

Main Documents List : 主要文件清单

0	Overview of Auditee 工厂概况
0.1	Business license 营业执照
0.2	Factory profile/Employee No.& structure/Production capability/(Brands)Marketing 公司概括简介-人员/产量/产值/(品牌)市场分布
0.3	Organization chart 公司组织架构图-(相关人员名片)
0.4	Factory floor plans (公司)厂区/厂房平面图
1	Supply Chain Management and Cascade Effect 供应链管理及级联效应
1.1	Job descriptions in which the implementation of BSCI is included BSCI 执行各岗位职位描述 (包括 BSCI 负责人, EHS 负责人, 人事负责人等)
1.2	Documentary evidence on production capacity planning 产能规划文件 (需提供最近的订单及规划过程供审核)
1.3	Evidence that the BSCI Code of Conduct and Terms of Implementation have been distributed to significant business partners BSCI 行为守则以及实施条款提供给商业伙伴的记录
1.4	Policy and records on selecting and monitoring auditee's supplier chain 工厂选择和管控其供应链的政策和记录
1.5	Signed BSCI Code of Conduct and relevant Terms of Implementation if farms are part of the scope of the audit 农场签订的 BSCI 行为守则以及实施条款 (仅适用于农场审核)
1.6	Evidence of business partners' social performance (quarterly reports, audit reports, valid certificates) 商业伙伴的社会责任表现情况 (季报, 审核报告, 有效证书)
1.7	Evidence of qualifications of the person in charge of implementing BSCI BSCI 负责人的任职资格证明
1.8	Documentary evidence of the social policy and procedures to implement BSCI BSCI 社会责任政策和程序

2	Workers Involvement and Protection 工人参与和保护
2.1	Documentary evidence of the workers representative election 员工代表选举的文件记录
2.2	Documentary evidence of regularly scheduled workers meetings 定期员工会议的文件记录
2.3	Records of agreements with workers representatives 和员工代表签订的协议记录
2.4	Employment contracts including those related to security personnel, cleaning and other services 劳动合同（包括相关保安，厨工，清洁工或其它提供服务的人员）
2.5	Job descriptions in which the implementation of BSCI is included BSCI 执行各岗位职位描述（包括员工代表等）
2.6	Working rules 厂纪厂规
2.7	Evidence of a training calendar for workers and management 员工和管理层的培训计划
2.8	Documentary evidence of training given to workers, management and human resources (e.g. list of attendees with signatures) and training material 员工，管理层和人力资源的培训记录和培训资料（例如，培训参加者签名等）
2.9	Documentary evidence of trainer competence 培训讲师能力证据
2.10	Long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct 按照 BSCI 行为守则的期望明确保护工人的长期目标
2.11	Documentary evidence of grievances lodged/investigated (e.g. BSCI Template 8: Grievance Mechanism filled in) 申诉系统的提出/调查记录
3	The rights of Freedom of Association and Collective Bargaining 结社自由与集体谈判权
3.1	Documentary evidence of the workers representative election 员工代表选举记录（同 2.1）
3.2	Collective Bargaining Agreement (if applicable) 集体谈判协议（如适用）
3.3	Minutes or documents of meetings that led to the collective bargaining agreement (if applicable) 集体谈判协议前的会议沟通记录或文件（如适用）
3.4	Recruitment and dismissal procedures and records 招聘和离职的程序和记录
4	No Discrimination 不歧视
4.1	Necessary measures to avoid or eradicate discrimination in the workplace 在工作场所（车间）避免或消除歧视的措施
4.2	Documentary evidence on disciplinary procedures 纪律惩戒程序

