

## SELF-ASSESSMENT FOR INDUSTRIAL PRODUCTION

### INTRODUCTION

The Business Social Compliance Initiative (BSCI) is an initiative of retailers, importers and manufacturers to improve social standards in a sustainable way. Third party audits are one of the mechanisms to improve social standards, but the key to real and sustainable improvement is acting in partnership with suppliers. The BSCI aims to reward the suppliers' willingness to cooperate.

The self-assessment questionnaire is the first step in the BSCI implementation process. It is a tool that your company should complete and it has three main purposes:

1. It allows your company to evaluate its own performance with regard to the BSCI Requirements and get a first understanding of the system.
2. It provides you and your clients (BSCI Participants) with a first overview of your social responsibility and that of your supplying farms (if applicable).
3. It helps your company to get prepared for both internal audits and BSCI audits in a progressive manner.

Part A of this self-assessment includes specific questions regarding your factory while Part B is a preparation for the upcoming social audit.

Please note that if your company has several production units, one self-assessment should be filled in for each separate unit.  
Having proper documentation for all the areas covered in this assessment is an essential component of your preparation. Keep it on hand and ready for review by the BSCI auditor.

**Click here to be forwarded to the list of documents needed:  
(attached to email)**

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#### **BSCI Self-Assessment Industrial Production**

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## ABRIDGED GLOSSARY

This is a summary of the most relevant terms you will face when filling in this questionnaire.  
To view the complete glossary, please visit the BSCI website

### CERTIFICATIONS

<b>ISO 9001</b>	Quality Management Standard ( <a href="http://www.iso.org">www.iso.org</a> )
<b>ISO 14001</b>	Environment Management Standard ( <a href="http://www.iso.org">www.iso.org</a> )
<b>ICTI CARE</b>	International Council of Toy Industries ( <a href="http://www.icti-care.org">www.icti-care.org</a> )
<b>WRAP</b>	World Responsible Accredited Production ( <a href="http://www.wrapcompliance.org">www.wrapcompliance.org</a> )
<b>SA8000</b>	Social Standard ( <a href="http://www.sa-intl.org">www.sa-intl.org</a> )

### OTHER SOCIAL SCHEMES, WHICH ARE NOT CERTIFICATIONS

<b>GRASP</b>	SMETA stands for Sedex Members Ethical Trade Audit. It is a compilation of best practice in ethical trade audit technique, intended for experienced auditors to help them to conduct high quality audits in a format for ethical trade audits that can be easily shared. It also intends to give greater transparency into the auditor qualifications and practices that underpin reports. SMETA is not a new code of conduct or standard.
<b>SMETA</b>	The Fair Labour Association (FLA) is a collaborative effort of socially responsible companies, colleges and universities, and civil society organisations to improve working conditions in factories around the world. The FLA has developed a Workplace Code of Conduct, based on ILO standards, and created a practical monitoring, remediation and verification process to achieve those standards.

# QUESTIONNAIRE PART A.1

## A.1 COMPANY PROFILE

### Location of Company

Date of the self-assessment\*

Company name\*

DBID (BSCI Database Identification Number)

Street\*

City\*

Zip Code

Country\*

Phone

Fax

Website

E-mail

Additional directions

GPS Coordinates

### Basic Data

First Year of Operation

Legal Status / Official Company Registration

Language(s) spoken by office management

Language(s) spoken by workers

### Contact Person

Name

Position

Languages spoken

Phone

E-mail

Production Capacity	Current year	Last year	Two years ago
Total production capacity (including unit of measurement)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maximum capacity per month in peak month (including Unit of measurement)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maximum capacity per month in low season (including Unit of measurement)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Domestic market (production units)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Export (production units)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dormitories (if applicable)	1	2	3
If dormitories are provided, please fill in the address for each location or type «N/A» if not applicable	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of individuals living in the dormitories provided by the company / total number of workers in the company	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of families living in the dormitories provided by the company	<input type="text"/>		
Number of sqm/individual	<input type="text"/>		

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## QUESTIONNAIRE PART A.2

### A.2 GENERAL COMPANY STRUCTURE AND SIZE

#### Business Overview and Labour Representation

What are your main business activities?

