

Ethical Supply Chain Program Audit Checklist

Version 4.1, October 2026

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Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
1.1 Transparency			
1.1.1	Has the facility allowed the audit to be conducted without denial of access?	Yes ☐	1. Auditors must have full access to the facility for the purpose of the audit (e.g. documentation, areas in the facility, workers for interview). Notes: 1. Access to information must be under permission of facility management or accompanied by personnel authorized by the facility. 2. Access to workers' testimony through workers' interview should be managed in a safe way (especially handling sensitive issues such as sexual harassment or abuse cases) with private space provided.
		Zero Tolerance ☐	
		Critical ☐ On-site transparent	
		N/A ☐	
1.1.2	Has the facility allowed the audit to be conducted without intentional concealment or hidden audit scope?	Yes ☐	1. Examples of hidden audit scope include but are not limited to: a. hidden workers, b. hidden production sites, and c. hidden records (e.g. documents).
		Zero Tolerance ☐	
		Critical ☐ On-site transparent	
		N/A ☐	
1.2 Interference			
1.2.1	Is the whole assessment process free from bribery attempts?	Yes ☐	1. The whole assessment process must be free from bribery attempts of any kind.
		Zero Tolerance ☐	
		N/A ☐	
1.2.2	Is the coaching of workers prohibited?	Yes ☐	1. Workers cannot be coached for audits. 2. Coaching examples: a. Workers are instructed to give false information (e.g. wages, working hours, living/working conditions), and b. Workers are instructed to avoid answering certain questions or types of questions.
		Critical ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
2.1 Policy			
2.1.1	Does the facility have a Business Integrity policy?	Yes	1. The Business Integrity policy needs to: a. cover unethical behavior such as bribery, corruption, and fraud (e.g. credit card fraud); b. apply to the facility and its brokers/agents; and c. indicate the reporting channel when fraudulent business practices occur.
		Minor	
		N/A	
2.1.2	Is there a designated staff member responsible for implementing the Business Integrity policy?	Yes	1. The designated staff member needs to be aware of the policy for implementation. 2. The auditor may interview the designated staff member to assess his or her awareness of the policy.
		Minor	
		N/A	
2.2 Training			
2.2.1	Are staff, who may be exposed to unethical behavior, trained on the contents of the policy?	Yes	1. Staff who may be exposed to unethical behavior such as purchasing personnel, staff working with certification bodies. 2. Even if the facility does not have a written policy, the designated staff must be trained on the contents (i.e. unethical behavior). 3. Training contents and records must be accurately maintained.
		Minor	
		N/A	
2.3 Business Partner Management			
2.3.1	Has the facility communicated the expectation of legal and ESCP requirements compliance to its business partners?	Yes	1. Business partners include subcontractors, dispatching companies, recruitment brokers and agents, as well as service providers specializing in sanitation, security, warehousing, and food & beverage. 2. The facility should communicate the expectation of compliance with legal laws and the relevant requirements of ESCP, such as the responsible recruitment and forced labor policy. 3. The facility should maintain an accurate and up-to-date list of subcontractors , where applicable.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
3.1 Policy				
3.1.1	Does the facility have a responsible recruitment policy in line with legal and ESCP requirements?	Yes	☐	1. The policy needs to: a. be dated; b. include the legal minimum working age requirement; c. include ESCP minimum working age requirement, which is 15; and d. state that the minimum working age in the facility is the legal requirement or ESCP requirement, whichever is higher. e. include but is not limited to, prevention of workers being hired with the charging of recruitment fees, under any form of forced labor or human trafficking. 2. The policy must be communicated and shared with business partners, as they are expected to adhere to the policy. 3. Business partners include subcontractors, dispatching companies, recruitment brokers and agents, as well as service providers specializing in sanitation, security, warehousing, and food & beverage.
		Major	☐	
		N/A	☐	
3.1.2	Are the contents of the policy made available and effectively communicated to all workers?	Yes	☐	1. The policy should cover, but not be limited to, minimum age and recruitment fee requirements. 2. At a minimum, the contents must be communicated to workers at employment orientation. 3. Other acceptable means of communication may include the Worker Handbook, workers’ contracts, or notice boards throughout the facility, and it must be communicated in a manner that workers can understand in the local legal language. 4. Auditors must verify that the contents of the policy have been communicated to all workers (e.g. through orientation records). 5. Workers must be notified of any changes to the contents. 6. Advisory support should be available to workers, and workers need to know where to get help and support when they need it (e.g. through HR or Worker Services department).
		Major	☐	
		N/A	☐	
3.2 Training				
3.2.1	Are staff responsible for hiring trained with records maintained?	Yes	☐	1. Designated staff must be trained to implement the responsible recruitment policy and related operation management. 2. Staff responsible for hiring and other personnel functions must be properly trained to: a. ensure no underage workers are hired, and b. verify age and ID validity. c. ensure workers are not hired with the charging of recruitment fees, under any form of forced labor or human trafficking.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
3.3 Underage Workers				
3.3.1	Are underage workers prohibited in the facility?	Yes	☐	1. Underage worker means a worker whose age is lower than the facility minimum working age. 2. Minimum working age in the facility is the legal requirement or ESCP requirement of 15 years old, whichever is higher. Notes: 1. If an underage worker has been hired, the facility must immediately stop them from working in the facility. 2. The facility must provide a health check for the underage worker (if they were found working on hazardous or chemical processes, an occupational check must also be conducted). 3. The facility must proceed according to the <u>ESCP Underage Worker Rescue Procedure</u> .
		Zero Tolerance	☐	
		N/A	☐	
3.3.2	Does the facility have no cases of historical underage workers?	Yes	☐	1. No cases of historical underage workers have been discovered in the audit scope period. 2. Definition of historical underage workers: a. workers who were below the minimum age when they were employed by the facility, but who have since reached the minimum age and are still working at the facility when the audit is conducted; or b. workers who were below the minimum age when they were employed by the facility, but who have since left the facility. The workers are no longer working at the facility when the audit is conducted.
		Major	☐	
		N/A	☐	
3.4 Documentation				
3.4.1	Are workers' personnel files accurately maintained?	Yes	☐	1. All workers' records must be accurate and traceable. 2. Workers' records must include a copy of workers' identification and age verification documents.
		Critical	☐	
		N/A	☐	
3.4.2	Are workers' identification documents valid?	Yes	☐	1. Auditors will sample workers and request their IDs to review for validation. 2. Invalid forms of IDs include, but are not limited to, falsified IDs, IDs belonging to other persons.
		Critical	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
3.5 Contracts			
3.5.1	Do workers' labor contracts meet regulatory and legal requirements?	Yes ☐ Major ☐ N/A ☐	1. Labor contracts need to: a. fulfill local legal requirements; b. be in the local legal language; c. be comprehensive, they must include, but are not limited to, employment conditions, rights, responsibilities, wages, compensation, benefits, withholdings, deductions, and duties; and d. include terms that are proper, they must include, but are not limited to, description of terms and conditions of employment (including nature of work and terms of physical environment or housing) that are transparent, accurate, and understandable prior to employment. 2. Original contract terms cannot be replaced, or changed, without consent from the facility and the workers affected. 3. Contracts are explained or translated free of charge accurately and thoroughly for workers who cannot read or understand. This is done prior to signing the contracts. 4. Workers must only be required to sign the contract after all the required information that is listed has been explained. 5. A written agreement on labor rights and conditions between the facility and the worker is required, if a labor contract is not applicable for the worker (e.g. in mainland China, dispatch workers, retired workers).
3.5.2	Is a labor contract signed with each worker, where required and applicable?	Yes ☐ Critical ☐ N/A ☐	1. Workers may be required by law to enter into a labor contract within a certain period after commencing employment (e.g. days after commencing work, completion of certain processes such as health check).

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
3.5.3	Do workers receive the contract signed by both parties?	Yes	☐	1. Each worker must receive their labor contract, signed by both parties, for their records.
		Major	☐	
		N/A	☐	
3.6 Homework and Cottage Work				
3.6.1	Are homework and cottage work prohibited?	Yes	☐	1. Workers are not allowed to work outside of the facility production area (i.e. take work home or to dormitories). 2. Cottage work refers to work distributed by the facility to outsiders (e.g. villagers) for production.
		Critical	☐	
		N/A	☐	
3.7 Recruitment				
3.7.1	Does the facility have a policy which identifies, prohibits and remediates the charging of recruitment fees to workers?	Yes	☐	1. The policy needs to: a. be dated; b. explicitly state that all workers, including foreign migrant workers, dispatch workers and agency workers must not pay fees, deposits or incur debt as part of the recruitment process; c. include procedures to identify if workers have paid recruitment fees; d. have procedures on handling and remediation of violations of the policy where workers have paid unauthorized fees in their recruitment process through brokers or agents; and e. include the designated person responsible for communicating, deploying, and monitoring that the policy is enforced; 2. The policy can be part of the responsible recruitment policy.
		Minor	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
3.7.2	Has the facility verified that any dispatching companies, recruitment brokers, and/or agents used adhere to legal hiring practices?	Yes ☐ Major ☐ N/A ☐	1. The facility must validate and keep records of licenses for all dispatching companies, brokers/agents used. 2. The facility must sign and keep records of the dispatch / recruitment contract or agreement with the dispatching companies, brokers/agents used. 3. The facility must ensure dispatch companies, brokers/agents used have policies on the local legal labor requirements and that they adhere to them. a. The policy explicitly states that workers are hired on a voluntary basis. b. The policy explicitly states that no workers are charged any fees and are not employed under any other financial or collateral guarantee. c. This is applicable to any new or renewed contract from January 1, 2019. 4. The facility must monitor and keep records as labor contracts may be required by law between the dispatch company and workers.

3.8 Foreign Migrant Workers

3.8.1	Does the employment of foreign migrant workers comply with legal requirements?	Yes ☐ Zero Tolerance ☐ N/A ☐	1. Foreign migrant workers employed through brokers/agents or employed by the facility must comply with legal requirements.
3.8.2	Does the facility prohibit charging foreign migrant workers recruitment related fees?	Yes ☐ Major ☐ N/A ☐	1. Any recruitment fees paid by workers during the recruitment process must be prohibited.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
4.1 Young Workers			
4.1.1	If young workers are present, are they working on allowable assignments, as specified by legal and ESCP requirements?	Yes	☐ ☐ ☐ 1. A young worker is defined as one above the minimum working age but below the legal age of adulthood (typically 18). 2. Where there are legal work restrictions for young and student workers, they must be followed (e.g. prohibiting working on hazardous operations, or night shifts). 3. ESCP requires that young workers are: a. not assigned to heavy machinery or chemical processes, b. not assigned to night shifts (i.e. working between 22:00 and 07:00 of the next day is prohibited), and c. provided health checks free of charge.
		Critical	
		N/A	
4.1.2	Does the facility keep a list of appropriate assignments for young workers?	Yes	☐ ☐ ☐ 1. The list records information accurately on young workers and their job assignments. 2. The list must be kept up-to-date.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
4.2 Pregnant Workers			
4.2.1	Are pregnant workers assigned appropriate job tasks?	Yes	1. Pregnant workers are not to be assigned to labor-intensive work involving long hours standing, heavy lifting, etc.
		Major	
		N/A	
4.2.2	Are pregnant workers given additional necessary and reasonable breaks?	Yes	
		Major	
		N/A	
4.2.3	Are female workers with breastfeeding needs provided with appropriate space and breaks?	Yes	1. Refer to legal requirements if any.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text	
5.1 Policy				
5.1.1	Does the facility have a written working hours policy that meets ESCP requirements?	Yes	☐ ☐ ☐ 1. The policy needs to: a. be dated; b. include working hours, working days, and overtime in line with ESCP requirements; and c. include the designated qualified person responsible for communicating, deploying, and monitoring that the policy is enforced.	
		Major		
		N/A		
5.1.2	Are the contents of the policy made available and effectively communicated to all workers?	Yes	☐ ☐ ☐ 1. The policy should cover, but not be limited to, working hours, working days, and overtime. 2. At a minimum, the policy contents must be communicated to workers during employment orientation. 3. Other acceptable means of communication may include the Worker Handbook, workers' contracts, or notice boards throughout the facility, and it must be communicated in a manner that workers can understand in the local legal language. 4. Even if the facility does not have a written policy, the contents (i.e. the facility's working hours, working days, and overtime) still need to be communicated to workers. 5. Auditors must verify that the contents of the policy have been communicated to all workers (e.g. through orientation records). 6. Workers must be notified of any changes to the contents. 7. Advisory support should be available to workers, and workers need to know where to get help and support when they need it (e.g. through HR or Worker Services department).	
		Major		
		N/A		
5.2 Documentation				
5.2.1	Do working hour and payroll records accurately reflect all time worked?	Yes	☐ ☐ ☐ ☐ 1. Workers' time records must accurately reflect actual hours worked and show compensation.	
		Critical		
		Major		On-site transparent
		N/A		

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
5.2.2	Are all hours worked documented?	Yes ☐ Critical ☐ > 20% sampled records are incomplete or with errors Major ☐ ≤ 20% sampled records are incomplete or with errors N/A ☐	1. Examples of acceptable time records: a. time clock system (worker's signature confirmation is needed once per month), b. manual time recording system (worker's signature confirmation is needed once per week), or c. computer recording system. 2. Time records must be complete and include, but are not limited to: a. information about the worker, and b. signature confirmation where required. 3. Time records must be provided for the required audit period (e.g. 12 months). 4. Time records must cover all workers in the facility. 5. The buffer time for each recording should be no more than 15 minutes.
5.2.3	Are workers aware of, and able to verify, their working hours in their time records?	Yes ☐ Major ☐ No such verification channel exists / > 20% of sampled workers cannot verify or unaware of the verification channel Minor ☐ ≤ 20% of sampled workers cannot verify or unaware of the verification channel N/A ☐	1. Workers are able to freely verify their time records. 2. For electronic time cards, workers need to have the means to freely check their working hours (e.g. via a computer terminal, printout). 3. The facility needs to ensure that all workers are aware of such verification channel.
5.3 Working Hours			
5.3.1	Are maximum weekly working hours within ESCP requirements?	Yes ☐ Critical ☐ Max. weekly working hours are higher than 78 hours Major ☐ Max. weekly working hours are higher than 72 hours, but less than or equal to 78 hours N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
5.4 Breaks			
5.4.1	Do workers receive 1 day off in a pre-defined week?	Yes ☐	1. A pre-defined week refers to the facility's policy in defining the workers' work week. In the absence of a policy, the default is Monday to Sunday. 2. Any change to the pre-defined week must be with valid reason and will be reviewed during audit (e.g. quarterly shift change). Frequent changes are not allowed.
		Critical ☐ > 20% of sampled workers are not given the day off/1 sampled worker has worked more than 13 days consecutively	
		Major ☐ ≤ 20% of sampled workers are not given the day off	
		N/A ☐	
5.4.2	Do workers receive meal breaks of at least 30 minutes?	Yes ☐	
		Critical ☐ > 20% of sampled workers do not receive such breaks	
		Major ☐ ≤ 20% of sampled workers do not receive such breaks	
		NA ☐	
5.4.3	Do workers receive breaks of at least 15 minutes after 6 consecutive hours worked?	Yes ☐	
		Critical ☐ workers do not receive such breaks	
		Major ☐ ≤ 20% of sampled workers do not receive such breaks	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
5.4.4	Are workers provided with at least 10 consecutive hours rest in a predefined 24-hour cycle?	Yes ☐	1. A pre-defined 24-hour cycle refers to a worker's day. The day starts when the worker's shift starts (e.g. if a worker starts their shift at 8:00, then the pre-defined 24-hour cycle is from 8:00 to 8:00 the next day).
		Critical ☐ > 20% of sampled workers are not provided with such rest / 1 sampled worker has less than 8 hours	
		Major ☐ ≤ 20% of sampled workers are not provided with such rest	
		N/A ☐	
5.4.5	Are workers allowed toilet and water breaks?	Yes ☐	1. Workers are free to go to the toilet and to drink water at any time (i.e. there are no restrictions or special approval required).
		Critical ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
6.1 Policy			
6.1.1	Does the facility have a written policy for wages and benefits that meet local laws and ESCP requirements?	Yes ☐ Major ☐ N/A ☐	1. The policy needs to: a. be dated; b. include wages and benefits that meet local laws and ESCP requirements; c. include minimum wage as per local legal requirements; d. include any withholdings or deductions; and e. include the designated qualified person responsible for communicating, deploying, and monitoring that the policy is enforced. f. include that wages for induction, training and probation periods are to be paid as required. 2. ESCP requires: a. 100% worker injury insurance coverage, and b. wages are paid directly to workers. 3. Legally required withholdings or deductions can include, but are not limited to, taxes, Housing Provident Fund contributions, and social insurance contributions.
6.1.2	Are the contents of the policy made available and effectively communicated to all workers with advisory support made available?	Yes ☐ Major ☐ N/A ☐	1. The policy should cover, but not be limited to, local legal and company minimum wage rates, withholdings, and deductions. 2. At a minimum, the policy contents must be communicated to workers during employment orientation. 3. Other acceptable means of communication may include the Worker Handbook, workers' contracts, or notice boards throughout the facility, and it must be communicated in a manner that workers can understand in the local legal language. 4. Even if the facility does not have a written policy, the contents (i.e. the facility's wages and benefits) still need to be communicated to workers. 5. Auditors must verify that the contents of the policy have been communicated to all workers (e.g. through orientation records). 6. Workers must be notified of any changes to the contents. 7. Advisory support should be available to workers, and workers need to know where to get help and support when they need it (e.g. through HR or the Worker Services department).

