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.09.3. Machine and Vehicle Safety	Is there satisfactory evidence that inspection and insurance for machinery and vehicles are valid and issued by competent bodies?	No	(+) [Plus]			
B.11. Occupational Health and Safety (OHS)	B.11.09.4. Machine and Vehicle Safety	Is there satisfactory evidence that hazardous machinery and/or vehicles are properly marked and related precautionary measures are understandable for workers?	No	(+) [Plus]			
B.12. Dormitories (if not applicable, go to B.13)	B.12.1.	Is there satisfactory evidence that the company ensures that any dormitory facilities provided for personnel are clean, safe, meet the basic needs of the personnel and do not violate any basic human right?	No	(+) [Plus]			
B.12. Dormitories (if not applicable, go to B.13)	B.12.2.	Is there satisfactory evidence that location of the dormitories are chosen in a way that users are not exposed to natural hazards or affected by the operational impacts of the worksite (for example noise, emissions or dust)?	No	(+) [Plus]			
B.12. Dormitories (if not applicable, go to B.13)	B.12.3.	Is there satisfactory evidence that workers using accommodation provided by the company are allowed to enter and leave the dormitories without seeking permission from the company, particularly but not limited to circumstances of danger?	No	(+) [Plus]			
B.12. Dormitories (if not applicable, go to B.13)	B.12.4.	Is there satisfactory evidence that social environment at the accommodation provided by the company is adequate according to local customs, avoids safety hazards and protects workers from potential sexual harassment?	No	(+) [Plus]			
B.12. Dormitories (if not applicable, go to B.13)	B.12.5.	Is there satisfactory evidence that temperature, humidity, space, sanitation, illumination and any other relevant living conditions are reasonable for the specific environment ?	No	(+) [Plus]			
B.12. Dormitories (if not applicable, go to B.13)	B.12.6.	Is there satisfactory evidence that washing facilities and toilets are provided adequately to guarantee that users of the accommodations can fulfil their hygienic habits?	No	(+) [Plus]			

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
B.12. Dormitories (if not applicable, go to B.13)	B.12.7.	Is there satisfactory evidence that potable water is provided to ensure its hygienic consumption and avoid stagnation or other situations that would spread diseases?	No	(-) [Minus]	It was noted no boiled water was provided for employee in dormitory area. 宿舍区无开水供应。 The boiled clean potable water should be provided in dormitory area.宿舍区应提供可饮用的开水给员工。	Ms. Selina Hui	26-Nov-12
B.12. Dormitories (if not applicable, go to B.13)	B.12.8.	Is there satisfactory evidence that all relevant health and safety procedures are properly implemented in the accommodation area provided by the company?	No	(+) [Plus]			
B.13. Environment	B.13.1.	Is there satisfactory evidence that the company has procedures in place to ensure integration of local environmental law in the business performance?	No	(+) [Plus]			
B.13. Environment	B.13.2.	Is there satisfactory evidence that waste is managed in a way that does not lead to pollution of the environment?	No	(+) [Plus]			
B.13. Environment	B.13.3.	Is there satisfactory evidence that packing containers, plastics and other materials, particularly but not limited to empty chemical containers are properly separated, and disposed in a manner that avoids predictable risks to the environment, including hu	No	(+) [Plus]			
B.13. Environment	B.13.4.	Is there satisfactory evidence that water (both for personal consumption and for the industry) is managed in a way that respects the environment, particularly but not limited to preserve local water sources?	No	(+) [Plus]			
B.13. Environment	B.13.5.	Is there satisfactory evidence that the company develops mechanisms to ensure reduction of emissions, particularly CO2 emission, at least but not limited to legal local requirements?	No	Not Applicable			

Date:

26-Oct-12

Place:

Dongguan Chang-En Silicone Rubber Products Co., Ltd.

Chapter	Sub chapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
Stamp, signature of Producer:	Selina Hui						
Stamp, signature of Auditor:	Grace Qiu						

Workers Interview Sheet			
Workers	Male workers number	Female workers number	% of the total workforce
Total*	4	4	
Workers aged < 18 years interviewed	0	0	
Apprentices interviewed	0	0	
Disabled persons interviewed	0	0	
Full time workers interviewed	4	4	
Part time workers interviewed	0	0	
Seasonal workers interviewed	0	0	
Migrant workers interviewed	2	3	
Pregnant employees interviewed	0	0	

Interview methods used	number (how many)
Number of Individual interviews conducted*	4
# of people interviewed in Group(s)*	4
# of Interviews conducted on site*	8
# of Interviews conducted off site*	0
Was an interpreter used?*	No
Language(s) used for worker interviews	Chinese

