

**Producer :**

DBID : and Audit Id :  
Audit Type : Full Audit

Audit Date : 19/04/2019

Auditee :

Audit Date From :	<b>19/04/2019</b>
Audit Date To :	<b>19/04/2019</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the amfori BSCI platform</b>
Auditing Company :	<b>TUEV Rheinland</b>
Auditor's Name(s) :	<b>Kiki Wang(Lead)</b>
Auditing Branch (if applicable) :	<b>TUV Rheinland China</b>



This is an extract of the on line Audit Report. The complete report is available in the amfori BSCI Platform.  
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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p><b>A</b> <b>Very Good</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated A</li> <li>• No Performance Areas rated C, D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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<p><b>B</b> <b>Good</b></p>	<ul style="list-style-type: none"> <li>• Maximum 3 Performance Areas rated C</li> <li>• No Performance Areas rated D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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<p><b>C</b> <b>Acceptable</b></p>	<ul style="list-style-type: none"> <li>• Maximum 2 Performance Areas rated D</li> <li>• No Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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C	C	C	C	C	C	C	C	C	C	C	D	D																													
<p><b>D</b> <b>Insufficient</b></p>	<ul style="list-style-type: none"> <li>• Maximum 6 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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A	A	A	B	B	B	C	C	C	D	D	D	E																													
D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p><b>E</b> <b>Unacceptable</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
A	A	A	A	A	A	E	E	E	E	E	E	E																													
A	A	B	B	C	D	E	E	E	E	E	E	E																													
E	E	E	E	E	E	E	E	E	E	E	E	E																													
<p><b>Zero Tolerance</b></p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

**Producer :**

DBID : and Audit Id :  
 Audit Type : Full Audit

Audit Date : 19/04/2019

**Main Auditee Information**

Name of producer :			
DBID number :			
Audit ID :			
Address :			
Province :		Country :	<b>China</b>
Management Representative :	<b>Mr. Yan Chen</b>		
Contact person:	<b>Manhua Lin</b>	Sector :	<b>Non-Food</b>
Industry Type :	<b>Accessories</b>	Product group :	<b>Arts, crafts and needlework</b>
Product Type :	<b>Wooden tablemat and inflatable stick</b>		

**Audit Details**



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit	
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms	
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	none		
Audit interferences or contingencies (if applicable) :	none		
Overall rating :	C		
Need of follow-up :	Yes	If YES, by : 19/04/2020	

**Rating per Performance Area (PA)**

PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	B	A	A	B	D	A	A	A	A	A	C	A

**Executive summary of audit report**

The factory was located at No.78 Cangsheng Road, Century Avenue Longgang, Cangnan County, Wenzhou City, Zhejiang Province(浙江省温州市苍南县龙港镇世纪大道仓盛路78号). Confirmed by factory tour, there was one 5-storey building(No.1) and two 4-storey buildings(No.2 and No.3) in the boundary. The buildings were belonged to the auditee and Wenzhou XX Package Co., Ltd(B). According to factory tour and management interview, there were six companies in the boundary: A: the auditee; B: Wenzhou XX Package Co., Ltd; C: Wenzhou XX stationary Co., Ltd; D: Cangnan XX Paper and Plastic Products Factory; E: Wenzhou XX Package Co., Ltd Longgang Branch; F: Longgang XX Stationery Co., Ltd. The buildings were used as follows: No.1 building: 1st floor and 2nd floor: used by the auditee as office area; 3rd floor: used by C company as office area; 4th floor and 5th floor: used by B and C Company as living rooms.

No.2 building(used by the auditee): 1st floor: Raw material warehouse and woodworking workshop; the loft of 1st floor: Finished goods warehouse; 2nd floor: package workshop; 3rd floor: Veneering workshop; 4th floor: painting, veneering and polishing workshop.

No.3 building: used by other five companies as production and warehouse.

Confirmed by management interview and workers interview, no dormitory and canteen were provided in the factory.

Confirmed by documents review, these companies had independent business license. The management reflected that there was no business transaction between the auditee and other five companies within the boundary. And the auditee did not share employees with other five companies.

The auditee was founded on Oct 29, 2007 according to business license, which mainly produced Wooden tablemat and inflatable stick. The mainly processes in the factory were woodworking, veneering, painting, polishing and package. Confirmed by management interview and workers interview, no sub-contractor was used in the factory. No apparent peak season was in the factory.

Total 47 employees(including 34 production employees and 13 managements and supporting) were in the factory. All workers were hired directly, no any dispatching agency used.