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
6.2 Wages and Benefits			
6.2.1	Are all wages and benefits documented on payroll records?	Yes ☐	1. Payroll records must include all legally required items (e.g. basic wage). 2. Payroll records must be provided for the required audit period (e.g. 12 months). 3. Payroll records must cover all workers in the facility. 4. When wages are paid by bank transfer, the facility must provide the relevant bank transfer records for audit review.
		Critical ☐ > 20% samples are incomplete or with errors	
		Major ☐ ≤ 20% samples are incomplete or with errors	
		N/A ☐	
6.2.2	Do wages paid to workers meet legal requirements?	Yes ☐	1. The facility must pay workers for all hours worked. 2. Wages paid cannot be lower than legal requirements. 3. Wages paid cannot be lower than the amount agreed in the signed contract.
		Critical ☐	
		N/A ☐	
6.2.3	Does the facility provide 100% coverage on worker injury insurance and other legally required benefits to workers?	Yes ☐	1. ESCP requires 100% coverage on worker injury insurance. 2. Legally required benefits can include, but are not limited to, annual leave, sick leave, and maternity leave 3. All provided benefits are in compliance with local legal requirements.
		Critical ☐	
		N/A ☐	
6.3 Withholdings and Deductions			
6.3.1	Does the facility have a written policy for replacement items in the case of loss or damage by workers?	Yes ☐	1. Replacement items can include, but are not limited to, tools, personal protective equipment (PPE), and facilities. 2. The policy needs to include: a. item descriptions with replacement charges, and b. explanation as to why workers would be required to pay such charges in the case of loss or damage.
		Minor ☐	
		N/A ☐	
6.3.2	Are deposits for facility provided items prohibited?	Yes ☐	1. Deposits cannot be required for facility provided items such as tools, personal protective equipment (PPE), uniforms, and identification cards.
		Critical ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
6.3.3	Are withholdings or deductions reasonable?	Yes	☐	1. No replacement charges can be more than the cost of the item itself. 2. Replacement due to wear and tear or malfunction cannot be charged to workers. 3. The facility cannot access the worker's bank account for any reasonable withholdings or deductions.
		Critical	☐	
		N/A	☐	
6.3.4	Are all legal withholdings or deductions recorded and paid to authority(s)?	Yes	☐	1. Legal withholdings or deductions may include, but are not limited to, taxes, Housing Provident Fund contributions, and social insurance contributions. 2. Legally required withholdings must be recorded and provided to the relevant proper authority(s). 3. Verification of records by auditors is required (e.g. payment slips to government authorities on taxes). 4. All legal withholdings or deductions must comply with legal requirements.
		Critical	☐ >20% samples are not in line, not recorded, or not paid to authority(s)	
		Major	☐ ≤20% samples are not in line, not recorded, or not paid to authority(s)	
		N/A	☐	
6.3.5	Are workers given the choice of enrollment in reasonably priced food, housing and transportation?	Yes	☐	1. Where the facility offers food, housing or transportation, workers are free to decide if they wish to enroll. 2. The total price for food and housing per paid period must be less than 50% of the legal minimum wage for the same period (excluding overtime and bonuses). 3. Workers must not be required to sign up to excessively long rental periods for accommodation or lodge excessive deposits with financial penalties for leaving employment early.
		Critical	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
6.4 Payroll and Pay slips			
6.4.1	Are all workers paid on time?	Yes	☐ 1. Workers must be paid in a timely manner as required by local law. 2. Workers must be paid no more than one month following the work period. 3. In mainland China, wages owed to departing workers must be paid within three working days after their last working day. In other countries or regions, wages owed to departing workers must be paid within the timeframe required by local laws and regulations.
		Critical	
		N/A	
6.4.2	Are workers paid directly?	Yes	☐ 1. This includes all wages and benefits which must be paid directly to the worker. 2. The facility can only carry out deposit transactions into the worker's bank account. 3. Paying workers through a recruitment agency, or any other person or group other than the worker themselves is prohibited. 4. Where the local legal requirement differs from the ESCP requirement, ESCP will review and confirm if the compliance with the local legal requirement is acceptable. (i.e. In China, workers are paid from their dispatching company, and the dispatching company is the legal employer that signs labor contracts with workers, which is acceptable by ESCP).
		Critical	
		N/A	
6.4.3	Are workers provided with detailed and accurate pay slips written in a language understandable to them?	Yes	☐ 1. Pay slip details need to include, where applicable: a. worker information, i.e. name, and department; b. working hours, i.e. normal, overtime, holiday and national holiday overtime; c. wages, i.e. normal, overtime, holiday and national holiday overtime, bonus, allowance, gross wages, and net income; d. details of the piece rate; e. withholdings or deductions, i.e. social security, tax deductions, and fees for accommodation or meals; and f. leave, i.e. paid leave, and unpaid leave. 2. All details on the pay slips need to be accurate.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
7.1 Policy			
7.1.1	Does the facility have a written policy for disciplinary practices detailing the handling procedures for disciplinary cases?	Yes	☐ ☐ ☐ 1. The policy needs to: a. be dated; b. comply with local laws on the subject of disciplinary practices; c. state that workers are free from all forms of harassment and abuse such as verbal and mental abuse, physical coercion, corporal punishment, intimidation, and threats; d. have procedures on handling any disciplinary case including, but not limited to, fines, formal warning procedures, grounds for contract termination; e. include guidance on unacceptable behavior, appropriate disciplinary actions for unacceptable behavior; f. include complaint procedures including the method of investigation and resultant actions; and g. apply to the behavior of all workers, including supervisory and management personnel.
		Minor	
		N/A	
7.1.2	Are the contents of the policy made available and effectively communicated to all workers?	Yes	☐ ☐ ☐ 1. The policy should cover, but not be limited to, the scope of forced labor and different forms of practices. 2. At a minimum, the policy contents must be communicated to workers during employment orientation. 3. Other acceptable means of communication may include the Worker Handbook, workers' contracts, or notice boards throughout the facility, and it must be communicated in a manner that workers can understand in the local legal language. 4. Even if the facility does not have a written policy, the contents (i.e. the scope of forced labor and different forms of practices, including the prohibition of prison labor) still need to be communicated to workers. 5. Auditors must verify that the contents of the policy have been communicated to all workers (e.g. through orientation records). 6. Workers must be notified in advance of any changes to the policy. 7. Advisory support should be available to workers, and workers need to know where to get help and support when they need it (e.g. through HR or the Worker Services department).
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
7.2 Training			
7.2.1	Are supervisory staff trained on disciplinary policies and procedures?	Yes ☐	1. Training contents and records must be accurately maintained.
		Major ☐	
		N/A ☐	
7.3 Implementation			
7.3.1	Are physical abuse, coercion, corporal punishment and harassment prohibited?	Yes ☐	
		Zero Tolerance ☐	
		N/A ☐	
7.3.2	Is unacceptable behavior of any kind prohibited?	Yes ☐	1. Examples of unacceptable behavior include, but are not limited to: a. gestures; b. abusive language; or c. mental and emotional abuse.
		Critical ☐	
		N/A ☐	
7.3.3	Is it prohibited to impose monetary fines on workers or demand excessive economic compensation from them?	Yes ☐	1. Monetary fines for disciplinary purposes must be prohibited. 2. Examples of unreasonable economic compensation include, but are not limited to, charges which are extravagant, unethical, unlawful or which exceed the cost (i.e. the cost of repairing/replacing damaged property).
		Critical ☐	
		N/A ☐	
7.3.4	Are security staff roles and responsibilities appropriate and communicated?	Yes ☐	1. Security staff cannot execute disciplinary practices. 2. Roles and responsibilities must be written and understood by the staff.
		Minor ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
7.3.5	Do security staff adhere to their roles and responsibilities?	Yes	1. Auditors will review the security staff, observe their behavior, and verify accordingly through interviews. 2. Security staff cannot execute disciplinary practices.
		Critical	
		N/A	
7.3.6	Does the facility employ adequate measures to avoid repeated instances of non-compliance in disciplinary practices?	Yes	1. The facility must document investigation reports. 2. Examples of adequate measures include, but are not limited to: a. moving workers to different positions within the facility, b. terminating employment of individuals who violate facility policies, and c. conducting additional training to inform workers and supervisors about policies and procedures again. 3. The facility must have channels for workers to report abusive disciplinary practices to management rather than their direct supervisor.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
8.1 Policy			
8.1.1	Does the facility have a written policy for forced and prison labor that meets ESCP requirements?	Yes	1. The policy needs to: a. be dated; b. cover the scope of workers directly recruited by the facility and dispatched workers from agencies; c. cover the scope of facilities and subcontracting; and d. include the designated qualified person responsible for communicating, deploying, and monitoring that the policy is enforced. 2. The policy must be communicated and shared with business partners, as they are expected to adhere to the policy. 3. Business partners include subcontractors, dispatching companies, recruitment brokers and agents, as well as service providers specializing in sanitation, security, warehousing, and food & beverage.
		Major	
		N/A	
8.1.2	Are the contents of the policy made available and effectively communicated to all workers?	Yes	1. The policy should cover, but not be limited to, the scope of forced labor and different forms of practices. 2. At a minimum, the policy contents must be communicated to workers during employment orientation. 3. Other acceptable means of communication may include the Worker Handbook, workers' contracts, or notice boards throughout the facility, and it must be communicated in a manner that workers can understand in the local legal language. 4. Even if the facility does not have a written policy, the contents (i.e. the scope of forced labor and different forms of practices, including the prohibition of prison labor) still need to be communicated to workers. 5. Auditors must verify that the contents of the policy have been communicated to all workers (e.g. through orientation records). 6. Workers must be notified in advance of any changes to the policy. 7. Advisory support should be available to workers, and workers need to know where to get help and support when they need it (e.g. through HR or the Worker Services department).
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
8.2 Training			
8.2.1	Are staff responsible for hiring trained with records maintained?	Yes ☐ Major ☐ N/A ☐	1. Designated staff must be trained to implement the forced labor and prison labor prevention policy and related operational management. 2. The facility must maintain hiring documents for all workers that confirm workers are agreeing to employment voluntarily. Notes: 1. Staff responsible for hiring and other personnel functions must be properly trained to: a. ensure workers are hired of their own free will; and b. communicate, implement, and enforce the policy and practices for effectively prohibiting involuntary or forced labor. 2. Training contents and records must be accurately maintained. 3. Hiring documents must be verified as proof of voluntary employment.
8.3 Implementation			
8.3.1	Are workers free from any form of forced labor?	Yes ☐ Zero Tolerance ☐ N/A ☐	1. All workers cannot be pressured, coerced, or threatened in any way or forced to accept a job and/or maintain employment. 2. Young and student workers included. 3. Forms of forced labor may include, but are not limited to: a. indebted workers (financial or collateral) or other forms of bondage or indenture; b. workers subjected to physical violence; c. workers subjected to threats to themselves or to their family; or d. workers subjected to fear or detention. 4. If workers decide to break their contract, they cannot be physically prevented from leaving the facility. 5. Any individual worker cannot be under any form of constant surveillance (i.e. tracking of an individual's movements within the premises at all times.)

