

Checklist of BSCI Audit

<p>A) Wages & Benefit:</p> <ol style="list-style-type: none"> 1) Wages Sheet (for the past 12 months) 2) Overtime sheet (for the past 12 months) 3) Piece rate record. 4) Time card (for the past 12 months) 5) Pay slip 6) Financial Audit report (last year) 7) Earn leave payment record for left employee. 8) Legal document of Minimum wages. 9) Fair remuneration scan 	<p>B) Policy Procedure:</p> <ol style="list-style-type: none"> 1) Corporate social policy based on BSCI specially anti-corruption/ bribery policy 2) External grievance disposal system 3) Written declaration of commitment of Sub-contractor with the BSCI CoC. 4) Supplier / Sub-contractors agreement & Social audit report. 5) BSCI CoC with Term & Implementation contract agreement with supplier or sub-contractors. 6) Mission, vision & target setup as per BSCI aspect
<p>C) Training & all Registers:</p> <ol style="list-style-type: none"> 1) Attendance report 2) Leave register 3) Maternity benefit register 4) Grievance Register & Complaint Record 5) Child care register 6) Fire Drill register 7) Accident and Injury register & Loss time injury calculation sheet 8) Daily Production Record. 9) Inspection record of electrical equipment. 10) Inspection record of machine maintenance. 11) Training for mid management and workers about the BSCI/ETI base code, OHS (Elected), PPE, Fire Fighting, First Aide, WA as per local law 12) Chemical handling training register. 13) Refreshment training on Electrician, Mechanic, Boiler & Generator Operator. 14) WAIPC formation and meeting minutes 15) Canteen Managing Committee 16) Price list of food served in canteen. 	<p>D) License/ Certificates:</p> <ol style="list-style-type: none"> 1) Certificate of Incorporation 2) Trade License 3) Fire License 4) Factory license 5) ERC & IRC 6) EPB 7) Bond License 8) Building approval plan 9) Approved factory layout plan. 10) TIN & VAT 11) Membership Certificate 12) Boiler License/Waiver certificate. 13) Environment Certificate (if applicable) 14) Group Insurance. 15) Fire Insurance 16) Energy Regulatory Certificate/ Waiver certificate. 17) Certificate of Electricity & Mineral Resources for the Electric Sub-station 18) Occupancy certificate 19) Board of Investment
<p><u>Environmental Issues:</u></p> <ol style="list-style-type: none"> 1) Production capacity planning in written form including cost calculation. 2) Working rules. 3) Environmental impact assessment including noise, temperature, lighting, air emission, Drinking Water, Waste Water, 4) Record of receipt, consumption, withdrawal & disposal of chemical including MSDS 5) Operating and safety instruction for all machines. 6) Risk assessment of Anti-corruption, electrical safety, fire safety, & all hazardous machines. 	<p>F) Other Documents:</p> <ol style="list-style-type: none"> 1) Personal data file for all employees including Security guard with job description, Boiler Operator, Electrician, Nurse, Doctor, Maternity leave enjoyed workers, Lefty employees with job description. 2) Service Book for all employees. 3) Appointed of Sr. Management Representative to monitor social and environmental issue. 4) Notice file including List of festival holidays 5) At a glance report (Firefighting, First aid, Toilets 6) Agreement copy of medical, waste disposal & others with trade license 7) Company profile and Organogram.

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