
Auditee :	Ningbo Shencheng Printing Co.,Ltd.
Audit Date From :	08/10/2018
Audit Date To :	09/10/2018
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	SGS
Auditor's Name(s) :	Jeffery Li(Lead)
Auditing Branch (if applicable) :	SGS CHINA



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>A Very Good</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated A • No Performance Areas rated C, D or E <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>
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>B Good</p>	<ul style="list-style-type: none"> • Maximum 3 Performance Areas rated C • No Performance Areas rated D or E <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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B	B	B	B	B	B	B	B	B	B	C	C	C																													
<p>C Acceptable</p>	<ul style="list-style-type: none"> • Maximum 2 Performance Areas rated D • No Performance Areas rated E <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>D Insufficient</p>	<ul style="list-style-type: none"> • Maximum 6 Performance Areas rated E <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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D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p>E Unacceptable</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated E <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>Zero Tolerance</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>																																							

Main Auditee Information

Name of producer :	Ningbo Shencheng Printing Co.,Ltd.		
DBID number :	383681		
Audit ID :	134948		
Address :	No. 2091 Ningheng South Road, Hengxi Town, Yinzhou District, Ningbo		
Province :	Zhejiang	Country :	China
Management Representative :	XiaoHong Zhou		
Contact person:	Xiaohong Zhou	Sector :	Non-Food
Industry Type :	Others	Product group :	Others
Product Type :	Paper box, paper card, notebook, stationery set		

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 type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input checked="" 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 : 09/10/2019	

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	A	A	A	B	D	B	A	A	A	A	B	A

Executive summary of audit report

Ningbo Shencheng Printing Co.,Ltd. was located at No. 2091 Ningheng South Road, Hengxi Town, Yinzhou District, Ningbo City, Zhejiang, China. It was founded on Dec 15,2016 and focuses on manufacturing paper box, paper card, notebook, stationery set. The business license No. was 91330212MA283BPR4E. Total 86 employees were in the factory. The factory used one five-storey building, one two-storey building, one single-storey building used as production area and office, used one two-storey building (partially single storey) used as production area and kitchen. Factory used electronic attendance system to recording workers' attendance, factory provided the attendance records from Sep 1, 2017 to Oct 8, 2018 for review, workers except printing workers and security guards had one shift as 7:30~11:00, 12:00~16:30, printing workers and security guards had two shifts as 7:00~15:00, 15:00~23:00. Workers overtime worked 0~2 hours per day, the maximum monthly overtime hours was 58 hours. Payroll from Sep 2017 to Aug 2018 were provided for reviewing, the minimum wage paid by the factory was RMB 2200/month (RMB 12.64 per hour), and 150%, 200% of normal wages for overtime working on weekdays and weekends, wages were issued at the end of the following month by cash. The wage calculation Cycle was natural month. Local minimum wage: Legal minimum wage was RMB1860/month (RMB 10.69/hour) before Dec 1, 2017 and RMB2010/month (RMB 11.55/hour) since Dec 1, 2017. The management showed cooperation. Most interviewees reported that they were satisfied with management and working condition. Ms. Zhou Xiaohong/ Admin manager, Ms. Li Li/ Sales staff, Mr. Han Yang/ Production Manager and Ms. Xu Ya/Worker representative attended the opening meeting and closing meeting. Ms. Zhou Xiaohong/ Admin manager and Ms. Xu Ya/Worker representative signed on the onsite CAP. Time in & Time out information: Time in on Oct 8, 2018: 08:40am; Time out on Oct 8, 2018: 17:00pm; Time in on Oct 9, 2018: 08:40am; Time out on Oct 9, 2018: 16:20pm;

Remark:

1. Based on management interview and documents review, there were two registered companies in the audited area before sept 27, 2018, which were Ningbo Shencheng Printing Co.,Ltd. and Ningbo Yinzhou Lice Packing Printing Co.,Ltd., and factory management stated that above two companies were belongs to the same owner. Due to business needs, the two companies have merged into one company since Sep 27, 2018, and Ningbo Yinzhou Lice Packing Printing Co.,Ltd. has been written off. This audit covered all these area in the audited plant.
2. The kitchen and canteen in the audited factory were not officially used during the audit period.
3. There are no agencies used by the auditee, which makes the agency labour contract not applicable; There was no consolidated working hour system permit obtained by the auditee, which makes the documented valid authorisation to make exemptions not applicable; No fire licenses and building safety certificates available for review during the audit,

