

## 工厂客户验厂注意事项

产品名称	工厂客户验厂注意事项
公司名称	深圳市思誉企业管理顾问有限公司
价格	.00/件
规格参数	
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## 产品详情

### (一) Wage & Time 工资工时

IC swipe card timing records IC 卡刷卡考勤记录。

Paper card timing records with signatures from employees monthly. 打卡钟打卡考勤记录，但需要员工每月在工卡上签名确认。

Manual timing records with accurate starting and ending time (including overtime recording), and signed by employees daily. 手工考勤记录，但需要准确记录员工的上下班（包括加班）的时间，并由员工每天签名确认。

### 2. Notice in timecard preparing 准备工卡时注意：

There should be no 7 consecutive working day records 不能有连续7天上班记录。

Total work days, total overtime hours and total overtime hours on rest days should be clearly stated in the timecard for easy checking. 把上班的总天数，平时加班的总时数，休息日加班的总时数清楚写在工卡上，方便算工资和检查。 The total overtime hours should not exceed 36 hours per month if the factory has no Overtime Waiver from local labor bureau; On condition that the factory has got the document from the labor bureau, the overtime hours can reach as much as 72 hours per month (Regular 8 hours plus 2 hours of overtime from Monday to Friday, 8 hours for Saturday and rest on Sunday). 若没有向劳动局申请延长加班的批文，则加班时间每月不能超过36

小时，若申请加班批文后，每月加班时间可以达到72小时（周一至周五，每天正常上班8小时，加班2小时，周六加班8小时，周日休息）。

There should be no united timing records on timecards, i.e., unvaried starting time and ending time for several consecutive days for the several employees. 不能有统一的打卡记录，即不能有某些员工有连续几天的上下班时间都是一样的。

3. Payroll 工资表 It is suggested that the payroll is calculated on the basis of time rate which is easier to be carried out, while piece-rate pay is troublesome, especially the overtime pay of piece-rate. 工资表\*\*是以计时工资为基础来做，避免以计件工资来算，因为计时工资简单容易做，而计件工资则复杂麻烦，特别是加班工资不好算。

The payroll form can be designed in accordance with practical situations, but overtime compensations should be separated from regular working time pay. 工资表按工厂实际情况设计表格，但一定要把正常上班工资与加班工资分列出来。

Close attention should be paid to deductions in payroll, if any. For example: each worker will be deducted RMB 100 per month as housing charge. Now supposed 8 workers share a room, then the factory will charge every room RMB 800 per month. If the local rent of room at the same level is more than RMB 800/month, then the deduction in this factory is reasonable; if the local rent of room at the same level is less than RMB 800/month, then the deduction is unreasonable, and the factory has to reduce the deduction until acceptable.

工资表内若涉及扣款，则要注意所扣款数是否合理，例如：扣员工住宿费每人每月100元，每个房间8人，则工厂每月每个房间就收员工800元的房租。若同一等级的房间在当地的租金高于800元/月，则工厂的扣款是合理的；若同一等级的房间在当地的租金低于800元，则工厂的扣款就不合理，那么工厂就要减少扣款数至合理。

There should be signatures on the payroll from workers. 工资表上要有员工本人签名。

Date indicating wage paid should be clearly stated on the cover of payroll. Wage must be paid every month within 30 days. Example: Wage of July must be paid before August 30th. 工资表上要有发工资日期。工厂不能压工人工资超过30天，例如8月30日前应该发完7月份的工资。

## (二) Personnel Files 员工的人事资料

### 4. Accession Register 入厂登记表

Contents of accession register include but not limit to name, date of birth, address, ID number, signature, date of accession, photo, ID copy, contact phone number, resume, etc. 入厂登记表应包括的内容有：姓名，出生日期，地址，身份证号码，员工签名，入厂日期，相片，身份证复印件，联系电话，工作简历等等。

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In time renew of expired ID.若身份证的有效期已过的要及时更换。

Date of accession or date of form filling should not be any rest day on timecard.要注意入厂登记表上的入厂日期或填表日期不能是工卡上的休息日。

Make sure that all candidates used their own genuine ID cards for accession registration.要注意识别员工的身份证的真假，证件是不是其本人的。

Methods used in verifying ID cards: A. Log on Internet via <http://www.lxsk.com/idcard.aspx> or download Idcard.exe file via [www.u-jian.com](http://www.u-jian.com), input the suspicious ID number and then they will tell you the result.分辨身份证真假的方法有：a.

