



SOCIAL MANAGEMENT SYSTEM CERTIFICATION

ANNEX 2: CB AUDIT REPORT REQUIREMENTS

CONTENTS

- Introduction.....3**
- Instructions.....3**
- Stage 1 Audit Report.....6**
 - 1 Organization Details6**
 - 1.1 Organization Profile6
 - 1.2 Head/Corporate Office (where applicable)6
 - 1.3 Off-site Activities (where applicable)7
 - 1.4 Multi-sites (where applicable)7
 - 2 Audit Details7**
 - 2.1 Audit Scope.....8
 - 2.2 Audit Plan.....8
 - 2.3 Audit Team.....8
 - 3 Audit Results9**
 - 3.1 Overview of Clients’ Preparedness for Stage 2.....9
 - 3.2 Areas of Concern10
 - 3.3 Audit Conclusion10
- Audit Report Template.....11**
- Stage 2 Audit Report.....11**
 - 1 Organization Details11**
 - 1.1 Organization Profile11
 - 1.2 Head/corporate Office (where applicable)11
 - 1.3 Off-site Activities (where applicable)11
 - 1.4 Multi-Sites (where applicable).....12
 - 2 Audit Details12**
 - 2.1 Audit Scope.....13
 - 2.2 Audit Program and Plan.....13
 - 2.3 Audit Team.....14
 - 2.4 Previous Audit.....14
 - 3 Audit Results14**
 - 3.1 Executive Summary14
 - 3.2 Summary of Audit Findings.....15
 - 3.3 Nonconformities16

Critical Nonconformities	16
Major Nonconformities	17
Minor Nonconformities	18
3.4 Audit Recommendation	19
3.5 Audit Duration	19
4 Checklists	20
PAS 24000	20
Annex A Requirements Related to Social Performance*	25
FSSC 24000 Additional Requirements	36

* The requirements stated in the checklists are a summary of the requirements in the Annex of the PAS 24000, the PAS 24000 is leading

INTRODUCTION

This document has been developed to ensure a high caliber of audit reporting and sets out the minimum reporting requirements and expectations in terms of the content and the level of detail required in FSSC 24000 audit reports.

CBs shall use the mandatory FSSC 24000 audit report templates the Foundation provides.

The Audit report shall:

1. Clearly demonstrate that the FSSC 24000 Scheme requirements have been addressed by the organization and meet the ISO/IEC 17021-1:2015 as well as the SSCI requirements.
2. Be used by all Integrity Program Assessors to determine CB conformance with FSSC 24000 audit reporting requirements;
3. Be used by all CBs to train their auditors and personnel involved in the review and certification decision process on the content requirements of the audit report, in support of a robust certification process;

ISO/IEC 17021-1:2015, clauses 9.4.8.2 and 9.4.5.1 requires: “the audit report shall provide an accurate, concise and clear record of the audit to enable an informed certification decision to be made”. In addition, it also requires “audit findings (audit findings summarizing conformity and detailing nonconformity...), reference to evidence and conclusions, consistent with the requirements of the type of audit” shall be included.

This document details the minimum audit report content that is required to be included in audit reports.

In the case of multi-site certification, separate report(s) may be produced for the Central function (similar to a head office report), including a consolidated nonconformity report and reports for each of the sites, respectively, in which case the site reports shall meet the content requirements as set out in this Annex.

Alternatively, one audit report may be produced for the multi-site organization, including the Central function information, in which case specific information about each site audited is required and complies with the content of this Annex. The summary sections of the audit report shall clearly reflect what was audited at each site with supporting objective evidence to show that the Scheme requirements were audited at each site. The minimum content of the Central functions shall include a description of the centralized functions, including detail on internal audits, how this is managed and controlled by the group, and the competency of the internal auditors. The requirements referenced in the FSSC Additional requirement 2.3.2. shall be included in the Central function section of the report.

INSTRUCTIONS

1. The level of detail (e.g., the objective evidence required) in the audit report template shall be used for all audit types. The audit criteria shall be adjusted relevant to the type of audit conducted (for example surveillance, recertification, transition etc.).

2. This document sets out the minimum requirements in each section of the audit report. For the clauses of PAS 24000, including Annex A and the additional FSSC 24000 requirements it explains the minimum content required to be documented in each section.
3. The text in blue font represents an overview of what is expected to be detailed in the audit report, it is not intended to be an exhaustive list and the auditor(s) need to demonstrate that all requirements of the clause(s) have been assessed supported by objective evidence and suitable audit trails.
4. Checklists – summary section per clause shall contain:
 - a) An overview of the section including evidence assessed to demonstrate compliance or non-compliance to the clauses in the section.
 - b) Checklist summaries shall be sufficiently detailed to allow insight and an overview and not be over simplified, or just indicate “conformance with the requirements was noted” or any other vague descriptions of similar effect.
5. Nonconformities are not to be reported against more than one clause within FSSC 24000:
 - a) The nonconformity shall always be written to the most specific clause and not be grouped unless a systemic issue is identified, in which case the expectation is that in most cases the nonconformity is raised to a higher grade i.e., a major.
 - b) Nonconformities shall reference the objective evidence to justify the nonconformity and clearly identify why the requirement is not being met.
6. In exceptional cases, certain requirements can be deemed not applicable (N/A). Where a requirement is deemed to be N/A then suitable justification shall be recorded in the relevant section of the audit report.
Note: this applies only to those clauses in the audit report that has the option to select N/A; all other clauses shall be audited in full.
7. Where ICT is used during an audit, the details of the type of ICT used and which clauses/departments were audited using ICT must be clearly indicated in the audit report and the audit plan.
8. CBs are required to issue the completed audit report, the content of which meets the requirements of this Annex, to clients for all audits including surveillance and transition audits. The complete audit report consists of the audit checklists for PAS 24000:2022, including Annex A and the additional FSSC 24000 requirements.
9. As per ISO/IEC 17021-1, the audit report must be provided to the organization. Annexes provided to the organization shall include the audit plan, the audit program, and the record of attendance.
10. The complete audit report package shall be uploaded into the Assurance Platform along with attachments in PDF including final audit report, audit plan, audit program, additional audit documentation (list of worker linked to interviews and file reviews) and record of attendance. Nonconformity reports, where provided in addition to the summary in the audit report, shall be zipped to facilitate uploading into the Assurance Platform along with the audit

documentation. It is not required to upload the supporting evidence for closure of nonconformities into the Assurance Platform. The audit report details and nonconformity details in the Assurance Platform are required to be uploaded in English.

Notes:

- 1) In all cases, verify the latest FSSC 24000 BoS decision list available on the FSSC website to ensure all audit requirements are covered and reflected in the audit report.
- 2) Audit attachments: when uploading scans of documents, these must be legible and of good quality.

