



SUPPLIER WORKING CONDITIONS

SOCIAL CRITERIA GUIDANCE NOTES

This document provides guidance notes and requirements against each area of the social working condition standards and requirements for all Clarks suppliers as set out in Clarks Code of Practice.

Where there is any conflict between the guidance and local law or regulation, the standard that provides the higher standard of protection to the worker shall apply.

The classification of these requirements as Critical, Serious or Other is as used in Clarks assessment of the working conditions of each facility based on audit results and findings.

CHILD LABOUR

Critical Factories must not employ children under the age of 15 or under the minimum age for work or the age for completion of compulsory education, whichever provides the highest protection.

MANAGEMENT SYSTEMS

Critical Factories must have adequate controls and processes in the recruitment process to prevent the recruitment of children. Factories must retain copies of acceptable forms of age proof for all workers.

Serious Factories must have adequate controls and processes in the recruitment process to prevent the recruitment of children. Factories must retain copies of acceptable forms of age proof for all workers. [Isolated cases = up to 1% of total number of employees.]

Serious The factory does not have effective remediation procedures in place that put the best interest of the child first if children are found to be working directly or indirectly for the organisation. The remediation plan shall, at a minimum, meet the requirements of Clarks Child Labour Remediation Guidelines.

Other Factories should have adequate policies and procedures to prevent child labour, ensure proper protections for juvenile workers, and/or to respond to violations when they occur.

Other Factories should provide training or information to workers and supervisors regarding internal policies and procedures to prevent child labour or to prevent violations of laws protecting juvenile workers.

JUVENILE WORKERS

Serious Factories must have a system for the management and tracking of juvenile workers in the workplace including the maintenance of all legally required records and documentation. Factories employing young persons, defined as being less than 18 years of age must ensure they are afforded appropriate protections as required by local law and at least include:

- Not working overtime outside of legal limits
- Not working at night
- Not working in conditions classified as hazardous, including but not limited to those involving heavy lifting or the use of chemicals.

EMPLOYMENT TERMS

TERMS

- Serious The factory must inform workers about their employment terms and conditions in an understandable manner before they enter employment. In most countries this is in the form of an official employment contract that is signed by both the employer and the employee. This must be in the language worker understands and they must be provided with a copy of it.
- Serious All work must be performed on the basis of a formal verifiable employment relationship in compliance with national legislation and practice and international labour standards. In most countries this is in the form of an official employment contract that is signed by both the employer and the employee. This must be in a language the worker understands and they must be provided with a copy of it.
- Serious Workers must not be employed in arrangements such as multiple short term or fixed duration contracts to void obligations and entitlements if they were permanent or on non-fixed duration contracts.

RESIGNATION

- Serious Workers must be able to freely resign by giving the legally required notice or notice as required by law. Workers cannot be prevented from resigning or their resignation to be a subject to an approval process.
- Other Clear records must be kept for all resignations to show the date the resignation notice is submitted, the notice period given, the intended date of leaving and the actual date of leaving. Any amendments must be countersigned and dated by the employee.

FAIR TREATMENT

DISCRIMINATION

- Serious The factory must respect equal opportunities and treatment in employment and occupation. The factory must not engage in, support or tolerate discrimination in employment practices based on any personal characteristics that do not interfere with a worker's ability to do a specific job.
- Serious The factory must not directly or indirectly engage in, support or tolerate the use or threat of corporal punishment, mental or physical coercion, bullying, harassment, including sexual harassment, or abuse of any kind.

GRIEVANCE

- Serious The factory has not established a written policy and procedure to address complaints or concerns. The grievance mechanism shall be accessible to all workers and external parties. The grievance policy shall, at a minimum, meet the requirements of Clarks grievance policy guidelines.
- Serious Confidentiality must be provided for any grievance or complaint made as far as is possible through the investigation.
- Serious There must be no retaliation or discrimination against anyone who raises a legitimate grievance or complaint or does so in a good faith.

PRIVACY

- Serious Workers must be afforded privacy in all private areas such as dormitory buildings, toilets and bathrooms. CCTV must not be installed in, or able to access private areas.
- Serious CCTV cameras must be identified on workplace diagrams or workers informed of their location. The use of hidden or secret cameras is not permitted under normal circumstances.
- Serious The factory must adhere to all local regulations to safeguard workers privacy upon installing finger printing / scanning devices.
- Serious The factory must adhere to all local regulations for data protection and respect all forms of personal data gathered.

DISCIPLINARY

- Serious The factory must have a progressive disciplinary process in place which is communicated to and training provided on to all workers in a form they understand.
- Serious The record of all disciplinary actions must be signed by the employee concerned.
- Serious The disciplinary process must include an appeal procedure.
- Serious Employees must have the right to be represented by a trade union or employee representative during any disciplinary proceedings.
- Serious Financial deductions or penalties must not be used as part of the disciplinary process.
- Serious No unacceptable forms of punishment are to be used, such as, but not limited to physical, psychological, verbal or sexual abuse.
- Serious The factory must maintain proper and sufficient records of disciplinary action in the workers' personnel files.
- Serious The factory rules and regulations must be published or made available to workers in a form they understand
- Serious The factory must maintain records of all disciplinary action taken.

FEMALE WORKERS

- Serious Female workers must not be required to sign any form of guarantee letter, stating that she will not become pregnant, or required to comply with a minimum service period before having a child, or limit the number of children she intends to have, or agree to limit the number of times she takes maternity leave.
- Serious Female workers must not be required to undergo a pregnancy test during the recruitment process or their employment.
- Serious Pregnant workers must not be assigned hazardous work, such as where they would be exposed to dust, chemicals or required to lift heavy or bulky objects.
- Serious Pregnant workers should not be permitted to work overtime.

