

General documents check list for BSCI

| SL | List of documents | CK | RV | SL | | CK | RV |
|----|--|----|----|----|---|----|----|
| 1 | Copy of Certifications or other audit (if any) | | | 37 | Policy on subcontractors (if necessary) | | |
| 2 | Company profile (if necessary) | | | 38 | Sub-contractors monitoring system | | |
| 3 | Organization chart | | | 39 | Workers contract with recruitment agencies (if any) | | |
| 4 | Original Incorporation certificate | | | 40 | Contract letter (service provider, foods, transportation, agents etc.) | | |
| 5 | Original Trade License | | | 41 | Grievance log | | |
| 6 | Original Fire License | | | 42 | Child labour & young worker remediation plan | | |
| 7 | Original Bond License (if necessary) | | | 43 | Grievance/Suggestion Box Register | | |
| 8 | Original Factory License | | | 44 | Accident register, Injury register | | |
| 9 | Original Environment License (if necessary) | | | 45 | Corrective and preventive action plan of accident and injury | | |
| 10 | Environmental Impact assessment (if necessary) | | | 46 | Action plan for safe, healthy and hygienic working conditions | | |
| 11 | Original Boiler Certificate | | | 47 | Electric maintenance register | | |
| 12 | Original Generator License | | | 48 | Boiler maintenance register | | |
| 13 | Boiler operator certificate | | | 49 | Broken Needle Register | | |
| 14 | Original Insurance Confirmation Certificate for workforce | | | 50 | Inspection records & Insurance of Machinery and vehicles. | | |
| 15 | Drinking water testing report | | | 51 | Generator maintenance register | | |
| 16 | Waste water testing report | | | 52 | Attendance Register (if necessary) | | |
| 17 | Agreement copy with nearest clinic/hospital | | | 53 | List of chemicals with MSDS (if necessary) | | |
| 18 | Original Export and Import License (if necessary) | | | 54 | List of machines (if necessary) | | |
| 19 | Approved Factory's Floor Layout | | | 55 | Water extraction permission | | |
| 20 | Approved building plan and official inspections conducted to ensure building and equipment safety (if any). | | | 56 | PC (Participation Committee) / records | | |
| 21 | Maternity payment records | | | 57 | Health & safety committee | | |
| 22 | Resigned files (Final settlement) | | | 58 | List of festival leave (if necessary) | | |
| 23 | Leave Register – Casual, Sick, Earn/annual leave | | | 59 | Working hour approval | | |
| 24 | Training on- First aid, Health & Safety, Fire fighting, Fire drill, PPE, Mid-level management, general workers regarding BSCI code of conduct, Reward and integrity , New workers, Water use reduction, Injury, Machine safety & operating procedure, Chemical handling, MSDS etc. | | | 60 | Risk assessment- New & Expectant mothers' risk assessment, safe, healthy and hygienic working conditions of each section, Machineries, Fire risk assessment, Environmental, Anti-Corruption, Water use, Transmittable and non-transmittable etc. | | |
| 25 | Policies & Procedures records- Anti-corruption & ant-bribery, dismissal, Recruitment, grievance, BSCI & implementation & remediation plan, disciplinary, working hours, Wastage disposal, Reward and integrity for ethical | | | 61 | Workers personal files (including security personnel, cleaning & other services) a) Employment contract b) Job Description c) workers' performance | | |

Note: During this audit, auditor might be additionally asked others necessary documents as well if it is required in audit process.

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