STAGE 1 AUDIT REPORT

1 ORGANIZATION DETAILS

1.1 ORGANIZATION PROFILE

Registered legal name	Name of organization to be certified
Legal or official company registration number	Applicable reference to legal registration (such as a business registration number)
Location/Address	Full address (or other unique identification of site location (i.e., GPS, GLN etc. where a postal address is not available)
Contact person	Name & function
General description of audited organization	<p>A brief history of the company for example, how long in business, purpose-built/prior use, main markets (local/international)</p> <p>Overview of products produced/services provided, main processes, number of processing lines, organizational structure including relationship with Head/Corporate Office or off-site activities where relevant; Level of complexity and risk regarding social safety</p> <p>**No marketing jargon to be included**</p>
Overview of seasonal activities	<p>Describe what seasonal activities are conducted.</p> <p>Indicate "None" if not applicable</p>

1.2 HEAD/CORPORATE OFFICE (WHERE APPLICABLE)

Registered legal name	Name of Head/Corporate office to be included in the certification
Location/Address	Full address (or other unique identification of site location (i.e., GPS, GLN etc. where a postal address is not available)
Date and duration of head/corporate office audit	
Number of sites	Number of sites included under the head/corporate office functions
Description of Head/corporate office functions	<p>Describe which functions are conducted at Head/corporate Office that are common to the certified sites. For example: procurement, human resources, payroll, etc.</p> <p>Indicate if head/corporate office is a separate audit or whether conducted as part of the site audit.</p>

1.3 OFF-SITE ACTIVITIES (WHERE APPLICABLE)

Site name	Name of off-site facility/premises
Location(s)/Address	Full address (or other unique identification of site location (i.e., GPS, GLN etc. where a postal address is not available).
Date and duration of off-site audit/s	
Activities at location/s	Describe activities that are conducted at an off-site location, where they are under the same legal entity and same SMS (refer FSSC24000 scheme requirements Part 3, section 5.2.2). For example: <ul style="list-style-type: none"> a) Off-site storage b) Worker accommodation c) Satellite manufacturing

1.4 MULTI-SITES (WHERE APPLICABLE)

Registered legal name of the Group	Name of the group to be certified
Legal or official company registration number	Applicable reference to legal registration (such a business registration number)
Location/Address	Full address (or other unique identification of site location (i.e., GPS, GLN etc. where a postal address is not available)
Date and duration of Central Functions audit	
Overview of Central Functions	Also refer to FSSC Additional Requirement 2.3.2;
Number of sites in the group	Number of sites included in the group certification
List of sites included, with addresses, date/s of audit and activity (scope)	Can be an addendum to the report

2 AUDIT DETAILS

CB Name and office location (if different from main CB)	CB and office name if local office
Audit language	Language audit conducted in – if translator is used provide detail
Audit objectives	Reference ISO17021-1 – 9.3.1.2
Audit criteria	Normative documents i.e., PAS 24000 and the FSSC additional requirements (Version 1);

	Defined processes and documentation of the management system of the organization; Legal and regulatory requirements and customer requirements
Audit Delivery	On-site *Where ICT has been used during the audit, provide details here
Audit dates	Start and end date DD/MM/YYYY
Audit Duration Stage 1	In hours for example 8 hours (1MD = 8 hours)

2.1 AUDIT SCOPE

Sector, code, and economic activity	Processing/manufacturing – non-food - other industry; Code 9; Printing (Multiple sector codes may be applicable, see FSSC 24000 scheme requirements, Part 1, Table 1)
Scope statement	Scope statement as per Annex I requirements.
Verification of the scope statement	Confirm that the scope statement is an accurate reflection of the organization's activities

2.2 AUDIT PLAN

Deviation from audit plan:	Describe deviations to the audit plan and their reasons where applicable
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2.3 AUDIT TEAM

Name	APSCA registration number	Function	Date(s)	Time
Auditor name		Includes lead auditor, auditor, translators, Technical Expert, witnessor, trainees, observers	DD/MM/YYYY	08h00-17h00

Note: The table shall be completed per audit date and per audit team member in the case of an audit team and reflect the actual audit time. Where this differs from the audit plan, the justification shall be recorded under deviation from audit plan – 2.2

3 AUDIT RESULTS

3.1 OVERVIEW OF CLIENTS' PREPAREDNESS FOR STAGE 2

Management system documentation including the ability to meet statutory, regulatory and customer requirements	Overview of clients SMS, level of documentation established and applicable legislative and customer requirements, including level of implementation.
Client's site-specific conditions (environment; equipment and processes)	Summary description of site environment and any external risks. Short list of principle processes and key equipment used.
Organizational planning and control Status with regard to: <ol style="list-style-type: none"> Key performance Processes Objectives Operation of management system 	PAS 24000 clauses 4, 5, 6, 7 Status with regard to key performance, processes, objectives, and operation of management system
Operational planning and control including an overview of social performance against Annex A and level of controls established	PAS 24000 clause 8 and Annex A Provide an overview of the control and implementation of processes, by including a summary of: <ul style="list-style-type: none"> Processes and performance criteria implemented to meet Annex A Methodologies used to control the processes in accordance with the performance criteria The annual work plan to meet the defined social objectives The control of purchased services and materials Emergency preparedness and response, monitoring and measurement activities implementation status General description of level of implementation of the social performance requirements of Annex A.
Internal Audit	PAS 24000 clause 9 Confirm if a full internal audit has been conducted with dates, general overview of procedure/system, outcomes, effectiveness etc.
Management Review	PAS 24000 clause 9 Confirm if a Management Review has been conducted, indicate date of review, and effectiveness including the input and output requirements.

Review for Stage 2 Preparedness	
Allocation of resources	Confirm if audit duration is appropriate or whether additional time is required.
Planning needs	Detail any particular planning required for Stage 2 (i.e., certain activities take place during afternoons/evening).

3.2 AREAS OF CONCERN

Number (#)	Requirement reference (standard)	Clause	Finding details
1	Example: PAS24000: 2022	Example 7.1	Detail issue with relation to requirement and provide objective evidence.

3.3 AUDIT CONCLUSION

<input type="checkbox"/>	Stage 1 audit to be repeated
<input type="checkbox"/>	Proceed to Stage 2 audit

Disclaimer: Auditing is based on a sampling process of the available information at the time of the audit.