FORCED LABOUR

Critical	The factory must be free of all forms of forced, bonded, indentured, trafficked, slave or involuntary prison labour. The factory will respect the 3 key principles to prevent forced labour: Every worker should have freedom of movement; No worker should pay for a job and No worker should be indebted or coerced to work.
Serious	All employment must be undertaken voluntarily and freely.
Serious	The factory must not use involuntary prison labour.
Serious	Fees or related costs must not be charged (directly or indirectly, in whole or in part) to applicants and workers for services directly related to recruitment that may lead to situations of forced or compulsory labour.
Serious	Monetary deposits, financial or collateral guarantees or personal possessions must not be demanded as a condition of employment.
Serious	Workers must not be held in debt bondage or forced to work for the factory to pay off debt.
Serious	The factory must have a written policy about the terms and conditions for the provision of advances and loans that is communicated to workers in an understandable manner. The terms (and related interest rates) must not bind workers to employment or enforce any other conditions of employment.
Serious	The factory must not confiscate, retain or require workers to lodge personal documents and any valuable possessions, such as identity or immigration papers, work permits, travel documents, etc.
Serious	Where the factory provides a secure storage option for worker's personal documents and valuable possessions, they must only be stored upon the request of the worker; storage must be documented, and workers must have free and unrestricted access to their possessions.
Serious	The factory must only use employment agencies that are licensed or certified by the competent national authority, if applicable; compliant with national legislation, compliant with the factory's requirements on forced labour and recruitment fees. Factories must not engage in fraudulent or corrupt recruiting practices.
Serious	The factory must not restrict workers' freedom of movement or force employees to stay at the workplace or related premises such as accommodation facilities.
Serious	The factory must allow unrestricted access to restrooms, drinking water and medical facilities.
Other	Employment agencies used by the factory should fully disclose to factories all fees that were charged to workers.
Other	The factory should repay any recruitment fees that have been paid by any workers.
Other	The factory should not compel workers to make use of stores or services operated by the factory. Where access to other stores or services is not possible the factory should ensure that goods or services are sold or provided at market prices, without the aim of indebting or otherwise coercing the workers concerned.

- Other Where migrant workers are hired in their country of origin and relocated to work for the factory, the factory should cover travel costs to and from their home country or region at the onset and end of their work period when the relocation is not permanent.
- Other Where the factory provides a secure storage option for personal documents such as passports, identity papers, travel documents, and other personal legal documents, workers should be provided with individual lockers to which only they have access.
- Other Where the factory offers accommodation facilities and/or transport services workers should be allowed to choose their accommodation and mode of transportation outside of what is offered by the factory; such services should be provided at market prices without the aim of indebting the workers concerned and workers must not be requested to lodge deposits.
- Other The factory must have effective remediation procedures in place if cases of forced labour are found that put the interest and personal safety of the worker first.

FREEDOM OF ASSOCIATION

WORKER REPRESENTATION

- Serious The factory must respect the right of workers to join or form trade unions or other worker organisations of their own choosing - or refrain from doing so - and to bargain collectively where allowed by local law.
- Serious When the right to freedom of association and collective bargaining is restricted or prohibited under law, the factory hinders or prevents alternative forms of independent worker representation and negotiation as allowed by local law that is free of employer control.
- Serious The factory must not discriminate against or otherwise penalise worker representatives or members of trade unions and other worker organisations because of their membership in or affiliation with a trade union or worker organisation.
- Serious The factory must give duly elected worker representatives of trade unions and other worker organisations access to the workplace to carry out their legitimate representative functions.
- Serious Where the right to freedom of association and collective bargaining is restricted or prohibited under law, the factory must ensure that appropriate and effective means for two-way communication between management and workers, including grievance processes and procedures are provided.

COMMUNICATION

- Serious The factory must have an effective method to communicate factory policies, rules and regulations to all employees in a form they understand.

Collective Bargaining Agreement

- Serious Where a Collective Bargaining Agreement is in place it must be properly negotiated between the facility management and union / worker representatives and follow and meet legal requirements.
- Serious Where a Collective Bargaining Agreement is in place it must be respected and adhered to by all parties to the agreement.

MANAGEMENT AND COOPERATION

AUDIT

- Serious The factory must allow and provide Clarks, or our designated representatives, facilities to interview workers both individually and as groups in private.
- Serious The factory must provide unrestricted access to Clarks, or our designated representatives, to documentation that may be required to assess compliance with the standards of Clarks Code of Practice. Such as, but not limited to payroll, time cards/records, and other information relating to the operation of the factory or concerning workers employment conditions.
- Serious The factory must provide unrestricted and unaccompanied access to Clarks, or our designated representatives, to all areas of factories where Clarks products are or have been produced.
- Serious Workers must be free to speak with auditors and other visitors to the factory.

CODE OF PRACTICE

- Critical The factory must take positive and effective action to address previously identified findings and improve working conditions.
- Critical The factory senior management must demonstrate a commitment towards continuous improvement in the working conditions.

SUB-CONTRACTORS

- Critical Suppliers must inform Clarks of all sites, owned by them or otherwise being used in the production of our products in advance of production commencing at them.
- Critical Suppliers are not permitted to sub-contract any part of the manufacture of Clarks products, including the use of homeworking without prior written consent and approval from Clarks.

LEGAL

- Serious The factory must comply with all applicable national and local legislation and regulation.
- Serious If national and/or local legislation sets a different level of protection to that set by Clarks working condition standards, the highest level of protection for workers must be applied.

BUSINESS ETHICS

- Serious The factory must not be involved in any act of corruption, extortion, embezzlement, or in any form of bribery - either directly or indirectly.
- Critical The factory must not falsify any form of information regarding their activities, structure and performance to meet audit or legal requirements or be involved in any act of misrepresentation in the supply chain.

HUMAN RIGHTS

- Serious The factory must have in place a written policy demonstrating its commitment to respect human rights, approved by senior management that is communicated to all personnel in an understandable manner.
- Serious The factory must have appropriate procedures in place to implement the human labour rights policy.
- Serious The factory must provide appropriate training for all employees on human rights; the training attendance must be documented.
- Serious The factory must communicate its requirements on human rights to all relevant business partners and other relevant parties, e.g. direct suppliers, sub-contractors, service providers, agents and private employment agencies.

WAGES

- Critical All workers must be paid at a rate at least equal to the prevailing legal minimum wage; the factory must provide wages for regular working hours, which meet or exceed legal minimum wages, collective agreements, or industry standards, whichever is higher.
- Serious The factory must pay wages regularly, in a timely manner and in full.
- Serious Payment must be in a monetary form, either by legal tender or electronic transfer to a bank account nominated by the worker.
- Serious Where workers' wages are calculated through production, quota or piece work, the factory must establish pay rates which ensure workers can earn at least a wage which respectively meets or exceeds legal minimum wages, collective agreements, industry standards, whichever is higher, within regular working hours.
- Serious All workers must be provided with clear written and understandable information about their wages for each pay period when they are paid.
- Serious No deductions which are not required or permitted by national or local legislation must be made without the written consent of the worker. Workers must be informed of any deductions in writing.

