

SELF-ASSESSMENT QUESTIONNAIRE ON THE ORGANISATION'S SOCIAL ACCOUNTABILITY MANAGEMENT SYSTEM

Registered name _____

Reference standard **SA8000:2008** Site: _____

	yes	no	n.a.	Notes
NORMATIVE ELEMENTS				
Are the national applicable laws and all the other requirements to which the organisation subscribes complied with? (list the latter)				
Are the international laws and all the relevant principles to which the organisation subscribes complied with? (See section II of the SA 8000 standard)				
Has the organisation subscribed to agreements (sectorial, territorial, etc.) or other requirements? (If yes, please list them)				
CHILD LABOUR				
Do you have written policies and procedures to deal with children found working who are below the minimum legal age?				
Do you have workers under the age of 15? If yes, how many?				
Do you have workers over the age of 15 but under 18? If yes, how many?				
How many hours a day do they work?				
Are there any local laws in your country/region concerning employment of young workers?				
FORCED LABOUR				
Do the workers work spontaneously?				
Do you have a recruitment policy? If so, which?				
Do you have security guards or watchmen in the organisation?				
Are the workers free to leave the workplace at the end of the work shift?				
Are the workers free to terminate their employment provided that they give reasonable notice to their employer?				
HEALTH AND SAFETY				
Do you have an occupational health and safety manual and/or procedures?				
Are they written in a language which can be understood by all the workers?				
Have you identified the potential health and safety risks for the workers?				

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Do you maintain written records of all accidents that occur in the workplace and in company-controlled residences and property?				
Do you have a plan to prevent workers from being exposed to dangerous substances or machinery?				
Do you have an evacuation plan in the case of an emergency?				
Has a management representative responsible for personnel health and safety been appointed?				
Do you regularly train your personnel in health and safety?				
Are the instructions repeated in cases where accidents have occurred?				
Do you keep training records?				
Does your organisation have the following?: <ul style="list-style-type: none"> • clean and accessible bathrooms • access to drinking water • sanitary facilities to store food (only if applicable) 				
FREEDOM OF ASSOCIATION AND RIGHT TO COLLECTIVE BARGAINING				
Do you allow your workers to establish/belong to trade unions or bargain collectively?				
Do you encourage forms of free and independent association and bargaining?				
Are you able to confirm that you do not discriminate against the union representatives?				
Do you recognise workers' unions as a party during collective bargaining?				
DISCRIMINATION				
Do you have procedures/methodologies to prevent forms of discrimination?				
Do you have procedures to avoid the occurrence of sexually coercive or abusive behaviour in your organisation?				
Have you experienced any form of discrimination? If yes, what kind?				
DISCIPLINARY PRACTICES				
Do you have procedures to define any disciplinary action?				
Is there a procedure to appeal against the disciplinary action?				
Are you able to confirm that you do not use any form of corporal punishment?				

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WORKING HOURS				
In your country, does a normal working week consist of less than 48 hours? How many hours does it consist of?				
Is there one day off a week? Which one?				
Is overtime recurrent?				
COMPENSATION				
Do you comply with the minimum legal wage for a week's work? How much is this wage?				
Have you evaluated whether the salary meets the workers' basic needs?				
Does this net salary meet workers' basic needs?				
Is the salary paid regularly? When is it paid?				
Is there a particular way of paying the salaries? If so, which one? (cash, cheque, other)				
Do you have apprenticeship contracts?				
Is the itemisation of the salaries and benefits understandable to the workers?				
Is overtime paid? How?				
MANAGEMENT SYSTEMS				
POLICY				
Has the organisation defined a policy and programme for social accountability?				
Are the organisation's policy for SA 8000 and the SA 8000 standard publicly available?				
Is the policy documented, implemented, maintained and accessible in a form which all the workers can understand?				
MANAGEMENT REVIEW				
Does the management periodically review the adequacy, suitability and continuous effectiveness of the organisation's policy, procedures and performance in relation to the requirements of the SA 8000 standard?				
Do you keep records of the management reviews?				
Does the worker representative participate in this review?				
Do you consult the SA8000 Guidance and the Drafters' Notes for interpretative guidance with respect to this standard?				
REPRESENTATIVES OF THE ORGANISATION				

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Has the organisation appointed a management representative to be responsible for ensuring the requirements of the standard are complied with within the organisation?				
Have the non management personnel chosen their own representative to facilitate communication with the management about matters concerning the SA 8000 standard?				
PLANNING AND IMPLEMENTATION				
Have the roles, responsibilities and authority to apply the principles of the SA 8000 standard been clearly defined?				
Has the organisation prepared a training programme on SA 8000 for new, reassigned, and/or temporary personnel upon hiring?				
Has the organisation prepared a training programme on SA 8000 for existing employees?				
Are the activities and results monitored to demonstrate the effectiveness of the implementation of the system in relation to the organisation's policy and the requirements of the standard?				
CONTROL OF SUPPLIERS				
Are there any written procedures to assess and select suppliers/subcontractors and sub-suppliers on the basis of the requirements of the SA 8000 standard?				
Are written records kept of suppliers/subcontractors and sub-suppliers' commitment to: <ul style="list-style-type: none"> • comply with the requirements of the standard and require the same of sub-suppliers? • take part in the organisation's monitoring activities? • identify the root cause and promptly implement corrective and preventive action to resolve any identified non-conformance to the requirements of this standard? • promptly inform the organisation of all relevant business relationships with other suppliers and subcontractors? 				
Does the organisation make a reasonable effort to ensure that the requirements of this standard are being met by suppliers and subcontractors within their sphere of control and influence?				
Is protection (as far as applicable) ensured for homeworkers (if any) as it is for directly employed personnel?				
Does the organisation periodically audit suppliers and subcontractors?				
CONCERNS AND CORRECTIVE ACTION				

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Does the organisation analyse, address and reply to complaints from interested parties and employees regarding non-conformity in relation to the organisation's policy and the requirements of SA 8000?				
Has the organisation dealt with the non-conformities found and undertaken corrective action, assigning adequate resources appropriate to the nature of any non-conformity found?				
OUTSIDE COMMUNICATION				
Does the organisation have any procedures to communicate to interested parties the data concerning performance of the system in relation to the requirements of the SA 8000 standard?				
ACCESS FOR VERIFICATION				
Does the organisation ensure access to its premises and to reasonable information to interested parties, in the case of announced and unannounced audits of the company for the purpose of certifying its compliance with the requirements of this standard?				
RECORDS				
Does the organisation maintain suitable records to demonstrate compliance with the requirements of the SA 8000 standard?				

ADDITIONAL INFORMATION

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Stamp and signature

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_____ on _____