

Assessment Report (Stage 2)

CONTEMPORARY LEATHER PRIVATE LIMITED

Assessment dates	19/02/2018 to 20/02/2018 (Please refer to Appendix for details)
Assessment Location(s)	CHENNAI (000)
Report Author	Padmanabhan Subbaraman
Assessment Standard(s)	SA 8000:2014



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Executive Summary

In line with the stated strategic direction and intended results of the social accountability management system, particularly with regard to increasing in the customer base and the production volume, the management system has demonstrated that it is largely designed to support the strategic direction and deliver the intended results. This was evidenced, for example, via the policies and procedures to meet the requirement of the SA 8000 : 2014 standards. And also the committees are established, the working hours are as per the legal requirements, salary paid on time etc. The Independent evaluation during the stage 2 found to be 3.5 and the IE1 During the Stage 1 was found to be 3.2, Good Improvement is noticed in the level of understanding and monitoring activities by the SPT

The audit team recommends that BSI consider the information found in this assessment report as evidence in part, of the conformity of the requirements for SA 8000: 2014 standard. However still improvements required in the areas raised as minor NC mentioned in this report.

There are however further possible opportunities to improve and reduce risks, relating to achieving the intended results.

The client was informed during closing meeting about the social fingerprint independent evaluation score completed during this stage 2 assessment and that 2nd & 4th CAV shall be unannounced audit and a refusal of these will lead to the SA 8000:2014 certificate withdrawing, also assessor to complete the independent evaluation on social fingerprint on CAV 2nd & 4th to record & evaluate the improvement in social performance

Changes in the organization since last assessment

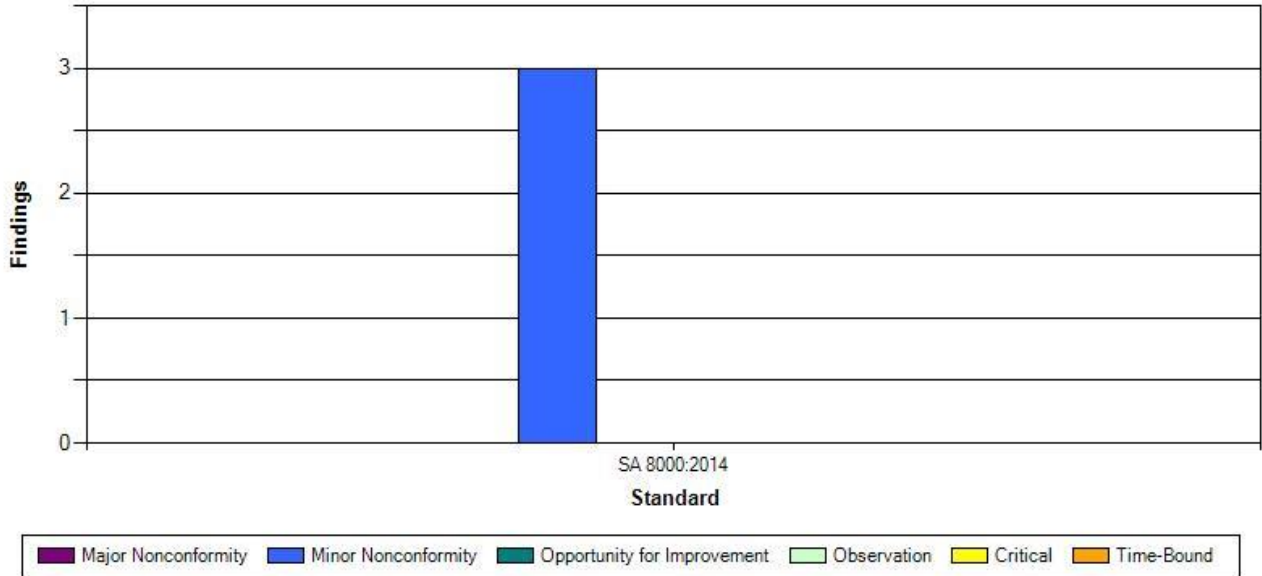
There is no significant change of the organization structure and key personnel involved in the audited management system.

No change in relation to the audited organization's activities, products or services covered by the scope of certification was identified.

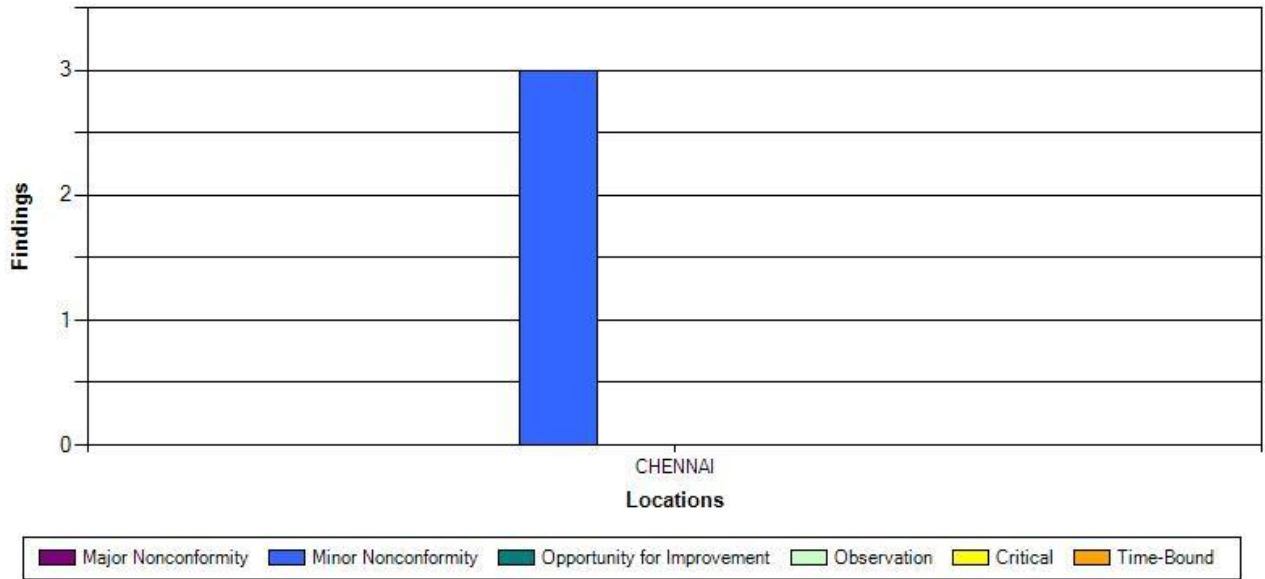
There was no change to the reference or normative documents which is related to the scope of certification.

NCR summary graphs

Which standard(s) BSI recorded findings against



Where BSI recorded findings



Your next steps

NCR close out process

There were no outstanding nonconformities to review from previous assessments.

3 nonconformities requiring attention were identified. These, along with other findings, are contained within subsequent sections of the report.

A nonconformity relates to a single identified lapse, which in itself would not indicate a breakdown in the management system's ability to effectively control the processes for which it was intended. It is necessary to investigate the underlying cause of any issue to determine corrective action. The proposed action will be reviewed for effective implementation at the next assessment.

Please refer to Assessment Conclusion and Recommendation section for the required submission and the defined timeline.

Assessment objective

The objective of the assessment was to conduct a certification assessment to ensure the elements of the proposed scope of registration and the requirements of the management standard are effectively addressed by the organisation's management system and to confirm the forward strategic plan

scope

Manufacture and Supply of Leather wallets ,Hand Bags, Leather Folders and Leather covered Note books through the processes of Leather Inspection, Clicking, Splitting, Skiving, Plating, Component Inspection, Assembly, Pre final inspection, Sewing/Embossing, Final Stitching , Thread Lamping, Final Inspection Packing and Dispatch

Outsourced Process : Nil

Contracted Process : Nil

criteria

SA 8000:2014 standard, SAAS procedure 200, BSI Scheme manual requirements, Statutory & Regulatory requirements, Guidelines on auditing management Systems 19011:2011, Results of Self evaluation and Independent Evaluation.

Assessment Participants

Name	Position	Opening Meeting	Closing Meeting	Interviewed (processes)
R. Sriram	Managing Director	X	X	X
R.Thanga Pandiyan	Purchase Manager/ SPT	X	X	X
L. Ambikeswari	Senior Merchandiser/SPT	X	X	X
T. Naresh	Purchase Assistant / SPT	X	X	X
K. Logesh Babu	Stitcher / SPT	X	X	X
S. Suguna	Pasting / SPT	X	X	X
K. Rani	Cutting / WR	X	X	X
K. Puspha	QC/SPT	X	X	X
N. Jerald	Maintenance Incharge /HSR	X	X	X
S. Jayaraman	HR Manager/ SAR	X	X	X

Assessment conclusion

BSI assessment team

Name	Position
Padmanabhan Subbaraman	Team leader
Natarajan Bharathi	Team member
Sankararaman Gurunathan	Team member

Assessment conclusion and recommendation

The audit objectives have been achieved and the certificate scope remains appropriate. The audit team concludes based on the results of this audit that the organization does fulfil the standards and audit criteria identified within the audit report and it is deemed that the management system continues to achieve its intended outcomes.

RECOMMENDED - Corrective Action Plan Required ('Minor' findings only): The audited organization may be recommended for certification, based upon the acceptance of a satisfactory corrective action plan for all 'Minor' findings as shown in this report. Effective implementation of corrective actions will be reviewed during the next surveillance audit.

Please submit a plan to BSI detailing the nonconformity, the cause, correction and your proposed corrective action, with responsibilities and timescales allocated. The plan is to be submitted no later than 22/02/2018 by e-mail or fax to the correspondence address below, referencing the report number, or through the BSI Assurance Portal if this is enabled for your account.

Use of certification documents, mark / logo or report

The use of the BSI certification documents and mark / logo is not effectively controlled.