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
8.3.2	Is the withholding or confiscating of workers' belongings prohibited?	Yes ☐ Zero Tolerance ☐ N/A ☐	1. Examples of workers' belongings can include, but are not limited to, ID, passport, money, phone, and personal valuables.
8.3.3	Are workers allowed freedom of movement during non-working hours?	Yes ☐ Zero Tolerance ☐ N/A ☐	1. Any individual worker cannot be under any form of constant surveillance (i.e. tracking of an individual's movements within the premises at all times.)
8.3.4	Is the intentional retention of workers within certain areas prohibited?	Yes ☐ Zero Tolerance ☐ N/A ☐	1. Workers are expected to be present at their post during working hours, but their movement cannot be restricted (e.g. workers must not be locked within the workshop). 2. Any individual worker cannot be under any form of constant surveillance (i.e. tracking of an individual's movements within the premises at all times.)
8.3.5	Is unreasonable curfew prohibited?	Yes ☐ Critical ☐ N/A ☐	1. Curfew instructed by local government in the case of emergencies is acceptable. 2. Facilities may implement security measures to ensure the safety of workers residing in the facility's dormitories, such as resident registration and ID verification after designated hours. 3. It is recognized that reasonable curfew times may be in place for the safety consideration of the residents, workers need to be able to exit and re-enter the dormitory at will during the curfew time. 4. Any individual worker cannot be under any form of constant surveillance (i.e. tracking of an individual's movements within the premises at all times.)
8.3.6	Are workers free to resign?	Yes ☐ Critical ☐ N/A ☐	1. Reasonable notice period of resignation is the length of interval between payments to the worker, i.e. if workers are paid every 30 days, 30 days would constitute reasonable notice by either party. 2. The facility must not withhold wages or benefits to retain workers. 3. Workers must be paid for all time worked as well as accrued leave and benefits until termination of employment.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
8.3.7	Are workers informed of overtime expectations and procedures?	Yes ☐ Major ☐ N/A ☐	1. Workers must be informed of overtime expectations and procedures during the hiring process. 2. The overtime procedures, including the opt-out procedure, must be documented.
8.3.8	Is forced overtime prohibited?	Yes ☐ Zero Tolerance ☐ Overtime work is not voluntary Critical ☐ Workers seek permission to opt out of overtime work N/A ☐	1. Overtime work assignments must be voluntary. 2. Workers must not be asked to seek permission or approval if they do not want overtime work assignments. 3. It is acceptable for workers to notify the facility, without permission or approval of any kind required, to opt-out of overtime work. 4. Verbal confirmation with the line supervisor can be regarded as an acceptable way to opt-out of overtime work.
8.3.9	Is prison labor and rehabilitation program labor prohibited?	Yes ☐ Zero Tolerance ☐ N/A ☐	1. Prison labor includes, but is not limited to: a. using prison labor to carry out production in the facility, or b. subcontracting to prisons or facilities where prison labor is used. 2. Drug & alcohol rehabilitation programs acting as labor broker/agent is prohibited
8.4 Human Trafficking			
8.4.1	Is human trafficking activity prohibited?	Yes ☐ Zero Tolerance ☐ N/A ☐	1. Human trafficking activity includes, but is not limited to, the recruitment, transportation, transferring, harboring or receipt of persons by threat or use of force, coercion, abduction, fraud, deception, abuse of power or vulnerability, or giving payments or benefits to a person in control of the victim, for the purpose of exploitation, which includes forced labor and slavery. 2. The facility needs to ensure recruitment process must be free from human trafficking activities.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
9.1 Policy			
9.1.1	Does the facility have a written policy for discrimination that meets legal and ESCP requirements?	Yes ☐ Minor ☐ N/A ☐	1. The policy needs to: a. be dated; b. comply with local laws and ESCP requirements; c. include discrimination in hiring, compensation, access to training, promotion, termination of employment, retirement, or any other aspect of employment based on race, caste, nationality, religion, age, disability, gender, marital status, pregnancy, sexual orientation, union membership, or political affiliation or any other protected status; d. include the designated qualified person responsible for communicating, deploying, and monitoring that the policy is enforced; e. include a procedure for handling violations and remediation; and f. be posted in local legal language. 2. The facility should have access to legal requirements on the subject of discrimination in the workplace.
9.1.2	Are the contents of the policy made available and effectively communicated to all workers?	Yes ☐ Major ☐ N/A ☐	1. The policy should cover, but not be limited to, discrimination. 2. At a minimum, the policy contents must be communicated to workers during employment orientation. 3. Other acceptable means of communication may include the Worker Handbook, workers' contracts, or notice boards throughout the facility, and it must be communicated in a manner that workers can understand in the local legal language. 4. Even if the facility does not have a written policy, the contents (i.e. discrimination of any kind is not permitted) still need to be communicated to workers. 5. Auditors must verify that the contents of the policy have been communicated to all workers (e.g. through orientation records). 6. Workers must be notified of any changes to the contents. 7. Advisory support should be available to workers, and workers need to know where to get help and support when they need it (e.g. through HR or the Worker Services department). 8. If updated, the contents must be communicated to recruitment brokers and agents (if applicable).

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
9.2 Implementation			
9.2.1	Is the facility free from discrimination?	Yes ☐	1. The facility adheres to legal requirements against discriminatory employment. 2. Training records, recruitment documents, promotion and demotion records, termination records, and complaint records to be well maintained.
		Critical ☐	
		N/A ☐	
9.3 Reporting Mechanism			
9.3.1	Is there an effective reporting mechanism in place which allows workers to report concerns directly to management?	Yes ☐	1. Reporting mechanisms for cases of discrimination which allow workers to alert and engage management to be developed in an effective way. 2. Traceability of report records and improvement progress shall be verified.
		Major ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text	
10.1 Policy					
10.1.1	Does the facility have a written policy on workers' rights in line with legal and ESCP requirements?	Yes	☐	1. The policy needs to: a. be dated; b. include the right of workers to exercise their rights of freedom of association and collective bargaining; c. include the designated qualified person responsible for communicating, deploying, and monitoring that the policy is enforced; and d. be posted in the local legal language. 2. The facility should have access to local laws on the subject of worker representation in the workplace.	
		Minor	☐		
		N/A	☐		
10.1.2	Are the contents of the policy made available and effectively communicated to all workers?	Yes	☐	1. The policy should cover, but not be limited to, workers' rights. 2. At a minimum, the policy contents must be communicated to workers during employment orientation. 3. Other acceptable means of communication may include the Worker Handbook, workers' contracts, or notice boards throughout the facility, and it must be communicated in a manner that workers can understand in the local legal language. 4. Even if the facility does not have a written policy, the contents (i.e. workers' rights) still need to be communicated to workers. 5. Auditors must verify that the contents of the policy have been communicated to all workers (e.g. through orientation records). 6. Workers must be notified in advance of any changes to the policy. 7. Advisory support should be available to workers, and workers need to know where to get help and support when they need it (e.g. through HR or the Worker Services department).	
		Major	☐		
		N/A	☐		
10.2 Employee Representation					
10.2.1	Do workers have effective communication channels with management and are aware of such means?	Yes	☐	1. Examples of effective communication channels to raise issues or concerns include, but are not limited to: a. a worker grievance procedure; b. a physical complaint box which workers can easily reach at any time; c. an electronic mailbox, which workers can email, can be alternative form of complaint channel; or d. worker representatives. 2. At a minimum, during employee orientation workers should be made aware of the available communication channel(s). 3. Ineffective communication can mean that there is a communication channel in place but it is not effectively used or communicated (e.g. workers are not aware of the channel). 4. Workers should receive a response in a timely manner depending on the urgency and severity of the issues raised.	
		Critical	☐		No communication channel
		Major	☐		Ineffective communication
		N/A	☐		

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
10.2.2	Are there freely selected worker representatives in place?	Yes ☐	1. Worker representatives are freely chosen, and participate voluntarily for the purpose of communicating with management. 2. Worker representatives need to represent the entire facility population.
		Minor ☐	
		N/A ☐	
10.2.3	Are worker representatives treated the same as other workers?	Yes ☐	1. Worker representatives must be treated the same as other workers.
		Minor ☐	
		N/A ☐	
10.2.4	Are there management representatives in place?	Yes ☐	1. Management representatives are responsible for communicating with worker representatives and workers.
		Minor ☐	
		N/A ☐	
10.2.5	Are regular meetings scheduled with minutes recorded?	Yes ☐	1. Meetings to be scheduled between management and worker representatives on a regular basis, at least quarterly. 2. Meeting minutes to be kept on file in the facility.
		Major ☐	
		N/A ☐	
10.2.6	Are effective actions taken when issues are raised by workers?	Yes ☐	1. Examples of ways workers can raise issues or concerns include, but are not limited to: a. a worker grievance procedure, or b. a suggestion system. 2. There should be objective evidence that management takes appropriate action on such matters.
		Major ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
10.2.7	Are worker representatives aware of ESCP requirements?	Yes ☐ Major ☐ N/A ☐	1. Worker representatives need to be aware of ESCP requirements (i.e. working hours, wages, forced labor, overtime, employee representation).
10.3 Freedom of Association			
10.3.1	Are union activities free from unreasonable management intervention or punishment?	Yes ☐ Critical ☐ N/A ☐	1. Examples of unreasonable management intervention include, but are not limited to: a. facility management or personnel interfering with or restricting union activities without significant rationale; or b. workers who have participated in union activities such as labor strike subsequently being punished in any way, dismissed, or having their wages, normal work hours, or benefits reduced.
10.4 Worker Helpline			
10.4.1	Are workers given information on the ESCP Worker Helpline?	Yes ☐ Minor ☐ N/A ☐	1. Helpline Cards and/or printed Helpline Card contents must be distributed to all workers. 2. Current and up-to-date information of the ESCP Helpline must be displayed in the facility (e.g. Helpline Posters). 3. This applies to the countries and regions where Helpline Cards and Posters are distributed by ESCP.
10.4.2	Are ESCP Helpline Cards and Posters free from alteration?	Yes ☐ Critical ☐ N/A ☐	1. Any modification for the purpose of providing misleading information is not permitted. 2. This applies to the countries and regions where Helpline Cards and Posters are distributed by ESCP.

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
11.1 Policy				
11.1.1	Does the facility have a written policy/policy statement to adopt legal requirements governing the environmental, health, safety and working conditions in its facilities?	Yes	☐	1. The facility needs to have access to legal requirements. 2. The facility needs to have a system to remain current with the legal requirements. 3. The facility needs to develop a policy statement on the subjects of environmental, health, safety and working conditions, indicating management’s commitment to follow legal requirements at a minimum. 4. The policy statement must be accessible to workers. 5. The policy statement needs to be signed by the senior management of the facility.
		Major	☐	
		N/A	☐	
11.1.2	Is there a senior management representative responsible for health, safety, welfare, and general facilities?	Yes	☐	1. There needs to be at least one senior management representative responsible for matters of health, safety, welfare, and general facilities. 2. Workers need to know who the representative is for matters of health, safety, welfare and general facilities.
		Major	☐	
		N/A	☐	
11.2 Emergency Communication				
11.2.1	Is an effective means of communication available for internal and external emergency alerts?	Yes	☐	1. Effective communication is necessary as a means of alerting occupants of an emergency and as a way to mobilize external emergency services such as a fire department or brigade, police, ambulance, etc. a. Means of communication need to be available throughout the facility in accessible locations. b. Emergency telephone numbers should be posted along with directions for use of the communication system in the event of an emergency. 2. Workers must be trained in the proper method of using the communication systems available in the facility. 3. Workers need to know how to raise the alarm internally, and designated workers need to be trained in further communications.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
11.3 facility Security				
11.3.1	Are security guards effectively and adequately trained?	Yes	☐	1. Security guards must be trained on: a. the safety policy, and be able to identify safety violations and serious potential risks once detected; b. procedures to handle policy violations (i.e. workers violating the safety policy); c. emergency response and protection of facilities from unauthorized entry. 2. Training to be monitored for effectiveness. 3. Training records to be kept for review during audit.
		Major	☐	
		N/A	☐	
11.3.2	Are children prohibited from entering facility production areas and warehouses?	Yes	☐	1. facility production areas such as production lines, manufacturing areas, and warehouses prohibit children from entering. 2. In this context children does not refer to underage workers. Examples include, but are not limited to, a young family member of a worker who may live in the dormitory of the facility. 3. The passage of the worker's young family member cannot go through the facility production areas or warehouses. 4. Children must be accompanied by a facility representative at all times when within the facility area (i.e. passage outside production areas, warehouses) 5. Children must not perform any type of work within the facility or dormitory areas.
		Critical	☐	
		N/A	☐	
11.4 Building Safety				
11.4.1	Has the physical and structural integrity of all buildings been professionally assessed when there is reasonable concern?	Yes	☐	1. If there is reasonable doubt concerning the integrity of the building(s) (i.e. major cracks or structural concerns), the facility will be requested to show proof of a separate assessment by a certified professional or related government body to verify the structure's safety. Auditor will assess all buildings in the facility and dormitory. 2. Cracks or other potential structural concerns will be photographed and recorded in the audit. 3. Besides visually checking deficiencies, actual measurements shall be made on significant findings. 4. A copy of assessment results must be maintained on file by site management.
		Critical	☐	
		N/A	☐	
				Notes: 1. The physical condition of buildings and surrounding property such as walls, floors, driveways, sidewalks, etc., must be well maintained and kept free of damage which can cause personal injury. 2. Holes, uneven surfaces, and cracks can cause hazards if left in disrepair and can be indicative of structural integrity issues.

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
11.4.2	Are allowable floor loading weights determined, posted, and adhered to?	Yes	☐	1. Load limits for floors must be strictly followed. 2. The weight of materials, machinery, equipment, forklifts, people, etc., need to be analyzed to determine loading compliance. 3. Carried loads must be within the requirements, it's recommended that heavy machinery such as injection presses, metal casting machines, etc., are located on the ground floor. 4. Allowable floor-loading limits must be posted on each floor.
		Critical	☐ Any floor exceeding limit	
		Minor	☐ Missing signage	
		N/A	☐	
11.5 Housekeeping				
11.5.1	Are facility areas clean and maintained in good condition?	Yes	☐	1. The work environment must be safe, clean, and orderly. 2. House keeping includes, but is not limited to, proper equipment maintenance, established inspection routines, facility structure maintenance, and proper fire prevention.
		Major	☐	
		N/A	☐	
11.5.2	Are housekeeping inspections conducted?	Yes	☐	1. Housekeeping inspections must be conducted for all areas on a periodic basis. 2. Inspection records must be accurately maintained and available for review during audit, the records should include: a. date and time of the inspection, b. information on the personnel who conducted the inspection, and c. issues identified during inspections, and whether or not the issues were corrected.
		Minor	☐	
		N/A	☐	
11.5.3	Are housekeeping issues rectified with a corrective action plan?	Yes	☐	1. Issues identified during the inspection are corrected and a corrective action plan (CAP), with the root cause identified and practices to be followed to prevent future issues, put in place. 2. The facility is encouraged to document all issues found along with root causes so that they can be corrected and prevented in the future through an established management system.
		Minor	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
11.5.4	Are materials properly stored inside and outside of the building?	Yes ☐	1. Goods such as pallets, combustible materials, cartons or un-cartoned goods must be stored properly. 2. Examples of proper storage include, but are not limited to: a. pallets must be stored in safe, stable stacks, of proper height in dedicated locations; b. storage practices include proper stacking and placement of cartons and un-cartoned goods; c. goods stored outside must be covered; and d. material must be clearly labelled on storage containers with correct contents indication together with notes for proper handling methods if necessary.
		Major ☐	
		N/A ☐	
11.5.5	Is refuse properly managed and promptly removed?	Yes ☐	1. Refuse must be placed in dedicated container with cover. 2. Refuse must be collected and removed from the facility on a regular basis and sent to an appropriate location for disposal.
		Minor ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
11.6 Working Conditions			

1. The facility has established a hot/cold stress mediation program that references legal requirements.
2. The hot/cold stress mediation program is carried out according to the conditions.
3. Temperatures within the limits of the chart are deemed safe.
4. The facility needs to keep temperatures within these limits by mechanical means such as air conditioners or heaters.
5. The facility can consider administrative controls such as production schedule re-arrangement.
6. Work practice controls such as special personal protective equipment and clothing may also be used to reduce temperature stress but should be considered as the least effective means of control.
7. Safe ambient air temperatures should be provided in occupied areas of the facility.

11.6.1

Does the facility have hot/cold stress mediation program?

