SA8000 Audit Report

* Example Report *

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+886-2-2832-2990

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**PURPOSE:** This audit is based on defined criterion for social accountability. Scoring is based on the supplier's ability to meet the requirements. The audit focuses on factors that would result in non-compliance to the social accountability standard. The intent of the audit based on the requirements of SA8000 and national/local laws is to provide useful assessment information for making sourcing decisions and reducing associated risks.

**SCORING:**
Scores are assigned based on what is done for the Pro QC client regardless of what is done for other clients. For example, if control plans are developed for other clients but not for the Pro QC client, the score must be NC. Scoring must be explained to the supplier at the opening meeting.

Complies with the Requirements = C  
Improvement Needed = I  
Non-Conformance Found = NC  
N/A = Does Not Apply

**GUIDELINE FOR SCORING CONFORMANCE:**
Each question is assessed for conformance to the requirements of SA8000, and the auditor's knowledge of the product and/or process. This must be clear to the supplier at the opening meeting.

Complies with Requirements =
- Has objective evidence to support the question, and  
- Has a written procedure (when required).

Improvement Needed =
- Has objective evidence, but procedure needs improvement.  
- Has objective evidence, but no written procedure.  
- Has written procedure, but is lacking some objective evidence to support the question.

Non-Conformance =
- No objective evidence to support the question (regardless of the procedure).  
- Lacking some objective evidence and no written procedure.

**RESULTS/RECOMMENDATIONS:** (Automatically Calculated)
The score is based on the percent of questions that Complies with Requirements, percent that Needs Improvement, and the percent that have a Non-Conformance. Each client should review how the supplier was evaluated for each question and base their decisions on factors that are important to their organization and product(s).

**AUDIT REPORT:**
The following sections are completed by the auditor:
- Scope of the Audit  
- Recommendations  
- Strengths of the Supplier's Quality System and Manufacturing Process  
- Opportunities for Improvement (Weaknesses in the Supplier's Quality System and/or Manufacturing Process)

**RESULTS REVIEW WITH SUPPLIER:**
The auditor should review the audit results with the supplier, but cannot provide the supplier a copy of the audit. The audit is the property of the client.

**CORRECTIVE ACTIONS:**
It is recommended that the client request a corrective action (improvement plan) based on the results of the audit. The improvement plan should include the following:
- Detailed description of action plan.  
- Name of the person responsible for the improvement activity.  
- Date when the improvement will be completed.
### SUMMARY

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Audit Date</th>
<th>Report No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXXX</td>
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#### SUPPLIER'S INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>COUNTRY</th>
<th>PHONE</th>
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#### CLIENT'S INFORMATION

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#### SUPPLIER'S PERSONNEL PARTICIPATING

<table>
<thead>
<tr>
<th>Mr./Mrs.</th>
<th>XXXXXXXX</th>
<th>Title</th>
<th>Email</th>
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#### PRO QC PERSONNEL PARTICIPATING

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#### Scope

SA8000 - Social Responsibility Standard

#### AUDIT RESULTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Nb. Ques.</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Complies with Requirements (C)</td>
<td>54</td>
<td>74.0%</td>
</tr>
<tr>
<td>Improvement Needed (I)</td>
<td>15</td>
<td>20.5%</td>
</tr>
<tr>
<td>Not-compliance to Requirements (NC)</td>
<td>4</td>
<td>5.5%</td>
</tr>
<tr>
<td>Not Applicable (N/A)</td>
<td>6</td>
<td></td>
</tr>
</tbody>
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#### RECOMMENDATIONS

- Systems are effective. You could start or continue business with this supplier.
- System is acceptable, with minor nonconformities noted. You could use this supplier, and keep pushing for improvements.
- System has several major issues noted. You could temporarily use this supplier and request immediate corrective action in case of long-term business.
- There are serious major issues with this supplier that could impact in your business. The better solution will be to source for another supplier.
Scope of Audit:
To evaluate the social responsibility level of the supplier.

