

BIGI HANGERS GROUP

Self factory assessment report

(ENGLISH)

2. SITE REPORT

2.1 SITE DETAILS

FACTORY INFORMATION	
Factory Name	BiGi Hangers & Accessories Co. Ltd.
Address	Electroplating Industrial Zone, LiPu County, GuiLin City, Guangxi, China
Contact Person	Jason Chan
Tel	852-31706503
Fax	
E-mail	info@bigihangers.com
Year Established :	17 years
Factory Operations	
Square area of factory & no. of buildings	1000000 SQM (M2)
Products Manufactured	wooden hangers
Main Clients or Markets	Europe, North America, Asia
Production Capacity	3500000pcs/month
Manufacturing Floors	bungaloid
Dormitory Area	4528.21m ²
Kitchen and Canteen	N/A
Production Process Flow	MATERIAL CUTTING, PRODUCT ASSEMBLY, SANDING, BLEACHING, DRYING, PAINTING, PACKAGING, QC INSPECTION
Equipment used	cutting machine, polishing machine, drying machine
Days worked per week	6 days
Is all production in house? If no what elements are subcontracted?	yes
Does factory have legal ability to export directly?	yes
Employees Details	

	Male	Female	Sub-total
Supervisors/Managers	7	5	12
Administration Staff	24	22	46
Quality Control Staff	10	15	25
Engineering Staff	10	7	17
Workers	102	218	320
Sub-total	153	267	420

2.2 ASSESSMENT FINDINGS

Note: Questions in grey bold are considered as **critical issues**.

2.2.2 Child Labour / Juvenile worker

Code No.	Requirement	Yes/No/NA
2.2.1.1	Does the factory have effective procedures to verify the age of worker at the time of recruitment?	yes
2.2.1.2	Does the factory keep adequate age documents of workers such as ID copies and personnel records?	yes
2.2.1.3	No evidence identified that child labour(age below 16 years old) was employed at the factory?	no
2.2.1.4	No children or young workers(16 – 18 year old) engaged in hazardous work?	no
2.2.1.5	No young workers employed at night shift?	no
2.2.1.6	Do you carry out regular medical examinations of young workers?	yes

Code/Legal Non-conformance (Provide reference to national/local law or the Code in text):

Observations (Need Improvements):

Additional Comments:

2.2.2 Forced Labour/Prison Labour

Code No.	Requirement	Yes/No/NA
2.2.2.1	No evidence identified on the use of forced labour / prison labour?	no
2.2.2.2	Are workers free to leave after working hours?	yes
2.2.2.3	Are workers permitted time-off with doctor's certificate when sick or for maternity?	yes
2.2.2.4	No evidence of physical or verbal abuse identified? No use of force observed, at least for overtime work?	no
2.2.2.5	Do all workers sign employment contracts with the factory?	yes
2.2.2.6	No evidence identified that security guards were used to force workers?	no
2.2.2.7	No workers are required to lodge deposits or original documents such as cash deposit, official ID card, training certificate, etc.?	no
2.2.2.8	No physical method impeding freedom of workers such as surveillance camera, locked exit during working hours or perimeter fences, etc?	no
2.2.2.9	Worker can be access to drinking, toilet in free way	yes
2.2.2.10	The contract termination should following the local labour law requirement	yes

Code/Legal Non-conformance (Provide reference to national/local law or the Code in text):

Observations (Need Improvements):

Additional Comments:

2.2.3 Health and Safety

Code No.	Requirement	Yes/No/NA
2.2.3.1	Are accidents reported and recorded?	yes
2.2.3.2	Are corrective actions taken to prevent recurrence of work related accidents?	yes
2.2.3.3	Does the factory have valid fire inspection certificates issued by local fire service authority?	yes
2.2.3.4	Does the factory have adequate number of fire extinguishers at each factory floor?	yes
2.2.3.5	Are fire drills conducted regularly at least once 6 months?	yes
2.2.3.6	Are fire exits and escape routes adequate at each factory floor?	yes
2.2.3.7	Is fire exit and escape route blocked or locked?	no
2.2.3.8	Are exits and fire exits identified with sign or indicator lamps?	yes
2.2.3.9	Are adequate emergency lights installed at each factory floor?	yes
2.2.3.10	Does the factory have valid inspection certificates for boilers, elevators, pressure vessels and other equipment per local regulation?	yes
2.2.3.11	Are the operators of above-mentioned equipment trained and qualified per local regulation?	yes
2.2.3.12	Are adequate guarding or devices installed for moving/rotating parts of machine, pulleys and belts or any other dangerous parts of machines?	yes
2.2.3.13	Is any instruction emphasized to prohibit loose clothing, jewellery or long hair near moving machinery?	yes
2.2.3.14	Are all electricians, welding operators and forklift drivers etc. trained and qualified per local regulations?	yes
2.2.3.15	Is electrical safety procedures implemented effectively to ensure safety precautions such as grounding, discharging, and testing to be taken?	yes
2.2.3.16	Are electrical installations are checked periodically and repairs carried out by competent electrician?	yes