Ratings Summary



Auditee's background information			
Auditee's name :	Ningbo Shencheng Printing Co.,Ltd.	Legal status :	Limited Company
Local Name :	宁波慎承印业有限公司 (91330212MA283BPR4E)	Year in which the auditee was founded :	2016
Address :	No. 2091 Ningheng South Road, Hengxi Town, Yinzhou District,	Contact person (please select) :	Xiaohong Zhou
Province :	Zhejiang	Contact's Email :	985492328@qq.com
City :	Ningbo	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	None
Country :	China	Website of auditee (if applicable) :	None
GPS coordinates :	N 29°43'53" E 121°35'13"	Total turnover (in Euros) :	7560000.00
Sector :	Non-Food	Of which exports % :	50.00
Industry :	Others	Of which domestic market % :	50.00
If other, please specify :		Production volume :	50000000 pieces per year
Product Group :	Others	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	No
Product Type :	Paper box, paper card, notebook, stationery set		

Auditee's employment structure at the time of the audit			
Total number of workers :	86	Total number of workers in the production unit to be monitored (if applicable) :	0
	MALE WORKERS	FEMALE WORKERS	
Permanent workers	42	44	
Temporary workers	0	0	
In management positions	5	3	
Apprentices	0	0	
On probation	0	0	
With disabilities	0	0	
Migrants (national citizens)	34	31	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	41	43	
Production based workers	28	35	
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 - 134948] Audit Date: 08/10/2018 PA Score: D

Deadline date:09/01/2019

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The factory had set up CSR management system according to Amfori BSCI Code, and relevant social accountability documents (such as recruitment, no forced labor, prohibit using child labor and so on) were established. Ms. Zhou Xiaohong/Admin Manager was Amfori BSCI representative, took whole charge of Amfori BSCI affairs in the factory and honored with establishing Amfori BSCI management system. The factory conducted social internal audit annually to check the problem of the implementation, the last social internal audit were conducted on Jul 25, 2018. The factory had transmitted Amfori BSCI COC and TOI to all main suppliers and evacuated them according to Amfori BSCI standard. The factory had realistically calculated the costs of production and delivery times. But gaps had been identified in implementation:
工厂依据Amfori BSCI行为准则建立了社会责任管理体系,同时相关的社会责任文件(如招聘,禁止强迫劳动,禁止使用童工等等)也已建立。周晓红行政经理被工厂指定为Amfori BSCI负责人,统筹整个工厂的BSCI事务并授权进行BSCI管理系统建设。工厂每年通过内审发现体系运行中存在的问题,最近一次内审于2018年7月25日举行。工厂已将Amfori BSCI COC和TOI传达至所有主要供应商,并按Amfori BSCI的要求对供应商进行了评估。工厂了解如何规划产能来匹配订单的交期。但是发现工厂在系统执行方面和Amfori BSCI要求有差距:

- 1.1 - The main auditee partially respects this principle because the facility had set up management system to comply with Amfori BSCI Code of Conduct, but some requirements and policies were improperly implemented, e.g. factory did not control the overtime hours caused monthly overtime systematic exceeded 36 hours, social insurance was not covered for all employees.
被审核方(生产商)部分遵循该准则。原因是工厂有建立了社会责任管理体系以符合Amfori BSCI行为准则,但部分要求没有理解执行到位,如:工厂没有对加班时间进行控制导致月加班系统性超出36小时,社保没有覆盖到所有的工人。
- 1.4 - The main auditee partially respects this principle, the factory understood the production rate and date of delivery, reasonably arranged the issues and OT from the order purchase to shipment by management interview and records review, but the production plans, regular assessment records on production rate and date of delivery were not provided to show that it could meet the requirements of the client orders. And it was failed to limit the overtime working hours not exceed the local law requirement.
被审核方(生产商)部分遵循该准则。原因根据管理人员访谈,他们清楚了解工厂生产效率和交货期,从订单到交货合理安排事宜和加班,确保准时交货,但未提供生产计划,生产效率、交货期定期评估记录等,以确保充分满足客户订单需求。而且实际上的工人的加班时间仍然不符合法规要求。