AUDIT REPORT TEMPLATE

STAGE 2 AUDIT REPORT

1 ORGANIZATION DETAILS

1.1 ORGANIZATION PROFILE

Registered legal name	Name of organization to be certified.
Legal or official company registration number	Applicable reference to legal registration (such a business registration number).
Location/Address	Full address (or other unique identification of site location (i.e., GPS, GLN etc. where a postal address is not available).
Contact person	Name and function.
General description of audited organization	<p>Brief history of company for example how long in business, purpose built/prior use, main markets (local/international)</p> <p>Overview of products produced/services provided, main processes, number of processing lines, organizational structure including relationship with Head/Corporate Office or off-site activities where relevant; Level of complexity and risk regarding social safety</p> <p>**No marketing jargon to be included**</p>
Significant changes since the previous audit	Identify any key changes to the organization since the previous audit.
Seasonal activities	<p>Describe what seasonal activities are conducted.</p> <p>Indicate "None" if not applicable</p>

1.2 HEAD/CORPORATE OFFICE (WHERE APPLICABLE)

Registered legal name	Name of Head/Corporate office to be included in the certification
Location/Address	Full address (or other unique identification of site location (i.e., GPS, GLN etc. where a postal address is not available)
Date and duration of head/corporate office audit	
Number of sites	Number of sites included under the head/corporate office functions
Description of Head/corporate office functions	<p>Describe which functions are conducted at Head/corporate Office that are common to the certified sites. For example: procurement, human resources, payroll, etc.</p> <p>Indicate if head/corporate office is a separate audit or whether conducted as part of the site audit.</p>

1.3 OFF-SITE ACTIVITIES (WHERE APPLICABLE)

Site name	Name of off-site facility/premises
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Location(s)/Address	Full address (or other unique identification of site location (i.e., GPS, GLN etc. where a postal address is not available).
Date and duration of off-site audit/s	
Activities at location/s	Describe activities that are conducted at an off-site location, where they are under the same legal entity and same SMS (refer FSSC24000 scheme requirements Part 3, section 5.2.2). For example: <ol style="list-style-type: none"> 1. Off-site storage 2. Worker accommodation <ol style="list-style-type: none"> a) Satellite manufacturing

1.4 MULTI-SITES (WHERE APPLICABLE)

Registered legal name of the Group	Name of the group to be certified
Legal or official company registration number	Applicable reference to legal registration (such a business registration number)
Location/Address	Full address (or other unique identification of site location (i.e., GPS, GLN etc. where a postal address is not available)
Date and duration of Central Functions audit	
Overview of Central Functions	Also refer to FSSC Additional Requirement 2.3.2;
Number of sites in the group	Number of sites included in the group certification
List of sites included, with addresses, date/s of audit and activity (scope)	Can be an addendum to the report

2 AUDIT DETAILS

CB Name and office location (if different from main CB)	CB and office name if local office
Audit language	Language audit conducted in – if translator is used provide detail
Audit objectives	Reference ISO17021-1 – 9.3.1.2
Audit criteria	Normative documents i.e., PAS 24000: 2022, and the FSSC 24000 scheme requirements (Version 1.0); Defined processes and documentation of the management system of the organization;

	Legal and regulatory requirements and contractual requirements	
Audit type	Stage 2, surveillance, transition, recertification	
Announced/Unannounced		
Audit complexity	Standalone FSSC 24000 audit Combined/Integrated with another standard Provide details:	
Audit delivery	On-site Detail the extent of ICT used during the audit if applicable	
Audit dates	Audit start date; end date DD/MM/YYYY	
Audit Duration	In hours for example 8 hours (1MD = 8 hours)	
Deviation from audit duration	Provide justification where audit duration differs from calculated duration	
Time spent on interviews		
Number of worker interviews	Individual:	Group:
Number of worker files reviewed		
Addendums included as part of the audit	Indicate Addendum and audit duration if applicable	

2.1 AUDIT SCOPE

Sector, code, and economic activity	Processing/manufacturing – non-food - other industry; Code 9; Printing (Multiple sector codes may be applicable, see FSSC 24000 scheme requirements, Part 1, Table 1)
Scope statement	Scope statement as per Annex I requirements.
Verification of the scope statement	Confirm that the scope statement is an accurate reflection of the organization’s activities

2.2 AUDIT PROGRAM AND PLAN

Deviation from audit program	Describe issues impacting the audit program and their reasons. If none, state “None”
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Deviation from audit plan	Describe deviations to the audit plan and their reasons where applicable
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2.3 AUDIT TEAM

Name	APSCA registration number	Function	Date(s)	Time
Auditor name		Includes lead auditor, auditor, translators, TE, witnessor, trainees, observers	DD/MM/YYYY	08h00-17h00

Note: The table shall be completed per audit date and per audit team member in the case of an audit team and reflect the actual audit time. Where this differs from the audit plan, the justification shall be recorded under deviation from audit plan section – 2.2

2.4 PREVIOUS AUDIT

2.4.1 AUDIT DETAILS PREVIOUS AUDIT

Audit type	Stage 1, Stage 2, Surveillance, Recertification
Announced / Unannounced	
Audit date/s	DD/MM/YYYY
CB conducting previous audit if different to current CB	In case of a transfer, indicate the name of the previous CB
Actions taken on NCs raised at previous audit	Provide comment on the organization’s ability to determine the root causes of any previously identified nonconformities, as appropriate, and on the effectiveness of the actions it has taken to correct such situations and prevent their recurrence. It should also comment on the sufficiency of the organization’s formal processes for corrective action.

3 AUDIT RESULTS

3.1 EXECUTIVE SUMMARY

Audit summary	High level summary – aimed at senior management of organization to understand how the SMS is performing and what actions they need to take to address any shortfalls. Provide a statement on the conformity and the effectiveness of the management system together with a summary of the evidence relating to:
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	<p>a) The capability of the management system to meet applicable requirements, social performance objectives and expected outcomes;</p> <p>b) Progress the organization has made against its objectives since the last audit (however, for an initial certification, this section may need to acknowledge that the organization had not yet developed sufficient history of such achievement for auditing purposes)</p> <p>c) Significant social performance issues that senior management need to be aware of (major/critical findings; trends in recalls etc.)</p> <p>d) The internal audit and management review process;</p> <p>e) Detail outcome of previous audit results</p> <p>f) For recertification audit – indicate how the SMS has evolved over the three-year cycle</p> <p>The structure of executive summary should follow the order of the main report.</p>
<p>Confirmation that audit objectives have been fulfilled</p>	<p>Positive statement: do not leave blank. If an objective was not met, indicate why</p>
<p>Unresolved issues</p>	<p>Record any unresolved issues (for example disagreement on findings, finding ratings etc.) resulting from the audit.</p>

3.2 SUMMARY OF AUDIT FINDINGS

<p># Critical nonconformities</p>	
<p># Major nonconformities</p>	
<p># Minor nonconformities</p>	

