



BSCI Audit Summary Report

NAME OF THE PRODUCER : DONG GUAN KEENPACK INDUSTRIAL LTD

DBID : 335708

DATE OF THE AUDIT : 03/01/2014

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This is an extract of the BSCI Audit Report, which is available in the BSCI Platform.

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Producer Information

Name of producer :	Dong Guan Keenpack Industrial Ltd		
DBID number :	335708		
Audit ID :	12842		
Address :	Block E-06, Nan Shan Industrial City, Yan Tian, Feng Gang Zhen, Dongguan, Guangdong, China,,Dongguan		
Province :	Guangdong	Country :	China
Management Representative :	Mr. Kenneth Li		
Contact person:	Mr. Kenneth Li		
Sector :	Non-Food	Industry Type :	Accessories
Product group :		Product Type :	Metal goods

Audit Details

Type of audit :	<input type="checkbox"/> Full Audit	<input checked="" type="checkbox"/> Re-Audit		
Sub type of audit :	<input type="checkbox"/> Combined audit	<input type="checkbox"/> Special investigation- RUC	<input type="checkbox"/> Special investigation- Other	<input type="checkbox"/> Unannounced/ Semiannounced
Audit date :	03/01/2014	Audit Duration :	1.500	
Audit methodology :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Primary Production		
Auditing Company :	SGS			
Auditing Company Branch :	SGS CHINA			
Auditing company address :	SGS Bldg, No.4 Jianghao Industrial Park, No.430 Jihua Road, Bantian, Longgang District,,Shenzhen			
Lead Auditor Name(SA8000 Certificate Number) :	Ashley Yin (A8789)			
Team Member Name(SA8000 Certificate Number) :				

Audit Results for Part B tier I

Total Score Part B tier I:	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Improvements Needed	<input type="checkbox"/> Non-Compliant
Total Number of deviations in crucial questions :	0 / 35		
Agreed date for closing the Corrective Action Plan (If applicable) :	30/04/2014		
Contingencies to be reported :	<input type="checkbox"/> Aborted	<input type="checkbox"/> Partially Conducted	<input type="checkbox"/> Combined With Other Systems
	<input type="checkbox"/> Desktop Review	<input type="checkbox"/> Under Grace Period	<input checked="" type="checkbox"/> Others

Audit Results for Part B tier II (Only relevant if Primary Production Methodology is used)

Please refer to section "Sampled Units Tier II" and "Audit Sample CAP B"

Score Interpretation			
Good	Improvements Needed	Non-Compliant	Under "Grace Period"
Minor deviations are identified in no more than 2 questions per chapter, these questions are not marked as crucial.	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.	Not Available

Audit Master Data Part A

For more details of the company, see complete Master Data in the on-line Audit Report

General information on the Producer			
Name of producer :	Dong Guan Keenpack Industrial Ltd		
Address :	Block E-06, Nan Shan Industrial City, Yan Tian, Feng Gang Zhen, Dongguan, Guangdong, China,,,Dongguan		
Year of foundation :	2006		
Legal status :	Private		
Turnover (in euros) :	7574726.160		
Main contact person :	Mr. Kenneth Li		
Language spoken :	Mandarin		
Valid GlobalG.A.P Certificate :	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Other Social audit :	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Social audit name :	SEDEX

