
Auditee :	NINGBO ZHENHAI CHENGDI STATIONERY CO.,LTD.
Audit Date From :	19/03/2021
Audit Date To :	19/03/2021
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	TUEV Rheinland
Auditor's Name(s) :	Lisa Shen(Lead)
Auditing Branch (if applicable) :	TUV Rheinland China



This is an extract of the on line Audit Report.The complete report is available in the amfori BSCI Platform.
Access www.bsciplatform.org, for entitled users only.

All rights reserved. No part of this publication may be reproduced, translated, stored in a retrieval system, or transmitted, in any form or by any, means electronic, mechanical, photocopying, recording or otherwise, be lent, re-sold, hired out or otherwise circulated without the amfori consent.

This is an extract of the amfori BSCI Audit Report, which is available in the amfori BSCI Platform. © amfori, 2018 - The English version is the legally binding One.

Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence
A Very Good	<ul style="list-style-type: none"> Minimum 7 Performance Areas rated A No Performance Areas rated C, D or E These are three examples: A B B B A A A A A A A B B B B B B B	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
B Good	<ul style="list-style-type: none"> Maximum 3 Performance Areas rated C No Performance Areas rated D or E These are three examples: A A A A A A B B B B B B B A A A A A B B B B B B B C B B B B B B B B B B C C C	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
C Acceptable	<ul style="list-style-type: none"> Maximum 2 Performance Areas rated D No Performance Areas rated E These are three examples: A A A A A A A A A C C C C A A A A A B B B B C C C D C C C C C C C C C C D D	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
D Insufficient	<ul style="list-style-type: none"> Maximum 6 Performance Areas rated E These are three examples: A A A A A A A A A D D D A A A B B B C C C D D D E D D D D D D D E E E E E E	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
E Unacceptable	<ul style="list-style-type: none"> Minimum 7 Performance Areas rated E These are three examples: A A A A A A E E E E E E E A A B B C D E	amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.
Zero Tolerance	A Zero Tolerance Issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)	Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.

Main Auditee Information



Name of producer :	NINGBO ZHENHAI CHENGDI STATIONERY CO.,LTD.		
DBID number :	348131		
Audit ID :	206426		
Address :	4th Building, No.728 West Zhenluo Road, Luotuo Street, Zhenhai District Ningbo		
Province :	Zhejiang	Country :	China
Management Representative :	Xiaomei Xu		
Contact person:	Xiaomei Xu	Sector :	Non-Food
Industry Type :	Accessories	Product group :	other accessories (please specify)
Product Type :	Picture book, notebook, plush book, coil book, stationery suit and note book		

Audit Details



Audit Range :	<input type="checkbox"/> Full Audit	<input checked="" type="checkbox"/> Follow-up Audit
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural <input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced <input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No	
Audit extent (if applicable) :	none	
Audit interferences or contingencies (if applicable) :	none	
Overall rating :	C	
Need of follow-up :	Yes	If YES, by : 19/03/2022

Rating per Performance Area (PA)												
PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	B	A	A	A	D	A	A	A	A	A	A	A

Executive summary of audit report

The facility was located at 4th Building, No.728 West Zhenluo Road, Luotuo Street, Zhenhai District, Ningbo City, Zhejiang Province, China(中国浙江省宁波市镇海区骆驼街道镇骆西路728号4号楼). There were 3 buildings in the compound, the audited facility rented the 4-storey building as production area and office area. The total area of the building was 6480 square meters. No dormitory or canteen was provided. The main product of the facility was Picture book, notebook, plush book, coil book, stationery suit and note book. The main process was printing, cutting, die-cutting, folding, locking, gluing, sewing, assembly and package. All process were finished in the facility, no subcontractor was used. All employees were hired by the facility, including 2 security guards. There was no peak season or low season noted in the facility. The auditor conducted the follow up audit, the facility management provided great cooperation, the audit was conducted smoothly. The findings were communicated during the audit fully. The finding report was signed during the closing meeting.

Remark:

- 1, There were 3 factories in the compound, including the audited facility, one was distribution box facility and one was unknown facility (only warehouse, not operated and locked all the time). The facility management stated that there was no business relationship with the other factories. No employee exchange was noted or reported. The production areas were separated with each other. Due to these reasons, the other 2 facilities were not in the audit scope.
- 2, The address in the business license was "No.728 West Zhenluo Road, Luotuo Street, Zhenhai District (镇海区骆驼街道镇骆西路728号)". The facility management stated that they only used the 4th building and they wanted to use the address 4th Building, No.728 West Zhenluo Road, Luotuo Street, Zhenhai District, Ningbo City, Zhejiang Province, China(中国浙江省宁波市镇海区骆驼街道镇骆西路728号4号楼). They wanted to keep the same as the previous audit. The facility did not move location.
- 3, This was a follow up audit for PA 1, 2, 5, 6, 7 and 12. The other PAs were not rated. So there was no photo for the other PAs.
- 4, There was no agencies used by the auditee, which made the agency labour contract not applicable. There was no contractor used by factory, which made contractor license/permit not applicable. Factory was not required to obtain government waiver, which made government waiver not applicable. Workers did not have collective bargaining which made collective bargaining agreements not applicable.
- 5, The auditor' APSCA information for this audit: Lisa Shen, CSCA 21702490

