



Social Accountability Audit Report

General Information:	
Report number:	COC-POXXXX
Client:	XXX
Vendor/supplier name:	XXXX
Factory name:	XXXX
Factory address:	huizhou, China
Audit date:	Aug.13.2010



Factory profile:			
Factory ownership	<input type="checkbox"/> Local <input type="checkbox"/> HK <input type="checkbox"/> Taiwan <input type="checkbox"/> US/Europe <input type="checkbox"/> Joint-Venture <input type="checkbox"/> Other:		
Years of factory established	2005		
Factory contact person	Xxx		
Contact way	Xxx		
Manufacturing area (m ²)	5000		
Dormitory area (m ²)	1000		
Kitchen/canteen area (m ²)	300		
Major products manufactured	earphones		
Major clients	Elecom, bestbuy		
Qty. of employees			
Employees details:			
	Male	Female	Subtotal
Managers/Supervisors	6	5	11
Engineering staff	3	7	10
Quality staffs	20	4	24
Administration staff	4	8	12
Workers	123	252	375
Total	156	276	432

COC Audit Score Calculator
<p>Explanation to of scoring:</p> <p><u>Rule for the scoring:</u></p> <p>YES: 1 point</p> <p>No: 0 point</p>



If one critical point with * failed, the sub-total score will be 0

Acceptable level based on scores:

Level 1: PASS (Total score $\geq 80\%$)

Level 2: PASS but Corrective Action Required (Total score of 70~79%)

Level 3: FAIL (Total score of 69% or less)

Sections	Maximum Points Available	Total Points Achieved
1. Child labor	9	0
2. Forced labor	10	9
3. Working hours	7	6
4. Wages and compensation	10	10
5. Disciplinary practice	6	6
6. Discrimination	4	4
7. Freedom of association	5	4
8. Environment	7	7
9. Fire	9	7
10. Working/living conditions, health and safety	35	33
Total Scores:	102	86
Final scores:		84

General Comments:

1. The whole factory's working condition looks ok
2. There's no any workers' association in the factory and the workers don't realize that they have the freedom of association.
3. We investigated 6 workers all in all to get the real information about the workers.

CIS Auditor

Terry Lin

Date:

Aug. 13, 2010





1. Child Labor: (TO TOP)

Item #	Requirements or Questionnaires	Y	N	N/A	
1.1	Does the factory have a copy of law document about “child and young labor” and understand its requirements?	x			
1.2	Does the management knows the minimum age for working according to the countries law? (Min. age of worker is 16 years old. Worker between 16~18 is regarded as young labor)	x			
1.3	Does the factory have effective procedures to verify the age of worker when recruiting?	x			
1.4	Does the factory keep adequate document information for the age of hired workers?	x			
1.5	Does the factory register all the young labor with the local government?	x			
1.6*	Does the HR recruitment document record prove that there is no child labor hired in the factory?	x			
1.7	Does the factory arrange physical examination for all young labor working at the factory?	x			
1.8*	No young labor arranged to work in hazardous working conditions.		x		
1.9*	No young labor arranged to work at night shift.		x		
Comments to the N/A items or others:					
1.8: One worker name ZHAO YA ZHI is 19 years old now. He joined the factory 3 years ago. But she was arranged at the working area with the heavy machine					
1.9: One worker name ZHAO YA ZHI is 19 years old now. He joined the factory 3 years ago. But she was arranged working in the night shift					
Summary: (If one critical point with * failed, the sub-total score will be 0)					
Total items:	9	Items evaluated	9	“Y” items	0

2. Forced labor: (TO TOP)

Item #	Requirements or Questionnaires	Y	N	N/A
2.1	Does the factory have a copy of law document about forced labor and understand its requirements?		x	
2.2	Are all workers are voluntary to work at the factory?	x		
2.3	Are workers free to leave after working hours?	x		
2.4	Are workers permitted to have sick leave or maternity leave?	x		
2.5*	No evidence of physical or verbal abuse.	x		
2.6*	Do all workers sign employment contracts with the factory as per the law requirements?	x		
2.7*	Security not allowed forcing workers.	x		
2.8*	Not allowed to require workers to lodge deposits or original documents.	x		
2.9*	No evidence showing that physical method of impeding freedom of workers such as locked exit during working hours.	x		