DEDUCTIONS

- Serious Deductions must not be made as a disciplinary measure, a penalty for product defects, or a penalty for failure to meet production targets
- Serious The factory must not withhold or make unauthorised deductions from the wages of workers, such as for recruitment fees; work visa costs; forced savings, a deposit on tools or machinery used by workers.
- Serious Employees who resign, are dismissed or laid off must receive in full termination payments and all due wages.
- Other The factory must not make unreasonable deductions for dormitories, drinking water, meals, or other services.

WAGES

- Other The factory should not make "in-kind" payments, where allowed by law or collective agreements in lieu of all or most of the workers wage entitlement. Factory should not use non-cash payment as a means to indebt workers.
- Other The factory should keep evidence of the workers' receipt of wages where the payment is made direct to the worker, for example in cash rather than by electronic transfer.
- Other The factory should keep proper records of all deductions made, including contributions for tax or social insurances and for the payment of these contributions to the authorities.

OVERTIME

- Serious All overtime, including for piece rate workers must be paid at the legally mandated rates.
- Serious Workers must be paid for all work-related activities when they take place outside of normal working hours, such as production meetings, cleaning of production areas, production preparation and training.

BENEFITS

- Serious The factory must provide all employees with all legally mandated benefits in accordance with local law, e.g. national holidays, sick leave, maternity leave and paid annual leave.
- Serious The factory must make proper termination pay-outs to workers who are dismissed or laid off.
- Serious Workers must be given or able to take leaves as entitled by law.
- Other The factory should keep proper records for legally entitled leave and benefits provided to workers.

SOCIAL INSURANCE

- Serious The factory must provide all legally required social insurances, including employer and employee contributions.
- Serious The factory must make contributions to the social insurance schemes as required by local law.
- Serious The factory must pay on time, the correct amounts for both employer and employee contributions, on behalf of workers into the social insurance scheme.
- Other The factory should keep proper records for the payments of contributions to the authorities for social insurance schemes and funds.
- Other The factory should provide workers with information showing their contributions and entitlements to social insurance schemes and funds.

WORKING HOURS

- Serious The factory must have a reliable time recording system which includes the start and finish times for each worker for each work period.
- Serious Workers must record their own working hours or be given the opportunity to verify their working hours.
- Serious The factory must not set unreasonable production targets, calculate production capacity using excessive working hours or accept orders beyond capacity.
- Serious Normal weekly working hours should not exceed 48 hours per week. If national legislation, collective agreements or industry standards set lower weekly working hours, these lower limits shall prevail.
- Serious Total hours worked per week must not be more than 60 hours per week and less than 72 hours per week for more than 17 weeks in any 12-month period.
- Serious Total working hours must not exceed 72 hours per week.
- Serious Overtime must not be worked in excess of the local legal limits.

OVERTIME

- Serious The working of overtime must always be voluntary, according to local law and terms of employment.
- Serious Overtime must not be worked or requested on a regular basis.
- Serious Workers must not be required to report for work before normal start times or remain after normal finish time without payment for that time as overtime

REST

- Serious The factory must follow the local law for the provision of meal breaks and rest periods during all working hours.
- Serious All workers must have at least one rest day of 24 consecutive hours, following six days worked or at a minimum, workers must be granted 2 rest days, each of 24 consecutive hours, in a 14 days period.

LEAVE

- Serious Workers must receive all paid leaves as entitled through national or local legislation.

HEALTH AND SAFETY

GENERAL

MANAGEMENT

Critical	There must be no individual or systematic health and safety issues that pose an imminent threat of loss of life, serious injury or risk to health.
Critical	The factory must have sole use of all production and storage buildings.
Serious	Workers must have the right to remove themselves from imminent serious danger without seeking permission.
Serious	The standard of housekeeping must not represent an increased risk to worker safety. There should be a regular cleaning programme in place.
Serious	A risk assessment of hazards in the workplace must be conducted and maintained up to date.
Serious	Health checks relevant to workers exposure to noise, chemical, dust or other hazardous exposures or as required by law must be provided.
Other	The factory should ensure that thorough and credible safety inspections are carried out on a periodic and/or needed basis by qualified inspectors, with fire, electrical and building safety expertise.
Other	The factory should provide visitors and anyone entering the site with an appropriate introduction to safety and emergency procedures.

BUILDING

MANAGEMENT

- Serious The factory must obtain all the necessary licenses and permits required by local law and regulation for all production sites, facilities and operations.
- Serious Approved building plans must reflect the current building structure, layout or use.
- Serious Facility doors / exits / stairs must be in line with legal or regulatory requirements.
- Serious The factory must have a documented fire & emergency safety procedure in place that cover all areas of the facility.
- Serious All workers must be trained on emergency and fire safety procedures, including the location and use of alarm boxes or other alarm activation methods as part of their initial induction and orientation upon commencing employment. All workers must receive specific fire safety training as it applicable to their work location and where relevant their dormitory facilities.
- Serious Fire exits, escape routes, firefighting equipment and fire alarms must be properly marked according to national and industry standards.
- Serious Fire exits, and escape routes must be kept clear from obstacles allowing for swift and safe evacuation in case of an emergency.
- Serious The factory must take appropriate measures to ensure the strength, stability and safety of buildings and equipment, including in worker accommodation where provided or mandated.

ELEVATORS

- Serious Interlocking devices must be fitted on the doors of all elevators to prevent the door from opening unless the elevator is present and to prevent the elevator from operating if all doors are not closed.
- Serious A valid license / safety certificate must be displayed for all elevators issued by the relevant government department or competent authority.
- Other Each elevator should have a sign indicating if it is intended for passenger or goods use. Elevator warning signs must be posted next to all elevator doors, at each level, regarding the use of elevators during emergencies. For example, "Do not use in case emergency."

BOILERS

- Serious The boiler must be in a room or area separate from production, storage or other service areas
- Serious Valid licenses / permits for boilers and boiler operators must be available.

LIGHTING

Serious Lighting must be adequate for the purposes of the area and meet minimum lux requirements. As a minimum lighting must be sufficient to enable people to work and move about safely. If necessary, local lighting must be provided at individual workstations and at places of particular risk. Lighting and light fittings must not create any hazard.

STAIRS

Other A handrail should be provided on at least one side of every staircase and on both sides where the staircase is more than 1m wide and there are more than 4 steps.

STRUCTURAL

Serious All storage racks provided must be suitable for the goods stored in them.

Serious Exposed overhead working surfaces and storage areas, including loading docks / mezzanine floors, must be protected by adequate guard rails, toe boards and fencing.

Serious Floor openings and holes must be protected by covers and / or suitable barriers.