Ratings Summary



Auditee's background information			
Auditee's name :	NINGBO ZHENHAI CHENGDI STATIONERY CO.,LTD.	Legal status :	limited company
Local Name :	宁波市镇海承迪文具有限公司 (913302017843201241)	Year in which the auditee was founded :	2006
Address :	4th Building, No.728 West Zhenluo Road, Luotuo Street, Zhenhai District	Contact person (please select) :	Xiaomei Xu
Province :	Zhejiang	Contact's Email :	2853376002@qq.com
City :	Ningbo	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	None
Country :	China	Website of auditee (if applicable) :	None
GPS coordinates :	N29°58'55" E121°36'21"	Total turnover (in Euros) :	9000000.00
Sector :	Non-Food	Of which exports % :	95.00
Industry :	Accessories	Of which domestic market % :	5.00
If other, please specify :		Production volume :	8000000 sets per year
Product Group :	other accessories (please specify)	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	Yes
Product Type :	Picture book, notebook, plush book, coil book, stationery suit and note book		

Auditee's employment structure at the time of the audit			
Total number of workers :	160	Total number of workers in the production unit to be monitored (if applicable) :	0
	MALE WORKERS	FEMALE WORKERS	
Permanent workers	51	109	
Temporary workers	0	0	
In management positions	2	3	
Apprentices	0	0	
On probation	0	0	
With disabilities	0	0	
Migrants (national citizens)	36	72	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	51	109	
Production based workers	0	0	
With shifts at night	1	0	
Unionised	0	0	
Pregnant	-	0	
On maternity leave	-	0	

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: D

Deadline date:18/03/2022

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The facility had set up amfori BSCI procedure documents, letter of commitment of social responsibility and social responsibility policy. The facility explained and communicated amfori BSCI Code of conduct and ToI with its significant business partners; the significant business partners promised to respect amfori BSCI Code of conduct and ToI, and signed back the commitment, and accepted the second party audit. The amfori BSCI management representative confirmed they finished production processes in own production area, no production processes sub-contracted. The facility didn't use any subcontractor.

工厂制定了amfori BSCI程序文件、社会责任承诺书、社会责任政策。工厂把amfori BSCI行为守则和商业伙伴专用实施条款和重要的商业伙伴进行了解释和沟通，重要的商业伙伴承诺遵守amfori BSCI行为守则和商业伙伴专用实施条款，签署了承诺书，并接受了工厂的二方审核。amfori BSCI的管理者代表确认工厂的生产工序都是在工厂内完成，没有生产工序的分包，工厂没有使用任何的外发商。

1.1 - The facility had established the management system, which was based on the requirement of amfori BSCI. The management system included environment protection procedure, occupational injury handle procedure, fire safety procedure, etc. The facility had implement the management system in most area. For example, the facility conducted fire drills regularly. But there were still some procedures not conducted effectively. For example, the facility did not control the monthly overtime within 36 hours, social insurance did not provide to all employees. The facility management stated that they would correct the issues found in the following days.

工厂有建立管理体系，这个管理体系是根据amfori BSCI的要求来建立的。管理体系包括保护环境程序，工伤处理程序，消防安全程序等。工厂在大部分地方有执行这个管理体系。比如，工厂有定期做消防演习。但是仍然部分程序没有被有效的执行。比如工厂没有控制月加班在36小时之内，社保没有提供给所有员工。工厂管理人员说他们在接下来的日子会改善发现的问题的。

1.4 - The facility had a production capacity assessment procedure. But the facility did not make a production capacity planning. The facility did not consider the limit of monthly overtime when arrange the overtime. The interviewed employees stated that they were satisfied with the current overtime arrange and they wanted to do more overtime.

工厂有一个产能评估程序。但是工厂没有制定产能规划。工厂在安排加班的时候没有考虑月加班的限制。访谈员工说他们对目前的加班安排满意，并且他们想要多加班。

Remarks from Auditee:

None

Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: D

Deadline date:31/12/2020

Good practices

None

Areas of improvement

The factory had established CSR management system according to the amfori BSCI Code and local laws. The relevant social procedures (such as Hiring management procedure, No forced labour and etc.) had been defined. The factory defined the responsibility of management, such as management representative (promoting the operation of CSR system), EHS director (be in charge of the EHS issues), admin director, worker representative and etc. Xiaomei Xu/HR Manager was appointed as Management Representative to be in charge of the system implementation. The factory established supplier management procedure. The factory had monitored the social compliance performance of business partners and related records were provided for review. Meanwhile, the amfori BSCI Code and TOI were communicated with the main business partners.

工厂依据amfori BSCI行为准则和当地的法规建立了社会责任管理体系。相应的社会责任程序（如雇佣管理程序，禁止强迫劳动程序等）已建立。工厂定义了管理职责，如管理者代表（推动社会责任体系的运行），环境健康安全主任（负责环境健康安全的事宜），行政主管，工人代表等。许小妹/行政经理被任命为管理者代表负责体系的运行。工厂建立了供应商管理程序。工厂对合作伙伴社会责任表现进行了监督并提供了相关记录。同时，工厂将amfori BSCI行为准则及商业伙伴专用实施条款传达给其主要商业伙伴。

1.1 - The auditee had established CSR management system to implement the amfori BSCI Code. However, no all performance areas were implemented effective. For example: 1) The factory did not control the workers OT working hours, which led the workers monthly OT working hours beyond 36 hours. The management reflected the production capacity of manual(in assembly and package process) was lower than the production capacity of the equipment(in printing process). So the production employees were arranged to overtime in accordance with the production requirement. Confirmed by workers interview, overtime was voluntary. They expected more overtime. 2) Social insurance was not provided for all employees.

