Factory audit sustainable supply chains

[Manufacturer]

20xx-xx-xx



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Introduction

| Manufacturer |  |
| --- | --- |
| Supplier | Enter the manufacturer name |
| Contact person | Enter name and email |
| Address | Please provide full address including country, if other than Sweden |

| Supplier |  |
| --- | --- |
| Supplier | Enter the supplier name |
| Contact person | Enter name and email |
| Address | Please provide full address including country, if other than Sweden |

|  |  |
| --- | --- |
| Commissioning party and contracting organisation |  |
| Commissioning party | Enter the commissioning party (if coordinated monitoring, this may be another party than the contracting organisation whose supplier is monitored) |
| Contact person | Enter name and email |
| Contracting organisation | Enter the contracting organisation whose supplier is monitored |

| Audit |  |
| --- | --- |
| Contract/agreement | Enter the full name of the contract/agreement |
| Date | Enter date in accordance with 20XX-XX-XX |
| Responsible for assessment | Enter name, title and organisation |
| Purpose | The audit aims to ensure compliance with commitments on human rights, workers' rights, the environment and business ethics. This is done through document review, inspection of the workplace and associated premises, including housing, as well as interviews with people in senior positions and rights holders both inside (workers) and outside (affected communities) the factory. |
| Scope of audit | State which commitment(s) are in focus and explain any delimitations. |

Summary

Comment on how the collaboration with the manufacturer has worked. Be sure to state if it has been difficult to schedule the audit or if other problems have arisen.

Summarise the manufacturer's compliance with the commitments, indicate if, and if so what, severe deviations have been identified, and describe the need for remediation.

|  |  |
| --- | --- |
| Deviations, including severe deviations, need for remediation and proposed action |  |
| Number of deviations including severe deviations | Enter the number of deviations (1-12) of which (1-6) are severe deviations |
| Number of deviations to remediate | Enter the number of deviations (1-12) where remediation is needed. |
| Proposed action | No action required  Action plan is drawn up and followed-up through audit  Remediation plan is drawn up and followed-up through dialogue  Other: Write text here |

Compliance with commitments

|  |  |  |  |
| --- | --- | --- | --- |
| Compliance with commitments | Manufacturer complies with commitment | Manufacturer does not comply with commitment | Identified severe deviation |
| Human rights |  |  |  |
| Freedom of association and the right to collective bargaining are respected |  |  |  |
| Employment is freely chosen |  |  |  |
| Child labour shall not be used |  |  |  |
| No discrimination is practiced and no harsh or inhumane treatment is allowed |  |  |  |
| Working conditions are safe and hygienic |  |  |  |
| Living wages are promoted |  |  |  |
| Working hours are not excessive |  |  |  |
| Regular employment is provided |  |  |  |
| Climate and environmental impact |  |  |  |
| Environmental rights |  |  |  |
| Corruption, anti-competitive behaviour and taxation |  |  |  |

Company description

|  |  |
| --- | --- |
| Information | Description |
| Legal status | Enter legal status |
| Total turnover | Enter total turnover in SEK/USD/Euro |
| Of which exports (%) | Enter share (%) exported |
| Sector | Enter sector, e.g., electronics |
| Industry type | Enter industry type, e.g., extraction or factory manufacturing |
| Manufacturing processes | Enter manufacturing processes, e.g. the use of molds, conveyor belts, water tanks |
| Location description | Enter the number of buildings, type of buildings, security measures (fences, cameras, etc.), housing, etc. |
| Product group | Enter product group, e.g., laptops |
| Product | Enter product type, e.g., model |
| Production lines | Enter which production lines are being audited |
| Total number of employees | Enter the total number of employees |
| Total number of employees on the production lines being audited | Enter the total number of employees on the production lines that are being audited |
| Official languages | Enter the manufacturer's official language |
| Other relevant languages | Enter other relevant languages of the workplace |
| Particularly vulnerable groups | Enter particularly vulnerable groups in the workplace |
| Certifications and initiatives | ISO 9001 Quality management system  ISO 14001 Environmental management system - requirements and guidance  ISO 37001 Anti-bribery management system - requirements and guidance  ISO 45001 Occupational health and safety management System - requirements and Guidance  SA 8000 Social responsibility  Other: Write text here |
| Other information | Please indicate whether any similar audit has been carried out in the last two years and on behalf of whom |