Remarks from Auditee:

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: A

Deadline date:09/01/2019

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The factory had established document procedure that involved workers and their representatives in sound information exchange on workplace issue regular. Amfori BSCI Code in Chinese was posted at bulletin boards, which employees could review easily. The auditee made management and workers to be aware of their rights and responsibilities and have sufficient competence by training and communication. The auditee had documented grievance mechanism. Suggestion box was installed for the factory. Until audit day, no complaint was occurred in the factory. The workers said the management was kind to them. However, gaps had been identified in implementation:
工厂有建立文件化的程序以便于参与工人及其代表交流工厂场所的有关信息。AmforiBSCI行为准则中文版张贴在公告栏,便于工人浏览。工厂管理层跟工人代表定期进行交流。工厂通过培训让管理人员及工人了解其权利和责任。工厂建立了书面的的投诉机制。意见箱设置在厂区内。截止审核当天,未发生过申诉案例。工人表示,管理层对他们很友好。但也发现工厂在如下方面和Amfori BSCI要求有差距:

- 2.2 - The main auditee partially respects this principle because the factory defined long term goals for protecting workers, but this long term goals did not show step-by-step approach toward sustainable improvements.
被审核方(生产商)部分遵循该准则,原因是工厂已定义保护员工的长期目标,但是该目标并未包括按部就班的可持续改进方法。

Remarks from Auditee:

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory established the policy on the rights of freedom of association and collective bargain according to AmforiBSCI Code. There was no trade union in the factory. No collective bargain agreement was concluded between the factory and workers, but the factory did not prevent workers from bargaining for the agreement. Two worker representatives were elected by all employees on Mar 23, 2018 freely. Employees could raise their concerns through worker representatives or meeting their team leader. Management regularly conducted the meeting with worker representatives irregularly. 被审核方依据AmforiBSCI行为准则建立了自由结社和集体谈判权的政策。工厂未成立工会。审核过程中，工厂和员工无集体谈判协议，但工厂也未阻止员工有意愿的时候和工厂谈判。两名员工代表于2018年3月23日由全体员工选举产生。员工可通过工人代表或直接和他们的领导反映他们所关心的问题。管理层不定期与员工代表举行会议。	
Remarks from Auditee:	
Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory established the policy on anti-discrimination. The policy defined that the factory would not discriminate workers by race, gender and ages etc. And according to interview statement with workers, workers could use the grievance system through telling to worker representatives once workers' right was infringed. The policy on discipline measures made by the factory was in line with legal requirement. All these processes could be verified by document review and interview. 工厂制定了反歧视的政策，反歧视政策中表明工厂不会因为种族，性别，年龄等原因对员工区别对待。并且依照员工访谈，若员工的权利受到任何侵害，员工可以通过工厂代表反馈的形式进行投诉。而且，通过查看工厂的惩戒措施程序，其描述的措施均符合法规和Amfori BSCI要求。	
Remarks from Auditee:	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: B	Deadline date:09/01/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory set up wages and benefit paying system, which included paid statutory holidays, sick leave, annual leave, marriage leave and maternity leave etc. Based on the wages from Sep, 2017 to Aug, 2018 provided by the factory, the minimum wage paid by the factory was RMB 2200 per month (RMB 12.64 per hour) which was more than legal requirement and paid at the end of the next month by cash. All employees were paid by monthly rate. And 150%, 200% of normal wages for overtime working on weekdays and weekends. The factory provided the same pay for male/female employees in the same workstation, all employees were treated equally. No deduction was used for disciplinary measure from the total wage. Wages of workers met the decent standard of living. All these processes could be verified by document review and interview. However, gaps had been identified in implementation: 工厂制定了工资支付政策和福利政策，福利政策包括给员工提供法定节假日，病假，婚假，产假等假期。根据工厂提供的2017年9月至2018年8月的工资记录显示，工厂给员工支付最低RMB2200/月相当于RMB12.64元/小时的工资，且每月月底发放，工资在次月月底以现金支付方式支付给工人。工人实行月薪制，工作日和周末的加班工资分别为正常工作时间的150%和200%。企业对男/女员工在相同岗位提供相同的报酬，工资中没有作为惩罚措施的扣款，所有员工均公平对待。根据工资记录，工人的工资均达到当地体面生活工资标准。所有这些过程均可通过文件以及访谈来核实。但也发现工厂在如下方面和Amfori BSCI要求有差距： 5.5 - The main auditee does not respect this principle because there were total 86 employees in the factory, but the factory only provided retirement, medical, maternity, unemployment insurance and accident insurance for 48 employees. Factory provided commercial insurance for 16 employees who not enjoyed social insurance, the commercial insurance was valid from Dec 16, 2017 to Dec 15, 2018. No new type of pension insurance for rural residents was provided for review during the audit. Some employees chose to give up social insurance for Personal wishes. 被审核方(生产商)未遵循该准则，原因是工厂有86名员工，根据2018年6月，7月和8月的社保缴费单显示，工厂为48名工人提供了养老、医疗、生育、失业和工伤保险。给16名工人提供了商业保险，商业保险有效期为2017年12月16日至2018年12月15日。工厂未提供文件证明未缴纳社保的工人是否参加了新农保。部分工人个人意愿放弃缴纳社保。	
Remarks from Auditee:	