The main auditee gave the auditor access to interviews, site inspection, document review and the management communication. The management showed the cooperation with the audit and they were willing to continuous improvements. At the closing meeting, the auditor explained the strength and weakness of BSCI performance, and detailed the findings for each performance. The management agreed and confirmed the findings.

Remark:

- The entrance guard was belonged to Wenzhou XX Package Co., Ltd(B).
- The factory address on Business license was "No.78 Cangsheng Road, Longgang, Cangnan County-苍南县龙港镇仓盛路78号". Confirmed by management interview, Cangsheng Road was belonged to the Century Avenue, the local government renamed of each branch of the Century Avenue. The auditee still added the "Century Avenue" on the factory address.
- Confirmed by management interview and documents review, the buildings were bought from Wenzhou XX Printing Co., Ltd. So the original owner was showed on the fire safety certificate and building structure certificate.
- The following documents were not applicable for the auditee: A. Contractor license/permit-No contractor was used in the factory; B. Agency labor contract- No agency was used in the factory; C. Government waivers-No waiver was obtained by the auditee; D. Collective bargaining agreement- No collective bargaining agreement was signed.

Ratings Summary



Auditee's background information			
Auditee's name :		Legal status :	Limited Company
Local Name :		Year in which the auditee was founded :	2007
Address :		Contact person (please select) :	Manhua Lin
Province :		Contact's Email :	abby@qdoke.com
City :		Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	N/A
Country :	China	Website of auditee (if applicable) :	N/A
GPS coordinates :	N27°33'30.68",E120°30'23.77"	Total turnover (in Euros) :	4200000.00
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Accessories	Of which domestic market % :	0.00
If other, please specify :		Production volume :	4000000 PCS PER YEAR
Product Group :	Arts, crafts and needlework	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	Yes
Product Type :	Wooden tablemat and inflatable stick		

Auditee's employment structure at the time of the audit		
Total number of workers :	47	Total number of workers in the production unit to be monitored (if applicable) :
		0
	<b>MALE WORKERS</b>	<b>FEMALE WORKERS</b>
Permanent workers	2	2
Temporary workers	23	20
In management positions	3	1
Apprentices	0	0
On probation	0	0
With disabilities	0	0
Migrants (national citizens)	14	9
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	25	22
Production based workers	0	0
With shifts at night	0	0
Unionised	0	0
Pregnant	-	0
On maternity leave	-	0

Finding Report



**Performance Area 1 : Social Management System and Cascade Effect**

Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: D

Deadline date:30/11/2019

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The factory established procedures and regulation about social accountability, which covered child labor, forced labor, working hours, fair remuneration, health and safety etc. Mr. Yan Chen/Production Manager was appointed as management representative to be responsible for the system implementation. Factory conducted internal social audit and management review annually to find the existing problem of the system. And the last internal social audit and management review were conducted on Dec 4, 2018 and Dec 29, 2018 respectively. Factory established suppliers& subcontractors management procedure. Confirmed by documents review and management interview, it was noted that the factory evaluated the main partners' social performance. The raw materials used in the factory were density boards and paper. No subcontractor was used in the factory. The factory established contingency plan and production capacity calculation.

工厂建立了社会责任的管理规定,覆盖了童工、强迫劳工、工作时间,公平报酬,健康安全等。陈演/生产经理被任命为管理者代表负责体系的运行。工厂每年进行社会责任内审和管理评审发现体系中的问题。工厂最近一次社会责任内审和管理评审分别于2018年12月4日和2018年12月29日进行。工厂建立了供应商及分包商评审程序。基于管理层访谈和文件审核,工厂评估了主要合作伙伴的社会责任绩效。工厂使用的原料主要是密度板和纸张。工厂未使用分包商。工厂建立了应急计划以及产能评估。

- 1.1 - The facility did not established effective management system to implement amfori BSCI Code of Conduct and requirements by laws regulations. The facility has established the written procedures, such as compensation and benefits and occupational safety and health procedure. But they were not 100% implemented or systematic followed. Such as: 1) The workers monthly OT working hours exceeded 36 hours. Confirmed by documents review, there was no plan to control workers monthly OT working hours. And the management reflected that it's difficult to control workers monthly OT working hours for the increasing orders and insufficient manpower. 2) The procedure of the environment protection was not effectively implemented. Confirmed by documents review, the auditee had established the environment protection procedure. Due to the EIA Report be publicity stage, the relevant activities could not been operated, such as obtaining the EIA Approval and the acceptance environment facilities.