Code No.	Requirement	Yes/No/NA
2.2.3.17	Is hot work permit procedure implemented for welding, cutting and open flame operation at the factory?	yes
2.2.3.18	Are all site buildings maintained in good condition in both physical surface and structure?	yes
2.2.3.19	Are dangerous/hazardous substances used or stored at the factory safely and securely and with MSDS sheets?	yes
2.2.3.20	Are personal protective equipment (PPE) such as goggles, glasses, gloves, earplug / muff, boots, or protective clothing provided at factory cost and in fully acceptable condition?	yes
2.2.3.21	Is air quality test done if hazardous fumes existed?	N/A
2.2.3.22	Does the factory have a suitable working environment in respect of ventilation, temperature, lighting, cleanliness, and tidiness (overcrowding)?	yes
2.2.3.23	Does the factory arrange regular health examination for workers exposed to hazardous environment?	yes
2.2.3.24	Are adequate first aid kits located at each factory floor and marked with signs?	yes
2.2.3.25	Are adequate workers trained on first aid? How many trained first aiders at the factory?	yes
2.2.3.26	Is water accessible and adequate at each factory floor? Is it clean at an acceptance standard?	yes
2.2.3.27	Are Toilets private and segregated for men and women?	yes
2.2.3.28	Are kitchen and canteen subject to local government licensing and does the factory have such a permit or license?	N/A
2.2.3.29	Are adequate evidences identified that workers working in kitchen are suitable to food service?	N/A
2.2.3.30	Is there adequate living space for each worker and meet the requirements of relevant local regulations?	yes
2.2.3.31	Are the dormitories clean, safe and well lit?	yes
2.2.3.32	Are workers free to exit & re-enter dormitory freely?	yes
2.2.3.33	Do the dormitory buildings appear structurally sound and in acceptable repair?	yes
2.2.3.34	Are dormitory exits unblocked and unlocked for emergency evacuation?	yes

Code No.	Requirement	Yes/No/NA
2.2.3.35	No worker's dormitory located in the building of production and/or warehouse?	no
2.2.3.36	Are records kept of health & safety management procedures?	yes
2.2.3.37	Do you train workers and management in H&S procedures?	yes
2.2.3.38	Do you manage the safety of pregnant workers?	yes
2.2.3.39	Do the production buildings' construction and safety have been evaluated by local government with certificate that suitable for work?	yes
2.2.3.40	Is there necessary warning around the working area which has potential risk if we cannot prevent from the root?	yes

Code/Legal Non-conformance (Provide reference to national/local law or the Code in text):

Observations (Need Improvements):

Additional Comments:

2.2.4 Freedom of Association

Code No.	Requirement	Yes/No/NA
2.2.4.1	Is workers' right to form and join free trade unions and workers' associations acknowledged by the management and workers?	yes

Code No.	Requirement	Yes/No/NA
2.2.4.2	Are trade unions or workers' associations formed at the factory?	yes
2.2.4.3	Do workers elect their own representatives / spokesperson?	yes
2.2.4.4	Do worker representatives have access to members at workplace?	yes
2.2.4.5	No evidence identified on disparate treatment between union/non-union workers?	no
2.2.4.6	If restricted by law or if there is no formal workers union / association, does the factory facilitate parallel means such as worker committee?	yes
2.2.4.7	Does the factory provide workers to choose a representative from their own group to facilitate communication with senior manager?	yes

Code/Legal Non-conformance (Provide reference to national/local law or the Code in text):

Observations (Need Improvements):

Additional Comments:

2.2.5 Discrimination

Code No.	Requirement	Yes/No/NA
2.2.5.1	No evidence identified on discrimination in employment, promotion, compensation, welfare, dismissal and retirement, etc.?	no

Code No.	Requirement	Yes/No/NA
2.2.5.2	Does employment record show no evidence of discrimination – patterns of dismissal?	yes
2.2.5.3	Is equal salary for equal work for male and female workers implemented at the factory?	yes
2.2.5.4	No evidence of sexual harassment, especially of young female workers or women when pregnant or on maternity leave?	no
2.2.5.5	No evidence identified on discrimination through interview with workers, individual and collective?	no
2.2.5.6	Can you confirm there is no discrimination exercised when training workers?	yes
2.2.5.7	Do you monitor gender and ethnic mix?	no

Code/Legal Non-conformance (Provide reference to national/local law or the Code in text):

Observations (Need Improvements):

Additional Comments:

2.2.6 Disciplinary practice

Code No.	Requirement	Yes/No/NA
2.2.6.1	Does the factory have documented disciplinary rules and communicate to all workers?	yes
2.2.6.2	Are the disciplinary rules fair, reasonable and legal or validated by local government authority?	yes
2.2.6.3	No evidence exists for mental / physical punishment?	no
2.2.6.4	No evidence of deductions from pay for non-fulfilling production target or sickness?	no
2.2.6.5	Can you confirm that workers are not verbally abused?	yes
2.2.6.6	Can you confirm that there is no sexual harassment?	yes