Performance Area 6 : Decent Working Hours	
Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: D	Deadline date:09/01/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT:	
<p>The factory made a policy of working hours system and controlled working hours. The working time of workers was recorded by IC card. According to the policy and implementation records, workers worked 8 hours per day and 5 days per week. During the audit, the factory provided attendance records from Sep 1, 2017 to Oct 8, 2018 and payroll records from Sep 2017 to Aug 2018 for review. Based on the attendance records and payroll records provided review, it was noted that workers except printing workers and security guards had one shift as 7:30~11:00, 12:00~16:30, printing workers and security guards had two shifts as 7:00~15:00, 15:00~23:00. Workers sometimes had 2 hours overtime from 17:30 to 19:30 on weekdays and 8 hours OT on Saturdays, workers had right to choose working overtime or not. So, it was noted the maximum overtime was 2 hours per day, 58 hours per month, and the total working time was 48~56 hours per week. The factory ensured workers had every Sunday off per week. Workers had at least 8 hours' rest on every day. Workers can take a rest during the work time when they felt tired. All this processes and implementation can be verified by interview and document review. However, gaps of overtime hours had been identified in implementation:</p> <p>工厂制定了工时政策, 工人的考勤方式为电子卡。依照政策以及工厂实际的执行情况, 员工每天上班8小时, 每周上班5天, 工厂提供了2017年9月1日至2018年10月8日考勤和2017年9月至2018年8月的工资, 显示除保安和印刷工人外的其他员工实行1班制(早上7点30分到上午11点, 下午12点到下午16点30分), 保安和印刷工人实行两班制(早上7点到下午15点, 下午15点到晚上23点)。平时晚上和周六工厂会依据生产订单进行加班, 晚上2时从17点30分到19点30, 周六8小时, 员工可自愿选择是否加班。因此最大日加班为2小时, 最大月加班为58小时, 每周工人上班48小时到56小时, 工厂保证了员工每周日休息。工厂保证了员工每天至少有8小时的休息时间并且员工在车间如果觉得疲惫, 可自由选择休息几分钟。以上均已从员工访谈以及文件信息等方面进行核实。不过, 工厂在加班时间的管控也有不符合法规的地方, 如下:</p> <p>6.2 - The main auditee does not respect this principle because all sampled workers' monthly overtime exceeded 36 hours. Based on attendance records from Sep 1, 2017 to Oct 8, 2018, all sampled workers monthly OT working hours exceeded 36 hours in each month except Feb 2018 and the maximum overtime hours was 58 hours happened in Jun 2018.</p> <p>被审核方(生产商)未遵循该准则, 原因是所有抽样工人的最大月加班时间超出了36小时, 根据2017年9月1日至2018年10月08日的考勤, 所有抽样工人在除了2018年2月的其他月份的月加班时间均超过36小时, 最大月加班时间为58小时发生在2018年6月。</p>	
Remarks from Auditee:	

Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: B

Deadline date:09/01/2019

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The factory established Health and safety management system according to Amfori BSCI Code and local laws. The committee of health and safety was set up by the factory. And Ms. Zhou Xiaohong/Admin Manager was responsible for the affairs of health and safety. According to onsite observation by auditor, for fire safety, the factory ensured fire extinguishers in every workshop and fire hydrant, emergency lights and fire alarm were available in the factory. All these facilities of fire safety were checked by Ms. Zhou Xiaohong every month. The evacuation drills were conducted twice per year based on documents review and workers interview. For mechanism safety, all processes of operation were set up, workers were well trained to operate it correctly. Two elevators and two forklifts were used in the factory, and the factory obtained the annual inspection reports. The factory also set up emergency procedure and trained 2 first aider for providing the service of first aid. The first aid box was also available in every workshop. Potable water was also provided. No dormitory and transportation were provided for workers. However, gaps had been identified in implementation as follows:

工厂依据AmforiBSCI行为准则和当地法规建立了健康安全管理体系。工厂创建了员工的健康安全委员会，由周晓红/行政经理负责整体的健康与安全。按照现场审核员的观察，在消防安全方面，工厂给所有区域配备了足够的消防设施，例如灭火器，消防栓，消防警铃等，并且健康安全负责人周晓红每月进行检查。消防演习每年进行了两次。在机械安全方面，工厂针对有机械安全风险的岗位都制定了相应的操作规程，并且给员工提供了培训以防范这方面的风险。工厂使用了两台货梯及两台叉车，工厂获得了这些设施的年检报告。在急救政策方面，工厂制定了急救政策，工厂给每个车间配备了药箱，而且工厂内有2名急救员。同时，工厂也提供了饮用水给员工，员工可随时喝水。工厂未提供宿舍及交通工具给员工。工厂在以下方面和Amfori BSCI要求尚有差距：

- 7.1 - The main auditee partially respects this principle because the factory had collected the local law and Amfori BSCI code, but the management representative responsible for health and safety didn't know well about partial legal and Amfori BSCI requirement on health and safety, and lead to some issues were raised in health and safety section.
被审核方(生产商)部分遵循该准则，原因是被审核方(生产商)因工厂有收集法律法规文件和Amfori BSCI行为准则，但是健康安全管理者代表不是很了解部分法规和Amfori BSCI对健康安全的要求，导致健康安全方面出现问题。
- 7.2 - The main auditee does not respect this principle because the injury insurance provided by the factory not covered all employees. Factory only provided retirement, medical, maternity, unemployment insurance and accident insurance for 48 employees, and provided commercial insurance for 16 employees. There were total 86 employees in the factory.
被审核方(生产商)未遵循该准则。原因是工厂提供的工伤险未覆盖所有员工。工厂为48名工人提供了养老、医疗、生育、失业和工伤保险。给16名工人提供了商业保险。工厂共有86名员工。
- 7.3 - The main auditee does not respect this principle because the factory did not provide occupational health examination for these workers who engaged in hazardous factors, e.g. workers worked in printing workshop, cutting workshop, etc.
被审核方(生产商)未遵循该准则，原因是工厂没有给接触职业病危害因素的工人提供职业健康检查，如印刷车间的工人，下料车间的工人。
- 7.6 - The main auditee partially respects this principle because the auditee provided PPE such like mask, earplug, etc. for employees, but it was noted that partial workers not wear appropriate PPEs during operation, e.g. one printing worker wear disposable mask instead of active-carbon mask, one cutting worker not wear earplug when operation.
被审核方(生产商)部分遵循该准则，原因是工厂有给工人提供劳保用品如PPE,耳塞等，但部分工人在工作期间没有佩戴适宜的劳保用品，如一名印刷工人佩戴的是一次性口罩而不是活性炭口罩，一名分切工人没有佩戴耳塞。
- 7.7 - The main auditee does not respect this principle because most chemicals in the factory such as printing ink, white glues, printing ink cleaner, etc. was not stored in secondary container.
被审核方(生产商)未遵循该准则，原因是工厂大部分化学品如油墨，白胶，油墨清洗剂等未放置在二次容器内。
- 7.11 - The main auditee does not respect this principle because factory did not provide fire license and building safety certificate for all these buildings for review. There was one five-storey building, one two-storey building, one single-storey building and one two-storey building (partially single storey) used by the factory.
被审核方(生产商)未遵守该原则，原因是工厂未提供所有建筑的竣工验收报告和消防验收报告供查看。厂区内共有一幢5层建筑，一幢2层建筑，一幢单层建筑和一幢2层(局部单层)建筑。
- 7.13 - The main auditee partially respects this principle because the factory had established the management procedure on electricity safety and most electric facilities were maintained well, but three electric brakes in the printing workshop and die cutting workshop were unlocked.
被审核方(生产商)部分遵循该原则，原因是工厂有建立用电安全管理程序，大多数电器设施良好维护，但是印刷车间和压痕车间车间有3个电箱未上锁。
- 7.21 - The main auditee does not respect this principle because the factory didn't obtain the permit for the kitchen and health certificate for the kitchen staff.
被审核方(生产商)因未获得食堂的食品经营许可证和1名厨工的健康证而未遵守原则。
- 7.23 - N/A, factory did not provide transportation for workers.
不适用，工厂未提供交通给员工。
- 7.24 - N/A, factory did not provide dormitory for workers.
不适用，工厂未提供宿舍给员工。

