
Auditee :	Chongyang Yinfeng Arts & Crafts Factory Ltd.
Audit Date From :	02/07/2018
Audit Date To :	02/07/2018
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	TUEV NORD GROUP
Auditor's Name(s) :	Johnson Liu(Lead)
Auditing Branch (if applicable) :	



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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence
A Very Good	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated A • No Performance Areas rated C, D or E These are three examples: A B B B A A A A A A A B B B B B B B	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
B Good	<ul style="list-style-type: none"> • Maximum 3 Performance Areas rated C • No Performance Areas rated D or E These are three examples: A A A A A A B B B B B B B A A A A A B B B B B B B C B B B B B B B B B B C C C	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
C Acceptable	<ul style="list-style-type: none"> • Maximum 2 Performance Areas rated D • No Performance Areas rated E These are three examples: A A A A A A A A C C C C A A A A A B B B B C C C D C C C C C C C C C C D D	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
D Insufficient	<ul style="list-style-type: none"> • Maximum 6 Performance Areas rated E These are three examples: A A A A A A A A A A D D D A A A B B B C C C D D D E D D D D D D D E E E E E E	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
E Unacceptable	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated E These are three examples: A A A A A A E E E E E E E A A B B C D E E E E E E E E E E E E E E E E E E E	amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.
Zero Tolerance	A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)	Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.

Main Auditee Information



Name of producer :	Chongyang Yinfeng Arts & Crafts Factory Ltd.		
DBID number :	378591		
Audit ID :	127302		
Address :	No.61 Hebian Road, Shaping Town,Chongyang County Xianning		
Province :	Hubei	Country :	China
Management Representative :	Taotao Xiong		
Contact person:	Bihua Xie	Sector :	Non-Food
Industry Type :	Accessories	Product group :	Arts, crafts and needlework
Product Type :	paper lanterns.		

Audit Details



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit	
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms	
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	none		
Audit interferences or contingencies (if applicable) :	none		
Overall rating :	C		
Need of follow-up :	Yes	If YES, by : 02/07/2019	

Rating per Performance Area (PA)

PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	A	A	A	B	D	A	A	A	A	A	B	A

Executive summary of audit report

This was first full audit authorized by BSCI Member.

[Location and size]:
The factory name is CHONGYANG YINFENG ARTS & CRAFTS FACTORY LTD. (崇阳银丰工艺有限公司), which started their business since October 2013, it was located at No.61 Hebian Road, Shaping Town, Chongyang County, Xianning City, Hubei Province, China (中国湖北省崇阳县沙坪镇河边路61号).

One U shape 3-storey building was used as production floors, warehouse and office. No canteen or dormitory was available.
The main products manufactured by the auditee were paper lanterns.

[Employee analysis]:
There were 34 employees working in the factory. All employees were permanent employees.
All workers were above 18 years old.

[Summary of working hours]:
Factory used IC card to record working time.
Factory provided the working time records from June 2017 to audit date for review.

[Summary of compensation]:
The local minimum wages was RMB1100 per month before November 2017 and RMB1250 per month since November 2017.
The factory provided payrolls from June 2017 to May 2018 for review. Workers were paid by cash before 30th day after working period. The basic wage was more than RMB1400 per month. For overtime wages, the factory paid 150% of normal pay for overtime working on normal working day and paid 200% of normal pay for overtime working on Saturday.

[Summary of Interview]:
Worker interviews were conducted individually and in group.
Randomly selected 8 employees, no complaint was raised.

[Special scene during on site observed]:
No special thing found during audit process.

Ratings Summary



Auditee's background information			
Auditee's name :	Chongyang Yinfeng Arts & Crafts Factory Ltd.	Legal status :	Limited compant
Local Name :	崇阳县银丰工艺有限公司 91421223078936597W	Year in which the auditee was founded :	2013
Address :	No.61 Hebian Road, Shaping Town,Chongyang County	Contact person (please select) :	Bihua Xie
Province :	Hubei	Contact's Email :	nancyxie@163.net
City :	Xianning	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	None
Country :	China	Website of auditee (if applicable) :	None
GPS coordinates :	N29°24'29.92? E113°52'17.24?	Total turnover (in Euros) :	1000000.00
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Accessories	Of which domestic market % :	0.00
If other, please specify :		Production volume :	1200000 pcs per year
Product Group :	Arts, crafts and needlework	Production cost calculation :	No
If other, please specify :		Lost time injury calculation cost :	Yes
Product Type :	paper lanterns.		