Check all that apply:

Others, please describe

Product	% of total production per year	Peak season	
		Start month	End month
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.

5.

Which labour law statutes are applicable within your company? ☐ Free Trade Zone ☐ Industry ☐ Collective Agreement

Is one (or more) of the following persons or organisations present in your company? ☐ Worker Representative ☐ Worker Council ☐ Trade Union ☐ Other

Name of representative

Additional comments

#### Operations Information

Please indicate all business units included in your operations and complete all sections for each unit (including own units, subcontractors, etc.)

Name of unit / Identification		Type of business activity		Contact Person	Business Relation since (date)		Location Address	Distance to the company (in km)		Main Product
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certifications:	ISO 9001	ISO 14001	IFS - International Food Safety	BRC	Global Gap	SA8000	Fair Trade	Rainforest Alliance	<input type="text"/>	
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certifications:	ISO 9001	ISO 14001	IFS - International Food Safety	BRC	Global Gap	SA8000	Fair Trade	Rainforest Alliance	<input type="text"/>	
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certifications:	ISO 9001	ISO 14001	IFS - International Food Safety	BRC	Global Gap	SA8000	Fair Trade	Rainforest Alliance	<input type="text"/>	
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certifications:	ISO 9001	ISO 14001	IFS - International Food Safety	BRC	Global Gap	SA8000	Fair Trade	Rainforest Alliance	<input type="text"/>	
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certifications:	ISO 9001	ISO 14001	IFS - International Food Safety	BRC	Global Gap	SA8000	Fair Trade	Rainforest Alliance	<input type="text"/>	
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certifications:	ISO 9001	ISO 14001	IFS - International Food Safety	BRC	Global Gap	SA8000	Fair Trade	Rainforest Alliance	<input type="text"/>	

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7.									
Certifications:	ISO 9001	ISO 14001	IFS - International Food Safety	BRC	Global Gap	SA8000	Fair Trade	Rainforest Alliance	
8.									
Certifications:	ISO 9001	ISO 14001	IFS - International Food Safety	BRC	Global Gap	SA8000	Fair Trade	Rainforest Alliance	

Are certificates or audit reports available from past audits conducted at your company?      Yes      No      N/A

If yes, please attach a copy of valid certificates.

Did you receive the BSCI Code of Conduct?      Yes      No

Additional comments

## QUESTIONNAIRE PART A.3

### A.3 EMPLOYMENT STRUCTURE

Please describe below the workers you hire. In case you use a third party for hiring, please include its details.

	Hired directly	Hired through third party	Name of the third party	Contact details of the third party
Total number of workers at the time of the self-assessment				
<b>Peak Season</b>				
Total number of workers*				
Maximum number of temporary or seasonal workers*				
Local Workers				
Migrant Workers				
<b>Low Season</b>				
Total number of workers*				
Maximum number of temporary or seasonal workers*				
Local Workers				
Migrant Workers				

### Working Hours

What is the statutory number of working hours per working week in your country?	
What is the average number of weekly overtime hours?	

Please indicate the following information per department

Department name	Peak season		Low season	
	Start	End	Start	End
No. of workers				
Shifts worked in the department				
Shift 1				
Break				
	M Tu W Th F Sa Su		M Tu W Th F Sa Su	
Weekdays	● ● ● ● ● ● ●		● ● ● ● ● ● ●	
Resting day	● ● ● ● ● ● ●		● ● ● ● ● ● ●	
Shift 2				
Break				
	M Tu W Th F Sa Su		M Tu W Th F Sa Su	
Weekdays	● ● ● ● ● ● ●		● ● ● ● ● ● ●	
Resting day	● ● ● ● ● ● ●		● ● ● ● ● ● ●	
Shift 3				
Break				
	M Tu W Th F Sa Su		M Tu W Th F Sa Su	
Weekdays	● ● ● ● ● ● ●		● ● ● ● ● ● ●	
Resting day	● ● ● ● ● ● ●		● ● ● ● ● ● ●	
Shift 4				
Break				