Remarks from Auditee:

Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory established the procedure about forbidden using of child labor and remediation procedures. The factory checked the employees original ID Cards before hiring, and one copy was kept. After checking all personnel files of workers and based on onsite observation and workers interview, no child labor was identified in the factory. 工厂建立了禁止使用童工的规定及童工补救程序。工厂在雇佣前会查看员工的身份证原件, 同时保留其复印件。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。	
Remarks from Auditee:	
Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory established procedures on young workers' protection according Amfori BSCI Code and local law. And factory conducted risk assessment for young workers, such as health examination for young workers, registration in local labor department and no poisonous and harmful position arranged, no OT worked at night etc. No young worker was used at the factory. The youngest worker was born on Sep 8, 1998, and joined the factory on Mar 13, 2017. 工厂依据AmforiBSCI行为准则和当地的法律建立了保护未成年工的程序。也针对未成年工人做了风险评估。如给未成年工提供体检, 当地劳动局备案登记, 不安排在有毒有害岗位工作, 不安排在晚上加班等。目前工厂未招聘未成年工。工厂最年轻的员工出生于1998年9月8日, 2017年3月13日入职。 9.2 - NA. There was no young worker in the factory. 不适用。工厂未使用未成年工。 9.3 - NA. There was no young worker in the factory. 不适用。工厂未使用未成年工。 9.4 - NA. There was no young worker in the factory. 不适用。工厂未使用未成年工。 9.5 - NA. There was no young worker in the factory. 不适用。工厂未使用未成年工。 9.6 - NA. There was no young worker in the factory. 不适用。工厂未使用未成年工。	
Remarks from Auditee:	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory signed labor contracts with all employees according to documents review and workers interview, and one copy was kept for them. And they were clear about the items of the labor contract. As per documents review, on-site observation and worker interviews, it was noted that there were no temporary workers, home workers or students at school ages hired by the factory. No illegal employment was identified during the audit. 基于文件审核和员工访谈, 工厂与所有员工签订了劳动合同, 同时给员工提供了合同副本。工人均表示对合同的内容清楚。通过文件审核, 现场审核以及员工访谈, 发现工厂没有使用临时员工、家庭工人以及学生工, 所有员工都是工厂直接招聘。审核过程中, 工厂无不符合法规的用工形式存在。	
Remarks from Auditee:	

Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory established documented policy on anti-forced labor, and factory management understood well the scope of forced labor. And according to onsite observation and interview statement of workers, workers confirmed that there were no evidence showed in the factory, for example, they could resign according to legal requirement and they could leave the factory freely without being searched. No inhumane or degrading treatment was found during the audit and according to interview with workers. 工厂制定了反强迫劳动的政策, 工厂负责人理解哪些方式是属于强迫劳动的范畴。依据现场观察和员工访谈, 员工也很清晰地表明工厂内无强迫劳动的现象, 例如员工可以依照法规要求提出辞工而不会被克扣工资, 并且可以自由离开工厂。员工也未遇到任何被侮辱或非人道的待遇。	
Remarks from Auditee:	
Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: B	Deadline date:09/01/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory had established environmental management policy and procedures based on Amfori BSCI standards and local law requirements, and relevant training were provided to workers. The land belonged to the factory was industrial land and water used by the factory was come from municipal water. Hazardous wastes were transferred to licensed vendor. 工厂有基于Amfori BSCI的标准和当地法规要求建立环境政策及程序文件, 并且给员工提供了相关环保和节约能源方面的培训, 工厂主要使用当地市政提供的自来水, 并且工厂用地属于工业用地。危险废弃物已转移给有资质单位处理。 12.3 - The main auditee does not respect this principle because the factory conducted EIA but not obtain the acceptance approval for environmental facilities for review during the audit. 被审核方(生产商)未遵循该准则, 原因是工厂有进行环评, 但没有取得三同时验收。	
Remarks from Auditee:	
Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 134948] Audit Date: 08/10/2018 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory established documented policy on anti-corruption, the factory conducted the risk assessment for the corruption and provide training for relevant workers. Based on site tour, interview and document review, no any corruption behavior was found. According to cross check, there was no inconsistency between the workers attendance and the production records. 工厂已建立了反贿赂政策和程序, 进行了反腐败风险评估, 且为相关人员进行了培训。基于现场走访, 访谈和文件审核, 没有发现腐败行为。通过交叉审核, 工人的考勤与生产记录未存在不一致。	
Remarks from Auditee:	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	08/10/2018	134948	D	A	A	A	B	D	B	A	A	A	A	B	A	C

Producer Photos



External photo(s) of the production unit(s)
Address plate.JPG



Photo of fire safety equipment
Fire hydrant testing.JPG



Photo of the inside of the main production hall
Box folding and gluing workshop.JPG



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



Photo of fire safety equipment
Fire hydrant.JPG



Photo of the inside of the main production hall
Cutting workshop.JPG



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



Photo of non-conformity
Chemicals not stored in secondary container.JPG



Photo of the inside of the main production hall
Die-cutting workshop.JPG



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



Photo of non-conformity
Electric brake was unlocked.JPG



Photo of the inside of the main production hall
Drinking water.JPG

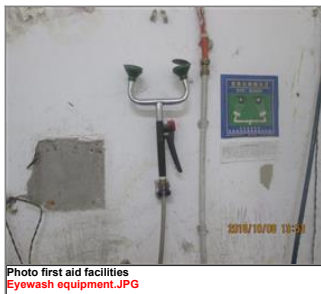


Photo first aid facilities
Eyewash equipment.JPG

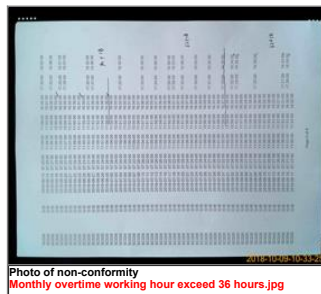


Photo of non-conformity
Monthly overtime working hour exceed 36 hours.jpg



Photo of the inside of the main production hall
Gluing process.JPG

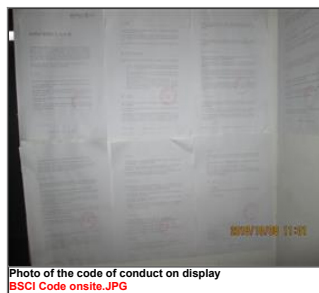
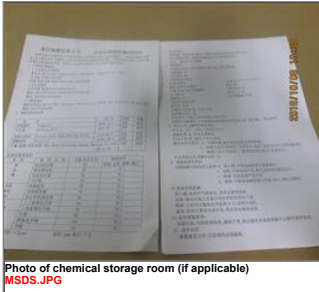




Photo of fire safety equipment
Evacuation map.JPG



Photo of the inside of the main production hall
Assembling and packaging workshop.JPG



Photo of the personal protection equipments (if applicable)
PPE using sign.JPG



Photo of fire safety equipment
Fire alarm.JPG



Photo of the inside of the main production hall
Attendance machine.JPG



Photo of the personal protection equipments (if applicable)
PPE wear by workers.JPG



Photo of fire safety equipment
Fire extinguishers.JPG



Photo of the inside of the main production hall
Automatic die-cutting.JPG