资料网上复核：<http://www.lxsk.com/idcard.aspx> 或到[www.u-jian.com](http://www.u-jian.com) 下载Idcard.exe 文件，安装后，输入身份证号码即可知真伪。

## 5. Labor Contract 劳动合同

Contracts should be signed immediately when employed and should be validated back within one month from the local labor bureau.员工入厂后就应签订劳动合同，并在一个月内到劳动部门鉴证回来。

Close attention should be paid to the signing date that must not be rest days on timecard; also, the validated date from local labor bureau MUST not be weekends or statutory holidays

要注意入合同上的签订日期不能是工卡上的休息日,劳动部门的签证日期不能是星期六,日和法定假期.

Probation period in Labor Contract: No probation period for re-signed contracts; no longer than one month probation period for one-year-termed contract for fresh workers.合同的试用期：老员工续签合同不应有试用期；新员工的合同期为一年的试用期不能超过一个月。

The minimum allowance for downtime should be in compliance with the local regulations and rules.若合同内容有关于停工待料补贴工资的问题，则补贴工资的\*低标准就是按当地\*低工资标准。 A copy of signed and validated labor contract should be offered to signatories.合同签订后应该发一份副本给员工。 \*\*还要求工人签收确认已拿到合同副本。

## 6. Juvenile Employee 未成年工

Juvenile employee refers to laborers older than 16 but younger than 18.未成年工是指已满16周岁但未满18周岁的劳动者。

Special physical examination must be carried out for juvenile employees and the factory has to apply and register in the local labor bureau. Kindly find the attached Juvenile Physical Examination Form and Juvenile Employee Registration Form for reference.工厂若有雇佣未成年工，则要为未成年工提供体检并到劳动部门申请登记，请参考未成年工体检表和登记表，另还有申请雇

佣未成年工表.

If applicable, it is best to hire adult employees. If there are juvenile employees in the factory, it will be better to let them be off when audited. 若可以，\*\*不雇佣未成年工。若有未成年工，\*\*不要让他们参加验厂。

If juvenile employees are allowed to present at the audit, then please re-verify their ID cards. 若有未成年工参加验厂，则要特别注意验证他们的身份证真假和核对身份证是否是其本人。

### (三) Social Insurance 社会保险

Insurance categories include: endowment insurance, occupational injury insurance, unemployment insurance, hospitalization insurance and maternity insurance. 保险种类有养老，工伤，医疗，失业和生育保险。

If the facility is incapable to buy all the five insurances for all employees (i.e., insufficient insurance categories or not all employees insured), then the factory must provide the following documents for verification: A. Proof buying insurance for employees—after tax receipt or insurance-paid receipt from authorized bank. B. Proved document offered by the local government saying that your factory has purchased insurance for employees as required. The document must clearly state that how many categories of insurances the factory has bought for how many employees and that this action has fully met the requirements from local government.

若不能为所有员工提供以上五种保险（即缺少任何一种保险或有员工未有买保险），则需提供以下资料：

A. 为员工买保险的交费证明—完税证/银行交费单。

B. 当地\*\*\*开具的证明，证明工厂已按当地的要求为员工购买保险，证明应清楚说明为多少员工和购买了哪些险种，已符合当地政府的要求。

### (四) Factory Regulations 工厂的规章制度

If any worker violates factory regulations, no fines should be made. It is best to give oral education, warning, etc. 若员工违反了工厂的规章制度，不能以罚款来处罚，\*\*是以口头警告，记小过，记大过来处罚。

No money or certificates should be required as “ Deposits ” by the factory. 不能收取“入厂押金”，也不能扣留或抵押员工的证件。

