

Summary of modifications between ESCP Audit Checklist Version 4.1 and 4.0

Change Summary



In the latest version (V4.1) of the Ethical Supply Chain Program Audit Checklist, a total of 16 checklist items have been revised.

These revisions update audit requirements to improve their practical applicability, while reorganizing and consolidating selected guidance to enhance clarity and ease of use.

A summary of the changes is provided below. Please familiarize yourself with these updates before Audit Checklist V4.1 takes effect and replaces V4.0 on **October 1, 2026**.

Category	Checkpoint Number
Audit requirement update (1)	6.4.3
Guidance rewords, with audit requirement update (5)	12.3.1 / 12.5.4 / 14.4.4 / 12.7.1 / 13.4.2
Guidance rewords; audit requirement remains unchanged (10)	3.3.1 / 6.1.1 / 6.2.1 / 6.2.2 / 6.3.4 / 6.4.1 / 11.6.3 / 11.7.2 / 12.7.2 / 13.11.2

To continue to be compliance for the ESCP Certification, factory needs to:



1) 3.3.1

The audit requirement remains unchanged, with a hyperlink added to the “ESCP Underage Worker Rescue Procedure”.

2) 6.1.1 & 6.3.4

Clarify that legally required withholdings or deductions may include, but are not limited to, taxes, Housing Provident Fund contributions, and social insurance contributions.

3) 6.2.1

Emphasize that when wages are paid by bank transfer, the facility must provide the relevant bank transfer records for audit review.

4) 6.2.2

Emphasize that the facility must pay workers for all hours worked.

5) 6.4.1

Emphasize that, 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.

6) 6.4.3

The facility must provide workers with detailed and accurate pay slips in a language they can understand.

7) 11.6.3

The audit requirement remains unchanged, with the appendix removed.

8) 11.7.2

Emphasize that testing must be conducted by a qualified entity in accordance with local standards at least annually, with the appendix removed.

To continue to be compliance for the ESCP Certification, factory needs to:



9) 12.3.1

The facility must engage legally qualified external entities to conduct regular inspections of its fire safety systems to ensure their continued effective operation.

The frequency requirement remains unchanged. Fire extinguishers are no longer required to be included in the inspection scope.

10) 12.5.4 & 14.4.4

The fire extinguishers must continue to be properly charged and inspected monthly, with inspection records properly retained and archived. The inspection tag is no longer required to be affixed to the fire extinguishers.

11) 12.7.1

The facility should conduct emergency evacuation drills in accordance with local laws and regulations and the requirements of ESCP.

It is no longer mandatory to conduct a fire drill during the peak season, nor is it required for facilities without sprinkler systems to hold a fire drill every quarter. Both videos and photographs are considered acceptable forms of visual documentation.

12) 12.7.2

Emphasize that when 30% or more of employees have never participated in a fire drill, an additional fire drill must be conducted within two months.

13) 13.4.2

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.

The appendix has been removed.

14) 13.11.2

The audit requirement remains unchanged, with the appendix removed.

Information



To download the latest version of the ESCP Audit Checklist in full, please visit:

<https://www.ethicalsupplychain.org/resource/factory/audit-checklist>

Should you have any questions or feedback, please contact us at:

info@ethicalsupplychain.org