



ISSUED 28-SEP-18

BUREAU VERITAS HONG KONG LIMITED

Consumer Products Services

Inspection, Audit & Assessment

AMAZON SOCIAL AUDIT DOCUMENT LIST

No.	SA Audit Document List	Yes	No	N/A
1	Floor plan / Production Process Flow Chart 厂区平面图 / 生产工艺流程图	/		
2	Business / industry license, registration, permit, and/or certificate (e.g. Business license) 工商执照、注册证、许可证和/或证书 (如：营业执照)	/		
3	Production building and dormitory (1) Fire acceptance check report / filling record; Inspection for Completed Building Construction Projects; (3) Planning permit of temporary construction; (4) Property ownership certificate or lease contract. 厂房 / 宿舍等 (1) 建筑物消防验收合格证/备案 (2) 建筑工程竣工验收报告 / 合格证明 (3) 临时建筑规划许可证 (4) 房产证或租赁合同			/
4	Summary list of registration and inspection certificate of special equipment (e.g. crane, elevator, generator, boiler, pressure vessel, forklift), and the operator's certificate / Special operation certificate (e.g. Electrician, Welder etc.) 特种设备 (例如起重机、升降机、发电机、锅炉、压力容器、叉车) 登记和检验证书以及操作证一览表 / 特种作业操作证(例如电工、焊工等)	/		
5	Other documents (if applicable) related to vendors/subcontractors contracts (e.g. canteen, security, facilities) 与供应商 / 分包商(例如食堂、安保、设施)合同有关的其他文件(若适用)	/		
6	Facility rules / employee handbook 工厂规章制度 / 员工手册	/		
7	Polices of hiring / recruitment, child labor, wages and working hours, disciplinary, benefits and allowances, discrimination and harassment, grievance, and freedom of association, health and safety, environmental, and training 雇用 / 招募、童工、工资和工时、纪律处分、福利津贴、歧视和骚扰、申诉、结社自由、健康和安、环境和培训方面的政策	/		
8	Name list of workers (including all full-time workers, part-time workers, dispatched workers, workers of in-house subcontractors, contract workers, migrant workers etc., and name list of resigned / terminated workers for the past 12 months) 工人花名册 (全厂工人名册包括正式员工 / 非全日制工 / 派遣工 / 承包商工人 / 劳务工/外劳等, 12 个月内离职工人名册)	/		
9	Employee personnel files (including employment application, labor contracts, disciplinary notices, ID copy, work permit, resignation records, etc.) 员工个人档案 (包括就业申请、劳动合同、纪律处分通知、身份证复印件、工作许可证、辞职记录等)	/		



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No.	SA Audit Document List	Yes	No	N/A
10	Young worker registration & health check records (if applicable) 未成年员工的登记和健康体检记录(若适用)			/
11	Proof of age for apprentice/intern/student workers (if applicable) 学徒 / 实习生 / 学生工的年龄证明(若适用)			/
12	Work permit, Work-type residence permits, Contract, Personnel file for Migrant worker / Employment agent license & contract 外籍劳工的工作许可和工作居留，合同及人事档案，与中介公司的资质以及合同	/		
13	Payroll records of past 12 months (Signed Payroll Record / Bank Transfer Record for Full-time Employees / Part-time Employees / Dispatched workers / contract workers/Migrant workers, Piece Rate Record) 最近 12 个月工资记录(在册员工 / 离职员工 / 非全日制工 / 派遣工 / 劳务工 / 外劳签名工资表或银行转帐凭证，计件记录)	/		
14	Attendance records related to above payroll and attendance record of recent unpaid month 对应以上工资表的 12 月工时记录以及最近未发薪月的工时记录	/		
15	Comprehensive Working Hour System Approval and related attendance records 综合计时批文及相关工时记录 (12 个月内有效批文对应的所有工时记录均应提供)	/		
16	Social insurance contribution records / income tax / Registration form for the past 12 months 最近 12 个月社会保险和个人所得税之缴费凭证 / 人员申报单	/		
17	List of legal holidays 法定节假日清单	/		
18	Annual leave & casual Leave records for the last 2 years 最近两年的年假和事假记录	/		
19	Records of employee benefits (e.g. maternity leave, paternity leave etc.) 职工福利记录 (例如产假、陪产假等)	/		
20	Production records (Production Daily Records, Materials Delivery (in / out) records, Quality Checking Records etc.) 生产记录 (生产日报表, 仓库收发记录, 质量检查记录等)	/		
21	Collective Bargaining Agreement (CBA) 集体谈判协议或集体合同 (CBA)			/
22	Trade Union / Worker organization Record (Name list of trade union members/worker representatives, Regulations of Trade Union/ Worker organization , Meeting Minutes, if applicable) 工会委员名单，章程，会议记录 (若适用)			/
23	Facility layout or evacuation plot plan 设施布局或疏散布局图	/		