Summary/Recommendation:
1) The audited factory was established on 1 November XXXX as an automated manufacturer of transparent glass containers. It is a privately owned company, 100% controlled by its investors. The factory's specialization is in design, manufacturing and sale of glass bottles for perfume, nail polish, cosmetics, food, medicines and liquors.
2) The audited factory is ISO9001 certified # XXXXXXX by the Group Group (UK). Its certification was obtained xx/xx/xxxx.
3) The audited factory plans to apply for SA 8000 certification in December of this year.

Strengths:
1) The audited factory was acquired by XXXXXXX on 1 December 20XX, becoming its wholly owned subsidiary.
2) Sincere, open, and genuine attitude to deal with any issues.
3) Within the broad plant, there is great potential for business development.
4) Have complied with government labor law requirements, and they have inspections by GEPA (Government Environmental Protection Agency) to meet environmental protection requirements.

Opportunities for Improvement:
1) The company has an established Social Accountability Manual (# M-02, V2), but needs to be approve and train.
2) A notice in the dormitory bulletin board announcing that residents will be fined NTD 100 ~ 50,000 if they do not turn off the power or are found smoking at non-smoking area. Supplier should use other means to implement.
3) The facility must develop policy or procedure to evaluate their supplier/ contractors for implementation for SA.
4) An open power switch control container with exposed electric terminal was found near the walkway, in order to let the power breaker radiate. Dangerous: Should change to other methods to radiate, such as exhaust fan.
5) Some fumes at the defect glass recycle process; found visible fumes during break glass by pressure.
6) Xylene odors filled the ink storage room because no window or equipped exhaust fan or air conditioner is in this room. This will be harmful to human health and also shorten the life of the ink causing deterioration of printing quality. Should improve the draft equipment.
7) Dimly lit in walkway and warehouse in order to save the electricity. Should be improved as soon as possible.
8) Please refer additional improvement items in "AUDIT CHECKLIST" section of the report.
### QUESTIONNAIRES

