

Basic social compliance checklist

Möbelfakta has developed this checklist to support the furniture companies in their work with social responsibility. The checklist can be used at production site visits. Answers in the checklist can point out areas where improvement is needed and/or indicate the need for a third party audit. Please observe that the checklist does not cover all requirements in Möbelfaktas criteria for social responsibility. Nor does it include all methods for social auditing, such as worker interviews and deeper document review. Therefore, a visit using the checklist does not count as a full social audit.

Background info		Comments
Date		
Supplier name		
Factory address		
What kind of production takes place in the factory?		
Name of Managing Director/ CEO		
Name of Health and Safety Officer (if applicable)		
Name of HR Manager		
Name of Code of Conduct Officer (if applicable)		
Has the factory got certifications according to ISO 9001, ISO 14001, OHSAS 18000 or SA 8000? If yes, which?		
Has the factory been Code of Conduct inspected by another buyer this year?		

Part A: In the workshop

Take a factory tour and focus on the following:

1	Health and safety	Yes	No	Comments:
1.1	Does the workshop look safe from a fire safety perspective?			
1.2	Is there at least one emergency exit in each workshop?			
1.3	Are any of the emergency exits locked or blocked?			
1.4	Can the workers reach the emergency exits without problem?			
1.5	Is there a functioning fire alarm in all workshops?			
1.6	Is there drinking water available in each workshop?			
1.7	Are there a sufficient number of toilets available, for both male and female workers?			
1.8	Are the toilets clean?			
1.9	Is there anywhere for the workers to wash their hands?			
1.10	Is the light sufficient to work in?			
1.11	Is the factory clean?			
1.12	Is the temperature tolerable to work in (considering seasonal changes)?			
1.13	If machines with potential risk of injuring the worker are being used, are the workers properly protected from this?			

2 Handling of chemicals				
2.1	Can you see any glue/solvents/spot remover in use?			
2.2	Can you see any other hazardous chemicals in use?			
2.3	Are the workers working with chemicals using adequate personal protection?			
2.4	Are the chemical containers in the workshop labeled?			
2.5	Is the ventilation sufficient where solvents or other volatile chemicals are being used?			
2.6	Are chemicals correctly stored?			
2.7	Is the ventilation sufficient where solvents are being used?			
2.8	If chemicals with caustic effect are being used, e.g. strong acids or bases, are there emergency showers and eye showers suitably placed?			
3 Child labour				
3.1	Can you see anyone in the workshop who looks younger than 15 years old?			
4 Environment				
4.1	Look for stored chemicals, effluents etc around the factory. Can you see anything that is likely to have an effect on the environment?			

“In the workshop”

Comments:

Part B: In the office

Talk to relevant personnel (Managing director, HR-manager, Health and safety officer) about the following:

5	Child labour	Answer/Comment
5.1	How does the factory ensure that they do not employ workers in the factory younger than 15 years old?	
5.2	Does the factory have a child labour policy?	
6	Working hours & wages	
6.1	What are the working hours? (Monday to Sunday)?	
6.2	What are the working hours during peak season?	
6.3	How are working hours recorded? (Manually? Electronically?)	
6.4	How are the workers paid? (Piece rate? Fixed rate? Other?)	
6.5	What is a normal worker paid per month, on average?	
6.6	What is local minimum wage?	
6.7	Do the workers receive overtime compensation? If so, how much?	
6.8	When are salaries paid (for example every month)?	
6.9	How are salaries paid (for example cash)?	

7	Workers basic rights	Answer/Comment
7.1	Are all workers entitled to a labour contract?	
7.2	Are the workers entitled to sick leave, if they are sick?	
8	Legal compliance	
8.1	How does the management ensure compliance to national legislation, including legal updates?	

“In the office”

Comments:

Instructions

Photos

It is very valuable to take photos during the visit. (Remember to get the factory's permission.) Photos may include: overview of the workshop, work stations and other places where work is performed, aisles and emergency exits, toilets, dormitories (if applicable), chemicals in use, other health and safety areas etc.

General recommendations

When you meet with people at the supplier, focus on working together with them to achieve compliance with your social and environmental requirements. Be sensitive to local customs and circumstances without compromising the requirements. Every non-compliance and weak area must be dealt with on a case to case basis. For the supplier to feel ownership, let them set the period for corrective actions, yet within reasonable time frames.

Before the visit

- If the facility has conducted a self-assessment prior to the visit, make sure to go through the self-assessment results. If a social audit has been done before, go through the corrective actions and time frame communicated.
- Set the date of the visit together with the facility and make sure that key persons at the facility are available on the day of the visit.
- Make sure you have communicated your requirements and that the supplier has agreed to them.

During the visit

- Explain to the management why you want to focus on social and environmental compliance.
- Start the visit with a tour of the premises checking for obvious health and safety non-compliance issues, and to get a general impression of the workplace. (Part 1 of the checklist.)
- Interview management and other relevant personnel. (Part 2 of the checklist.)
- Conclude the visit by going through the potential non-compliance issues/areas for improvement during a closing meeting. Make sure that the person you talk to is empowered to make changes. Also explain that you will follow up on improvements.

After the visit

Follow up on non-compliances/improvements. Decide if there is need for a deeper third party audit to get the full image of the situation. Continue to talk to the supplier about your social and environmental requirements.

In the table below the buying/sourcing company can include legal requirements for the country where the furniture is manufactured.

National/local legal requirements	Country 1	Country 2
Allowed age for working		
Requirements for young workers		
Working contract		
Minimum wage for workers		
Working hours excl. overtime per day/week		
Maximum allowed overtime hours per day/month		
Overtime compensation (evening/days of rest/statutory holidays)		
Paid sick leave (number of days)		
Paid leave on statutory holidays (number of days)		
Paid vacation, excl. statutory holidays (number of days)		
Other legal obligations of interest		