|  |  |  |
| --- | --- | --- |
| Employment structure at the time of audit | Women | Men |
| Permanent employees | Enter number | Enter number |
| Temporary employees | Enter number | Enter number |
| In management position | Enter number | Enter number |
| Apprentices | Enter number | Enter number |
| Students | Enter number | Enter number |
| Under 18 years of age | Enter number | Enter number |
| Below the threshold for child labour in the country | Enter number | Enter number |
| Probationary employees | Enter number | Enter number |
| With a disability | Enter number | Enter number |
| Migrants (national) | Enter number | Enter number |
| Migrants (foreigner) | Enter number | Enter number |
| Workers on fixed payroll | Enter number | Enter number |
| Production-based workers | Enter number | Enter number |
| With night shift | Enter number | Enter number |
| Pregnant | Enter number | Enter number |
| Parental leave | Enter number | Enter number |

Search engine check

|  |  |
| --- | --- |
| Keyword | Comment |
| Manufacturer (including website)  + human rights  + forced labour  + child labour  + workers' rights  + health & safety  + environment  + corruption  Search for manufacturers on <https://www.business-humanrights.org/en/> | Write text here |

Interviewed or surveyed functions or groups of people

|  |  |
| --- | --- |
| Function/group of people | Comment |
| Write text here | Write text here |
| Write text here | Write text here |
| Write text here | Write text here |
| Write text here | Write text here |

Documents reviewed

|  |  |  |
| --- | --- | --- |
| No | Document | Comment |
| 1 | Enter name of document | Explain the content of the document if it is not clear from the name; state if there is a signature, and enter the date, period of validity, etc. |
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Audit results

Human rights

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion | Severe deviation |
| Human rights |  |  |  |  |

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| Excerpt from Supplier Code of Conduct |
| All internationally recognized human rights, as expressed in the Universal Declaration of Human  Rights, the International Covenant on Civil and Political Rights, the International Covenant on  Economic, Social and Cultural Rights, and the ILO Declaration on Fundamental Principles and Rights  at Work, shall be respected.  Attacks on environmental and human rights defenders are **severe deviations**. |

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| --- |
| Factual circumstances |
| Describe the factual circumstances, including particularly vulnerable groups. |

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| Auditor's assessment |
| Manufacturer complies with the commitment/Manufacturer partly complies with the commitment/Manufacturer does not comply with the commitment. |

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| Deviation, including any severe deviations |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

Freedom of association and the right to collective bargaining are respected

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| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion |
| Freedom of association and the right to collective bargaining are respected |  |  |  |

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| Excerpt from Supplier Code of Conduct |
| Freedom of association and the right to collective bargaining are respected   1. Workers, without distinction, have the right to join or form trade unions of their own choosing   and to bargain collectively.   1. The employer adopts an open attitude towards the activities of trade unions and their   organisational operations.   1. Worker’s representatives are not discriminated against and have access to carry out their   representative functions in the workplace.   1. Where the right to freedom of association and collective bargaining is restricted under law, the   employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining. |

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| Factual circumstances |
| Describe the factual circumstances, including particularly vulnerable groups. |

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| Auditor's assessment |
| Manufacturer complies with the commitment/Manufacturer partly complies with the commitment/Manufacturer does not comply with the commitment. |

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| Deviation |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

Employment is freely chosen

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| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion | Severe deviation |
| Employment is freely chosen |  |  |  |  |

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| Excerpt from Supplier Code of Conduct |
| Employment is freely chosen   1. There is no forced labour, bonded labour or involuntary prison labour. 2. Workers are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice.   Forced labour is a **severe deviation**. |

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| Factual circumstances |
| Describe the factual circumstances, including particularly vulnerable groups. |

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| Auditor's assessment |
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| Deviation, including any severe deviations |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

Child labour shall not be used

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| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion | Severe deviation |
| Child labour shall not be used |  |  |  |  |