<p>| 1.1 | Does the company know the minimum legal working age? | Ask HR department or individual responsible for hiring employees. Ask if that person has a documented national law in which the minimal working age is written. | Yes, HR Manager Mr. XXX knows the minimum legal working age is 16 years old according to national law. The government's law is available -- &quot;Labor Standard Act&quot;. |
| 1.2 | Does a written policy exist at the company addressing legal minimum age or 15, whichever is greater? | Review policy and record the document number in which this policy is written. | Yes, Worker Administration Procedure (WAP) in place (issue date 2009-10-21) specifies the minimum legal working age must not be less than 16 years old, which complies with national legislation and regulations. |
| 1.3 | What are the procedures the company follows to verify the age of its employees? | Review the procedure, and ask the audited person to explain the procedure. | Follow the WAP to verify the age from the ID card and record on personal records. |
| 1.4 | Are ages of all employees checked prior to hiring? | Specifying employee (of apparent youngest age) at each workshop, record their name and ID, ask them their age, year of birth, date of hire. Ask them if their employer asked for age identification at the time of their hiring. Cross check employee information with HR records. | Yes, following employee data was checked. |
| 1.5 | Are any employees found to be under the minimum legal age or 15, whichever is greater, during the audit review? | Record the name of the worker(s) found to be under minimum legal age or 15. Possibly take a photo of the worker(s). | None found. The company has no employees under the age of 15. |
| 1.6 | Does the organization have a remedial program for under age-hired workers? | Check if any or more of following remedial programs is planned: a) Hire one of his or her family members. b) Send them to school. c) Feed them. d) Pay for them to go home. Record the documented number in which this program is written | Remedial procedure exists. (No#. SP4-12), The content conforms to the SA 8000 standard. |</p>
<table>
<thead>
<tr>
<th>QUESTIONNAIRES</th>
<th>EVIDENCE TO CHECK</th>
<th>FINDINGS</th>
<th>SCORE</th>
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<tbody>
<tr>
<td>2.5 Are all employees free to stop their employment at the factory?</td>
<td>Interview five employees at each workshop who are paid directly by the facility. Ask them what the top management will do if they decide to stop their employment at the factory.</td>
<td>1. Yes, local workers have freedom to resign and leave at any time. 2. Foreign workers’ passports are held by the agency to prevent them from breaching contract. However, he is free to decide to lift contract at any time, and the individual can get back his/her passport and go back to country of origin.</td>
<td>NC</td>
</tr>
<tr>
<td>2.6 Is there any evidence of forced, bonded, or involuntary prison labor used at the site?</td>
<td>Regardless of the reason why, if any of these conditions are identified, score “NC”</td>
<td>No evidence can be detected.</td>
<td>C</td>
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<tr>
<td>3.1 Is there a documented investigation of risk, accident, or hazard that could potentially happen in the company?</td>
<td>A list of potential accidents or hazards that could impact all or one employee, including potential sources. During factory visit, check if there is any identified hazard that was not identified in the document.</td>
<td>Some procedures exist (Hazard Identification and Risk Assessment Procedure # SP4-02), but little risk investigation documentation.</td>
<td>I</td>
</tr>
<tr>
<td>3.2 Is there a documented program at the facility to respond in preventive way to any identified potential hazard?</td>
<td>An aspect of potential accidents or hazards that could impact all or one employee, including potential sources. During factory visit, check if there is any identified hazard that was not identified in the document.</td>
<td>A procedure exists (Emergency Response and Treatment Procedure # SP4-08), but not systemic.</td>
<td>I</td>
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<tr>
<td>3.3 Who is the factory representative responsible and accountable for health and safety?</td>
<td>By opting to receive a copy of this sample report from ProQC, users accept clause on Confidential Information outlined in the General Terms and Conditions of Service. This sample report is intended for prospective clients and is not to be used or distributed by ProQC or its agents. If you agree to the terms presented, you may ask five people who are not connected to you to ask five people who are not connected to you to ask five people who are not connected to the individual to comment on the content of this sample report. Use only as intended herein. Documented interview five employees at each workshop and ask if they know who the health and safety representative is. Check what competence or training he/she has.</td>
<td>1. Yes, local workers have freedom to resign and leave at any time. 2. Foreign workers’ passports are held by the agency to prevent them from breaching contract. However, he is free to decide to lift contract at any time, and the individual can get back his/her passport and go back to country of origin.</td>
<td>C</td>
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<tr>
<td>3.4 Are lighting levels adequate in the facility?</td>
<td>Lighting should be of a high enough level to allow adequate visibility for workers to safely conduct activities. Evaluate three main work areas plus one office area. List areas and findings.</td>
<td>The operational site and office illumination is sufficient, but lighting levels in the shop floor walkway and warehouse are too low.</td>
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</table>
### QUESTIONNAIRES

| 3.8 | Is guarding and operation of equipment adequate to prevent injury? | Is there a high likelihood of an employee becoming trapped or seriously injured in a machine? Can work practices be changed? Is the use of holding tools or clamps possible? Are start/stop buttons and emergency stops (if existing) of an appropriate type and positioned correctly for use in the event of an emergency? Look for high probability or high exposure situations. | 1. Electric abrader has safety cover and emergency stop button. 2. Glass forming machines have emergency stop button. 3. Drilling machine has emergency stop button. | C |

| 3.9 | Does the facility record/track accidents? | Looking for some type of tracking sheet or log. Statistics/tracking sheets, what is the goal and how are the current performances? | 1. Interviewed workers that had mild injuries (graze). 2. They follow Taiwanese labor law request. They submit a declaration of industrial safety monthly report by internet. Records checked and did not find any anything unusual. | C |

| 3.10 | Have any severe involving death, amputation or requiring external assistance occurred at the facility in the past three years? | Ask if the facility has ever an ambulance, paramedic, fire department or police summoned in the past three years. Make sure interviews are conducted with people who have worked at the facility for more than three years. Spoke with three senior workers that expressed no severe accident happened in factory. | C |

| 3.11 | Is an accident investigation form used that identifies and tracks corrective actions? | Review the documented program or tracking process, review three incidents and corrective actions taken. | They follow Taiwan's labor law requirement. Every month, they need to declare industrial safety monthly report to Taiwan Labor Management Authority online. Records were checked, and did not find any severe accident. | C |

