


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 : 08/08/2020	

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
B	B	A	A	C	D	D	A	A	B	A	C	B

Executive summary of audit report

Factory name: Zhejiang Rikang Baby Products Co.,Ltd
 Factory address: No.12, Beiyuan Road, Huangyan Economic Development Zone, Taizhou, Zhejiang
 Business license number: 9133100374349657XY

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The factory was established on October 16, 2002 and consists of one 3-storey production building, two 4-storey production and warehouse combined buildings and one 4-storey canteen, office and dormitory combined building with total construction area about 27,120 square meters. No transportation was available in the facility. The factory agreed that the auditor had accesses to all facilities, compound and documents and records requested by the audit.

The factory was specialized in manufacture of feeding bottles, water bottle & cups. The main production processes including crushing, injection, printing, assembling, inspection and packing, no process was subcontracted to another factory. The production capacity were 12 million pieces per year. Based on the interview and document review, there were 98 employees including 56 male workers and 42 female workers in the factory. The youngest employee in the factory was 25 years old.

It was noted that the factory used electronic attendance system to record employee's attendance status. All employees ran 1 shift from 07:30 to 17:00 with lunch break from 11:30 to 13:00. Management issued the wages of current month at the end of next month by cash to employees and all employees were paid by hourly rate.

According to the payroll records of 15 samples from December 2018, 15 samples from February 2019 and 15 samples from recent month June 2019, it was noted that all samples were paid at RMB 11 to RMB 13 per hour in sampled months, which was higher than the local minimum wage of RMB 1800 per month or RMB 10.34 per hour since December 1, 2017. Further, all sampled employees were paid 150% of their normal wage for the overtime working hours on normal working days and 200% of their normal wage for the overtime working hours on the rest days. No overtime working hours was noted on statutory holidays.

According to the attendance records of 15 samples from December 2018, 15 samples from February 2019, 15 samples from recent month June 2019 and 5 samples from the recent unpaid but full attendance month July 2019, the maximum overtime hours were 2 hours a weekday, 8 hours a rest day and 44 hours a month, 52 hours per week. The longest consecutive work period was 6 days.

According to the social insurance payment receipt provided by factory management, it was noted that 55 out of 98 employees (56.12%) were provided with pension, unemployment, medical, maternity insurance and all 98 out of 98 employees (100%) were provided with accident insurance in June 2019.

The attendance records were cross-checked against production records and confidential interviews were conducted with 15 employees from different departments. No inconsistencies regarding working hours and production records was found.

At the end of the audit, a closing meeting was held with the factory representatives. All of the findings were disclosed and discussed and a corrective action plan was explained to the factory Representative Mr. Fu Jun/Factory director agreed with the findings and signed the corrective action plan.

Opening meeting factory representatives (name and titles)
 Mr. Fu Jun/Factory director
 Mr. Chen Wei/Worker Representative

Remark

- Documents which was not attached to the report:
 - Contractor license/permit
 - Not applicable. There was no contractor used in the auditee.
 - Agency labor contract

Not applicable. There was no agency labor used in the auditee.

- Government waivers

Not applicable. There was no government waivers provided by the auditee.

