



## BSCI Audit Checklist

The Leather Sales Co. / 30 May 2023 / James Dilleria

**Complete**

Score	<b>90.74%</b>	Flagged items	<b>5</b>	Actions	<b>1</b>
<b>Site conducted</b>					Unanswered
<b>Site</b>					The Leather Sales Co.
<b>Date and Time of Audit</b>					30.05.2023 10:37 PST
<b>Prepared by (Full Name)</b>					James Dilleria
<b>Location</b>					Moffat DG10 9LT, UK

## Flagged items & Actions

5 flagged, 1 action

### Flagged items

5 flagged, 1 action

Inspection / Wages and benefit

#### Overtime sheet (for the past 12 months)

Non-compliant

To Do | Assignee Jona Tarlengco | Priority High | Due 09.06.2023 10:41 PST | Created by SafetyCulture Staff

Provide missing overtime record

Hi Jona,  
Can you provide the missing overtime record for Feb 2018. Thanks

Inspection / Policy and procedure

#### Hazard identification & risk assessment (HIRA) of all work activity including pregnant workers

Non-compliant

Provide evidence of incident report for the month of December

Inspection / License/ certificates

#### Building approval plan

Non-compliant

Missing record of the building inspection

Inspection / License/ certificates

#### Tin/vat

Non-compliant

Files are not updated

Inspection / Other documents

#### Number of first aid box

Non-compliant

There are no first aid kit around the area

### Other actions

0 actions

<b>Inspection</b>	5 flagged, 1 action, 90.74%
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## Wages and benefit

1 flagged, 1 action, 87.5%

<b>Wages sheet (for the past 12 months)</b>	Compliant
<b>Overtime sheet (for the past 12 months)</b>	Non-compliant
<p>To Do   Assignee Jona Tarlengco   Priority High   Due 09.06.2023 10:41 PST   Created by Safet yCulture Staff</p> <p>Provide missing overtime record</p> <p>Hi Jona, Can you provide the missing overtime record for Feb 2018. Thanks</p>	
<b>Piece rite record</b>	Compliant
<b>Timecard (for the past 12 months)</b>	Compliant
<b>Pay slip</b>	Compliant
<b>Workers participation and welfare fund</b>	Compliant
<b>Financial audit report (last year)</b>	Compliant
<b>Earn leave payment record sheet</b>	Compliant

## Policy and procedure

1 flagged, 75%

<b>Corporate social policy based on BSCI especially anti-corruption/bribery policy</b>	Compliant
<b>Grievance procedure</b>	Compliant
<b>Hazard identification &amp; risk assessment (HIRA) of all work activity including pregnant workers</b>	Non-compliant
<p>Provide evidence of incident report for the month of December</p>	
<b>Emergency preparedness policy and procedure</b>	Compliant

## Training and all registers

100%

<b>Attendance report</b>	Compliant
<b>Leave register</b>	Compliant
<b>Maternity benefit register</b>	Compliant

<b>Grievance register and complaint record</b>	Compliant
<b>Childcare register</b>	Compliant
<b>Fire drill register</b>	Compliant
<b>Accident and injury register</b>	Compliant
<b>Daily production record</b>	Compliant
<b>Inspection record of electrical equipment</b>	Compliant
<b>Inspection record of machine maintenance</b>	Compliant
<b>Training for mid management and workers about the BSCI base code, OHS, PPE, firefighting, first aide. WPC as per local law</b>	Compliant
<b>Chemical handling training register</b>	Compliant
<b>Refreshment training on electrician, mechanic, boiler and generator operator</b>	Compliant
<b>Competency certificate of doctors, nurse, electrician, boiler operator, first-aider</b>	N/A
<b>License/ certificates</b>	2 flagged, 84.62%
<b>Certificate of incorporation</b>	Compliant
<b>Trade license</b>	Compliant
<b>Fire license</b>	Compliant
<b>Factory license</b>	Compliant
<b>ERC/ IRC</b>	N/A
<b>EPB</b>	N/A
<b>Bond license</b>	Compliant
<b>Building approval plan</b>	Non-compliant
Missing record of the building inspection	
<b>Approved factory layout plan</b>	Compliant
<b>Tin/vat</b>	Non-compliant

Files are not updated

<b>Membership certificate</b>	Compliant
<b>Boiler license/waiver certificate</b>	N/A
<b>Environment certificate (if applicable)</b>	Compliant
<b>Group insurance with update record</b>	Compliant
<b>Fire insurance</b>	Compliant
<b>Energy regulatory certificate/ waiver certificate</b>	Compliant
<b>Environmental issues</b>	100%
<b>Production capacity planning in written form</b>	Compliant
<b>Working rules</b>	Compliant
<b>Water consumption</b>	Compliant
<b>Test report of drinking water, wastewater, noise, air emission, lighting and temperature</b>	Compliant
<b>Record of receipt, consumption, withdrawal &amp; disposal of chemical including MSDS</b>	Compliant
<b>Operating and safety instruction for all machines</b>	Compliant
<b>Other documents</b>	1 flagged, 90%
<b>Personal data file for all employees including security guard with job description. Boiler operator, electrician, nurse, doctor, maternity leave enjoyed workers, lefty employees</b>	Compliant
<b>Service book for all employees</b>	Compliant
<b>Appointed a senior management representative to monitor social and environmental issue</b>	Compliant
<b>Notice file</b>	Compliant
<b>List of festival holidays</b>	Compliant
<b>List of fire fighters/ first aide</b>	Compliant
<b>List of toilets</b>	Compliant

**Number of firefighting equipment**

Compliant

**Number of first aid box**

Non-compliant

There are no first aid kit around the area

**Agreement copy of waste disposal**

Compliant

## Completion

### Recommendations

Prioritize the non-compliant items such as

- Renew and update the tax payable
- Provide first aid box in each floor
- Provide the missing records such as building inspections and risk assessments

**Auditor (Full Name and Signature)**



James Dilleria  
30.05.2023 10:44 PST