Annual leave with pay is suggested to be stipulated in the factory regulations and be reflected in the payroll. 5 days for over one-year but under five-year workers; 7 days for over five-year but under ten-year workers; 10 days for over ten-year but under twenty-year workers and 14 days for over twenty-year workers. 厂规\*\*能提及带薪年假，工作满一年未滿五年者5

天，满五年未满十年者7天，满十年未满二十年者10天，满二十年以上者14天，同时要在工资上反映出来。

## (五) Safety & Health 消防安全与卫生

### 1. Fire Drill 消防演习

Fire drills in factory and dormitory must be carried out at least once a year, and records including words and photos must be kept. 要保留工厂消防演习记录，宿舍消防演习记录，\*少每年一次，记录应包括文字记录和相片。

Fire training records including training time, address, subject, participants, etc, must be kept orderly. 要保留消防培训记录，记录应包括培训时间，地点，培训内容，参加人员等。

### 2. Fire Equipments 消防设施

Fire equipments must be marked visible. For example: spraying red paint words of “ 灭火器 ” over the location placing fire extinguishers; or “ 消防栓 ” over the location placing fire hydrants. 消防器材应有标识，如在灭火器或消防栓上方喷“ 灭火器 ” “ 消防栓 ” 等红色醒目大字。

There should be verified certificates from local fire services on fire extinguishers and fire hydrants. Generally, repairing proof or original certificate can serve the function. However, special attentions must be drawn to the period of validity that usually lasts for only one year. For hydrants, annual inspection certificates from local fire department will be required for verification in audit. 灭火器和消防栓应有消防部门或具有同等资格的部门签发的年审合格证，通常，灭火器上贴的维修合格证或出厂合格证就可以，但要注意其有效期是维修日期或出厂日期开始一年内有效；消防栓则要有当地消防部门每年检查的合格证明文件。

Hydrants must be covered by seals on which there are dates and chops from the factory. 消防栓要加封条，封条写上日期加盖工厂公章。

Periodical exams must be carried out to all fire extinguishers and fire hydrants in the factory. Records of these exams should be kept for verification. Please refer to the attached form. 灭火器和消防栓应定期检查，并做记录，参考表格。

ABC type of fire extinguisher is recommended. Do not use AB or BC type of fire extinguishers only. 灭火器类型应选用ABC型，不要选用单纯的AB型或BC型。

Portable fire extinguishers cannot be placed directly on the floor. They should be hung up by hooks, placed in shelves or case with their bottom higher than 0.15 meter and their tops lower than 1.5 meter from the ground. 手提式灭火器不能直接放在地上，应设置在挂钩，拖架或灭火器箱内，其顶部离地面高度应小于1.5米，其底部离地面高度不宜小于0.15

米。一个灭火器配置场所内的灭火器不应少于2个，每个设置点的灭火器不宜多于5个。

There should be a closed area with red lines painted on the floor placing fire hydrants or where fire extinguishers are hung up. The closed area must be kept visible and accessible.消防栓或悬挂灭火器的地方，应用红色划出一个隔离区，隔离区内严禁堆放物品以防阻塞消防通道。

### 3. Aisles, Exits & Emergency Lights 疏散通道，安全出口标志，应急灯

. At least 2 exits per floor for both factory buildings and dormitory. Exits should not only be equipped with “ Safety Exit ” signs and emergency lights, but also be kept clear of blocks.厂房，宿舍每层安全出口的数目不应少于2个，每个安全出口要保持畅通，应有“安全出口”标志和安装应急灯。

Emergency lights at every stairwell.每层楼梯间应安装应急灯。

On the wall of each floor must be posted evacuation plans on which fire extinguishers, fire hydrants, evacuation directions and viewer location must be clearly marked.厂房，宿舍每层楼应有清晰的疏散路线展示图，图上应清楚标明安全出口，灭火器，消防栓的位置，疏散方向和看图者所在位置。

Aisles must be separated from production areas by yellow painted lines, and there should be evacuation arrowheads marked on the aisles.生产车间应以黄色通道线把生产区域与通道划分出来，通道上还应标示疏散方向箭头。