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| Excerpt from Supplier Code of Conduct |
| Child labour shall not be used   1. There shall be no new recruitment of child labour. Child labour is any kind of activity or work   which is harmful to the intellectual, physical, social and moral development of persons under  18 and undermines their education, preventing them from going to school, constraining them  to abandon schooling too soon or requiring them to work and study at the same time.   1. The employer develops or participates in and contributes to policies and programmes which   provide for the transition of any child found to be performing child labour, to enable him or  her to attend and remain in education until he or she is no longer a child.   1. A worker under 18 may nonetheless have the right to work if he or she meets the age   requirements for the type of work in question:   * + For general work, the minimum age is 15.   + For non-hazardous work, the minimum age may be temporarily set at 14 in countries whose school-leaving age is lower than 15.  1. Persons under 18 shall not be employed at night or in hazardous conditions.   Child labour is a **severe deviation**. |

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| Factual circumstances |
| Describe the factual circumstances, including particularly vulnerable groups. |

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| Auditor's assessment |
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| Deviation, including any severe deviations |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

No discrimination is practiced and no harsh or inhumane treatment is allowed

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| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion |
| No discrimination is practiced and no harsh or inhumane treatment is allowed |  |  |  |

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| Excerpt from Supplier Code of Conduct |
| No discrimination is practiced and no harsh or inhumane treatment is allowed   1. There is no discrimination in hiring, compensation, access to training, promotion, termination   or retirement based on race, caste, national origin, religion, age, disability, gender, marital  status, sexual orientation, union membership or political affiliation.   1. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. |

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| Factual circumstances |
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| Auditor's assessment |
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| Deviation |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

Working conditions are safe and hygienic

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| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion | Severe deviation |
| Working conditions are safe and hygienic |  |  |  |  |

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| Excerpt from Supplier Code of Conduct |
| Working conditions are safe and hygienic   1. A safe and hygienic working environment shall be provided, bearing in mind the prevailing   knowledge of the industry and of any specific hazards. Adequate steps shall be taken to  prevent accidents and injury to health arising out of, associated with, or occurring in the  course of work, by minimising, so far as is reasonably practicable, the causes of hazards  inherent in the working environment.   1. Workers shall receive regular and recorded health and safety training, and such training shall   be repeated for new or reassigned workers.   1. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for   food storage shall be provided.   1. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. 2. Responsibility for health and safety shall be assigned to a senior management representative.   Working conditions that pose a danger to life is a **severe deviation**. |

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| Factual circumstances |
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| Auditor's assessment |
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| Deviation, including any severe deviations |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

Living wages are promoted

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| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion |
| Living wages are promoted |  |  |  |

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| Excerpt from Supplier Code of Conduct |
| Living wages are promoted   1. Wages and benefits paid for a standard working week meet, at a minimum, national legal   standards or industry benchmark standards, whichever is higher. In any event wages should  always be enough to meet basic needs and to provide some discretionary income.   1. All workers shall be provided with written and understandable information about their   employment conditions in respect to wages before they enter employment and about the  particulars of their wages for the pay period concerned each time that they are paid.   1. Deductions from wages as a disciplinary measure shall not be permitted nor shall any   deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded. |

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| Factual circumstances |
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| Auditor's assessment |
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| Deviation |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

Working hours are not excessive

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| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion |
| Working hours are not excessive |  |  |  |

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| Excerpt from Supplier Code of Conduct |
| Working hours are not excessive   1. Working hours must comply with national laws, collective agreements, and the provisions of b   to f below, whichever affords the greater protection for workers.   1. Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48   hours per week.   1. All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the   following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.   1. The total hours worked in any seven day period shall not exceed 60 hours, except where covered by clause e below. 2. Working hours may exceed 60 hours in any seven day period only in exceptional   circumstances where all of the following are met:   * + this is allowed by national law;   + this is allowed by a collective agreement freely negotiated with a workers’ organisation representing a significant portion of the workforce;   + appropriate safeguards are taken to protect the workers’ health and safety; and   + the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.  1. Workers shall be provided with at least one day off in every seven day period or, where allowed by national law, two days off in every 14 day period |

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| Factual circumstances |
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| Auditor's assessment |
| Manufacturer complies with the commitment/Manufacturer partly complies with the commitment/Manufacturer does not comply with the commitment. |

