

# SOCIAL AUDIT REPORT

<b>Client</b>	ABC Clothing Co.	<b>AI Service No.</b>	O-cn-123456
<b>Supplier</b>	China Garment Factory	<b>Auditor</b>	EFG
<b>Factory</b>	China Garment Factory	<b>Audit Date</b>	31-12-20**

SCORING SUMMARY				
CRITERIA	Actual Score	Score /10	WEIGHT (%)	WEIGHTED SCORE
SAFETY – Fire Equipment	9/30	3	5%	0.15
SAFETY – Toxic Products	N/A	N/A	10%	N/A
SAFETY – Machinery & heavy equipment	9/25	3.6	10%	0.36
SAFETY – Electrical Installation	37/40	9.25	5%	0.4625
HEALTH & HYGIENE – Medical Care	7/25	2.8	10%	0.28
HEALTH & HYGIENE – Commodities	21/30	7	5%	0.35
<b>CHILD LABOUR</b>	50/60	8.3	15%	1.245
EMPLOYEES INTERVIEW	0/45	0	15%	0
ASSOCIATION	6/10	0.6	5%	0.03
DISCRIMINATION	50/50	10	5%	0.5
COERCION	25/25	10	5%	0.5
<b>WORKING HOURS &amp; WAGES – Work time</b>	5/20	2.5	5%	0.125
WORKING HOURS & WAGE – Wages	15/30	5	5%	0.25
<b>Theoretical Max</b>	390	10	100 %	10
<b>Final Score</b>	<b>234</b>	<b>6.2</b>	<b>90%</b>	<b>4.25/10</b>

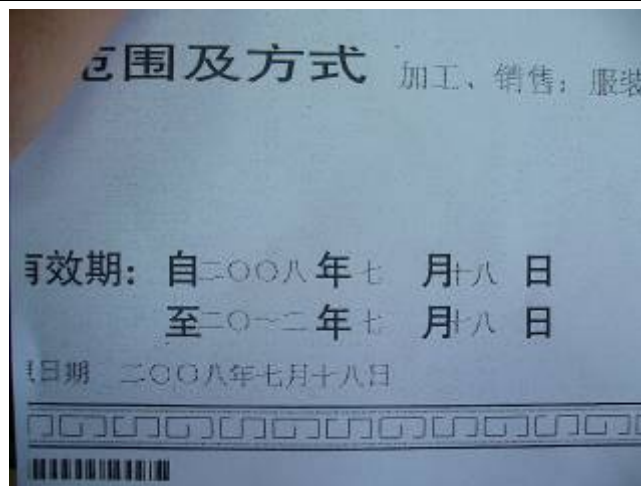
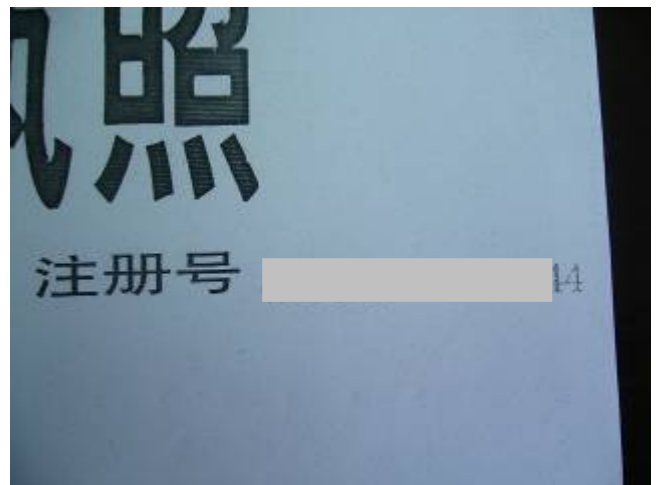
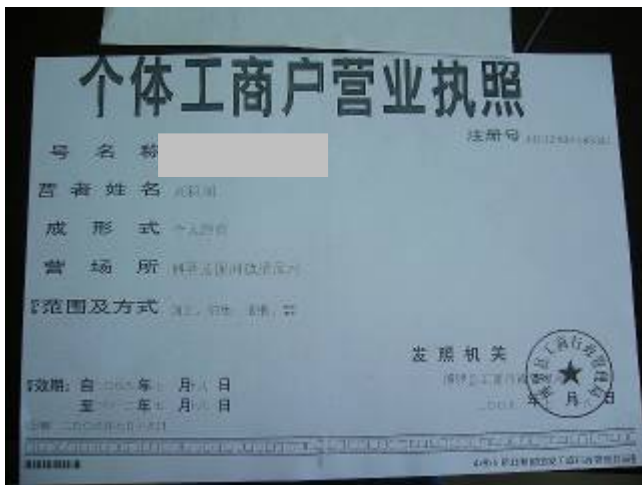
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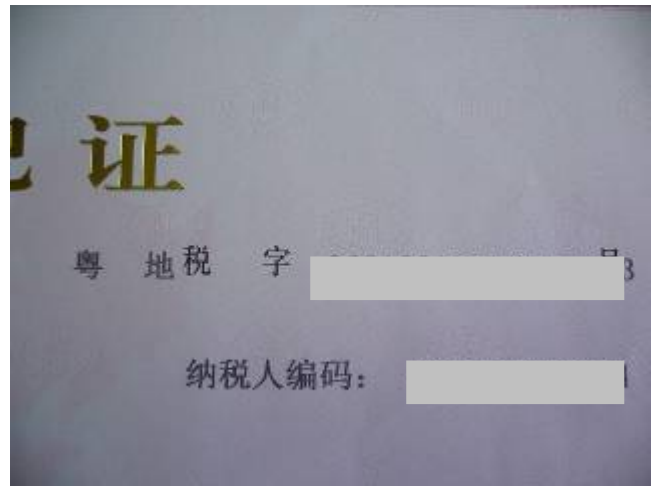
## Part 1 Basic Factory profile

