



Required documentation for WRAP certification audit



SI No.	Certificate/license	Validity	Remarks
1	Factory License		
2	Trade License		
3	Fire License		
4	Bond License		
5	Boiler License		
6	Incorporation Certificate		
7	EPB Certificate		
8	ERC		
9	IRC		
10	TIN		
11	Environmental Clearance certificate		
12	BGMEA/BKMEA/BEPZA Membership Certificate		
13	Boiler Operator's competency Certificate		
14	Building approval plan		
15	Factory layout plan		
16	Group Insurance Certificate		
17	Generator run permission		
18	Building inspection report by Accord, Alliance or other consulting firms		
Documents Name			
19	Today's Attendance		
20	Factory Profile		
21	Workers Handbook		
22	Time Card (Last 03 months for initial audit and one year for re-certification audit)		
23	Salary Sheet (Last 03 months for initial audit and one year for re-certification audit)		
24	Pay slip sample (Last 03 months for initial audit and one year for re-certification audits)		
25	Daily & Monthly Production record		
26	Individual production ticket/sheet/hourly production chart(Op. Machine)		
27	Worker Personal file with verification record		
28	Regined worker file		
29	Maternity Worker personal file with benefits record		
30	Yearly holiday list & notice file		
31	Fire fighting team / First aid trained person list (Certified fire fighte list form civil defence)		
32	Floor wise and section wise space and manpower		
33	Floor wise toilet list with cleaning check list		
34	Fire Fighting Equipment List & water reservior (under ground and overhead)		
35	WWA/WWC/WPC Election Record File		
36	MSDS record		
37	Risk Assessment Record		
38	Written emergency Procedure		
39	Emergency fire reponse/fire risk assessment with training record		
Policies Checklist			
40	Child Labour Policy		
41	Forced Labour Policy		
42	Working Hour Policy		
43	Wastage Disposal & Management Policy		
44	Anti Bribery / Anti Corruption Policy		
45	Health & Safety Policy		
46	Accident & Injury Policy		
47	Needle Policy		
48	Maternity Policy		
49	Haragement & Abuse Policy		
50	Compensation Policy		
51	Freedom of Association & Collective Bargaining Policy		
52	Pest control Policy		
53	Grievance Policy		
54	Disciplinary Policy		
55	Leave Policy		
56	Sharp Tools Control Policy		
57	Environmental Management Policy		
58	Sub-Contractor Control Policy & Procedure		
59	Non Discrimination Policy		

Name of documentation part "A"

Name of documentation part "B"

ation part "C"

Name of document

✓60	Recruitment Policy		
✓61	Overtime Policy		
62	Weight limit		
✓63	Emergency buisness/crisis management		
✓64	Earn leave		
65	WPC polciy		
✓66	Child care policy		
✓67	ID card policy		
✓68	PPE using policy		
✓69	Chemical handling		
✓70	Fire policy		
✓71	House keeping policy		
✓72	Fire safety		
73	Customs compliance		
✓74	First aid		
✓75	Wastge disposal		
✓76	Anti-contraband		
✓77	Anti discrimination		
78	Compensation benefit		
✓79	Anti harrsement		
80	Others (if any)		

REGISTERS

✓81	Attendance register		
✓82	Overtime register (if any)		
✓83	Leave register		
✓84	Maternity Benefit register		
✓85	Maternity Follow up register		
✓86	Fire Drill register		
✓87	Accident/ Injury register		
✓88	Medical Treatment Register		
✓89	Medicine Stoke Register		
✓90	Grievance Register		
91	Disciplinary Action Register		
✓92	Complain Register		
93	Welfare meeting register		
✓94	Generator Register	Maintenance Log/ Check list	
✓95	Boiler Register		
✓96	Machine Maintenance Register (daily and periodically)		
✓97	Electric Maintenance Register (daily and periodically)		
✓98	Fire Equipments Check Register - attached with all fire equipments		
✓99	Sub-Contractor Control Register - meeting documents for sub con. Given by shohag		
✓100	Child Care register		
✓101	Broken Needle register - daily needle issue report attach with needle		
✓102	New Employee Register -month wise recruitment/joining list (file wise)		
✓103	ID Card Issue Register -month wise recruitment/joining list (file wise)		
✓104	Appointment Letter distribution -month wise recruitment/joining list (file wise)		
✓105	PPE Distribution		
✓106	Visitor Log Register		
✓107	Goods/Garments In-Out Register		
✓108	Gate Pass Register		
✓109	Wastage Disposal Register		
110	ETP Maintenance		
✓111	Chemical Usage		
✓112	Shipment		
✓113	Security Attendance Register		
✓114	Security Duty Roster		
115	Security bolt issue		
116	Vehicle Register		
117	Perimeter check		