Auditee's employment structure at the time of the audit		
Total number of workers :	34	Total number of workers in the production unit to be monitored (if applicable) :
		0
	MALE WORKERS	FEMALE WORKERS
Permanent workers	6	28
Temporary workers	0	0
In management positions	1	1
Apprentices	0	0
On probation	0	0
With disabilities	0	0
Migrants (national citizens)	0	0
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	6	28
Production based workers	5	27
With shifts at night	0	0
Unionised	0	0
Pregnant	-	0
On maternity leave	-	0

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: D

Deadline date:

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

Based on site observation, management and workers' interview and document review, the auditee had pointed one manager to ensure the BSCI program are followed in satisfactory manner. And the BSCI Code of Conduct had been posted on site for employees' knowledge. The producer had established a qualified suppliers list. They required all suppliers to sign a commitment regarding social responsibility. For main suppliers, they conducted on-site assessment to evaluate their performance and the relevant report and corrective action were kept for tracking. However, based on satisfactory evidence, the main auditee did not respect this principle.

根据现场观察, 管理层及员工访谈, 文件审核, 受审核方有指定一名管理层来确保BSCI项目执行情况。现场有张贴BSCI行为准则, 方便员工了解。受审核方建立了一份合格供应商名单。他们要求所有的供应商签一份社会责任承诺书。对于主要的供应商, 他们会进行现场评估其供应商的表现, 并保存相关的报告及整改资料以便跟进。但是, 基于令人满意的证据, 主要受审核方没有完全尊重这个原则。

1.1 - The company had established social accountability management system according to BSCI requirement, but there were insufficient performance in the below areas such working hours, social benefits and health & safety etc.

工厂虽然依照BSCI要求建立社会责任管理体系, 但是在以下区域如工作时间, 社会福利, 健康安全等方面没有完全执行到位。

1.4 - The company didn't have a good capacity planning to meet the expectations of the delivery order led to workers had excessive overtime work in past 12 months

工厂没有一个完善的产能计划去完成预期的订单交货以致于员工在过去12个月有超时加班。

Remarks from Auditee:

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: A

Deadline date:

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

Based on site observation, management and workers' interview and document review, the auditee had established the management procedure to ensure the workers involvement and information exchange on workplace issue. However, based on satisfactory evidence, the main auditee didn't respect this principle.

根据现场观察, 管理层及员工访谈, 文件审核, 受审核方有建立程序来选举员工代表, 确保员工的参与及在工作问题上的交流。但是, 基于令人满意的证据, 主要受审核方没有完全尊重这个原则。

2.2 - The auditee didn't define long term goals to protect workers according to the BSCI values and principles or its BSCI performance, including how to reduce overtime hours and improvements of social insurance compliance.

被审核方没有根据BSCI使命或愿意或其BSCI表现去定义长期的目标去保护员工, 比如降低加班时间和提高社保参保等。

Remarks from Auditee:

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining

Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: A

Deadline date:

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

Based on site observation, management and workers' interview and document review, there is no labor union in the company, but there was one employee representative voted by all employees in the auditee. Employees could raise their concerns through suggestion box, employee representative or management directly. Based on satisfactory evidence, the main auditee respected this principle.