Details

This is the Stage 2 audit

Findings from this assessment

► Social Fingerprint Score for BSI India

Company: CONTEMPORARY LEATHER PVT LTD

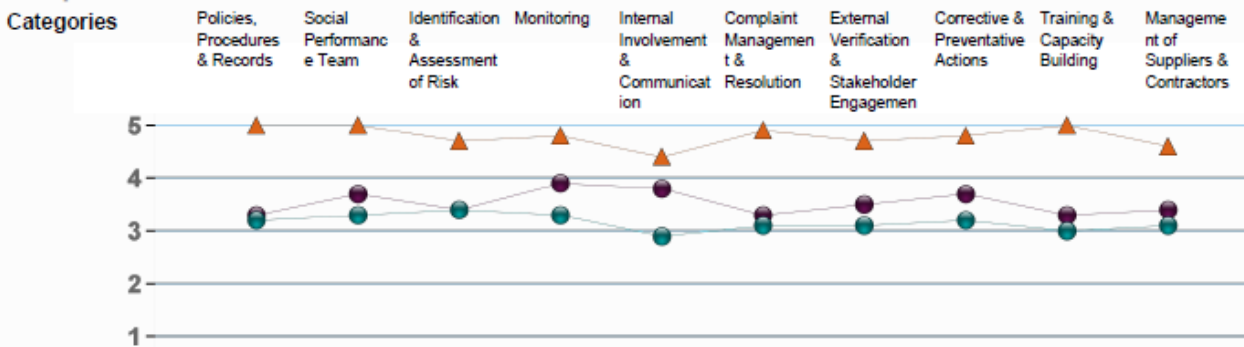
Benchmark Table

Categories	Self-Assessment			Independent Evaluation			Independent Evaluation 2		
	Score	Dept Ave	Global Ave	Score	Dept Ave	Global Ave	Score	Dept Ave	Global Ave
Policies, Procedures & Records	5.0	4.4	4.5	3.2	3.5	3.6	3.3	3.7	3.7
Social Performance Team	5.0	4.3	4.1	3.3	3.5	3.1	3.7	3.6	3.3
Identification & Assessment of Risk	4.7	4.1	4.0	3.4	3.3	2.7	3.4	3.4	3.1
Monitoring	4.8	4.2	4.1	3.3	3.4	3.1	3.9	3.6	3.4
Internal Involvement & Communication	4.4	4.0	3.9	2.9	3.4	2.9	3.8	3.5	3.3
Complaint Management & Resolution	4.9	4.2	4.0	3.1	3.3	3.0	3.3	3.4	3.6
External Verification & Stakeholder Engagement	4.7	3.7	3.9	3.1	3.0	2.7	3.5	3.2	3.0
Corrective & Preventative Actions	4.8	4.1	4.1	3.2	3.3	3.0	3.7	3.4	3.1
Training & Capacity Building	5.0	4.2	3.9	3.0	3.1	2.9	3.3	3.3	3.5
Management of Suppliers & Contractors	4.6	4.0	3.6	3.1	2.9	2.7	3.4	3.1	2.9
Overall Score	4.8	4.1	4.0	3.2	3.3	3.0	3.5	3.4	3.3
Completed On	12/23/2017			1/19/2018			2/20/2018		

► Social Fingerprint Rating for BSI India

Company: CONTEMPORARY LEATHER PVT LTD

Comparison Chart



Self-Assessment	5.0	5.0	4.7	4.8	4.4	4.9	4.7	4.8	5.0	4.6
Independent Evaluation 1	3.2	3.3	3.4	3.3	2.9	3.1	3.1	3.2	3.0	3.1
Independent Evaluation 2	3.3	3.7	3.4	3.9	3.8	3.3	3.5	3.7	3.3	3.4
Independent Evaluation 3										
Independent Evaluation 4										

Overall Scores

Self-Assessment	4.8
Independent Evaluation	3.2
Independent Evaluation 2	3.5
Independent Evaluation 3	
Independent Evaluation 4	

Top Management:

During the discussions with the Management , it could be felt that there is certainly a good degree of commitment at all level from Top to Bottom towards compliance with a laid out system of working. Top Management shared the objective of Social Accountability Management System, which emerged out to be improving the social conditions of the worker & people. The Management focuses on ensuring better quality life of its employees. There are no trade unions in the company, but the management allows / accepts the workers concerns directly, through the suggestion boxes and Worker committee meetings. Management commitment to effective system implementation was seen from the records of the Management review meeting.

The following are the positive observations and areas for improvement, arising from this audit.

Positive Findings :

1. There exists a good worker-Management relationship.
2. Much care is given to the Health and safety aspects in the Organisation
3. No reportable accidents occurred within the premises of the Organization.
4. There is no disciplinary action taken against any of the worker from the date of implementation
5. The workers have a positive attitude towards the management and the worker can meet the management at any time directly.
6. They are satisfied with the work environment and the facilities provided by the employer.
7. Salaries and wages are paid on time without any delay
8. House Keeping found to be good
9. Lunch and Transport are provided on free of cost to the workers.

Overview of the Organization:

1. Name of the Company: Contemporary Leather Private Limited
2. Brief about the Company: This Organisation is founded by Mr. John R. P. Throp in the year 2007. The organisation is exporting the Leather wallets, Hand Bags, Leather folders and Leather covered Note books to UK, Malaysia and Japan. The organisation has strong technical back ground and state of the art technologies in Manufacturing Leather goods and products . The organisation consists of a team of professionals in serving the global market with variety of style and designs
3. Name of the Contact person: Mr. R. Sriram , CEO
4. Scope: Manufacture and Supply of Leather wallets ,Hand Bags, Leather Folders and Leather covered Note books through the processes of Leather Inspection, Clicking, Splitting, Skiving, Plating, Component Inspection, Assembly, Pre final inspection, Sewing/Embossing, Final Stitching , Thread Lamping, Final Inspection Packing and Dispatch
Outsourced Process :Nil
Contracted Process : Nil
5. Production Capacity : 40000 Units per month depends on the style and design
6. Machineries :
Leather Measuring Machine -1 Nos
Clicking Machine – 9 Nos
Splitting Machine – 2 Nos
Skiving machine – 4 Nos
Plating Machine – 2 Nos
Pasting Machine – 2 No
Folding machine – 1 No
Buffing Machine -1 No
Embossing Machine – 18 Nos
Grinding Motor – 2 Nos
Hand Creasing- 1 No

Top Creasing -1 No
Cylinder Bed – 15 Nos
Flat Bed – 19 Nos
Post Bed -1 No.
Edge Coloring Machine – 2 Nos
Piping Machine-1 No
Buttoning Machine- 2 No
Hammering Machine-1 No
Heat oven Machine – 2 Nos
Strapp cutting Machine – 2 Nos.
Compressor -2Nos
Gen set -2 Nos.

7 Number of Employees : On the Muster Roll – 297 Men- 94 and ; Women -203 No.

Employees present on the day of audit(19-02-18) Men – 84 Nos and Women – 192 Nos Total – 276

Employees present on the day of audit(20-02-18) Men – 84 Nos and Women – 176 Nos Total – 260

8. Infrastructure: The organization operates in a Multi Storey concrete (RCC) Building(Basement, G+3 Floors). The activities in each floor is given below

Basement - Cutting Section, Stores, Preparatory Process

Ground Floor – Packing Processes, Admin Office, CEO Office

First Floor – Stitching, Attaching, coloring, Line QC, Stamping, embossing

Second Floor – Stitching, Attaching, coloring, Line QC, Stamping, embossing

Third Floor – Sample Development and Dining Hall

9. Number of Shift: One (Working Hours are detailed in Clause 7)

10. Process Sequence - Leather Inspection, Clicking, Splitting, Skiving, Plating, Component Inspection, Assembly, Pre final inspection, Sewing/Embossing, Final Stitching , Thread Lamping, Final Inspection Packing and Dispatch

11 . Representatives of the Organization

SAR – S.Jayaraman – HR Manager / SAR (Verified Appointment letter dated 01.06.17)

HSR —N. Jerald – Maintenance Incharge / HSR (Verified Appointment letter dated 01.06.17)

WR – K. Rani – Cutting/ SPT/WR, (Verified Appointment letter dated 30.06.17)

Products Manufactured : Leather wallets ,Hand Bags, Leather Folders and Leather covered Note books

12. Employees interviewed : Total – 20- Individual Interview – 10 Employees, Group Interview -10 employees (2 Group of 3 and 1 Group of 4)

Following Legal Acts are Applicable to the organization :-

Certified Standing order, Factory Act 1948, State Factory Rules, Child Labor Act, Children Pledging of Labor Act 1933, Bonded Labor System (Abolition) Act 1976, Equal Remuneration Act 1976, Contract Labor Act, Indian Equal Remuneration Act, Minimum Wages (Central & State) Rules, Employee Provident Fund Act 1952, Industrial employment (standing orders) act, 1946, Payment of Wages Act, Payment of bonus act, 1965, Worker compensation act, The Protection of Human Rights Act, 1993, The weekly holidays Act, 1942, Trade union act 1926, Indian Electricity Rules, Industrial Dispute Act. Payment of Gratuity Act 1972, Maternity Benefit Act etc.

Legal Compliance:

1. Verified the Factory Register Number: 68534 License No: KM 8824, Valid till 31.12.2018, for 500 employees and 129 H.P., approved by Joint Director of Industrial Safety and Health, Kanchipuram.
2. Verified the certificate of Importer- Exporter Code (IEC) No. 0407014977 dated 16/08/2007 Issued by the foreign trade development officer, Chennai. File No: 04/04/131/80944/AM 18 dated 5/07/2017.
3. Verified the R.c. No: 4833/C1/2017, License No. 1266/2017, Dated 13/04/2017, Issued by Divisional fire officer – Fire rescue service Chennai, valid for one year from the date of issue.
4. Verified the certificate of Stability Letter No: R. Dis: 4763/2011 dated 24/11/2011 inspected date