### 4. Explosive-proof Lights 防爆灯 Explosive-proof lights should be adopted in warehouses. 仓库照明应使用防爆灯。

### 5. Protective Equipments 防护装置，防护用品

Protective covers to conveyer belts, open gears, grinding wheels, electric saws, conveyer engines, flywheels, etc. Take sartorius as an example, there should be protective covers to its upper and lower conveyer belts.传动带，明齿轮，砂轮，电锯，皮带轮和飞轮等危险部分都要安设防护装置。例如缝纫机车需要安装上下皮带保护罩。

There should be metal gloves provided for electric scissors and electric saws operators. Refer to attachment.剪和电锯的操作者应配戴金属手套作保护。

Earplugs must be provided for employees working under the conditions of 85dB.在噪声超过85dB的环境下工作的人员应配戴耳塞。

Under any of the following circumstances, uniforms or aprons must be provided to workers. Other protective articles such as masks, gloves, hats, leg guards and shoe covers can be provided in consistence with actual needs. A. During the operations there might be dangers like burn, scald or

injures caused by machines;B. Under working conditions of strong radiant or low temperature;C. Under noxious, pungent, infective, and/or dusty working conditions;D. Under corrosive, damp and/or dirty working conditions在下列情况的一种，工厂应供给工人工作服或围裙，并根据需要分别供给工作帽，口罩，手套，护腿和鞋盖等防护用品。 A. 有灼伤，烫伤或者容易发生机械外伤等危险的操作。 B. 在强烈辐射热或者低温条件下等操作。 C. 散发毒性，刺激性，感染性物质或大量粉尘的操作。 D. 经常使衣服腐蚀，潮湿或者特别肮脏的操作。

Cotton masks, protective glasses and gas mask should be provided for laborers working in conditions of health-harming gas, steam or dust.在有危害健康的气体，蒸汽或者粉尘的场所操作的工人，工厂应分别供给口罩，防护眼镜和防毒面具。

Waterproof shoes must be offered to workers standing long on floors with water or other liquids.经常站在有水或者其他液体的地面上操作的工人，工厂应供给防水鞋或防水靴等。

#### 6. Broken Needle Records 断针记录

Broken needles should be recorded in complete set. Miss of any part of broken needles will be considered a violation of social compliance in audit.

有使用针的工厂应保留断针记录，要注意把整根断针都保留并作记录，缺少任何一部分都不行。

Records of broken needles should be updated every day!应该每天记录断针情况。

#### 7. Labels & Marks on Electric Switches 电器开关的标识

Every individual switch must be clearly labeled indicating its functions.电器开关应标识清楚是控制什么电器的。

Words of “有电危险” must be marked visible on electricity distribution box.配电箱应有明显的警告标志“有电危险”。 8. First Aid Kit 急救药箱 At least one first aid kit per independent workshop or 100 workers. All kits must be kept unlocked and accessible.每一个独立的工作间或每100名工人至少设一个急救箱。急救箱不能上锁，并容易找到。

Following medicines must be provided: alcohol and drugs with circles in the attached list.急救箱应常备以下药品：酒精和清单内打圈的药品

No oral medicines should be found in the first aid kit.注意急救箱内不能有口服药品。

There should be a drug list and drug-using records in the first aid kit.急救箱应有一份药品清单和用药记录。

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There are also first aid kits宿舍也要设急救箱。

## 9. Toilets 卫生间

Toilet tissues, soap or hand wash should be provided.工厂应供应卫生纸，肥皂或洗手液。

Sufficient private room in the toilets (such a(验厂咨询专家)s individual doors or separated walls)卫生间应有足够的私人空间（如设有间隔墙和门）。

Toilets should be separated by genders.卫生间应分男女厕。

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## 10. Usage & Storage of Chemicals 化学品的存放与使用

All chemicals used and stored should be labeled.使用中或存放的化学品都应贴有标签。

Second containers should be provided for chemicals used or stored.使用中或存放的液体化学品都应设有第(BSCI认证专家)二容器。

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Corresponding MSDS should be posted on walls where chemicals are used or stored.使用或存放化学品的地点都应张贴相应化学品中文的物料安全数据表（即MSDS）