	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
Weekdays	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Resting day	•	•	•	•	•	•	•	•	•	•	•	•	•	•

### Wages Information

	Amount in local currency	Indicate unit for wage {hour/ day/ month}	Gross	Net
What is the legal minimum wage applicable in your production unit?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is the lowest wage you pay workers for regular working hours?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

What are the wage supplements required by law? {local currency}

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

What is the percentage for wage supplements paid in relation with your human resources overall costs?	Overtime	Weekly rest day	Holiday	Night shift	Other
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

How often do you compensate your employees?

### Age Information

What is the statutory minimum age for employment?

What is the age of the youngest worker?

Since when is he/she working?

**Note:** In case you have children or young workers in your company please complete the tab titled «Child & Young Worker Record Sheet»

## Child and Young Worker Record Sheet

Please only complete this table if you have children (anyone below the national minimum age) or young workers (anyone above the national minimum age but below 18 years of age) in your company.

	Name	Birthday (month, year)	Attending school?		Working start date (month, year)	Area he/she works in	Working time schedule	Comments
1.			yes	no				
2.			yes	no				
3.			yes	no				
4.			yes	no				
5.			yes	no				
6.			yes	no				
7.			yes	no				
8.			yes	no				
9.			yes	no				
10.			yes	no				
11.			yes	no				
12.			yes	no				
13.			yes	no				
14.			yes	no				
15.			yes	no				
16.			yes	no				
17.			yes	no				
18.			yes	no				
19.			yes	no				
20.			yes	no				
21.			yes	no				
22.			yes	no				
23.			yes	no				
24.			yes	no				
25.			yes	no				



# QUESTIONNAIRE PART B

Please take your time to fill in this self-assessment questionnaire providing as much information as possible. Try to answer «not applicable» (N/A) only when strictly necessary.

During the BSCI audit you will be requested to provide documentation for the auditors to review. For example, you will be required to show time records, payslips, social security payments, as well as health and safety documentation such as training records, risk assessments and safety data sheets. Gathering all documentation related to factory may take some time. Therefore, it is worthy that you start collecting the documents required while filling in the self-assessment and keep them organised and accessible for the auditors.

## 1. LEGAL COMPLIANCE

**Explanation:** Sales are governed by a number of legal requirements designed to protect your customers. Playing it by the book can help your factory build and maintain an honest and trustworthy reputation, avoid the cost of legal actions and loss of profit.

**Expectation:** Your factory should be compliant with all applicable national laws, regulations and industry minimum standards. By following the BSCI, we expect you to work successfully towards better social practices as defined by International Labour Organization and United Nations Conventions.

1.1 Do you have a written social policy that documents BSCI requirements in line with the national law?	Yes	No	N/A
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1.2 Do you inform the workers or give them the opportunity to inform themselves about national labour regulations (for example, do you provide the texts of these regulations to interested workers or do you hold informational meetings on the regulations)?	Yes	No	N/A
--	-----	----	-----

Additional comments

## 2. MANAGEMENT SYSTEM

**Explanation:** Social requirements are more successfully implemented when they are understood by both management and workers. Transparent communication helps to raise awareness.

**Expectation:** The factory shall define and implement a social policy (including anti-bribery / anti-corruption policy) and management system to ensure that the requirements of the BSCI Code of Conduct can be met at its facilities. Additionally, when using subcontractors, management is responsible for ensuring those units are also following the principles of the BSCI code and monitor their social compliance. Management is responsible for the correct implementation and continuous improvement by communicating effectively to the workers, conducting internal audits and taking corrective measures. Periodical review of the Social Policy is expected.