公司未建立有效的管理体系来执行amfori BSCI行为准则和法律法规的要求。公司建立了相关的书面制度,比如福利待遇制度,职业健康安全制度,但没有完全遵守或没有系统的规划。1)工人的月加班超过36小时。基于文件审核,工厂未建立控制工人的月加班计划。管理层表示由于持续增加的订单及人手不足很难做到控制工人的月加班时间。2)环境保护程序未有效实施。基于文件审核,工厂已经建立了环境保护程序。由于环保报告在公示阶段,相应的活动无法开展,如取得环评批复,环境设施验收。

- 1.4 - The facility didn't have a good capacity planning to meet the expectations of the delivery order led to workers had excessive overtime work in past 12 months; The management stated that the capacity planning always change due to order so that this could not precise. 工厂没有一个完善的产能计划去完成预期的订单交货以致于员工在过去12个月有超时加班。管理层表示产能计划要经常随订单调整,无法精确计划。

**Remarks from Auditee:**

**Performance Area 2 : Workers Involvement and Protection**

Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: B

Deadline date:31/08/2019

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

According to factory tour, the amfori BSCI Code in Chinese was posted at each workshop for workers review. And the factory provided the amfori BSCI Code training for all employees on Dec 26, 2018. Annual training on factory's policies and procedures were provided to workers to make them aware of their right and responsibilities and the interviewees knew about their right and responsibility. The grievance mechanism was established by the factory. Workers could transfer their ideas or complaints through worker representatives, suggestion box or management.

基于现场查看,中文版的amfori BSCI行为准则张贴在每个车间供工人浏览。同时,工厂于2018年12月26日给所有工人提供了amfori BSCI行为准则培训。关于工厂政策和程序的年度培训提供给员工,已确保他们知道他们的权利和义务,访谈的工人知道他们的权利和义务。工厂建立了申诉机制。工人可以通过工人代表,意见箱或管理层反馈意见或申诉。

- 2.2 - According to documents review, it was noted that the factory did not define the long term goals to protect employees according to amfori BSCI Code and local laws, such as controlling OT working hours. And the management also was not clear about the long term goals to protect employees.

基于文件审核,工厂未依据amfori BSCI行为准则及当地法规建立保护工人的长期目标,如控制加班时间。且管理层并不清楚保护工人的长期目标。

**Remarks from Auditee:**

<b>Performance Area 3 : The rights of Freedom of Association and Collective Bargaining</b>	
Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The factory respected worker's right to form or to join union in a free-way and right to bargain collectively. No trade was founded in the factory. Two worker representatives were elected freely by all employees on Mar 8, 2019. Workers' representatives were not discriminated but had free access to workers and were encouraged to communicate with workers regarding anything about workers' rights and obligations. The communication meeting between the management and worker representatives was conducted once per month.</p> <p>工厂尊重员工结社自由和集体谈判的权利。工厂未成立工会。2名员工代表于2019年3月8日由全体员工选举产生。员工代表没有受到歧视,而是可以自由地接近员工并被鼓励积极与员工沟通有关其权利和义务的任何问题。管理层与员工代表每个月定期沟通会议。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 4 : No Discrimination</b>	
Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The factory had established related non-discrimination policy and effectively inform to all employees through training and employee manual. All interview employees represented that there was no discrimination within the factory. Disciplinary policy and measures were established within legal frames.</p> <p>工厂建立了明确的反歧视政策并且清楚地通过培训,员工手册告知员工。所有受访员工表示工厂不存在歧视现象。工厂的奖惩政策和措施符合法律要求。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 5 : Fair Remuneration</b>	
Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: B	Deadline date:30/11/2019
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The factory had collected the laws and regulations related the wages and benefits, and a written policy about salary and remuneration procedure was established according to the laws and regulations. The policy was communicated to all the employees. The local minimum standard set at RMB1660 per month equivalent to RMB 9.54 per hour (1660/21.75/8) since 1 Dec, 2017. During the audit date, the factory provided payroll records from Mar, 2018 to Feb, 2019 for review. The payment cycle was natural month. The wage was paid before 20th of the following month by cash, and pay slip was also provided each month. The workers were paid by hourly rate, at least RMB11.90/hour. The factory provided paid annual leave for workers according to legal laws. The workers were paid normal wage for they were rest on legal holidays.</p> <p>工厂收集了工资福利方面的法律要求并且依据法律要求制定了薪资福利制度。政策已传达给所有员工。当地最低工资标准从2017年12月1日为1660元/月相当于9.54元/小时。审核期间,工厂提供了2018年3月至2019年2月的工资记录供审核。工资的支付周期是自然月。工资在下个月的20日前以现金方式支付给工人,同时工资条也于每个月发给工人。工人实行计时制,最低工资为RMB11.90/小时。工厂根据法规要求给工人提供了带薪年假。法定假休息时,工厂支付正常工资给工人。</p>	
<p>5.5 - Social insurance was not covered for all employees. Total 47 employees were in the factory, including one retiree. So the 46 out of 47 employees should be provided for the social insurance. But the factory did not provide retirement, medical, maternity and unemployment insurance for 9 out of 46 employees. During the audit date, the factory provided the payment voucher of social insurance from Apr, 2018 to Mar, 2019 for review. It was noted that the factory provided provide social insurance (including retirement, medical, maternity, unemployment and work-related injury insurance) for 37 out of 46 employees, and only the work-related injury insurance for the rest employees in recently one month. Confirmed by documents review and management interview, the auditee did not communicated with the employees about the advantage of social insurance. Partial employees did not want to purchase social insurance. Reference law: Labor Law of P.R.C, Article 72&amp;73 Remark: 1) One employee reached the retirement age; 2)All employees joined the company over one month.</p> <p>社保未覆盖到所有员工。工厂共有47名员工,包括一名退休返聘员工。因此47名员工中的46名员工应提供社保。但是工厂未给46名员工中的9名员工提供养老、医疗、生育及失业保险。审核期间,工厂提供了2018年4月至2019年3月的社保缴费凭证供审核。工厂于最近一个月给46名工人中的37名工人提供社保(包括养老、医疗、生育、失业及工伤保险),给其余员工提供了单独工伤保险。基于文件审核和管理层访谈,被审核方未就社保的好处传达给员工。且部分员工并不愿意购买社保。参考法律法规:《中华人民共和国劳动法》第72条及第73条 备注:1)1名员工达到了退休年龄。2)所有员工入职超过一个月。</p>	
<b>Remarks from Auditee:</b>	