ASBESTOS

Serious The facility must have adequate safety measures in place regarding asbestos such as undertaking an exposure assessment, measures to prevent exposure to asbestos or ensuring that all sources of asbestos are labelled.

CANTEEN

- Serious Canteen/eating areas must be separate from the production areas (even though they may be in the same compound/industrial park)
- Serious A canteen / eating area must be provided with adequate protection from the elements which has adequate seating, tables and lighting.
- Serious Food preparation, storage, and eating areas are not kept clean, safe, and hygienic (including temperature, ventilation, light, noise etc.)
- Dining and food services must be provided, maintained and operated in accordance with local regulations. Kitchen personnel must wear appropriate protective equipment such as hats, hair nets and masks. Floors in the kitchen must be kept a safe condition, i.e. not slippery, wet or greasy. Kitchen ventilation systems must be adequate to remove excessive steam, heat, vapours, odours and smoke. The kitchen must be kept clean and in a sanitary condition and free from bad odours. Adequate washing facilities must be available for all kitchen and eating utensils and tableware. Food preparation surfaces and chopping boards must be kept clean and in good condition and should be sterilised after use.
- Serious Food must be prepared in a manner that reduces the potential for foodborne illnesses.
- Serious Food service employees must undergo annual medical examinations to ensure they are healthy and free from communicable diseases.
- Serious All food service employees must be trained in proper food safety and hygiene.
- Serious All food service employees must have a valid health certificate from the relevant local authority.
- Serious Canteen / eating areas must have valid health / sanitation certificates / permits as legally required.
- Serious Cooked food services must be provided by the factory where workers have no access to or have reasonable opportunities to obtain cooked food.
- Serious Workers must not be allowed to consume food and / or beverages in toilet rooms or in areas around the factory, including production areas where there is potential for contact with toxic chemicals.
- Serious A fire extinguisher suitable to deal with oil or grease fire must be available in all areas where cooked food is prepared.
- Serious Kitchen workers must be trained to deal with emergencies that may be associated with a kitchen, including fire and first aid.

CHEMICAL MANAGEMENT

CHEMICAL STORAGE

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| Serious | Buildings for the storage of chemicals must be designed, constructed and located appropriately for the materials to be stored in them providing for adequate segregation of chemicals as necessary. Chemicals should be stored in buildings separate from those which are regularly occupied, including production workshops. |
| Serious | All electrical fittings present in chemical storage areas must be of an explosion-proof type. No unnecessary electrical fittings should be present. |
| Serious | Adequate secondary containment must be provided for the storage of liquid chemicals and for large storage vessels. |
| Serious | Eye wash facilities must be available within 30m of all locations where chemicals are stored. |
| Serious | At least one 50Kg fire extinguisher of an appropriate type must be available in or adjacent to all chemical storage rooms greater than 200m ² in area. |
| Serious | Flammable chemical storage areas must be equipped with automatic fire extinguishing systems. |
| Serious | All chemical containers must be clearly labelled. |
| Serious | Chemical drums/containers must not be left open when not in use and create unnecessary chemical vapours. |
| Serious | An inventory log of stored chemicals must be maintained and available to include all chemicals stored and in use. |
| Serious | Large storage vessels must be protected from direct sunlight. |
| Serious | SDS containing all the required information must be available in storage areas for all chemicals being stored. |
| Other | There should be warning signs for chemical and fire hazards posted. |
| Other | Flammable and combustible materials should be segregated from oxidising agents, reactive materials, etc. |

CHEMICAL USAGE

Serious	Appropriate containers must be used for dispensing all chemicals.
Serious	Food or drink containers or receptacles must not be used for the storage or use of chemicals.
Serious	All chemical containers must be clearly labelled.
Other	Chemical containers at work station should be a type that exposes only the minimum required area of chemical or they are suitably covered.
Serious	Flammable chemicals must not be placed near ignition sources such as open flames, sparks, etc.
Serious	Eye wash facilities must be available within 30m of all locations where chemicals are used.
Serious	Chemical mixing areas must be physically separate from production lines and have the same conditions as the main chemical store.
Serious	The appropriate type of PPE must be provided where required for all those who work with or are exposed to chemicals.
Serious	Factories must have in place controls that monitor and prevent the exposure of employees to hazards in excess of permitted levels.
Serious	The factory must have SDS for all chemicals being used on the site – for production and non-production (e.g. cleaning, maintenance) purposes. The SDS must be readily available for each chemical in all locations where it is stored or being used.
Other	Employees should be trained on Safety Data Sheets of chemicals and safe work practices and other hazards particular to their job assignment
Other	Training records on chemical use and handling and disposal and spill clean-up should be maintained for the last 12 months.
Other	Written procedures must be in place for reporting and responding to chemical spills inside the production area.
Other	A complete spill kit (appropriate for the types and use of chemicals in the facility) should be available for use.

GAS CYLINDERS

Serious	Gas cylinders and the manifold connections must be outside the building, under a roof, in an upright position and enclosed in a suitable caged and locked area with adequate lightening protection.
Serious	Piping for the connections between gas cylinders or manifolds to gas appliances must be constructed of rigid metal compatible with the gas type.
Serious	Where flexible rubber hoses are used to connect from the manifold to the cylinder they must be maintained in good condition and replaced either by the validity date stamped on them or at least every 2 years.
Serious	Combustible materials must not be stored near gas cylinders.

CHILD CARE

CHILD CARE

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| Serious | There must be a clear delineation between child-care facilities and production areas. Child care areas must be far enough away to prevent exposure to any hazard, separate from production areas and to prevent easy access to production areas. |
| Serious | The factory must observe all local laws and regulations pertaining to the establishment and operation of on-site child care facilities. |
| Serious | Childcare facilities must be located on the ground floor. |
| Serious | Childcare facilities must be clean, safe, and hygienic (including temperature, ventilation, light, noise etc.) |
| Serious | Childcare facilities must be provided with adequate supplies and infrastructure (i.e. food, recreational items, washroom, feeding area etc.) |
| Serious | Childcare staff must go through an appropriate pre-work screening process. |
| Serious | The facilities and staff provided for child care must be sufficient to ensure the safety and wellbeing of the number of children attending. |
| Serious | There must be a system is in place to ensure that children are only released to parents or other authorized adult / guardian. |