- Collective bargaining agreements

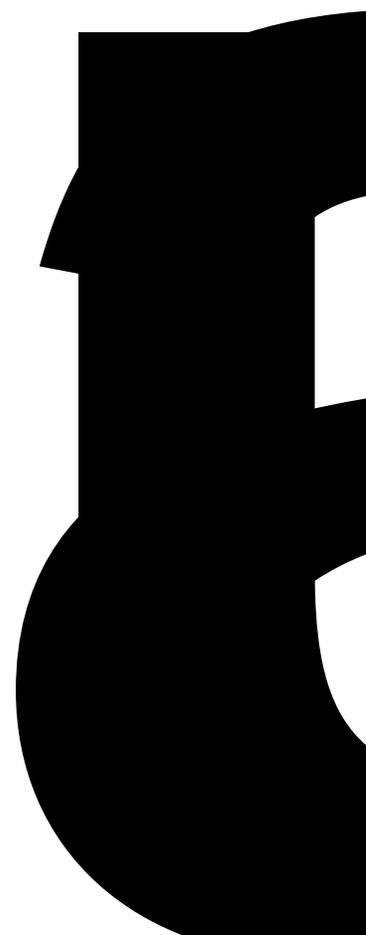
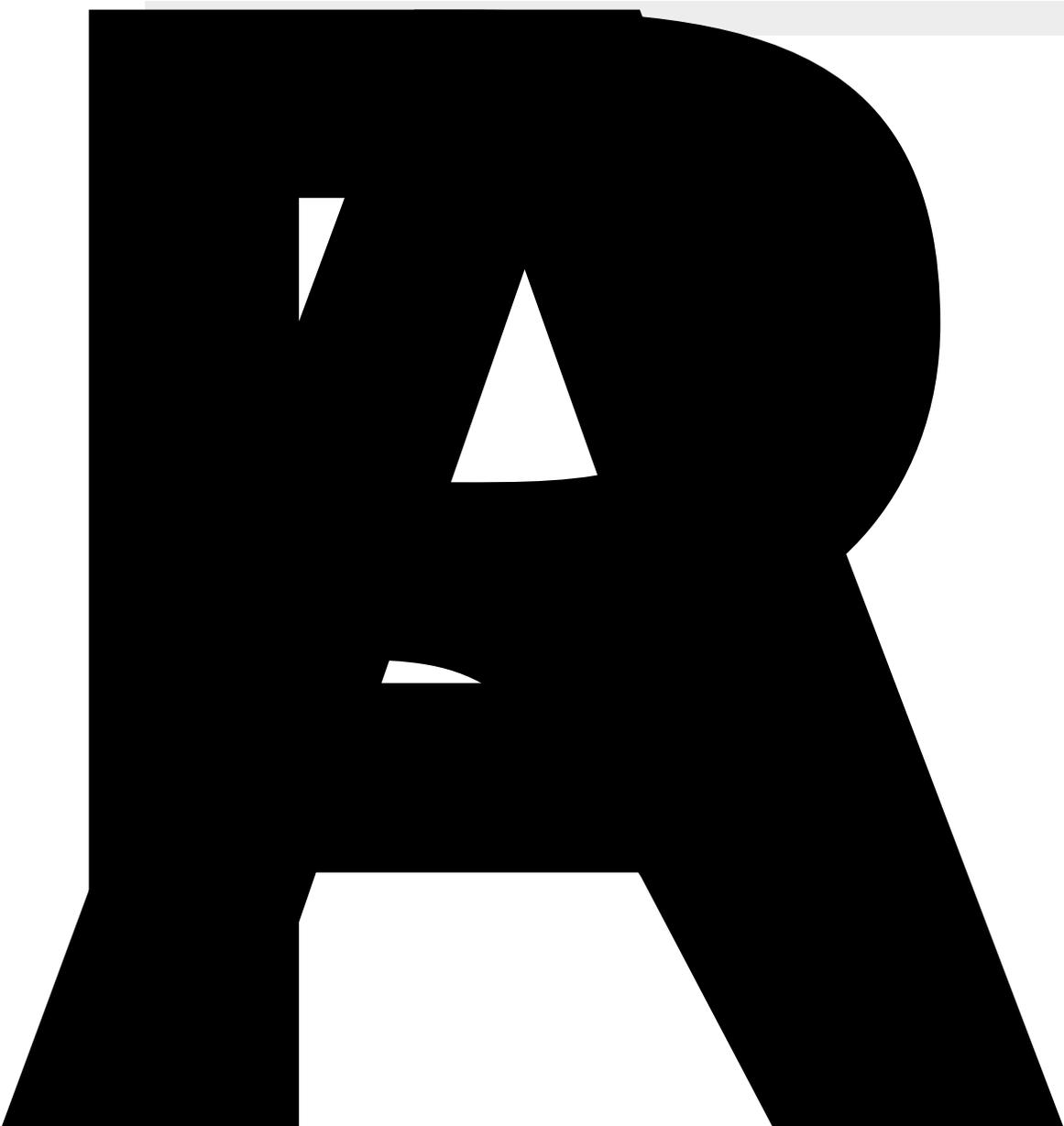
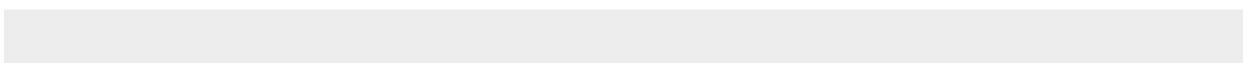
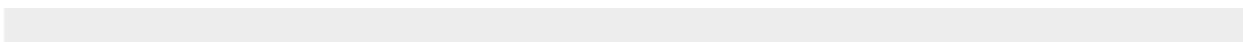
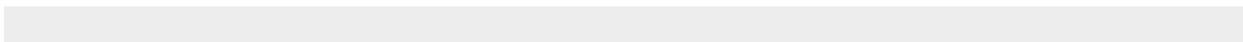
Not applicable. No collective bargaining agreement was provided for review.