- 11/01/2018 done by M. Ulaganathan, Chennai. Competent person for stability certificate Competency No. h1/22101/2017 dated 05/12/2017. Valid for 3 years. Applied building plan 24/01/2018.
5. The Building complete plans are approved by the Deputy Director, Directorate of Industrial Safety and Health, Chennai through Letter Nimu No: 4763/2011 dated 24/11/2011.
6. Verified the certificate of registration by the commercial Tax Officer Tirupur, TIN No. 33670886788 Valid from 26/07/2017.
7. Verified the Sanitary certificate R. No: 2073/2017/A5/dated: 27/03/2017/DDHS-KPM valid upto 31/03/2018, issued by Block Health Supervisor, Kanchipuram.
8. Verified the Provisional registration GST No. 33AADCC0948F1Z1
9. PAN Number: AADCC0948F
10. Verified Standing Order No: B/147/2018 dated: 19/02/2018 from Additional Commissioner of Labour, Chennai.
11. Verified the Genset Installation certificate issued by the Electrical Inspectorate, Kanchipuram for the installation of gensets (63 KVA), dated 03/04/2013 Letter Ref No. LTG 401/E1/KPM (N)/Reg32/Sc/2013 Dated 03/04/2013 (63 KVA)
12. Verified the Genset Installation certificate issued by the Electrical Inspectorate, Kanchipuram for the installation of gensets (125 KVA), dated 03/04/2013 Letter Ref No. LTG 389/E1/KPM (N)/Reg32/Sc/2013 Dated 03/04/2013 (125 KVA)
13. Verified TNPCB Air & water – The Organization comes under White category – Whereas, There shall be no necessity the consent to Operate for white category of industries an intimation to concerned SPCB/PCC shall Suffice.
14. Verified the Ambient air Quality survey testing done by AE Chemicals India Pvt Ltd, Chennai Ref report No 201712103 dated 21/12/2017 - Tested for various parameters including Ammonia, Arsenic, Benzene, Benzo pyrene, carbon monoxide, Lead, Nickel, Nitrogen Dioxide, Ozone, Particulate Matter and SO2 and results found to be with in the normal and under control.
15. Verified the drinking water test certificate done by AE Chemicals India Pvt Ltd, Chennai Ref report No 9403 dated 12/02/2018, concluded that the water sample is chemically, Physically, biologically.
16. verified the Noise level monitoring report done by AE Chemicals India Pvt Ltd, Chennai Ref report No 201712106 dated 21/12/2017 - tested at various locations Packing Area, Cutting Area, Assembling Area I & II, Product Department Area, and DG Area. The Min is 67.7 found in Packing Area and the maximum observed value is 79.7 Assembling Area II. The Allowable limits as per TNPCB is 90 dB (A).
17. Verified the Lux level monitoring report done by AE Chemicals India Pvt Ltd, Chennai Ref report No 201712107 dated 21/12/2017 - tested at various locations Packing Area, Cutting Area, Assembling Area I & II, Product Department Area, and Store Area. Lux Level ranges from 170 (Store Room) to 1113 Assembling Area II.
18. Verified the Stack Monitoring for 1 DG Set, 125 KVA done by AE Chemicals India Pvt Ltd, Chennai Ref report No 201712104 dated 21/12/2017, Tested for particulate matter, SO2, O2, PM, NO2 & CO-Emission in this stack is normal and under control.
19. Verified the Stack Monitoring for 1 DG Set, 63 KVA done by AE Chemicals India Pvt Ltd, Chennai Ref report No 201712105 dated 21/12/2017, Tested for particulate matter, SO2, O2, PM, NO2 & CO-Emission in this stack is normal and under control.
20. Verified Indoor Air Quality survey report done by AE Chemicals India Pvt Ltd, Chennai Ref report No 201712108, 201802013, 201802012, 201802013, 201802014 dated 21/12/2017 & 05/02/2018,.The SO2, No2, Co, CO2, O2, - Production Area, ground floor, 1st floor, 2nd floor, 3rd floor, found to be normal and under control.
21. Verified the Form 8 (Prescribed under Rule 56) for 1 Compressor - Horizontal Air Receiver (S. No: 4037) Dated: 25/09/2017– Deputy Director of Industrial Safety and Health – Kanchipuram. 2nd Half 2017. Applied 2018 Ist & II nd Half dated 30/01/2018.
22. verified the Form 8 (Prescribed under Rule 56) for 1 Compressor - Horizontal Air Receiver (ELGI Equipment's Fab. No: 20648) Dated: 25/09/2017– Deputy Director of Industrial Safety and Health – Kanchipuram. 2nd Half 2017. Applied 2018 Ist & II nd Half dated 30/01/2018

23. Verified th Form 36 Examination of Hoist or Lift for Goods Lift: 500 Kgs Make: Surpriya Lift, Test Certificate No: DSES/CLPL/Sep – 2017/001 dated 18/09/2017 expired 17/03/2018 Done by D. Petchimuthu Competent Person – Approval No: H1/17585/2015 dated 05/09/2017 valid upto 04/09/2020.
24. Verified the Testing Certificate for Hand Pallet Truck: 2500 Kgs, Test Certificate No: DSES/CLPL/Sep – 2017/001 dated 20/03/2017 expired 19/03/2018 Done by D. Petchimuthu Competent Person – Approval No: H1/18564/2015 dated 13/08/2015 valid upto 19/03/2018.
25. Verified the Testing Certificate for Hand Pallet Truck: 1000 Kgs, Test Certificate No: DSES/CLPL/Sep – 2017/002 dated 20/03/2017 expired 19/03/2018 Done by D. Petchimuthu Competent Person – Approval No: H1/18564/2015 dated 13/08/2015 valid upto 19/03/2018.
26. Verified Form F Govt. of TamilNadu License to Work a Lift, Make: Surpriya Lift, Serial No: 43 NA0239 Reg.No: 293/E1/SPR/Lift/2013-2014 dated 27/09/2013 Expired 26/09/2018, issued by Lift Inspector, Sripurumbudur.

Child Labor: 1 & Sub Clause 1.1 to 1.4 and Performance Indicator - 1 to 3 of 1:

Applicable law: Indian child labour (Prohibition & Regulations) Act, 1986, The Factories Act 1948 and TN Factories Rules 1950, ILO Conventions-1(Hours of Work-Industry) 140 & 146 (Minimum working age) and Certified standing order.

1. Organization has documented procedure in the SA Manual regarding Child Remediation. Addressed the requirement of this clause in their SA Manual Issue No. 01, dated 01.06.2017 – Section 1.0 Communicated to all interested parties and stated of providing adequate financial support to attend to school. Verified the Child Labour/ young Workers Remediation procedure CLPL/SAP/CHP&EYW - 1.0a Dated 01.06.2017. Checked during worker's interview.
2. The age of each worker is verified prior to his or her employment.
3. As a preventive measure, organization has close monitoring at recruitment of proper age verification i.e. Age proof documents reviewed: Birth Certificate, School Transfer Certificate, Driving License, Age proof from Dentist etc.. Updated personnel files are maintained for each worker. Such files have copies of basic worker information such as an identification card, birth certificate, passport or other documentation.
4. The Organization ensures that these workers are not working beyond the restricted hours and comply with all applicable laws governing minimum working age. Organization's child labour policy stated not to allow and employ workers below the age of 18. The prohibition of child labour is predominantly displayed in local language.
5. There were no child Labours. Child labour remediation is established. Workers interviews confirmed the absence of child labour or young workers in the factory.
6. The organization has communicated the requirement by displaying at the main entrance
7. Interviewed workers individual & in group found aware of this requirement
- 8 .Verified among Stake Holder, Workers, Security, WR, H&S Representatives, interviewed/ personnel files Ex : S.Prabaharan- Packing- Date of Birth – 10.03.1993- Age proof- Aadhar card, A.Noornisha- Trimmer- Date of Birth – 01.01.1983- Age proof- Aadhar card, K.Vijayalakshmi- Paster- Date of Birth – 17.06.1975 - Age proof- Aadhar card, M.Kannagi- Quality checker –Date of birth 03.05.1992 –Aadhar card – Verified
- Youngest workers in the Organization verified employee L. Jayaselan- Table worker- Date of birth- 04.04.1999- Aadhar card.
9. No fake or forged identification documents accepted during the recruitment process and people below 18 years are not supposed to work. No Child Labor board is also displayed outside the main gate.

List of Documents :

Social Accountability Manual Issue No. 01, dated 01.06.2017 - Manual and Procedures
Personal File for all the employees

Forced & Compulsory labour : 2 & Sub Clause 2.1 to 2.5 and Performance Indicator - 1 to 5 of 2:

Applicable law : Payment of Wages Act 1937(Central and TN Rules), The Factories Act, 1948 and TN factories Rules, 1950, ILO Conventions 29 & 105, The Bonded Labour (Abolition) Act 1976, OLO Conventions 29 & 105 - Forced and Bonded Labour, and Certified Standing order.

1. Organization has addressed clause 2.0 requirements in the SA Manual Issue No. 01, dated 01.06.2017 at Section 2.0.& demonstrated the compliance of same.
2. The Organization has hiring policies and procedures that ensured that the minimum age of workers corresponds to all local laws and other requirements; The age of each worker is verified prior to his or her employment.
3. As a preventive measure, organization has close monitoring at recruitment of proper age verification i.e. Age proof documents reviewed: Birth Certificate, School Transfer Certificate, Driving License, Age proof from Dentist etc..Updated personnel files are maintained for each worker. Such files have copies of basic worker information such as an identification card, Driving License, Age proof from Dentist etc..
4. Verified the personnel files of the employees
5. Interviews, visual walkthrough & review did not reveal any form of indentured, bonded, or forced labour.
6. No personnel salary, benefits, property or documents are withheld as a force to continue them.
7. No human trafficking observed , addressed in the SA Manual Issue No. 01, dated 01.06.2017 at Section 2.0.
8. No form of forced and compulsory labour was found in the organization. Organization has defined as a Policy that No employment costs are borne in whole or in part by workers, No withhold of any part of personnel's salary, benefits, property or documents in order to force such personnel to continue working for the organization.
9. Employees are free to move (without restrictions of security measures initiated within the organization), during breaks, and related to toilet use, access to water, access to necessary medical attention or access to religious facilities, leave the workplace on completion of their duty hours and free to terminate their employment provided that they give reasonable notice to the employer as specified in appointment letter.
10. Verified the terms of employment outlined at the time of recruitment and it does not differ in any way from the terms offered during the course employment and personnel are free from pressure, coercion, or threats that would in any way force them to accept a Job or maintain employment. The same was verified during the interview.
11. There is no prison labour and no employment agency used for the hiring the employees. All the employees are engaged by displays on the main entrance of by public advertisement.

List of Documents:

Social Accountability Manual SA Manual Issue No. 01, dated 01.06.2017 - Manual and Procedures
Personal File for all the employees.