	Item	Finding	Comments	Photo ref.
1	Date of foundation	2008-7-18		
2	Legal status	Self-employed		
3	Location	3/F, 36 Road, Typical Town, P.R.C		
4	Area	800square meters		
5	Owner	Mr. CDE		
6	Total staff back office	6		
7	Total staff in the factory	48		
8	Management staff	17		
9	Number of workers	23		
10	Factory Manager	2		
11	Main products	Apparel		
12	Main markets	U.S.A (90%) and Europe (10%)		
13	Annual turnover	RMB 6 millions		
14	Business license	Date of issue: 2008-7-18 Expiration: 2012-7-18	Certificate No.12223455677	
15	Subcontractors	LingLing: located in P.R.C. MingMing: located in P.R.C.		
16	Communication equipments	Telephone	4 lines	
		Fax	1 line	
		Computer	7 sets	
		Internet	ADSL	
		Homepage	N/A	
		Digital camera	1 pc	



**1. Gate of factory**





**3. Licenses / Accreditation**

**4. Certificates**





**5. Building – 1**



**6. Office -1**



**7. Production line**



**8. Production line**



**9. Production line**

## Part 2 Safety

### 1. Fire Equipment

Item		Finding	Comment / Justification	Score						Photo ref.
Fire Equipment	Fire Detection	NO		5	4	3	2	1	0	
	Evacuation instructions	No		5	4	3	2	1	0	
	Evacuation exits	2 evacuation exits for 48 workers on the floor.		5	4	3	2	1	0	
	Number of fire hoses	2pcs in total.	Found 1pc malfunction.	5	4	3	2	1	0	
	Extinguishers	40pcs in total.	Found 1pc per emplacement and blocked.	5	4	3	2	1	0	
	Workers training		No fire drill has been performed.	5	4	3	2	1	0	
<b>Result</b>			<b>Total found</b>	<b>9</b>						
			<b>Theoretical Max</b>	<b>30</b>						



**1. evacuation exit lighting**



**2. Fire hoses in Factory:** found 1pc malfunction.



**3. Extinguisher in factory:** Found 1pc per emplacement and blocked.



**4. Extinguisher in office**



**5. Fire inspection report: the factory rents 3<sup>rd</sup> floor as their workshop.**



**6. The factory is located on the 3<sup>rd</sup> floor of this building.**

## 2. Toxic Products

Item		Finding	Comment / Justification	Score						Photo ref.
<b>Toxic Products</b>	Toxic products handled	- Acid / Soda Yes / <b>No</b> Handling conditions	N/A	5	4	3	2	1	0	
		- Gas Yes / <b>No</b> Handling conditions		5	4	3	2	1	0	
		- Paints / Inks Yes / <b>No</b> Handling conditions		5	4	3	2	1	0	
		- Petrol Yes / <b>No</b> Handling conditions		5	4	3	2	1	0	
		- Solvents Yes / <b>No</b> Handling conditions		5	4	3	2	1	0	
		- Others Handling conditions		5	4	3	2	1	0	
<b>Result</b>		<b>Total found</b>		<b>N/A</b>						
		<b>Theoretical Max</b>		<b>N/A</b>						