根据现场观察, 管理层及员工访谈, 文件审核, 受审核方没有工会, 但是有由所有员工选举的员工代表。员工可以通过意见箱、工人代表, 或直接向管理层反映自己的意见。基于令人满意的证据, 主要受审核方尊重这个原则。

Remarks from Auditee:

Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Through documents review (such as personnel files, labor contracts, payroll records, attendance records and resignation records), management interview and works interview, no evidence showed that discrimination existed in the company. Based on satisfactory evidence, the main auditee respected this principle.</p> <p>通过文件审核(如人事档案、劳动合同、工资表、考勤记录及辞工记录)、管理层访谈、员工访谈,未发现歧视。基于令人满意的证据,主要受审核方尊重这个原则。</p>	
Remarks from Auditee:	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: B	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Based on site observation, management and workers' interview and document review, employees were paid no less than local minimum wage, the company paid 150%, 200% and 300% of normal rate wages for overtime hours on normal working days, rest days and official public holidays respectively. Through labour contracts review, management interview and employees interview, employees were paid on hourly rate basis before 30th day after working period by cash. Furthermore, the company would provide benefits such as sick leave, annual leave, childbearing leave and work-related injury leave, etc according to local law requirement. However, based on satisfactory evidence, the main auditee did not respect this principle.</p> <p>根据现场观察,管理层及员工访谈,文件审核,员工的工资不低于当地的最低工资,受审核方在平日加班、休息日及法定假日加班分别支付正常工资的1.5倍、2倍、3倍。通过查看劳动合同、管理层访谈及员工访谈,员工工资是计时的,在次月30日前发放现金。此外,公司按法规要求提供福利,如病假、年假、产假及工伤假等。但是,基于令人满意的证据,主要受审核方没有完全尊重这个原则。</p>	
<p>5.5 - The company didn't participate social insurance for 100% employees. Only 7 out of 34 employees had participated in retirement insurance, no employees had participated in medical, unemployment, work-related injury and childbearing insurances. In addition, all employees were involved in rural insurance from local village. Reference law: Labor Law of the PRC; Article 72</p> <p>公司共有员工34人,但没有为所有员工购买社保,只有7人参加了养老保险,没有人参加医疗、失业、工伤及生育保险。另外,所有员工均参加农村合作医疗保险。参考法律法规:中华人民共和国劳动法第72条。</p>	
Remarks from Auditee:	
Performance Area 6 : Decent Working Hours	
Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: D	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>根据现场观察,管理层及员工访谈,文件审核,受审核方有建立工时政策、程序。员工访谈确认,员工加班是自愿的。根据随机抽取的8个样板记录显示,正班工时为每天8小时,每周40小时;生产一线每月加班时间最多为66小时。最多连续工作6天。但是,基于令人满意的证据,主要受审核方没有完全尊重这个原则。</p>	
<p>6.2 - The factory didn't have effective system to control its overtime work compliance. Selected three months working hour records of past 12 months to be reviewed, excessive overtime work observed. Eight out of Eight workers had overtime work of 64 hours a month in June 2018, eight out of eight workers had overtime work of 60 hours a month in May 2018, eight out of eight workers had overtime work of 66 hours a month in March 2018. Reference law: China Labor Law, Article 41.</p> <p>公司没有有效的系统去控制加班,从过往12个月中选三个月的工作时间查阅,2018年6月抽样的8个员工中有8个员工月加班达到64小时,2018年5月抽样的8个员工中有8个员工月加班达到60小时,2018年3月抽样的8个员工中有8个员工月加班达到66小时,参与法律法规:中华人民共和国劳动法第四十一条。</p>	
Remarks from Auditee:	