3.0 Health & Safety through -Site tour, OHS Risk Assessment, Including Incidents of Accidents ,Fire Safety and SAAS Procedure 200: 3 & Sub Clauses 3.1 to 3.10: And Performance Indicators: Such as Documents / Licenses / Permits/ Certificates (1 to 3); Health & Safety Committee (1 to 3); Ergonomics (1 to 2); Training (1 to 6); Emergency Preparedness

(1 to13); Fire Extinguishers (1 to 3); Alarm Systems (1 to 2); Personal Protective Equipment(PPE) (1 to 2); General Working Environment (1 to 4); Water, Air, Noise & Temperature (1to 7); Electrical Safety (1 to 3); Machine Guards & Safety (1 to 4); Chemicals & Hazardous, Waste Handling & Storage (1 to 9); Medical Care (1 to 7); Rest Room facilities (1 to 3); Kitchen, Cafeteria & Canteens (1 to 8), Dormitories (1 to 8); Childcare Facilities (1 of 1) of3: 3 & Sub Clauses 3.1 to 3.10 with respective Performance Indicator:

1. Organization has addressed all the requirements of Clause 3.0 of the standard as well the requirements, in general. Verified the procedure for Health and Safety Section-3(CLPL/SAM/HST) SA Manual Issue 01, Rev 0, dated 01.06.17 and
2. The Organization has a written Health and Safety plan that indicates how all Health and Safety issues are being managed at the factory. The plan includes what steps the factory is taking to ensure that health and safety risk areas are being identified and addressed
3. Verified the Hazard identification and Risk Assessment procedure – CLPL/SAP/HIRA Dated 01.06.17. Risk assessment verified Document reference Nos. CLP/WSP/RALGP – Rev 01 Dated 22.01.18. Risk Assessment for the following locations reviewed.
Incoming/Receiving and raw materials, Storage of raw materials, Cutting, Component Inspection, Table work- Assembling , Attaching, Sewing.
Handling of Chemicals – CLPL/RR/CHE-Rev 01 Dated 01.06.17
Electricity – CLPL/RAR/ELE - Rev 01 Dated 01.06.17
Fire - CLPL/RAR/FIRE - Rev 01 Dated 01.06.17
Manmade Disaster - CLPL/SAD/RAR-EFC - Rev 01 Dated 01.06.17
Transportation – CLPL/SAD/RAR- TRS-- Rev 01 Dated 01.06.17
Natural Disaster - CLPL/SAD/RAR- EFC-- Rev 01 Dated 01.06.17
4. N. Jerald – Maintenance Incharge is appointed as a Health and safety Representative. He is supported by the team of 5 Members (3 from Management and 3 from Workers side). The Health and safety committee comprises of N. Jerald – Maintenance Incharge, S. Geetha – Executive HR, F.Mohammed Jalaludeen – QC Incharge, P. Kalaivani - Assembly R. Jeeva- Assembly D. seetha- Assembly The health and safety committee meeting is conducted once in 2 months. This committee monitors the fire and risk prevention and report to the Health and Safety Representative and also address during the meeting..
5. Health and safety committee members are trained once in 6 months. Last training conducted on 18.01.18. Verified the effectiveness evaluation of training.
7. The organization has a health and safety committee, the frequency of health safety committee meeting are once in two months. Verified the records of the meeting dated 24.01.18 Verified the records of the meeting dated 27.11.17 and 26.01.187. Health and safety committee members are trained once in 6 months. Last training conducted on 22.11.17, Effectiveness evaluation done on 23.12.17
8. Details of fire safety external training

	Fire Fighting Trained Persons	Conducted by	Conducted on
Basement	05	Wings Fire Equipments Pvt Ltd	11.01.18
Ground Floor	03	Wings Fire Equipments Pvt Ltd	11.01.18
First Floor	03	Wings Fire Equipments Pvt Ltd	11.01.18
Second Floor	08	Wings Fire Equipments Pvt Ltd	11.01.18
Third Floor	01	Wings Fire Equipments Pvt Ltd	11.01.18

9. The Organization has installed adequate number of fire extinguishers in all the Areas

	Fire Extinguisher	Frequency of Checking	Date of Last checking	Checked by
Basement	10	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Ground Floor	07	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
First Floor	06	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Second Floor	06	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Third Floor	05	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd

10. The Maintenance cards are provided in each fire extinguisher indicating the date Checked and next date of checking. Evidenced during the site tour

11. Emergency evacuation plans are displayed at prominent locations one in each floor, in which the location of fire extinguishers, Fire alarms, First aid boxes and Emergency response team members are identified.

12. Details of smoke detectors are as follows Checking Records of the same are evidenced.

	Smoke Detectors	Frequency of Checking	Date of Last checking	Checked by
Basement	5	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Ground Floor	1	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
First Floor	2	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Second Floor	2	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Third Floor	1	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd

Smoke detectors are connected through separate battery .

13. First Aid training was provided by St. John Ambulance service

	First aid training	Conducted by	Conducted on
Basement	4	St. John Ambulance	16.12.17
Ground Floor	3	St. John Ambulance	16.12.17
First Floor	7	St. John Ambulance	16.12.17
Second Floor	5	St. John Ambulance	16.12.17
Third Floor	1	St. John Ambulance	16.12.17

6 first aid Box with adequate medicines provided.

	First Aid Box
Basement	01
Ground Floor	02
First Floor	01
Second Floor	01
Third Floor	01

The emergency contact numbers are appropriately displayed near to the Entrance. The first aid boxes are checked for the availability of first aid medicines at frequent interval by the H & S Representative and it is also discussed in the H & S Committee meeting. First Aid Box Used register available in each first aid box. No Cases of hospitalisation. The list of medicines to be available in the first aid box is displayed near to the FA Box.

14. Exit and Emergency Exits have been displayed.

	Exit	Emergency Exit
Basement	1No -6 Feet	1No-4 Feet
Ground Floor	1No -6 Feet	1No-4 Feet
First Floor	1No -6 Feet	1No-4 Feet
Second Floor	1No -6 Feet	1No-4 Feet
Third Floor	1No -6 Feet	1No-4 Feet

Evacuation plans are exhibited at prominent points. Assembly areas are marked and workers are aware of assembling at the assembly areas in case of emergency. Assembly area is identified near to the main gate, which is spacious to accommodate all workers to get assemble.

15. All the workers were seen using the PPEs during working hours. PPE's at company cost provided to workers where ever is necessary. Needle guards and Belt guards are available in the sewing machines, Mats are provided for the persons doing Ironing job and Rubber mats are provided below the control panels.

16. Health & Safety policy is communicated to workers through induction training, notice boards in Both English and Tamil.

17. Organisation has been conducting Fire mock drills once in two months by the external agency

Employees participated	Evacuation Time	Conducted by	Conducted on
267	170 Seconds	HSR	24-11-17
281	166 Seconds	Wings Fire Equipments Pvt Ltd	25-01-18

18. Health & Safety education is provided to all workers during initial orientation and on an ongoing basis. Periodic trainings on Health & Safety are provided to staff & workers, and the same has been verified through records as well as worker interviews. Last training was conducted on 122 employees on 20.01.18

19. Pathways are marked with yellow lines and Red arrow marks are marked which directs to the emergency exit and to the assembly point.

20. The generic cabling system for building was designed according to local law. Permanent conduit wiring was in good conditions with no broken junctions or wires sticking out at the ends of the conduit.

21. All electrical wiring and wiring rails were cleaned regularly. Also storage of materials in and around all electrical panels, etc. were kept away to allow immediate access in the event of an emergency and prevent fire from arching parts.

22. The Organization use chemicals. Chemicals are stored in a separate place and in secondary containment. MSDS are available and displayed at the storage point and also at the point of use. Medical checkup for the chemical handlers Dated 13.02.18, Verified

23. Organisation has formulated an Emergency Preparedness Procedure No. CLPL/SAP/ERT Dated 01.06.17 with respect to the Emergency Response team, Formulated 4 teams – Team A- Alert team with 4 members, Team B – Salvage team with 4 member, Team C – First aid team with 4 members and Team D – Fire fighting team with 4 members.

24. verified the Form 26 - Register of Accidents and Form 26-A, Register of dangerous occurrences – No accidents or Dangerous occurrences happened so far. No evidences of First aid cases / Near Miss so far, for the past six months. Organization has stated NIL Fire Case, Nil Fatal Accident, Nil Reportable Accident during last one year. No Near Miss recorded

25. Good Ventilation, Illumination and Work Environment evidenced.

26. Adequate Wash Rooms are available in the factory (Separate for Men-6 Nos +4 Urinals , Women – 11 Nos) and are in good condition

27. Details of Fire alarm is as follows .Work Instructions to operate the fire alarm are displayed in English and Tamil.

	Fire Alarm	Frequency of Checking	Date of Last checking	Checked by
Basement	1	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Ground Floor	1	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
First Floor	1	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Second Floor	1	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Third Floor	1	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd

28. Details of emergency Lights

	Emergency Lights	Frequency of Checking	Date of Last checking	Checked by
Basement	2	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Ground Floor	2	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
First Floor	3	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Second Floor	3	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd
Third Floor	2	Once a Month	16-02-18	Wings Fire Equipments Pvt Ltd

29. Fire alarm, Smoke detectors, Emergency lights are connected to the battery.

30. The organisation is having a Canteen, contracted to Jeba Jeyam Catering services. Verified the contract - Valid till 01.01.18

31. Verified the Medical examination of the 4 food handlers Done on 24.01.18

32. Verified the FSSAI Registration certificate with registration Number 22417076001433 , Valid till 27.12.20 issued by the Food Safety officer, Chennai- 600 100.

33. The organisation is having a Canteen committee, constituted by 3 employees. The Committee meets once in 2 months. Verified the records of meeting was conducted on 22.01.18.

34. During the day of Audit, a Fire mock drill was witnessed by the Auditor. Date – 20.02.18

Fire Alarm Switched on at – 15:20:00 PM

Fire Alarm switched off at – 15:20:20 PM

First Person came to assembly point - 10 seconds

Last Person came to assembly Point - 146 Seconds

Total Time of Evacuation including head count : 202 Seconds

Workforce present including visitors : 265 (Men – 84 and Women - 176 Visitors :05) Number of injured workers: Nil Fire alarm rang by: G. Venkatesh- S A R Comment - Satisfied with evacuation plan and procedures.

List of Documents : Social Accountability Manual SA Manual Issue No. 01, dated 01.06.2017 - Manual and Procedures, Risk assessment Register, Mock Drill records, Emergency Preparedness Plan, Safety Equipment inspection Records, etc.,..

Freedom of Association and Rights to Collective Bargain: 4 & Sub Clauses 4.1 to 4.3 and Performance Indicators 1 to 9 of 4:

Laws of the land applicable are Trade Union Act 1926, Industrial Disputes Act 1947 and the Tamil Nadu Industrial Disputes Rules, 1958, ILO Conventions 87(Freedom of Association), ILO Conventions 98 (Right to Collective Bargaining) ILO Conventions 135 (Workers Representatives) and Certified Standing orders

1 Organization has addressed clause 4.0, demonstrated the compliance of same , Verified the SA Manual Issue No. 01, dated 01.06.2017 at Section 4.0.