Auditors' notes

Producer's background

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Chapter summary

Chapter	Chapter Summary
B.1. Management Practice	According to onsite check, the facility kept a good management system at both written and practical level. Policies and procedures of social compliance were maintained in written way and up to date. Factory regulations and rules were kept according to legal requirements. Training system was also maintained in the facility. However, the trainings regarding rights and duties under labour legislation were not effective as expected.
B.10. Health and Social Facilities	The facility guarantees acceptable health and social facilities to all workers: certificated first aid workers are available in workshops to handle basic injuries cases; first aid kits with sufficient medical supplies are provided in each floor; no written emergency medical service agreement was signed with a qualified nearby hospital to ensure quick medical treatment available as need; portable drinking water are sufficiently provided onsite; the drinking area is clean and tidy and shelf is provided to keep the cups; the provided toilets are clean and tidy with sufficient privacy and washing facilities are available too.
B.12. Dormitories (if not applicable, go to B.13)	Dormitory rooms are provided for workers for free. But water and electricity fee is deducted from wages accordingly. As per onsite observation, the dormitory building condition is good. Fire fighting equipments such as fire extinguishers, fire hydrants, fire alarms are sufficiently and well maintained. Facilities such as toilets, shower rooms are clean and tidy. First aid supplies are also provided in the dormitory building.
B.13. Environment	The facility mainly manufactured metal goods. Hazardous wastes such as wasted air, hazardous chemical container and other solid wastes, etc were generated during production. The facility maintained valid certificates such as waste release permit, environmental impact evaluation report, etc for review. Moreover, as per reviewed documentations, the facility disposed hazardous wastes by a qualified unit. Disposal records were reviewed too.
B.2. Documentation	During the audit, the facility provided all required documentations for review. All necessary certificates or permits are valid and current. Payroll records and attendance records of past 12 months are available for review. Labour contracts and age documents for all employees are available too. But according to cross verification, the provided documentations are not reliable and conflict with other sources of information.
	Initial audit conducted on Sep 17, 2013: The facility utilizes fingerprint swiping system to record workers' working hours. Attendance records from August 2012 to September 17, 2013 were provided for review. As per reviewed attendance records, all workers conducted works in one shift from

Score Interpretation			
Good	Improvements Needed	Non-Compliant	Under "Grace Period"
Minor deviations are identified in no more than 2 questions per chapter, these questions are not marked as crucial.	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.	Not Available

B.3. Working Hours	<p>7:45/8:00 to 17:15/17:30 with a lunch break from 11:45/12:00 to 13:15/13:30, Mondays to Fridays. For punching workers, night shift started from 18:30 to 3:30 with a break from 22:30 to 23:30, Mondays to Fridays. Overtime works of 2 hours from 18:30 to 20:30 would be conducted 0-4 times per week. Saturday overtime work of 8 hours would also be conducted at most 4 times per month. Sundays would be guaranteed for rest. The reviewed samples showed that workers worked 40 normal working hours per week, 0-2 overtime hours per day, 0-12 overtime hours per week, 8-40 overtime hours per month. During onsite cross-verify, inconsistencies regarding overtime works were noted. The facility failed to provide reliable and satisfactory evidence to prove the compliance of the working hour system. 