Company Data 公司信息

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facility/Producer/Site name  被审核公司名称  **（必填：请用中英文填写）** |  | | | |
| Legal Site address for company under audit with postal code  公司合法地址及邮编  **（必填：请用中英文填写）** |  | | | |
| Company Audit Representative Name and Designation  公司审核负责人名字及职位  **（必填）** |  | Type of establishment:  (strike out that doesn’t apply)  公司类型（请把不适用的划掉）  **（必填）** | | Private / Limited / Shell company / Multinational  Other please specify –  私营/有限公司/控股公司/跨国公司/其他，请列明**\_Private \_\_\_私营\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Date of establishment:  成立时间  **（必填）** | |  |
| Telephone / Mobile  座机/手机**（必填）** |  | Fax  传真 **（必填）** |  | |
| Email  邮箱地址**(必填)** |  | Web site  公司网址**（如有，必填）** |  | |

**Billing data – 付款方信息**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company name  公司名称 |  | | | | | |
| Address  地址 |  | | | | | |
| Tax code  纳税识别号 |  | | Contact person  联系人 | |  | |
| Telephone/ Mobile  座机/手机 |  | Fax  传真 | |  | Email  邮箱 |  |

1. **Company Scope 公司经营范围**

|  |  |  |  |
| --- | --- | --- | --- |
| Scope of Audit  审核范围**(必填)** |  | | |
| *\** Main Products  主要产品**(必填)** |  | | |
| *\** Main raw materials and supplied parts used or processed  使用或加工用的主要原材料或部件**(必填)** |  | | |
| *\* Production* processes / services at company  生产/服务工序**(必填)** |  | | |
| \* Outsourced processes  外发工序  **(如果有外包过程，必须填)** |  | No. Companies in Outsourcing:  外包公司的数量  **(如果有外包过程，必须填)** |  |
| RSP holder name and contact information (including address)  持有RSP的会员名字和联络信息（含地址）  **（如已有RSP holder，名字必填）** |  | | |
| |  |  | | --- | --- | | Valid social/environmental  certificate or valid social audit  有效的社会责任/环境证书或  社会责任审核  **(如有，必填)** |  | | E.g. SA8000, etc. 如SA8000等 | | |
| If yes, name of social scheme and validity of certificate/audit  如有，请列出社会责任审核类型和有效期  (**如有，必填)** |  | | |
| BSCI DBID NO.  BSCI DBID号码  **(必填)** |  | | |
| Duration since requirements of social compliance implemented  社会责任要求实施的时段  **(必填)** | Requirements are implemented since \_\_\_\_\_\_\_\_\_\_  从 年 月开始实施社会责任要求 | | |
| Has company or its any activity undergone legal actions or has received legal notices in last 6 months?  公司或它的任何活动是否经历过法律制裁？或在最近6个月收到过法律公示？**(必填)** | Yes / No  *If Yes – please provide details of nature and date for incident*  *如果是——请提供事件发生的日期和详情* | | |
| Major active Customers  现有的主要客户 |  | | |
| Last Year’s Turnover  去年的营业额 |  | | |