### 3. Machinery and heavy equipment

Item		Findings							Photo ref	
	Machines operated (Model and number)	Fusing machine *1pc, Pressing machine*4pcs, Single stitch machine*60pcs, Fabric inspection machine*1pc.								
<b>Machinery and heavy equipment</b>	Item	Findings	Comments					Score		
	Security instructions (for all machines)	NO							<b>0</b>	
	Double switched operating system (when relevant)	YES								
	Number of employees operating machines	1-3 workers per machine.								
	Workers training to machines operating		No maintenance routine and training records available.							<b>0</b>
	Clothing		The representative confirmed that they have mouth cover and gloves provided for all workers however none were worn during audit.,							<b>0</b>
<b>Result</b>			<b>Total found</b>		<b>9</b>					
			<b>Theoretical Max</b>		<b>25</b>					



**1: Fusing machine**





**2: Pressing machine**



**3: Single needle machine**



**4: Fabric inspection machine**

	
<b>5: Double switcher</b>	<b>6: Double switcher</b>

#### 4. Electrical installation

Item		Finding	Comment / Justification	Score						Photo ref	
4	Date of installation	2008-7-18									
	Date of last review	2009-3	No record available.	5	4	3	2	1	0		
	Isolation	Cables	No		5	4	3	2	1	0	
		Fuses	Yes		5	4	3	2	1	0	
		Lamps	Yes		5	4	3	2	1	0	
		Machines	Yes		5	4	3	2	1	0	
		Plug	Yes		5	4	3	2	1	0	
	Others: All electrical system			5	4	3	2	1	0		
Circuit-breakers	1general circuit breakers: and 20sub circuit breaker			5	4	3	2	1	0		
<b>Result</b>			<b>Total found</b>	<b>37</b>							
			<b>Theoretical Max</b>	<b>40</b>							



**1. General Circuit-breaker**



**2. Circuit-breaker 2**



**3. Circuit-breaker, connection cables and plugs.**

## Part 3 Health and Hygiene

### 1. Medical care

	Item	Finding	Comment / Justification	Score						Photo Ref	
				5	4	3	2	1	0		
1	Medical care	Frequency	NO		5	4	3	2	1	0	
		Emergency equipments	1box in workshop.	Found no first aid kit in dormitory.	5	4	3	2	1	0	
		Equipments quality	In good condition		5	4	3	2	1	0	
		Sick bay	No		5	4	3	2	1	0	
		Medical service		No trained first aid personnel for any shift	5	4	3	2	1	0	
<b>Result</b>				<b>Total found</b>		<b>7</b>					
				<b>Theoretical Max</b>		<b>25</b>					



**1. Emergency equipment**

**2. Commodities**

2	Item	Finding	Comment / Justification	Score						Photo Ref
				5	4	3	2	1	0	
	Potable water spots	2pcs in total		5	4	3	2	1	0	
	Bedrooms	4-6employees/room: 30square meters/room		5	4	3	2	1	0	
	Bathrooms	1pc/room		5	4	3	2	1	0	
	Toilets	1pc/room		5	4	3	2	1	0	
	Kitchens	1 kitchen room and 3 staff;	No hygiene certificate and health certificate available	5	4	3	2	1	0	
	Canteen	1 canteen room		5	4	3	2	1	0	
<b>Result</b>			<b>Total found</b>	<b>21</b>						
			<b>Theoretical Max</b>	<b>30</b>						



**1. Water room**



**2. Kitchen**



**3. Bathroom**



**4. Outside hand washbasin**

## Part 4 Child Labour and Forced Labour

### 1. General questions

	Item	According to management	According to workers	Score					
				5	4	3	2	1	0
1	Minimum legal age	16 Year old.	16 Year old.	5	4	3	2	1	0
	Workers under legal age	NO however found 2 young workers (Job number : # 111 & # 222) A: The factory did not arrange a health examination for the young workers. B: The young workers did not register in local labor department.		5	4	3	2	1	0
2	Prisoners at work: Forbidden according to SA 8000	No		5	4	3	2	1	0
	ID Papers Deposit: Forbidden acc. to SA 8000	No		5	4	3	2	1	0
<b>Result</b>			<b>Total Found</b>	<b>15</b>					
			<b>Theoretical Max</b>	<b>20</b>					

### 2. Child Labour

According to SA 8000, can be considered as a **children** (III-7) any person less than 15 years of age, unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply. If, however, local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention 138, the lower age will apply.