Yes

Major

N/A

☐

☐

☐

Functional Area	Cold Stress Limit (Dry Bulb Temp)	Heat Stress Limit* (Wet Bulb Temp)
Manufacturing – Sedentary (e.g., sewing, rooting, assembly)	16°C(61°F)	30°C(86°F)
Manufacturing – Light (e.g., VUM, molding, die casting)	4°C(39°F)	30°C(86°F)
Manufacturing – Moderate (e.g., rotomolding)	4°C(39°F)	30°C(86°F)
Warehouse	4°C(39°F)	29°C(84°F)
Office	16°C(61°F)	31°C(88°F)

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
11.6.2	Do general ventilation controls provide a safe working environment?	Yes ☐ Major ☐ N/A ☐	1. Adequate ventilation to be provided in work areas. 2. Ventilation may be in the form of general ventilation or local exhaust ventilation. a. Where airborne contaminants are being generated, local exhaust ventilation should be provided to capture and remove the contaminant before it is released into the work environment. Airborne contaminants include, but are not limited to, dusts, vapors, gases, and fumes. b. When airborne contaminants are not being generated, general dilution ventilation should be provided to provide fresh air from outside. 3. If there is any concern that ventilation is not adequate, measurements can be taken if necessary to ensure that the ventilation and concentrations are meeting one of the following two limits: a. For Air Conditioned or Forced Air Heated Premises - Outside Air Per Occupant: • FUNCTIONAL AREA MINIMUM Cubic Feet Per Minute (CFM) per PERSON General Office 20 cfm (10 L/s) General facility 14 cfm (8 L/s) Restrooms 40 cfm (24 L/s) per w/c or urinal Warehouse 14 cfm (8 L/s) Cafeteria 14 cfm (8 L/s) Kitchen/Food Preparation 14 cfm (8 L/s) b. Indoor Air Quality Monitoring: • Measurements should be taken annually in the course of a normal working day to ensure that the concentrations of specific contaminants are below threshold limits in the general office, general facility, restrooms, warehouse, cafeteria, and kitchen/food preparation areas: • CONTAMINANT MAXIMUM CONCENTRATION Carbon dioxide (CO ₂) 1000 ppm Carbon monoxide (CO) 9 ppm
11.6.3	Is lighting for work areas adequate?	Yes ☐ Minor ☐ N/A ☐	1. Lighting facilities shall comply with relevant legal standards to ensure adequate lighting and visibility in all work areas during both day and night shifts.
11.6.4	Have any citations or penalties for violations of laws on working conditions in the past 12 months been rectified?	Yes ☐ Critical ☐ N/A ☐	1. Records of any violations, penalties, or citations of the facility not being in compliance with legal requirements on working conditions must show objective evidence that they have been rectified within the required time frame established by the citing authority. 2. Periodic follow-ups by management must be made to prevent future violations.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
11.6.5	Any citations or penalties for violations of laws on working conditions in the past 12 months were reported to ESCP within 48 hours?	Yes ☐ Major ☐ N/A ☐	
11.7 Drinking Water			
11.7.1	Do workers have access to clean drinking water?	Yes ☐ Critical ☐ Workers do not have access Major ☐ Water provided is not protected N/A ☐	1. Workers must have easy access to potable water for drinking purposes. 2. Potable drinking water dispensers are designed, constructed, and serviced so that sanitary conditions are maintained. 3. Containers for drinking water must be covered to protect against contamination of any kind.
11.7.2	Is potable drinking water tested periodically?	Yes ☐ Major ☐ N/A ☐	1. Testing must be conducted by a qualified entity in accordance with local standards at least annually. 2. Qualified entities include the local water authorities or an independent testing company qualified by the authorities. 3. Sampling and testing must be conducted on at least one drinking water tap per production facility, dormitory, and canteen. 4. Test results or inspection certificates must be properly maintained for audit review.
11.8 Sanitation			
11.8.1	Are adequate toilet facilities available?	Yes ☐ Critical ☐ N/A ☐	1. Toilet facilities to be provided with an adequate quantity for each gender based on the number of workers of each gender. Local regulations to be followed at a minimum.

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
11.8.2	Are toilet facilities maintained in good condition?	Yes	☐	1. Toilet doors and side walls must be high enough to provide privacy. 2. Toilet door locks need to be functional and well maintained. 3. Toilets must be clean, functioning, well-lit, well-ventilated, and stocked with toilet paper.
		Major	☐	
		N/A	☐	
11.8.3	Are hand washing facilities available, functional, sanitary, and located within the toilet facilities area?	Yes	☐	1. Hand drying facility including paper towel or dryer is recommended.
		Major	☐	
		N/A	☐	
11.9 Medical Safeguards				
11.9.1	Does the facility have written procedures for handling medical emergencies?	Yes	☐	1. The facility must have written procedures for handling medical emergencies in compliance with local laws, or where local laws do not exist, based on the advice of local medical authorities. 2. The procedure must include provisions for providing emergency medical treatment, training for first-aid personnel, management and the location of first-aid supplies.
		Major	☐	
		N/A	☐	
11.9.2	Is an on-site medical clinic or nearby public emergency medical treatment facility available?	Yes	☐	1. The in-house medical service needs to be staffed by certified medical personnel and needs to operate under legal requirements. 2. If an in-house medical service is not available, a nearby hospital, medical center, or clinic must be located within a reasonable distance of less than 30 minutes travel time.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
11.9.3	Does each shift have adequate certified personnel in first aid and cardiopulmonary resuscitation (CPR)?	Yes ☐ Major ☐ N/A ☐	1. Designated personnel must have valid first aid and cardiopulmonary resuscitation (CPR) certification. 2. Refresher training must be provided to designated personnel per certificate's validation period or at least every 3 years, whichever is stricter. If there is no validation period, annual training is required. 3. Refresher training must be conducted by a certified trainer. 4. Number of certified personnel must be adequate and in line with legal requirements, and at least 2 per shift. 5. The number of certified personnel available must increase in proportion to facility size and number of workers, they must account for 1% of the total workforce.
11.9.4	Are first-aid supplies reasonably available in the production facility and dormitory?	Yes ☐ Major ☐ N/A ☐	1. First-aid supplies must be provided in a highly visible, accessible location. 2. First-aid kits must be easily accessible within a reasonable timeframe, approximately 3 minutes. 3. First-aid kits must contain basic supplies such as bandages, cotton balls, scissors, disposable gloves, adhesive tape, and temperature or temperature related injuries' supplies (e.g. scald ointment, hot/cold packs, thermometer (body)). 4. First-aid supplies must be sufficient and valid. 5. No medication intended to be taken orally is to be found in the first-aid kit. 6. First-aid stations must be posted with a first-aid sign.
11.9.5	Is medical waste segregated and properly disposed of?	Yes ☐ Minor ☐ N/A ☐	1. The facility must segregate all medical waste from other waste. 2. The facility must dispose of all medical waste in a manner that prevents accidental contact or contamination. 3. The disposal of needles must be into containers labeled to indicate that they contain sharp objects. 4. Blood contaminated waste disposal must be in accordance with legal requirements.
11.10 Vehicles			
11.10.1	Are appropriate signs and visual-aid tools used to help traffic awareness for both vehicle and pedestrians?	Yes ☐ Minor ☐ N/A ☐	1. Stop signs, mirrors, and speed limit signs must be posted in areas where vehicle and pedestrian traffic cross and where lines of sight are blocked.
11.10.2	Are trailers or containers secured from movement by wheel locks?	Yes ☐ Minor ☐ N/A ☐	1. Dock-locks may be used to restrain trailers.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
12.1 Policy			
12.1.1	Does the facility have a written emergency preparedness plan to handle natural disasters, fire emergencies, and industrial accidents?	Yes ☐ Major ☐ N/A ☐	1. The emergency preparedness plan needs to be dated and include procedures to be followed in the event of an emergency. 2. According to the area where the facility is located, incidents for which emergency preparedness is required may include, but are not limited to, fire, typhoon, hurricane, tsunami, flooding, earthquake, chemical emergency, or food poisoning. 3. The Emergency Preparedness Plan needs to include: a. facility information describing key elements of the facility (e.g. location of chemical storage and power generator) – this is useful for new workers and response agencies, such as local fire departments; b. information so that workers know how to report an emergency – this may include the activation of pull alarms or notifying the facility security center, consideration needs to be given to methods of notifying local agencies such as the fire department; c. alarms and signals to alert workers must be identified – this may include audio alarms, highly visible lights, and/or public-address systems, consideration needs to be given to the potential for loss of electrical power in the event of an emergency and alternatives and “back-up” to mains powered alarms must be in place, management and workers need to know what actions to take when an emergency alarm is activated; d. all emergency phone numbers need to be identified, listed in the emergency preparedness plan, and posted – emergency phone numbers need to include any facility numbers, local agencies, and any emergency-response personnel; e. all responsibilities must be clearly defined for management and workers – management needs to determine its strategy for responding to emergencies; f. a chain of command must be established to minimize any confusion – personnel need to be identified to coordinate the emergency-response actions; g. detection and alarm systems must be identified and described, testing and preventative maintenance procedures must be included; h. assembly areas need to be established and safe from hazards and clear of emergency vehicle traffic and activities; i. search and rescue procedures need to be established, only trained and authorized personnel can attempt search and rescue; and j. procedures for shutting down equipment during emergencies must be established, equipment operators must know the proper actions to take during an emergency.
12.1.2	Does the facility have a written fire prevention policy?	Yes ☐ Major ☐ N/A ☐	1. The fire prevention policy needs to include: a. procedures for the storage and handling of combustible/flammable materials; b. housekeeping, and maintenance of fire fighting equipment; and c. fire hazard identification.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
12.1.3	Are employees trained on emergency preparedness and fire prevention?	Yes ☐ Major ☐ N/A ☐	1. Managers, supervisors, staff, and workers must be knowledgeable about and informed of the fire prevention procedures. 2. All workers must understand basic emergency action plans, including alarm signals, emergency shutdown, primary/secondary exit routes, and assembly areas pertaining to their work assignments. 3. All workers must know how to safely evacuate their work areas and facility common areas during an emergency. 4. Training contents and records must be accurately maintained.
12.2 Emergency Response Personnel			
12.2.1	Have sufficient Emergency Response Personnel been designated and trained to administer the fire prevention procedures and emergency preparedness plans?	Yes ☐ Critical ☐ No trained emergency response personnel Major ☐ Insufficient number of emergency response personnel / they cannot be easily recognized N/A ☐	1. Designated emergency response personnel must be trained to notify workers of an emergency, report emergencies to the fire department or designated emergency response organization, assist in the evacuation of workers, and verify that all workers have exited the building. 2. Designated emergency response personnel must be trained annually on the use of fire extinguishers. 3. At least two emergency response personnel must be available per shift and there must be one per floor. 4. Emergency response personnel must be easily recognizable and identifiable during an emergency, methods may include, but are not limited to: a. armbands, b. visible badges or flags, or c. uniforms of a different color to other workers.