The management reflected the factory encourage all employees to participate social insurance. However, partial employees did not want to purchase social insurance here. The employees reflected that they may go back hometown, and they worried that they could not enjoy the benefit of the social insurance in their hometown.

被审核方建立了社会责任管理程序去实施amfori BSCI行为准则。然而，并不是所有的绩效领域实施有效。如：1）工厂没有控制工人的加班时间，导致工人的月加班时间超过36小时。管理层反映手工的生产产能（装配和包装工序）比设备的生产产能低（印刷工序）。因此生产工人根据生产需要被安排加班。基于员工访谈，加班是自愿的。他们期望更多的加班。2）社保没有覆盖到所有员工。管理层反映工厂鼓励员工参加社保。然而，部分员工不愿意在这里购买社保。工人反映他们可能会回到家乡，他们担心在家乡无法享受到社保的益处。

1.4 - The auditee had made the production capacity planning for their production order and delivery time. However, The management reflected that the auditee did not consider the compliance of workers' overtime-working hours during the production capacity planning. The priority task was to finish the orders according to delivery date.

被审核方为生产订单交货期制定了产能规划。然而，管理层反映被审核方在产能规划期间未考虑员工加班工作时间的合规性。首要任务就是根据交货期完成订单。

Remarks from Auditee

Nil

Performance Area 2 : Workers Involvement and Protection	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: B	Deadline date:18/09/2021
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The facility defined the long term goals to protect workers according to amfori BSCI Code of Conduct. Communication channel between management and workers was established by the facility, which including suggestion box and worker representatives. Communication meeting between worker representative and management representative was conducted periodically. amfori BSCI Code of Conduct and BSCI Terms of Implementation in local language had been published at the production site.</p> <p>工厂参照amfori BSCI行为守则，建立了保护员工的长期目标。工厂建立了管理层及工人的沟通渠道，包括设置了意见箱和员工代表。员工代表和管理层代表之间定期地召开沟通会议。amfori BSCI行为准则和实施条款的当地语言版已经在车间提供阅读。</p> <p>2.4 - Though the facility posted the amfori BSCI COC publicly, provided relevant training with all workers, but the interviewed workers were still not quite aware of amfori BSCI standards, such as the worker protection and involvement. 尽管工厂在厂内张贴了amfori BSCI行为准则，且为员工提供了相关培训，但是抽样员工对amfori BSCI的标准仍不是十分清楚，例如员工保护与参与。</p> <p>2.5 - The facility had installed suggestion box and the employees could give their opinions through the suggestion box, worker representative or manager directly. But there still was not any grievance in the past 12 month. Moreover, the facility did not have the system to regular monitor the efficiency of grievance mechanism.</p> <p>工厂有安装意见箱，员工可以通过意见箱，员工代表或者直接和管理人员表达意见。但是在过去12个月仍然没有任何意见。此外，工厂没有建立定期监控申诉机制有效性的系统。</p>	
Remarks from Auditee: None	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: A	Deadline date:31/05/2020
<u>Good practices</u> None	
<u>Areas of improvement</u> <p>2.4 - 50% interviewees were not clear about the prospect and content of the amfori BSCI Code. The amfori BSCI Code was posted on the notice board for workers review. Meanwhile, the auditee provided the training about the amfori BSCI Code for the workers in Mar, 2020. The 50% interviewees did not know about the amfori BSCI Code, such as how to protect young worker. The workers reflected that they were focus on their job. 50%的访谈员工并不清楚amfori BSCI行为准则的内容及愿景。工厂将amfori BSCI行为准则张贴在公告栏内供工人浏览。同时，工厂于2020年3月给所有员工提供了关于amfori BSCI行为准则的培训。50%的访谈员工并不清楚amfori BSCI行为准则，如如何保护未成年工。员工表示他们只关心自己的工作。</p>	
Remarks from Auditee Nil	
Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Not rated 未评估	
Remarks from Auditee:	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: A	Deadline date:
<u>Good practices</u> None	
<u>Areas of improvement</u> No finding. 无发现点。	
Remarks from Auditee Nil	

Performance Area 4 : No Discrimination	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Not rated 未评估	
Remarks from Auditee:	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
No finding. 无发现点。	
<u>Remarks from Auditee</u>	
Nil	