<p>| 3.12 | Does the facility have a prenatal and postnatal program that ensures expectant mothers and new mothers are able to safely continue working in an area suitable for the condition and in accordance with any applicable governmental requirements? | Review the documented program or procedure. Review of work areas designated by the facility as suitable for expectant mothers and new mothers. Check if sick leave is provided, limits for nightshift or overtime work. Relocation to less demanding work. | Yes. In Worker Administration Procedure (WAP) (# issue date 2009-10-21) Chapter 4, Article 6 specifies &quot;female worker may apply to be transferred to less strenuous work during pregnancy.&quot; Checked a pregnant employee working at warehouse office. | C |</p>
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| 3.18 Is fire fighting equipment and training available and appropriate? | Fire fighting equipment and training must be consistent with the expectations of the facility and the expected behavior of workers in the event of an incident. Does the factory have fire extinguishers distributed throughout the facility?  
   a) Are the locations of the fire extinguishers prominently identified?  
   b) Are the fire extinguishers all serviceable?  
   i. Are they numbered for identification?  
   ii. Are they maintained secure with lock clips retainers in place?  
   iii. Are the inspections of the extinguishers documented? | 1. Biannual fighting / prevention and escape trainings were recorded properly, 20XX-10-16, 20XX-3-22.  
   2. Most of fighting equipment and fire extinguishers are identified and serviceable, (not over expiration date and the pressure indicator is in green zone), except location three.  
   a. At the two floors F1 and F2, tooling repair area, a fire extinguisher sign fell on the ground. Hanger also does not have a fire extinguisher. (No.55)  
   b. On the 2nd floor, tooling repair area, a hydrant box has hoses but lacks nozzle.  
   c. At the warehouse, a fire extinguisher’s pressure indicator is in red zone. Air pressure was lost. | I     |
| 3.19 Are canteens and other food preparation areas kept clean and in a healthy condition? | General conditions. Is a health or occupancy certificate issued by the local authorities? Is a score provided on the certificate? | No kitchen or canteens in this facility. | N/A   |
| 3.20 Is safety training provided to employees? | Training record, interview three employees and for two different types of training each employee attended and confirm they attended training. | Yes, records checked, 20XX-2-2, production workers, 16 people. 20XX-9-23, QC, 19 people. | C     |
| 3.21 Are newly hired or reassigned employees trained? | Identify three newly hired or reassigned employees and/or supervisors and confirm they attended training. | Yes, records checked, 20xxXX-3-15, 15 people. 20-8-15, 13 people. | C     |
| 3.22 Are dormitories kept clean? | Trash and/or dirt on floor, condition of walls (paint) and windows. | Yes, the dormitories are located on the 2nd and 3rd floor of main office. They were found clean, orderly, self-maintained and equipped with air-conditioning. | C     |
| 3.23 Are adequate emergency exits and emergency notification systems provided? | In most cases, two or more main emergency exits are appropriate. Are the main emergency exits marked, accessible and unlocked? Do exits open in the direction of travel and discharge to a safe area? | Yes, There are two exits from the dormitory. The exits can be opened in the direction of discharge to outside. Emergency notification/ control system is installed in guardroom. | C     |
### Supplier Name
XXXXXX

### Audit Date
DD/MM/YYYY

### Report No.
XXXXXXX

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<tbody>
<tr>
<td>4.4 Are representatives or union members subject to discrimination?</td>
<td>Interview the worker's representative.</td>
<td>No trade union, no workers' representative.</td>
<td>N/A</td>
</tr>
<tr>
<td>4.5 If unions are restricted by law, do the employees have a representative committee?</td>
<td>Interview the worker's representative.</td>
<td>No trade union, no workers' representative.</td>
<td>N/A</td>
</tr>
<tr>
<td>4.6 Do the employees have access to management?</td>
<td>Interview five workers at each workshop, and ask them how they access to management in case of need.</td>
<td>Yes, employees can see &quot;General Affairs Manager&quot;, Mr. XXX at any time during office hours. Five workers confirmed.</td>
<td>C</td>
</tr>
<tr>
<td>4.7 Are workers allowed to meet on work related or personal issues?</td>
<td>Yes, they have a labor dispute settlement - Completed on 20XX-3-3. Records checked.</td>
<td></td>
<td>C</td>
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<tr>
<td>4.8 Do workers know who the representative is? Do employees remember when the last elections were held?</td>
<td>Interview five workers at each workshop, and ask them if they know when the last elections were held.</td>
<td>No trade union, no workers' representative.</td>
<td>N/A</td>
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<tr>
<th>5</th>
<th>DISCRIMINATION</th>
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<tr>
<td>5.1 Does the facility have a policy on discrimination or is a statement included in an employee handbook?</td>
<td>Review the policy/ practices. Does it cover sexual harassment, corporal punishment, mental or physical coercion or physical abuse?</td>
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<tr>
<td>5.2 Have any complaints of discriminatory practices (eg. sexual harassment, corporal punishment, mental or physical coercion or physical abuse) been received by the facility in the past three years?</td>
<td>Ask HR department or management team if any employees (consider both potential and former employees) have filed a complaint against the facility. Review the complaints.</td>
</tr>
<tr>
<td>5.3 Does the facility have policy/practice that addresses the treatment of expectant mothers/new mothers?</td>
<td>Review the policy/ practices. Are the policy/practices legal or appropriate?</td>
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### Questionnaires