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
12.3 Fire Acceptance Certificate				
12.3.1	Does the facility have their fire safety system adequately inspected by a qualified entity according to the validity of their Fire Acceptance Certificate?	Yes	☐	1. The facility is required to have a valid Fire Acceptance Certificate as per legal requirements. 2. The Fire Acceptance Certificate must be renewed where there is any major renovation to existing buildings or construction of additional building structure to be considered valid. 3. The facility must engage legally qualified external entities to conduct regular inspections of its fire safety systems to ensure their continued effective operation. The specific requirements are as follows: a. Qualified external inspecting entities must be fire safety authorities at the county or district level or above, or professional third-party institutions holding government-issued qualifications; b. The inspection must, at a minimum, cover the fire alarm system, indoor fire hydrant system (if installed), automatic sprinkler system (if installed), and fire detection system (if installed); c. Facilities with valid Fire Acceptance documentation must have their fire safety systems inspected at least once every two years. Facilities without valid Fire Acceptance documentation must have their fire safety systems inspected at least once a year. Where the inspecting entity recommends more frequent inspections, the facility must comply with such recommendations.
		Critical	☐ Invalid or missing Fire Acceptance Certificate and inadequate or missing fire safety system inspection	
		Major	☐ Valid Fire Acceptance Certificate and inadequate or missing fire safety system inspection	
		N/A	☐	
12.4 Exit and Evacuation				
12.4.1	Are emergency exits and evacuation paths built in line with legal requirements?	Yes	☐	1. Evacuation paths include any passage leading to an emergency exit including stairwells. 2. Emergency exits and evacuation paths must be built according to legal requirements (i.e. width, design, number required). 3. If legal requirements do not exist, the evacuation path must be at least 1 meter wide. 4. Evacuation paths can not be routed through boiler rooms and other high hazard areas. 5. The number of emergency exits must be in line with legal requirements or, in their absence, two exits must be provided per floor. 6. Emergency exits on each floor must be reasonably located (e.g. appropriate distance apart, placed in opposition to each other). 7. A landing must be present at the emergency exit in line with legal requirements. A landing is a level walking surface between the doorframe and the stairs.
		Critical	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
12.4.2	Are emergency exits and evacuation paths clearly marked, and illuminated?	Yes	☐	1. Evacuation paths must be illuminated in an emergency to assist people in traveling to emergency exits (i.e. emergency lights providing illumination during an emergency) 2. Evacuation paths must be clearly identifiable and clearly marked signs that are visible in all lighting conditions (i.e. self illuminated) 3. Floor markings and arrows are often used to direct people to the emergency exit. 4. Emergency exits must be marked with an illuminated sign at all times. 5. The facility is expected to conduct regular inspections, at a minimum on a monthly basis. 6. Inspection records must be accurately maintained. 7. Inspection records must include inspector(s) details, dates and testing result.
		Critical	☐	
		Major	☐	
		N/A	☐	
12.4.3	Are emergency exits and evacuation paths clear from obstruction?	Yes	☐	1. Emergency exits and evacuation paths must be clear from obstruction (in addition to physical objects obstructing exits or paths, obstruction can include locking of any kind) 2. Each worker must have easy access to emergency exits (e.g. work stations must not be surrounded by goods preventing easy access to emergency exits). 3. No flammable/combustible materials to be stored under or next to any stairwells. 4. There needs to be proper access for fire department vehicles and other fire-fighting equipment in the facility premises. 5. The facility is expected to conduct regular inspections, at a minimum on a weekly basis.
		Critical	☐	
		Major	☐	
		N/A	☐	
12.4.4	Are non-emergency exits marked appropriately?	Yes	☐	1. Prominently display and ensure visibility of a sign that reads "NOT EMERGENCY EXIT" or something similar for exits and passageways that may lead to unsafe destinations in an emergency. These destinations include, but are not limited to, confined spaces, dead ends, and chemical warehouses.
		Major	☐	
		N/A	☐	
12.4.5	Are emergency lights installed in line with legal requirements?	Yes	☐	1. Emergency lights must be installed in line with legal requirements (i.e. lumens, location, power supply).
		Critical	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
12.4.6	Are all emergency lights installed functional?	Yes	☐	1. At a minimum, the facility is expected to conduct monthly inspections. Inspection records must be accurately maintained. 2. Inspection records must include inspector(s) details, dates and testing result.
		Critical	☐	
		Major	☐	
		N/A	☐	
12.4.7	Are emergency exit doors appropriate, operable and can be opened with a single motion?	Yes	☐	1. Emergency exit doors need to be able to open freely in the direction of evacuation with a single motion (e.g. a door knob/handle to turn then push open). 2. Unacceptable exit door examples include, but are not limited to, a glass to be broken or button to press before opening. 3. Emergency exits doors must be side-hinged. 4. Revolving doors are not acceptable. 5. Sliding and rolling doors are not acceptable. 6. Inward opening doors are not acceptable. 7. Acceptance by local legal requirements differ from ESCP requirements above will be reviewed by ESCP. (i.e. In China, certain warehouse types located on ground floor, sliding doors emergency exits are excepted).
		Critical	☐	
		N/A	☐	
12.4.8	Are evacuation floor plans with required information posted?	Yes	☐	1. Evacuation floor plan needs to indicate the following up-to-date key information: a. indication of current location (e.g. "you are here" marking), b. evacuation paths, and exit doors, c. exits, d. location of firefighting equipment; and e. designated safe assembly locations outside the building. (i.e. avoid location such as driving lane, chemical warehouse, loading area) 2. The evacuation floor plan must be displayed in all major areas (e.g. production shop, production floor, warehouse, injection department, material warehouse) in a highly visible position. 3. Instructions must be in the local legal language which workers can read and understand.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
12.5 Fire Fighting System			
12.5.1.	Is the number of functional and appropriate fire extinguishers in line with legal requirements?	Yes	☐ 1. The number of fire extinguishers must be in line with legal requirements. 2. All extinguishers must be functional. 3. The facility must ensure correct fire extinguisher types are used in specific areas in the facility (i.e. extinguisher for flammable liquids or gases can be different).
		Critical	
		N/A	
12.5.2.	Are fire extinguishers properly installed?	Yes	☐ 1. Fire extinguishers need to be installed: a. according to legal requirements; b. high enough above floor level to be visible and identifiable; c. safely, avoiding hazards like tipping and falling; d. with a travel distance less than 23 meters (75 feet) or the legal requirement, whichever is lower; and e. in an upright position up to 1.5 meters (4.6 feet) to the top of the extinguishers or legal requirement, whichever is lower. 2. Fire extinguisher location must be marked and posted in visible areas.
		Major	
		N/A	
12.5.3.	Are fire extinguishers clear from obstruction?	Yes	☐ 1. The facility is expected to conduct regular inspections.
		Critical	
		N/A	
12.5.4.	Are fire extinguishers properly charged and inspected monthly?	Yes	☐ 1. A system of inspecting, maintaining, and recharging of all portable fire extinguishers must be in place. 2. Fire extinguishers must be inspected monthly, and all inspection records must be properly retained and archived.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
12.5.5.	Is the sprinkler and fire hydrant system functional?	Yes	
		Critical	
		N/A	
12.5.6.	Is the sprinkler and fire hydrant system clear from obstructions?	Yes	
		Critical	
		N/A	
12.5.7.	Is the sprinkler and fire hydrant system inspected monthly?	Yes	1. At a minimum, the facility is expected to conduct monthly inspections. Inspection records must be accurately maintained. 2. Inspection records must include inspector(s) details, dates and testing result.
		Major	
		N/A	
12.5.8.	Is the water supply adequate for fire hydrant or sprinkler system?	Yes	1. The facility must be able to prove that fire hydrant or sprinkler is connected to an adequate water supply such as public water source, suction tank, elevated tank or reservoir for water storage. 2. If the facility is connected to a public water source, they need to provide an external inspection report to prove they have adequate water pressure (an external report must be provided at least annually).
		Major	
		N/A	
12.5.9.	Are emergency response personnel trained on the proper usage of firefighting equipment?	Yes	1. Emergency response personnel and equipment operators need to be trained on how to use firefighting equipment such as fire extinguisher, and fire hydrant. 2. Training must be conducted at least annually. 3. Training must be provided when new personnel and operator are selected.
		Minor	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
12.6 Alert System			
12.6.1	Is a functional emergency alarm system installed appropriately?	Yes ☐	1. The alarm system needs to: a. cover all areas in facility, b. have a back-up system in place in the event of loss of electrical power, c. be the proper type (e.g. a flashing alarm for areas of high noise levels), d. have switches/control panels which are easily identifiable, e. be visually and aurally distinctive compared to other alerts (e.g. lunch bell), f. be functional. 2. The use of flashing type alarm must comply with legal requirements for areas having noise level > 90db. 3. Flashing type alarm is required for areas where typical alarm is difficult to be heard such as in sound proof rooms.
		Critical ☐	
		N/A ☐	
12.6.2	Are emergency alarm system switches/control panels free from obstruction?	Yes ☐	1. Emergency alarm system switches/control panels must be free from obstruction. 2. The facility is expected to conduct regular inspections.
		Major ☐	
		N/A ☐	
12.6.3	Is the installed alarm system inspected and tested monthly?	Yes ☐	1. At a minimum, the facility is expected to conduct monthly inspections. Inspection records must be accurately maintained. 2. Inspection records must include inspector(s) details, dates and testing result.
		Major ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
12.7 Emergency Drills			
12.7.1	Does the facility conduct sufficient emergency evacuation drills in line with legal and ESCP requirements?	Yes ☐ Critical ☐ N/A ☐	- Emergency evacuation drills include fire and any drills that are legally required. - Drills conducted need to be in line with legal requirements, including minimum frequency requirements. - In addition to legal requirements, ESCP requires fire drills to be conducted at a minimum as follows: - Fire drills must be conducted bi-annually; - Facilities without fire hydrants must conduct fire drills at least once every quarter. - For a facility in a shared building (i.e. other tenant(s) occupy the same building), the facility must: - invite the tenant(s) to participate in the emergency evacuation drill organized by the facility; - keep a record of the invitation for auditor's verification during audit; and - actual participation from the tenant(s) should be recorded by the facility for information only. - For a fire drill to be valid: - All on-site employees must participate; - the drill must cover both production and dormitory areas; - the drill must cover all shifts (e.g. day and night shifts); - A summary report must be maintained for audit verification, documenting details including evacuation duration, drill date, participating employees, number of employees present on site, total number of employees and visual records (photos or video footage). - Workers with disabilities or special needs must be pre-assigned a partner to assist them in evacuating during a drill and in case of an actual emergency.
12.7.2	Does the facility plan additional fire drills where required?	Yes ☐ Major ☐ N/A ☐	- An additional fire drill must be scheduled to be conducted within a two-month timeframe when: - the participation rate in any fire drill is 70% or less of the total number of employees 30% or more of employees have never participated in a fire drill (e.g. 30% of employees were newly hired after a drill was conducted).