2.1 Has a copy of the BSCI code of conduct been posted in the workers' languages and/or attached to the workers' contract?	Yes	No	N/A
--	-----	----	-----

2.2 Do you have a procedure for updating and implementing legal regulations with regard to matters subject to continuous change like wages and safety?	Yes	No	N/A
--	-----	----	-----

2.3 Do work rules exist and are they documented and applied to all employees?	Yes	No	N/A
---	-----	----	-----

2.4 Has a senior management representative been appointed to implement the BSCI code?	Yes	No	N/A
---	-----	----	-----

If yes: please indicate name and function

2.5 Has a representative of the operational team been appointed to implement the BSCI code?	Yes	No	N/A
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If yes: please indicate name and function

2.6 Do you keep a register of the trainings provided to workers about the content of the BSCI code of conduct, including a description of the content and a participant list?	Yes	No	N/A
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2.7 Do you hold regular meetings between management and workers to inform workers on implementation of BSCI requirements and national labour legislation?	Yes	No	N/A
2.8 If yes, do you maintain records of these meetings?	Yes	No	N/A
2.9 Do you have a grievance mechanism system in place?	Yes	No	N/A
2.10 Are there records available for grievances and solutions from at least the past 12 months?	Yes	No	N/A
2.11 Have you distributed the BSCI code of conduct (or equivalent) to your subcontractors and communicated them the BSCI requirements and expectations?	Yes	No	N/A
2.12 Do you have a procedure for monitoring social standards at your subcontractors production facilities?	Yes	No	N/A
<b>If yes, please provide documentation.</b>			
2.13 Have all subcontractors completed the BSCI Self-Assessment Questionnaire or equivalent social assessment?	Yes	No	N/A

Additional comments

### 3. FREEDOM OF ASSOCIATION AND RIGHT TO COLLECTIVE BARGAINING

**Explanation:** The rights of freedom of association and collective bargaining are core labour standards and inalienable human rights. Union's membership must not be required, nor hired or rendered ineffective.

**Expectation:** All workers should have the right to form and join trade unions of their choice and to bargain collectively. If in your country the rights regarding freedom of association and collective bargaining are restricted by law, your company shall facilitate other means of independent and free organisation and bargaining. At the same time, the representatives of workers shall have access to their representees in the workplace.

3.1 Do you allow workers to join or establish a workers' organization (for example a worker council or trade union)?	Yes	No	N/A
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3.2 If the right of freedom of association and collective bargaining are restricted by law - for example when independent trade unions are forbidden - do you provide other ways for workers' to be heard and to collectively bargain - for example having a freely chosen worker representative or council?	Yes	No	N/A
--	-----	----	-----

If yes, please describe

3.3 Do you respect the workers' right to negotiate collectively according to national labour regulations?	Yes	No	N/A
---	-----	----	-----

3.4 Do workers have the possibility to complain (about minor and major problems) without being sanctioned?	Yes	No	N/A
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Additional comments

### 4. PROHIBITION OF DISCRIMINATION

**Explanation:** There are two kinds of discrimination: direct and indirect. Direct discrimination occurs when certain characteristics are used as an explicit reason for preventing people from exercising their rights. Indirect discrimination occurs when there are criteria or practices operating, which have the effect of discriminating against certain groups of people, by putting them at a disadvantage compared with others, and which cannot be justified as proportionate.

**Expectation:** No discrimination shall be tolerated in hiring, remuneration, access to training, promotion, termination or retirement based on **gender, age, religion, race, caste, social background, disability, ethnic and national origin, nationality, membership in workers' organisations including unions, political affiliation, sexual orientation**, or any other personal characteristics.

4.1 Do you guarantee that all workers are treated equally?	Yes	No	N/A
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4.2 Do all your workers have the same opportunities within your company? (for example hiring, social benefits and overtime)	Yes	No	N/A
---	-----	----	-----

4.3 Do you ensure that any form of verbal, physical or psychological threats, abuse or harassment do not take place in your company (included but not limited to sexual harassment)?	Yes	No	N/A
--	-----	----	-----

Additional comments

## 5. COMPENSATION

**Explanation:** A good compensation system will have a positive impact on the efficiency and results produced by employees as it will encourage them to perform better and achieve the standards fixed by your business.