3.3 NONCONFORMITIES

CRITICAL NONCONFORMITIES

#	Requirement Reference (std., clause)	NC statement (incl objective evidence)	Root Cause Analysis (determine why it arose)	Corrective Action Plan (action to prevent repeat; person responsible, due date for completion)	Correction (to address the immediate issue)	Acceptance of correction, CAP, and evidence (auditor and date)
1	For example: PAS 24000:2022 §7.1	Provide a clear statement of the deviation to the requirement Provide detailed objective evidence Indicate potential or actual impact on social performance	Completed by client	Completed by client	Completed by client	Auditor name and date of acceptance of Root cause analysis, CAP, and correction
2						
Date of suspension: DD/MM/YYYY						
Follow-up Audit						
Date of follow-up audit: DD/MM/YYYY						
Objective Evidence reviewed to close out the NC: Provide detail of evidence reviewed to address and close out the NC						
Result of Follow-up audit:				Lift suspension and reinstate certificate/withdraw certificate		

MAJOR NONCONFORMITIES

#	Requirement Reference (std., clause)	NC statement (incl objective evidence)	Root Cause Analysis (determine why it arose)	Corrective Action Plan (action to prevent repeat; person responsible; due date for completion)	Correction (to address the immediate issue)	Objective Evidence Reviewed (to close out the NC)	Acceptance of correction, CAP, and evidence (auditor and date)
1	For example: PAS 24000:2022 §7.1	Provide a clear statement of the deviation to the requirement Provide detailed objective evidence Indicate potential or actual impact on social performance	Completed by client	Completed by client	Completed by client	Indicate evidence reviewed to close the NC i.e., document name and number	Auditor name and date of acceptance of Root cause analysis, CAP, correction, and objective evidence
2							
3							
4							
Onsite close out:		Yes/No	Follow-up onsite audit date (where applicable)		DD/MM/YYYY		

MINOR NONCONFORMITIES

#	Requirement Reference (std., clause)	NC statement (incl objective evidence)	Root Cause Analysis (determine why it arose)	Corrective Action Plan (action to prevent repeat; person responsible; due date for completion)	Correction (to address the immediate issue)	Objective Evidence Reviewed (relating to the correction)	Acceptance of correction and CAP (auditor and date)
1	For example: PAS 24000:2022 §7.1	Provide a clear statement of the deviation to the requirement Provide detailed objective evidence	Completed by client	Completed by client	Completed by client	Indicate evidence reviewed for the correction i.e., document name and number	Auditor name and date of acceptance of Root cause analysis, CAP, correction, and objective evidence
2							
3							
4							

3.4 AUDIT RECOMMENDATION

Initial certification granted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Certification maintained	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Re-certification	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>

3.5 AUDIT DURATION

<i>On-site audit time calculation – refer to Part 3 of the Scheme – 4.3.1</i>		
D	TNW	Additional locations
e.g., 1.25	e.g., 2.0	e.g., 0.5
Audit duration calculation (man days)	Example: Initial audit Ts + Taddition locations = 3.75-man days Surveillance audit = 1.5-man days Recertification audit = 3 days	
Audit time reduction	Justify any reductions given to Ts	
Existing Management system certification in place	Yes/No – if yes, specify	
Number of additional locations	Indicate the number of off-site storage facilities and worker accommodations	
Size of the organization	Small, medium, large	
Number of workers (TNW)	TNW = all workers (permanent, temporary, and part-time), as well as non-permanent workers (e.g., contractors) performing work or work-related activities that are under the control of the organization	
Number of shifts		
Description of activities per shift if different from main shift	Where activities are different across shifts, provide a short overview of activities per shift	

Note: The audit duration calculation may be uploaded to the FSSC Assurance Platform as a separate document as long as all information required is captured and the mandatory fields in the Assurance Platform are completed.

Disclaimer: Auditing is based on a sampling process of the available information at the time of the audit.

4 CHECKLISTS

Note: the summary section per clause shall contain:

- a) An overview of the section, including evidence assessed to demonstrate compliance or non-compliance to the clauses in the section.
- b) Objective evidence to demonstrate that all requirements of the clause(s) have been assessed supported by suitable audit trails.
- c) Sufficiently detail to allow insight and an overview and shall not be oversimplified, or just indicate “conformance with the requirements was noted” or any other vague descriptions of similar effect.

PAS 24000

PAS 24000		Conform		Grade	If No – detail NC	NC#
Clause	Requirement	Yes	No	Minor/Major/ Critical		
4	Context of the organization					
4.1	Understanding the organization and its context	<input type="checkbox"/>	<input type="checkbox"/>			
4.2	Understanding the needs and expectations of interested parties	<input type="checkbox"/>	<input type="checkbox"/>			
4.3	Determining the scope of the SMS	<input type="checkbox"/>	<input type="checkbox"/>			
4.4	Social management system	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Summary:</p> <p><i>Provide an overview of the context of the organization, including internal and external, positive and negative factors (risks and opportunities) that impact the ability of the SMS in achieving its intended results and how this aligns with continual improvement of the SMS. What mechanisms are in place to stay up to date and meet relevant statutory, regulatory, and contractual requirements relating to social performance. Summarize the status of any governmental or regulatory inspection findings where relevant and include any significant changes to legislation which impact the SMS and whether the site has effectively adopted the changes.</i></p>						
PAS 24000		Conform		Grade	If No – detail NC	NC#
Clause	Requirement	Yes	No	Minor/Major/ Critical		
5	Leadership					
5.1	Leadership and commitment	<input type="checkbox"/>	<input type="checkbox"/>			
5.2	Social Policy	<input type="checkbox"/>	<input type="checkbox"/>			
5.3	Roles, responsibilities, and authorities	<input type="checkbox"/>	<input type="checkbox"/>			
5.4	Consultation and participation of workers	<input type="checkbox"/>	<input type="checkbox"/>			

Summary:

Provide an overview including objective evidence assessed:

a) Demonstrate the leadership and commitment of top management with respect to the SMS, including evidence that the social policy and objectives have been established by top management and are compatible with the strategic direction of the organization and have been integrated into the SMS;

b) Overview of resources available to maintain the SMS and are being supported by top management; responsibilities and authority for relevant roles have been established and communicated, including responsibility for the SMS and that the assignment of leadership positions and roles within the SMS are non-discriminatory

c) Detail what mechanisms are in place to ensure communication within the organization and to interested parties is effective. How does the organization make the policy relevant to each individual worker

d) Consultation and participation of workers: provide an overview of how the consultation and participation of (non-managerial) workers and workers’ representatives at all applicable levels and functions are addressed within the different processes with specific reference to the allocation of time, training, resources, and access to information–

e) How continual improvement is promoted within the organization

The summary shall include an overview of what was covered during the interview with top management, including who was interviewed.