Performance Area 5 : Fair Remuneration	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: A	Deadline date:18/03/2022
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The facility had established Remuneration Management Procedure. All employees were paid monthly. Payrolls from February 2020 to January 2021 were provided and reviewed. The wages were paid by cash before 30th per month. Pay slip was provided to employees. According to the review of the 10 sample employees' payroll records , the minimum wage of the sample workers was RMB 2200 per month, which were not less than the local minimum wage RMB 2010/month since 1 December 2017. The company paid 150%, 200% and 300% of normal rate to workers for overtime on normal working days, rest days and holidays respectively, which complied with local law requirement. No deduction was used for disciplinary measure. The company provided paid annual leave to all employees.The facility paid the actual remuneration was higher than the fair remuneration.</p> <p>工厂制定了薪资管理程序。所有员工均以月薪支付。2020年2月至2021年1月的工资单有提供评审。工资按每月30日之前以现金的方式支付。工资条有提供给员工。根据抽样的10人工资单，工厂支付给员工的最低工资为人民币2200/月，不低于当地最低工资标准自2017年12月1日起RMB2010/月。工厂将会按150%，200% and 300%的比率支付工人在正常工作时间、休息日和法定假日的加班工资，符合法规的要求。没有任何扣减是处于惩戒的目的。工厂提供了有薪年假给所有员工。工厂实际支付的工资大于公平需求工资。</p> <p>5.5 - There were 160 employees in the facility, including 11 retired employees and 10 new employees. The social insurance receipts of the past 12 months were provided for review, but as per the social insurance receipts of February 2021, it was noted that the facility did not provide social insurance (retirement insurance, medical insurance, unemployment insurance, child-bearing insurance and work-related injury insurance) to 5 employees. The facility management stated that the facility encourage the employees to participate the social insurance, but some employees still refused the social insurance, the facility respected the choice of the employees. Remark: 1, The facility did not provide the social insurance system for review, due to the social insurance system was under maintaining since March 15, 2021. 2,The facility purchased commercial insurance to 30 employees, covering the new employees, the retired employees and the 5 employees who were not provided with social insurance. The valid period was from August 30, 2020 to August 29, 2021. Reference laws: PRC Labor Law article 72 and Social Insurance Law of the People Republic of China, Article 10, 23, 33, 44 and 53.</p> <p>工厂有160名员工，包括11名退休员工和10名新员工。过去12个月的社保发票有提供查看，但是根据2021年2月的社保发票，发现工厂没有提供社保（养老保险，医疗保险，失业保险，生育保险和工伤保险）给5名员工。工厂管理人员解释工厂有鼓励员工参加社保，但是一些员工拒绝了社保，工厂尊重员工的选择。备注：1，工厂没有提供社保体系查看，由于社保系统从2021年3月15日开始维护。2，工厂购买了商业险给30名员工，覆盖了新员工，退休员工和5名没有被提供社保的员工。有效期从2020年8月30日到2021年8月29。参考法规：《中华人民共和国劳动法》第72条和《中华人民共和国社会保险法》第10条，第23条，第33条，第44条和第53条。</p>	
Remarks from Auditee: None	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: A	Deadline date:31/12/2020
Good practices None	
Areas of improvement <p>The factory established salary and benefit policy according to amfori BSCI Code and local law. The local minimum wage was RMB2010/month(RMB11.55/hour) since Dec 1, 2017. Factory provided payroll records from Feb, 2019 to Jan, 2020 for review. The payment cycle was natural month. The wage was paid before 30th of the following month by cash, and pay slip was also provided each month. The workers were paid by monthly rate, at least RMB 2010 per month. The wage was made up of the basic wage, job subsidy and OT compensation. The factory provided RMB 200 per month as high temperature allowance for all employees in summer. No monetary fines or other illegal deductions were detected in payroll records. Resigned workers were paid the salary on the labor termination day. Workers were paid with the annual leave in accordance with the legal standard.</p> <p>工厂依据amfori BSCI行为准则和当地的法规建立了薪资福利制度。当地最低工资标准在 2017年12月1日之后为2010元/月（11.55元/小时）。工厂提供了2019年2月至2020年1月的工资记录供审核。工资的支付周期是自然月。工资在下个月的30日前以现金方式支付给工人，同时工资条也于每个月发给工人。工人实行月薪制，最低2010元/月。工资由基本工资，岗位工资及加班费构成。工厂在夏季给所有员工支付RMB200每月作为高温津贴。工资表中没有发现罚款或者其他非法扣款。工厂在离职工人离职当天支付工资。工厂给工人按照法律要求支付了年假等福利。</p> <p>5.5 - Social insurance was not covered for all employees. Total 188 employees were in the factory, including 17 retirees and 18 new employees. So 153 out of 188 employees should participate social insurance. But the factory did not provide social insurance (including retirement, medical, maternity, unemployment and work-related injury insurance) for 50 out of 153 employees. During the audit day, the factory provided the payment voucher of social insurance from Mar, 2019 to Feb, 2019 for review. It was noted that the factory provided provide social insurance (including retirement, medical, maternity, unemployment and work-related injury insurance) for 103 out of 153 employees in recently one month. The management reflected that partial employees participated new rural social pension insurance in their hometown. And they did not want to purchase the social insurance again. The auditee provided social insurance according to workers' will. Reference law: Labor Law of P.R.C, Article 72&73 Remark: 1)17 employees reached the retirement age; 2)18 employees joined the company less than one month; 3)Commercial insurance was provided for the retirees and the workers who did not participate social insurance, valid from Aug 30, 2019 to Aug 29, 2020.</p> <p>社保未覆盖到所有员工。工厂共有188人，包括17名退休返聘员工及18名新进员工。因此188名员工中的153名员工应当参加社保。但是工厂未给153名员工中的50名员工提供社保（包括养老，医疗，生育，失业及工伤保险）。审核期间，工厂提供了2019年3月至2020年2月的社保缴费凭证供审核。工厂于最近一个月给153名工人中的103名工人提供社保（包括养老，医疗，生育，失业及工伤保险）。管理层反映部分员工家乡购买了新农保。他们不愿意再购买社保。被审核方根据工人的意愿提供社保。参考法律法规：《中华人民共和国劳动法》第72条及第73条 备注：1）17名员工达到了退休退休年龄；2）18员工入职不超过了一个月；3）工厂给退休返聘员工及未参加社保的员工提供了商业意外险，有效期从2019年8月30日至2020年8月29日。</p>	
Remarks from Auditee Nil	