CONTRACTORS

CONTRACTOR SAFETY

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| Serious | When any contractor is engaged to undertake work on the factory site, either on an ad hoc or regular basis the factory must ensure that appropriate measures are in place to safeguard both the factory and contractor employees. |
| Serious | The factory must verify that the contractor's personnel e.g. electrician, crane operator, etc. are qualified to perform the intended work in a safe and professional manner, while complying with all applicable local and national regulations. |
| Serious | Excavation or trenching must be undertaken in a safe manner; i.e. will not damage or disrupt underground utilities, storage tanks or other facilities and has the proper shoring or sloping. |
| Serious | Appropriate tag / lock out / permit to work systems are put in place prior to the commencement of any work. |
| Serious | Scaffold must be erected in a secure manner; secured to a permanent structure, with secure footing, adequate bracing and guardrails installed when above 3 meters. |
| Serious | Fire extinguishing equipment must be available to the contractor's personnel where hot works is being performed by the contractor and the contractor has not provided their own. |
| Serious | The SDS for chemicals / chemical materials brought to site by the contractor must be submitted to the factory and reviewed for any possible hazards or presence of highly toxic chemicals. |
| Serious | Communication with the contractor must include instruction on the reporting of emergencies and the proper evacuation procedures in the event of an incident or emergency. |

DORMITORIES

- Serious Dormitory buildings must be separate from any building used for storage or production purposes.
- Serious Accommodations must be clean and safe.
- Serious There must not be more than 8 people per room each with at least 2 square meters of floor space each and an individual sleeping space.
- Serious Accommodation must have headroom above beds of 203 cm or greater.
- Serious Accommodation dimensions inside of sleeping spaces must be at least 198 cm by 80 cm.
- Serious Accommodation beds must be arranged in tiers of no more than 2.
- Serious Accommodations must be adequately lit.
- Serious Accommodations must be adequately ventilated.
- Serious Accommodations must be adequately protected against heat, cold, and dampness.
- Serious Accommodations must be adequately protected against noise.
- Serious Accommodations must be adequately protected against disease carrying animals or insects.
- Serious Accommodations must have adequate cooking and storage facilities.
- Serious Accommodations must provide adequate privacy for employees.
- Serious Appropriate facilities for the provision of free potable water, storage & removal of waste, provision of electricity & water supply and bathroom facilities must be provided.
- Serious Accommodations must have adequate toilets and showers.
- Serious Accommodation, toilet and washing facilities must be clearly separated by gender.
- Serious Electrical wires, switches and plugs must be properly installed, grounded and maintained.
- Serious Accommodations must have a sufficient number of emergency exits, as legally required.
- Serious Accommodations must have emergency exits that are well marked, easy to access, and unblocked.
- Serious Accommodations must have a sufficient firefighting equipment (fire extinguishers, hoses, and/or hydrants), as legally required.
- Serious Accommodations must have firefighting equipment that is well marked, easy to access, and unblocked.
- Serious Accommodations must have a fire detection and emergency alarm system to notify employees of emergencies.
- Serious Accommodations must have adequate evacuation markings (or plot plans), pathways, and emergency lighting.

- Serious Emergency drills must be conducted in accommodation areas at least twice a year.
- Serious Sleeping quarters must be clearly segregated by gender.
- Serious There must not be more than 8 people per room each with at least 2 square meters of floor space each and an individual sleeping space.
- Serious Dormitory rooms must not be locked from the outside at night.

ELECTRICAL SAFETY

Other Appropriate safety warning labels and signs should be placed on all electrical equipment.

ELECTRICAL PANELS

Serious Electrical panels / control panels / distribution boards must be easily accessible and not blocked or obstructed.

Serious Electrical panels / control panels / distribution boards must be adequately labelled.

Serious Electrical panels / control panels / distribution boards must be enclosed in non-flammable material.

Serious Electrical junction boxes, distribution panels, gear boxes and similar electrical equipment must be maintained in damage-free condition, including provision of weather proof connections where required.

Serious Electrical circuits must not be overloaded or show indications of overheating or burning due to being overloaded.

ELECTRICAL WIRING

Serious Switches, plugs, and junction boxes must be covered so that no wires are exposed.

Serious Electrical wirings must be insulated in non-flammable material.

Serious Electrical wirings must be adequately maintained and damage free.

Serious Cables must be suitably suspended and must not trail across the floor in walkways or working areas.

Serious Electrical wirings must be properly grounded (i.e. with electrical panels, metal conduits etc.)

Serious All electrical connections must be made using appropriate industrial connectors. There must not be any taped connections.

MAINTENANCE

Serious Electrical equipment inspection and maintenance must be carried out by a certified, competent and authorized entity (i.e. the electrician must be licensed)

MACHINERY

- Serious All equipment and machinery must be grounded.
- Serious Appropriate industrial connectors must be used to connect machinery and lighting to their power source.
- Serious Individual machines must have their own emergency power shut-off switch within easy reach of the usual operator position.

HIGH VOLTAGE

- Serious Access to high voltage (HV) areas must be restricted to authorised personnel only.
- Serious High voltage areas must be kept clean and tidy and not used for storage of materials.
- Serious A lightning protector / arrester system must be installed on the building.

COMPRESSORS / GENERATORS

- Serious Compressors and generators must be separated from and located outside of production or other occupied buildings.
- Serious Compressors and generators must be located in an enclosed area.
- Serious Compressors and generators must be equipped with drip pans to prevent oil leaks to the ground.
- Serious The belt drive systems of compressors & generator must be fully enclosed or guarded.
- Serious Compressors and generators must be installed and maintained in accordance with local regulations.

EMERGENCY READINESS

RISK ASSESSMENT

Serious The factory must undertake and maintain up to date a health & safety risk assessment.

TRAINING

Other All workers should receive regular health & safety training as it applicable to their work position and where relevant their dormitory facilities.

Serious All workers must be given basic health & safety training as part of their induction.

MANAGEMENT

Serious Factory must have a manager nominated with responsibility for Health & Safety.

Other The factory should have adequate internal Health & Safety policies and procedures to ensure the safety and health of workers and to respond to violations when they occur.

Other The factory should maintain up to date documentation of local legal requirements for Health and Safety.

Serious The factory must have a documented Emergency Response Plan that is communicated to all employees in an understandable manner.

Serious The Emergency Response Plan must be reviewed and updated on an annual basis.

Serious The factory must maintain all required fire safety certificates, licenses and inspection reports.

TRAINING

Serious All employees must know their primary evacuation route and their secondary evacuation route if the primary route is blocked.

Serious All workers must receive instructions on emergency evacuation procedures, as part of their initial induction and orientation upon commencing employment and regularly thereafter.

Serious All workers must receive instructions on the location and use of alarm boxes or other alarm activation methods as part of their initial induction and orientation upon commencing employment.

