

# ELEVATE

## Document Check List

Client: CEA

Factory: ~~Garment~~

Audit Date: ~~2023~~

SN	Types of Document	Remarks
<b>Facility Information:</b>		
1. ✓	Factory profile and Policies	
2. ✓	Attendance report with detail break down	
3. ✗	Client-wise production % (Provide for 5 major & balance as others)	
4. ✗	Past & Next 3 month's production in units	
5.	Machine list, Fire equipment list, Chemical list, Toilet list, First aid box & aider list	
6. ✓	Building Description	
7.	Subcontractors details: Washing, Embroidery, Printing etc ✗	
8. ✓	List of Festival Holidays (current year)	
<b>Legal Documents</b>		
9.	Factory License	
10.	Incorporation	
11.	Fire License	
12.	Trade License	
13.	Import Registration Certificate (IRC)	
14.	Export Registration Certificate (ERC)	
15.	Export Promotion Bureau (EPB)	
16.	Working hour approval	
17.	Building construction	
18.	Machine layout approval	
19.	Boiler License (No of Boilers _____)	
20.	Boiler Operator competency Certificate	
21.	Generator setup license / waiver certificate	
22.	Electrician competency certificate	
23.	BGMEA or BKMEA membership	
24.	Group Insurance update	
25.	Environment Certificate (If required)	
26.	Acid License (If required)	
27.	Diesel Storage License (If required)	
28.	Deep Tube well permission (If required)	
29.	Medical/Hospital contract	
30.	Waste disposal contract	
31.		
32.	Certificate: a) BSCI b) WRAP c) Sedex d) C-TPAT e) ISO (if any)	
<b>Test Reports</b>		
33.	Drinking Water test Report	

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34.	Waste Water test report	
35.	Air Emission Test Report	
36.	Noise Level Test report	
37.	Temperature Test report	
38.	Light level test report	
<b>Training records, registers and committee meeting minutes</b>		
39.	Fire Drill Records	
40.	Fire training records / sample certificates	
41.	FSCD certified trainer- & BGMEA certified trainer-	
42.	First Aid training & sample certificate	
43.	CPR training records	
44.	Workers representation (PC / WWA)	
45.	Health and Safety Committee	
46.	Canteen committee	
47.	Accident/ Injury record	
48.	Occupational health check reports	
49.	Mid-level mgt. training	
50.	PPE Training	
51.	Orientation Training	
52.	Ergonomic Training	
53.	Blood born pathogen Training	
54.	Chemical handling	
55.	Daily production records	
56.		
57.		
<b>Time, Attendance &amp; Payroll</b>		
58.	Attendance Record/ Register for the month (as specified)	
59.	Payroll for the months (as specified)	
<b>Benefit &amp; Personnel File</b>		
60.	Earned Leave & Casual Leave records	
61.	Maternity benefit Register & relevant files	
62.	Resign & lefty workers list	
63.	Full and Final settlement files	
64.	Payment of Festival Bonus records	
65.	Increment/ promotion record	
66.	Personnel Files: – from each section and category of workers	