



Documentation Review 文件审查

The following documents are required for the audit. Please make them available for auditors during the audit. Thank you for your cooperation.
以下列表是我们将会审查的所需文件。在审核过程时，请准备和提供以下文件给审核员。感谢您的合作！

Written Programs 编写程序

- Factory Master Action Plan
工厂近期主要整改报告

Employee Related Documents 员工的相关文件

- | | |
|--|--|
| <input type="checkbox"/> Current active employees list
最新更新员工花名册 | <input type="checkbox"/> Rejected application files and interview note
拒绝的求职申请文件和面试记录 |
| <input type="checkbox"/> Terminated workers list for the past 12 months
过去12个月员工离职记录 | <input type="checkbox"/> Employees leave records
员工请假记录 |
| <input type="checkbox"/> Workers turnover report for the past 12 months
过去12个月员工流动率报告 | <input type="checkbox"/> Employee saving programs (if applicable)
雇员储蓄计划 (如果适用) |
| <input type="checkbox"/> All employee (active & terminated) files (Include personal particular, employment contract, copy of ID, Social Insurance, disciplinary records, performance review records, etc.)
所有在职和离职员工个人档案文件 (包含个人档案, 劳动合同, 身份证明副本, 社保记录, 纪律处分记录, 员工工作表现考核记录, 等等相关文件) | <input type="checkbox"/> All active employee files (Include personal particular, employment contract, copy of ID, Social Insurance, disciplinary records, performance review records, etc.)
所有在职员工个人档案文件 (包含个人档案, 劳动合同, 身份证明副本, 社保记录, 纪律处分记录, 员工工作表现考核记录, 等等相关文件) |
| <input type="checkbox"/> Organizational chart/ job description (Management and supervising level only)
公司组织架构图/ 职位描述 (只限管理管理人和监督人员) | <input type="checkbox"/> Employee training records (Factory's rules & regulations, orientation, Brand Code of Conduct)
员工培训记录 (工厂规则及规例, 取向, 行为守则) |

Factory Policies 工厂政策

- | | |
|---|---|
| <input type="checkbox"/> Factory regulations
工厂厂规 | <input type="checkbox"/> Worker performance review procedures
员工工作表现考核程序 |
| <input type="checkbox"/> Workers' minimum wage policy
员工最低工资政策 | <input type="checkbox"/> Severance and allowance policies (if applicable)
遣散费和津贴政策(如果适用) |
| <input type="checkbox"/> Wage and hours policy
工资和工作时间政策 | <input type="checkbox"/> Leave policy
请假政策 |
| <input type="checkbox"/> Overtime policy
加班政策 | |

Work Hour Records for the past 12 months 过去12个月工作时间记录

- | | |
|---|---|
| <input type="checkbox"/> Daily time cards/ daily time records
考勤记录 (考勤卡记录) | <input type="checkbox"/> Weekly overtime summary
每周加班总结 |
| <input type="checkbox"/> Other time keeping system beside current system (if applicable)
其他考勤记录系统(如果适用) | <input type="checkbox"/> Documentation for reasons that caused excess of 60 hours work per week
文件记录原因, 为何导致每周工作时间超过60小时 |
| <input type="checkbox"/> Voluntary overtime register form (with signature)/ OT verification report/ log
自愿加班登记表 (包含签名)/ 加班核查记录/ 日志 | <input type="checkbox"/> Legally required overtime permit (if applicable)
法律规定的加班许可证 (如适用) |

Payroll Records for the past 12 months 过去12个月工资记录

- | | |
|---|---|
| <input type="checkbox"/> Pay slip (including pay period, employees' name, ID, net pay, date of pay)
工资表/ 工资条 (包含发薪月份, 员工名字, 员工身份证号码, 实付工资, 发薪日期) | <input type="checkbox"/> Payroll records (pay period, employee name, ID, pay rate, hours worked, OT)
工资表记录 (包含发薪月份, 员工名字, 员工身份证号码, 支付费率, 工作时间, 加班时间) |
| <input type="checkbox"/> Piece rate records (if applicable)
计件记录 (如适用) | <input type="checkbox"/> Other related payment or deductions
其他支付或其他扣款 |
| <input type="checkbox"/> Piece rate wage, gross pay, individual deductions, net pay date of pay
计件工资, 工资总额, 个人扣款, 实付工资, 发薪日期) | |

Factory Production Profile 工厂生产记录

<input type="checkbox"/> Loading vs. capacity report 装载量对比容量报告	<input type="checkbox"/> Daily/weekly/monthly production records 每日/每周/每月生产记录
<input type="checkbox"/> Extraordinary business circumstance records (unexpected extra works) 特殊业务情况记录 (意想不到的额外工作量)	<input type="checkbox"/> Individual worker's production records (for piece rate wage only) 个人工生产记录 (只限计件工资)
<input type="checkbox"/> Production plan 生产计划	
Non-production Related Documents 非生产相关记录	
<input type="checkbox"/> Grievance records/file 申诉记录/ 文件	<input type="checkbox"/> Strike/work stoppage records 罢工/ 停工记录
<input type="checkbox"/> Meeting report between management and workers representative/union 管理人员和工人工人代/ 工会会议记录	
Insurance and Tax Records 保险和税收记录	
<input type="checkbox"/> Workers' occupational injury insurance certificate (if required by law) 职工工伤保险证书 (如果法律规定)	<input type="checkbox"/> Record of tax and social security payment for the past 12 months 过去12个月税收和社保缴费记录
Legal Documents 法律文件	
<input type="checkbox"/> Government business permit/business license 营业执照/ 税务证	<input type="checkbox"/> Current local labor laws/regulation 目前当地劳动法律/ 法规
<input type="checkbox"/> Local labor laws and legislation of the county where factory located 当地劳工法, 并在工厂所在地县级的法例	<input type="checkbox"/> Government audit reports (taxes, financial audit) – (if applicable) 政府审计报告 (税收, 财务审计) - (如适用)
<input type="checkbox"/> Garment registration (if required by law) 服装注册 (如果法律规定)	
Grievance Documentation in the past 12 months 过去12个月申诉文件	
<input type="checkbox"/> Grievance policy 申诉政策	<input type="checkbox"/> Disciplinary record 纪律处分记录
<input type="checkbox"/> Written Grievance procedure 申诉程序	<input type="checkbox"/> Workers' grievance notes 员工申诉笔记/ 记录
<input type="checkbox"/> Written Grievance Channels Instruction for workers 给员工的申诉程序指示	<input type="checkbox"/> Management response to the workers' grievance note 申诉处理程序和管理层回应记录
<input type="checkbox"/> Investigation Documentation 调查文件记录	<input type="checkbox"/> Harassment & Abuse policy 骚扰和滥用职权政策
<input type="checkbox"/> Warning letter 警告信	<input type="checkbox"/> Non discrimination policy 非歧视政策
<input type="checkbox"/> Termination file 离职记录/ 文件	
Union, Welfare Committee/ Worker Representative 工会/ 福利委员会/ 工人代表	
<input type="checkbox"/> Any applicable union registration 任何适用工会注册	<input type="checkbox"/> Minute of the meeting 会议记录
<input type="checkbox"/> Workers union membership application 员工工会入会申请	<input type="checkbox"/> Collective Bargaining Agreement (If applicable) 集体谈判协议 (如适用)
<input type="checkbox"/> Documentation of the election 选举文件	<input type="checkbox"/> Union / Welfare committee 's organization chart/ responsibilities and meeting report 工会/ 福利委员会组织架构图/ 责任和会议记录