PAS 24000		Conform		Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	Minor/Major/ Critical		
6	Planning					
6.1	Actions to address risks and opportunities	<input type="checkbox"/>	<input type="checkbox"/>			
6.1.1	Assessment of risks and opportunities	<input type="checkbox"/>	<input type="checkbox"/>			
6.1.2	Actions	<input type="checkbox"/>	<input type="checkbox"/>			
6.2	Social performance objectives and planning to achieve them	<input type="checkbox"/>	<input type="checkbox"/>			
6.2.1	Social performance objectives	<input type="checkbox"/>	<input type="checkbox"/>			
6.2.2	Planning to achieve social performance objectives	<input type="checkbox"/>	<input type="checkbox"/>			
6.3	Planning of changes	<input type="checkbox"/>	<input type="checkbox"/>			

Summary:

Provide an overview of how risks and opportunities are identified and addressed (including actions) relating to the performance and effectiveness of the SMS and how the effectiveness of the actions will be evaluated

That objectives have been established and are SMART; describing the monitoring and review process and communication process (internal and external) with examples to illustrate

How changes within the SMS are dealt with including PDCA principles. Describe findings related to changes (e.g., compared to previous audit, to SMS, etc.) and the effect on the operational SMS.

PAS 24000		Conform		Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	Minor/Major/ Critical		
7	Support					
7.1	Resources	<input type="checkbox"/>	<input type="checkbox"/>			
7.2	Competence	<input type="checkbox"/>	<input type="checkbox"/>			
7.3	Awareness	<input type="checkbox"/>	<input type="checkbox"/>			
7.4	Communication	<input type="checkbox"/>	<input type="checkbox"/>			
7.4.1	General	<input type="checkbox"/>	<input type="checkbox"/>			
7.4.2	Internal communication	<input type="checkbox"/>	<input type="checkbox"/>			
7.4.3	External communication	<input type="checkbox"/>	<input type="checkbox"/>			
7.5	Documented information	<input type="checkbox"/>	<input type="checkbox"/>			
7.5.1	General	<input type="checkbox"/>	<input type="checkbox"/>			
7.5.2	Creating and updating documented information	<input type="checkbox"/>	<input type="checkbox"/>			
7.5.3	Control of documented information	<input type="checkbox"/>	<input type="checkbox"/>			

Summary:

Provide an overview including objective evidence assessed:

Resources; Competence & Awareness

Provide an overview of determination of resources (financial and human as well as infrastructure and environment for operation of processes) needed by the organization. Detail how competence requirements are established for all levels of the organization and capacity building is addressed. Detail the mechanism to ensure awareness of the relevant topics of the SMS, including the right to remove themselves from work situations that present an imminent or serious danger.

Internal and External Communication

Detail the mechanisms for internal and external communication, how diversity aspects (7.4.1) and views of external parties are taken into account, and how the effectiveness of communication is measured and reinforced, also in terms of reviewing its communication needs.

Documented information

Provide an overview of the document control system, including creating, updating, storage, and retention of documents (internal and external) and records; backup systems for electronic systems.

PAS 24000		Conform		Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	Minor/Major/ Critical		
8	Operation					
8.1	Operational planning and control	<input type="checkbox"/>	<input type="checkbox"/>			
8.1.1	General	<input type="checkbox"/>	<input type="checkbox"/>			
8.1.2	Planning activities	<input type="checkbox"/>	<input type="checkbox"/>			

8.1.3	Social procurement	<input type="checkbox"/>	<input type="checkbox"/>			
8.2	Emergency preparedness and response	<input type="checkbox"/>	<input type="checkbox"/>			

Summary:

Provide an overview of Operational planning and control including the implementation of an annual work plan ,including a high-level overview of activities that will occur over the following 12 months.

Social procurement

Provide an overview of the externally provided elements, processes, products, or services and how the organization controls and manages procurement in the context of the requirements in Annex A of PAS 24000.

This shall include the following:

- How the social impact of the providers is assessed*
- How the organization acts on adverse social impact,*
- What criteria for monitoring have been determined, how is it communicated, and eventual remediation managed?*
- Whether the social procurement system is implemented and effectiveness is verified.*

Provide evidence that the organization has a contingency procedure for procurement to ensure that social performance still conforms to the specified requirements and that the providers have been evaluated prior to use. Detail where any instance of contingency supply and/or service provision has occurred (date, provider, material, or service) and confirm if the procedure was followed effectively.

Emergency preparedness and response: *Detail the document that addresses potential emergency situations, including the requirement to report situations where there is an impact on social performance and/or the FSSC 24000 certificate. Detail if there have been any emergency situations since the last audit, how the organization handled these, and whether requirements were met. Where applicable, indicate if the CB was informed of the emergency situation. Document the date, nature, and outcome of the periodic test (minimum once per annum test) and any changes to the procedures following the occurrence of any incident, emergency situation, or tests. Is there a procedure for contingency planning in place?*

PAS 24000		Conform		Grade	If No - detail NC	NC #
Clause	Requirement	Yes	No	Minor/Major/ Critical		
9	Performance evaluation					
9.1	Monitoring, measurement, analysis, and performance evaluation	<input type="checkbox"/>	<input type="checkbox"/>			
9.1.1	General	<input type="checkbox"/>	<input type="checkbox"/>			
9.1.2	Analysis and evaluation	<input type="checkbox"/>	<input type="checkbox"/>			
9.2	Internal audit	<input type="checkbox"/>	<input type="checkbox"/>			
9.2.1	General	<input type="checkbox"/>	<input type="checkbox"/>			
9.2.2	Internal audit program	<input type="checkbox"/>	<input type="checkbox"/>			
9.3	Management review	<input type="checkbox"/>	<input type="checkbox"/>			
9.3.1	General	<input type="checkbox"/>	<input type="checkbox"/>			

9.3.2	Management review inputs	<input type="checkbox"/>	<input type="checkbox"/>			
9.3.3	Management review results	<input type="checkbox"/>	<input type="checkbox"/>			

Summary:

Monitoring, measurement, analysis, and performance evaluation: Detail what is monitored/measured and whether the requirements of 9.1 are met in support of the evaluation and performance of the SMS. Provide an overview of the analysis of information from the monitoring and measuring activities, including the results and trends of verification activities related to performance requirements and internal and external audits. Confirmation that analysis achieves 9.1.2 a-f and is used as an input for management review and updating the SMS.

Internal audit: Provide an overview of the internal audit program, including frequency, competency, and impartiality of internal auditors and how corrective actions are dealt with. The audit report shall confirm that the frequency of internal audits is based on risk (importance of the processes concerned, changes in the SMS, and the results of monitoring and measurement) and the results of previous audit findings. Indicate whether the audit schedule includes all aspects of FSSC 24000 (including BoS decisions as applicable) and is sufficiently reflected in the audit program and the internal audit reports. Indicate the status of audits (link to improvement) and escalation mechanisms should NCs not be addressed or the audit program falls behind.