**Performance Area 6 : Decent Working Hours**

Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: D

Deadline date:30/11/2019

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The factory established working time system. Factory used fingerprint system to record workers attendance. The normal working hours was 8 hours(08:00~12:00, 13:00~17:00) per day, 5 days per week. When urgent order, the workers had 2~3 OT working hours on weekdays(from 18:00 to 20:00 or 21:00) on weekdays. They usually had 8 OT working hours on Saturdays. All employees were rest on each Sunday. Time records of 8 samples from Mar, 2018 to audit day were reviewed randomly. Maximum overtime work 3 OT working hours per day, 13 hours per week, 54 hours per month and guarantee at least one day rest per week. 150%, 200% and 300% of normal rate would be compensated for overtime on normal working days, Saturday and holidays. Remark: The normal working time of the factory had been changed since Aug 1, 2018(Before Aug 1, 2018: 07:30~11:30, 13:30~17:30).

工厂建立了工时体系。工厂使用指纹系统记录工人的考勤。正常工作时间为8小时每天(08:00~12:00, 13:00~17:00), 每周5天。如需要, 平时加班2到3小时, 从18:00至20:00或21:00。周六通常安排加班8小时, 周日均休息。随机抽取了8名工人从2018年3月至审核期间的考勤记录。每天最大加班3小时, 每周最多加班13小时, 每月最多加班54小时, 一周能有一天休息。平时, 周末及节假日加班的加班费分别按照正常工作日的150%、200%及300%费用支付。备注: 工厂的正班工作时间自2018年8月1日起进行了调整(2018年8月1日前:07:30~11:30, 13:30~17:30)。

6.2 - The workers monthly OT working hours exceeded 36 hours. The factory did not have effective system to control workers OT working hours. 1. According to documents review, the factory established the working time management procedure. And the procedure showed that the workers daily OT working hours should not be exceeded 3 hours, and monthly OT working hours should not be exceeded 36 hours. But no specially-person was in charge of the issue. 2. The factory used the electronic attendance system to record the working hours, but it could not alert when overtime near or over the limits. 3. Confirmed by workers interview, overtime was voluntary. And they expected more overtime, which could increase the income. The factory provided one day off per week. 4. Confirmed by worker attendance records from Mar, 2018 to audit date, the workers monthly OT working hours exceeded 36 hours. The details were as follows: 1) 8 sampled workers monthly OT working hours was 48 hours in Aug, 2018; 2) 8 sampled workers monthly OT working hours was 52 hours in Dec, 2018; 3) 8 sampled workers monthly OT working hours was 54 hours in Mar, 2019; Reference laws: Labor Law of the P.R.C, Article 41 Remark: 8 sampled workers monthly OT working hours was 20 hours in Feb, 2019 and 12 hours in Apr, 2019(from Apr 1, 2018 to audit day).