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| Deviation |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

Regular employment is provided

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| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion |
| Regular employment is provided |  |  |  |

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| Excerpt from Supplier Code of Conduct |
| Regular employment is provided   1. To every extent possible work performed must be on the basis of a recognised employment   relationship established through national law and practice.   1. Obligations to workers under labour or social security laws and regulations arising from the   regular employment relationship shall not be avoided through the use of labour-only  contracting, sub-contracting, or home-working arrangements, or through apprenticeship  schemes where there is no real intent to impart skills or provide regular employment, nor shall  any such obligations be avoided through the excessive use of fixed-term contracts of  employment. |

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| Factual circumstances |
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| Auditor's assessment |
| Manufacturer complies with the commitment/Manufacturer partly complies with the commitment/Manufacturer does not comply with the commitment. |

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| Deviation |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

Climate and environmental impact

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| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion | Severe deviation |
| Climate and environmental impact |  |  |  |  |

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| Excerpt from Supplier Code of Conduct |
| Climate and environmental impact   1. National environmental legislation is complied with. 2. Climate measures that contribute to achieving national and international climate goals are   promoted.   1. The use of virgin raw materials is reduced through continuous optimization of raw material   use, increased recycling and reuse of raw materials, minimization of waste and through offers  and solutions in line with a circular economy.   1. No raw materials from species listed in CITES or as critically endangered, endangered or   vulnerable on the IUCN Red List of Threatened Species are used.   1. Chemical use is controlled or evaluated. Where applicable, substitution and/or   implementation of alternative processes is carried out to reduce health and environmental  hazards and improve resource efficiency.   1. Waste is stored, handled, transported and disposed of in a manner that protects the health of   workers, people in surrounding communities and the environment.   1. Strategies for efficient water use are promoted where applicable. 2. Emissions that pose a danger to health and the environment are reduced or eliminated.   Serious environmental harm is a **severe deviation**.  Serious environmental harm is defined as damage caused by polluting activities that have a severe  adverse impact on people, water areas or ground water, species and habitat. |

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| Factual circumstances |
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| Auditor's assessment |
| Manufacturer complies with the commitment/Manufacturer partly complies with the commitment/Manufacturer does not comply with the commitment. |

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| Deviation, including any severe deviations |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

Environmental rights

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| --- | --- | --- | --- |
| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion |
| Environmental rights |  |  |  |

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| Excerpt from Supplier Code of Conduct |
| Environmental rights   1. All peoples have the right to self-determination and to freely dispose of their natural wealth   and natural resources. A people must in no case be deprived of its means of subsistence.   1. Illegal eviction or taking over of land, forest or water must not occur. 2. The rights of indigenous peoples to lands, territories and natural resources that they have   traditionally owned, occupied or otherwise used or acquired are respected, including the right  to free, prior and informed consent.   1. The right to a safe, clean, healthy and sustainable environment is respected. This right is an   integral part of the full enjoyment of the right to life, health, food, water and sanitation. |

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| Factual circumstances |
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| Auditor's assessment |
| Manufacturer complies with the commitment/Manufacturer partly complies with the commitment/Manufacturer does not comply with the commitment. |

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| Deviation |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

Corruption, anti-competitive behaviour and taxation

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| Compliance with commitment | In accordance with commitment | Deviation | Improvement suggestion | Severe deviation |
| Corruption, anti-competitive behaviour and taxation |  |  |  |  |

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| --- |
| Excerpt from Supplier Code of Conduct |
| Corruption, anti-competitive behaviour and taxation   1. There is no involvement in bribery, embezzlement, trading in influence, abuse of functions,   illicit enrichment, laundering of proceeds of crime, concealment or obstruction of justice.   1. No agreements are entered into with the aim of distorting competition or abusing a dominant   position.   1. Tax arrangements are refrained from where it is uncertain whether the arrangement is within   the framework of the law. The same applies to tax planning that exploits deficiencies in tax  rules to artificially shift profits to countries with low or no tax.   1. Workers receive regular and recorded business ethics training, and such training shall be   repeated for new or reassigned workers.  Grand corruption is a **severe deviation**.  Grand corruption is defined as involvement in bribery, embezzlement, trading in influence, abuse of  functions, illicit enrichment, laundering of proceeds of crime, concealment or obstruction of justice:   1. as part of a scheme that involves a high-level public official, and 2. that results in or is intended to result in:    1. a gross misappropriation of public funds or resources, or    2. grave or systematic violations of the human rights of a substantial part of the population or of a vulnerable group. |