1st re-audit conducted on Jan 3, 2014: Attendance records from Oct 1, 2013 to Jan 3 2014 (the audit day) were provided for review. As per reviewed attendance records, all workers except punching workers conducted works in one shift from 7:45/8:00 to 17:15/17:30 with a lunch break from 11:45/12:00 to 13:15/13:30, Mondays to Fridays. For punching workers, two shifts were operated. Day shift was same as the workers in other department and night shift started from 18:30 to 3:30 with a break from 22:30 to 23:30, Mondays to Fridays. Overtime works of 2 hours from 18:30 to 20:30 would be conducted 0-5 times per week. Saturday overtime work of 8 hours would also be conducted at most 4 times per month. Sundays would be guaranteed for rest. The reviewed samples showed that workers worked 40 normal working hours per week, 0-4 overtime hours on weekdays, 8-18 overtime hours per week, 34-76 overtime hours per month. The maximum overtime working hours per day and per month exceeded the legal requirement of no more than 3 hours per day and 36 hours per month, so the score is changed to be "Improvement needed" as per BSCI requirement.</p>
B.4. Compensation	<p>Initial audit conducted on Sep 17, 2013: The facility paid wages to employees by bank before the 30th day of each following month. Wages were hourly rate calculated. During the audit, payroll records and social insurance receipts from August 2012 to July 2013 were provided for review. As per sampled payroll records, workers were paid by hourly rate of RMB 7.59, which is higher than the local minimum wage rate of RMB 7.53. Overtime works of normal working days and weekends were compensated by 150% and 200% of normal wage rate respectively. All statutory holidays were paid with normal wage. The annual leaves were also paid as legal required. For workers, production bonus of RMB 250 was given per month. Full attendance bonus of RMB 30 was also guaranteed upon fully attending normal works per month. Seniority bonus ranged from RMB 50 to RMB 250 would be given to workers depending by working period. Living bonus of RMB 150 was another type of benefit to all workers. Social insurance deduction was also noted in reviewed payroll records. The reviewed social insurance receipts told that all workers (243) were covered by industrial injury insurance, 234 workers were covered by hospitalization insurance, 56 workers were covered by endowment and unemployment insurances in the facility. 1st re-audit conducted on Jan 3, 2014: Wages calculated by hourly rate were paid to all workers before the 30th day of each following month. During the audit, payroll records in Oct and Nov 2013 were provided for review. As per sampled payroll records, workers were paid by hourly rate of RMB 7.59, which is higher than the local minimum wage rate of RMB 7.53 per hour. Overtime works of normal working days and weekends were compensated by 150% and 200% of normal wage rate respectively. All statutory holidays were paid with normal wage. For workers, production bonus of RMB 250 was given per month. Full attendance bonus of RMB 30 was also guaranteed upon fully attending normal works per month. Seniority bonus ranged from RMB 50 to RMB 250 would be given to workers depending by working period. Living bonus of RMB 150 was another type of benefit to all workers. Social insurance deduction was also noted in reviewed payroll records. The reviewed social insurance receipts told that the factory had provide all workers (243) with all types of social insurance.</p>
B.5.1. Child Labour	<p>The facility maintains written policies and procedures regarding child labor and young workers protection. As per onsite check, no child labor or young worker was detected during the current audit. All sampled workers are elder than 18 years old.</p>
B.5.2. Young Workers	<p>No young worker was hired by the facility.</p>
B.6. Forced Labour / Disciplinary Measures / Prison Labour	<p>The facility maintains policies and procedures regarding forced labor, disciplinary measures and prison labor. As per onsite check, no prison labor was used in the facility. All interviewees confirmed that they worked for the facility on voluntary basis. No deposit or payment/certificate withhold was required before. And all workers were free to leave after duty off. In addition, during working hours, workers were free to drink water or go to toilet. The facility also has leave application rules and termination application rules. All workers are guaranteed with freedom of applying for leave or termination under the rules. As for disciplinary measures, there are totally 3 types including warning, demotion and dismissal. No fine or physical</p>