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<th>Findings</th>
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<tbody>
<tr>
<td>6.6 Is overtime withheld as a punishment?</td>
<td>Interview 5 workers at each workshop, check if there is an employee complaint about abusive disciplinary practice by forcing overtime.</td>
<td>Talked to 5 workers, nobody's overtime was withheld as a punishment as far as they know.</td>
<td>C</td>
</tr>
<tr>
<td>6.7 Are employees ever demoted, reduced in job responsibility and base pay for punishment?</td>
<td>Interview five workers at each workshop. Check if there is an employee complaint about abusive disciplinary practice reducing job responsibility or charge.</td>
<td>Talked to five workers. No one has been demoted as a punishment as far as they know.</td>
<td>C</td>
</tr>
<tr>
<td>6.8 Does the company have a warning system for advising an employee of deficiencies? a) Can the employee appeal the warning? b) Who would hear the appeal?</td>
<td>Check how the warning system is communicated to the employees.</td>
<td>Yes, they have a warning system and the employee can appeal the warning to Mr. XXX, General Affairs Manager.</td>
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### Working Hours

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<tr>
<td>7.1 Is the organization aware of the national legal working hours (regular time and overtime)?</td>
<td>Ask HR department or individual(s) responsible for the work schedule to ensure that the organizational working hours are communicated to employees.</td>
<td>Yes, Worker Administration Procedure (WAP) in place since 20XX-10-21. Specifies the legal working hours that comply with national legislation.</td>
<td>C</td>
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<tr>
<td>7.2 Are working hours less than the legal limit or 12 hours in a day and 6 days in a week; whichever is less.</td>
<td>Interview 5 workers at each workshop. Check if there is an employee complaint about abusive disciplinary practice reducing job responsibility or charge.</td>
<td>Talked to 5 workers, nobody's overworked as far as they know.</td>
<td>C</td>
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<td>7.3 Do employees have the right to refuse overtime? (Legally or by company policy).</td>
<td>Review policy. Ask HR Department? Ask 3 member of management who ask employees to work overtime if they are aware of the employees' rights to refuse the overtime work assignment.</td>
<td>Yes, according to declaration from some workers, they have the right to refuse overtime. However, there is no written policy regarding this requirement. Workers explained that they sometimes agree to overtime if supplier requests.</td>
<td>I</td>
</tr>
<tr>
<td>7.4 Do employees have the right to refuse overtime? (Legally or by company policy).</td>
<td>Check if there are any complaints about working hours and/or excessive overtime.</td>
<td>Talked to four workers that say they are glad to work overtime if they can.</td>
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### AUDIT CHECKLIST

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<td>8.6 Are employees provided with clear information about their wages and benefits on a regular and timely basis?</td>
<td>Ask five employees if they were provided with the paycheck or other documentation information on a regular basis.</td>
<td>Yes, checked five workers' pay records from accounting department. These workers have received wages and detailed contents every month on a timely basis.</td>
<td>C</td>
</tr>
<tr>
<td>8.7 Is the salary paid in a timely manner?</td>
<td>Ask the same five employees how often they are paid, and check if the date of payroll is respected.</td>
<td>Yes, checked five worker's pay records from accounting department. These workers have received wages and detailed contents every month on a timely basis.</td>
<td>C</td>
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### MANAGEMENT SYSTEMS