WRAP

✓118	WRAP Manual updated with law reference		
✓119	Health and safety manual		
120	ETP Maintenance		
121	Previous WRAP Certificate (if any)		
122	Previous WRAP Report (if any)		
123	WRAP registration payment conformatin		

Name of documentation part "D"

Name of documentation part "E"

Name of documentation part "D"	124	WRAP Registration record		
	125	WRAP 12 Principles Training Record		
Others				
Name of documentation part "E"	126	Company's Financial Balance Sheet		
	127	Documentation of the legal minimum wages		
	128	Production capacity planning		
	129	Workers Handbook		
	130	Factory Organogram		
Training				
Name of documentation part "H"	131	WRAP 12 Principles		
	132	Fire Fighting		
	133	First Aid		
	134	Personal Protective Equipment (PPE)		
	135	Health & Safety		
	136	Orientation		
	137	Chemical Handling		
	138	Threat Awareness -CTPAT Related Document		
	139	Security		
	140	MSDS		
	141	Loader and cleaner training		
	142	Loading and Unloading -CTPAT Related Document		
List				
Name of documentation part "I"	137	Fire Fighting		
	138	First Aid		
	139	Chemical		
	140	Machine		
Personal File				
Name of documentation part "J"	141	Doctor		
	142	Nurse		
	143	Electrician		
	144	Boiler Operator		
	145	ETP Operator		
	146	Security Guard		
	147	Fire safety Officer		
	148	Packing Man		
	149	Loader		
Contract				
Name of documentation part "K"	150	Hospital & Ambulance		
	151	Wastage Disposal		
	152	Shipment Cargo		
	153	Pest control		
Test Report				
Name of documentation part "L"	153	Drinking Water Test Report		
	154	Wastage Water Test Report		
	155	Noise Level Test Report		
	156	Air Emission Test Report		
	157	Temperature Level Test Report		
	158	Environment Impact Assesment		
	159	CO2 Emission Test		
Committee				
Name of documentation part "M"	160	WWA/WWC/WPC		
	161	Health & Safety		
	162	Environment		
	163	Grievance		
	164	Fire safety		
	165	Emergency buisness/crisis management		
	166	Recuritment		
	167	Canteen		
Customer Compliance				
Name of documentation part "N"	168	Purchase Order		
	169	Raw Materials Invoice		
	170	Contract Sheet		
	171	Planning Sheet		
	172	Packing Instruction		

Name of documentation part "

173	Production Records		
174	In Process Inspection Report		
175	Final Inspection Report		
176	Invoice		
177	Packing List		
178	Certificate of Origin		
179	GSP Form A - Europe		
180	Single Country / multiple country Declaration - US		
181	Bill Of Lading/Airway Bill		
✓182	Inspection Report		
183	10+2 Importer Security Filling Workesheet effect		
✓184	Goods In & Out Register		
✓185	Delivery Chalan		
186	Subcontract Record		

Security Compliance

Name of documentation part " O"

✓187	9 Points Insoection Register		
✓188	5 Points Insoection Register		
189	Security Seals Control Register		
✓190	Shipment Register		
191	Vehicle Log		
✓192	Visitors Log		
193	Key Issue Register		
194	Perimeter check Register		
✓195	Pre Employment Verification		
✓196	Back Ground Checks or Investigation		
197	Terminated Workers Control Procedure		
✓198	Threat Awareness Training		
✓199	7 Point check		
✓200	5 Point check		
✓201	Security Attendance Register		
✓202	Security Duty Roster		
✓203	Security bolt issue		
✓204	Vehicle Register		
205	Perimeter check		
206	Password change		