2. The organization has documented the system for compliance to this requirement. The organization has a written policy which states that workers have the right to lawfully form unions or similar organizations which give them the opportunity to address worker grievances and workplace issues collectively.
3. Management has an open door policy to address the employees' needs, as revealed during the interviews.
4. The organization has no trade union. K.Rani - Cutting is the elected worker representative. The worker representative is elected by workers on 30.06.17. They are supported by the team of elected representatives. The workers representatives elected on a free and confidential basis by the workers. The organisation has formed the Workers welfare committee constituted of 5 members – M. Saraswathi –Assembly, R. Mohanavalli,-Assembly, S. Sivasankar-Sample, R. Sathyapriya,- Packing , K.Karunanidhi - Assembly. This workers committee addresses the workers needs. Works welfare committee meets once in Two month, the meeting minutes Dated 24.01.2018 and 17.11.2017
5. The workers representatives elected on a free and confidential basis by the workers.
6. The Worker Representatives are well aware and abreast with SA 8000 requirements and are eager to showcase their implementation of SA 8000. Also they are aware of role & responsibilities and reported that there have been nil fatality, no reportable accident & no discrimination they have been ever subjected to. They have free access to workers in the place of work and during the working hours.
7. Employees have free access to the management & Company will not interfere with the establishment, functioning or administration of workers organization or collective bargaining.
8. The Organization implements systems to establish better worker and management relations such as Health and Safety Committees, Internal complaints committee, and works Welfare committee, Verified the records of all the 3 committee meetings.
9. The Organization has formal communication channels such as suggestion boxes so that workers have opportunities to raise issues of concern and to have those issues addressed by management.
10. There have been no labor dispute /agitation /unrest/ strike in the organization since its inception.
11. The organisation does not promote or show any bias towards any specific type of worker organisation and committees. Workers are able to access their worker representatives at an time. Committees are permitted to post notices in agreed upon places as the displays. This is confirmed during the workers interview.

List of Documents:

Social Accountability Manual SA Manual Issue No. 01, dated 01.06.2017 - Manual and Procedures
Committee meeting records, Suggestion box opening record.

Discrimination: 5 & Sub Clause 5.1 to 5.4 and Performance Indicators:

Laws of the land: Equal Remuneration Act 1976, Factories Act 1948, Industrial Employment (standing orders) Act 1946., ILO Convention 100(Equal Remuneration for male and female workers for work of equal value), ILO Convention 111(Discrimination) and Certified Standing order.

1. Worker interviews did not raise any concerns in this clause
2. Organization respect the provision of the criteria of Clause 5.0, in their Manual has defined "No Discrimination" related to age, cast, creed, race, sex, nationality etc. to be considered. Verified the SA Manual Issue No. 01, dated 01.06.2017 at Section 5.0
3. There are both female and male workers in the organization.
4. The Organization does not interfere with the right of employees to observe tenets or practices that meet religion, race, national or social origin disability , gender sexual orientation , family responsibilities , caste or political.
5. The Organization does not allow any behavior that is threatening, abusive , exploitative or sexually coercive, including gestures, language, and physical contact, in the workplace and, where applicable in residences and other facilities provided by the company for use by personnel

6. The workers interview clearly established that there is Non-discrimination policy prevalent in the organization. Workers reported they are free to observe religious holidays.
7. The Organization does not entertain any type of pregnancy or virginity test under any circumstances for any female employee. Organisation has a documented Anti Pregnancy testing policy and implemented, Verified during the workers interview.
8. Organization recruitment policy also addresses the issue of anti-discrimination. Worker's population includes members from various states of India & local population. Remuneration is provided to the all employees as per the Equal Remuneration Act.
9. Restriction to observe any religious practice was not observed as confirmed in interview sample Stated policy/norms for increment and promotions are worked out every year to provide just and fair increments & promotions to all concerned in line with guidelines as laid in standing order. Following were checked to detect any discrimination during worker interviews, Wages slips to see any discrepancy in pay, training. Worker's interview clearly established that there is Non-discrimination policy prevalent in the organization Satisfactory Status found on the basis of result of sample audit such as
 - a) Organization neither engages in nor supports discrimination.
 - b) No interference with individual right to observe religious belief.
 - c) No form of harassment is allowed or supported
10. Personnel files were reviewed and the documented procedure, policies framed, social compliance manual are found to correlate with the worker interviews with regard to this standard.
11. The Organization has constituted a Internal complaints committee constitutes of elected members S.Geetha- HR executive, L.Ambikeshwari- Merchandizer, S.Suguna- Table worker, K.Pushba- Table worker which meets once in Two months, the meeting minutes, dated 29.01.2018 and 11.11.2017 were verified. Mrs.M.Shiyamala baby- from FORWARD – Forum for women's rights and Development, Chennai which is local NGO attended the meeting dated 11.11.2017

List of Documents:

Social Accountability Manual SA Manual Issue No. 01, dated 01.06.2017 - Manual and Procedures
Committee meeting records

Disciplinary Practices : 6 & Sub Clause 6.1 and Performance Indicators 1 to 3 of 6:

1. The Organization has a documented disciplinary practice and follows the laws of the land on this matter (Industrial Disputes Act and the Industrial Employment Standing Orders Act).
2. Organization has addressed clause 6, Verified the SA Manual Issue No. 01, dated 01.06.2017 at Section 6.0, & demonstrated the compliance of same
3. Method of disciplinary actions are evidenced to be defined, documented and certified , Verified the Certified Standing order. The Certified standing order in Tamil language is displayed
4. No Case of any Disciplinary Action taken against any worker. The same was verified through the sampled worker interview.
5. The disciplinary practices relate to working time, working attitude, observation of safety & industrial hygiene, observation of code of conduct. Workers are aware of the Disciplinary Practices.
6. The procedure stated uses a uniform progressive method of discipline starting from verbal to written warnings. No fines or deductions are made as a part of disciplinary action.
7. The Organization treats all its personnel with dignity and respect. The Organization does not engage in or tolerate the use of corporal punishment, mental or physical coercion, or verbal abuse of personnel. No harsh or inhumane treatment is allowed.
8. Management stated that Disciplinary action is taken after a thorough analysis of the case (if any) & the same has been done by an authorized committee. Review will have full involvement of the management. WR & Workers sampled Interview reveals the same. No threatening,

abusive or exploitative behaviour has been used by any supervisor, manager or Management to the workers. The same is verified during workers interview.

9. Workers are aware of the Disciplinary Practices while deciding disciplinary action. Stated the procedure uses a uniform progressive method of discipline starting from verbal to written warnings i.e. Stated the disciplinary actions are taken as per the procedures and signed by the employee & documented in their personnel files. The same was verified from the sample workers during interview.

10. The Organization has constituted a Workers welfare committee constitutes of elected members K.Rani – Cutter , – M. Saraswathi –Assembly, R. Mohanavalli,-Assembly, S. Sivasankar-Sample, R. Sathyapriya,- Packing , K.Karunanidhi -Assembly. The grievances collected amongst the workers through the committee meetings/ suggestion box/ Grievance register are then discussed with the WWC and S.Jayaraman- HR . The Workers welfare Committee meets once in Two months, the meeting minutes, dated 24.01.2018 and 17.11.2017 were verified

11. One suggestion boxes are available on the way to rest room. The suggestion boxes are opened once in a 15 days by SAR and a representative of the workers committee. Suggestion box are opened on 14.02.2018 and 31.01.2018, Grievances/Suggestions if any are discussed on the Workers welfare committee, which meets once in two month.

List of Documents:

Social Accountability Manual SA Manual Issue No. 01, dated 01.06.2017 - Manual and Procedures
Committee meeting records

Working Hours: Clause-7 & Sub Clauses 7.1.....7.4 and Performance Indicators:

1. Organization works in one shift with Saturday and Sunday as weekly holiday, after Five days of work

2. Working timings have been communicated to the workers at notice board & internal circular / office working hours of the organizations is as follows:

Working hours: Monday to Thursday 08.30 to 18.30 hrs and Friday 08.30 to 19.00 hrs

Lunch Break – 30 Minutes (12: 30 to 13:00Hrs and 13:00 to 13:30 Hrs) & Extra 30 minutes lunch break for Friday prayer reasons

Tea Time break: 10.15-10.30AM and 04.15PM -04.30PM

Organisation declared weekly holiday is Two days in a week (Saturday and Sunday) - Form No 11 for working hours approval verified

3. List of Holidays for the Year 2018 displayed on notice board - Totally 9 Holidays declared for the year 2018 and stated communicated among employees / workers.

4. Attendance & time monitoring is being carried out through Bio metric Finger print for all employees as per preview of legal provision permitted, proper record maintained & made available. Finger print report verified. In time/out time are available in the Attendance register, extract from the biometric software.

On review of finger print report, wage register and interview with workers, it is evident that no overtime is provided to the employees.

5.Over time is voluntary. On review of Attendance register with In/Out time, Monthly performance report/ wage register, Finger print out report for the month Nov17, Dec17 ,Jan18 and interview with workers, it is evident that No over time is given to the workers. Management is aware that in case of over time, Double wages has to be paid for the same

6. Leave records are maintained. There are 10- Casual Leaves to employees and Earn Leaves are 1 per 20 working days after having worked for 240 days. These are as per the government rules. Form V as per the Factories Act maintained for the mandatory Holidays.

7. Employees are free to leave after the work. Verified this from time records verification and workers interview.

8. All trainings and various committee meetings are conducted during the factory working timings. No deduction or fine is charged from any of worker participating in committee

meetings.

8. In and out timings to mark presence / absence are recorded in Bio metric Finger print verified.

9. Verified the Finger print out report of the workers, the attendance sheets, Muster roll register from November 2017 to January 2018 evidenced to be accurate and complete.