Performance Area 7 : Occupational Health and Safety	
Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Based on site observation, management and workers' interview and document review, the main auditee had established policy on health and safety and implement it accordingly, such as one manager was appointed to in charge of health and safety issues, safety training would be provided for employees regularly. However, based on satisfactory evidence, the main auditee did not respect this principle. (Remark: No canteen, dormitory or transportation was available.)</p> <p>根据现场观察, 管理层及员工访谈, 文件审核, 受审核方有建立健康安全政策并按要求执行, 如, 指定一名管理层负责健康安全事宜, 定期给员工提供安全培训。但是, 基于令人满意的证据, 主要受审核方没有完全尊重这个原则。(备注: 工厂没有提供饭堂、宿舍及上下班通勤巴士。)</p>	
7.1 -	No pre-job, on-service and post-service occupational diseases examination for workers exposed to occupational hazards position(e.g. gluing workshop). Reference law: Law of the People's Republic of China on Prevention and Control of Occupational Diseases, Article 35 工厂未能提供从事有职业病危害工种的人员的岗前, 在岗和离岗体检报告: 如: 刷胶车间员工。参考法律法规: 中华人民共和国职业病防治法第三十五条。
7.11 -	It was noted that fire service certificate for review. Reference law: PRC Fire Prevention Law article 11 and Article 13. 审核发现工厂不能提供消防部门出具的厂房的消防验收合格证书供审核。相关法律法规: 中华人民共和国消防法第十一条、第十三条。
7.13 -	1. Partly electrical boxes missing the cover, reference law: Safety Code of Electric Power Industry—Part 1: Thermal and Machine, 3.5.5 2. The factory did not keep the electrical installation check records. Reference Law: Department, Party, Corporation, Enterprise Unit Fire Prevention Safety Management Rules, Article 26. 1. 部分配电箱无防护盖, 相关法律法规: 电业安全工作规程, 3.5.5. 2. 未保留电力设施检查记录, 相关法律法规: 机关、团体、企业、事业单位消防安全管理规定 第二十六条。
7.17 -	The factory installed one simple cargo lift to load goods, however there was no any inspection report or approval from local authority bureau for review. 工厂在厂区安装了一部简易货梯运载货物, 但没有任何的检测报告或当地主管部门批准的文件供审核。
7.21 -	It was noted the factory was not equipped the private door with toilets, no ventilation fans, soap and tissues provided. Reference law: Hygienic standards for the design of industrial enterprises (GBZ 1-2010), 7.3.4 现场审核发现工厂的厕所没有安装隐私门, 也没有排风装置和清洁手的用品及纸巾。相关法律法规: 工业企业设计卫生标准, 7.3.4。
Remarks from Auditee:	
Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>As per procedure on hiring and HR management, the company would authenticate ID cards through eye-measurement, interview, physical appearance comparison. During this audit, through documents review (reviewing personnel file, identification card and roster, etc), workers interview and management interview, there was no child labor and young worker identified. The youngest worker hired by the auditee was 24 years old. Based on satisfactory evidence, the main auditee respected this principle.</p> <p>依照程序及HR管理层, 公司会通过目视、访谈、与员工比对等方式去鉴别身份证。在本次审核中, 通过文件审核(如人事档案、身份证、员工花名册等)、员工访谈及管理层访谈, 没有发现童工及未成年工。最小员工的年龄是24岁。基于令人满意的证据, 主要受审核方尊重这个原则。</p>	
Remarks from Auditee:	
Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The overall observations showed that the auditee respected the requirement of this performance area. The auditee has a Protection for Young Workers policy. Managers have a good understanding of the protection for young worker in law requirement and conduct risk assessment about young person. All workers were over the age of 18 years old during the audit. (Remark: No young worker was available.)</p> <p>整体现场的情况显示工厂遵循该绩效区域。工厂建立了未成年工的保护政策。管理层对于法律所规定的未成年工保护有良好的了解并针对工作岗位进行了未成年工的风险评估。工厂所有工人均超过18周岁。(备注: 工厂没有未成年工。)</p>	
Remarks from Auditee:	

Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Based on site observation, management and workers' interview and document review, the auditee had established procedure regarding Hiring Procedure and implemented it accordingly. The auditee signed labor contract with each employees within one month after hiring and employees obtained one contract. However, based on satisfactory evidence, the main auditee didn't respect this principle.</p> <p>根据现场观察, 管理层及员工访谈, 文件审核, 受审核方有建立雇佣程序, 并按要求执行。受审核方在员工入职一个月内与每位员工签订劳动合同, 同时会给一份给员工。然而, 基于令人满意的证据, 主要受审核方没有尊重这个原则。</p>	
Remarks from Auditee:	
Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Based on site observation, management and workers' interview and document review, the auditee had established procedure regarding on prohibition bonded labor and implemented it accordingly. No deposit or ID card was withheld by the auditee. No illegal disciplinary measure was noted in this audit. No bonded labor was found during this audit. Based on satisfactory evidence, the main auditee respected this principle.</p> <p>根据现场观察, 管理层及员工访谈, 文件审核, 受审核方有建立强迫劳动程序, 并按要求执行。受审核方没有收押金或扣押证件。没有发现违法的纪律处罚。本次审核, 未发现强迫劳动。基于令人满意的证据, 主要受审核方尊重这个原则。</p>	
Remarks from Auditee:	
Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: B	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Based on site observation, management and workers' interview and document review, the auditee had established the procedure to ensure its business model in line with local environmental law. However, based on satisfactory evidence, the main auditee didn't respect this principle.</p> <p>根据现场观察, 管理层及员工访谈, 文件审核, 受审核方有建立程序来确保其生产活动符合当地环境法规。但是, 基于令人满意的证据, 主要受审核方没有尊重这个原则。</p> <p>12.3 - The factory did not obtain Environmental impact Assessment (EIA) report and EIA approval. Reference law: Law of the People's Republic of China on the Environmental Impact Assessment (2013), Article 16 and Article 22.</p> <p>工厂目前尚未取得环境影响评估报告表及环评批复。参考法律法规: 中华人民共和国环境影响评价法(2013)第16和22条。</p>	
Remarks from Auditee:	
Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 127302] Audit Date: 02/07/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Based on site observation, management and workers' interview and document review, the auditee had established Anti-bribery And anti-corruption Procedure, and they had given training to employees for this issue. The factory had established personal information confidential mechanism to prevent any disclosing. Based on satisfactory evidence, the main auditee respected this principle.</p> <p>根据现场观察, 管理层及员工访谈, 文件审核, 受审核方有建立反贿赂及反腐败的程序, 并给员工提供相关的培训。工厂有建立个人信息保密程来保护员工隐私。基于令人满意的证据, 主要受审核方尊重这个原则。</p>	
Remarks from Auditee:	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	02/07/2018	127302	D	A	A	A	B	D	A	A	A	A	A	B	A	C

Producer Photos



External photo(s) of the production unit(s)
Factory Name.jpg

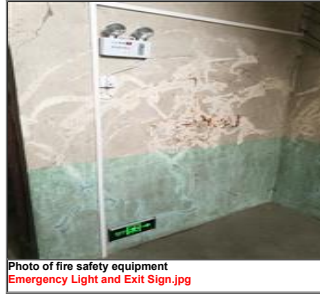


Photo of fire safety equipment
Emergency Light and Exit Sign.jpg



Photo of the inside of the main production hall
Finished Product Warehouse.jpg



External photo(s) of the production unit(s)
Production Building.jpg



Photo of fire safety equipment
Evacuation Planning.jpg



Photo first aid facilities
First Aid Kit.jpg

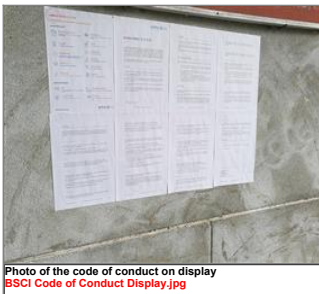


Photo of the code of conduct on display
BSCI Code of Conduct Display.jpg



Photo of fire safety equipment
On-site Fire Hydrant Test.jpg



Photo of the sanitary facilities
Drinking Water.jpg



Photo of fire safety equipment
Fire Alarm.jpg



Photo of the inside of the main production hall
Workshop 1.jpg



Photo of the inside of the main production hall
IC Attendance System.jpg



Photo of fire safety equipment
Fire Extinguisher.jpg



Photo of the inside of the main production hall
Workshop 2.jpg



Photo of non-conformity
NC 7.11 Simple Cargo Lift.jpg



Photo of fire safety equipment
Fire Hydrant.jpg



Photo of the inside of the main production hall
Workshop 3.jpg



Photo of non-conformity
NC 7.13 No insulation cover for electricity box.jpg



Photo of fire safety equipment
Emergency Assembly Point.jpg