Management review: Provide an overview of the management review process and its effectiveness, including frequency of meetings and participation of senior management (goes to leadership). Reference any significant issues raised at the management review (internal/external risks/opportunities and significant changes planned/occurred) and whether the organization is effectively handling these issues. Provide an overview of the results of the management review and any changes to the SMS, Social Policy, and/or objectives, and any resource requirements. Indicate whether all aspects (inputs and results) of this clause are addressed in the agenda and minutes and whether suitable actions have been taken to ensure continual improvement and maintenance of the SMS and the FSSC 24000 scheme. Detail the date of the last Management Review and if minutes are available that address the requirements of 9.3.2 and 9.3.3

PAS 24000		Conform		Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	Minor/Major/ Critical		
10	Improvement					
10.1	Continual improvement	<input type="checkbox"/>	<input type="checkbox"/>			
10.2	Incident, complaint, nonconformity, and corrective action	<input type="checkbox"/>	<input type="checkbox"/>			

Summary:

Describe mechanisms or actions taken by management to ensure continual improvement relating to the suitability, adequacy, and effectiveness of the SMS. Updating the SMS – confirm that SMS is continually updated and how this is monitored and achieved taking.

Provide an overview of the nonconformity and corrective action system, including incidents and customer complaints. How corrective actions are reviewed for effective implementation, including identification of trends, root cause analysis, and elimination of the cause of the incident or NC to prevent reoccurrence.

ANNEX A REQUIREMENTS RELATED TO SOCIAL PERFORMANCE*

ANNEX A		Conform			Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	N/A	Minor/major/ critical	If N/A – provide justification	
A.1	Human Rights Policy						
A.1.1	Risk inventory of human right issues	<input type="checkbox"/>	<input type="checkbox"/>				
A.1.2	No adverse human rights impacts are <u>caused</u> by the organization’s activities. Any such impacts that occur are addressed.	<input type="checkbox"/>	<input type="checkbox"/>				
A.1.3	No adverse human rights impacts are <u>contributed to</u> by the organization’s activities. Any such impacts that occur are addressed.	<input type="checkbox"/>	<input type="checkbox"/>				
A.1.4	A human rights due diligence process is established, implemented, and maintained	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Summary:</p> <p><i>Provide an overview of the risk inventory and assessment to ensure no adverse human rights impacts are caused or contributed to by the organization’s activities. Document identified adverse impacts addressed including their remediation.</i></p> <p><i>Describe the due diligence process to avoid adverse human rights impacts directly caused or contributed by or linked to the organization to prevent or mitigate any adverse human rights impacts in its business relationships, even if the organization has not contributed to those impacts.</i></p>							
Annex A		Conform			Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	N/A	Minor/major/ critical	If N/A – provide justification	
A.2	Forced Labor						
A.2.1	No employment by force or compulsion	<input type="checkbox"/>	<input type="checkbox"/>				
A.2.2	No work under menace of any penalty or sanction	<input type="checkbox"/>	<input type="checkbox"/>				
A.2.3	No personal documents or possessions are withheld	<input type="checkbox"/>	<input type="checkbox"/>				
A.2.4	No fees or costs are charged related to recruitment or work that can lead to situations of forced or compulsory labor	<input type="checkbox"/>	<input type="checkbox"/>				

A.2.5	No monetary deposits, financial or collateral guarantees or personal possessions are demanded as a condition of employment.	<input type="checkbox"/>	<input type="checkbox"/>				
A.2.6	Workers are not held in debt bondage or forced to work for an employer or any other entity to pay off debt.	<input type="checkbox"/>	<input type="checkbox"/>				
A.2.7	If advances and loans are available to workers, a written policy about the terms and conditions is in place that is communicated to workers in an understandable manner. These terms (and related interest rates) are not used to bind workers to employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
A.2.8	Provided storage: a) it is the choice of the worker to utilize the storage; b) records of storage are maintained and c) workers have free access to their possessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
A.2.9	When employment agencies or contractors are used, these agencies are required to: a) comply with applicable national legal requirements; b) be licensed or certified by the competent national authority, if applicable; c) comply with the requirements of Table A.2 on forced labor and recruitment fees; d) not engage in fraudulent or corrupt recruiting practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
A.2.10	The organization does not restrict workers' freedom of movement.	<input type="checkbox"/>	<input type="checkbox"/>				
A.2.11	If cases of forced or compulsory labor are found, the organization implements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

	<p>effective remediation, such as compensation for personal and material damages.</p> <p>The remediation actions taken are verified and recorded, the remediation plan is documented, and actions put in place to avoid recurrence</p>						
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Summary:

Detail the procedure on human resources and how this is implemented and managed. Document whether the site has prisoners at work and the possibility of termination of contracts and notice periods also apply to these individuals.

Comment on voluntary labor e.g., no use of menace or penalty, no withholding personal documents or other valuables, no charging of fees or related costs to applicants or workers , no demanding monetary deposits, financial or collateral guarantees or personal possessions is found.

Comment on the possibility for advances or loans.

Describe the storage option for personal documents and valuable possessions and the freedom of movement of workers.

Detail the procedure for the usage of employment agencies and contractors and how it is managed.

Describe the remediation system used in cases of forced or compulsory labor and how actions are verified and recorded to avoid recurrence

ANNEX A		Conform			Grade	If No – detail NC	NC#
Clause	Requirement	Yes	No	N/A	Minor/major/ critical	If N/A – provide justification	
A.3	Child Labor						
A.3.1	The organization complies with the minimum age of work to be not less than 15 years, or the minimum age as defined by applicable legislation.	<input type="checkbox"/>	<input type="checkbox"/>				
A.3.2	Details of any children under the age of 15 years working at the site are reported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
A.3.3	Where the organization applies work for training / apprenticeship schemes, these are not exploitative and are in line with national legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
A.3.4	The organization does not employ workers under the age of 18 years at night or in hazardous conditions.	<input type="checkbox"/>	<input type="checkbox"/>				