List of Documents:

Social Accountability Manual SA Manual Issue No. 01, dated 01.06.2017 - Manual and Procedures

Register of adult workers Form No. 12 combined muster roll Form No, 25. Bio metric Finger print / Time cards

Remuneration : 8.0 & Sub Clauses 8.1 to 8.5 & Performance Indicators; such as Living Wage estimate 1 to 2, Living Wage Step – Approach 1 to 3, Wage Payment 1 to 5, Payroll Documentation 1 to 3 of 7:

Applicable Laws : Factories Act 1948, The employees provident funds and Miscellaneous provisions Act - 1952, Payment of wages Act - 1936, Tamil Nadu Labour welfare fund act 1972 , Workmen's Compensation Act 1923 , Payment of Bonus act 1965, Payment of gratuity Act 1972, Tamil Nadu industrial establishments(National and festival Holidays Act) 1958, Indian Equal remuneration Act 1958, Industrial employment standing orders Act 1946, Tamil Nadu payment of subsistence allowance Act 1981, Tamil Nadu Manual workers(Regulation of employment and conditions of work act 1982 and Tamil Nadu Industrial establishment (Conferment of permanent status to workmen) Act 1981

1. Employment of Leather Goods Manufactory under the Minimum Wages Act. G.O. (2D) No. 34, Dated 08/07/2014 Notification No. II (2)/LE/479/2014, Published in T.N. Government Gazette Part II, Section 2, Dated 13/08/2014.

2. The dearness Allowance is calculated every month based on the latest price index of Chennai city.

3. The dearness Allowance linked to the Average Consumer price index of Chennai city for the year 2010. I.e. 161 points (with base 2001=100). As per the official information received from the Labour Bureau, Southern region the Average consumer price Index Numbers for Industrial Workers in Chennai for the Period January 2017 to December 2017 under the new series Base 2001=100 is 240 Points.

4. The Organization Calculated Variable dearness Allowance = $(261(\text{CPI}) - 161) \times 24.25 = (261-161) \times 24.25 = 2425 / \text{Month}$. (From Nov to Dec 2017) & $268 - 161 \times 24.25 = 2595$ (from Jan 2018 onwards)

5. The Organization is located in Zone B, (Iyyapan Thangal Panchayat) as per the Minimum Wage Notification

GO NO: 34		DA – 2425 (From Nov 2017 to Dec 17) VDA – 2595 (From Jan 18)	
S. No	Designation	Salary as per GO Per day/Month	Salary as per Organization Per day/Month
1	Unskilled	248.19/6453	250.04 / 6501
2	Semi – Skilled	259.15/6738	269.23 / 7000
3	Skilled	270.12/7023	330.77 / 8600

6. The payroll records reviewed for the last 12 months and details of the following months are recorded on sample basis. Organization paid Attendance Bonus for who attend 26 days per month Rs 300 and production incentive also paid to workers.

Skilled	B. Murugadas (ID 2104)			
Wages	Aug-17	Sep-17	Nov-17	Jan-18
No of days attend + NH	25	24	26	26
Earn Leave	1	0	0	1
Wage as per Org	6800	6800	6800	6811.037
Wage per day	261.54	261.54	261.54	261.96
Wage per month	6800	6277	6800	7073
HRA	6609	6101	6609	6384
Convenience	1101	1016	1101	1053
Attend Bonus	0	0	300	300
Gross Salary	14510	13394	14810	14810
PF	816	753	816	849
ESIC	254	234	259	259
Net Salary	13440	12406	13735	13702

Semi-Skilled	Jeeva. R (ID 2855)			
Wages	Aug-17	Sep-17	Nov-17	Jan-18
No of days attend + NH	23	24	24	22.5
Earn Leave	3	2	2	3
Wage as per Org	6500	6500	6500	6501
Wage per day	250.00	250.00	250.00	250.04
Wage per month	6500	6500	6500	6376
HRA	555	555	555	264
Convenience	30	30	30	309
Attend Bonus	0	0	0	0
Pro Incentive	0	0	1021	0
Gross Salary	7085	7085	8106	6949
PF	780	780	780	765
ESIC	124	124	142	122
Net Salary	6181	6181	7185	6062

Un Skilled	A. Nirmala (ID 3382)			
Wages	Aug-17	Sep-17	Nov-17	Jan-18
No of days attend + NH	25	25	24	25
Earn Leave	1	1	2	1
Wage as per Org	6300	6300	6300	6501
Wage per day	242.31	242.31	242.31	250.04
Wage per month	6300	6300	6300	6501
HRA	170	170	170	0
Convenience	30	30	30	0
Attend Bonus	0	0	0	0
Pro Incentive	0	0	469	0
Gross Salary	6500	6500	6969	6501
PF	756	756	756	780
ESIC	114	114	122	114
Net Salary	5630	5630	6091	5607

7. Verified the salary slips and wage register. Verified the Salary given to the employees for the past 12 months and found that organisation is paying the Minimum wages prescribed by the Government.

8. The organization remits the ESIC & EPF contributions as per the law requirements. Verified the ESI and PF paid challan for the past 12 months and the following month's details are recorded on sample basis from Aug 17 to Jan 18. The Payment of ESI for the month of Aug 17 to Oct 17 and Dec 17 is found to be delayed, on discussion with the Top management, it's due to the Site problem as well as due to the linking of Aadhar card of employees in the PF/ ESI Site as per the EPFO Circular verified.

Month & Year	PF TRRN No	Remittance Date	ESIC Challan No	Remittance Date
Aug-17	4181709003919	13-09-2017	5117126471065	18-09-2017
Sep-17	4181710005479	16-10-2017	5117129564162	17-10-2017
Oct-17	4181711004718	15-11-2017	5117132536424	16-11-2017
Nov-17	4181712004708	14-12-2017	5117135457317	15-12-2017
Dec-17	4181801004653	13-01-2018	5118101924635	17-01-2018
Jan-18	4181802005262	14-02-2018	5118104872102	12-02-2018

9. Workers are aware of their leave policy, leave wages and bonus.

10. The management has paid 12 % Bonus to the employees for the year 2016-17 on 13/10/2017.

Name	ID No	Date of Joining	Total Wages	Amount
R. Chandrakala	2207	10-01-2008	79310	9517
S. Malar	2309	18-07-2011	76110	9133
K. Deivayani	2478	05-12-2011	75325	9039

11. . BNW calculated by BSI for Tamil Nadu (Rural) is Rs. 4669. Organisation has calculated the BNW on Qualitative and Quantitative method by means of conducting a survey among the workers. Based on which BNW calculated by the Client is Rs.5062.75. The Minimum wages paid by the company is Rs. 6501, Take Home salary after deduction of PF and ESI is Rs. 5607.11 hence the salary paid by the organisation is more than the BNW by BSI and the organisation

12. Workers are provided with Leave benefits as per law and the balance accumulated leave are encashed in the month of January 2018 for the period of Jan 2016 to Dec 2016. However the

organization paid the balance amount of leave wages who are not taken the leave benefits in the period of 2017 year.

Name	Designations	EL	Payment
Saravanan. M	Skilled	6	2654
Lurthumary. D	Un Skilled	8	2308
Tamilarasi. P	Semi-Skilled	4	1200

13. Verified the Settlement record of the employees.

Employee Name: T. Radha, Emp No: 2318, Date of Joining: 18/07/2011 Date of Leaving: 17/08/2017, No. of days Worked: 2222, Gratuity: 23538, EL: 3354, Bonus: 6020, Paid: 32912.

Employee Name: K. Nelson, Emp No: 2094, Date of Joining: 03/01/2008 Date of Leaving: 17/08/2017, No. of days Worked: 3514, Gratuity: 39231, EL: 3745, Bonus: 6387, Paid: 49363.

14. The workers are paid through bank transfer on or before 7th of every month. A pay-slip with the details of the payment is provided to the workers when they receive their pay.

15. There are no piece rate workers employed. And also no Home workers involved.

16. No Contract employees are engaged in the organisation.

17. No deduction or fine charged on any of worker participating in committee meetings.

18. There is no payroll agency deployed by the organization.

19. No one receives wages on behalf of a worker.

List of Documents:

Legal File, Social Accountability Manual Issue 01, Rev No. 0.0 Dated 01/06/2017- Manual and Procedures. Pay Slips for all the months, Register of adult workers Form No. 12 combined muster roll Form No, 25, BNW, PF and ESI Paid challans

Management System Functions Clauses & Sub clauses and Performance Indicators:

9.1 Policies, Procedures and Records (9.1.1 – 9.1.8)

1. Top Management has formulated the Company Policy for Social Accountability. The Policy talks of commitment of top management for adhering to the Social compliance, legislative compliance, social performance and continual improvement.

2. Good involvement of SA Representative, Health and Safety Representative and Worker Representative, Production personnel at various stages was evidenced.

3. Social Accountability Manual, Issue 01 dated 01.06.2017, has been established. All the clauses of the Standard have been addressed. The documentation system is evidenced to have been made elaborate in order to confirm the compliance to Social Accountability Management system.

4. The SA 8000 policy is displayed in prominent place in Tamil, English as per the requirements of this standard. The SA 8000 Policy is also communicated to the external parties by displays at the entrance and also in the production floors.

5. Mr. S.Jayaraman -HR Manager is appointed as the Social Accountability Representative

9.2 Social Performance Team (9.2.1 – 9.2.2) and 9.3 Identification and Assessment of Risks (9.3.1 – 9.3.2)

Organization, has constituted Social Performance Team . The SPT have a balanced team (3Members from Management and 5 from worker representatives), for which the elections were conducted on 31.08.2017. From Management side M.Thangapandiyan – Purchase Manager, S. Geetha - HR Executive, T. Naresh – Floor Incharge and L. Ambikeshwari – Senior Merchandiser From Worker side K.Logesh babu – Table Worker, K. Pushpa – QC Skilled, S. Suguna – Skilled Worker, K. Rani – Skilled Worker are

the representatives.. The Social performance Team Roles & Responsibility are defined & communicated through SA Manual & through meeting. The Frequency of SPT meeting is once in 6 months and last meeting conducted on 29.12.2017. SPT has identified the risk assessment for all the clauses of the standard and Prioritized. Ref Risk Assessment Doc dated 01.06.2017. These actions are discussed in the SPT meeting.

9.4 Monitoring (9.4.1 – 9.4.3)

Internal Monitoring has been carried out through internal audits. There exists a procedure for conducting internal audit. Internal audit is conducted (once in six months) as part of continuous monitoring of the management system effectiveness. Last internal audit was conducted on 27&28.12.2017. 2 Non conformances identified during the audit. The corrective actions are identified and found to be closed during the follow up audit

Management Review has been carried out to discuss status of social performance indicators. The last review meeting was conducted on 02.01.2018. Worker representatives participated in the meeting the following are the agenda points discussed in the MRM – Internal audit results, Adequacy, Suitability and continuing effectiveness of the Company's SA Policy, Effectiveness of the systems and procedures, Training and awareness programs, Conformance of suppliers, Concerns expressed by the employees, customers and other interested parties, Corrective and preventive actions, Recommendations for improvement. Worker representatives participated in the meeting. All the agenda points are discussed in the MRM. The out put of the MRM is recorded with decisions and actions.