**Child Labour** (III-8) is any work by a child younger than the age(s) specified in the above definition of a child, except as provided for by ILO Recommendation 146.

Questions	Results	Comments	Score					
			5	4	3	2	1	0
What is the minimum age for working in this factory according to the country's laws? 1. Does the management know the laws concerning child labor?	YES		5	4	3	2	1	0
2. Is there a written policy that explains the hiring practices for child labor?	NO		5	4	3	2	1	0
3. Does the factory management check ages before hiring employees?	YES		5	4	3	2	1	0
4. Is there official documentation that is maintained by the employer about the employee's date of birth?	YES		5	4	3	2	1	0
5. Is management able to explain the procedures and/or systems that are in place to ensure compliance with the legal age limit? • Is photo identification is compared to employees for verification?	YES		5	4	3	2	1	0
• In case of problems, does the factory management investigate further in order to find evidence of fraud?	YES		5	4	3	2	1	0
• Preventive inspections appear regularly (i.e., present ID card during pay wage receipt, etc.).	YES		5	4	3	2	1	0
6. Is there any evidence of historical child labor?	NO		5	4	3	2	1	0
<b>Result</b>	<b>Total found</b>		<b>35</b>					
	<b>Theoretical Max</b>		<b>40</b>					

## Part 5 Social Audit Employee Questionnaire

### Instructions:

Randomly select workers to interview. The employee interviews should be conducted at the onset of the Social Audit, and the primary language spoken by workers must be used. Start the interview by explaining who you are and the purpose of the interview, assure the worker that you don't represent management, and that any information they share with you will not be attributed to them.

At the beginning of the interview the questions should be kept general with the aim of putting the worker at ease and to get a sense of problem areas, for example: How long have you worked there? What do you like or dislike about working here? What would you like to see improved? How would you describe the health and safety conditions? What type of training have you been provided with? Have you been injured or sick due to workplace conditions? Listed below are examples of the type of questions to ask workers during the interviews. Not every question is obligatory, however if you suspect that there is a potential problem, additional questions appropriate to the standard in question. During the interview process make notes so that you can corroborate, supplement or invalidate factory tour and document review findings.

**Interview first 20 people who seem young to you and fill in the next page table. Then choose 3 workers for increased interviews.**

Before started interviews, **please read part 6 and part 7**, because you have to get a global view about many points (coercion, discrimination, work time) too.

Where you allowed to interview the worker in private?	<b>YES</b>
Did you select the employee to be interviewed?	<b>YES</b>





## 2. Increased Interview

### *First Employee*

#### General

1. Name of the employee:	#333
2. Approx Age and Sex:	24Y, Male
3. Name of the Companies/Factories you work for?	China Garment Factory
4. How long have you worked here?	3 months
5. What specific goods are you working on?	Stitch
6. What brands do you work on?	N/A

### *Second Employee*

#### General

1. Name of the employee:	#444
2. Approx Age and Sex:	16Y, Female
3. Name of the Companies/Factories you work for?	China Garment Factory
4. How long have you worked here?	2 months
5. What specific goods are you working on?	Stitch
6. What brands do you work on?	N/A

### *Third Employee*

#### General

1. Name of the employee:	#555
2. Approx Age and Sex:	17Y, Male
3. Name of the Companies/Factories you work for?	China Garment Factory
4. How long have you worked here?	3 months
5. What specific goods are you working on?	Stitch
6. What brands do you work on?	N/A

### *Fourth Employee*

#### General



1. Name of the employee:	#666
2. Approx Age and Sex:	20Y, Female
3. Name of the Companies/Factories you work for?	China Garment Factory
4. How long have you worked here?	1 month
5. What specific goods are you working on?	Stitch
6. What brands do you work on?	N/A

### *Fifth Employee*

#### **General**

1. Name of the employee:	#777
2. Approx Age and Sex:	34Y, Female
3. Name of the Companies/Factories you work for?	China Garment Factory
4. How long have you worked here?	3 months
5. What specific goods are you working on?	Stitch
6. What brands do you work on?	N/A



## Part 6 Associations, discrimination and coercion

### 1. Associations

**SA 8000:**

IV-4-1).The company shall respect the right of all personnel to form and join trade unions of their choice and to bargain collectively.