2.10	Are workers free to enter and exit dormitory?	x		
Comments to the N/A items or others:				
2.1: managers know the requirement of the labor law. But no copy of the documents found in the factory.				
Summary: (If one critical point with * failed, the sub-total score will be 0)				
Total items:	10	Items evaluated	10	"Y" items 9

3. Working hours: (TO TOP)

Item #	Requirements or Questionnaires	Y	N	N/A
3.1	Does the factory have a copy of valid law document about working hours and understand its requirements?	x		
3.2	Does the factory have written policy on working hours? Is it communicated with all workers?	x		
3.3	Does the working hour policy meet local law requirements?	x		
3.4	Are the working hours of individual workers recorded (i.e.: time card)?		x	
3.5	Are the workers working on OT voluntary?	x		
3.6	Do the working hours meet with the local law's requirement?	x		
3.7	Do the workers have reasonable time for meal breaks?	x		
Comments to the N/A items or others:				
3.4: The factory regular working days and hours are: --8 hours per day --6 days per week --3 hours TO per day				
Summary:				
Total items:	7	Items evaluated	7	"Y" items 6

4. Wages and compensation: (TO TOP)

Item #	Requirements or Questionnaires	Y	N	N/A
4.1	Does the factory have a copy of valid law document related to compensation and understand its requirements?	x		
4.2	Does the factory have written policy on compensation and benefits and communicated to all workers?	x		
4.3	Does the compensation and benefits policy meet local law requirements?	x		
4.4	Do all workers' wages meet local minimum wages? (including trainees/apprentices/workers in probation period)	x		
4.5	Is compensation calculation method communicated to all workers and understood clearly?	x		
4.6	Are all compensation paid to workers themselves by cash / check / direct to the bank?	x		



4.7	Are wage slips given to workers? Do workers understand the wage slip details (rates, deductions, benefits and the total)?	x		
4.8	If there were deduction for company provided items, was deduction reasonable and legal?	x		
4.9	Is the payment frequency reasonable and legal?	x		
4.10	Are all workers provided social insurance met local legal requirements?	x		
Comments to the N/A items or others:				
No comments				
Summary:				
Total items:	10	Items evaluated	10	“Y” items 10

5. **Disciplinary practice: (TO TOP)**

Item #	Requirements or Questionnaires	Y	N	N/A
5.1	Does the factory have a copy of valid law document about disciplinary practice and understand its requirements?	x		
5.1	Does the factory have documented disciplinary rules and communicate to all workers?	x		
5.3	Are the disciplinary rules fair, reasonable and meet law requirements?	x		
5.4	No evidence of mental/physical abuse behavior.	x		
5.5	No evidence of money deduction for not-fulfilling production target or sickness.	x		
5.6	Are the worker's disciplinary actions recorded?	x		
5.6	Do workers have access to appeal in case of infractions / breaking of rules?	x		
Comments to the N/A items or others:				
No comments				
Summary:				
Total items:	6	Items evaluated	6	“Y” items 6

6. **Discrimination: (TO TOP)**

Item #	Requirements or Questionnaires	Y	N	N/A
6.1	Does the factory have a copy of valid law document about discrimination and understand its requirements?	x		
6.2	No evidence of discrimination in employment, promotion, compensation, welfare, dismissal and retirement.	x		
6.3	Workers have access to and are familiar with procedures for filing complaints about discrimination.	x		
6.4	No evidence of sexual harassment.	x		
Comments to the N/A items or others:				