9.5 Internal Involvement and Communication

The SA 8000 policy is displayed in prominent place in Tamil, English as per the requirements of this standard. The SA 8000 Policy is also communicated to the external parties by displays at the entrance and also in the production floors.

Roles and responsibilities of concerned employees have been identified and documented. Adequate training provision for workers and staff on social compliance requirements is done on an ongoing basis and the records are available. It is ensured that all the personnel effectively understand the requirements of SA 8000, and management has communicated the requirements of SA 8000 through trainings.

Regular trainings are being imparted to personnel on H&S and SA 8000 requirements awareness . Verified Training Plan for calendar year 2018 and training record last training conducted 06.12.2017 on SA 8000:2014 to a 20 employees. SA awareness training for all employees and Induction training for New employees evidenced dated 5.12.2017 for 1 employee and 3 for November 2017 dated 17.11.2017

SA 8000:2014 version of the guidance documents is available in the company for reference and effective implementation.

9.6 Complaint Management and Resolution 9.6.1 - 9.6.3

The organisation has established a written grievance, investigating, following up on and communicating the outcome of complaints concerning the workplace and/or non-conformances to this Standard procedure that is confidential, unbiased, non-retaliatory and accessible and available to personnel and interested parties to make comments, recommendations, reports or complaints concerning the workplace and/or non-conformances to the SA 8000 Standard. As a part of grievance procedure suggestion / complaint boxes are provided at various areas of organization, various committees are formed and three level grievance mechanisms established which Includes display of BSI & SAAS contact. The results are freely available to all personnel and, upon request, to interested parties. No disciplinary action, dismiss or otherwise discriminate against any personnel or interested party for providing information on SA 8000 compliance or for making other workplace complaints. Same was verified through worker's interview, stake holder's meeting and complaint / suggestion box / committee

meeting/ MRM records. SPT coordinator is responsible for investigating, following up and communicating the outcome of complaints received

9.7 External Verification and Stakeholder Engagement 9.7.1 - 9.7.2

The worker representative is aware of the status of the social compliance management system. Any outside interested party is allowed to access and collect information on the status of the social compliance system through a procedure of communication through the SA representative. Evidenced the records of Outside communication.

The Organization provides access to interested parties and the interested parties will also be allowed to visit the suppliers/subcontractors. This is reflected in the SA 8000 procedure manual. Contracted clients, suppliers and subcontractors can visit the organization to clarify, verify or model on the social compliance management system of the organization. Visit by the Inspector of Factories Safety & Health, Visit by the NGO to attend the Sexual Harassment Prevention committees were evidenced. Verified the NGO - FORWARD – Mrs. M.Shiyamala Baby- Director participated in the meeting dated 11.11.2017 and 29.01.2018 . Organisation has communicated the Social accountability policy, brief note on SA 8000 and inviting for their comments and advice for improvement. This communication of Regional Officer- Provident fund Office, Inspector of Factories, ESIC, sent to 22.01.18

9.8 Corrective and Preventive Actions 9.8.1 - 9.8.2

The Organization has placed suggestion boxes near the rest areas where the workers have freedom and anonymity to submit their suggestions and complaints. The suggestion box requests are addressed under the responsibility of HR. Adequate instructions are in place to collect and report the content of the suggestion boxes. The suggestion boxes are opened once in 15 days with SAR and Worker Representative. Suggestion box are opened on 14.02.2018 and 31.01.2018. Verified during workers interview and also during the interaction with Top management. Appeal Procedure displayed at the entrance which have 3 levels for grievance redressal (Organisation – CB – SAAS).

9.9 Training and Capacity Building

Roles and responsibilities of concerned employees have been identified and documented. Adequate training provision for workers and staff on social compliance requirements is done on an ongoing basis and the records are available. SA 8000:2014 version of the guidance documents is available in the company for reference and effective implementation.

Regular trainings are being imparted to personnel on H&S and SA 8000 requirements awareness and last training conducted 05.01.2018 on SA 8000:2014 to all the employees and 06.12.2017 on SA 8000:2014 to a 20 employees. Criteria for Awareness of SA 8000:2014 trainings imparted are established. Evaluation of the training verified dated on 14.12.2017

9.10 Management of Suppliers and Contractors 9.10.1 - 9.10.2.

Appropriate procedures are in place for evaluation of the suppliers and sub-contractors. They have been evaluated based on their ability to meet the requirements of SA 8000: 2014. Adequate records have been established and maintained for the control of suppliers with respect to the commitment to SA 8000 requirement on social compliance. The following documents reviewed for compliance.

- a. List of approved suppliers/ subcontractor's
- b. Supplier / subcontractors evaluation forms
- c. Supplier/subcontractors commitment letter for SA 8000
- d. Supplier /subcontractor Assessment reports.
- e. Supplier /subcontractor Audit plan for the year 2018.

The suppliers are on a monitoring program to monitor their continued compliance. The suppliers are on a monitoring program to monitor their continued compliance. All suppliers are assessed, based on the non-conformance, risk assessment, and suppliers are prioritized and audit plan is prepared based on that. Totally 10 suppliers available and will be audited once in year 7 suppliers and Once in 9 months 3 suppliers as planned and found to be audited. The company has records and evidences to the suppliers

commitment. Evidenced the Communication letter dated 10.02.2018, Commitment letter from the suppliers and Supplier audit reports.

Ex:

A.S.Enterprises – Leather Materials - Assessment dated on 11.01.2018

Sukraa Leather –Leather Materials - Assessment dated on 06.02.2018

Tag point –Tissue papers - Assessment dated on 12.01.2018

Involvement of s worker were identified from worker interviews and production records.

Subcontractors/suppliers evaluations also did not evidence of home worker involvement. The risk assessment of suppliers and their prioritization done by the SPT based on the risk rating was evidenced in the supplier audit plan.

No Contract Employees are available in the organization. No issues of Home Worker involvement were identified from worker interviews and production records. Subcontractors/suppliers evaluations also did not evidence of home worker involvement.

No Contract Employees are available in the organisation.

List of Documents :

Social Accountability Manual Issue 01 dated 01.06.2017

Internal audit reports, Management reviews, SPT meeting records, Risk assessment record, Supplier audit reports, external communication records, Training records, CAPA reports.

Verification of Observation and Risk of NCs of Stage 1 Audit:

Observation

1) First Aid Trained person/ Fire trained person not have badge/ cap wearing to have identification - Verified during site visit and found available

Risk of NCs

Risk assessment not evidenced for Ergonomics, Dining Hall, young workers, Natural Disaster, Manmade disasters, Loading & Unloading and Lift - Verified and found available

2. Creche not available - Verified during site visit and found available

3. Rest room for Male and Female employees not available - Verified during site visit and found available

4. Building plan not amended and Stability required for the amended building plan - Verified the application submitted with the amended building plan with Concerned department

5. Health and safety members are not trained in First Aid/ Fire safety - Verified and found available, Details are entered in Clause 3

6. HSR is not trained in conducting the Mock drill - Verified and found available, Details are entered in Clause 3

7. Periodical checking records of Fire extinguisher, Emergency lights, Fire alarm, Smoke detector not available - Verified and found available, Details are entered in Clause 3

8. Medical check up records for Food Handlers not available - Verified and found available, Details are entered in Clause 3

9. Factory License and Standing order in applied condition should be made available during the stage 2 audit.- Verified and found available.

10. Indoor air Quality not done for assembly – 1 and 2, Packing, cutting and store - Verified and found available. Details are entered in Legal Compliances

11. Bacteriological test not conducted for the drinking water - Verified and found available. Details are entered in Legal Compliances

12. Inter state Migrant License not available - As no contractors are available and migrant employees are appointed directly by the organisation, This is not applicable for the organisation as per the law.

13. Stake holder engagement not available - Verified and found available, Details are entered in Clause

9

14. Stopper not provided for the rolling shutters - Verified during site visit and found available
15. Stack Height of Genset not meeting the PCB Requirements - Verified during site visit and found available
16. Yellow marking not provided at few areas Ex: Packing - Verified during site visit and found available
17. Fire extinguishers at few areas are blocked - Verified during site visit and found ok
18. MSDS not displayed at chemical storage area - Verified during site visit and found displayed
19. LED Display for emergency exit not available - Verified and found available
20. Displays of the following to be made in English/Tamil - SA Policy , Certified Standing order, WR details, All Committees with photo of committee members, SPT with photo of committee members, First aid and Firefighting trained persons, All implemented policies, Wages Appeal Procedure - - Verified during the site visit and all the below are displayed.

Minor (3) nonconformities arising from this assessment.

Finding Reference	1596151-201802-N1	Certificate Reference	SA 687621
Certificate Standard	SA 8000:2014	Clause	3.1– Health and Safety
Category	Minor		
Area/Process:	3.0 Health & Safety through -Site tour & Sub Clauses 3.1 to 3.10 with respective Performance Indicator		
Statement of non conformance:	Smoke Detector is not available in the Unused material Storage area at Third Floor		
Clause requirements	The organisation shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential health and safety incidents and occupational injury or illness arising out of, associated with or occurring in the course of work.		
Objective evidence	During Site tour, Review of Health and safety Risk assessment, Discussion with HSR SAR/Top Management		
Cause			
Correction / containment			
Corrective action			

Finding Reference	1596151-201802-N2	Certificate Reference	SA 687621
Certificate Standard	SA 8000:2014	Clause	3.1– Health and Safety and PI ..Medical Care
Category	Minor		
Area/Process:	3.0 Health & Safety through -Site tour, Medical Care (1 to 7)		
Statement of non conformance:	During site visit it is observed that medicines are found available in the first aid boxes., Which does not meet the requirement of TN Factory Rules Section 63		
Clause requirements	The organisation shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential health and safety incidents and occupational injury or illness arising out of, associated with or occurring in the course of work. ...and One properly stocked And readily accessible first aid kit is Available for at least every 100 workers.		
Objective evidence	During Site tour, Discussion with HSR SAR/Top Management, Tamilnadu Factory Rules Section 63		
Cause			

Correction / containment	
Corrective action	

Finding Reference	1596151-201802-N3	Certificate Reference	SA 687621
Certificate Standard	SA 8000:2014	Clause	3.7– Health and Safety and PI .. Machine Guards and Safety
Category	Minor		
Area/Process:	3.0 Health & Safety through -Site tour & Sub Clauses 3.1 to 3.10 with respective Performance Indicator		
Statement of non conformance:	During site visit it is observed that Pulley guards are not available in 3 Stitching machines		
Clause requirements	The organisation shall establish documented procedures to detect, prevent, minimize, eliminate or otherwise respond to potential risks to the health and safety of personnel. .. A Documented risk assessment of machinery Is available and updated when new Machines are incorporated into processes. All machines have the necessary safety Devices and guarding, as identified in the Risk assessment, such as pulley guard, Needle guard, eye guard and/or finger guard		
Objective evidence	During Site tour, Discussion with HSR SAR/Top Management, Risk Assessment		
Cause			
Correction / containment			
Corrective action			

Next visit objectives, scope and criteria

The objective of the assessment is to conduct a surveillance assessment and look for positive evidence to ensure the elements of the scope of certification and the requirements of the management standard are effectively addressed by the organisation's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organisations specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan.