工人的月加班时间超出36小时。工厂没有有效的系统去控制工人加班时间。1. 基于文件审核, 工厂建立了书面的工作时间管理程序。程序中规定日加班不超过3小时, 月加班不超过36小时。但是没有具体的负责人负责此事宜。2. 工厂使用电子考勤系统记录工人工作时间, 但考勤系统没有预警工人加班时间快超过或已经超过限值的功能。3. 基于员工访谈, 加班是自愿的。他们期望有更多的加班, 这样可以增加收入。工厂保证了工人每周休息一天。4. 基于工厂提供的2018年3月至审核期间的考勤记录, 工人的月加班超出36小时。详细如下: 1) 8名抽样工人在2018年8月的月加班时间为48小时; 2) 8名抽样工人在2018年12月的月加班时间为52小时; 3) 8名抽样工人在2019年3月的月加班时间为54小时; 参考法律法规:《中华人民共和国劳动法》第41条 备注: 8名抽样工人在2019年2月及2019年4月(2019年4月1日至审核当日)的月加班时间为20小时及12小时。

**Remarks from Auditee:**



**Performance Area 7 : Occupational Health and Safety**

Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: A

Deadline date:30/09/2019

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

EHS management system in line with amfori BSCI Code and local law was established by the factory. Mr. Yan Chen/Production manager was also in charge of the issues. EHS committee was founded in the factory. The risk of working condition was conducted by the EHS committee. Confirmed by factory tour and management interview, the high risks of the factory were in the woodworking workshop(1st floor) and 4th floor(mainly as painting workshop, polishing workshop and veneering workshop). The relevant PPEs(such as earplugs, active carbon masks and gloves) were provided for workers free of charge. The eye washing equipment was installed for the 4th floor. But no occupational health examination was provided for the workers who engaged in hazardous positions. Factory provided pre-job training for new employees(including PPE using, Chemicals safety, the operation and safety of machinery, etc.); other employees were also provided safety trainings regularly. Fire drill was conducted twice per year, and the last time was conducted on Mar 27, 2019. The 4-storey building was used by the auditee as production and warehouse, which covered about 2620.5m2. Sufficient fire equipment(such as fire extinguishers, fire hydrants and fire alarms) were installed for each floor and checked per month. All fire equipment was in good condition. The water pressure of fire hydrant was enough testing during the audit day. Evacuation plan was posted at each floor. One cargo lift was used in the production building. The factory obtained the annual inspection report for the cargo lift. Two first aiders were available for the factory, and first aid kit was installed for each floor. Meanwhile, the factory signed the emergency medical agreement with the local hospital. Barrelled water and toilet were available for each floor, and workers could access easily. (Remark: No dormitory/canteen/transportation was provided at the facility).

工厂根据amfori BSCI行为准则和当地法规建立了环境健康安全的管理体系。陈演/生产经理同时负责环境健康安全事宜。工厂成立了环境健康安全委员会,且对工作场所进行了风险评估。基于现场查看和管理层访谈,工厂的高风险主要在木工车间(1楼)及4楼(主要用作喷漆车间,抛光车间及贴面车间)。相应的劳保用品(如耳塞,活性炭口罩及手套)已免费发放给员工。四楼设置了洗眼器。但是未给在危害岗位的工人提供职业病体检。工厂对新入职的员工进行岗前培训(如劳保用品使用,化学品安全,机器使用及安全等等);其他员工定期进行安全培训。消防演习每年举行两次,最近一次于2019年3月27日进行。一栋4层的生产楼被用作生产和仓库,面积约2620.5m2。每层楼均设置了足够的消防设施(如灭火器,消防栓及消防警铃),且每月进行点检。所有的消防设备均处于良好状态。审核当天测试消防水压足够。逃生图张贴在每层楼。生产楼使用了一台货梯。工厂获得了电梯的年检报告。工厂配备了两名急救员,每层楼设置了一个急救药箱。同时工厂与当地的医院签署了紧急医疗协议。干净的饮用水和充足的卫生间不受限制的提供。(工厂未提供宿舍/餐厅/交通工具)。