Serious The number of workers trained to use firefighting equipment must meet legal or regulatory requirements and be sufficient to cover all areas of the facility. Nominated employees who are expected to use firefighting equipment to extinguish small, newly started fires must receive regular training to do so and be given clear instruction on what to do in the event of a fire.

EMERGENCY PLANS

Serious The factory must have proper floor maps prominently displayed in all buildings, including offices and dormitories at least showing “You are here”, exit routes, firefighting equipment locations and identification of phone numbers and details for local fire and emergency services.

FIRE DETECTION & ALARM

Serious A fire detection system must be installed in all areas of the factory.

Serious An emergency alarm system must be installed in all areas of the factory.

Serious The emergency alarm system must be fully functioning.

Serious Full and regular testing of the alarm system must be undertaken.

Other Records of all tests, maintenance, repair or replacement of the alarm system should be retained.

Serious The emergency alarm system must be able to be heard and / or seen (in high noise areas) across all facility areas.

Serious Emergency alarm system buttons / switches / pull stations must be easily identified, accessible, and at the correct height.

Serious The emergency alarm system must be equipped with an independent back-up power system.

Serious The emergency alarm system must be automatic and centralized covering all areas of the facility.

Serious The emergency alarm system must be separate and distinguishable from all other alarm and notification systems.

EMERGENCY EXITS

- Serious Emergency exits must meet legal / regulatory requirements.
- Serious There must be at least 2 independent emergency exits from each floor, as far apart as possible (at least 45 degrees measured from an opposing wall).
- Serious There must be an adequate number of exits of appropriate widths for the number of people normally present in an area.
- Serious The travel distance to the nearest exit must not exceed 45m in normal hazard areas and 25m in high hazard areas such as where large quantities of chemicals or other highly flammable materials are stored or used.
- Serious The number and the width of stairways that are used for emergency exit must be adequate for the number of employees.
- Serious Emergency exits must be clearly marked in a manner understood by workers.
- Serious Essential safety signs must be illuminated to be visible in the dark or when there is a smoke with an independent back up power supply.
- Critical Emergency exit doors must be accessible and unlocked during all working hours.
- Serious Emergency exit doors must open in the direction of travel. Where roller or sliding doors are legally allowed these must be secured open during all working hours.
- Serious Doors which do not serve as emergency exits or means of egress must be marked "No Exit".
- Serious Exit routes must be clearly identified, and signs displayed in local languages.
- Serious Exit routes, stairs and passageways must be free of obstruction and any trip hazards.
- Serious All exit routes must be of adequate width for the number of employees and not less than 900mm wide or the local legal requirement if greater.
- Serious All exit routes must have a height clearance of no less than 2m.
- Serious There must be adequate clearance of at least 0.4metres between work stations and a clear passage for workers to enter and exit the work area.
- Serious All exit routes in the factory must be clearly marked with arrow pointing in the direction of the nearest exit.
- Serious Emergency exit routes must not pass through high hazard areas, such as chemical storage rooms, boiler rooms, etc.
- Serious The walking surface at emergency exits must be the same height on both sides of the exit door or passage.
- Serious There must be a designated and marked emergency assembly area large enough to safely accommodate all workers.
- Serious The designated emergency assembly area must be well positioned to ensure the safety of employees in an emergency.

EMERGENCY LIGHTING

- Serious Emergency lighting which provides an adequate level of light of at least 1 lux at floor level, must be available for all exit routes e.g. doors, egresses, stairways and at other appropriate locations.
- Serious All emergency lighting must be in working condition.
- Serious Emergency lighting must be inspected and tested monthly, testing being properly documented, and any defects corrected immediately.
- Other The testing and inspection of emergency lighting should be properly recorded and documented.
- Serious Emergency lighting must operate automatically in the event of a power failure.
- Serious Emergency lighting must have an independent & individual power supply that can maintain the light operational for a minimum of one hour.

EVACUATION DRILLS

- Serious The factory must conduct at least two (or as required by local regulation if greater) emergency evacuation drills in all the factory buildings, including dormitories each year.
- Serious Emergency drills must be unannounced.
- Serious Emergency drills must cover all shifts, floors and buildings within the facility.
- Serious The factory must ensure that every employee evacuates.
- Serious During an emergency evacuation drill all employees must meet at their designated assembly / meeting points.
- Serious The emergency drills must be accompanied by a power shutdown to test the emergency lighting and alarm systems.
- Serious Staff monitors / leads must be present to listen and watch to ensure all alarms work properly and all employees are evacuated as planned.
- Serious There must be a system in place to account for all employees and ensure everyone has evacuated during an emergency evacuation.
- Serious The emergency evacuation drills must be recorded. Drill records must include the drill plan and arrangements, the procedure, emergency plan, the process of the drill including time to evacuate, existing problems and improvements.

FIRE FIGHTING

- Serious Firefighting equipment must be clearly marked and equipped with operating instructions in the local language(s).
- Serious Firefighting equipment, including extinguishers, hydrants, storage tanks and any associated pumps must be regularly tested and serviced to ensure it is operable in the event of an emergency.
- Serious Firefighting equipment must be accessible and not be obstructed.
- Serious The type(s) of fire extinguisher provided must be appropriate for the types of fire that may potentially occur in each area.
- Serious Extinguishers must be maintained with the correct level of charge and must be recharged after each use.
- Serious Firefighting equipment must be regularly tested and serviced to ensure it is operable in the event of an emergency.
- Serious The number of fire extinguishers available in the factory must be adequate; there must be at least one 6 kg fire extinguisher per 100 sqm.
- Serious Fire extinguishers must be positioned so that the distance from any workers to the nearest fire extinguisher is not more than 22.5m.
- Serious There must be an adequate supply of water with enough pressure for firefighting systems. Where necessary the factory must provide additional water storage and / or automated pumps to support firefighting systems.
- Serious Hoses, hydrants and / or an automatic sprinkler system must be provided for fighting a fire.
- Serious The water supply for hoses, hydrants and sprinklers must be separated from the regular water system.
- Serious Where installed, water flow through the sprinkler systems must activate the building fire alarm.
- Serious There must be adequate clearance of at least 0.45 metres between sprinkler heads / smoke detectors and stored materials.