Performance Area 6 : Decent Working Hours	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: D	Deadline date:18/03/2022
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The facility established working hour procedure and provided relevant training to workers. Swiping IC attendance system was used to record the time in/out. The facility defined from Monday to Sunday as a week. Normal working hour was 8 hours per day and 5 days per week. The security guards had 2 shifts, 7:30-15:30, 15:30-23:30. One shift was arranged for the other employees. Working time was 08:00-12:00, 13:00-17:00. Overtime on working days for employees were 2 hours from 18:00 to 20:00. Attendance records from 1 February 2020 to audit date were reviewed. Based on the sample records, maximum 2 hours overtime per day, 14 hours overtime per week, 62 hours overtime per month and 1 day off after 6 days consecutive working days was guaranteed. No overtime was arranged on statutory holiday. During the worker interview, workers confirmed that they worked overtime voluntarily. Remark: The time records of February 2020 were only used to verify the wage.</p> <p>工厂建立了工时的程序文件, 并给员工提供了相关的培训。工厂用IC考勤系统记录员工考勤, 员工进出时间均有记录。周一到周日为一个完整工作周。正常工作时间为每天8小时和每周5天。保安有2个班次, 7:30-15:30, 15:30-23:30。其他员工上班均为1班制, 工作时间为08:00-12:00, 13:00-17:00。正常工作日安排的加班为2小时, 时间从18:00到20:00。审核查看了自2020年2月1日至审核当天的的考勤记录。所抽取样本考勤中, 最大日加班时间2小时, 周加班14小时, 月加班62小时, 最长连续工作6天, 法定假日没有加班。访谈确认员工加班自愿。备注: 2020年2月的考勤只是用于评估工资。</p> <p>6.2 - The facility arranged overtime as per the order, the facility did not consider the limit of monthly overtime. The interviewed employees stated that they were willing to do overtime. The time records of May 2020, August 2020, January 2021 and March 2021 (1st to 19th) were sampled for 10 employees, it was noted that all the employees conducted excessive monthly overtime in May 2020, August 2020, January 2021, max up to 62 hours, 62 hours and 58 hours respectively. Remark: The max monthly overtime in March 2021 was 26 hours. Reference law: PRC Labour Law article 41.</p> <p>工厂根据订单安排加班, 工厂没有考虑月加班的限制。访谈的员工说他们愿意加班。2020年5月, 2020年8月, 2021年1月和2021年3月(1号到19号)的考勤有10名员工被抽样, 发现所有员工在2020年5月, 2020年8月, 2021年1月有月加班超时, 最大分别达到62小时, 62小时和58小时。备注: 在2021年3月的最大月加班是26小时。参考法规: 《中华人民共和国劳动法》第41条。</p>	
Remarks from Auditee: None	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: D	Deadline date:31/12/2020
Good practices None	
Areas of improvement <p>The auditee had established working time management procedure, and communicated with all employees. IC Card was used to record workers attendance. The normal working hours was 8 hours per day(08:00~12:00, 13:00~17:00), 5 days per week. When urgent order, they had 2 OT working hours (from 18:00 to 20:00) on weekdays, 1~4 times per week. Saturdays were arranged as overtime. All employees had rested on each Sunday. Overtime was voluntary. Time records of 17 sampled employees from Feb 1, 2019 to audit date were reviewed randomly. Maximum overtime work 2 OT working hours per day, 16 hours per week, 72 hours per month and guarantee at least one day rest per week. 150%, 200% and 300% of normal rate would be compensated for overtime on normal working days, Saturday and holidays.</p> <p>被审核方建立了工作时间管理程序, 且传达给所有员工。IC卡用来记录工人的考勤。正常工作时间为8小时每天(08:00~12:00, 13:00~17:00), 每周5天。当有紧急订单时, 工人在平时会加班2小时(18:00至20:00), 1~4次每周。周六安排加班, 周日均休息。加班自愿。随机抽取了17名工人从2019年2月1日至审核期间的考勤记录。每天最大加班2小时, 每周最多加班16小时, 每月最多加班72小时, 一周能有一天休息。平时, 周六及节假日加班的加班费分别按照正常工作日的150%, 200%及300%费用支付。</p> <p>6.2 - The workers monthly OT working hours exceeded 36 hours. No effective management system was established to monitor and control workers monthly working hours. The reasons were as follows: 1.Confirmed by the documents review and management interview, the factory established the working time procedure. The procedure showed that the daily OT working hours should not be exceeded 3 OT working hours, and the monthly OT working hours should not be exceeded 36 hours. However, the production department did not execute the procedure. 2. The management reflected the auditee did not have a plan to control workers monthly OT working hours. The priority was to complete the orders. 3. The factory used the electronic attendance system to record the working hours, but it could not alert when overtime near or over the limits. 4. Confirmed by workers interview, overtime was voluntary. And they expected more overtime, which could increase total wages. The factory provided at least one day off per week. 5. Confirmed by worker attendance records from Feb, 2019 to audit date, the workers monthly OT working hours exceeded 36 hours. The details were as follows: 1)13 out of 17 sampled workers monthly OT working hours was 68 hours in Jun, 2019; 2) 14 out of 17 sampled workers monthly OT working hours was 72 hours in Aug, 2019; 3) 16 out of 17 sampled workers monthly OT working hours was 64 hours in Nov, 2019; Reference laws: Labor Law of the P.R.C, Article 41 Remark: 1)16 out of 17 sampled workers monthly OT working hours was 28 hours in Jan, 2020 and 20 hours in Feb, 2020. 2)16 out of 17 sampled workers monthly OT working hours was 36 hours in Mar, 2020(Mar 1, 2020 to audit date).</p> <p>工人的月加班时间超出36小时。工厂未建立有效的系统来监控工人的月加班时间。原因如下: 1. 基于文件审核, 工厂建立了书面的工作时间管理程序。程序中规定日加班不超过3小时, 月加班不超过36小时。但是生产部门并没有执行此程序。2. 基于管理层访谈, 被审核方未指定控制工人的月加班计划。首要任务是完成订单。3. 工厂使用电子考勤系统记录工人工作时间, 但考勤系统没有预警工人加班时间快超过或已经超过限值的功能。4. 基于员工访谈, 加班是自愿的。他们期望有更多的加班, 这样可以增加收入。工厂保证了工人每周休息一天。5. 基于工厂提供的2019年2月1日至审核期间的考勤记录, 工人的月加班超出36小时。详细如下: 1) 17名抽样员工中的13名员工在2019年6月的月加班时间为68小时; 2) 17名抽样员工中的14名员工在2019年8月的月加班时间为72小时; 3) 17名抽样员工中的16名员工在2019年11月的月加班时间为64小时; 参考法律法规: 《中华人民共和国劳动法》第41条 备注: 1) 17名抽样员工中的16名员工在2020年1月及2020年2月的月加班时间分别为28小时及20小时。2) 17名抽样员工中的16名员工在2020年3月(2020年3月1日至审核期间)的月加班时间为36小时。</p>	
Remarks from Auditee Nil	