IV-4-2) The company shall, in those situations in which the right to freedom of association and collective bargaining are restricted under law, facilitate parallel means of independent and free association and bargaining for all such personnel.

1	Associations	Item	Management point of view	Workers point of view	Score						
		Freedom of association	No such association but no question for negotiation between employee and the factory management;	Similar with the management view;	5	4	3	2	1	0	
	Collective bargaining	No such association but no question for negotiation between employee and the factory management;	Similar with the management view;	5	4	3	2	1	0		
<b>Result</b>				<b>Total found</b>		<b>6</b>					
				<b>Theoretical Max</b>		<b>10</b>					

### 2. Discrimination

**SA 8000:**

IV-5-1).The company shall not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age.

IV-5-2).The company shall not interfere with the exercise of the rights of personnel to observe tenets or practices, or to meet needs relating to race, caste, national origin, religion, disability, gender, sexual orientation, union membership, or political affiliation.

IV-5-3).The company shall not allow behavior, including gestures, language and physical contact, that is



sexually coercive, threatening, abusive or exploitative.

2	Item	Management point of view	Workers point of view	Score						
				5	4	3	2	1	0	
<b>Discrimination</b>	Gender	- No violation	- No violation	5	4	3	2	1	0	
	Race	- No violation	- No violation	5	4	3	2	1	0	
	Age	- No violation	- No violation	5	4	3	2	1	0	
	Caste	- No violation	- No violation	5	4	3	2	1	0	
	Origin	- No violation	- No violation	5	4	3	2	1	0	
	Religion	- No violation	- No violation	5	4	3	2	1	0	
	Disability	- No violation	- No violation	5	4	3	2	1	0	
	Sexual orientation	- No violation	- No violation	5	4	3	2	1	0	
	Union affiliation	- No violation	- No violation	5	4	3	2	1	0	
	Political affiliation	- No violation	- No violation	5	4	3	2	1	0	
<b>Result</b>			<b>Total found</b>		<b>50</b>					

	<b>Theoretical Max</b>	<b>50</b>
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### 3. Coercion

#### SA 8000

V-6-1) The company shall not engage in or support the use of corporal punishment, mental or physical coercion and verbal abuse.

3	Item	Management point of view	Workers point of view	Score					
				5	4	3	2	1	0
<b>Coercion</b>	Sexual harassment	- No violation	- No violation	5	4	3	2	1	0
	Corporal punishment	- No violation	- No violation	5	4	3	2	1	0
	Mental coercion	- No violation	- No violation	5	4	3	2	1	0
	Physical coercion	- No violation	- No violation	5	4	3	2	1	0
	Verbal abuses	- No violation	- No violation	5	4	3	2	1	0
<b>Result</b>			<b>Total found</b>	<b>25</b>					
			<b>Theoretical Max</b>	<b>25</b>					

## Part 7 Working hours and wages

### 1. Work time

#### SA 8000:

IV-7-1) The company shall comply with applicable laws and industry standards on working hours. The normal workweek shall be as defined by law but shall not on a regular basis exceed 48 hours. Personnel shall be provided with at least one day off in every seven-day period. All overtime work shall be reimbursed at a premium rate and under no circumstances shall exceed 12 hours per employee per week.

IV-7-2) Other than as permitted in Section 7.3 (below), overtime work shall be voluntary.

IV-7-3) Where the company is party to a collective bargaining agreement freely negotiated with worker organizations (as defined by the ILO) representing a significant portion of its workforce, it may require overtime work in accordance with such agreement to meet short-term business demand. Any such agreement must comply with the requirements of Section 7.1 (above).