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| Factual circumstances |
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| Auditor's assessment |
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| --- |
| Deviation, including any severe deviations |
| Summarise the deviation. Copy the deviation to the action plan. Delete the section if no deviation is identified. |

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| --- |
| Need for remediation |
| Explain why there is a need for remediation. Copy the need to the remediation plan. Delete the section if no need for remediation has been identified. |

Audit statement

Describe the manufacturer's compliance with the commitments, indicate if, and if so what, severe deviations have been identified, and describe the need for remediation.

No deviations have been observed./ Deviations have been observed for the following commitments:

* Human rights
* Freedom of association and the right to collective bargaining are respected
* Employment is freely chosen
* Child labour shall not be used
* No discrimination is practiced and no harsh or inhumane treatment is allowed
* Working conditions are safe and hygienic
* Living wages are promoted
* Working hours are not excessive
* Regular employment is provided
* Climate and environmental impact
* Environmental rights
* Corruption, anti-competitive behaviour and taxation

[Contracting organisation] is recommended to follow up the deviations through a follow-audit within [x] months from the date below.

[Contracting organisation] is recommended to follow up the need for remediation within [x] months from the date below.

**Place and date**

Write text here

**Auditor signature**

Insert or type signature here

**Name clarification**

Write text here

Action Plan [Manufacturer]

**Date when the action plan was set:** Write text here

**For audit carried out on:** Write text here

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Deviation (to be completed by the person responsible for audit) | Commitment (to be completed by the person responsible for audit) | Possible improvement suggestion (to be completed by the person responsible for audit) | Proposed action (to be completed by manufacturer) | Timeframe (to be completed by manufacturer) | Responsible (to be completed by manufacturer) | Approval of proposed action (to be completed by the person responsible for audit) |
| 1 | Paste the deviation from the assessment. | Specify the commitment. | Paste the improvement suggestion. | How the manufacturer intends to correct the deviation.  In order for the deviation to be addressed in a sustainable manner, the root cause must be identified. | When the deviation must be corrected at the latest | The person at the supplier who is responsible for implementing the measure. | Comment on whether the proposed action is approved. If it is not, a supplement to the proposed action must be requested. |
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Remediation Plan [Manufacturer]

**Date when the remediation plan was set:** Write text here

**For audit carried out on:** Write text here

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Need for compensation (to be completed by the person responsible for audit) | Commitment (to be completed by the person responsible for audit) | Procedure (to be completed by manufacturer) | Consultation (to be completed by manufacturer) | Proposal for remediation (to be completed by manufacturer) | Method for assessing satisfaction with process and results (to be completed by manufacturer) | Time Frame (to be completed by manufacturer) | Responsible (to be completed by manufacturer) | Approval of proposed remediation (to be completed by the person responsible for audit) |
| 1 | Paste the need for remediation from the assessment. | Specify the commitment. | Indicate whether any special procedure is to be used, such as collective agreements, insurance, courts, authorities, national contact points under OECD guidelines, or multi-stakeholder initiatives. | Describe planned consultations with affected rights-holders and their representatives and indicate whether credible experts shall be consulted. | Indicate proposals for remediation – however, it is crucial to consult with affected rights-holders. The entity causing or contributing to adverse impacts shall provide for remediation by restoring affected rights-holders to the situation they would have been in had the adverse impact not occurred, to the extent possible, and enabling remediation that is proportionate to the significance and scale of the adverse impact. | Specify the method for assessing whether the affected rights-holders are satisfied with the process and the result. | When the remediation must be completed at the latest. | Indicate the person at the manufacturer who is responsible for the remediation. | Comment on whether the proposed remediation is approved. If it is not, a supplement to the proposed remediation must be requested. |
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