4.3	Documentary evidence on disciplinary cases and the measures taken 纪律惩戒记录和采取措施
4.4	Documentary evidence of workers' performance assessments and procedures 员工绩效评估程序和记录
4.5	Work contracts or agreements, including with recruitment agencies 员工劳动合同或协议，包括派遣工
4.6	Documentary evidence of grievances lodged/investigated (e.g. BSCI Template 8: Grievance Mechanism filled in) 申诉系统的提出/调查记录（同 2.10）
5	Fair Remuneration 公平报酬
5.1	Documentary evidence of legal deductions for goods and services 合理扣款证明资料
5.2	Documentation on legal minimum wages relevant for the sector 法定最低工资文件
5.3	Documented collective bargaining agreement 集体谈判协议（同 3.2）
5.4	Pay slips for workers and documentary evidence of payments (12 months) 员工工资记录（12 个月）
5.5	Fair remuneration quick-scan completed (BSCI Template 5: Fair Remuneration Quick Scan) 公平工资计算记录
5.6	Work contracts or agreements, including with recruitment agencies 员工劳动合同或协议，包括派遣工（同 4.4）
5.7	Personnel data files for all workers (including seasonal workers) 员工人事资料（包括季节工）
5.8	Documentary evidence of additional benefits (commercial insurance if applicable) 额外福利记录，例如，有薪年假，有薪法定假，病假工资等（商业保险，如适用）
5.9	Documentary evidence of updated contributions to social insurance funds 社会保险缴纳记录
5.10	Lists of wage ranges and calculations including for piece rate workers 计件员工的工资计算记录
6	Decent Working Hours 体面劳动时间
6.1	Documented working rules 厂纪厂规（同 2.6）
6.2	Pay slips for workers and documentary evidence of payments 员工工资记录（同 5.4）
6.3	Documentary evidence of the legal permanent exception covering the auditee's industry 行业惯例的例外（综合计时批文等）
6.4	Working time records(13-14 months) 员工工作时间记录（13-14 个月）
6.5	Documented overtime procedure including agreements with workers 员工自愿加班程序和协议

6.6	Documented records and treatment policy of accidents 工伤记录和处理程序
7	Occupational Health and Safety 职业健康与安全
	Certificates and contracts: 证书和合同
7.1	Valid inspection and insurance for machinery and vehicles 特种设备（机械和车辆）的使用登记证和年检合格证
7.2	Purchase invoices of the PPE bought by the auditee 个人劳保用品的购买发票
7.3	Valid business license and all necessary official approvals to run operations 有效的营业执照和税务登记证（同 0.1）
7.4	Official building certificate about safety and appropriateness for the industry 建筑竣工验收合格证和消防验收合格证
7.5	Contract with any service provider including food services, transportation, agents 与外包商签订的合同（包括厨工，运输工等）
7.6	餐饮服务许可证
	Training: 培训
7.7	Documentary evidence of workers training on occupational health and safety including fire drill records including fire drill records 员工健康安全培训记录（包括消防演习记录）
7.8	Workers and management training calendar 员工和管理层培训计划（同 2.7）
7.9	Documentary evidence of workers qualification for those dealing with dangerous machines, electrical installation and any other activity that requires specific training due to the level of risk 危险机器，电工或依照风险需要特别培训技能员工的操作员工的资格证书或培训记录
	Records and reports: 记录和报告
7.10	Local law list of Health and Safety 健康安全法律法规清单
7.11	Risk assessment for safe, healthy and hygienic working conditions 安全，健康和卫生条件的风险评估
7.12	Action plan for safe, healthy and hygienic working conditions 安全，健康和卫生条件的改善计划
7.13	Documentary evidence of updated contributions to social insurance funds 社会保险缴纳记录（工伤保险）（同 5.9）
7.14	Occupational health and safety regulations applicable for the industry 岗位健康安全规则（操作规程）
7.15	Documentary evidence of the election process of the health and safety committee 健康安全委员会的选举过程记录
7.16	Minutes of the health and safety committee meetings 健康安全委员会会议记录
7.17	Documentary evidence of consumption, withdrawal and disposal of chemicals (including Material Safety Data Sheets – MSDS) 化学品使用，退回或清理记录（包括 MSDS）