1. **General Company Data 公司基本信息**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total number of Employees  员工总人数 **(必填)** | | | |  | | Male男**(必填)** |  | Female女 **(必填)** | |  |
| Part time workers兼职员工**(必填)** | | | | **0** | | Full time  全职员工**(必填)** |  | Seasonal/occasional  季节性/临时员工 **(必填)** | | 0 |
| Young workers 青年工**(必填)** | | | | **0** | |  | | | | |
| Number of Shift/s  班次数量**(必填)** | 1 | Workers on Shift  轮班员工人数**(必填)** | | | **0** | Home workers  家庭工数**(必填)** | 0 | Working hours & time  工作时间表 **(必填)** | | 上午：08 时 00 分至  12 时 00 分  下午：14 时 00 至  18 时 00 分 |
| Break time  上班休息时间 **(必填)** | |  |
| Weekly day Off  周休息日**(必填)** | 六/日 | | | | | | | | | |
| Facility Land Size (sq.m):  公司占地面积(平方米)  **(必填)** | | |  | | | | Number of Buildings/ Sheds:  建筑物数量：  **(必填)** | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is dormitory facility provided to employees/workers:  是否给员工提供宿舍  **(必填)** | Yes🞏是 / No 🗹否  **If yes,**  **Onsite/Offsite**  **如有，厂区内**🞏**/厂区外**🞏**？**  **(必填)** | If yes % of workers living in the housing/dormitory provided  **如有，多少员工住宿舍（百分比）**  **(必填)** | |  |
| Are migrant workers\* used:  *\*Migrant workers also includes workers from another state/province*  有没有外地员工 **(必填)** | yes是no 否 | From which country/state & percentage of employees from each country/state:  **如有外籍劳工，来自哪些国家 & 每个国家的员工人数比例:** | | |
| Are there any employees that you did not include in the above-mentioned table because you consider them to be outside the scope of the audit?  有没有员工因为贵公司认为不属于审核范围而未被包括在上述表格中？ **(必填)** | yes 是no 否 | **If yes Please Explain如果有，请说明:** | | |
| **Languages spoken by personnel at the facility** *(including language spoken by majority of workers/ personnel who can’t communicate with the management by the management language)*  工厂人员使用哪种语言 (包括那些不能和管理层进行沟通的，大部分工人/人员使用的语言 ) **(必填)** | 普通话 | proportion speaking each of that languages  使用每种语言的人数比例  **(必填)** | 100% | |

## Management system information 管理体系信息

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you completed the self-assessment? 是否完成自评表 | yes是no否  If completed, please attach and send along.  如完成，请附上自评表 | | | |
| Do working conditions for all personnel working (including those employed on contract) covered to comply with the requirements of BSCI? 所有在岗人员（包括合同工）的工作条件是否符合BSCI要求？ |  | | | |
| The company have an integrated system with 公司有没有整合如右边所示的体系？ | **ISO9001** | **ISO14001** | **OHSAS18001** | **other: (specify)** |
| Manual and procedures are present? 有没有手册和程序 | yes有no 无 | If yes, are they integrated?  如果有，它们是不是整合在一起？ | | yes 是  no 否 |

1. **Stakeholder’s information利益相关方信息**

List the interested parties related to your company with their details详细描述与贵公司有关的相关方信息

|  |  |  |
| --- | --- | --- |
| Names of the Interested Parties (E.g. NGO’s, Trade Union, Labour Commission Department.)  相关方名字（例如：当地总工会、行业协会、社保中心、环保局、劳动监察部门、非政府组织等） | Address  地址 | Contact Person / Tel No/ Email id.  . 联系人 / 联系电话 / 邮箱地址 |
|  |  |  |
|  |  |  |

List of local suppliers & Sub contractors列出供应商和分包商

|  |  |  |  |
| --- | --- | --- | --- |
| Names of Local Suppliers & Sub Contractors  供应商和分包商的名字 | Address  地址 | Is this your Exclusive supplier?  *(100% work for your company)*  它是贵公司专属供应商吗？（100%与贵司合作 | Contact Person / Tel No/ Email id.  联系人 / 联系电话 / 邮箱地址 |
|  |  |  |  |
|  |  |  |  |

1. **Wages 工资**

|  |  |  |
| --- | --- | --- |
| Contacts applied in the company and revision: 公司使用的合同及其版本: |  | |
| Mode of payment  (strike out that doesn’t apply)  支付方式（请划掉不适用的） | Cash/Cheque/Bank Transfer/Other (specify)  现金/支票/银行转账/其他（请列明） | |
| Type of Wage  薪资类型 | Amount  金额 | Calculation Method/ Source  计算方式/来源 |
| Minimum Wage  当地最低工资 |  |  |
| Basic Living Wage  基本生活需求工资 |  |  |
| Existing Wage  公司当前最低工资 |  |  |

I confirm that the data submitted above is accurate: 我确认上述提交数据是准确的:

Name and Designation 名字与职务 **(必填)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date日期**（必填）**: Company stamp & Signature公司盖章 及 签名