EXPOSURE CONTROL

EMISSION CONTROL

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| Other | It should be verified that all emissions from the factory are within the permissible limits set by the relevant authorities. |
| Serious | The factory must have measures in place to minimise VOC emissions within the workplace. |
| Serious | Prevention and control measures e.g. water suppressions systems, air treatment systems such as bag house and cyclone, filter systems, etc. must have been installed to control particulate matter emissions. The control measures must be regularly cleaned and maintained. |
| Other | Noise emission from factory equipment should not exceed allowable limits, based on local regulations. In the absence of any local guidelines or standards, noise impacts should not result in a maximum increase in background levels of 3dB at the nearest receptor location off-site. |
| Serious | Operations must not have significant detrimental consequences for the environment. |

FALL PROTECTION

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| Serious | Adequate fall protection systems must be in place where workers need to be on a walking or working surface that has unprotected sides or edges and is six feet / ~1.8m above the floor or lower working surface. |
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HOT WORK ENVIROMENT

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| Serious | Shields must be in place to protect workers from radiant heat sources. |
| Serious | The air velocity in the work area where hot work is performed must be adequate. |
| Serious | Workers who are exposed to heat / radiation at their work stations must be given rest breaks in a cooler environment and / or job rotation in the hot environment. |
| Serious | The factory must implement basic medical surveillance techniques for workers that are exposed to heat or may be heat-stressed. |

ERGONOMICS

- Other The factory should have a system for identifying, evaluating and minimizing risks from physically demanding work to prevent work-related injuries and health impacts.
- Other Job rotation should be used to reduce exposure to repetitive tasks and associated work-related injuries.
- Other Employees should be able to take short ergonomic breaks during the work day.
- Other The factory should provide adjustable workstations or equipment that is adjusted to accommodate individual employee needs.
- Other Workers should be provided with training on ergonomic factors and good practices to prevent and/or reduce strain or injuries.

VENTILATION

- Serious Adequate ventilation must be installed to maintain acceptable thermal conditions for occupants and equipment in line with local regulation and legal requirements.
- Serious Thermal conditions and air quality in the factory must be monitored.

EXTRACTION

- Serious Local extraction systems must be in place or are not adequate where solvents and / or dust is a factor.
- Serious The effectiveness of local extraction systems must be monitored by indoor air quality testing.
- Serious The extraction systems for dust and / or VOC must be explosion proof and the extraction for dust and solvents must be clearly separated.
- Serious Workers who work at LEV systems must be properly instructed on how the systems work so that they employ work practices that are consistent with the protection of their health.
- Serious The discharge points for the air from LEV systems must be located at a substantial distance from open windows or doors. Generally, a roof location for these stacks is preferable.
- Serious The discharge points for the air from GEV systems must not be located near similar mechanical systems in windows or at the ceiling that supplies air to the factory interior.

NOISE

- Serious Where workers may be exposed to noise levels in excess of safe levels, an audiometric testing programme must be implemented to check on the effectiveness of the hearing protection and other noise control measures.
- Other Audiometric testing should be done by a qualified audiometric testing company in accordance with appropriate testing procedures.

PPE

- Serious The factory must undertake an assessment of exposure risks to identify control requirements and ascertain the types of PPE required to be used.
- Serious The appropriate type of PPE must be provided where required for all forms of hazard, e.g. chemical exposure, excessive noise levels or presence of dust.
- Serious Suitable eye protection must be provided for workers on machinery where risks of eye injuries exist e.g. from flying particles, dust, splashed chemicals, persistent glare, UV radiation, etc.
- Serious Where work includes heavy objects workers must be provided with and use safety footwear to control the risk of foot injuries.
- Serious Where required, appropriate gloves must be provided and used to protect employees from chemical, mechanical or thermal hazards.
- Serious Where UV lights are used, employee's eyes must be prevented from direct exposure to the UV light source through the use of shields, goggles or safety glasses.
- Serious All required PPE and clothing required to be used by employees must be provided by the factory free of charge to employees.
- Serious All PPE must be maintained in good condition and replaced at appropriate intervals to ensure its effectiveness.
- Serious Where provided, PPE must be of the appropriate size and to fit correctly.
- Serious In high noise areas, where the 8-hour time weighted average level approaches or exceeds 85db hearing protection must be provided and used.
- Serious the hearing protection provided in high noise areas must have an adequate Noise Reduction Ratio (NRR) to reduce the noise to a safe level.
- Serious In areas where workers are exposed to noise levels in excess of 100dB over an 8-hour time weighted average they must be provided with ear protectors / muffs and earplugs, to be worn under the earmuffs.
- Serious Employees exposed to any form of hazards must be trained on the need to use personal protective equipment and clothing and its correct use.
- Serious The factory must ensure that PPE is correctly used by all employees where it is required.
- Serious Information must be provided to workers to ensure that PPE is correctly and consistently used.

FIRST AID

FIRST AID KITS

- Serious The number of kits must be sufficient for the number of employees and factory layout (at least 1 per 100 workers and at least 1 per department / working area).
- Serious First aid kits must have adequate supplies, be in appropriate containers and all contents within the expiry date.
- Serious First aid kits must be clearly marked and accessible in all areas of the factory.
- Serious First aid kits must identify current first aiders with names and photographs.
- Serious The number and location of trained first aiders with a valid certificate must be adequate for the number of employees and factory layout. A minimum is one per 100 employees with at least one in each department / working area.
- Serious First aiders must receive adequate and regular training in first aid and CPR.
- Other Records of all first aid training should be maintained.

MEDICAL

- Serious The factory must have means for communicating directly with nearest hospital/ doctor. Telephone and other contact information for ambulance service and local hospital must be provided.
- Serious Doctor and / or suitably qualified medical personnel must be available during working hours as required by law or where there are more than 1,000 employees.
- Serious The first aid room must be adequately equipped for the types of injuries to be expected in the factory. A medical room must be provided as required by law or where there are more than 1,000 employees.
- Serious Medicines in the medical room must be kept locked and only made accessible by the doctor or qualified medical personnel.
- Other The number of beds in the medical room should comply with the law or have at least one bed for every 1,000 workers.
- Other The beds in the medical room should be fitted with screens or curtains for each bed.