Materials, machinery and money are all very important factors for business, but it is impossible to be successful without a good workforce.

**Expectation:** Wages paid for regular working hours and overtime hours shall meet or exceed legal minimums and/or industry standards. You should never make illegal, unauthorised or disciplinary deductions from wages. If the legal minimum wage and/or industry standards do not cover living expenses and provide some additional disposable income, you are encouraged to provide workers with adequate compensation to meet these needs. It is your responsibility to ensure that wage and benefits are detailed clearly and regularly for workers.

5.1 Do you pay at least <b>legal minimum wages</b> or relevant industry wage to all workers?	Yes	No	N/A
5.2 Do you apply all <b>wages supplements</b> required by law to all workers?	Yes	No	N/A
5.3 Do you provide <b>all legally required benefits</b> to your workers (regardless if permanent or seasonal)? (This includes paid leave, maternity benefits, social insurance and any other mandated by your local law)	Yes	No	N/A
5.4 Do personnel files (e.g. proof of age, working contract) exist for all workers?	Yes	No	N/A
5.5 Do all workers receive pay slips that state basic salary, working time, overtime, overtime compensation and all legal required social contributions?	Yes	No	N/A
Additional comments			

## 6. WORKING HOURS

**Explanation:** Social compliance implies that you ensure all workers earn **at least the legal minimum wage** in the regular working time and apply regulations with regards to compensation (especially overtime).

**Expectation:** Hours of work, night work and rest periods for workers shall be in accordance with national laws and regulations or collective agreements. The International Labour Organization (ILO) recommends that the maximum allowable working hours in a week on a regular basis **should not exceed 48 hours** and the maximum allowable overtime hours in a week should not exceed **12 hours**. Overtime hours shall be on a voluntary basis and to be paid at a premium rate. An employee is entitled to at least **one free day following six consecutive** working days.

6.1 Are all the hours, days and overtime hours worked in accordance with the national regulations?	Yes	No	N/A
6.2 Is a time record system in place which shows the time in and time out of each worker for each day?	Yes	No	N/A
6.3 Do the national labour regulations/collective agreements allow other definitions or particular exceptions to the previously mentioned working hours?	Yes	No	N/A
If yes, please describe			
6.4 Do you have systems in place to ensure that no employee works more than 48 regular hours and no more than 12 overtime hours per week?	Yes	No	N/A
6.5 Do you ensure that all employees have at least one free day after six consecutive days worked?	Yes	No	N/A
Additional comments			

## 7. WORKPLACE HEALTH AND SAFETY

**Explanation:** Good health and safety at work helps to reduce absences and increase the productivity of workers, reduce business costs, such as insurance premiums and business disruption, and enables your business to meet and exceed customer expectations. Neglecting health and safety at work may have a major financial impact on your business as the costs of accidents and ill-health can be substantial.

**Expectation:** The factory shall establish and follow a clear set of regulations and procedures regarding occupational health and safety, especially the provision and use of personal protective equipment, clean bathrooms and access to potable water. Same conditions shall apply for **dormitories, when provided by the company**. A management representative **shall be appointed to be responsible for the health and safety** and accountable for the implementation of the Health and Safety elements of the BSCI. All workers shall receive regular and recorded **health and safety training**. **Young workers shall not be exposed to hazardous, unsafe or unhealthy situations**. Systems shall be in place, to detect, avoid or respond to **potential threats** to health and safety of all workers.