- 7.1 - 1) Confirmed by management interview and documents review, it was noted that the factory did not conduct the occupational hazard factors testing and assessment, such as the air quality for the painting, gluing and woodworking area, the noise level of the polishing and woodworking position. Reference law: Provisions on the Supervision and Administration of Occupational Health at Work Sites, Article 20 2) Confirmed by workers interview and documents review, it was noted that the factory did not provide pre-job, on-service and post-service occupational diseases examination for workers in hazardous position, such as workers in painting, gluing, woodworking and polishing position. Reference law: Law of the People's Republic of China on Prevention and Control of Occupational Diseases, Article 35  
1) 基于文件审核和管理层访谈,工厂未进行职业危害因素监测及评价,如喷漆,过胶及木工区域的空气质量,打磨及木工区域的噪音值。参考法律法规:工作场所职业卫生监督管理规定第20条 2) 基于工人访谈和文件审核,工厂未给在喷漆,过胶,木工及打磨岗位的员工提供岗前,在岗及离岗体检。参考法律法规:中华人民共和国职业病防治法第三十五条
- 7.5 - Confirmed by documents review, workers interview and management interview, the auditee did not conduct chemical leakage drill in recently one year. The management reflected that the factory provided the training about the chemical safety for workers, but not covered the chemical leakage drill.  
基于文件审核,工人访谈及管理层访谈,被审核方近一年内未举行化学品泄漏演习。管理层表示工厂给员工提供了化学品安全培训,但是未涵盖化学品泄漏演习。
- 7.6 - 1) Confirmed by factory tour and management interview, the auditee provided active carbon masks instead of dust masks for workers in polishing process. Reference law: Production Safety Law of the People's Republic of China, Article 23 2) It was noted that the three polishing employees did not wear earplugs during operation. Confirmed by management interview and workers interview, the auditee provided the earplugs for them free of charge. The workers reflected that they sometimes forgot to wear them during operation. Reference law: Safety Law of the People's Republic of China, Article 42.  
1) 基于现场查看和管理层访谈,被审核方给打磨岗位的员工提供的是活性炭口罩而不是防尘口罩。参考法律法规:中华人民共和国安全生产法第二十三条 2) 审核期间发现3名抛光工人在操作时未佩戴耳塞。基于管理层访谈和员工访谈,被审核方给他们免费提供了耳塞。员工反映他们在操作时有时候忘记佩戴了。参考法律法规:中华人民共和国安全生产法第四十二条
- 7.13 - The auditee had established electrical safety procedure. And one external electrician was available for the factory. Confirmed by factory tour, it was noted that two power switches in production building(one in 3rd floor and one in 4th floor) missed safe cover, and the inner switches were exposed, which may cause risk of electric shock. Reference law: Safety Code of Electric Power Industry-Part 1: Thermal and Machine, 3.5.5  
被审核方建立了电气安全程序,且配备了一名外部的电工。基于现场查看,生产楼内有两处电箱(一处3楼,一处4楼)没有外盖,内部开关裸露,可能引起触电的风险。参考法律法规:电业安全工作规程,第一部分 热力和机械 3.5。
- 7.17 - Confirmed by factory tour, it was noted that the belt of one machine in 3rd floor missed safe guard during the audit day. The management reflected that only one employee operated the machine, and the worker knew the risk. Reference Law: General rules of design on health and safety of production facility (GB5083-1999) article 6.1.2  
基于现场查看,审核期间发现3楼一台贴面机的皮带轮没有防护罩。管理层反映只有一名员工操作此设备,且员工知道这个风险。参考法律法规:生产设备安全卫生设计总则(GB5083-1999)第6.1.2条