No comments					
Summary:					
Total items:	4	Items evaluated	4	“Y” items	4

7. Freedom of association: (TO TOP)

Item #	Requirements or Questionnaires	Y	N	N/A	
7.1	Does the factory have a copy of valid law document about freedom of association and understand its requirements?	x			
7.2	Is workers' right to form and join workers' associations acknowledged by the management to the workers?		x		
7.3	Do workers elect their own representatives / spokesperson?	x			
7.4	No evidence showing unequal treatment imposed by the factory to workers' elected representatives	x			
7.5	Are mechanisms fair and effective to ventilate and resolve grievance of workers in place?	x			
Comments to the N/A items or others:					
7.2: Investigated 6 workers, only 1 worker knows this item and not get known from this factory					
Summary:					
Total items:	5	Items evaluated	5	“Y” items	4

8. Environment: (TO TOP)

Item #	Requirements or Questionnaires	Y	N	N/A
8.1	Does the factory management identify its key environmental impacts (such as air emission, liquid emission, waste disposal, soil pollution, usage of raw and or natural resources)?	x		
8.2	Does the factory have an environmental action plan against key environmental impacts?	x		
8.3	No evidence of local pollution from the factory	x		
8.4	Has the factory's waste discharging system been inspected and approved by local environmental protection department regularly?	x		
8.5	Any evidence demonstrating that the factory's waste disposal and waste air / water discharged complying with laws and regulations as well as corporate requirements?	x		
8.6	Are relevant employees trained in handling and disposal of waste materials?	x		
8.7	Does the factory employ certified vendor to dispose of hazardous waste?	x		
Comments to the N/A items or others:				
No special comments				



Summary:					
Total items:	7	Items evaluated	7	“Y” items	7

9. **Fire: (TO TOP)**

Item #	Requirements or Questionnaires	Y	N	N/A
9.1	Fire alarm system installed?		x	
9.2	Are workshops' exits and evacuation routes unblocked and unlocked?	x		
9.3	Are fire exits and escape routes adequate at each factory floor?	x		
9.4	Is the quantity of hoses enough?	x		
9.5	Is the quantity of extinguishes enough? (law: 1 fire extinguisher per 80 m ²)	x		
9.6	Are the extinguishers placed suitable and in valid period? (law: the extinguishers can't be put on floor directly, it should be at least 15cm from the ground and not higher than 1.5m)		x	
9.7	Are adequate emergency lights installed at each factory floor?	x		
9.8	Is the fire drill conducted regularly at least once per year?	x		
9.9	Does the factory have valid inspection certificates for elevators, pressure vessels and lifting equipment as per the local law?	x		

Comments to the N/A items or others:

9.1: No fire system and smog detector found on the spot
9.6: Extinguishers are found placed on the ground directly.

Summary:

Total items:	9	Items evaluated	9	“Y” items	7
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10. **Working /living conditions, Health and safety: (TO TOP)**

Item #	Requirements or Questionnaires	Y	N	N/A
10.1	Do the workers get annual physical examination?	x		
10.2	Are adequate first aid kits located at each factory floor and marked with signs?	x		
10.3	Are the medical equipments in good condition?	x		
10.4	Is there a clinic at the factory and complies with local law? If no, is there a hospital / clinic nearby the factory?	x		
10.5	Have selected workers attended first aid training?	x		
10.6	Is potable water accessible and adequate at each factory floor?	x		
10.7	Are the dormitory buildings clean, safe and with enough lights?	x		
10.8	Not allowed the dormitory to be located in/with production building and / or warehouse	x		
10.9	Are bathrooms clean?	x		
10.10	Is there an adequate supply of sanitary drinking water available to workers at dormitory?	x		
10.11	Are lavatory facilities accessible, clean and reasonable in number at each	x		