Performance Area 7 : Occupational Health and Safety	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The facility had established EHS management manual, relevant procedures (such as work-related injury and occupational disease prevention procedure, Emergency medical procedure, and etc.) had been established. Xiaomei Xu/HR Manager was in charge of the H&S issues. EHS committee was founded and conducted risk assessment for the working condition. The high risks of the facility were in the printing section, cutting section, die-cutting section, folding section and so on, there were chemical and noise hazards. The facility provided the relevant PPEs (such as earplugs, masks and gloves) for workers free of charge. All employees wore relevant PPEs during operation. The facility conducted occupational hazard factors testing for these workshops in October 2020. Occupational health examination was provided for workers in hazard positions in December 2020. Sufficient fire-fighting equipment (such as fire extinguishers, fire hydrants and fire alarms) were installed for each building and inspected monthly. Emergency lamps and Exit signs were installed for each emergency exit. Evacuation plan was posted nearby the emergency exit. Five first aiders were available for the facility, and the first aid kit was provided at the workshop without lock. The facility assured workers are accessible to the drinking water at any time. All the toilets were equipped adequate and effective private protection devices and are clean. (Remark: No dormitory/canteen/ transportation were provided at the facility). 7.6 Corrected. Currently, it was noted that all the printing workers were wearing the provided activated carbon masks while working. The other workers were also using the provided PPE while working. 7.17 Corrected. The facility had provided the inspection report for the cargo lift for review, it was noted that the cargo lift was inspected on March 26, 2020 and the valid period was 1 year.</p> <p>工厂建立了环境健康安全手册, 相应的程序 (如工伤及职业疾病预防程序, 紧急医疗程序等等) 已建立。许小妹/人事经理负责健康安全事宜。工厂成立建立环境健康安全委员会, 且对工作场所进行了风险评估。工厂的主要风险在印刷车间, 裁切车间, 压痕车间, 折页车间等, 有化学品和噪声危害。工厂给员工提供了相应的劳保用品 (如耳塞, 口罩及手套)。所有员工在操作时佩戴了相应的劳保用品。工厂于2020年10月对这些危害车间进行了职业危险因素检测。职业病体检于2020年12月提供给危害岗位的工人。每栋楼均配备了充足的消防设施 (灭火器, 消防栓及消防警铃) 并按月检查。应急照明及安全出口标识已安装在每个安全出口。逃生图张贴在靠近安全出口附近。工厂配备了5名急救员, 车间内设置了急救药箱, 未上锁。工厂保证员工随时可以接触到饮用水。所有的厕所都有有效的隐私保护设施并干净整洁。(工厂未提供宿舍/餐厅/交通工具)。7.6改善。目前, 发现所有的印刷员工在工作时有佩戴提供的活性炭口罩。其他员工在工作时也使用了提供的个人防护用品。7.17改善。工厂有提供货梯的年检报告查看, 发现这个货梯是在2020年3月26日被检查的, 有效期是1年。</p>	
Remarks from Auditee: None	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: A	Deadline date: 31/05/2020
Good practices None	
Areas of improvement <p>The facility had established the Health and Safety Management system. EHS committee was conducted risk assessment for the working condition. The high risk of the factory was located at 1st floor of the production building, which had noise and chemicals hazards. The auditee conducted occupational hazards factors testing and assessment for the working condition in Nov, 2019. And the occupational health examination was provided for the workers in hazardous positions annually. The main chemicals used in the factory were printing ink and white glue. The MSDS of the chemicals were posted at the relevant positions. The eye washing equipment was installed for the chemicals used areas. One electrician was available in the factory. The electrical equipment was maintained well and checked once per month. Sufficient fire equipment (such as fire extinguishers and fire hydrants) was available for each floor and checked per month. The emergency exits were kept opening during the working time. No fire was occurred in the past one year. Fire drill was conducted twice per year, and the last time was conducted on Nov 20, 2019. Five first aiders were available for the factory, and the first aid kit was installed for each floor. Cleaning water was available for the workshop, and workers could access easily. (Remark: No canteen/dormitory/transportation was provided at the facility).</p> <p>工厂建立了健康安全管理体系。环境健康安全委员会对工作场所进行了风险评估。工厂的高风险区域在生产楼的1楼, 有噪音和化学品危害。被审核方于2019年11月进行了职业危险因素检测及评价。职业病体检每年提供给危害岗位的员工。工厂使用的化学品主要是油墨和白胶。化学品的MSDS已张贴在相应的岗位。化学品使用区域设置了洗眼装置。工厂配备了一名电工。电气维护良好且每月点检。足够的消防设施 (如灭火器及消防栓) 设置在每层楼且每月点检。安全出口在工作时间保持常开。工厂最近一年内未发生过火灾。工厂每年举行两次消防演习, 最近一次于2019年11月20日举行。工厂配备了5名急救员, 且每层楼设置了急救药箱。工厂在车间内提供了干净的饮用水, 员工可以自由的饮用。(工厂未提供餐厅/宿舍/交通工具)。</p> <p>7.6 - It was noted that one printing employee did not wear filter-type respirator during operation. The management reflected that the filter-type respirators had provided for the printing employees free of charge. However, partial employees forgot to wear them during operation. Reference law: Safety Law of the People's Republic of China, Article 42. 评估中发现一名印刷工人在操作时未佩戴过滤式口罩。管理层反映他们已经给印刷工人免费提供了过滤式口罩。但是, 部分员工在操作时忘记了佩戴。参考法律法规: 中华人民共和国安全生产法 第四十二条</p> <p>7.17 - It was noted that the annual inspection report of the cargo lift expired at Mar 20, 2020. The management reflected that the local inspection body postponed the annual inspection due to the epidemic. Reference law: Special Equipment Safety Law of the People's Republic of China, Article 40 评估中发现货梯的年检报告于2020年3月20日到期。管理层反映由于疫情, 当地检验机构推迟了年检。参考法规: 《中华人民共和国特种设备安全法》, 第40条</p>	
Remarks from Auditee Nil	