ACCIDENTS

- Serious Factory must maintain an adequate record of accidents, including identifying root causes and action taken to prevent a reoccurrence,

MACHINE SAFETY

GUARDS AND DEVICES

- Serious Regular inspection and maintenance of all production machinery must be conducted to ensure that all safety devices and mechanisms are effective.
- Serious Machines and equipment must have pulley guards or cages installed on moving parts.
- Serious The openings of any grid guard, such as for fans or pulleys must be <12mm to prevent insertion of fingers.
- Serious Interlocked guards and emergency stops must be provided on all revolving drums and rollers.
- Serious UV lights must be shielded to prevent line-of-sight exposure to workers' eyes.
- Serious Needle guards must be installed and used on all stitching machines.
- Serious Eye shields must be installed and used on all automatic stitching machines.
- Serious Guards and covers must be in place or closed to ensure safe operation when machinery is in use.
- Serious Machinery and equipment must have working temperature gauges, as required.
- Serious Two-hand operation switches must be installed and used on all cutting machines, presses and heat transfer machines where there is not adequate guarding to prevent the risk of injury.
- Serious All machinery and equipment must have an emergency stop button accessible from the normal operating position.
- Serious Lockout / tag out procedures must be implemented during all equipment maintenance and repair work.
- Serious Valid licenses / permits for specialized machinery must be available where required.
- Serious Machine safety training, including instruction on the use of any required. PPE and the emergency shutdown procedure must be provided to workers before they are allowed to operate any machine.
- Other Employee machinery and equipment training records should be maintained for at least the last 12 months.
- Serious Machinery and equipment must have safety instructions displayed or posted in the facility in an understandable way.

OPERATION

- Serious Machinery must not be left in operation while unattended.

MATERIAL STORAGE

STORAGE

- Serious Lighting provided in storage areas must be protected and explosion proof.
- Serious The width of the main route in the warehouse must be >2m
- Serious There must be at least 1m between racks and every 2 stacks of finished goods cartons.
- Serious Finished goods must be stacked at least 0.5m from perimeter walls.
- Serious Racks and shelves must be secured to permanent structures.
- Serious The weight of goods stored on racks must not exceed the maximum load capacity of racking.
- Serious Workers must not climb on the shelves / racks to place or remove materials.
- Serious Proper training on safe manual handling techniques must be provided to all workers who may have to lift materials or goods.
- Serious Product and raw material must be stored in designated areas.
- Serious There must be adequate space of at least 0.5m between the storage of goods or materials and the ceiling.

LADDERS

- Other Ladders should be inspected regularly for damage and removed from service if any defect is found.
- Serious Ladders must be maintained in a safe working condition.
- Serious Step ladders must have locking devices, so they are secure when open.
- Serious Employees required to use ladders must be trained in their proper use before using them.
- Serious Where ladders are used they must be fitted with safety feet and placed on level, firm & secure ground.
- Serious Ladders must not be fastened together to gain extra height.
- Serious Ladders must not be placed in front of doors.
- Serious Ladders must not be used as a horizontal platform.

FORKLIFTS

- Serious Licenses / permits / certificates as required by local law or regulation must be available for all forklifts.
- Serious Licenses / permits / certificates as required by local law or regulation and training records must be available for all forklift drivers.
- Serious Fork lifts must be inspected and maintained on a regular basis to ensure they are safe to operate.
- Serious Where forklifts are used mirrors, audible alarms and warning lights must be used to promote safe operations.
- Serious Materials must not be overloaded on forklift trucks.
- Serious Forklifts must not be used to lift workers to perform activities at height.
- Serious Battery charging areas for electric forklift trucks must not be located close to storage areas of combustible materials.
- Serious Traffic routes used by forklifts must be clearly marked.

SANITATION AND HYGIENE

TOILETS

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| Serious | The number of toilets, including urinals in the factory must be sufficient for both male and female workers and comply with local regulations. |
| Serious | Toilet and shower areas must be cleaned on a regular basis with a disinfectant cleaner to maintain them in a clean and hygienic condition. |
| Serious | Toilet rooms must be distinctly marked for each gender by Signs in the native language of the workers or marked with easily recognizable symbols or pictures. |
| Serious | The single-occupancy toilet room must be able to be locked from the inside and contain at least one water closet. |
| Serious | Where toilet rooms for each gender are located adjacent to one another they must be separated by a solid wall that extends full height from floor to ceiling. |
| Serious | Each water closet must occupy a separate compartment with a door and walls, or partitions between the fixtures that are sufficiently high to ensure privacy. |
| Serious | There must be no use or provision of open toilets. |
| Other | The toilet rooms must have an adequate ventilation system to ensure they are free of foul odours. Where windows are present they must be opaque or obscured. |
| Other | The floors should be maintained in dry condition as far as practicable. |
| Other | Waste bins with tight closable covers should be provided in each toilet stall and should be emptied regularly. |
| Other | Urinals should have an adequate water flush. |
| Other | Urinal troughs should drain freely, or the drain construction allows for flies and rodents. |
| Serious | Handwashing facilities with clean hot & cold or tepid running water, either within the room or immediately outside it must be provided. The number of sinks must be adequate for the number of toilets. |
| Serious | A sanitary way to dry hands after washing must be provided. |
| Serious | Toilet rooms must be regularly stocked with necessary supplies (i.e. buckets of water, toilet paper, hand soap, covered trash bin) |

DRINKING WATER

- Serious Potable water must be provided in all areas of the factory.
- Serious Potable water must be tested / certified to confirm its safety.
- Serious Drinking water dispensers must be designed, constructed, and serviced so that sanitary conditions are maintained.
- Serious The drinking water supply must not be located inside or adjacent to toilet areas.
- Serious Workers must not share a common drinking cup and / or other utensils.
- Serious Outlets or spigots for non-potable water such as for industrial or firefighting purposes must be posted or otherwise marked to clearly indicate that the water is unsafe for use for other purposes such as drinking, washing or laundry.
- Serious The non-potable water system must be constructed to prevent back-flow or back-siphonage into the potable water system.
- Serious Non-potable water must not be used for personal washing or the washing of cooking and eating utensils.

WASTE MANAGEMENT

WASTE MANAGEMENT

Serious	The factory must comply with all local regulations for the disposal and collection of all forms of waste, including the discharge of water.
Serious	Valid waste disposal / discharge permits as required by local law or regulation must be available.
Other	The facility should have written procedures for the classification, collection, and disposal of waste
Serious	Hazardous waste must be collected by and disposed of through an authorised organisation to ensure safe disposal and adequate records maintained of all collections.
Other	Factory should maintain records for the disposal of all waste.
Serious	The burning of waste on-site must be adequately controlled.
Serious	Different types of waste must be segregated, e.g. leather waste, plastics, paper / cardboard, food, hazardous waste (chemical containers), glass (tube lights) etc.
Other	Waste containers should be kept closed and surrounding areas kept in clean and hygienic condition.
Serious	Waste containers and storage areas must be suitable and adequate for the storage of waste. Waste storage areas should as a minimum have a solid concrete base and be covered.