A.3.5	The organization establishes age verification mechanisms for all workers and maintains valid age verification records.	<input type="checkbox"/>	<input type="checkbox"/>				
A.3.6	The organization ensures that if child labor is found, effective remediation procedures are in place, the remediation plan is documented and verified, and actions put in place to avoid recurrence.	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Summary:</p> <p><i>Provide details of any children under the age of 15 years that are found to be working at the facility and whether the ILO and applicable national legal requirements are being met (e.g., light work).</i></p> <p><i>Detail the possibility of work for training or apprenticeships schemes and how is ensured that these are not exploitative and in line with national legal requirements.</i></p> <p><i>Comment on the age verification mechanism of the organization and how is ensured that workers under the age of 18 years do not work at night or in hazardous conditions.</i></p> <p><i>Describe the remediation system used in cases where child labor is found and how actions are verified and recorded to avoid recurrence. Comment on the suitability of the remediation procedure and whether it is in the best interest of the child.</i></p>							
ANNEX A		Conform			Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	N/A	<small>Minor/major/ critical</small>	If N/A – provide justification	
A.4	Freedom of Association						
A.4.1	Workers have the right to join or form trade unions or other worker organizations of their own choosing – or refrain from doing so – and to bargain collectively in accordance with applicable national legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>				
A.4.2	Workers are not discriminated or penalized because of their membership with a trade union or worker organization in accordance with applicable national legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>				
A.4.3	Worker representatives of trade unions and other worker organizations have access to the workplace to	<input type="checkbox"/>	<input type="checkbox"/>				

	carry out their representative functions.						
A.4.4	Where there are no legal protections for the right to collective bargaining or freedom of association the organization engages workers through alternative lawful mechanisms of engagement, where possible, to allow worker representatives to enter into a dialogue about workplace issues.	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Summary: <i>Describe the freedom of association within the organization and how, in addition to clause 5.4, the organization uses alternative lawful mechanisms of engagement to allow worker representatives to enter into dialogue about workplace issues.</i></p>							
ANNEX A		Conform			Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	N/A	<i>Minor/major/critical</i>	If N/A – provide justification	
A.5	Discrimination/ Fair treatment of workers						
A5.1	Equal opportunities and treatment in employment and occupation are respected.	<input type="checkbox"/>	<input type="checkbox"/>				
A.5.2	The organization does not engage in, support, or tolerate the use or threat of corporal punishment, mental or physical coercion, bullying, harassment, including sexual harassment, or abuse of any kind.	<input type="checkbox"/>	<input type="checkbox"/>				
A.5.3	Written disciplinary procedures are in place and are effectively communicated to all workers.	<input type="checkbox"/>	<input type="checkbox"/>				
A.5.4	Records of all disciplinary action are kept.	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Summary: <i>Comment on equal opportunities and fair treatment of workers.</i> <i>Describe the disciplinary procedures and how they are communicated to all workers. Detail any disciplinary actions taken.</i></p>							

ANNEX A		Conform			Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	N/A	Minor/major/ critical	If N/A – provide justification	
A.6	Occupational Health and Safety						
A.6.1	Occupational health and safety is an integral part of the SMS.	<input type="checkbox"/>	<input type="checkbox"/>				
A.6.2	Safe, healthy, and clean conditions are provided in all workplaces, including worker accommodations, and other facilities as provided or mandated.	<input type="checkbox"/>	<input type="checkbox"/>				
A.6.3	Health and safety training is provided in a timely manner and repeated on a regular basis and in case of new or reassigned workers and when changes in the process or machinery present new risks	<input type="checkbox"/>	<input type="checkbox"/>				
A.6.4	Health and safety training is provided in such a manner that all workers, regardless of their level of education or any handicap, readily understand it, and at no cost and during remunerated working hours.	<input type="checkbox"/>	<input type="checkbox"/>				
A.6.5	Written records are maintained of all health and safety incidents in the workplace and other facilities, as provided or mandated.	<input type="checkbox"/>	<input type="checkbox"/>				
A.6.6	The causes of health and safety incidents are determined when they occur, and appropriate corrective actions are taken to prevent recurrence of similar incidents.	<input type="checkbox"/>	<input type="checkbox"/>				
A.6.7	Appropriate and effective personal protective equipment (PPE) is provided free of charge. The PPE is maintained and replaced as necessary. Workers are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

	instructed in its proper use and monitored.						
A.6.8	Clear arrangements for providing first aid and medical assistance are in place for any workplace accidents or incidents.	<input type="checkbox"/>	<input type="checkbox"/>				
A.6.9	All workers are provided with free potable water and clean toilet facilities.	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Summary:</p> <p><i>Detail how occupational health and safety is part of the risk assessment and further management system to ensure OH&S risks are addressed including the prevention of the occurrence of incidents.</i></p> <p><i>Detail the type of PPE used and how it is used/maintained.</i></p> <p><i>Detail the arrangements for providing first aid and medical assistance.</i></p> <p><i>Detail the availability of free potable water and clean toilet facilities and whether these are accessible for all workers.</i></p>							
ANNEX A		Conform			Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	N/A	Minor/Major/ Critical	If N/A – provide justification	
A.7	Building safety						
A.7.1	Fire exits, escape routes, firefighting equipment and fire alarms are properly marked according to national and industry standards. Fire exits and escape routes are open, accessible, and clear of obstacles so as to permit safe evacuation in case of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>				
A.7.2	Firefighting equipment and fire alarms are tested or inspected in accordance with applicable national legal or industry requirements.	<input type="checkbox"/>	<input type="checkbox"/>				
A.7.3	Appropriate measures are taken to evaluate and monitor the strength, stability and safety of buildings and equipment, including worker accommodation. Corrective action is taken where required.	<input type="checkbox"/>	<input type="checkbox"/>				

A.7.4	If accommodation facilities are provided or mandated, these are located separately from production or storage facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Summary:</p> <p><i>Comment on the marking and accessibility of fire exits, escape routes, firefighting equipment and fire alarms including the testing or inspection of the latter two.</i></p> <p><i>Describe the evaluation and monitoring measures taken to evaluate the strength, stability and safety of buildings, equipment including worker accommodation.</i></p> <p><i>Detail the location of accommodation facilities if provided or mandated.</i></p>							
ANNEX A		Conform			Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	N/A	Minor/major/ critical	If N/A – provide justification	
A.8	Employment and contractual relations						
A.8.1	Workers are informed about their employment terms and conditions in writing and in an understandable manner before they enter into employment	<input type="checkbox"/>	<input type="checkbox"/>				
A.8.2	Work is performed by individuals with a formal verifiable working relationship in accordance with applicable national legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>				
A.8.3	No employment arrangements are used to avoid obligations to workers under applicable national labor and social security laws.	<input type="checkbox"/>	<input type="checkbox"/>				
A.8.4	Compensation for standard working hours meets or exceeds applicable legal minimum wages, industry standards or collective bargaining agreements (where applicable). <i>A plan to provide living wages is being developed</i>	<input type="checkbox"/>	<input type="checkbox"/>				
A.8.5	Wages are paid regularly, in a timely manner and in full. All payments are made directly to the employee in legal tender	<input type="checkbox"/>	<input type="checkbox"/>				

