

List of Documents/Records to be made available to the Verifier(s)

SLCP文件准备清单

Factory Profile: 公司文件

1. Company Profile 公司简介
2. Business Registration License 营业执照
3. Tax Registration 税务登记
4. Organization chart 组织架构图
5. Land use/construction permit 土地使用/建筑许可
6. List of Machineries 机器设备清单
7. Company vehicle list 公司车辆清单
8. Production process flow chart 生产流程图
9. List of subcontractors if any 分包商清单 (若适用)
10. Dormitory details 宿舍具体信息
11. List of Fire equipment 消防设施清单
12. Any certificate by any other independent organization like SA8000, ICTI etc. 独立机构颁发的证书：例如 SA8000,ICTI等
13. 13. Building approval plan (architectural & structural) from concern Govt. authority; Approved building construction lay out from engineering authority if applicable 建设工程规划许可证 (如适用)
14. 14. Building layout approval from fire service & Fire Occupancy Certificate 建筑消防设计批复
15. 15. Employee name list 员工名册

Recruitment / Hiring & Termination 招聘/雇佣&终止

1. Recruitment policies and procedures & Age verification process 招聘政策和程序&年龄识别程序
2. Child Labour Remediation Procedure 童工补救措施
3. Security Service Contract 安保合同
4. Training Records other than Health & Safety 除健康安全外的其它人事培训记录
5. Work permits (internal /external) 工作许可证 (内部/外部)
6. Employment Contracts 劳动合同
7. Job announcement/description, job application form if applicable 工作岗位简介, 职位申请表 (若适用)
8. Labor broker contract & dispatching worker personal records/contract 劳务合同、派遣员工人事记录/合同
9. Apprenticeship program (if applicable) 学徒培训 (若适用)
10. Immigrant workers (working permit /visa, passport, contract, personal records) 外籍员工的工作许可证/签证, 护照, 合同, 及人事档案 (若适用)
11. Adolescent workers (registration/approval letter from local labor bureau, health checking record) 未成年工 (注册/劳动局批准函, 体检记录)
12. Termination policy and procedure, training records 合同终止政策和程序, 培训记录
13. Employee resign records 雇员离职记录

Working Hours: 工作时间

1. Time in/out records (Working hour & overtime hour records) 上下班工时记录 (正常工作小时&加班小时记录)
2. Production records (Cutting, stitching, quality etc.) 生产记录 (切割, 缝合, 质量等记录)

3. Overtime waiver if any 加班批文 (若适用)
4. Comprehensive working hours permit if applicable 综合工时批文 (若适用)
5. Working hours policy including voluntary overtime policy 工时政策包含自愿加班政策
6. Overtime approval process/procedure and OT request records if applicable 加班审批流程/手续, 加班申请记录 (若适用)

备注: 工作时间记录需准备过去12个月的记录

Wages & Benefits 工资&福利

1. Minimum wage Notification 最低工资标准的通知
2. Payroll (Wage records) 工资表 (工资记录)
3. Full & Final Settlement 工资发放记录及离职员工薪资结算记录
4. Leave records 休假记录
5. Bonus records 奖金记录
6. EOBI (Employees Old Age Benefit) records 雇员高龄津贴 (若适用)
7. Social security records & commercial insurance records 社会保险记录或商业保险记录
8. Receipts showing tax payments / social security remittances to appropriate public agencies 支付给政府机构的纳税/社保汇款的收据
9. Evidence of granting maternity/paternity leave and subsequent return to work. 产假/陪产假记录, 返回工作岗位的证明
10. Piece rate wages sheet if applicable 计件工资清单 (若适用)
11. Annual leave and any paid leave payment record 年假和其他带薪假期记录
12. Bank transferring records (for wages if applicable) 银行转账记录 (针对工资部分, 若适用)

备注: 工资福利记录需准备过去12个月的记录

Employee Treatment & Involvement: 员工待遇&员工参与

1. Records from disciplinary procedures 纪律处分程序的记录
2. Meeting notes from any type of worker/management committee. 任何形式的员工组织管理委员会的会议记录
3. Trade union records 工会记录
4. Grievance register / Grievance mechanism (procedure, intake channel, investigation/ solution/ feedback records 申诉登记/申诉机制 (流程, 受理渠道, 调查/解决方案/反馈记录)
5. Org Chart of Trade union, worker/management committee 工会, 工人/管理委员会组织结构图
6. Written policies regarding anti-harassment, physical/sexual/emotional abuse and non-discrimination, no forced labor. 反骚扰, 反体罚/性骚扰/精神虐待, 反歧视, 反强迫用工书面政策
7. Freedom of association procedure 自由结社程序

Health & Safety: 健康&安全

1. Building plan approval / Permit 建筑设计核准/许可证
2. Fire NOC 建筑消防验收报告/备案
3. Genset installation approval 发电机组安装审批
4. Building Stability Certificate 建筑结构稳定性证书
5. Appointment of Labour Welfare / Safety Officer 劳工福利/安全管理员任命书
6. Drinking Water Potability test 饮用水测试报告
7. Boiler License 锅炉证
8. Lift License / Inspection certificate 升降机许可证/检验证