**Remarks from Auditee:**

<b>Performance Area 8 : No Child Labour</b>	
Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The factory established recruitment procedure, prohibiting using child labour and the saving child labour policy according to amfori BSCI Code and local laws. The factory checked workers' original ID Card before hiring to verify workers ages. After checking all personnel files of workers and based on onsite observation and workers interview, no child labor was identified in the factory.</p> <p>工厂依据amfori BSCI行为准则和当地法规建立了招聘程序,禁止使用童工以及童工补救的程序。工厂会在招聘前查看身份证原件确认工人的年龄。在审核过程中,通过查阅所有员工的人事资料,现场观察及员工访谈,未发现有任何童工存在。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 9 : Special protection for young workers</b>	
Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The factory established procedure for young worker protection according to amfori BSCI Code and local law, such as providing health examination free of charge and training, registration in local labor department and no poisonous and harmful position arranged etc. No young worker was used in the factory.</p> <p>工厂依据amfori BSCI行为准则和当地的法律建立了保护未成年工的程序,如提供免费的体检、培训,在当地劳动部门备案以及不能安排有毒有害岗位等。工厂未雇佣未成年工。</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 10 : No Precarious Employment</b>	
Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: A	Deadline date:31/08/2019
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The facility provided workers with understandable information before joining the factory. Each employee had signed labor contract with the factory. Workers knew the item of labor contracts.</p> <p>工厂在员工入职前向员工提供培训。工厂与所有员工签订了劳动合同。工人了解劳动合同的条款。</p> <p>10.2 - Confirmed by factory tour, it was noted that the occupational disease might result in the painting process(chemicals used in the process) ,woodworking process(generated noise and dust) and polishing process(generated noise and dust). Confirmed by documents review and management interview, the occupational hazards notification was not showed in the labor contracts. Reference Law: Article 33 of Law of the People's Republic of China on Prevention and Control of Occupational Diseases</p> <p>基于现场查看,喷漆工序(使用化学品),木工工序(产生噪音及粉尘)及打磨工序(产生噪音和粉尘)可能导致职业病。基于文件审核和管理层访谈,劳动合同中未体现职业危害告知。参考法律法规:中华人民共和国职业病防治法 第三十三条</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 11 : No Bonded Labour</b>	
Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The factory had established procedure regarding on prohibition bonded labor and communicated with all employees. . All overtime hours were arranged on workers' voluntary basis, and workers could resign from the factory with a one-month prior notice to the factory management. No forced labor was used in the facility. No deposit money or ID card was required to be logged by personnel for seeking the job in this company.</p> <p>工厂建立了禁止强迫劳动程序,并将此政策传达给所有员工。加班是基于员工自愿。如果需要辞职,只需提前一个月通知管理层即可。企业无强迫劳动现象发生,无因获得工作而支付押金、扣押证件。</p>	
<b>Remarks from Auditee:</b>	

**Performance Area 12 : Protection of the Environment**

Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: C

Deadline date:30/09/2019

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The factory established procedure on environmental protection. The relevant environmental protection laws and regulations were collected by the factory. The factory conducted EIA Report in Aug, 2018. And the EIA Report was in publicity stage. The waste gas was generated from the painting process and veneering process. The dust was generated from the woodworking and polishing process. Confirmed by factory tour and management interview, the waste gas and dust were disposed before discharging. The auditee obtained the pollution discharge permit from local environmental protection bureau.

工厂建立了环境保护的程序。工厂收集了与之相关的环境保护法律法规。工厂于2018年8月进行了环评报告。且环评报告处于公示阶段。废气主要产生于喷漆工序和贴面工序。粉尘主要产生于木工和抛光工序。基于现场查看和管理层访谈, 废气和粉尘在排放前已进行处理。工厂从当地环保局获得了排污许可证。

12.1 - 1. Confirmed by documents review and management interview, the factory conducted EIA Report in Aug, 2018. But the EIA Approval had not been obtained until the audit day. The management reflected that the EIA Report had still been publicity stage. Reference law: Law of the People's Republic of China on the Environmental Impact Assessment (2003), Article 22. 2. According to documents review and management interview, it was noted that the factory did not obtain the acceptance of the environmental protection facilities, such as the waste gas recycling facility in the painting position. Reference law: Environmental Protection Law of the People's Republic of China, Article 26

1.基于文件审核和管理层访谈, 被审核方于2018年8月进行了环评报告。但是截止审核当天未获得环评批复。管理层反映环评报告还处在公示阶段。参考法律法规: 中华人民共和国环境影响评价法(2013)第22条 2.基于文件审核和管理层访谈, 工厂未获得环保设施的竣工验收报告, 如喷漆工序的废气回收装置。参考法规: 中华人民共和国环境保护法, 第二十六条

12.4 - 1. Confirmed by documents review, the auditee did not monitor the waste gas which generated from the painting process, the waste dust was generated from the woodworking and polishing process. Reference law: Measures for the Administration of Environmental Surveillance, Article 21 2. Confirmed by documents review, it was noted that the factory did not monitor the noise level of the boundary. Reference law: Law of the People's Republic of China on Prevention and Control of Pollution from Environmental Noise, Article 23 3. Confirmed by documents review and management interview, the factory did not transferred the hazardous wastes(such as waste chemical containers and etc.) to the licensed vendor for disposing. Reference law: Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes (2013) Article 57.