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
12.8 Electrics			
12.8.1	Is electrical wiring properly maintained, covered/insulated?	Yes	☐ 1. Wiring must be safe from: a. tripping and overhead hazards; b. impact and interference; c. frayed and worn cords; and d. non-insulated wires and exposure of copper wires. 2. All electrical leads on facility equipment need to be three-prong grounded or double insulated.
		Critical	
		N/A	
12.8.2	Are electrical wires properly attached?	Yes	☐ 1. Wires must be properly attached to fixtures, plugs, circuit breakers, and other equipment. 2. Fixtures, plugs, circuit breakers, and other equipment need to comply with recognized standards. 3. Improper temporary wiring connections (e.g. bare wires in a socket, without a plug) are not permitted.
		Critical	
		N/A	
12.8.3	Are electrical panels and junction boxes enclosed and readily accessible?	Yes	☐ 1. All junction boxes, outlets, and panel boards must be guarded with secured enclosures or covers. 2. Electrical panels, junction boxes and outlets must be readily accessible and free from obstruction.
		Major	
		N/A	
12.8.4	Is the electrical system maintained by qualified personnel?	Yes	☐ 1. Maintenance must be conducted by a certified electrician. 2. The electrician's operating certificates need to be valid. 3. Maintenance records must be kept for review during audit.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
12.9 Flammable and Combustible Hazards			
12.9.1	Are work areas free of excessive flammable/combustible materials?	Yes	☐ 1. Excessive flammable/combustible materials must be removed from the workplace to reduce the potential for fire. 2. More than two days' usage is considered excessive.
		Critical	
		N/A	
12.9.2	Are floors kept clean from spillages and materials?	Yes	☐ 1. Spillages and loose materials (e.g. parts, waste items) must be promptly removed from all floor areas.
		Critical	
		N/A	
12.9.3	Is flammable/combustible waste properly managed and removed from the work area promptly?	Yes	☐ 1. Flammable/combustible waste includes, but is not limited to, industrial scraps, used oily rags, and other debris. 2. Waste needs to be stored in metal containers, and glass containers for corrosive materials. 3. Waste must be promptly removed from the work area and properly disposed of.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions		Compliance	Guidance Text
12.9.4	Are flammable/combustible materials kept away from open flames or possible sources of ignition?	Yes	☐	1. Flammable and combustible materials (including dust, grease, oil, and fibers) must be kept away from open flames or possible sources of ignition. For example, heat-producing equipment such as portable heaters, motors, ovens, etc.
		Major	☐	
		N/A	☐	
12.9.5	Are areas for flammable/combustible dust-producing operations properly designed and maintained?	Yes	☐	1. Flammable/combustible dust-producing operations such as wood, textiles, plastic/polymers, metal such as zinc, aluminum. 2. Flammable/combustible dust-producing operations must be at least 6 meters (20 feet) from flames, sparks, electric motors, or ignition sources. 3. The facility does not use flammable/combustible material such as cardboard for dust collection. 4. Dust collection equipment are used and cleaned regularly. 5. The dust concentration cannot exceed the limit specified by legal requirements.
		Critical	☐	
		N/A	☐	
12.9.6	Are areas for paint related operations properly designed and maintained?	Yes	☐	1. Paint related operations include spraying, paint mixing, and coating areas. 2. Paint related operations must be at least 6 meters (20 feet) from flames, sparks, electric motors, or ignition sources. 3. Spray booths cannot be built with flammable/combustible materials to avoid spreading of fire. 4. When ventilation is not adequate, electrical equipment (lights, switches, outlets, motors, etc.) used in paint related operation areas must be designed and approved specifically for use in hazardous environments and atmospheres (i.e. explosion-proof). 5. At a minimum, spray residue must be cleaned on a monthly basis. 6. At a minimum, ducts and filters must be inspected and cleaned on a quarterly basis. 7. Contaminated air must not be circulated or allowed to re-enter into another makeup air unit intake.
		Critical	☐	
		N/A	☐	
12.9.7	Is adequate local ventilation present during spraying operations?	Yes	☐	1. All spraying areas must be presented with adequate local ventilation. 2. Spray booths using exhaust air filters must maintain an average air velocity of 0.5 meters per second (30 meters per minute) at the position of work-pieces. This needs to be measured quarterly at a minimum.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
12.9.8	Is adequate overall ventilation provided where chemicals and pollutants (e.g., solvents, solder, and dust) are used?	Yes	☐	1. An adequate volume of fresh air must be provided. When fresh air is insufficient, ventilation facilities must be installed to guarantee air exchange 6 times per hour. 2. Contaminated air must not be circulated or redirected into another air unit intake.
		Major	☐	
		N/A	☐	
12.9.9	Are personnel properly trained on the handling and use of flammable/combustible materials?	Yes	☐	1. Only personnel trained in chemical safety, grounding, and fire prevention are allowed to transfer or withdraw flammable and combustible liquids. 2. Where workers are employed in areas in which flammable and/or combustible materials are to be found, they must understand the proper handling procedures and the hazards such materials may present.
		Major	☐	
		N/A	☐	
12.10 Smoking Rules				
12.10.1	Are smoking rules in line with legal requirements?	Yes	☐	1. If local regulations prohibit smoking in the workplace, management must take actions to ensure this is communicated to all personnel and enforced. 2. If smoking is allowed by law, designated smoking areas are established and must be: a. located away from flammable and/or combustible materials, b. formally posted "Designated Smoking Area", and c. equipped with fire extinguishers.
		Major	☐	
		N/A	☐	
12.10.2	Are smoking rules followed?	Yes	☐	1. Smoking must not be observed in non-smoking areas.
		Critical	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
12.11	**This checkpoint has been removed from the checklist, the checkpoint number will not be replaced".			
12.12 Emergency Investigation & Reporting				
12.12.1	Are emergencies investigated to determine root causes and examined to prevent a recurrence?	Yes	☐	1. Emergencies (e.g. fire) which have occurred in the facility are investigated in order to identify root causes and a strategy for preventing recurrence is put in place.
		Critical	☐	
		N/A	☐	
12.12.2	Are major facility incidents and emergencies reported to ESCP within 48 hours?	Yes	☐	1. Any major worker related safety issues, major incidents, and emergencies are to be reported to ESCP within 48 hours. 2. Examples of major incidents include, but are not limited to, worker strikes, fatality, worker injury resulting in possible permanent disability, attempt/commit suicide, violence in plant/dormitory, emergencies requiring evacuation such as fire or earthquake. 3. Auditors will check for these incidents within the past 12 months and whether they were reported to ESCP, and after launching this requirement.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
13.1 EHS Program				
13.1.1	Does the facility have an updated and effective Environmental, Health and Safety (EHS) program?	Yes	☐	1. The program includes site-specific policies and/or procedures for identifying, evaluating, controlling, and documenting EHS and working conditions risks. 2. The objectives of the EHS program are to: a. identify and put measures in place to control and prevent all possible hazards and risks; b. develop and implement control actions to eliminate hazards and isolate employees from hazards; and c. investigate root causes and corrective actions, and strive for continual improvement should an incident occur. 3. EHS program requires commitment from all levels and functions within the organization. 4. EHS program is to be updated regularly with the latest legal requirements. 5. EHS program is to be monitored regularly for its effectiveness.
		Major	☐	
		N/A	☐	
13.1.2	Does the facility promote workplace EHS awareness?	Yes	☐	1. Workplace EHS awareness can be achieved through effective communications such as EHS meetings, newsletters, bulletin board postings, etc..
		Major	☐	
		N/A	☐	
13.1.3	Are new materials and operations with potential EHS hazards controlled?	Yes	☐	1. Controls must be in place to prevent new components, materials, chemicals, machinery and products which have not been reviewed for potential EHS hazards from being introduced into the facility.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.2 Training			
13.2.1	Are workers trained on the contents of the EHS program?	Yes ☐	1. Workers must be trained on EHS rules, safe operating procedures, EHS activities, and other EHS-related information pertinent to their job. Training must be conducted prior to starting their job or position. 2. At a minimum, the EHS program must be communicated to workers at employment orientation. 3. Training contents and records must be accurately maintained.
		Critical ☐ > 20% of sampled workers have not been trained / unaware of training contents	
		Major ☐ ≤ 20% of sampled workers have not been trained / unaware of training contents	
		N/A ☐	
13.2.2	Are contractors given site specific training on EHS rules?	Yes ☐	1. Contractor personnel must receive training prior to commencing work. The training must include a review of the site EHS rules, which contractors must obey. 2. The contractors must be informed of any potential hazards at the facility to which they may be exposed. 3. Contractors must receive the EHS rules in written format.
		Major ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.3 EHS Committee			
13.3.1	Does the facility have a designated qualified EHS coordinator?	Yes	☐ ☐ ☐ 1. Qualified EHS coordinators are appointed to facilitate the EHS program. 2. Consideration must be given to a system of proportionally increasing the number of EHS coordinators based on the number of workers: < 1000 workers = 1 coordinator 1000 - 3000 workers = 2 coordinators 3001 - 6000 workers = 3 coordinators > 6000 workers = 4 coordinators 3. The EHS coordinator is suitably trained with evidence of a local government certificate if available or, if not, a relevant educational background plus a minimum of 18 months EHS experience. 4. The EHS coordinator assists facility management in establishing, developing, and administering the EHS program.
		Major	
		N/A	
13.3.2	Does the facility have an EHS committee/team?	Yes	☐ ☐ ☐ 1. EHS committee/team to be established and comprise members representing a variety of shifts, functions, and personnel levels. 2. EHS committee/team to include workers who are responsible for handling and transportation of hazardous waste, these workers need to attend each meeting. 3. EHS committee/team to include at least one senior management representative (e.g. plant manager). 4. EHS committee/team meetings to be conducted regularly (at least once in every two months) and the senior management representative must attend every other meeting at a minimum. 5. EHS meeting minutes to be kept for review during audit. 6. EHS committee/team members provide guidance, encourage EHS awareness and interest, and actively promote worker involvement to assist the facility management in implementing, evaluating, and improving the workplace EHS program.
		Major	
		N/A	
13.3.3	Are workers given the opportunity to voice EHS opinions and concerns?	Yes	☐ ☐ ☐ 1. Workers are given the opportunity to voice EHS opinions and concerns. 2. All feedback provided to the EHS committee/team must be addressed. 3. All feedback handled must be recorded and kept for review during audit.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.4 Occupational Health			
13.4.1	Are occupational health checks provided to applicable workers?	Yes☐ Major☐ N/A☐	1. Pre-Job, annual and post-job occupational health checks must be provided, in accordance with legal requirements, to applicable workers who have had exposure to hazardous substances. 2. Hazardous substances/processes include, but are not limited to, spray painting, screen painting, hand coloring, paint mixing, soldering, cotton filling, material smashing, powder/dust producing areas, powder coating, and heat cutting. 3. Applicable workers who require such health checks refers to: a. any worker who will have regular exposure to these substances/processes; and b. any worker leaving a job where they have had regular exposure to these substances/processes, who is available for a health check. 4. Individual occupational health check reports are given to each worker. 5. The facility must follow the occupational health examination reports for actions, including, but not limited to, providing re-checks for workers and transferring workers from their former posts where appropriate. 6. Occupational health checks are to be conducted by medical health institutions approved by the local administrative department of health. 7. The facility must cover the expenses needed for the occupational health examination in accordance with legal requirements.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.4.2	Are workers' exposure levels to hazardous substances maintained as required with test reports for verification?	Yes ☐ Major ☐ N/A ☐	1. All workers' exposure to hazardous substances must be maintained at or below regulatory standards established in the country where the facility is located. 2. Monitoring must be conducted in accordance with local laws and regulations, and monitoring records must be properly maintained to determine whether exposure levels are within established standards. 3. This requirement applies to all areas, including production areas, chemical use areas, laboratories, warehouses, and maintenance areas. Notes: Where such regulatory standards do not exist: 1. Reference may be made to the exposure limits established by American Conference of Governmental Industrial Hygienists (ACGIH) for relevant chemicals used in the facility's processes. 2. Recognized sampling and testing methods should be used, such as those approved or recognized by the National Institute for Occupational Safety and Health (NIOSH) or the Occupational Safety and Health Administration (OSHA) in the United States, or equivalent standards in major EU member states. 3. Testing shall be conducted at least annually.
13.4.3	Does the facility have a bloodborne pathogen policy?	Yes ☐ Major ☐ N/A ☐	1. The facility must have a bloodborne pathogen policy to prevent the potential transmission of communicable diseases through contact with bodily fluids. 2. The policy needs to: a. be dated; b. include the identification of job classifications which may have exposure to bloodborne pathogens (i.e. nurses, first-aid personnel, cleaners, personnel handling and disposal of blood contaminated waste, needles, or other biohazardous waste); c. include procedures to train any worker who can be exposed to bloodborn pathogens; and d. include procedures to train all workers on bloodborne pathogen awareness at the time of recruitment.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.4.4	Are workers trained on bloodborne pathogens?	Yes ☐ Major ☐ N/A ☐	1. All workers must be trained on bloodborne pathogen awareness at the time of recruitment. 2. Worker who can be exposed to bloodborne pathogens must be trained on the following: a. general discussion of bloodborne diseases, including symptoms and modes of transmission; b. use and limitations of methods that prevent or reduce exposure, including appropriate engineering controls, work practices, and PPE; c. information on types, proper use, location, removal, handling, decontamination, and disposal of PPE, including the basis for the selection of PPE; d. information on the Hepatitis B vaccine and an explanation of the vaccination program; e. information on the appropriate actions to take, persons to contact in an emergency involving bodily fluids, and an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that is made available; f. information on the post-exposure evaluation and follow-up that is provided for workers following an exposure incident; and g. an explanation of the signs and labels and/or color-coding system used. 3. Training records for occupationally exposed personnel are maintained for a minimum of one year for review during audit.
13.5 Personal Protective Equipment (PPE)			
13.5.1	Has a hazard assessment been completed which identifies the appropriate Personal Protective Equipment (PPE) required for each operation?	Yes ☐ Major ☐ N/A ☐	1. A hazard assessment of each operation must be conducted and the correct Personal Protective Equipment (PPE) for each operation must be listed. 2. The hazard assessment should be authentic, accurate and updated according to the actual production conditions. 3. PPE must be selected based on the hazard assessment of each operation. 4. PPE should be weather-appropriate (i.e. breathable work gear).
13.5.2	Is appropriate signage posted in all areas where Personal Protective Equipment (PPE) must be worn?	Yes ☐ Minor ☐ N/A ☐	1. Signage must be visible in the general area and/or at workstations indicating where and what type of PPE is required.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.5.3	Are workers provided with appropriate Personal Protective Equipment (PPE) free of charge according to the listed operational hazard assessments?	Yes ☐	1. Correct type of PPE must be provided, where necessary, without any charge to workers according to the hazard assessment.
		Critical ☐ Workers are not provided with PPE free of charge	
		Major ☐ The type of PPE provided is incorrect	
		N/A ☐	
13.5.4	Have applicable workers been trained on the proper use, cleaning and storage of Personal Protective Equipment (PPE)?	Yes ☐	1. Workers must be trained on the proper use, cleaning and storage of the PPE that is provided. 2. Annual PPE refresher training must be conducted to ensure continued awareness on the subject, with training records accurately maintained.
		Major ☐	
		N/A ☐	
13.5.5	Are Personal Protective Equipment (PPE) being properly used?	Yes ☐	1. PPE must be used properly in areas where it is required.
		Major ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.6 Workplace Safety			
13.6.1	Are stairs provided with railings in line with legal requirements?	Yes	☐ 1. All stairs in excess of 1 meter (3 feet) in height or leading to a platform of such height must be equipped with adequate stair railings according to legal requirements (i.e. height, width, number of sides). 2. Railings must be safe and proper consisting a top rail, intermediate rail, and adequate support.
		Major	
		N/A	
13.6.2	Are open sides of all platforms, stairs, and floors equipped with railings in line with legal requirements?	Yes	☐ 1. Every open-sided floor or platform 1 meter (3 feet) or more above adjacent floor or ground must be equipped with adequate railings on all open sides of proper height according to legal requirements. 2. Loading dock, when not in use and above 1 meter (3 feet) in height, must have a barrier (chain) to prevent falls. 3. Fall protection such as safety harnesses must be provided when work is performed that exposes workers to a fall of more than 1.8 meters (6 feet). Examples of tasks typically requiring fall protection include, but are not limited to, work near unprotected roof edges, mezzanines, roof or floor openings, or open platforms.
		Major	
		N/A	
13.6.3	Are elevated platforms secured to lifting devices (e.g. forklifts or high lifts)?	Yes	☐ 1. Elevating platforms (e.g. baskets) must be secured to the lifting mechanism (e.g. forklifts) by a chain or locking mechanism prior to lifting any personnel.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.6.4	Are floor and roof openings covered or protected to prevent falls?	Yes	1. Skylight floor openings must be guarded by a skylight screen or fixed railing on all exposed sides. 2. Manhole floor openings must be guarded by a cover of sufficient strength and construction.
		Major	
		N/A	
13.6.5	Are all ladders used in the facility in good condition?	Yes	1. All fixed and portable ladders used in the facility must be inspected regularly for damages or defects to ensure good and working condition. 2. Ladders that are damaged or defective must be identified with signage to prevent usage and removed from service.
		Major	
		N/A	
13.6.6	Are confined spaces identified and secured from unauthorized entry?	Yes	1. Confined spaces include, but are not limited to, compressed air tanks, fuel or solvent storage tanks, silos, and catch basins. 2. All confined spaces must be identified by a posted sign stating "Restricted Entry" or similar meaning in local legal language. 3. All confined spaces must be secured or locked to prevent unauthorized entry. 4. A written permit must be issued and authorized by the EHS coordinator before entry. Where possible, work inside confined spaces should be avoided.
		Critical	
		Major	
		N/A	
13.6.7	Are workers who enter confined space trained?	Yes	1. All workers who will enter a confined space have to be trained on entry procedure which must include: a. provisions for energy and hazardous material source isolation; b. testing of confined space atmosphere (oxygen, LEL, toxic air contaminants); c. ventilation; d. communication; and e. entry and exit. 2. Training contents and records must be accurately maintained. 3. Training and understanding of the above will be one of the prerequisite in obtaining permit issued by the EHS coordinator.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.7 Machinery Safety			
13.7.1	Does the facility have a written procedure for the control of hazardous energy lockout and tagout?	Yes	☐ ☐ ☐ 1. This procedure must be developed for the purpose of protecting workers during machine and equipment servicing and maintenance where the unexpected energization, startup, or release of stored energy could occur and cause injury. 2. Procedure must include: a. ensuring all energy sources must be de-energized and where possible, locks must be placed on switches and valves to ensure that they are not inadvertently switched on during shutdown; and b. signage with details such as the reason for any lockout and tagout machines must be present and visible. <u>Notes:</u> 1. Hazards being guarded against include being caught in, being crushed by, being struck by, being thrown from, or making contact with live electrical circuits/parts. 2. Energy sources include electrical, mechanical, pneumatic, hydraulic, chemical, and thermal.
		Major	
		N/A	
13.7.2	Are sufficient lockout and tagout devices available, and used prior to service or maintenance?	Yes	☐ ☐ ☐ 1. Lockout and tagout devices including locks, tags, group lock boxes, circuit breaker lockouts, valve lockouts, and lock hasps must be maintained and kept in a readily available location. 2. Each maintenance worker working on a piece of equipment must have their own personal lock for locking out that equipment. 3. The energy to equipment and machinery must be locked out prior to service or maintenance.
		Major	
		N/A	
13.7.3	Are workers trained by qualified trainers prior to working on hazardous energy related operations?	Yes	☐ ☐ ☐ 1. Persons who normally operate machines and equipment (affected workers) and persons who may be in the area of locked out/tagged out equipment (other workers) must also receive training. 2. All workers must receive an overview of the relevant lockout and tagout program for their area so that they are able to recognize when energy controls are being implemented and understand the purpose of the procedures and the importance of not attempting to start up or use the machine/equipment that has been locked out. 3. Training for authorized workers must be provided at least annually with records kept.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.7.4	Are loose clothing, jewelry, and exposed long hair prohibited near moving machinery?	Yes ☐ Critical ☐ N/A ☐	1. The facility must prohibit persons from working at or near moving machinery while wearing loose clothing, jewelry, or with long hair exposed which could become entangled in machinery. 2. Loose clothing includes, but is not limited to, loose shirts and baggy pants. 3. Jewelry includes, but is not limited to, rings, bracelets, and necklaces. 4. Hair hanging loosely below the neckline must not be permitted.
13.7.5	Are machine safeguards provided for all machines and operating points that may potentially cause serious injury?	Yes ☐ Critical ☐ N/A ☐	1. Machine safeguarding must be provided on all machinery to prevent workers from coming into contact with any machine parts, functions, or processes that may cause injury. 2. Drive mechanisms such as pulleys and belts that are within 2.1 meters (7 feet) from the floor or working surface must be guarded. 3. Fan blades within 2.1 meters (7 feet) from the floor must be protected against accidental contact. A guard must be provided with openings no larger than 12.5 mm (0.5 inch).
13.7.6	Are adequate start/stop controls and protection systems manageable by the operator?	Yes ☐ Critical ☐ Missing system / system does not work Major ☐ Missing label N/A ☐	1. All start/stop controls must be accessible to the operator. 2. If there is more than one operator, separate controls must be provided for each operator's station. 3. Start buttons are protected against accidental startup (i.e. ring guard). 4. All start/stop controls are labeled as to their function and are appropriately colored. 5. Emergency stop buttons must be able to function quickly during an emergency.
13.7.7	Are machines, equipment and fixtures inspected frequently and in safe operating condition?	Yes ☐ Major ☐ N/A ☐	1. Cords, plugs, rotating parts and safeguards on other machines are inspected frequently. 2. All hand tools and portable power tools are free of defects. 3. Defective tools are removed from the workplace and repaired or replaced. 4. Machinery and equipment are free of excessive dirt, grease, or oil that could present a hazard.