	or into a bank account in their name.						
A.8.6	When it establishes a pay rate, the organization allows workers to earn at least a wage which meets or exceeds applicable legal minimum wages, industry standards or collective bargaining agreements (where applicable) within standard working hours	<input type="checkbox"/>	<input type="checkbox"/>				
A.8.7	All workers are compensated for all overtime as required by applicable national legal requirements or a collective bargaining agreement.	<input type="checkbox"/>	<input type="checkbox"/>				
A.8.8	All workers are provided with clear and written details of their wages for the pay period concerned each time that they are paid.	<input type="checkbox"/>	<input type="checkbox"/>				
A.8.9	No deductions from wages are made unless permitted by applicable national legal requirements or a collective agreement. Workers are informed about any deductions in writing and in a manner understandable to them.	<input type="checkbox"/>	<input type="checkbox"/>				
A.8.10	No deductions from wages are made as a disciplinary measure.	<input type="checkbox"/>	<input type="checkbox"/>				
A.8.11	All legally mandated benefits and facilities as required by law are provided to all workers.	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Summary:</p> <p><i>Provide an overview of the employment terms used</i></p> <p><i>Describe the wages paid by the organization, whether they meet the minimum legal wage, industry standards or whether collective bargaining agreements are in place.</i></p> <p><i>Has the organization developed a plan to provide living wage or are they already paying living wage?</i></p> <p><i>Detail the way workers are informed about the details of their wages and the frequency of this information.</i></p> <p><i>Comment on the application of deductions or benefits and facilities.</i></p>							

ANNEX A		Conform			Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	N/A	Minor/major/ critical	If N/A – provide justification	
A.9	Working hours						
A.9.1	Standard working hours conform to applicable national legal requirements, collective agreements, or industry standards, but do not exceed 48 h, excluding overtime.	<input type="checkbox"/>	<input type="checkbox"/>				
A.9.2	Where total working hours exceed the 60h per week, including overtime, appropriate safeguards are taken to protect workers' health and safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
A.9.3	When total working hours exceed 60h per week, including overtime, total hours worked are reported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
A.9.4	Overtime agreed with workers and overtime requirements do not result in forced labor.	<input type="checkbox"/>	<input type="checkbox"/>				
A.9.5	Overtime is not requested on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>				
A.9.6	All workers have the right to breaks during work shifts.	<input type="checkbox"/>	<input type="checkbox"/>				
A.9.7	Workers have the right to at least one rest day of 24 consecutive hours in every week.	<input type="checkbox"/>	<input type="checkbox"/>				
A.9.8	Where applicable national legal requirements set exceptions to the minimum number of rest days appropriate safeguards are taken to protect workers H&S. At a minimum, workers are granted two rest days, each of consecutive 24 hours, in a 14-day period.	<input type="checkbox"/>	<input type="checkbox"/>				
A.9.9	Workers are granted paid leave (public and annual holidays, maternity/paternity leave, sick leave, etc.) in	<input type="checkbox"/>	<input type="checkbox"/>				

	accordance with applicable national legal requirements.						
<p>Summary:</p> <p><i>Detail the total working hours per week and when these exceed 60 h per week (including overtime) what safeguards are taken to protect the workers' health and safety.</i></p> <p><i>Comment on the request of overtime and the right to breaks and rest days.</i></p> <p><i>Detail what paid leave is granted to workers and confirm it is in accordance with the national legal requirements.</i></p>							
ANNEX A		Conform			Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	N/A	Minor/major/ critical	If N/A – provide justification	
A.10	Grievance mechanism						
A.10.1	A written procedure to address complaints or concerns is established. The grievance mechanism is accessible to all workers and external parties.	<input type="checkbox"/>	<input type="checkbox"/>				
A.10.2	The confidentiality of any complaint raised is provided and information is revealed only as necessary to investigate and handle the complaint.	<input type="checkbox"/>	<input type="checkbox"/>				
A.10.3	No worker or external party that lodges a complaint in good faith is retaliated against.	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Summary:</p> <p><i>Describe the procedure to address grievances, complaints, and concerns, how confidentiality is provided and how retaliation is prevented. Confirm during interviews that workers are aware of the grievance mechanism.</i></p>							
ANNEX A		Conform			Grade	If No – detail NC	NC #
Clause	Requirement	Yes	No	N/A	Minor/major/ critical	If N/A – provide justification	
A.11	Business ethics						
A.11.1	The organization is not, and does not get involved, in any act of corruption, extortion, embezzlement, or in any form of bribery, either directly or indirectly.	<input type="checkbox"/>	<input type="checkbox"/>				
A.11.2	The organization does not falsify any information	<input type="checkbox"/>	<input type="checkbox"/>				

	regarding its activities, structure and performance and is not involved in any act of misrepresentation in the supply chain.						
<p>Summary: <i>Comment on the involvement in any form of bribery of the organization and how this is prevented.</i> <i>Comment on the prevention of falsification of any information by the organization or involvement in any act of misrepresentation in the supply chain.</i></p>							

FSSC 24000 ADDITIONAL REQUIREMENTS

FSSC 24000 Additional Requirement		Conform			Grade	If No – detail NC If N/A – provide justification	NC#
Clause	Requirement	Yes	No	N/A	Minor/major/critical		
2.3.1	Communication requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Summary:
In the case of serious event or serious instance, did the organization inform the CB within 3 working days of the commencement of the serious event or serious instance. Provide an overview of the serious event or situation that occurred, the corrective or remedial actions taken by the organization, the status, and the outcome. Reference can also be made to the Emergency Preparedness and response section if the detail of serious event or situation is detailed in that section or vice versa.

FSSC 24000 Additional Requirement		Conform			Grade	If No – detail NC If N/A – provide justification	NC#
Clause	Requirement	Yes	No	N/A	Minor/major/critical		
2.3.2	Logo use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Summary:
Where the logo is used, document how/where it is used and confirm it is used correctly and in accordance with the Scheme requirements.

FSSC 24000 Additional Requirement		Conform			Grade	If No – detail NC If N/A – provide justification	NC#
Clause	Requirement	Yes	No	N/A	Minor/major/critical		
2.3.3	Requirements for Organizations with Multi-site Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.3.3.1	Central Functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.3.3.2	Internal Audit Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Summary:

Centralized Function:

Provide an overview of the central function and how commitment to the SMS is managed and ensured across all the sites. Describe how roles and responsibilities have been defined for key roles and that sufficient resources are available to manage the SMS.

Internal Audits:

Provide an overview of the internal audit program, confirmation that all sites, the central function and SMS have been included and audited prior to the audit. How are nonconformities addressed and are there any escalation mechanisms in place? Are sufficient number of internal auditors available to cover the number of sites and do they meet the internal auditor requirements? Provide examples of competency records checked. Describe the technical review process and whether the technical reviewers meet the competency requirements. How is monitoring, training and calibration of internal auditors and technical reviewers managed?