- Inconsistencies between time and production records

Not applicable. No inconsistencies was found between time and production records.

2. Audit Company: Bureau Veritas Consumer Products Service
Audit Company APSCA Number: 11600002
Lead Auditor Name: Anna Zhao
APSCA Auditor Registered Number: 21701169





Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 159296] Audit Date: 07/08/2019 PA Score: B

Deadline date:30/11/2019

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee partially respects the requirement of this performance area. The auditee established an effective management to implement the BSCI Code of Conduct as requirement to ensure daily operations work in line with BSCI. Appointed Fu Jun/Factory director to ensure that the BSCI values and principles were followed in a satisfactory manner, such as following up with the grievance mechanism, ensuring that workers have received trainings relevant to the BSCI values and principles. BSCI COC had been already posted on site. Furthermore, the auditee had established the policy of selection of business partners, tried their best to ask business partners to understand and have their own social responsibility, etc. The factory had already established the production capacity assessment procedure, but they had not assessed production capacity fully.

	/	BSCI	BSCI	BSCI
	BSCI			

1.4 -	It was noted that the factory had established the production capacity assessment procedure, but they had not assessed production capacity. In accordance with Performance Area 1: Social Management System and Cascade Effect 1.4 Factory management agreed with the issue and would take corrective action as soon as possible.	1	1.4
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Remarks from Auditee:

None

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 159296] Audit Date: 07/08/2019 PA Score: B

Deadline date:31/10/2019

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The overall observation showed that the auditee partially respects the requirement of this performance area. The auditee had established workers representative procedure, Amfori BSCI COC was posted onsite and BSCI training was provided for all employees. The auditee had established procedure to involve and exchange information on workplace issues with workers and their representatives, provided the commitment that they would implement the social responsibility according to the local law and BSCI Code of Conduct. However, the workers representative and sampled workers were not quite aware of BSCI and BSCI requirement and the established grievance mechanism was not including all interested parties.

			AmforiBSCI
	BSCI		

2.4 -	It was noted that there were communication about requirements of social responsibility between the management and workers, but some workers did not know the requirements of social responsibility or the BSCI Code. In accordance with Performance Area 2: Workers Involvement and Protection-2.4 Factory management agreed with the issue and would take corrective action as soon as possible.	BSCI	2	-2.4
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2.5 -	It was noted that the factory had not established grievance procedure for its stakeholders (such as residents nearby, supplies and so on). In accordance with Performance Area 2: Workers Involvement and Protection 2.5. Factory management agreed with the issue and would take corrective action as soon as possible.	2	-2.5
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Remarks from Auditee:

None

Performance Area 6 : Decent Working Hours																	
Full Audit [Audit Id - 159296] Audit Date: 07/08/2019 PA Score: D	Deadline date:30/11/2019																
GOOD PRACTICES: None																	
AREAS OF IMPROVEMENT: <p>The auditee partially respects the requirement of this performance area. The auditee established and complied with the working hour policy according to local requirement of the normal working hours of 8 hours per day and 40 hours per week and all employees had at least one day rest per 7 days. Employees worked 2 overtime hours at most per working day, which did not exceed the legal requirement of 3 hours a day. According to the sampled time records, sampled employees worked 52 hours per week at most. However, the overtime hours exceed the legal requirement of not exceeding the 36 hours overtime per month.</p> <table border="0" style="margin-left: 100px;"> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">36</td> <td style="text-align: center;">3</td> <td style="text-align: center;">8</td> <td style="text-align: center;">40</td> <td style="text-align: center;">52</td> </tr> </table> <p>6.2 - According to the attendance records of 15 sample employees from June 2019, 15 sample employees from February 2019, 15 sample employees from December 2018 and 5 sample employees from the recent unpaid but full attendance month July 2019, it was noted that 15 out of 15 sample employees worked in excess of 36 overtime hours per month (i.e. 44 hours) in December 2018, which was not in compliance with the legal requirement. In accordance with Article 41 of the Labor Law of the PRC. The Production Manager was appointed to control the overtime hours. Currently, they did not have a plan to reduce monthly overtime hours to meet legal requirement. All employees interviewed represented that they were voluntarily to work overtime and they confirmed that they overtime worked more than 36 hours per month when busy. Factory management agreed with the issue and would take corrective action as soon as possible.</p> <table border="0" style="margin-left: 100px;"> <tr> <td style="text-align: center;">2019 6 15</td> <td style="text-align: center;">2019 2 15</td> <td style="text-align: center;">2018 12 15</td> <td style="text-align: center;">2019 7 5</td> <td style="text-align: center;">15/15</td> </tr> <tr> <td style="text-align: center;">2018 12 44</td> <td></td> <td style="text-align: center;">36</td> <td style="text-align: center;">36</td> <td style="text-align: center;">41</td> </tr> </table>		2	36	3	8	40	52	2019 6 15	2019 2 15	2018 12 15	2019 7 5	15/15	2018 12 44		36	36	41
2	36	3	8	40	52												
2019 6 15	2019 2 15	2018 12 15	2019 7 5	15/15													
2018 12 44		36	36	41													
Remarks from Auditee: None																	