Score Interpretation			
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	disciplinary measure was noted during the current audit.
B.7. Freedom of Association and Collective Bargaining	The facility maintains policies and procedures regarding freedom of association and collective bargaining. As per onsite check, there's no labor union in the facility. But all interviewees were aware of their freedom of organizing or join in any legal union or organization. The facility also maintains procedures of worker representative voting. There are totally 6 worker representatives (2 males and 4 females) voted by workers in the facility in the year of 2012. It's the worker representatives' responsibilities to communicate with management in behalf of all workers according to the reviewed polices. Meetings were convened by worker representatives once per about two months. Meeting records were maintained and reviewed.
B.8. Discrimination, Harassment and Abuse	The facility maintains policies and procedures regarding discrimination, harassment and abuse. As per onsite check, the facility management treated all workers without discrimination no matter the gender, age, health condition, nationality, etc. All interviewees stated they were treated with respects and dignity. No verbal, physical or mental abuse was reported by interviewees. Service contracts of security guards were also reviewed. The security guards are required not to treat workers violently.
B.9. Working Conditions	The buildings of the facility are observed being in good condition. Workshops are tidy, clean and well structured and organized. The ventilation, temperature, noise level, etc are suitable for production. Annual environmental testing reports were provided for review.

Score Interpretation			
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Part B Tier I - Overall Summary

Chapter	Full Audit Results (9455 and 17/09/2013)					Last Re-Audit Results (12842 and 03/01/2014)					
	G	IN	NC	NA	%	G	IN	NC	NA	NR	%
B.1. Management Practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83.33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.2. Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	83.33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.3. Working Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80.00
B.4. Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	44.44	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.5.1. Child Labour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.5.2. Young Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.6. Forced Labour / Disciplinary Measures / Prison Labour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.7. Freedom of Association and Collective Bargaining	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.8. Discrimination, Harassment and Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.9. Working Conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.10. Health and Social Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	87.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.11. Occupational Health and Safety (OHS)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	89.74	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.12. Dormitories (if not applicable, go to B.13)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.13. Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
Total (modified)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	84.55	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	99.19

Score Interpretation	
Good	Minor deviations are identified in no more than 2 questions per chapter; these questions are not marked as crucial.
Improvements Needed	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.
Non-compliant	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.
Under "Grace Period"	Not Available
Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

In House Production Structure

Department	Function in production	Number of Workers	Number of shifts	Shift 1		Shift 2		Shift 3	
				From	To	From	To	From	To
Quality Control	Inspection	10	1	8:00 AM	5:30 PM				
Human Resources	Managing	23	1	8:00 AM	5:30 PM				
Packing	Packaging	67	1	8:00 AM	5:30 PM				
Production	Manufacturing	137	2	7:45 AM	5:15 PM	6:30 PM	3:30 AM		

In House employment Structure at the time of the audit

Total number of workers :	237		
Male		Female	
Permanent workers	123	Permanent workers	114
In management position	24	In management position	10
On probation	0	On probation	0
National migrants	0	National migrants	0
Salaried workers	13	Salaried workers	10
Temporary workers (odd jobbers)	0	Temporary workers (odd jobbers)	0
Apprentices	0	Apprentices	0
With disabilities	0	With disabilities	0
Cross-border migrants	0	Cross-border migrants	0
Production based workers	86	Production based workers	94
		Pregnant	0
		On maternity leave	0

Outsourced structure

Unit	Function in the chain	Contact person	Business relation -ship since	Location/ Address				Distance to the company in km	Main product	Certificates and social audits (if applicable)	Number of workers	Part of the ISMS (if applicable)	Part of the audit sample
				Address	City	State	Country						
Vegas Carton Factory	subsupplier	Mr. Kenneth Lam	December 2006	#4, Shui Bei Huan Industrial 4th Road, You Gan Pu, Feng Gang Zhen	Dongguan	Guangdong	China			0	No	No	
Dong Guan XinDa Plastic & Metal Factory	subsupplier	Mr. Meng Chin Yu	November 2006	Shi Ma Cun, Lian Tang Jie Industrial Area, 25A	Dongguan	Guangdong	China			0	No	No	
Wan Shun Paper Factory	subsupplier	Mr. Hu	September 2009	Feng Gang Zhen, Fong Huang Industrial Area, Jin Peng Lu	Dongguan	Guangdong	China			0	No	No	

Dormitories (if applicable)

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
	address	city	state	country			
5370	Block E-06, Nan Shan Industrial City, Yan Tian, Feng Gang Zhen	Dongguan	Guangdong	China	198	0	4

Corrective Action Plan (CAP) B Tier I

Chapters and Subchapters	Crucial	Score	CAP	Responsible Person	Deadline date
B.3. Working Hours					
B.3.4.	No	(-) [Minus]	Initial audit conducted on Sep 17, 2013: Inconsistencies regarding overtime working hours were detected between information noted onsite and provided attendance records. The facility failed to provide satisfactory evidence that the working hours in compliance with legal and BSCI requirement. It violated BSCI requirement.关于加班时间, 现场信息与所提供的考勤记录存在不一致。工厂未提供关于其工作时间符合法律及BSCI要求的恰当资料。CAP: The facility should provide satisfactory evidence that is reliable and not in conflict with other sources of information to prove its compliance of working hours as per legal and BSCI requirement.工厂应当提供恰当的(可靠且不与其它信息来源相悖)资料证明其工作时间符合法律及BSCI要求。1st re-audit conducted on Jan 3, 2014: Open Based on sampling review of the attendance records provided from Oct 1, 2013 to the audit day (Jan 3, 2014) and payroll records in Oct & Nov, 2013. the sampled workers' maximum overtime working hours reached 76 hours per month in Dec 2013 and 4 hours per day in Jan 2014, which had exceeded legal requirement of no more than 3 hours per day and 36 hours per month.	Mr. Li Siu Ki	30/04/2014
Chapter Score		<input checked="" type="checkbox"/> Good <input type="checkbox"/> Improvements Needed <input type="checkbox"/> Non-Compliant			
Number of deviations in crucial questions		0 of 3			
Fulfillment Percentage		80.00%			
Total Audit Results for Part B Tier I					
Total Score		<input checked="" type="checkbox"/> Good <input type="checkbox"/> Improvements Needed <input type="checkbox"/> Non-Compliant			
Total number of deviations in crucial questions		0 of 35			
Overall fulfillment percentage		99.18%			