7.1 Is the working environment as safe, healthy and clean as required by the national regulations?	Yes	No	N/A
7.2 Do you regularly conduct a <b>risk assessment</b> for safe, healthy and hygienic working conditions and follow the recommendations?	Yes	No	N/A
7.3 Do you have a system in place to ensure that all first aid kits are accessible to workers and that contents are not expired?	Yes	No	N/A
7.4 Is there a worker present who has been trained in first aid issues available during each shift?	Yes	No	N/A
7.5 Do you have <b>potable drinking water</b> for all workers?	Yes	No	N/A
7.6 Do you ensure that workers have access to clean and safe social areas and restrooms?	Yes	No	N/A
7.7 Is there a system in place to ensure that all workers are trained in health, safety and hygiene before they start to work with you?	Yes	No	N/A
7.8 Do you ensure that all required personal protective equipment and protective clothing is provided to all workers free of charge?	Yes	No	N/A

7.9 Is there a system in place to keep a register of the trainings provided to workers, including a description of the content and a participant list?	Yes	No	N/A
7.10 Do you have posted signs and warnings in your facilities (in pictographs and in the local language of workers) in order to remind all workers about the importance of wearing personal protective equipment and the importance of following all safety indications?	Yes	No	N/A
7.11 Do you inform all workers about the company's accident and emergency procedures and phone numbers?	Yes	No	N/A
7.12 Do you keep a register of accidents and do you always investigate the issue?	Yes	No	N/A
7.13 Have you ensured that all workers dealing with hazardous chemicals are trained on the dangers and proper handling of chemicals?	Yes	No	N/A
7.14 Do you restrict the access to the rooms containing chemicals products to only those workers who are trained in handling those products?	Yes	No	N/A
7.15 Do you keep safety documents for all chemicals used (for example MSDS = Material Safety Data Sheet)?	Yes	No	N/A
7.16 Are the use, storage and disposal of all chemicals documented?	Yes	No	N/A
7.17 Do you ensure that workers cannot be harmed by electric installations or cables?	Yes	No	N/A
7.18 Do you provide the legally required quantity of fire extinguishers, which are maintained regularly, mounted and accessible?	Yes	No	N/A
7.19 Are escape routes/aisles and exits properly marked, unblocked and easily accessible at any time?	Yes	No	N/A
7.20 Do you conduct yearly fire and evacuation drills in order to ensure that all workers know how to respond in an emergency situation?	Yes	No	N/A
7.21 Are machines correctly installed, maintained and safeguarded?	Yes	No	N/A

Additional comments

## 8. DORMITORIES / HOUSING

**Explanation:** The location of the dormitories shall be chosen in a way that workers are not exposed to both natural hazards and affected by the operational impacts of the worksite (for example noise, emissions or dust). Living facilities should be built using adequate materials and kept in good repair, clean and free from rubbish and other refuse. They should meet the basic needs of the personnel and not violate any basic human right, avoid safety hazards and protect workers from diseases (e.g. resulting from humidity, stagnant water, spread of fungi etc.).

**Expectation:** Dormitories shall be clean, safe, and meet the basic needs of the workers and their families when relevant. All workers and their families (when relevant) shall have the right to remove themselves from imminent serious danger without seeking permission from the management.

8.1 Is the space provided in dormitories in compliance with statutory laws and regulations?	Yes	No	N/A
---	-----	----	-----

8.2 Are the sleeping rooms organised in a way that preserve good level of morale, avoid safety hazards and protect workers from potential sexual harassment?	Yes	No	N/A
--	-----	----	-----

8.3 Are dormitories separated from production area and warehouses?	Yes	No	N/A
--	-----	----	-----

8.4 Are the dormitories / housing clean and safe?	Yes	No	N/A
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Additional comments

## 9. PROHIBITION OF CHILD LABOUR

**Explanation:** The education of the child shall be directed to develop his personality, mental and physical talents. A child should have the right to rest and engage in recreational activities appropriate to his/her age. Management should make sure that child labour is not endorsed and employees' children have their childhood's rights guaranteed.

**Expectation:** Any forms of exploitation of children are forbidden as defined by International Labour Organization and United Nations Conventions and/or by national law. The rights of young workers must be protected.

Policies and Procedures for child labour remediation shall be established and documented by the company, which shall include adequate support to enable children to attend and remain in school until no longer a child.