4	Item	Management point of view:	Workers point of view:	Score					
				5	4	3	2	1	0
Work time	Local standard	Basic working time:40 hours per Week; OT: ≤36hours per month 1 day off per 7 days.	Basic working time:40 hours per Week; OT: ≤36hours per month 1 day off per 7 days.	5	4	3	2	1	0
	Factory working hours	8.5H/D(8:00am-12:00pm, 1:30-6:00pm), 42.5 hours per Week (from Monday to Friday);	8.5H/D(8:00am-12:00pm, 1:30-6:00pm), 42.5 hours per Week (from Monday to Friday);	5	4	3	2	1	0
	Day off	2days/month	2days/month As checked that two workers (see below records attached) had consecutively worked more than 7 days, the longest consecutive working period was 15days from 2009-3-9 to 2009-3-24.	5	4	3	2	1	0
	Work at night	N/A	N/A	5	4	3	2	1	0
	Overtime	2H/Day,50H/Month,	It's found that two workers (see below records attached) worked more than 36 overtime hours per month through review timecards. The maximum overtime hours were 121 hours per month in March.	5	4	3	2	1	0
<b>Result</b>			<b>Total found</b>	<b>5</b>					
			<b>Theoretical Max</b>	<b>20</b>					

## 2. Wages

### SA 8000:

IV-8-1) The company shall ensure that wages paid for a standard working week shall always meet at least legal or industry minimum standards and shall be sufficient to meet basic needs of personnel and to provide some discretionary income.

IV-8-2) The company shall ensure that deductions from wages are not made for disciplinary purposes, and shall ensure that wage and benefits composition are detailed clearly and regularly for workers; the company shall also ensure that wages and benefits are rendered in full compliance with all applicable laws and that remuneration is rendered either in cash or check form, in a manner convenient to workers.

IV-8-3) The company shall ensure that labour-only contracting arrangements and false apprenticeship schemes are not undertaken in an effort to avoid fulfilling its obligations to personnel under applicable laws pertaining to labour and social security legislation and regulations.

Item		Management point of view:	Score					
Wages	Local standard (USD per month)	580RMB per month;	5	4	3	2	1	0
	Factory wages (USD per month)	680RMB/Month However in the salary payroll for the worker (Job number : #999 ) at March: RMB 740, however according to the time attendance: 21.75 working dates, that means he can get his own basic salary RMB 850 and 121H as O.T (at weekend: 77H, 44H from Monday to Friday) and deducted RMB 10 that means his salary at March should be RMB 2018.2 and the complicated nature of the above points meant the actual workers' wages and overtime hour could not be fully verified.	5	4	3	2	1	0
	Work at night (USD per hour)	N/A	5	4	3	2	1	0

	Overtime (USD per hour)	Monday – Friday:1.5T, Saturday – Sunday: 2T. Statutory Holiday: 3T.  However in the salary payroll for the worker (job number :#888 )at March: RMB 740, however according to the time attendance: 21.75 working dates that means he can get his own basic salary RMB 850 and 121H as O.T (at weekend: 77H ,44H from Monday to Friday) and deduced RMB 10 that means his salary at March should be RMB 2018.2 and the complicated nature of the above points meant that the actual workers' wage and overtime hours could not be fully verified.	5	4	3	2	1	0
	Disciplinary deductions	NO	5	4	3	2	1	0
	1. Sufficiency to meet basic need of workers and their families	No, because not all workers participate in the all 5 types of social insurance schemes and also no official testimonials on coverage of social insurance schemes was available.	5	4	3	2	1	0
	2.Are deductions from wages made for disciplinary purposes? Forbidden according to SA 8000 IV-8-1	NO	5	4	3	2	1	0
<b>Result</b>		<b>Total found</b>	<b>15</b>					
		<b>Theoretical Max</b>	<b>30</b>					

**DOCUMENT HEALTH INSURANCE FOR WORKERS**



It's found that two young workers (Job number : # 111 & # 222)

- A: The factory did not arrange a health examination for the young worker.
- B: The young worker did not register with the local labor department.



Two workers (Job number : #657 & #675 had consecutively worked more than 7 days, the longest consecutive working period was 15days from 2009-3-9 to 2009-3-24.

The payroll records for April were not signed by workers when wages were paid.





Two workers (Job number: #321& #213) had worked overtime hours more than 36 hours per month through review timecards. The maximum overtime hours were 121 hours per month in March.



Two workers (Job number : #345 & #456) had worked overtime hours more than 36 hours per month through review timecards. The maximum overtime hours were 121 hours per month in March.



In the salary payroll for the worker (job nr. : #123) in March: RMB 740, however according to the time attendance: 21.75 working dates that means he can get his own basic salary RMB 850 and 121H as O.T (at weekend: 77H ,44H from Monday to Friday) and deduced RMB 10 that means his salary at March should be RMB 2018.2 .



