



AMRG Audit Documents Checklist:

**CHECK HERE** “  ”

- 1. Personnel Files for all workers – Include:
  - a. List of all workers by name
  - b. Age documentation
- 2. Salary Records (up to 12 months)
- 3. Time Cards (Attendance Records) - Daily, Monthly (up to 12 months)
- 4. “In / Out” or “Leave / Resign” Records – (up to 12 months)

The purpose of pt.2-4 is the review factory Transparency (*see Transparency Policy*)

- 5. Evidence of Fire Drill
  - a. At least twice per year
  - b. Picture proof
  - c. Documentation Proof
- 6. Evidence of Fire Extinguisher Training
  - a. At least twice per year
  - b. Picture proof
  - c. Documentation Proof
- 7. Evidence of basic Medical Training – If unavailable, contact your local hospital
  - a. At least twice per year
- 8. Annually reviewed Medical Records for ALL canteen staff
  - a. Clearly posted in canteen
- 9. Broken Needle Records
- 10. Inspection Reports
  - a. In-Line Inspection Reports
  - b. Final Inspection Reports
- 11. Fabric / Leather / Accessories Inspection Reports
  - a. In-Line Inspection Reports
  - b. Final Inspection Reports
- 12. Original Factory Business License –Factory name and Business License must match
- 13. Insurance Policy, including:
  - a. Invoices – Five Social Insurance:
    - i. Receipts
    - ii. Name List
    - iii. Approved Waiver
  - b. Commercial Insurance Policy
- 14. Labor Contracts
- 15. Waste Discharge Approval Records
- 16. Workers Union Documentation

- 17. Tax Registration Certificate
- 18. Factory Floor Plan
- 19. Organization Chart
- 20. Factory Rules & Regulations
- 21. Dormitory Rules & Regulations
- 22. Employee Handbook
- 23. Juvenile Worker Records between 16-18 years old – The following is required by law:
  - a. Registration for Permission from Local Labor Bureau
  - b. Health Check Report
- 24. Local Official Minimum Wage Document
- 25. Material Safety Data Sheet (MSDS) – For Hazardous Materials
- 26. Accident/Incident Record - At least 12 months
- 27. Kitchen / Canteen Hygiene Certificate
- 28. Special Equipment Permit / Certificate, including (but not limited to):
  - a. Lift License
  - b. Boiler License
  - c. Inspection Certificate
  - d. Hygiene Certificate
  - e. Cooler's Health Certificate Operation
- 29. Special Equipment Operator Permit / Certificate (ie: Electrician, Lift, Boiler, etc)
- 30. Gate Guard Records for visitors & vehicles
- 31. Security Policy
- 32. Emergency Flight Plan / Emergency Evacuation Plan
- 33. Machine / Equipment List
- 34. Fire Inspection Certificate – Must be approved by the official Fire Service Department
- 35. Environment Certificate – Must be approved by the official Environmental Department
- 36. Wealth Insurance Policy
- 37. Comprehensive Working Hours System
- 38. Official Waiver for Overtime Extension – From local government
- 39. Voluntary Overtime Procedures:
  - a. All overtime for workers must be voluntary
  - b. All workers that volunteer for overtime must sign up prior to overtime hours
- 40. Grievance Policy including:
  - a. Grievance System
  - b. Grievance Records
  - c. Placement of Grievance box in accessible area
  - d. System to ensure factory workers are aware of Grievance system & policy.
- 41. Signed & Chopped Bribery Policy / Unsolicited Payment Policy
- 42. Signed & Chopped Subcontracting Policy
- 43. Best Practices –(ie: Monthly RMB bonus for perfect monthly attendance)



44. Additional documentation that may be beneficial in displaying your factory's systems (ie: Worker Retention Programs, Environmental & Water /Waste Treatment, Lean Production Methods, etc)