Code/Legal Non-conformance (Provide reference to national/local law or the Code in text):

Observations (Need Improvements):

Additional Comments:

2.2.7 Working hours

Code No.	Requirement	Yes/No/NA
2.2.7.1	Does the factory have effective time record system, and does the factory record working hours accurately?	yes
2.2.7.2	Check the factory's regular working hours per week/ month. Does it meet local legal requirements? (contracted working hours not over 48hours per week, overtime working hours not over 12 hours per week)	yes
2.2.7.3	Check the maximum working hours of individual workers per day/week/month. Does it meet local legal requirements?	yes
2.2.7.4	Is overtime voluntary?	yes
2.2.7.5	Are the employees allowed one day off in seven consecutive days?	yes
2.2.7.6	Does the factory have any valid written approval or permit on extra overtime hours from local labour authority?	yes
2.2.7.7	Are workers allowed adequate meal breaks and personal breaks?	yes
2.2.7.8	Is overtime paid at a premium rate?	yes
2.2.7.9	Where workers, work more than contracted hours are they allowed taking time off as compensation?	yes

Code/Legal Non-conformance (Provide reference to national/local law or the Code in text):

Observations (Need Improvements):

Additional Comments:

2.2.8 Wages and Compensation

Code No.	Requirement	Yes/No /NA
2.2.8.1	Do all workers' wages meet local legal minimum wages? (including trainees / apprentices / workers in probation period)	yes
2.2.8.2	Are fair and legal rates paid for overtime?	yes
2.2.8.3	Are all compensation paid to workers themselves in cash/cheque/direct to bank or any other method convenient to workers?	yes
2.2.8.4	Are wage slips given to workers and are they understood (rates, totals, deductions, benefits) ?	yes
2.2.8.5	No workers' wages deductions for any reason other than tax, social security fair, reasonable and legal?	no
2.2.8.7	Is the payment frequency reasonable?	yes
2.2.8.8	Are all workers provided with social insurance per local legal requirements?	yes
2.2.8.9	If used are sub-contractors workers paid the local legal minimum wage?	yes
2.2.8.10	Do you keep a record of disciplinary measures?	yes
2.2.8.11	Is there a correct record of workers pay?	yes
2.2.8.12	Do you have the policy to increase the salary for workers according to the improved living condition or currency inflation?	yes

Code/Legal Non-conformance (Provide reference to national/local law or the Code in text):

Observations (Need Improvements):

Additional Comments:

2.2.9 Environment

Code No.	Requirement	Yes/No /NA
2.2.9.1	Does the factory have a documented environmental policy	yes
2.2.9.2	Does the factory get the certificate on waste treatment (gas, water) from local government to verify their operation and production is legal?	yes
2.2.9.3	Does the factory learn on BIGI Group Chemical Restrictions?	yes
2.2.9.4	If you use the related Chemical from BIGI Group Chemical Restrictions, have you taken actions and records during transit, store, and use?	yes
2.2.9.5	Is there record for the waste material and dealing method?	yes
2.2.9.6	Does the factory always use recycled materials to enhance the material utilization rate?	yes

Code/Legal Non-conformance (Provide reference to national/local law or the Code in text):

Observations (Need Improvements):

Additional Comments:

2.2.10 Ethics

Code No.	Requirement	Yes/No /NA
2.2.10.1	Does the factory have a documented policy on ethic and honest business relation with partners or his employees?	yes
2.2.10.2	Does the factory have suggestion collection box?	yes
2.2.10.3	Will the factory protect the employee who gives suggestion or complaint?	yes

Code No.	Requirement	Yes/No /NA
2.2.10.4	Will you use animal as raw material for our product? If yes, is it legal with certificate and purchasing records from local government?	no
2.2.10.5	Are you have detailed record for your sub-contracted factory or raw material suppliers?	yes
2.2.10.6	Do you evaluate your sub-contracted or sub-supplier on Social compliance? If yes, is there any record on such evaluation?	yes

Code/Legal Non-conformance (Provide reference to national/local law or the Code in text):

Observations (Need Improvements):

Additional Comments:

2.2.11 Management Systems

Code No.	Requirement	Yes/No /NA
2.2.11.1	Has the factory had an SA8000 Social Accountability Audit?	no
2.2.11.2	Does the factory have ISO9000 accreditation?	yes
2.2.11.3	Does the factory good manufacturing practice procedures in place? If so please list: i.e Sharp tools control procedures, Hazardous material handling procedures.....	yes
2.2.11.4	Were managers open to the assessment and willing to accept the proposed improvements and were true records shown to the auditor?	yes

Code No.	Requirement	Yes/No /NA
2.2.11.5	Does the factory & representatives have the capacity to implement the improvements?	yes

Code/Legal Non-conformance (Provide reference to national/local law or the Code in text):

Observations (Need Improvements):

Additional Comments:

Full name and position BiGi Hangers & Accessories Co. Ltd.

Date 2013-04-03

For and on behalf of
 BiGi Hangers & Accessories Company Limited
 比治衣架及配件有限公司

Signature and stamp


 Authorized Signature(s)