9.1 Are all employees over the legal minimum age?	Yes	No	N/A
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9.2 Do you ask for proof of age (for example identity cards, birth certificates or other documents) to make sure that all hired workers are above the legal minimum age?	Yes	No	N/A
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9.3 Do you ensure that all national regulations for protection and training of young workers (everyone below 18 years but above the minimum age) are enforced?	Yes	No	N/A
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Additional comments

## 10. PROHIBITION OF FORCED LABOUR AND DISCIPLINARY MEASURES

**Explanation:** All workers should be free to terminate their contracts within the legal framework. Threats or coercions (either physical or psychological) should not be used against workers.

**Expectations:** All forms of forced labour, such as lodging deposits or the retention of identity documents from personnel upon commencing employment, are forbidden. Use of corporal punishment, mental or physical coercion and verbal abuse shall not occur.

10.1 Are documents such as ID-cards, passports or birth certificates returned to the workers immediately after hiring?	Yes	No	N/A
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10.2 Do you allow workers to terminate their contracts and leave their place of work freely and without sanctions if they follow all applicable national regulations?	Yes	No	N/A
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10.3 Do you ensure that the company does not engage or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse or other forms of abusive disciplinary measures?	Yes	No	N/A
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Additional comments

## 11. ENVIRONMENTAL AND SAFETY ISSUES

**Explanation:** A good management of natural resources will have a positive impact at the welfare of your workers, build a good reputation and contribute to sustainable ecosystems that meet both ecological and human needs in the future.

**Expectation:** Management shall guarantee that no gross or evident environmental malpractice occurs and the business runs in line with national environmental regulations. Procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment must meet or exceed minimum legal requirements.

11.1 Do you make sure that <b>air emissions</b> (i.e. gases and fumes from machines and vehicles) are in compliance with national regulations?	Yes	No	N/A
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11.2 Do you make sure <b>waste water</b> is treated as required by national law?	Yes	No	N/A
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11.3 Is <b>waste managed</b> and disposed of in compliance with the national regulations so that it does not harm the environment?	Yes	No	N/A
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11.4 Do you ensure that <b>chemicals</b> are stored and disposed in ways that avoid leakage?	Yes	No	N/A
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11.5 Do you make sure that <b>empty chemical containers</b> are not re-used?	Yes	No	N/A
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Additional comments

### NEXT STEPS

*Once you have filled in this self-assessment questionnaire, you should be in a better position to analyse the social gap that your company will need to fulfil. If requested, you will need to share this document with your commercial client, or the BSCI auditor.*

## ANNEXES: DOCUMENTATION AT THE DATE OF THE AUDIT

This is the documentation that the BSCI Auditor shall verify during the audit. As a producer you should use this list to guide you through collecting all documentation prior to the audit.

