

Adidas 阿迪达斯验厂审核清单

产品名称	Adidas 阿迪达斯验厂审核清单
公司名称	深圳市博邦管理咨询有限公司
价格	面议
规格参数	
公司地址	深圳市宝安区25区华丰商务大厦B座629
联系电话	0755-27808026 13266553733

产品详情

A. 劳工部分 (Labor)

- 1) 工厂营业执照及税务登记, Business license and Tax registration certificate
- 2) 工厂竣工验收和消防验收资料, 环境三同时验收 Fire safety inspection certificate and Building construction inspection certificate, Environmental inspection certificate
- 3) 工厂的组织机构图及平面图 Organization chart and Floor plan
- 4) 政府最新文件. 如: 最低工资, 社会保险的规定, 综合计时审批记录等 Relevant law documents (Local minimum wage standard, Social insurance regulation, Comprehensive Working Hours System, etc.)
- 5) 员工手册 (包括厂规, 厂纪如: 对员工表现的评估系统, 工厂的奖惩制度, 工资制度等; 员工福利, 解除合同的程序等) Employee manual (Factory rule, Employee assessment system, Punishment and reward policy, Wage calculation policy, Employee benefits policy, Resign procedure, etc.)
- 6) 招工广告, 招工过程描述 Recruit post and hiring policy, procedure
- 7) 员工的培训程序, 培训需求表, 培训计划, 培训记录 Employee training need assessment, Training procedure, training plan, training records.
- 8) 员工资料: 新员工申请表, 员工身份证复印件及支撑文件, 各种请假申请表, 奖惩记录。
Employee files (Fresh employee application form, I.D. copy, background documents, leave records, punishment and reward records)
- 9) 员工月流动率, 离职名单, 离职报告 (employee monthly flow rate, employee resign records and application)
- 10) 劳动合同 Labor contracts

11)青少年员工的记录，例如：青少年工人清单，岗位，体检记录等 Juvenile workers list, Juvenile workers physical examination records.

12)考勤及工资记录，工资单 Attendance records and Payroll records, Pay slip 加盖银行印章的工资转帐明细（适用于通过银行转帐方式给付工资的供应商）hardcopy of payment transactions with bank stamp（applicable for suppliers who pay the wage though electronic bank transfer）

13)工人志愿加班记录/文件 Workers volufinteer overtime records

14)社会保险，工伤，医疗等保险记录 Social insurance payment records, (work related injury, medical etc.)

职业卫生及安全 (HSE)

15)最新健康安全法规 (Updated Relevant HSE regulation) 16)工厂内部健康安全政策 (Internal HSE policy)

17)注册安全员证书 (Safety officer registration)

18)健康安全协调员及其文件化的工作职责描述 (Documented Safety coordinator job responsibility)

19)急救培训证书或相关培训记录 (First aid training certificate and training records)

20)消防及疏散演习计划及相关记录 (Fire drill records and fire evacuation plan) 21)工伤及意外事故记录 (Work related injury records and accident records) 22)全厂各区域的疏散平面图 (Fire evacuation plan for each workshop) 23)灭火器月检查记录 (Fire equipments monthly inspection records)

24)电梯，锅炉，压力容器，发电机等使用证书及定期检验记录 (Registration records and annual inspection certificate for all special appliances)

25)餐厅卫生许可证，餐厅人员的健康证 (Canteen hygiene certificate, kitchen staff physical examination records)

26)特殊岗位员工上岗证. 如：电工，锅炉操作工，叉车工，电梯操作工等 (Certificate for special appliances operators and specialist)

27)有毒有害环境工作人员的职业健康体检报告 (occupational health physical examination report for workers in hazard working condition)

28)工厂使用的化学品清单及其物质安全资料表 (chemicals inventory, MSDS/CSDS)

*以上信息只是用作参考，具体安排和要求将依据工厂地点，人数规模，审核范围而改变，实际情况由SEA人员现场自行调整. Above arrangement only for reference, SEA staff will make adjustment depend on actual situation.

*所有可追溯性资料必须提供至少3个月，如果有需要，审核员也可以挑选之前任意月的相关资料 (p.s. some relevant documents should be available at least for 3 months, e.g. payroll and attendance records. Auditor can select any previous documents depend on actual situation.)