



# (Sedex Audit Checklist)



Basic Compliance		Remark
1	Last 6/12 Months' salary/Over Times Sheets	
2	Last 6/12 Months Pay Slip	
3	Last 6/12 Months' Time record For All Worker	
4	Maternity Leave/Pregnant worker Checklist	
5	Leave Application Record / Leave Register CL/ML/EL Record for Earn Leave Encashment / Adjustment	
6	Left Resigned / Dismissed Worker records with written Supporting and Final Settlement	
7	Worker Personal file, employment letter and contract by covering all Sections (including Security guard, cleaner and Loading Workers).	
8	All valid business License	
9	Bond License	
10	EPB License	
11	Fire License and Roof top Check	
12	Export & Import License	
13	BGMEA/ BKMEA Membership Certificate	
14	Incorporation Certificate	
15	Group Insurance	
16	Building Contraction approval from concern authority	
17	Factory Layout Approval from Labour Department	
18	Boiler Certificate & Boiler Operator Certificate	
19	Fire Policy (Building Fire Insurance)	
20	Injuries Monitoring register/ accident Log Book/ Analysis List	
11	Fire Drill Register with Photo	
12	Notice for Public Holiday	
13	Grievance /Compliance Register	
14	WPC Meeting Register	
15	Broken Needle Register	
16	Hourly Production Record by Q. I or QC	
17	Ware House in & out register	
18	Worker service Book	
19	Hiring Policy	
20	Child Labour/ force Labour/Harassment & abuse/ Gender Discrimination policy	
21	Provide Checklist and Record for in house Compliance minimum for last 3 month	
22	Separate register /time card for adolescent workers (if have)	
23	Provident Fund 8.33% from Basic/10% annual increment from gross for workers (EPZ only)	
25	Organization Chart/Production process flowchart/factory layout	
26	All kind of Training register	
27	First Aider Training Record / List / Certification	
28	Fire Fighter Training Record / List / Certification	
29	List of Fire Extinguisher (CO2, ABC Type, gas mask etc)	
30	Chemical Checklist / register	
31	MSDS (Material Safety data sheet)	
32	Policy & records of bonus & Penalties	
33	Minimum Wage / Grading Information	
34	Machine List	
35	Overtime policy / Requisition inform to worker	
36	Are sand blasting method use	
37	Promotion System	



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38	Attendance Bonus	
39	Production Bonus	
40	Turnover Record / reason for turnover	
41	Policy for waste identification Handling & Disposal	
42	Certified wastage disposition Program	
43	Waste Identified / Labelled by type & Hazard	
44	Handel by Environment Authority Instruction	
45	Cleaning record for Cleaners Handling Hazardous materials	
46	Permit / Certificate for waste disposal and for environment	
47	Waste water test report	
48	Noise / Temperature measure	
49	Environment Clearness Certificate	
50	Are Hazardous Material Segregated by Type	
51	Factory Security Training Record	
52	Visitor Register	
53	Factory Security Policy	
54	GPS Code	