9. Boiler Operator and Electrician Certificate 锅炉操作工证和电工证
10. Noise and Illumination level test Certificate 噪音和照明度测试报告
11. Sanitation Certificate 卫生许可证
12. Health Certificate for Workers 员工健康证
13. Doctor / Nurse Appointment Letter 医生/护士任命证书
14. First Aid Training Certificate 急救培训证书
15. Fire Fighting Training Certificate 消防培训证书
16. Fire Mock drill training records 消防演习培训记录
17. Industrial accident records 工伤事故记录
18. Pollution Control board – Consent order 污染控制管理委员会-同意书
19. Waste disposal records / Procedures 废水处理记录/流程
20. Personal Protective Equipment (PPE) training records 个人防护用品培训记录
21. Chemical safety training records 化学品安全培训记录
22. List of chemicals used (Hazardous / Non-hazardous) 化学品使用清单 (危险品/非危险品)
23. Material Safety Data Sheets (MSDS) records 物料安全数据表记录
24. Maintenance records of eye wash station 洗眼器维护记录
25. Machines maintenance/service records 机器保养/维修记录
26. Lock Out/Tag Out survey report, LOTO training records 上锁与挂牌的评估报告及培训记录
27. Water Extraction Permit, if applicable 地下水抽水许可证 (若适用)
28. Permit for onsite waste disposal 废物处理许可证
29. License issued by government authority to hazardous waste collector 政府颁发的危废收集许可证
30. Contract agreement with licensed contractor for hazardous waste collection 与具有危废处理资质机构签订的合同协议
31. Hazardous Waste Transfer Contract/ License of Hazardous Waste Handler/License of Hazardous Waste Transporter/Hazardous Waste Manifest, if applicable 危废转移合同/危废处理执照/危废运输执照/危废清单 (若适用)
32. Waste inventory and tracking records 废弃物清单以及处理转移记录
33. Wastewater monitoring records 废水监测记录
34. Flow Chart (indicating all key processes) 污水处理流程图 (标识所有关键流程)
35. Drainage layout 排水管网图
36. Waste treatment equipment's maintenance records 废物处理设备的维修记录
37. Wastewater Treatment Plant operator certificate if applicable 废水处理站操作员工作证 (若适用)
38. Approval of waste treatment system i.e. IEE (Initial Environmental Examination) / EIA (Environmental Impact Assessment) 环保设施许可文件, 例如: 环境竣工验收/环境影响评估
39. Environmental Impact Assessment Reports and Approval / Environmental Protection Acceptance Report / Pollutant Discharge Permit if applicable 环境影响评估报告和批复/环境保护验收报告/排污许可证 (若适用)
40. Air emissions control equipment's maintenance records 废气排放处理设施维护记录
41. Ozone Depleting Substances (ODS) inventory and maintenance records 臭氧层消耗物质清单以及维护记录
42. Fuel consumption record for factory's transportation 企业交通工具燃料使用记录
43. Green House Gases (GHG) emissions inventory 温室气体排放清单
44. Emergency response plan including relevant training and drills records 应急响应计划, 包括相关培训和演习记录
45. Risk Assessment (procedure & records) 风险评估 (程序&记录)
46. Banned Chemicals List if any 禁用化学品清单 (若适用)

47. Vehicle operator licenses for any/all types of motorized vehicles 车辆操作员许可证/适用于所有机动车辆
48. Meeting notes from recent health and safety committee meetings 最近的健康安全委员会会议记录
49. Air receiver is fit to operate certificate 储气罐适用证书
50. Steam receiver is fit to operate certificate 蒸汽储气罐适用证书
51. Food test reports 食品测试报告
52. Accident records / accident analysis records 事故记录/事故分析记录
53. Electrical safety test report 电器安全测试报告
54. Thermographic survey report 温度监测报告
55. VOC test reports /Air emission monitoring report if applicable 有机挥发物检测报告/空气排放监测报告（若适用）
56. Cooling tower water reports / legionella reports 冷却塔水质监测报告/军团病杆菌检测报告
57. Inspection reports (fire hydrant system, sprinkler, detection system, extinguisher, firefighting equipment, emergency lamps) 检测报告（消防栓系统，喷淋，探测系统，灭火器，消防设备，应急灯具）
58. PPE suitability assessment, PPE selection criteria, PPE list, PPE inspection records 个人防护用品适用性评估，选择标准，清单，检查记录
59. Confined space list, confined space entry procedure 密闭空间清单，密闭空间进入程序
60. PCB survey, PCB training records PCB多氯联二苯评估及PCB培训记录
61. Asbestos survey, training records 石棉评估及培训记录
62. Food supplier's medical reports 食品供应商健康体检报告
63. PHI report for the canteen 餐厅的PHI（过氧化氢干雾空间灭菌）报告（若适用）
64. Canteen License 餐饮经营许可证
65. Hot Work operation procedure 热处理工操作程序
66. Compressed gas cylinder operation procedure 压缩气瓶操作流程
67. Work permits for special & dangerous operations – forklift driver, lift operator, Electrician and Welder, boiler operator. 特殊工种&危险作业工作许可证-例如叉车司机，升降机操作员，电工，焊接工，锅炉操作工

Management Systems: 管理体系

1. Social & Labor Policies and Procedures (including goal/strategy/performance, responsible persons (roles & responsibility, CSR team org chart) 社会责任&劳工政策和程序（包括目标/战略/绩效），负责人（职责与权限），企业社会责任组织架构图
2. Factory rules and regulations / Employee handbook 企业规章制度/员工手册
3. EHS policy & procedure 健康安全环境政策及流程
4. Communication and training records for employees, suppliers, subcontractors. 员工，供应商，分包商培训交流记录
5. Internal audit records and improvement plan 内审记录和改进计划