Performance Area 7 : Occupational Health and Safety	
Full Audit [Audit Id - 159296] Audit Date: 07/08/2019 PA Score: D	Deadline date:30/11/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT:	
<p>The auditee partially respects the requirement of this performance area. The auditee had established right occupational health and safety policy and procedure. Trainings and drills (dated on March 4, 2019 recently) were conducted to all workers and management to enforce their awareness. Per factory tour, the auditee had taken certain measure to protect employees' health and safety. Firefighting equipment such as emergency lights, exit signs, fire extinguishers, fire hydrants were set in this factory, and regular inspection were conducted monthly. Further, first aid kit, drinking water and toilets were set for employees.</p>	
2019 3 4	(
7.4 - Workers and worker representatives were not involved in health and safety risk assessment. In accordance with Performance Area 7: Occupational Health and Safety-7.4 Factory management agreed with the issue and would take corrective action as soon as possible.	7: -7.4
7.6 - It was noted that employees working in the printing workshop did not wear activated carbon masks which provided by the factory management. In accordance with Article 42 of Law of the People's Republic of China on Production Safety. Factory management agreed with the issue and would take corrective action as soon as possible.	42
7.7 - (1)It was noted that one alcohol container being stored in the chemical warehouse was not posted with safety label. In accordance with Article 14 of the Regulation For Chemical Usage Safety in Work Place. Factory management agreed with the issue and would take corrective action as soon as possible. (2)It was noted that the eye washing facility in printing workshop only have one head which could not cover both eyes when using, it could not accept as a functional emergency washing facility. In accordance with Article 8.3 of Hygiene standards for the design of Industrial enterprises (GBZ1-2010). Factory management agreed with the issue and would take corrective action as soon as possible.	14 (GBZ1-2010) 8.3
7.10 - It was noted that printing ink was using in printing workshop, noise and dust was generated in the crushing workshop, which might cause occupational diseases to employees in these two workshops. PPE was provided to employees freely by the factory management and PPE trainings were also provided to employees regularly. However, factory did not conduct testing of factors of occupational hazards in printing workshop and crushing workshop. In accordance with Article 20 of Provisions on the Supervision and Administration of Occupational Health at Work Sites. Factory management agreed with the issue and would take corrective action as soon as possible.	20
7.11 - (1)It was noted that factory management was unable to provide the fire acceptance check for one 3-storey production building, which a total construction area of 2400 square meters; Besides, the one 4-storey warehouse building was used as office and dormitory currently. However, the factory management did not update the fire acceptance check for dormitory building to reflect the update of building purpose. And this building had a total construction area of 6,333 square meters. In accordance with Article 13 of the Construction Project Fire Safety Supervision and Management Regulation and Article 24 of the Construction Project Fire Safety Supervision and Management Regulation. Factory management agreed with the issue and would take corrective action as soon as possible. (2)It was noted that the factory could not provide the construction safety document (e.g. report or registration files of inspection for completed building construction projects) for one 3-storey production building. As per stated by factory management, this building was completed in 2008. In accordance with Article 61 of Construction Law of the People's Republic of China and Article 49 of Regulation on the Quality Management of Construction Projects. Factory management agreed with the issue and would take corrective action as soon as possible.	1 3 2400 13 4 24 2008
7.13 - It was noted that the electric circuit of one electrical switch box in the sewing workshop was exposed without insulation protective device. In accordance with Article 5.1.2 of the General Guide for Safety of Electric User (GB/T13869-2017) Factory management agreed with the issue and would take corrective action as soon as possible.	1 GB/T13869-2017 5.1.2
7.15 - It was noted that the width of 1 out of 2 evacuation exits in the silicone workshop was 0.77 meter, which was less than national standard of 0.9 meter. Safety exit signs and emergency lightings were installed above this exit, and employees knew the location of exits. Fire drills were conducted twice per year. In accordance with Article 3.7.5 of the Building Construction Design Code for Fire Safety (GB50016-2014). Factory management agreed with the issue and would take corrective action as soon as possible.	1/2 0.77 0.9 GB50016 - 2014 3.7.5
7.16 - It was noted that the emergency evacuation plan posted in the canteen missing one safety exit's location. In accordance with Article 16 of the Fire Control Law of the People's Republic of China. Factory management agreed with the issue and would take corrective action as soon as possible	1 16
7.17 - It was noted that 1 out of 1 overlocking machine in the sewing workshop was not equipped with eye shield and 8 out of 8 sewing machines in the sewing workshop were not equipped with needle guards. Per employee interview and document review, no accident was happened in the last 12 months and machine safety training was provided for employees regularly. In accordance with Article 6.1.6 of Code of Design of Manufacturing Equipment Safety and Hygiene. Factory management agreed with the issue and would take corrective action as soon as possible.	1/1 8 8 (GB5083-1999) 6.1.6 12
7.22 - It was noted that no soap was provided at toilets area, but toilet paper was provided to employees. In accordance with Performance Area 7: Occupational Health and Safety-7.22 Factory management agreed with the issue and would take corrective action as soon as possible.	

7: -7.22
Remarks from Auditee: None
Performance Area 8 : No Child Labour
Full Audit [Audit Id - 159296] Audit Date: 07/08/2019 PA Score: A Deadline date:
GOOD PRACTICES: None
AREAS OF IMPROVEMENT: The auditee fully respects the requirement of this performance area. The auditee established its child labor forbidden policy and remedial policies, HR department was responsible for employee recruitment and they were well aware of the recruitment process establishes by the auditee including robust age-verification mechanisms. And they checked the ID strictly during the hiring process to ensure that no child labor was hired. All employees age documents such as ID copies were maintained in this factory. And no existing child labor or history child labor was noted with confirmation over the past year. The youngest one was 25 years old on the audit day. 25
Remarks from Auditee: None
Performance Area 9 : Special protection for young workers
Full Audit [Audit Id - 159296] Audit Date: 07/08/2019 PA Score: A Deadline date:
GOOD PRACTICES: None
AREAS OF IMPROVEMENT: The overall observation showed that the auditee fully respected the requirement of this performance area. There were no young worker in this factory. The factory had established related policies to ensure young workers' working time and not to contact with hazardous materials. Per worker and management interviewed, the policy for protecting young worker was practiced well in the auditee. Through document review, factory tour and employee interview, no juvenile employee was used in the factory. The youngest employee in the factory was 25 years old. 25
Remarks from Auditee: None
Performance Area 10 : No Precarious Employment
Full Audit [Audit Id - 159296] Audit Date: 07/08/2019 PA Score: B Deadline date:30/11/2019
GOOD PRACTICES: None
AREAS OF IMPROVEMENT: The overall observation showed that the auditee partially respected the requirement of this performance area. The factory established the clear hiring procedure according to local legal requirement. Confirmed through employee and employee representative interview, they need to sign standard labor contracts with factory and they kept one labor contract by themselves. However, the facts, harmful effects, consequences, protective measures and necessary treatment of occupational diseases were neither communicated to relevant employees nor indicated in their employment contracts. 10.3 - It was noted that occupational disease might result in the work process of some employees in the factory (e.g. employees handling printing ink containing benzene might result in benzene poisoning). However, the facts, harmful effects, consequences, protective measures and necessary treatment of occupational diseases were neither communicated to relevant employees nor indicated in their employment contracts. In accordance with Article 33 Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases Factory management agreed with the issue and would take corrective action as soon as possible. () 33
Remarks from Auditee: None

Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 159296] Audit Date: 07/08/2019 PA Score: B	Deadline date:31/10/2019
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>The auditee partially respects the requirement of this performance area. The auditee had established written policy and procedure on ethical business behavior and integrity in the facility and communicated to employees by internal training. The disclosure of information indicated that all documents/records including personnel files, time records, payroll records, etc. must be accurate and no falsified information was permitted in their business activities. However, the facility did not conduct Ethical Business risk assessment.</p> <p>13.1 - The facility had established training procedure on Ethical Business Behavior including corruption, bribery, falsified information or misrepresentation, fraud, embezzlement. And the facility had provided ethic and integrity training to high risk employees regularly. But the facility did not conduct Ethical Business risk assessment. In accordance with Performance Area 13: Ethical Business Behavior 13.1 Factory management agreed with the issue and would take corrective action as soon as possible.</p> <p style="text-align: center;">13 13.1</p>	
Remarks from Auditee: None	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	07/08/2019	159296	B	B	A	A	C	D	D	A	A	B	A	C	B	C

Producer Photos



External photo(s) of the production unit(s)
7.13 Without insulation protective device.JPG



External photo(s) of the production unit(s)
Evacuation plan.JPG



External photo(s) of the production unit(s)
Injection workshop.JPG



External photo(s) of the production unit(s)
7.15 The width of exit was less than the national standard.JPG



External photo(s) of the production unit(s)
Evacuation sign.JPG



External photo(s) of the production unit(s)
Main gate.JPG



External photo(s) of the production unit(s)
7.17 No eye shield was installed.JPG



External photo(s) of the production unit(s)
Exit sign and emergency light.JPG



External photo(s) of the production unit(s)
Office and dormitory and canteen combined building.JPG



External photo(s) of the production unit(s)
7.17 No needle guard was installed.JPG



External photo(s) of the production unit(s)
Factory address.JPG



External photo(s) of the production unit(s)
Packing workshop.JPG



External photo(s) of the production unit(s)
7.6 No mask was used.JPG



External photo(s) of the production unit(s)
Factory name.JPG



External photo(s) of the production unit(s)
Printing workshop.JPG



External photo(s) of the production unit(s)
7.7 Eye washing facility only have one head.JPG



External photo(s) of the production unit(s)
Finished goods warehouse.JPG



External photo(s) of the production unit(s)
Production and warehouse combined building.JPG



External photo(s) of the production unit(s)
7.7 Missing safety label.JPG



External photo(s) of the production unit(s)
Fire alarm button.JPG



External photo(s) of the production unit(s)
Pulley guard.JPG



External photo(s) of the production unit(s)
Attendance machine.JPG



External photo(s) of the production unit(s)
Fire alarm ring.JPG



External photo(s) of the production unit(s)
Raw material warehouse.JPG



External photo(s) of the production unit(s)
Canteen interior.JPG



External photo(s) of the production unit(s)
Fire extinguishers.JPG



External photo(s) of the production unit(s)
Sewing workshop.JPG



External photo(s) of the production unit(s)
Code of conduct on display.JPG



External photo(s) of the production unit(s)
Fire hydrant testing.JPG



External photo(s) of the production unit(s)
Smoke detector.JPG

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