Score Interpretation	
Good	Minor deviations are identified in no more than 2 questions per chapter; these questions are not marked as crucial.
Improvements Needed	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.
Non-compliant	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.
Under "Grace Period"	Not Available
Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

Part C: Audit Findings

Chapter
C.1. Policy
C.2. Planning and Implementation
C.3. Management Review
C.4. Control of Subcontractors / Suppliers / Sub-suppliers
C.5. Control of Homeworkers
C.6. Compensation
C.7. Child Labour
C.8. Outside Communication
Total

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Improvements Needed	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.
Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re-audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

Workers Interview Sheet

Workers Interview Sheet			
Workers	Male workers number	Female workers number	% of the total workforce
Total	2	5	2.95
Workers aged < 18 years interviewed	0	0	0.00
Apprentices interviewed	0	0	0.00
Disabled persons interviewed	0	0	0.00
Full time workers interviewed	2	5	2.95
Part time workers interviewed	0	0	0.00
Seasonal workers interviewed	0	0	0.00
Migrant workers interviewed	2	4	2.53
Pregnant workers interviewed		0	0.00

Interview methods used	number (how many)
Number of Individual interviews conducted	3
# of people interviewed in Group(s)	4
# of Interviews conducted on site	7
# of Interviews conducted off site	0
Was an interpreter used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Language(s) used for worker interviews	Mandarin

No. of interview	Essentials (If the number of rows is not enough, please add pages as needed and include with the attachments).
1	There was no forced labour and prisoner labour found in the factory during on site audit.
2	All interviewed workers stated that they were paid timely at the end of each month. All the interviewed workers received pay slips with details of payment. The minimum wage paid was RMB1320 per month. Overtime wages were paid according to legal requirement. Paid leaves including annual leave, statutory leave .etc and social insurance were provided to them.
3	Workers know the communicate channel with top management in this factory. All the interviewees knew the right to freedom of association and collective bargaining.
4	There was no child labour found in the factory during the audit.All interviewee said that there was no young worker whose age below 18 years old.
5	All workers excluding the ones in punching department confirmed that they had 1 shift, 2 interviewees from punching department told they worked in 2 shifts. Regular working hour system carried out in the factory was 8 hours per day, 5 days and 40 hours per week. Workers usually worked 0-2 OT hours on weekdays, 8 OT hours on Saturdays and rested on each Sunday. All the employees said that they had equal opportunities to join in overtime working.
6	There was no any discrimination , harassment and abuse experience found/heard in the factory.
7	All the interviewees could leave the factory freely after work off.
8	All the interviewees mentioned they were satisfied with their working and living conditions. H&S training was conducted to them when recruited and durintg the employment time. No serious work accidents had happened.
9	
10	

Score Interpretation	
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Improvements Needed	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.
Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

Child and Young Workers Record Sheet

Child and Young Workers Record Sheet								
Please only complete this table if you have children (anyone below the national minimum age) or young workers (anyone below the national minimum age but below 18 years of age) in your company								
Name	Birthday(dd/mm/yyyy)	Attending school?	Working start date(dd/mm/yyyy)	Department he/she works in	working time schedule (From)	working time schedule (To)	Average working hours per week	Comments
N/A		No					0.000	No child labour or young worker was detected.

Score Interpretation	
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Overall Producer Pictures

No Photos Available