In the salary payroll for the worker (job nr. : #234) in March: RMB 740, however according to the time attendance: 21.75 working dates that means he can get his own basic salary RMB 850 and 121H as O.T (at weekend: 77H ,44H from Monday to Friday) and deduced RMB 10 that means his salary for March should be RMB 2018.2 .



In the salary payroll for the worker (Job number : #886) in March: RMB 740, however according to the time attendance: 21.75 working dates that means he can get his own basic salary RMB 850 and 121H as O.T (at weekend: 77H ,44H from Monday to Friday) and a deduction of RMB 10 that means his salary at March should be RMB 2018.2 .

## Part 8 Synopsis of major facts and problems found

### Remarks:

1. It was noted that one fire hydrant was could not function: no nozzle.
2. No documentary evidence to show that the factory has an organized fire drill.
3. It was noted that only one fire extinguisher was available on the side of a toilet in the workshop.
4. It was noted that one fire extinguisher was blocked by an outer carton in workshop.
5. It was noted that no first aid kit was available in the dormitory area.
6. It was noted that no trained first aid personnel were available in the factory.
7. It was noted no hygiene certificate was available for factory's canteen.
8. It was noted no health certificate was available for any canteen staff.
9. It was noted that the factory had 2 workers who were defined as young workers aged between 16 and 18 years old who were not registered in local labor department.
10. It was noted that 2 workers were defined as young workers aged between 16 and 18 years, the factory did not arrange a health examination for these young workers.
11. It was noted that the factory had not signed labor contracts with 9 out of 9 randomly selected workers.
12. It was noted that the normal working hours in the factory were 8.5 hours per day which was not in compliance with the legal work hours of 8 hours a day and 5 days per week.
13. It was noted that 2 workers had consecutively worked more than 7 days; the longest consecutive working period was 15days from 2009-3-9 to 2009-3-24.
14. It was noted that workers had worked more than 36 hours of overtime per month through review of their timecards. The maximum overtime hours were 121 hours in the month in March.
15. It was noted in the salary payroll for the worker (#886) in March: RMB 740, however according to the time attendance: 21.75 working dates that means he can get his own basic salary RMB 850 and 121H as O.T (at weekend: 77H, 44H from Monday to Friday) and deduced RMB 10 that means his salary at March should be RMB 2018.2 and the complicated nature of the above points meant that the actual workers' wage and overtime hours could not be fully verified.
16. It was noted that payroll records for this April were not signed by workers when wages were paid.
17. It was noted that no documentary evidence was found to prove that the factory and its employees have participated in social insurance schemes and pay social insurance premiums as per the legal requirements.

## **Recommendations:**

1. It's recommended that the factory recharge the fire extinguisher and check all firefighting equipment regularly to prevent any risk.
2. It is recommended that fire drill be conducted at least twice per year and relevant records be kept as evidence.
3. It's recommended that there be at least 2 fire extinguishers in one emplacement.
4. Areas around fire extinguishers should be kept clear at all times to facilitate easy access.
5. It is recommended that the factory install a first aid kit on each dormitory floor.
6. It is recommended that the factory assign at least one person per shift to be trained in basic first aid.
7. It is recommended that factory apply for Hygiene Certificate for its canteen from the local hygiene authorities, and monitor the valid period of the Certificate so that it is renewed timely before expiry date.
8. It is recommended that the factory arrange for all canteen staff to undertake health examinations for applying health certificates.
9. The factory shall register all young workers at the local labor authority.
10. The factory shall arrange health examination to all employees aged from 16-18 and keep relevant records as evidence for demonstrating compliance with this regulation.
11. The factory shall sign individual labor contracts with all employees to establish the employment relationship and confirm the rights and obligations of the employment conditions.
12. The factory shall adjust the employee's working hours of 8.5 hours per day and 42.5 hours per week to meet the Legal Requirement required working hours of 8 hours a day and 40 hours per week.
13. The factory shall ensure all workers receive one day of rest per week.
14. The factory shall reduce overtime hours to be within 3 hours a day, 36 hours per month.
15. The factory shall pay each worker the monthly wage on time according to the legal requirement.
16. The factory shall require each worker to sign on payroll records when paying wages.
17. The factory shall provide legal social insurance to all employees.

**Conclusion: The factory we have visited is adequate, but the above "Recommendations" need to be implemented.**