1.基于文件审核, 被审核方未监测喷漆工序产生的废气, 木工及打磨工序产生的粉尘。参考法律法规: 环境监测管理办法 第21条 2.基于文件审核, 工厂未监测厂界的噪音值。参考法律法规: 中华人民共和国环境噪声污染防治法 第23条 3.基于文件审核和管理层访谈, 工厂未将其产生的危险废弃物(如废化学品空桶等)转移给有资质公司处理。参考法律法规: 中华人民共和国固体废物污染环境防治法(2013修正)第五十七条

**Remarks from Auditee:**

**Performance Area 13 : Ethical Business Behaviour**

Full Audit [Audit Id - ] Audit Date: 19/04/2019 PA Score: A

Deadline date:

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The factory established the procedure of business ethics. The trainings were provided for all employees. Workers could anonymous report the business ethics through suggestion box. In order to verify that provided wage records were accurate and complete a variety of production / administrative and other records were cross-checked for consistency. No inconsistency could be detected with provided records. The factory established information safety procedure.

工厂建立了商业道德程序。相关的培训已提供给所有的工人。工人可以通过意见箱匿名举报商业道德行为。为了验证提供工资记录的准确性和完整性, 对生产/管理资料和其他文件进行了交叉验证。没有发现不一致的情况。工厂建立了信息安全程序。

**Remarks from Auditee:**

**Producer :**

DBID : and Audit Id :  
Audit Type : Full Audit

Audit Date : 19/04/2019

**Summary**



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	19/04/2019	148910	D	B	A	A	B	D	A	A	A	A	A	C	A	C

Producer Photos



External photo(s) of the production unit(s)  
Factory address.JPG



Photo of fire safety equipment  
Fire hydrant testing.JPG



Photo of the inside of the main production hall  
Painting.JPG



External photo(s) of the production unit(s)  
Factory name.JPG

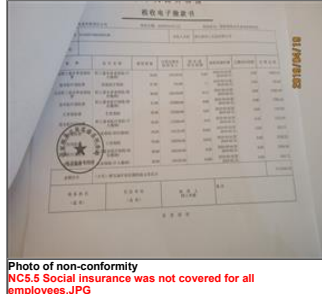


Photo of non-conformity  
NC5.5 Social insurance was not covered for all employees.JPG



Photo of the inside of the main production hall  
Polishing.JPG



External photo(s) of the production unit(s)  
Office building.JPG

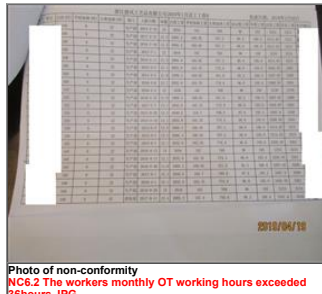


Photo of non-conformity  
NC6.2 The workers monthly OT working hours exceeded 36hours.JPG



Photo of the inside of the main production hall  
Raw material area.JPG



External photo(s) of the production unit(s)  
Production building.JPG



Photo of non-conformity  
NC7.13 The electric box missed the safe cover.JPG



Photo of the inside of the main production hall  
Suggestion box.JPG

**Producer :**

DBID : and Audit Id :  
Audit Type : Full Audit

Audit Date : 19/04/2019

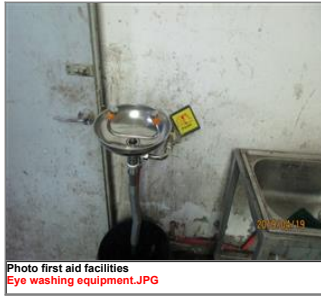


Photo first aid facilities  
Eye washing equipment.JPG



Photo of non-conformity  
NC7.17 The belt of the machine missed safe guard.JPG



Photo of the inside of the main production hall  
Veneering.JPG



Photo first aid facilities  
First aid kit.JPG



Photo of non-conformity  
NC7.6 The polishing employee wore improper mask and did not wear earplugs.JPG



Photo of the inside of the main production hall  
Woodworking.JPG



Photo of fire safety equipment  
Emergency lamp and Exit sign.JPG



Photo of the code of conduct on display  
amfori BSCI Code.JPG



Photo of the personal protection equipments (if applicable)  
Sign of wearing PPE.JPG



Photo of fire safety equipment  
Evacuation plan.JPG



Photo of the inside of the main production hall  
Electronic attendance machine.JPG



Photo of the personal protection equipments (if applicable)  
The worker wore relevant PPE.JPG



Photo of fire safety equipment  
Fire alarm.JPG



Photo of the inside of the main production hall  
Finished goods warehouse.JPG



Photo of the sanitary facilities  
Drinking water.JPG

**Producer :**

DBID : and Audit Id :  
Audit Type : Full Audit

Audit Date : 19/04/2019



Photo of fire safety equipment  
Fire hydrant and Fire extinguishers.JPG



Photo of the inside of the main production hall  
Package.JPG



Photo of the sanitary facilities  
Toilet.JPG