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No.	SA Audit Document List	Yes	No	N/A
24	EHS manual and/or written EHS programs EHS 手册和/或书面的 EHS 计划	/		
25	EHS Committee records (agendas, minutes, etc.) EHS 委员会记录 (议程和会议记录等)	/		
26	EHS training records (Fire safety, Job safety, Machinery, PPE, Chemical etc.) EHS 培训记录(消防安全/岗位安全/机器设备/个体防护装备/化学品使用等)	/		
27	Workplace safety and equipment related permits/ licenses/ testing reports 工作场所安全和设备相关执照/许可证/测试报告	/		
28	Equipment inspection/service logs 设备检查 / 维修日志	/		
29	List of chemical used and hazardous processes 使用的化学品及危险作业清单	/		
30	Safety data sheets (SDS) 安全数据表 (SDS)	/		
31	List of required personal protective equipment 所需个人防护装备清单	/		
32	Testing, inspection and maintenance records for fire suppression equipment 灭火设备的测试、检查和维护记录	/		
33	Fire drill records, fire inspection reports 消防演习记录、消防检查记录	/		
34	Emergency action procedures (e.g. Emergency Response Plan) 应急程序 (例如紧急响应计划)	/		
35	Records of occupational injury and illness 职业伤害或工伤与疾病记录	/		
36	Records of industrial hygiene monitoring (chemical exposure, air contaminants, noise, temperature, lighting, indoor air quality, etc.) 工业卫生监测记录 (化学品暴露、空气污染物、噪音、温度、光照、室内空气质量等)	/		
37	Employee medical examination records, if applicable (e.g. Occupational health examination records) 员工体检报告 (若适用, 如职业病危害健康检查 / 体检报告)	/		
38	Records of drinking water analysis/testing 饮用水分析/测试记录	/		
39	Cafeteria license and food service personnel health records, if applicable 食堂许可证和餐饮服务人员健康记录 (若适用)			/



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No.	SA Audit Document List	Yes	No	N/A
40	First aid responder certificates 急救员证书	/		
41	Temperature monitoring & control records 车间温度监控记录	/		
42	Electric wiring maintenance record 电气线路维护记录			/
43	Safety training record - Principal responsible person and safety production management personnel 主要负责人和安全生产管理人员安全培训记录	/		
44	First aid kits have inventory list / First aid kit inspection record / First aid kit restocking process 急救药箱药品清单 / 急救药箱检查及药品补充程序	/		
45	Occupational health & safety risk assessment program for the posts, considering chemical, biological and physical agents. 岗位职业健康安全风险评估计划, 考虑化学、生物及物理因素	/		
46	Lockout/tag out procedures 挂牌上锁程序	/		
47	Pest control program for dormitory / canteen 宿舍、食堂虫害防治计划	/		
48	Environmental impact assessment and project completion acceptance report & approval 环境影响评估和项目竣工验收报告和批准	/		
49	Annual monitoring and reporting records (if applicable) 年度监测和报告记录 (若适用)			/
50	Air emission permit and monitoring records 废气排放许可证和监测记录 (若适用)			/
51	Wastewater discharge permit and monitoring records 废水排放许可证和监测记录 (若适用)	/		
52	Records of hazardous waste disposal and inspection (e.g. hazardous waste disposal procedure, qualification certificates of hazardous waste disposal contractor, service contract with the contractor, hazardous waste transfer manifest etc.) 有害废弃物处置和检查记录 (例如: 有害废弃物处置程序 / 有害废弃物回收商资质证明 / 转移合同 / 交运联单等)	/		
53	Pollution control board's approval/consent 污染防治 / 环境部门的批复/同意书			/
54	Radiation safety permit for radiation device, if applicable 辐射安全许可证 (若适用)	/		



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55	Emergency response plan for environmental incidents. 环境事件应急预案	/		
56	Plan for reducing energy consumption and greenhouse gas emission, Energy consumption and greenhouse gas emissions tracking log. 节能减排计划、能源消耗追踪记录、温室气体排放追踪记			/
57	Time recording system / CCTV system & record (when necessary) 考勤系统/闭路电视监控系统 (如需要)	/		

Note: The factory shall provide above documents for auditor to review within 4 hours after auditor's arrival at factory. Otherwise, auditor may not have enough time to review these documents after the cut-off time. For the certificates, licenses and reports from government and authorities, original document but not copy shall provide for reviews. The above documents are a minimum; auditors will request other documentations as client requirements or audit needs