Performance Area 8 : No Child Labour	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Not rated 未评估	
Remarks from Auditee:	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
No finding. 无发现点。	
<u>Remarks from Auditee</u>	
Nil	
Performance Area 9 : Special protection for young workers	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Not rated 未评估	
Remarks from Auditee:	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
No finding. 无发现点。	
<u>Remarks from Auditee</u>	
Nil	
Performance Area 10 : No Precarious Employment	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Not rated 未评估	
Remarks from Auditee:	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
No finding. 无发现点。	
<u>Remarks from Auditee</u>	
Nil	

Performance Area 11 : No Bonded Labour	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Not rated 未评估	
Remarks from Auditee:	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
No finding. 无发现点。	
Remarks from Auditee	
Nil	
Performance Area 12 : Protection of the Environment	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: A	Deadline date:
GOOD PRACTICES:	
None	
AREAS OF IMPROVEMENT:	
<p>The facility had obtained the Environmental Impact Assessment report for construction project, Environmental Impact Assessment approval for construction project and environmental protection acceptance checks report for completed construction project. The facility had identified the significant impacts and environmental implications associated to its activity. The facility finished the discharge registration on March 23, 2020. The hazardous wastes were disposed by a certified agent regularly. 12.4 Corrected. It was noted that the facility put all the empty chemical containers in the waste shed, which was not stored at open air.</p> <p>工厂取得建设项目环境影响评价报告,建设项目环境影响审查批复和建设项目环境保护竣工验收。工厂已识别其商业活动的重大影响以及对环境造成的后果。工厂在2020年3月有完成排污登记。危险废弃物被有资质的机构定期处理。12.4 改善。发现工厂把化学品空桶放在废弃物棚内,不是露天存放的。</p>	
Remarks from Auditee:	
None	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: A	Deadline date:30/04/2020
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
<p>Factory conducted EIA Report and obtained the EIA Approval. And the auditee obtained the environmental protection facilities completion acceptance report in Dec, 2018. The main processes in the factory were printing, cutting, die-cutting, folding, locking, assembly and package. Confirmed by factory tour, the waste gas was generated from printing process. The boundary noise was generated from the printing machines, die-cutting machines, folding and locking machines, which located at 1st floor of the production building. No industrial water was generated from the production process. The waste gas and boundary noise was monitored in Oct, 2019, and the result was in line with the legal requirement. The solid waste(such as waste developer, waste chemical containers and so on)was transferred to qualified vendor(Ningbo Beilun Environmental Protection Solid Waste disposal Co., LTD). The last time was transferred on Dec 27, 2019. The auditee obtained the fixed pollutant discharge registration, certificate No.:913302017843201241001X, valid from Mar 23, 2020 to Mar 22, 2025.</p> <p>工厂进行了环评报告并取得了环评批复。且工厂于2018年12月获得了环保设施的竣工验收报告。工厂的主要工序有印刷,裁纸,模切,折页,锁线,组装及包装。基于现场查看,废气产生于印刷工序。厂界噪音产生于位于生产楼的1楼的印刷设备,模切设备,折页及锁线设备。生产过程中未产生工业废水。废气及厂界噪音于2019年10月进行了监测,其结果符合法规要求。固废(如废显影液,废弃的化学品空桶等)转移给有资质的处理商(宁波北仑环保固废处置有限公司)。最近一次转移时间在2019年12月27日。工厂获得了固定污染源排污登记证,编号为:913302017843201241001X,有效期从2020年3月23日至2025年3月22日。</p> <p>12.4 - Confirmed by factory tour, it was noted that partial chemical containers were stored at open air during audit date. Reference law: Standard for Pollution Control on Hazardous Waste Storage GB18597-2001, Article 6.3.9 基于现场查看,审核期间有部分化学品容器露天放置。参考法规:《危险废物贮存污染控制标准(GB18597-2001)》,第6.3.9</p>	
Remarks from Auditee	
Nil	