7.18	Official inspections conducted to ensure building and equipment safety, including date of validity and corrective actions if any 建筑或设备的安全检查记录，包括检查有效期和改善措施（如有）
7.19	Emergency procedure 应急程序
7.20	Assessment report of choosing the location of the dormitory 宿舍选址的评估记录
7.21	The hazardous elements (air quality and noise etc.)evaluation report for Workplace 工作场所职业危害因素(空气质量/噪声等)评价报告
7.22	occupational health examination summary / individual report (if applicable) 职业健康体检总结报告、个体报告
7.23	Catering Service Certificate/ Health Certificate of kitchen employee 餐饮服务许可证/食堂员工健康证
7.24	Trained first aider certificate/ Qualified certificate of doctor or nurse 急救人员/医护人员资格证书
7.25	Inspection reports, maintenance records, operating and safety instructions for: 以下检测报告，维保记录，操作和安全规程
	§ Dangerous machines, including but not limited to lifts, electrical equipment, high-pressure equipment 危险机器，包括但不限于升降机，电力设备，高压设备等
	§ Firefighting equipment (e.g. inspection tags on fire extinguishers) 消防设备（例如灭火器上的检查标签）
	§ Potable water at production facilities and dormitories 生产区域和宿舍的饮用水测试
	§ Health and safety for the facilities and dormitories including but not limited to temperature, noise level and lighting 宿舍区域和设施的健康安全记录包括但不限于温度，噪声和光线情况
8	No Child Labour 不雇用童工
8.1	Personnel data files for all workers (including seasonal workers and workers hired using recruitment agencies) 员工人事资料（包括季节工，派遣工）（同 5.7）
8.2	Age-verification procedure 员工年龄核实程序
8.3	Documentary evidence of training given to workers, management and human resources (e.g. list of attendees with signatures) 员工，管理层和人力资源的培训记录（例如，培训参加者签名等）（同 2.8）
8.4	Procedure to avoid children exploitation 禁止利用童工程序
8.5	Child labour remediation procedure 童工补救措施
8.6	Work contracts or agreements, including with recruitment agencies 员工劳动合同或协议，包括派遣工（同 4.4）
9	Special Protection for Young Workers 保护青年工人

9.1	Documentation of all trainings given to young workers 未成年工培训记录
9.2	Risk assessment and related action plan with specific measures to protect young workers and young female workers 保护未成年工以及未成年女工的风险评估以及改善措施
9.3	List of young workers/ registration approval from local labor bureau/regulations on shift arrangement for young workers 未成年工名单/登记证/工作安排规定
9.4	Young worker health examination /Job arrangement (if applicable) 未成年工人体检/岗位安排
9.5	Young workers' work cycle overview 未成年工工作概况总结
10	No Precarious Employment 无缺乏保障就业
10.1	Employment contracts and/or posters where workers' rights and obligations are displayed 员工合同且/或员工权利和义务海报
10.2	Recruitment and dismissal procedures and records 招聘和离职的程序和记录（同 3.4）
10.3	Overview of subcontractors 分包商概况
10.4	Overview of apprenticeships granted in the company 学徒工概况
10.5	Overview of seasonal workers 季节工概况
11	No Bonded Labour 无强迫劳动
11.1	Documentary evidence of trainings given to workers, management and human resources (e.g. list of attendees with signatures) 员工，管理层和人力资源的培训记录（例如，培训参加者签名等）（同 2.8）
11.2	Documentary evidence on disciplinary procedures 纪律惩戒程序（同 4.1）
11.3	Employment contracts including those related to security personnel, cleaning and other services 劳动合同（包括相关保安，厨工，清洁工或其它提供服务的人员）（同 2.4）
11.4	Documentary evidence on disciplinary cases and measures taken 纪律惩戒记录和采取措施（同 4.2）
12	Protection of the Environment 保护环境
12.1	Environmental risk assessment 环境风险评估报告和环评批复
12.2	Map identification of water springs, rivers, lakes in the area of auditee activities 受审方的活动对周围水环境（泉水，河水，湖水）的影响识别地图
12.3	Calculation of the necessary financial and personnel resources to comply with the minimum social and environmental requirements 符合社会责任以及环境要求，工厂需要的财政和人力资源的计算记录

12.4	Valid certificates and environmental licenses 有效的证书和环境许可
12.5	Environmental testing report 环保监测报告
12.6	Dangerous chemical waste handling contract/transport records 危废处理合同和处理记录
12.7	Procedure and mechanism records of saving water 节约用水程序和机制记录
13	Ethical Business Behaviour 道德的商业行为
13.1	Anti-corruption policy 反腐败政策
13.2	Corruption risk assessment 腐败风险评估
13.3	Procedure for investigation and discouragement of unethical behaviour 对不道德行为的调查程序
13.4	Communications and trainings to promote and reward integrity 促进廉洁的沟通和培训记录