	factory floor and dormitory?				
10.12	Are workshop toilets private and separate men from women?	x			
10.13	Is food service area at factory hygienic?		x		
10.14	Does the factory kitchen (food preparation area) have government license?				
10.15	Do food service personnel have health examination according to law requirements?	x			
10.16	Is there any food safety program established to ensure all the food stuff purchased from reliable sources?	x			
10.17	Are recreation areas available at the factory?		x		
10.18	Are dangerous / hazardous substances safely and securely stored?	x			
10.19	Are hazardous fumes being properly disposed?	x			
10.20	Are paint and ink being properly handling?	x			
10.21	Is gasoline being properly handling?	x			
10.22	Are solvents being properly handling?	x			
10.23	Is personal protective equipment (PPE) in fully acceptable condition provided for workers?	x			
10.24	Does the factory have any occupational health inspection certificate issued by local government authority?	x			
10.25	Does security instructions available for all machines?	x			
10.26	Does FOOL PROOF system found on dangerous machines?	x			
10.27	Does enough workers assigned for machine operating?	x			
10.28	Any training to workers for machines operating?	x			
10.29	Is there any instruction to prohibit loose clothing, jewelry or long hair near moving machinery?	x			
10.30	Are adequate guards or devices installed for moving/rotating parts of machine, pulleys and belts for any other dangerous parts of machines?	x			
10.31	Are protection equipments enough to protect workers?	x			
10.32	Are all electricians and welding operators trained and qualified per local law?	x			
10.33	Are the electrical wires properly covered and insulated?	x			
10.34	Are all site buildings structurally safe, inspected and approved by local government authority?	x			
10.35	Does the factory have a suitable working environment in respect of ventilation, temperature, lighting, cleanliness, and tidiness?	x			
Comments to the N/A items or others:					
10.13: Found dirt on the material used for food. Service people with dirty clothes. Vegetable washing process is not clear					
10.17: No any place for relaxing					
Summary:					
Total items:	35	Items evaluated	35	“Y” items	33



11. Related pictures:

Overview of the factory:



Reception area



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Office area:





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Show room





<p>Lab area:</p>	

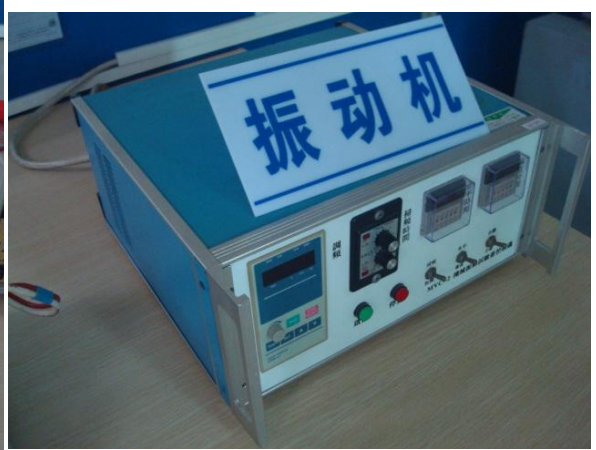
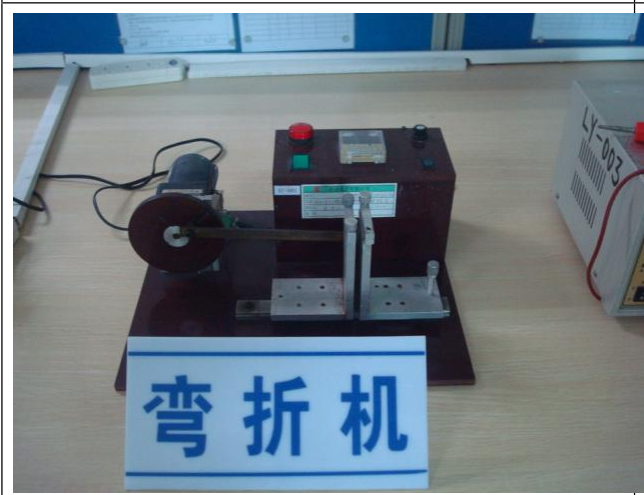
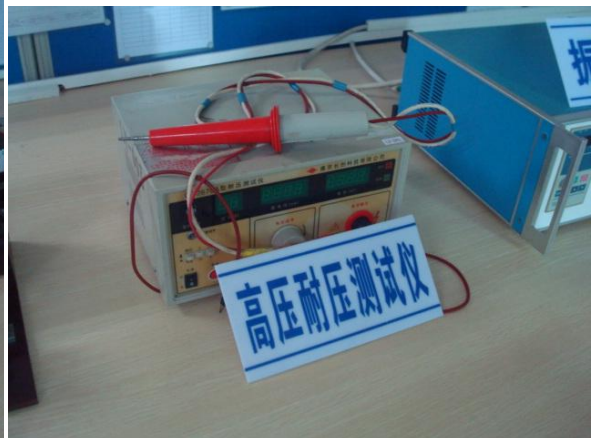
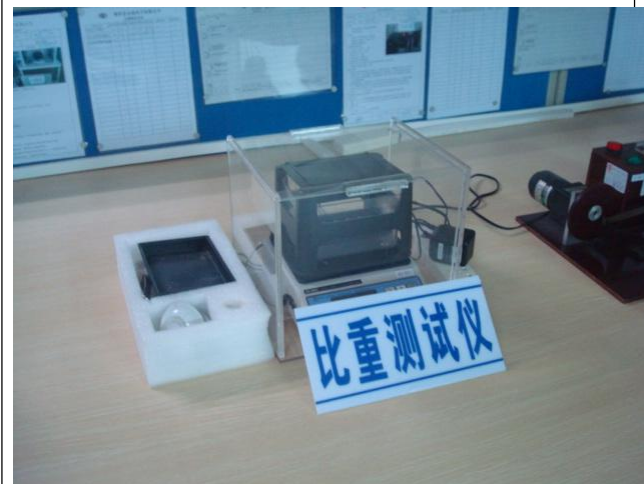
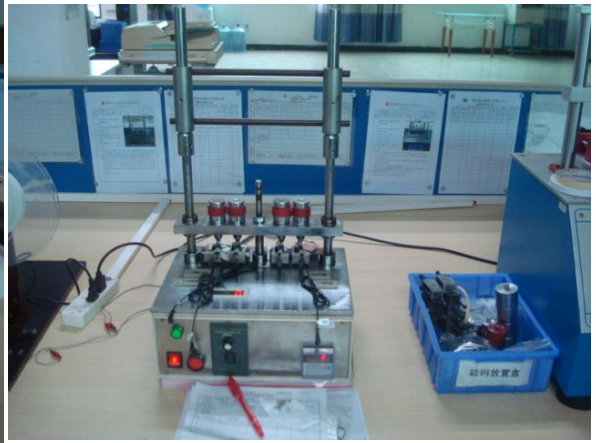


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Tooling area:



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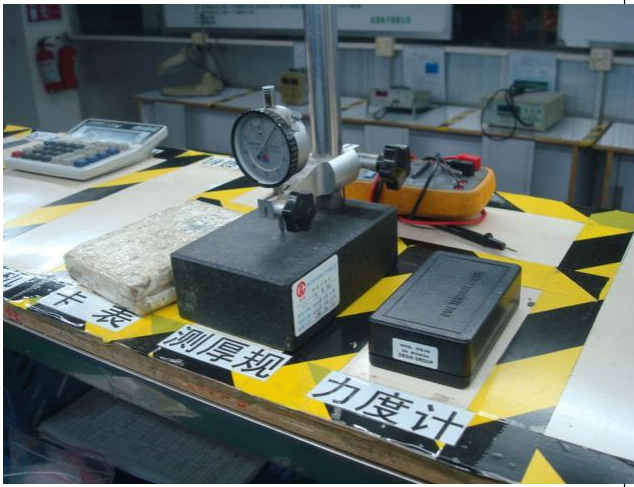
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Inspection area:





Molding area:



Cable production area:



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Coling machine:

Coling machine



Packing area:





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SMT area:





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Warehouse area:





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Speaker making area:

Speaker coil making machines:

Speaker coil making machines:





Dormitory and canteen area:





Fire equipments:





Paint and ink room:



12. **Business license:**



13. Tax license:



-----END OF THE REPORT-----