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
13.7.8	Have workers been trained on the subject of machine safety?	Yes	☐	1. All workers must be trained on machine safety before starting the position. 2. Follow-up training must be conducted periodically to ensure continued awareness and implementation of safe practices. 3. Training contents and records must be accurately maintained.
		Major	☐	
		N/A	☐	
13.7.9	Are maintenance and inspection records for all machines available?	Yes	☐	1. Machinery safety equipment must be well maintained, which includes a regular daily inspection to ensure it functions correctly. 2. Inspection and maintenance records must be accurately maintained.
		Major	☐	
		N/A	☐	
13.8 Equipment Safety				
13.8.1	Are inspections conducted on cranes, hoists, slings, lifts and forklifts regularly?	Yes	☐	1. Periodic external inspections must be conducted by a licensed third party per legal requirements. 2. Daily internal inspections must be conducted by designated personnel for defects, wear, or abuse as well as cleaning and lubrication of gears and motors, etc. Additional inspections should be performed as warranted by conditions. 3. The sling and all fastenings and attachments must be visually inspected before use every day for damage and defects.
		Major	☐	
		N/A	☐	
13.8.2	Are cranes, hoists, slings, lifts and forklifts in good condition?	Yes	☐	1. All cranes, slings, hoists, lifts and forklifts used in the facility must be in good working condition and free of damages and defects. 2. All cranes, slings, hoists, lifts and forklifts which are damaged or defective must be identified with signage to prevent usage and removed from service. 3. Hoist hooks must be equipped with a safety latch to prevent the accidental release of the load.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
13.8.3	Are capacity limits clearly marked on cranes, slings, hoists and lifts?	Yes	☐	1. The maximum load limits must be conspicuously marked on all cranes, slings, hoists and lifts and the facility must ensure that those maximum loads are followed. 2. Load limit marking is required on all individual cranes to ensure total load is determined and within load limit of the system.
		Minor	☐	
		N/A	☐	
13.8.4	Are all crane, hoist, slings, lifts and forklifts operators trained and with valid operating licenses?	Yes	☐	1. The operator must obtain a special operator's license as per legal requirements. 2. The operator must be trained on operating rules before operation. 3. Training contents and records must be accurately maintained.
		Major	☐ Absence of operator license	
		Minor	☐ Absence of internal training	
		N/A	☐	
13.8.5	Have all boilers, unfired pressure vessels, and furnaces been professionally inspected?	Yes	☐	1. Boilers, unfired pressure vessels, and furnaces to be assessed annually, by a professional, to ensure that they are being maintained in proper working condition. 2. A copy of assessment results must be maintained on file by site management.
		Major	☐	
		N/A	☐	
13.8.6	Are boilers, unfired pressure vessels, and furnaces inspected monthly?	Yes	☐	1. Visual inspection of boilers, unfired pressure vessels, and furnaces conducted at least monthly. 2. The inspection focuses on general distortion, cracks or other hazardous defects.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.9 Hot-Work and Gas Cylinders			
13.9.1	Does the facility have a written hot-work process policy?	Yes	☐ ☐ ☐ 1. Hot-work is defined as the use of flames (e.g. cutting torch, brazing) or spark-producing activities (e.g. welding, grinding metal) which are capable of igniting combustible materials. 2. The hot-work process policy needs to: a. be dated; b. cover all workers on-site including contractors; and c. include, but is not limited to, hot work permits, permitted locations, controls, precautions, fire watch requirements, and equipment requirements.
		Major	
		N/A	
13.9.2	Are hot-work processes implemented and monitored properly?	Yes	☐ ☐ ☐ 1. The hot-work cannot be conducted in hazardous areas. Hazardous areas generally include areas with flammable liquids and/or gases. 2. Prior to the commencement of hot-work: a. a written permit must be issued and authorized by the EHS coordinator; b. flammable and combustible material must be removed and/or protected from the hot-work; and c. special precautions are taken, such as using fire-resistant covers to cover areas/equipment that cannot be removed from the hot-work area. 3. Hot-work areas must be restricted against unauthorized usage. Warning signs such as "Authorized Personnel Only" are recommended. 4. Fire extinguishing equipment suitable for potential hazards present must be maintained in a state of readiness for immediate use. 5. Designated personnel must regularly and frequently monitor the fire watch process. Depending on the hazards present, the personnel may stay at the hot-work area for 30 to 60 minutes following completion of the hot-work. 6. All hot-work must be documented with records kept.
		Major	
		N/A	
13.9.3	Are hot-work operators trained and certified?	Yes	☐ ☐ ☐ 1. Operators who conduct hot-work processes must obtain a special operator's license as per legal requirements. 2. Operators who conduct hot-work processes must be trained on operating rules before commencing hot-work processes. 3. Training contents and records must be accurately maintained.
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.9.4	Are gas cylinders properly marked, used, stored and secured?	Yes ☐	1. Usage and storage: a. unapproved or makeshift compressed gas apparatuses cannot be used; b. cylinders must be stored in an upright position, and be properly stored to prevent tipping and/or falling; c. cylinders must not be used as rollers/supporters or other storage; d. all flammable gas cylinders must be stored at least 7.5 meters (25 feet) from open flames or possible sources of ignition, in temperatures below 51°C (125°F), and away from contact with electrical apparatus; e. oxygen cylinders must be separated from fuel gas cylinders by a minimum distance of 6 meters (20 feet) or by a non-combustible barrier at least 1.5 meters (5 feet) high, having a fire resistance of at least 30 minutes; f. cylinders must be transported in a vertical position, cylinders must be moved by a means of a suitable handcart (or equivalent) with a chain or belt for securing the cylinder. 2. Signage: a. content labels (e.g. propane, oxygen) must be legible, written in the appropriate language(s), and prominently displayed on containers of hazardous chemicals, including all compressed gas cylinders. 3. Valve protection: a. valve must be protected to avoid a serious hazard when it is impacted; b. the valve must be closed when not in use, being transported, or when empty.
		Critical ☐	
		N/A ☐	
13.9.5	Are gas cylinder operators trained?	Yes ☐	1. Personnel handling gas cylinders need to be trained on the proper usage and safety of gas cylinders. 2. Training content and records must be accurately maintained.
		Major ☐	
		N/A ☐	
13.9.6	Are gas cylinders inspected monthly?	Yes ☐	1. Inspection of gas cylinders must be conducted at least monthly. 2. The focus of the inspection should be on corrosion, general distortion, cracks, deep rust, leakage, or other hazardous defects.
		Major ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.10 Chemical Safety			
13.10.1	Is a full list of in-house hazardous chemicals kept and managed by the EHS coordinator or facility manager?	Yes	☐ 1. The full list of all hazardous chemicals includes all chemicals currently being used or stored at the facility, and relevant Material Safety Data Sheets (MSDS). 2. The list is to be used for: a. evaluating hazards, b. training workers, c. disposing of hazardous waste, d. discharging air and water, and e. assessing and cleaning up spills.
		Major	
		N/A	
13.10.2	Are up-to-date Material Safety Data Sheets (MSDS) for all chemicals available in the local legal language?	Yes	☐ 1. An up-to-date MSDS is available in local language for each hazardous chemical produced, imported, stored, and used onsite. 2. MSDS requirements: a. must be available to be found; and b. workers must be able to understand how to interpret the key safety, labeling, and handling points illustrated by the MSDS.
		Major	
		N/A	
13.10.3	Are up-to-date Material Safety Data Sheets (MSDS) with complete information available for all chemicals?	Yes	☐ 1. Complete MSDS information includes: a. chemical product and company identification, b. hazard identification, c. composition/information on ingredients, d. first-aid measures, e. fire-fighting measures, f. accidental release measures, g. handling and storage, h. exposure controls and personal protection, i. physical and chemical properties, j. stability and reactivity, k. toxicological information, l. ecological information, m. disposal considerations, n. transport information, o. regulatory information, and p. other information.
		Minor	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.10.4	Are all chemicals stored in proper containers, with the contents and hazard warnings labeled (where applicable) in the local legal language?	Yes ☐ Major ☐ N/A ☐	1. Chemicals include all flammable/combustible liquids. 2. Containers of chemicals must not be combustible (a one-day supply in closed plastic bottles is acceptable at work stations where no naked flame is present). 3. When not in use, chemical storage containers must be closed to prevent ignition and the creation of hazardous atmospheres, and they must be stored in suitable cabinets, containers, or buildings. 4. Glass is not to be used unless materials involved are corrosive. 5. Chemical storage containers must be labeled in the local legal language, and the contents of the label must contain key information including, but not limited to: a. the name of the chemical; b. indication of the potential hazard for hazardous chemicals; and c. any specific handling, storage, and emergency instructions.
13.10.5	Are chemicals containers properly stored in metal safety cabinets and/or in proper storage rooms?	Yes ☐ Critical ☐ N/A ☐	1. Chemicals include all flammable/combustible liquids. 2. Chemical storage rooms must be ventilated and constructed specifically for the storage and handling of chemicals. 3. All electrical fixtures, switches, and circuits inside a chemical storage room must be appropriate for hazardous locations (i.e. explosion-proof).
13.10.6	Are the containers for chemicals properly grounded?	Yes ☐ Major ☐ N/A ☐	1. Chemicals includes all flammable/combustible liquids. 2. Chemical storage drums and dispensing containers must be grounded during dispensing or transferring of the chemical to prevent sparking from the build-up of static charge.
13.10.7	Is secondary containment used in work areas for bulk liquid chemical storage?	Yes ☐ Major ☐ N/A ☐	1. Work areas can be an individual room, production line, workshop or warehouse.

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
13.10.8	Is the size of the secondary containment adequately larger than that of the individual container?	Yes	☐	1. Applies to individual containers that have a volume of more than one liter. 2. Secondary containment volume must be greater than 110% of the biggest individual chemical container inside the containment.
		Minor	☐	
		N/A	☐	
13.10.9	Is storage and processing used for chemicals labeled or color-coded?	Yes	☐	1. Storage and process tanks, piping used to transfer chemicals, and valves used to control the flow of chemicals must be: a. labeled or color-coded to communicate which substances are present in the system; and b. labeled to identify valves, connections, bleed valves, and other critical parts. 2. The color-coding system must be consistent throughout the facility and communicated by posting the color-code and what each color identifies.
		Minor	☐	
		N/A	☐	
13.10.10	Are functional emergency eyewash equipment and showers provided where workers come into contact with corrosive chemicals or high volumes of solvents?	Yes	☐	1. Emergency eyewash equipment must be functional and present in all areas of hazardous chemical use. 2. Shower units must be installed if corrosive and toxic chemicals are being used. This requirement applies to both process operations and laboratory facilities. 3. The eyewash equipment for non-corrosive chemicals must be located in the workshop or right outside the entrance to the workshop and within 50 meters (165 feet) 4. If corrosive chemicals are used, the eyewash equipment must be located within 19 meters (62 feet) travel distance from the area of hazardous chemical use or have access to a mobile eyewash equipment in 10 seconds.
		Critical	☐ Missing eyewash equipment or shower	
		Major	☐ Malfunctioning or mislocated eyewash equipment or shower	
		N/A	☐	
13.10.11	Are emergency eyewash equipment and showers indicated with signs and regularly inspected?	Yes	☐	1. Signs identifying emergency eyewash equipment and shower unit location must be clearly posted. 2. Regular inspections of emergency eyewash and shower equipment must be conducted on a monthly basis.
		Minor	☐	
		N/A	☐	
13.10.12	Have workers been trained on chemical safety?	Yes	☐	1. Workers who have exposure to chemicals (e.g. handling, transport) must be trained on chemical safety including MSDS. 2. Training contents and records must be accurately maintained.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.11 Incident Investigation and Reporting			
13.11.1	Are reporting procedures for accidents and near misses in practice?	Yes ☐	1. The procedure requiring workers and management to report all accidents and near misses. 2. Accidents and near misses include fires, spills, injuries, overexposure to hazardous chemicals, property damage, and incidents that did not result in injury or loss but had the potential to do so. 3. Consistent format must be used to ensure that the proper information is collected, details of the incidents, the immediate causes, root causes, corrective action plans and necessary system improvements are identified. 4. Workers must be reminded of the need to report all incidents. This can be accomplished by posting bulletins, safety meeting reminders, memoranda, etc. 5. Corrective actions must be tracked on a corrective action log and the status of items must be reviewed periodically to ensure timely completion.
		Major ☐	
		N/A ☐	
13.11.2	Are all accidents and near misses investigated?	Yes ☐	1. All accidents must be investigated according to procedures and documented. 2. Established relevant corrective/preventive actions must be taken and tracked to completion.
		Critical ☐ > 3 accidents not investigated / actions not taken	
		Major ☐ ≤ 3 accidents not investigated / actions not taken	
		N/A ☐	
13.11.3	Are workers free to report accidents without punitive actions?	Yes ☐	1. Workers to be encouraged to promptly report any accidents. 2. Workers must not be discriminated against, reprimanded, or discouraged for reporting accidents.
		Critical ☐	
		N/A ☐	
13.11.4	Does the facility keep records for all accidents, near misses and illness?	Yes ☐	1. The facility must maintain the accident records. 2. For injury records, the date of injury, name of injured person and a description of the injury and its causes must be included. 3. When clinic is applicable, the illness record must be maintained. 4. These logs should be analyzed periodically to identify occurrences or trends and for corrective action determination and evaluations.
		Major ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.12 Environmental			
13.12.1	Is indoor and outdoor hazardous waste stored properly?	Yes ☐ Major ☐ N/A ☐	1. Hazardous waste must be properly contained and stored. 2. Waste containers are stored with lids, rings, and/or bungs in place. 3. Waste containers must be free from leaks and major dents. 4. Waste containers must have a hazardous waste label, in addition to appropriate hazard warning labels. 5. Containers of incompatible waste must be stored separately or have containment between the containers to prevent mixing. 6. The base for warehouse hazardous waste storage must be free from cracks or gaps. In addition, the base must be sloped or the containment system designed and operated to drain and remove liquids resulting from leaks, spills, or precipitation. The containment system must have sufficient capacity to contain 110% of the volume of the largest container. 7. Hazardous waste storage areas must have visible signage posted in a conspicuous location. The signage should identify the area as a "Hazardous Waste Storage" area and indicate the type of hazardous waste present such as flammable or corrosive waste. 8. The storage area must also have appropriate clean-up equipment and fire extinguishers.
13.12.2	Is indoor and outdoor hazardous waste storage inspected on a weekly basis?	Yes ☐ Major ☐ N/A ☐	1. Inspection of the waste storage areas must be conducted weekly to ensure no leakage or deterioration of containers.
13.12.3	Is industrial waste water discharged properly?	Yes ☐ Major ☐ N/A ☐	1. Annual inspection by certified entity is required to ensure the discharge is in compliance with legal requirements. 2. The facility must discharge industrial waste water in accordance with legal requirements (i.e. a permit may be required for certain type of waste). 3. Untreated waste water cannot be discharged into the local water source.
13.12.4	Is domestic waste water discharged properly?	Yes ☐ Major ☐ N/A ☐	1. The facility must discharge domestic waste water in accordance with legal requirements. 2. Untreated waste water cannot be discharged into the local water source. 3. The facility must have a regularly scheduled maintenance program for cleaning any septic system. Cleaning should be as frequent as appropriate depending on the number of workers and the size of the septic system.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
13.12.5	Are air pollution control systems properly maintained and operated?	Yes ☐	1. Air pollution control systems must be maintained in effective, safe and clean working conditions (i.e. air filters are changed periodically). 2. Legal requirements may require that periodic tests (air flow measurements) are performed to determine if controls are operating correctly and efficiently.
		Major ☐	
		N/A ☐	
13.12.6	Is air discharged properly?	Yes ☐	1. Annual inspection by a certified entity is required to ensure air discharge is in compliance with legal requirements. 2. The facility must discharge according to legal requirements (i.e. a permit may be required for certain types of waste). 3. Facilities that emit chemical vapors into the atmosphere must evaluate that all discharge points, and the amount of emissions discarded through each, are in line with legal requirements. It is suggested that a list of all discharge points are identified and recorded.
		Major ☐	
		N/A ☐	
13.12.7	Is all hazardous waste disposed of properly?	Yes ☐	1. The facility must dispose of all hazardous waste in accordance with legal requirements (i.e. certain types of hazardous wastes to be disposed of at special facilities by a qualified collector, or it may be required that waste is specially handled before disposal). 2. Documentation (manifests) for all shipments of hazardous waste is kept onsite in accordance with legal requirements.
		Major ☐	
		N/A ☐	
13.12.8	Are storage tanks properly managed?	Yes ☐	1. Storage tanks (such as gas, gasoline) include above ground storage tanks and underground storage tanks. 2. Secondary containment for underground storage tanks is required (e.g. double walled tank with sensors between the walls to detect leakages). 3. Underground storage tanks need to be professionally inspected periodically. Pressure testing should be performed to check the integrity of the underground tanks and piping. 4. Above ground tanks can be visually inspected. 5. Records of testing and inspections must be maintained. 6. Tanks that are leaking or in poor condition must be emptied and repaired before use.
		Major ☐	
		N/A ☐	
13.12.9	Are workers involved in hazardous waste management trained?	Yes ☐	1. Workers who handle or transport hazardous waste must be trained in the proper methods of collecting, storing, and disposing of the waste. 2. Training contents and records must be accurately maintained.
		Minor ☐	
		N/A ☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
14.1 Facility				
14.1.1	Are dormitory and childcare facilities located in a separate non-industrial facility?	Yes	☐	1. All dormitory and/or childcare facilities must be located in a separate non-industrial facility. 2. The nursery area must be located on the ground floor of a non-production area.
		Critical	☐	
		N/A	☐	
14.1.2	Is the maximum number of workers per room limited to 8?	Yes	☐	1. There must be no more than 8 workers per room.
		Major	☐	
		N/A	☐	
14.1.3	Does each worker have sufficient living space and a secure locker in the dormitory?	Yes	☐	1. Each worker must be provided with an individual bed. 2. Bed cannot be more than two levels (i.e. Only double bunk bed is acceptable) 3. Sufficient space refers to the minimum amount of square footage allocated per worker, this must be at least 1.8m² (20ft²), this includes sleeping area and available floor space. 4. Workers are provided with a secure locker/storage space of at least 0.03m³ (1ft³) and workers have sole access rights to it.
		Critical	☐ Inadequate bed provided	
		Major	☐ Insufficient space / Lack of locker	
		N/A	☐	
14.1.4	Are there adequate toilet and shower facilities?	Yes	☐	1. Adequate refers to a minimum of 1 shower or bath stall and 1 toilet per 8 workers must be available. 2. Toilets, and wherever possible showers, must be on the same floor as that of the dormitory room. 3. Hot water must be provided when the environment temperature can drop below 15°C (60°F). 4. Provisions must be made for residents to launder clothes in accordance with local expectations.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
14.1.5	Are there adequate recreation facilities in the dormitory area (i.e. living area)?	Yes ☐ Minor ☐ N/A ☐	1. Recreation facility is to be available for residents in the dormitory, such as basketball court, library, television, internet access, public resting areas, etc.
14.1.6	Are dormitories kept clean and maintained in good condition?	Yes ☐ Major ☐ N/A ☐	1. Dormitory rooms, common areas, toilet, bath, and shower facilities are maintained in a functional, clean condition, and are free of foul odor. 2. Toilets and showers must be functional, well-lit, and well-ventilated. 3. Effective flushing system (mechanical or manual) must be available. 4. Adequate ventilation, including fans or heating (as appropriate for the conditions), must be available in the dormitory rooms. 5. The facility must establish a program to ensure regular cleaning of the dormitory rooms, toilets, and shower areas. 6. Effective insect, pest, and rodent control is required in all areas.
14.1.7	Are residents and guests well informed of the written dormitory rules?	Yes ☐ Minor ☐ N/A ☐	1. Dormitories must have general rules posted in the local legal language for their residents and/or guests regarding hours for recreation, use of common areas, and for safety concerns.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
14.1.8	Are privacy and gender respected with segregation for dormitory rooms, toilets, and showers?	Yes ☐ Major ☐ N/A ☐	1. Dormitory rooms, toilets, and showers must be separate for men and women. 2. Management must recognize and respect privacy when maintaining and supervising dormitory areas.
14.1.9	Are security measures taken to protect workers and their property?	Yes ☐ Major ☐ N/A ☐	1. Security provisions must be made to prevent unauthorized persons and vehicles from entering and exiting the dormitory areas and to guard against theft at the site. 2. Procedures must be established for security personnel to conduct periodic inspection rounds of the dormitory areas for security and hazard monitoring.
14.1.10	Is trash properly disposed of in dormitory facilities?	Yes ☐ Major ☐ N/A ☐	1. To minimize fire hazards, trash (rubbish) removal must be done regularly and in accordance with the rate of generation. 2. Dedicated containers for trash (rubbish) removal must be provided and in place both inside and outside of the dormitory.

