

### CSR Audit 社会责任审核

Note: Please prepare following documents/records for document review during factory audit. If you have any query, please do not hesitate to contact us.

注意: 请准备以下清单中的文件/记录以备审核员在审核过程中核查. 如有任何疑问, 请与我们联系.

Item 号码	Document Type 文件	For Auditor Use Only 只供审核员填写 ▼			Remarks 备注栏
		Copy Required			
		Yes	No	NA	
B1	Business License (Original) 营业执照 (原件)				
B2	Organization Chart 组织架构图				
B3	Factory Floor Plans 工厂平面图				
B4	Employee Manual 员工手册				
B5	Factory Rules and Regulations 工厂规章制度				
B6	Disciplinary Practice Records 奖惩记录				
B7	Employee List/ Personnel Records 员工花名册/档案				
B8	Labor Contracts 劳动合同				
B9	Local Official Document and Payment Evidence of Social Insurance 社会保险				
B10	Young Worker Registration Approval from Labor Bureau 未成年工登记证				
B11	Health and Safety Policy 安全与健康政策				
B12	Accident Records 工伤记录				
B13	Health and Safety Training Program and Record 安全与健康培训记录				
B14	Pest Control Records 灭虫灭鼠记录				
B15	Fire Training / Drill Records 消防培训/演习记录				
B16	MSDS of Dangerous Chemical 物料安全数据表				
B17	Kitchen/canteen Hygiene Certificate 饭堂卫生许可证				
B18	Kitchen/Canteen Workers Health Certificate 饭堂工作人员健康证				
B19	Trained First Aid List 急救员名单				
B20	Leave Application Records 请假记录				
B21	Time Records (Last 12 months) 工作时间记录 (最近 12 个月)				
B22	Salary Stub/ Slips (Last 12 months) 工资单 (最近 12 个月)				
B23	Environmental Policy 环境保护政策				
B24	Environmental Audit Report on Factory Project 建设项目环境保护评估报告书/报告表/登记表				
B25	Waste Emission 排污许可证				