Performance Area 13 : Ethical Business Behaviour	
1- Followup Audit [Audit Id - 206426] Audit Date: 19/03/2021 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Not rated 未评估	
Remarks from Auditee:	
Full Audit [Audit Id - 176109] Audit Date: 25/03/2020 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
No finding. 无发现点。	
<u>Remarks from Auditee</u>	
Nil	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Follow-up Audit	19/03/2021	206426	D	B	A	A	A	D	A	A	A	A	A	A	A	C
Full Audit	25/03/2020	176109	D	A	A	A	A	D	A	A	A	A	A	A	A	C

Producer Photos



External photo(s) of the production unit(s)
Facility name.JPG



External photo(s) of the production unit(s)
Facility outlook.JPG



Photo first aid facilities
Eye washing station.JPG



Photo first aid facilities
First aid kit.JPG



Photo of chemical storage room (if applicable)
Chemical warehouse.JPG



Photo of fire safety equipment
Evacuation indicating sign.JPG



Photo of fire safety equipment
Evacuation plot plan.JPG



Photo of fire safety equipment
Exit sign and emergency light and fire alarm.JPG



Photo of fire safety equipment
Fire extinguishers.JPG



Photo of fire safety equipment
Fire hydrant.JPG



Photo of fire safety equipment
Testing fire alarm.JPG



Photo of fire safety equipment
Testing fire hydrant.JPG



Photo of non-conformity
NC 2. 5 No grievance in the past 12 month.JPG

NO	DATE	DESCRIPTION	STATUS	REMARKS
1	2021/03/19
2	2021/03/19
3	2021/03/19
4	2021/03/19
5	2021/03/19
6	2021/03/19
7	2021/03/19
8	2021/03/19
9	2021/03/19
10	2021/03/19
11	2021/03/19
12	2021/03/19
13	2021/03/19
14	2021/03/19
15	2021/03/19
16	2021/03/19
17	2021/03/19
18	2021/03/19
19	2021/03/19
20	2021/03/19
21	2021/03/19
22	2021/03/19
23	2021/03/19
24	2021/03/19
25	2021/03/19
26	2021/03/19
27	2021/03/19
28	2021/03/19
29	2021/03/19
30	2021/03/19
31	2021/03/19
32	2021/03/19
33	2021/03/19
34	2021/03/19
35	2021/03/19
36	2021/03/19
37	2021/03/19
38	2021/03/19
39	2021/03/19
40	2021/03/19
41	2021/03/19
42	2021/03/19
43	2021/03/19
44	2021/03/19
45	2021/03/19
46	2021/03/19
47	2021/03/19
48	2021/03/19
49	2021/03/19
50	2021/03/19
51	2021/03/19
52	2021/03/19
53	2021/03/19
54	2021/03/19
55	2021/03/19
56	2021/03/19
57	2021/03/19
58	2021/03/19
59	2021/03/19
60	2021/03/19
61	2021/03/19
62	2021/03/19
63	2021/03/19
64	2021/03/19
65	2021/03/19
66	2021/03/19
67	2021/03/19
68	2021/03/19
69	2021/03/19
70	2021/03/19
71	2021/03/19
72	2021/03/19
73	2021/03/19
74	2021/03/19
75	2021/03/19
76	2021/03/19
77	2021/03/19
78	2021/03/19
79	2021/03/19
80	2021/03/19
81	2021/03/19
82	2021/03/19
83	2021/03/19
84	2021/03/19
85	2021/03/19
86	2021/03/19
87	2021/03/19
88	2021/03/19
89	2021/03/19
90	2021/03/19
91	2021/03/19
92	2021/03/19
93	2021/03/19
94	2021/03/19
95	2021/03/19
96	2021/03/19
97	2021/03/19
98	2021/03/19
99	2021/03/19
100	2021/03/19

Photo of non-conformity
NC 6.2 Excessive monthly overtime.JPG



Photo of the code of conduct on display
Posted amfori BSCI COC.JPG



Photo of the inside of the main production hall
Assembly and packing 2.JPG



Photo of the inside of the main production hall
Assembly section.JPG



Photo of the inside of the main production hall
Cutting section.JPG



Photo of the inside of the main production hall
Die cutting section.JPG



Photo of the inside of the main production hall
Folding section.JPG



Photo of the inside of the main production hall
Gluing section.JPG



Photo of the inside of the main production hall
Locking section.JPG



Photo of the inside of the main production hall
Packing section.JPG



Photo of the inside of the main production hall
Posted sign.JPG



Photo of the inside of the main production hall
Printing section.JPG



Photo of the inside of the main production hall
Sewing section.JPG



Photo of the inside of the main production hall
Warehouse.JPG



Photo of the sanitary facilities
Drinking water area.JPG



Photo of the sanitary facilities
Toilets.JPG