Manufacture and Supply of Leather wallets ,Hand Bags, Leather Folders and Leather covered Note books through the processes of Leather Inspection, Clicking, Splitting, Skiving, Plating, Component Inspection, Assembly, Pre final inspection, Sewing/Embossing, Final Stitching , Thread Lamping, Final Inspection Packing and Dispatch

Outsourced Process : Nil

Contracted Process : Nil

SA 8000:2014 standard, SAAS procedure 200, BSI Scheme manual requirements, Statutory & Regulatory requirements, Guidelines on auditing management Systems 19011:2011, Results of Self evaluation and Independent Evaluation.

Please note that BSI reserves the right to apply a charge equivalent to the full daily rate for cancellation of the visit by the organisation within 30 days of an agreed visit date.

Next Visit Plan

Date	Auditor	Time	Area/Process	Clause
			Site Visit	
			Scope and Policy	
			Top Management, Leadership and Commitment	
			Management System Support (Including Documentation)	
			Objectives / Performance Monitoring & Measurement, Improvements	
			Legal Compliance at Workplace ; License; Consent / Permission as per Factory Act / Rules; Pollution Control Board etc., in all the processes	
			Emergency Preparedness and Response	
			Actions / Non-Conformity / Incidents / Complaints, Complaints and Organizations response	
			Risk Management / Prevention (HIRA & Controls) Health & Safety CI-3 & SAAS Procedure. 200. Training / Near Miss; Incident; Accident, Mock Drill; Emergency Evacuation Plan & Rescue Operation Team Effectiveness	
			Worker Interviews (Individual & Groups) & Worker Representative Interactions	
			Effectiveness of Corrective Actions and Verification since last audit	
			Management System Functions including Management Review, Internal Audit and Corrective Actions	
			Control of Suppliers / Subcontractor	
			Outside Communication, Stake Holder Engagement - including Health and safety	
			Clause 2 (PI in CAV 1&3)	
			Clause 3 (PI in All CAVs)	
			Clause 5 (PI in CAV 1&3)	
			Clause 6 (PI in CAV 1&3)	
			Clause 7 (PI in All CAVs)	
			Clause 8 (PI in All CAVs)	
			Clause 9 (PI in All CAVs)	

Appendix: Your certification structure & on-going assessment programme

Scope of Certification

SA 687621 (SA 8000:2014)

Manufacture and Supply of Leather wallets ,Hand Bags, Leather Folders and Leather covered Note books through the processes of Leather Inspection, Clicking, Splitting, Skiving, Plating, Component Inspection, Assembly, Pre final inspection, Sewing/Embossing, Final Stitching , Thread Lamping, Final Inspection Packing and Dispatch

Outsourced Process : Nil

Contracted Process : Nil

Assessed location(s)

The audit has been performed at Permanent Locations.

CHENNAI / SA 687621 (SA 8000:2014)

Location reference	0047671563-000
Address	CONTEMPORARY LEATHER PRIVATE LIMITED No-2/400, MOUNT-POONAMALLEE HIGH ROAD IYYAPPANTHANGAL CHENNAI - 600 056 Tamil Nadu India
Visit type	Stage 2 Audit
Assessment reference	8883295
Assessment dates	19/02/2018
Audit Plan (Revision Date)	14/02/2018
Deviation from Audit Plan	Yes
Reason for deviation from Audit Plan	One More team Member included in the audit team
Total number of Employees	297
Effective number of Employees	297
Scope of activities at the site	Manufacture and Supply of Leather wallets ,Hand Bags, Leather Folders and Leather covered Note books through the processes of Leather Inspection, Clicking, Splitting, Skiving, Plating, Component Inspection, Assembly, Pre final inspection, Sewing/Embossing, Final Stitching , Thread Lamping, Final Inspection Packing and Dispatch Outsourced Process :Nil Contracted Process : Nil
Assessment duration	6 day(s)

Certification assessment program

Certificate Number - SA 687621

Location reference - 0047671563-000

		Audit 1	Audit 2	Audit 3	Audit 4	Audit 5	Audit 6	Audit 7
Business area/Location	Date (mm/yy):	02/18	07/18	UA	07/19	UA	07/20	02/21
	Duration (days):	6.0	2.0	2.0	2.0	2.0	2.0	4.5
Site Visit		X	X	X	X	X	X	X
Scope and Policy		X	X	X	X	X	X	X
Top Management, Leadership and Commitment		X	X	X	X	X	X	X
Management System Support (Including Documentation)		X	X	X	X	X	X	X
Objectives / Performance Monitoring & Measurement, Improvements		X	X	X	X	X	X	X
Legal Compliance at Workplace ; Licence; Consent / Permission as per Factory Act / Rules; Pollution Control Board etc., in all the processes		X	X	X	X	X	X	X
Emergency Preparedness and Response		X	X	X	X	X	X	X
Actions / Non-Conformity / Incidents / Complaints, Complaints and Organizations response		X	X	X	X	X	X	X
Risk Management / Prevention (HIRA & Controls) Health & Safety CI-3 & SAAS Procedure. 200. Training / Near Miss; Incident; Accident, Mock Drill; Emergency Evacuation Plan & Rescue Operation Team Effectiveness		X	X	X	X	X	X	X
Worker Interviews (Individual & Groups) & Worker Representative Interactions		X	X	X	X	X	X	X
Effectiveness of Corrective Actions and Verification since last audit		X	X	X	X	X	X	X
Management System Functions including Management Review, Internal Audit and Corrective Actions		X	X	X	X	X	X	X
Control of Suppliers / Subcontractor		X	X	X	X	X	X	X

Training and Effectiveness	X	X	X	X	X	X	X
Outside Communication, Stake Holder Engagement - including Health and safety	X	X	X	X	X	X	X
IInd & IVth Continuing Assessment Visit shall be an un announced Assessment +/- 1.5 months from the due month. Refusal to allow the BSI auditor access to their facility and workers, will subject certificate to cancellation			X		X		
Clause 1 (Performance Indicators in CAV 2&4)	X		X		X		X
Clause 2 (PI in CAV 1&3)	X	X		X			X
Clause 3 (PI in All CAVs)	X	X	X	X	X	X	X
Clause 4 (PI in CAV 3&5)	X			X		X	X
Clause 5 (PI in CAV 1&3)	X	X		X			X
Clause 6 (PI in CAV 1&3)	X	X		X			X
Clause 7 (PI in All CAVs)	X	X	X	X	X	X	X
Clause 8 (PI in All CAVs)	X	X	X	X	X	X	X
Clause 9 (PI in All CAVs)	X	X	X	X	X	X	X
IE	X		X		X		X
Re Certification Audit							X

Definitions of findings:

Non-conformity:

Non-fulfilment of a requirement.

Major nonconformity:

Nonconformity that affects the capability of the management system to achieve the intended results. Nonconformities could be classified as major in the following circumstances:

- If there is a significant doubt that effective process control is in place, or that products or services will meet specified requirements;
- A number of minor nonconformities associated with the same requirement or issue could demonstrate a systemic failure and thus constitute a major nonconformity.

Minor nonconformity:

Nonconformity that does not affect the capability of the management system to achieve the intended results.

Opportunity for improvement:

It is a statement of fact made by an assessor during an assessment, and substantiated by objective evidence, referring to a weakness or potential deficiency in a management system which if not improved may lead to nonconformity in the future. We may provide generic information about industrial best practices but no specific solution shall be provided as a part of an opportunity for improvement.

Observation:

It is ONLY applicable for those schemes which prohibit the certification body to issue an opportunity for improvement.

It is a statement of fact made by the assessor referring to a weakness or potential deficiency in a management system which, if not improved, may lead to a nonconformity in the future.

A CRITICAL non-conformity [CNC] SHALL be issued in the case of:

- a) A grievous breach of the SA800 Standard that results in severe impact to individual rights, life, safety and/or SA8000, SAI or SAAS' reputation. That includes:
 1. A breach of the ethical standards;
 2. Immediate threats to workers lives; and/or
 3. Grievous and intentional violations of human rights.

Time bound Non conformity:

Special non-conformities that can only raised as a result of audit evidence and findings that show that client organisation meets the local law BUT NOT the higher requirements of SA8000:2014 or vice versa.

How to contact BSI

Should you wish to speak with BSI in relation to your registration, please contact your customer service officer.

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Chennai - 600031
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E-mail (for corrective action plans): bsichennai@bsigroup.com

Notes

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BSI, its staff and agents shall keep confidential all information relating to your organisation and shall not disclose any such information to any third party, except that in the public domain or required by law or relevant accreditation bodies. BSI staff, agents and accreditation bodies have signed individual confidentiality undertakings and will only receive confidential information on a 'need to know' basis.

This audit was conducted on-site through document reviews, interviews and observation of activities. The audit method used was based on sampling the organization's activities and it was aimed to evaluate the fulfilment of the audited requirements of the relevant management system standard or other normative document and confirm the conformity and effectiveness of the management system and its continued relevance and applicability for the scope of certification.

As this audit was based on a sample of the organization's activities, the findings reported do not imply to include all issues within the system.

Regulatory compliance

BSI requires to be informed of all relevant regulatory non-compliance or incidents that require notification to any regulatory authority. Acceptance of this report by the client signifies that all such issues have been disclosed as part of the assessment process and agreement that any such non-compliance or incidents occurring after this visit will be notified to BSI as soon as practical after the event.