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<tr>
<td>9.1 Has the facility acknowledged receipt of the Operating Companies’ Social Accountability Policy? What is their opinion of their compliance level with the policy?</td>
<td>Name and title of management representative and their answers. Are they able to produce a copy? Note any exceptions.</td>
<td>Mr. XXX, General Affairs Manager says company totally agrees with the concept of &quot;Social Accountability Policy&quot;, which will be gradually implemented.</td>
<td>C</td>
</tr>
<tr>
<td>9.2 Does the facility have a local policy or other document that addresses the elements of the Operating Companies’ Social Accountability Policy? Are the requirements of the facility’s policy communicated to employees?</td>
<td>Provide the policy and verify it is approved by top management and that all employees have been informed.</td>
<td>The facility has some informal documents, but not approved by top management, and these documents are not distributed to all employees.</td>
<td>I</td>
</tr>
<tr>
<td>9.3 Do employees have a mechanism to communicate concerns over discriminatory practices or other unfair labor practices to facility management without fear of retribution or retaliation?</td>
<td>Describe the mechanism and check the last issue (if any) that was corrected.</td>
<td>Procedure exists (SA Manual# M-02), page 10, # 9.6 At present has not had to deal with this matter.</td>
<td>C</td>
</tr>
<tr>
<td>9.4 Does the facility have a mechanism/ policy for dealing with issues of non-compliance with the policy?</td>
<td></td>
<td>Procedure exists (SA Manual# M-02), page 10, # 9.6 At present has not had to deal with this matter.</td>
<td>C</td>
</tr>
<tr>
<td>9.5 In the past three years, has the facility received any violations or notices from governmental officials regarding violations or potential violations with safety, environmental, labor or discriminatory practices?</td>
<td>Copy of violation or notice. Review response from facility and any corrective actions taken.</td>
<td>No, Mr. XXX (Health/ Safety Representative) said, there is no such record of violations or notices from governmental officials.</td>
<td>C</td>
</tr>
<tr>
<td>QUESTIONNAIRES</td>
<td>EVIDENCE TO CHECK</td>
<td>FINDINGS</td>
<td>SCORE</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Is the facility utilizing suppliers or contractors for which it would be appropriate to review their performance contractors relative to the social accountability elements?</td>
<td>Consider if the facility has evaluated the risks of their own supply chain. Discussion with management/ sourcing or procurement departments.</td>
<td>No, the facility does not have any policy or procedures to evaluate their suppliers/contractors regarding implementation of social accountability policy, nor does the facility have any record of this topic.</td>
<td>NC</td>
</tr>
<tr>
<td>Does the facility document reviews of their suppliers and contractors with respect to social accountability performance issues?</td>
<td>Review inspections or documentation record of the facility's review of their suppliers or contractors.</td>
<td>No, the facility does not have any policy or procedure to evaluate their suppliers/contractors regarding implementation of social accountability policy, nor does the facility have any record of this topic.</td>
<td>NC</td>
</tr>
</tbody>
</table>
1. Front View. (F1)  
2. Decorating Glass Factory Front View. (F2)  

3. Workshop- Manufacturing Glass Factory, Facility's lighting level is generally enough for the inspection station, but illumination insufficient in other places. Dimly lit in walkway and warehouse. (F1)  
4. Workshop- Decorating Glass Factory, Facility's lighting level is enough for the operators. (F2) But at printing / painting work section, paint and xylene odors filled the room with insufficient air flow.  

