

# Social Audit Document List

## General

### License:

1. Trade License
2. Business License + Factory License
3. Fire License
4. Group Insurance with update list
5. Bond License
6. Certificate of Export Import Registration
7. Certificate of Incorporation
8. TIN Certificate
9. Boiler Certificate
10. UMFCCI Membership Certificate
11. Approved floor layout plan
12. Approved Building Plan and soil test report
13. Extension Building Approval Plan (If Any)
14. Generator Waiver certificate
15. Environment Clearance Certificate
16. MIC Permit
17. FGLLID Inspection Report Booklet
18. MGMA Membership
19. Social Security Board (SSB) Registration certificate (or) Payment records
20. Private Industry Registration Card
21. EPB Certificate
22. Membership certificate

### Others Certificates:

1. Doctor's Certificate
2. Nurse Qualification Certificate (Paramedic or Diploma)
3. Electrician Certificate (for all Electricians)
4. Boiler Operator Training Certificate
5. Fire fighter certificate
6. First aider certificate
7. Fire officer certificate

### Report:

1. Drinking Water Test Report
2. Waste Water Test Report
3. Temperature Test Report
4. Noise Level Test Report
5. Illumination Test Report
6. Stack air Test report
7. Ambient air test report

### Maintenance Record:

1. Sewing Machine Maintenance Record
2. Heavy Machine like Elevator, Boiler, Generator, Metal Detector, Compressor etc. Maintenance Record
3. All electrical installation (Wires, Switch Box, Electric Panels) Maintenance Record
4. Fire Equipment checklist and Maintenance Record
5. Cleaning Record / White wash

### Register:

1. Injury Register & Injury Analysis Record
2. Maternity Leave Register
3. Leave Register
4. Resigned Worker Register
5. Child Care Register
6. Broken Needle Register
7. Fire Drill Register
8. Grievance Register

### Agreement Paper:

1. Medical Contract
2. Wastage Agreement (Trade License of wastage purchaser)
3. Canteen Supplier Agreement
4. Security guard Agreement (External)

### Company Policies:

1. Child Labor Policy
2. Forced Labor Policy
3. Health and Safety Policy
4. Discrimination Policy
5. Disciplinary Practice
6. Harassment and Abuse Policy
7. Freedom and Association Policy
8. Working hours and Overtime Policy
9. Remuneration and benefit Policy
10. Recruitment Policy
11. Anti-corruption and Anti-Bribery Policy
12. Environment policy

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13. Grievance policy & procedure
14. Maternity leave policy
15. Children remediation policy

### **Salary Record:**

1. Salary Record of last 12 months
2. Time Card or Job Card
3. Pay Slip
4. Production Record
5. Piece Rated Workers Details Record

### **Committee Records:**

1. Participation Committee (PC) (election & meeting record)
2. Trade Union formation & meeting record (If any)
3. H&S Committee and meeting record
4. Canteen Committee
5. Health and Safety audit records (Internal)

### **Others Documents:**

1. List of First Aider
2. List of Fire Fighter
3. List of Fire Equipment's
4. List of Toilets (Male & Female)
5. List of Festival/Public Holiday
6. Approval Working Hour Notice
7. List of Chemicals
8. MSDS for all Chemicals
9. List of authorized person to handle chemical
10. Chemical Use and Disposal Record
11. Health Test Report for Workers handling Chemical
12. Building
13. Employees Handbook
14. Organization Chart
15. Subcontractor and Home worker list and monitoring records
16. Toilet cleaning record
17. Worker attendance list
18. Work permit (For migrant worker)
19. New Employees list

### **Health and Safety Issues:**

1. Risk assessment for all operation
2. Risk assessment for new and expectant mother
3. Risk assessment of Fire Prevention and Control Procedure
4. For shared building → Common safety procedure
5. Health and Safety Officer personal file
6. Fire Safety Officer personal file
7. Local Authority Inspections for Electrical installations

### **Personal File:**

1. Workers Personal File
  - ❖ Appointment Letter
  - ❖ National ID or Birth Certificate
  - ❖ Age Fitness Certificate
  - ❖ Service Book
  - ❖ Any Original Document
  - ❖ Any Test Report
  - ❖ Increment record
2. ID Card
3. Welfare Officer Personal File
4. Lefty Worker list
5. Security Guard Personal File with their Roster
6. Disciplinary Action Cases

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