Num.	Documents	Available		Verified		Reasons for not verification
1	Copies of official documents on legal status, company name(s), year of foundation	Yes	No	Yes	No	<input type="text"/>
2	Valid business licences and all necessary official approvals to run operations including the related machinery	Yes	No	Yes	No	<input type="text"/>
3	Company's Financial Balance sheet	Yes	No	Yes	No	<input type="text"/>
4	Social policy and procedures in written form, including but not limited to anti-corruption procedure, human resources procedure, etc.	Yes	No	Yes	No	<input type="text"/>
5	Complaint mechanism including procedure, records of complaints by employees, measures taken and follow up	Yes	No	Yes	No	<input type="text"/>
6	List of valid certificates and/or audit reports concerning but not limited to management systems, social and environmental standards or codes of conduct	Yes	No	Yes	No	<input type="text"/>
7	Environmental procedures including but not limited to water and waste management, chemicals' disposal and emissions treatment	Yes	No	Yes	No	<input type="text"/>
8	Documentation of responsibilities in the company on senior management and operational level for implementation of and checking compliance with the BSCI Code of Conduct	Yes	No	Yes	No	<input type="text"/>
9	Calculation of the necessary financial and personnel resources to comply with the Minimum Social and Environmental Requirements	Yes	No	Yes	No	<input type="text"/>
10	Written declaration of commitment of subcontractors' compliance with the BSCI Code of Conduct	Yes	No	Yes	No	<input type="text"/>
11	Written declaration of consent for farms to be included in the ISMS (when applicable)	Yes	No	Yes	No	<input type="text"/>
12	Proof of continuous improvement of social performance in the facilities of subcontractors	Yes	No	Yes	No	<input type="text"/>
13	Working Rules in written form	Yes	No	Yes	No	<input type="text"/>
14	Documentation of any infringements of the working rules and any disciplinary measures taken	Yes	No	Yes	No	<input type="text"/>
15	Documentation of the legal minimum wages (relevant for the type of industry) and the source of this information	Yes	No	Yes	No	<input type="text"/>
16	Personnel Data Files for all employees (including seasonal workers)	Yes	No	Yes	No	<input type="text"/>
17	Working time records	Yes	No	Yes	No	<input type="text"/>
18	Documentation on all benefits to employees with remarks if they are mandatory or voluntary (including pregnancy and mothers)	Yes	No	Yes	No	<input type="text"/>

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Num. Documents		Available		Verified		Reasons for no verification
19	Documented valid authorisation to make exemptions on working hours (e.g. from government, from collective bargaining agreements with trade unions)	Yes	No	Yes	No	<input type="text"/>
20	Minutes of meetings and records of written agreements with employees' representatives	Yes	No	Yes	No	<input type="text"/>
21	Wage lists and wage calculation including but not limited to record of output of productivity rates or piece rate workers	Yes	No	Yes	No	<input type="text"/>
22	Production capacity planning in written form including but not limited to cost calculation, growth expectation and human resources needed	Yes	No	Yes	No	<input type="text"/>
23	Employment contracts including those related to security personnel and other services	Yes	No	Yes	No	<input type="text"/>
24	Payslips for employees and evidence of payment of wages	Yes	No	Yes	No	<input type="text"/>
25	Evidence of updated contribution to social insurance funds	Yes	No	Yes	No	<input type="text"/>
26	Documentation of all trainings to workers, particularly but not limited to concerning Health and Safety. Valid documentation should include at least a list of names and positions of the participants, dates, content of training and qualification of the trainers	Yes	No	Yes	No	<input type="text"/>
27	Documented record of the accidents including but not limited to information on the source of the accident, type, dates, damages and indication of harmed persons and procedure followed	Yes	No	Yes	No	<input type="text"/>
28	Medical Personnel Qualification certificates	Yes	No	Yes	No	<input type="text"/>
29	Qualification proof for employees working with dangerous machines, electrical installation and any other activity that requires specific training due to the level of risk	Yes	No	Yes	No	<input type="text"/>
30	Inspection reports, maintenance records, operating and safety instructions for dangerous machines, including but not limited to lifts, electrical equipment high-pressure equipment	Yes	No	Yes	No	<input type="text"/>
31	Inspection reports and maintenance records for fire fighting equipment (e.g. inspection tags on fire extinguishers)	Yes	No	Yes	No	<input type="text"/>
32	Inspection documents and maintenance record concerning health and safety for the facilities and dormitories including but not limited to temperature, noise level and lighting	Yes	No	Yes	No	<input type="text"/>
33	Records of receipt, consumption, withdrawal and disposal of chemicals (including presentation of Material Safety Data Sheets – MSDS)	Yes	No	Yes	No	<input type="text"/>
34	Inspection reports and maintenance records on the water potability both facilities and dormitories (when relevant).	Yes	No	Yes	No	<input type="text"/>
35	Documented risk assessment and related action plan for safe, healthy and hygienic working conditions	Yes	No	Yes	No	<input type="text"/>
36	List of production processes outsourced to prisons, and name and place of premises (if relevant)	Yes	No	Yes	No	<input type="text"/>

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