5. Emergency lighting is working. (F1)  
6. Emergency lighting is working. (F2)
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Photos</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Elevator does not move when doors are open. (F1)</td>
<td><img src="image1.jpg" alt="Elevator Photos" /></td>
</tr>
<tr>
<td>8</td>
<td>Elevator can not move when the door does not closed. (F2)</td>
<td><img src="image2.jpg" alt="Elevator Photos" /></td>
</tr>
<tr>
<td>9</td>
<td>Dormitory - Clean, orderly and equipped with air-conditioner.</td>
<td><img src="image3.jpg" alt="Dormitory Photos" /></td>
</tr>
<tr>
<td>10</td>
<td>Dormitory - Clean, orderly and equipped with air-conditioner.</td>
<td><img src="image4.jpg" alt="Dormitory Photos" /></td>
</tr>
<tr>
<td>11</td>
<td>Pregnant Worker (ID#xxxxxxx) works in less strenuous environment (office). -Confirmed</td>
<td><img src="image5.jpg" alt="Office Photos" /></td>
</tr>
<tr>
<td>12</td>
<td>Emergency Notification / Control System (Fire Alarm Central Control Units) is installed in guardroom.</td>
<td><img src="image6.jpg" alt="Control System Photos" /></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td><strong>13.</strong> First aid materials available in dormitory.</td>
<td><strong>14.</strong> First aid materials available in work floor.</td>
<td></td>
</tr>
<tr>
<td><strong>15.</strong> The 11.4KV Transformer / Power Distribution Room is isolated by iron fence, but is not locked.</td>
<td><strong>15.</strong> The 11.4KV Transformer / Power Distribution Room is isolated by iron fence, but is not locked in.</td>
<td></td>
</tr>
<tr>
<td><strong>16.</strong> At the storage area, many flammable oil barrels are located nearby the roadside with no railing and no control. Anybody has easy access at any time. No material safety data sheet in sight. (F1)</td>
<td><strong>17.</strong> Not enough fire equipment, and fire sand buckets were almost empty nearby the oil storage.</td>
<td></td>
</tr>
</tbody>
</table>
21. Emergency lighting is not working because power plug was not inserted. (F2)

22. Many flammable materials are located nearby the gas tank. (F2)

18. Lacks forbidden smoke and fire indicator.

19. 2nd floor lacks the exit sign. (F1)

20. Printing section lacks exit sign (F2) and an open power switch control container with exposed electric terminal near the walkway, in order to let the power breaker radiate dangerous.
23. On the 2nd floor (F1), tooling repair area, a fire extinguisher's sign fell on the ground, hanger also does not have fire extinguisher. (No.55)

24. At the F2 office area, no fire extinguisher on the hanger.

25. On floor F1, tooling repair area, a hydrant box has hoses but lacks nozzle.

26. Front of the hydrant is blocked by the products.

27. Dimly lit walkway and warehouse (F1) to save the electricity.

28. At warehouse, a fire extinguisher's pressure indicator is in "red" zone. Air pressure was lost.
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Some fumes at the defect glass recycle process, found visible fumes during break glass by pressure, (crushing, pulverized).</td>
<td>They have dust control and measurement by EHS agency, 4 times per annum. Records checked. 2008-8-26, 2009-2-26, 2009-8-26, 2010-2-26. Workers wear general purpose masks but not industrial grade.</td>
</tr>
<tr>
<td>30</td>
<td>a. Xylene odors filled the ink storage room because no window/exhaust fan or air conditioner in this room.</td>
<td>This is harmful to human health and also shortens the life of the ink and causes deterioration of printing quality.</td>
</tr>
<tr>
<td></td>
<td>b. MSDS (Material Safety Data Sheet) are available but do not hang beside chemical materials for reference. (Paint, ink, thinner).</td>
<td>This will be harmful to human health and also shorten the life of the ink and cause deterioration of printing quality.</td>
</tr>
<tr>
<td>31</td>
<td>At painting work section, paint and xylene odors filled the room because paints and thinners were not fully covered.</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>At the painting work section, paint and xylene odors filled the room because paints and thinners were not fully covered.</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Observation</td>
<td></td>
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</tr>
<tr>
<td>33.</td>
<td>A notice on the work floor that announces that employees will be fined one day salary for throwing cigarette butts in prohibited areas.</td>
<td></td>
</tr>
<tr>
<td>34.</td>
<td>A notice on the dormitory bulletin board announces that employees will be fined NTD100 ~ 50,000, for not turning off the power or smoking in a non-smoking area.</td>
<td></td>
</tr>
<tr>
<td>35.</td>
<td>Operators do not wear goggles at grinder machine.</td>
<td></td>
</tr>
</tbody>
</table>