Workers Interview Essentials

No. of interview	Essentials (If the number of rows is not enough, please add pages as needed and include with the attachments)
1	Free Drink water available, the use of toilet was no limited. Very few overtime work was arranged due to the lack of production order, generally have two days rest a week. IC card was free, and required to record the In/Out time. All the production tools were provided by factory, PPE was free. No deduction was made, labor contract signed and one copy kept by worker. Personal social insurance was provided by the factory. Wage was paid by cash with the envelope and pay slip before 20th of the next month. Legal minimum wage was RMB1100/ month, and the factory pay RMB1300/month to them.
2	Be happy working in the factory, wage paid by hourly, leave the factory freely after work. Normal working hours: 08:00-12:00, 13:30-17:30, Sunday was guaranteed as the rest day. They worked overtime voluntarily, but few overtime was arranged. Wage was calculated by monthly rate of RMB1300/month, the overtime working paid rate according with statutory requirement. There was no deduction, economic compensation or withholding made from wage. Wage was paid by cash with the envelope and pay slip before 20th of the next month, about RMB1600 per month
3	Paid leave on holidays, 150% paid when worked at night, 200% paid when worked on rest days. Wage was calculated by monthly rate of RMB1300/month, the overtime working paid rate according with statutory requirement. There was no deduction, economic compensation or withholding made from wage. Wage was paid by cash with the envelope and pay slip before 20th of the next month, about 1800 per month. No child labor was identified in the factory.
4	Never observed any physical harassment or verbal abuse performed by the security guards or the supervisors. They could raise the suggestions through the worker representative or suggestion box. Fire evacuation drill was conducted on this year. There was no region discrimination. There was no strike and never observed any pregnant case in past months. 5 days of paid annual leave was offered and
5	Normal working hours: 08:00-12:00, 13:30-17:30, Sunday was guaranteed as the rest day. They worked overtime voluntarily, but few overtime was arranged. Wage was calculated by monthly rate of RMB1300/month, the overtime working paid rate according with statutory requirement. There was no deduction, economic compensation or withholding made from wage. Wage was paid by cash with the envelope and pay slip before 20th of the next month. IC card was used to record each IN/OUT and was issued from the join date free of charge. Labour contract was signed in one month after the worker joined. Two copies were signed and one copy was kept by the worker. ID card was kept by the worker and there was no deposit required. The factory provided free dormitory to them, while not canteen was available, and they can have meals near the factory.

Chapter	Subchapter	Question	Crucial	Score	CAP	Responsible Person	Deadline Date
C.1. Policy	C.1.1	Is there satisfactory evidence that the Social Policy reflects the commitment of the company to SA8000 Standards?	No	Not Rated			
C.2. Planning and Implementation	C.2.1	Is there satisfactory evidence that the company ensures the requirements of the SA8000 Standard are understood and implemented at all levels of the organisation?	No	Not Rated			
C.3. Management Review	C.3.1	Is there satisfactory evidence that top management periodically reviews the adequacy, and continuing effectiveness of the company's policy, procedures and performance results vis-à-vis the requirements of the SA8000 Standard?	No	(-) [Minus]			
C.3. Management Review	C.3.2	Is there satisfactory evidence that system amendments and improvements are implemented where appropriate?	No	Not Rated			
C.4. Control of Subcontractors / Suppliers / Sub-suppliers	C.4.1.	Is there satisfactory evidence that the company established and maintains appropriate procedures to recruit subcontractors /suppliers/sub suppliers based on their ability to meet the requirements of the SA8000 Standard? 	No	Not Rated			
C.4. Control of Subcontractors / Suppliers / Sub-suppliers	C.4.2.	Is there satisfactory evidence that the company maintains appropriate records of subcontractors/suppliers/ sub suppliers commitments to the requirements of the SA8000 Standard? 	No	Not Rated			
C.5. Control of Homeworkers	C.5.1	Does the company take special steps to ensure that homeworkers are afforded a similar level of protection as directly employed personnel under the requirements of the SA8000 Standard? 	No	Not Rated			
C.6. Compensation	C.6.1.	Is there satisfactory evidence that the wage paid in the company is equal or higher than the figure provided in your calculated basic needs wage?	No	Not Rated			
C.6. Compensation	C.6.2.	If basic needs wage is not paid, is there satisfactory evidence that the company has a well-defined plan for achieving the basic needs wage within a specified and reasonable period of time? 	No	Not Rated			
C.7. Child Labour	C.7.1.	Is there satisfactory evidence that the company established, documented, maintains and effectively communicates to personnel and other interested parties, policies and procedures for remediation of children found to be working? 	No	Not Rated			
C.8. Outside Communication	C.8.1.	Is there satisfactory evidence that the company established, and maintains procedures to communicate regularly to all interested parties, data and other information regarding performance of the requirements of the SA8000 Standard? 	No	Not Rated			

Date:	
Place:	
Stamp, signature of Producer:	
Stamp, signature of Auditor:	

Workbook Type	Main Producer
Audit ID	1500
Producer ID	25614