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
14.2 Emergency Preparedness Policy			
14.2.1	Does the facility have a written emergency preparedness plan for dormitory area to handle natural disasters and fire emergencies?	Yes ☐ Major ☐ N/A ☐	1. The facility can adopt the same emergency preparedness plan for the overall facility in Section 12 or create a dedicated one for the dormitory area. 2. The emergency preparedness plan needs to be dated and include procedures to be followed in the event of an emergency. 3. According to the area where the facility is located, incidents for which emergency preparedness is required may include, but are not limited to, fire, typhoon, hurricane, tsunami, flooding, earthquake, chemical emergency, or food poisoning. 4. The Emergency Preparedness Plan needs to include: a. facility information describing key elements of the facility (i.e. location of chemical storage and power generator) – this is useful for new workers and response agencies, such as local fire departments; b. information so that workers know how to report an emergency – this may include the activation of pull alarms or notifying the facility security center, consideration needs to be given to methods of notifying local agencies such as the fire department; c. alarms and signals to alert workers must be identified – this may include audio alarms, highly visible lights, and/or public-address systems, consideration needs to be given to the potential for loss of electrical power in the event of an emergency and alternatives and “back-up” to mains powered alarms must be in place, management and workers need to know what actions to take when an emergency alarm is activated; d. all emergency phone numbers need to be identified, listed in the emergency preparedness plan, and posted – emergency phone numbers need to include any facility numbers, local agencies, and any emergency-response personnel; e. all responsibilities must be clearly defined for management and workers – management needs to determine its strategy for responding to emergencies; f. a chain of command must be established to minimize any confusion – personnel need to be identified to coordinate the emergency-response actions; g. detection and alarm systems must be identified and described, testing and preventative maintenance procedures must be included; h. assembly areas need to be established and safe from hazards and clear of emergency vehicle traffic and activities; and i. search and rescue procedures need to be established, only trained and authorized personnel can attempt search and rescue.
14.2.2	Does dormitory have a written fire prevention policy?	Yes ☐ Major ☐ N/A ☐	1. The facility can adopt the same emergency preparedness plan for the overall facility in Section 12 or create a dedicated one for the dormitory area. 2. The fire prevention policy needs to include: a. housekeeping, and maintenance of fire fighting equipment; and b. fire hazard identification.

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text	
14.2.3	Are residents and dormitory personnel trained on emergency preparedness and fire prevention?	Yes	☐	1. Residents, dormitory personnel (e.g. security guards) must be knowledgeable and need to be informed of the fire prevention procedures. 2. Residents, dormitory personnel (e.g. security guards) must understand basic emergency action plans including alarm signals, emergency shutdown, primary/secondary exit routes, and assembly areas. 3. Residents, dormitory personnel (e.g. security guards) must know how to safely evacuate their residence and dormitory common areas in an emergency. 4. Training contents and records must be accurately maintained.	
		Major	☐		
		N/A	☐		
14.3 Exit and Evacuation					
14.3.1	Are emergency exits and evacuation paths built in line with legal requirements?	Yes	☐	1. Evacuation paths include any passage leading to an emergency exit including stairwells. 2. Emergency exits and evacuation paths must be built according to legal requirements (i.e. width, design, number required). 3. If legal requirements do not exist, the evacuation path must be at least 1 meter wide. 4. The number of emergency exits must be in line with legal requirements or, in their absence, two exits must be provided per floor. 5. Emergency exits on each floor must be reasonably located (e.g. appropriate distance apart, placed in opposition to each other). 6. A landing must be present at the emergency exit in line with legal requirements. A landing is a level walking surface between the doorframe and the stairs.	
		Critical	☐		
		N/A	☐		
14.3.2	Are emergency exits and evacuation paths clearly marked, and illuminated?	Yes	☐	1. Evacuation paths must be illuminated in an emergency to assist people in traveling to emergency exits (i.e. emergency lights providing illumination during an emergency in all lighting conditions) 2. Evacuation paths must be clearly identifiable and clearly marked signs that are visible in all lighting conditions (i.e. self illuminated) 3. Floor markings and arrows are often used to direct people to the emergency exit. 4. Emergency exits must be marked with an illuminated sign at all times. 5. The facility is expected to conduct regular inspections, monthly inspection at a minimum. 6. Inspection records must be accurately maintained. 7. Inspection records must include inspector(s) details, dates and testing result.	
		Critical	☐		Insufficient inspections
		Major	☐		
		N/A	☐		
14.3.3	Are emergency exits and evacuation paths clear from obstruction?	Yes	☐	1. Emergency exits and evacuation paths must be clear from obstruction (in addition to physical objects obstructing exits or paths, obstruction can include locking of any kind) 2. Each worker must have access to emergency exits. 3. No flammable/combustible materials to be stored under or next to any stairwells. 4. There needs to be proper access for fire department vehicles and other fire-fighting equipment in the facility premises. 5. The facility is expected to conduct regular inspections, weekly inspection at a minimum.	
		Critical	☐		Insufficient inspections
		Major	☐		
		N/A	☐		

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
14.3.4	Are emergency lights installed in line with legal requirements?	Yes	☐	1. Emergency lights must be installed in line with legal requirements (i.e. lumens, location, power supply).
		Critical	☐	
		N/A	☐	
14.3.5	Are all emergency lights installed functional?	Yes	☐	1. At a minimum, the facility is expected to conduct monthly inspections. Inspection records must be accurately maintained. 2. Inspection records must include inspector(s) details, dates and testing result.
		Critical	☐	
		Major	☐	
		N/A	☐	
14.3.6	Are emergency exit doors appropriate, operable and can be opened with a single motion?	Yes	☐	1. Emergency exit doors need to be able to open freely in the direction of evacuation with a single motion (e.g. a door knob/handle to turn then push open). 2. Unacceptable exit door examples include, but are not limited to, a glass to be broken or button to press before opening. 3. Emergency exits doors must be side-hinged. 4. Revolving doors are not acceptable. 5. Sliding and rolling doors are not acceptable. 6. Inward opening doors are not acceptable. 7. Acceptance by local legal requirements differ from ESCP requirements above will be reviewed by ESCP.
		Critical	☐	
		N/A	☐	
14.3.7	Are evacuation floor plans with required information posted?	Yes	☐	1. Evacuation floor plan needs to indicate the following up-to-date key information: a. indication of current location (e.g. "you are here" marking), b. evacuation paths, and exit doors, c. exits, d. location of firefighting equipment; and e. designated safe assembly locations outside the building. (i.e. avoid location such as driving lane, chemical warehouse, loading area) 2. The evacuation floor plan must be displayed in all major areas (e.g. recreation room, canteen) in a highly visible position. 3. Instructions must be in the local legal language which workers can read and understand.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
14.4 Fire Fighting System				
14.4.1	Is the number of functional and appropriate fire extinguishers in line with legal requirements?	Yes	☐	1. The number of fire extinguishers must be in line with legal requirements. 2. All extinguishers must be functional. 3. The facility must ensure correct fire extinguisher types are used in specific areas in the facility (i.e. extinguisher for flammable liquids or gases can be different).
		Critical	☐	
		N/A	☐	
14.4.2	Are fire extinguishers properly installed?	Yes	☐	1. Fire extinguishers need to be installed: a. according to legal requirements; b. high enough above floor level to be visible and identifiable; c. safely, avoiding hazards like tipping and falling; d. with a travel distance less than 23 meters (75 feet) or the legal requirement, whichever is lower; and e. in an upright position up to 1.5 meters (4.6 feet) to the top of the extinguishers or legal requirement, whichever is lower. 2. Fire extinguisher locations must be marked and posted in visible areas.
		Major	☐	
		N/A	☐	
14.4.3	Are fire extinguishers clear from obstruction?	Yes	☐	1. The facility is expected to conduct regular inspections.
		Critical	☐	
		N/A	☐	
14.4.4	Are fire extinguishers properly charged and inspected monthly?	Yes	☐	1. A system of inspecting, maintaining, and recharging of all portable fire extinguishers must be in place. 2. Fire extinguishers must be inspected monthly, and all inspection records must be properly retained and archived.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance	Guidance Text
14.4.5	Is the sprinkler and fire hydrant system functional?	Yes	
		Critical	
		N/A	
14.4.6	Is the sprinkler and fire hydrant system clear from obstructions?	Yes	
		Critical	
		N/A	
14.4.7	Is the sprinkler and fire hydrant system inspected monthly?	Yes	1. At a minimum, the facility is expected to conduct monthly inspections. Inspection records must be accurately maintained. 2. Inspection records must include inspector(s) details, dates and testing result.
		Major	
		N/A	
14.4.8	Is water supply adequate for fire hydrant or sprinkler system?	Yes	1. The facility must be able to prove that fire hydrant or sprinkler is connected to an adequate water supply such as public water source, suction tank, elevated tank or reservoir for water storage. 2. If the facility is connected to a public water source, they need to provide an external inspection report to prove they have adequate water pressure (an external report must be provided at least annually).
		Major	
		N/A	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
14.5 Emergency Alert System				
14.5.1	Is a functional emergency alarm system installed appropriately?	Yes	☐	1. The alarm system needs to: a. cover all areas in facility, b. have a back-up system in place in the event of loss of electrical power, c. be the proper type (e.g. a flashing alarm for areas of high noise levels), d. have switches/control panels which are easily identifiable, e. be visually and aurally distinctive compared to other alerts (e.g. lunch bell), f. be functional.
		Critical	☐	
		N/A	☐	
14.5.2	Are emergency alarm system switches/control panels free from obstruction?	Yes	☐	1. Emergency alarm system switches/control panels must be free from obstruction. 2. The facility is expected to conduct regular inspections.
		Major	☐	
		N/A	☐	
14.5.3	Is the installed alarm system inspected and tested monthly?	Yes	☐	1. At a minimum, the facility is expected to conduct monthly inspections. Inspection records must be accurately maintained. 2. Inspection records must include inspector(s) details, dates and testing result.
		Major	☐	
		N/A	☐	
14.6 Canteen				
14.6.1	Do catering services meet legal requirements?	Yes	☐	1. All catering service and dinning areas must meet legal requirements (i.e. environment, hygiene and facilities). 2. All catering service areas, equipment, and activities must meet the applicable laws, ordinances, and regulations of the jurisdiction in which they are located. 3. Where applicable, a copy of the license must be present and it must be in date.
		Major	☐	
		N/A	☐	

Checkpoint No.	Checkpoint Questions	Compliance		Guidance Text
14.6.2	Are catering service areas kept clean and hygienic?	Yes	☐	1. All catering service areas and activities must be carried out in accordance with sound hygienic principles. 2. The food dispensed must be wholesome, free from spoilage, and must be processed, prepared, handled, and stored in such a manner as to be protected against contamination. 3. Food service personnel must ensure that multi-use food preparation, serving equipment, and utensils are properly cleaned before they are reused. 4. Food must be properly cooked.
		Major	☐	
		N/A	☐	
14.6.3	Are food storage methods and controls adequate?	Yes	☐	1. Perishable food must be stored in appropriately temperature-controlled storage areas. There must be no sign of spoilage and food must be within labelled expiry dates. 2. Cooked and uncooked food cannot be stored together. 3. Food scraps and debris must be kept in containers and cleared of floor areas to prevent the likelihood of insects and vermin being attracted to the food preparation and storage areas.
		Major	☐	
		N/A	☐	
14.6.4	Is trash properly managed?	Yes	☐	1. Trash must be managed for regular removal to be done in accordance with the rate of generation. 2. A dedicated container with a cover for trash removal must be provided both inside and outside the canteen.
		Minor	☐	
		N/A	☐	
14.6.5	Is there a system in place to ensure that food handlers are in good health and well trained?	Yes	☐	1. There must be a system in place that assures that personnel who handle, prepare, and/or serve food are in good health so as not to contaminate food with communicable diseases. 2. At a minimum, an annual physical exam record must be on file for such workers. 3. Workers who are found to have communicable diseases such as Hepatitis B or Tuberculosis, must not be allowed to work in the food service area.
		Major	☐	
		N/A	☐	



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