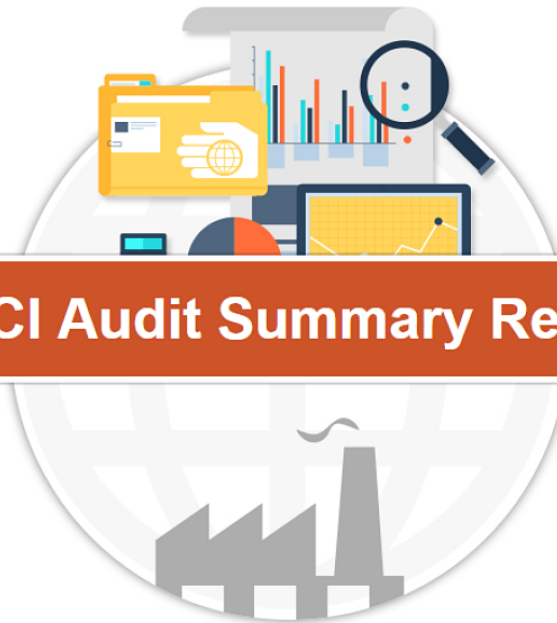

Auditee :	CP Printing (Heyuan) Limited
Audit Date From :	23/10/2017
Audit Date To :	26/10/2017
Auditing Company :	HKQAA
Auditor's Name(s) :	Jack, Jin Kuan Yang(Lead)



BSCI Audit Summary Report

Main Auditee Information



Name of producer :	CP Printing (Heyuan) Limited		
DBID number :	373089		
Audit ID :	110314		
Address :	Production Building A&B and Warehouse Building A, Weili Plant No.8, Gaopu Road, Gaopu Industrial Zone, Heyuan Hi-tech Development Zone Heyuan		
Province :	Guangdong	Country :	China
Management Representative :	Mr. Huang Weixin, HR Manager		
Contact person:	Weixin Huang	Sector :	Non-Food
Industry Type :	Accessories	Product group :	Arts, crafts and needlework
Product Type :	Books, Picture Albums		

Audit Details



Audit Range :	Special Investigation Audit		
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms	
	<input type="checkbox"/> Main Auditee & Business Partners	<input type="checkbox"/> Main Auditee, Farms & Business Partners	
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input type="checkbox"/> Semi-Announced

Background of the special investigation

Executive summary of audit report

General Information: There were a total of 418 employees in this factory. The audited factory consisted of one four-storey building housing the administrative offices, one four-storey building and two one-storey buildings housing the production workshops and warehouses, one two-storey building housing the canteen, and two six-storey buildings housing the dormitories. Books and picture albums were the factory's main products. The main production processes including printing, cutting, assembling, inspecting, and packing. The factory' Chinese name was 同利纸制品(河源)有限公司, with the Uniform Social Credit Co. 9144160059892088XD. Performance Area-5 (Fair Remuneration): The payroll records from September of 2016 to August of 2017 were verified by sampling, focus on December of 2016, June of 2017, and August of 2017. Based on the payroll records and workers interview, it was confirmed that all the workers' wages were calculated by hourly rate. The lowest wage paid for employees in this factory was RMB 1210 per month, which was equal to the local legal minimum wage of RMB 1210. The factory paid wages to its employees within 30 days after the end of the calculation period through transferring to their bank accounts. The factory paid overtime premiums to all the employees based on 150%, 200% and 300% of normal wage for overtime done on normal working days, rest days, and national holidays respectively. There was no illegal deduction made from wages. The social insurance payment receipts had been provided for review for January of 2017 through September of 2017. It was confirmed that the factory had paid the five legal categories of insurance – work-related injury (373 employees), retirement (373 employees), medical (373 employees), unemployment (373 employees), and maternity (373 employees)–to its workers. A commercial insurance of work-related injury was provided to all the workers who were not paid for social insurance. The factory paid the workers basic salary which based on their positions and skills to achieve the fair remuneration. As provided by the factory employee, price of foods as below: Pork: RMB 11.0/500g Vegetable: RMB 2.0/500g Rice: RMB 2.3/500g Egg: RMB 5.0/500g Basic needs wage=RMB 1.586/month Based on the payroll records and workers interview, it was confirmed that the lowest wage paid by the factory was lower than the calculated basic needs wage. Remark: where the assumptions are - household size : 3 - daily Calorie consumption : around 2000 - % of household expenditure spent on food: 30.1% - discretionary income : 10% - BNW calculation formula = Basic food basket × (1% of avg. household expenditure spent on food)× (0.5×avg. household size)×1.1 Performance Area-6 (Decent Working Hours): The workers in this facility used electronic attendance recorders to record their working hours. The normal workweek was from Monday to Friday, with the security guards worked in two shifts per day (working times: 07:00-19:00 & 19:00-07:00, both shifts including one hour of meal break and three hours of overtime), the workers in the printing workshop worked in three shifts per day (8:00-17:30/17:30-02:30/20:30-05:30, the first shift including 1.5 hours of meal break and the secondary and third shifts including one hour of meal break), and the administrative personal and the balance of workers worked in one single eight hour shift per day and working times were 8:00-12:00 & 13:00-17:00. Workers sometimes did an additional two hours of overtime on normal working days (18:00-20:00) and eight hours of overtime on Saturdays. According to the workers interviews, it was concluded that they could excuse from overtime with verbal notification. There was no peak season month in this factory. The attendance records for the period from September of 2016 to the date of the audit were verified by sampling, focus on December of 2016, June of 2017, and August of 2017, with the maximum overtime hours per day been 2, the maximum overtime hours per week been 20, the maximum overtime hours per month been 82, and the maximum consecutive working days been 6 days. There was no comprehensive working hour system (OWHS) approval or other waiver on the working hours provided for audit.

Professional judgement of the auditor

Evidence				
Management interviews	Workers interviews	Worker representative's interviews	Documentary evidence	Site observation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks from the auditee (if any)				
Conclusion by Auditor				

Ratings Summary



Auditee's background information			
Auditee's name :	CP Printing (Heyuan) Limited	Legal status :	Limited Company
Auditee aliases :	?????(?)???? (9144160059892088XD)	Year in which the auditee was founded :	2012
Address :	Production Building A&B and Warehouse Building A, Weili Plant No.8, Gaopu Road, Gaopu Industrial Zone, Heyuan Hi-tech Development Zone	Contact person (please select) :	Weixin Huang
Province :	Guangdong	Contact's Email :	3750255368@163.com
City :	Heyuan	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 :	23°38'30"N, 114°39'20"E	Total turnover (in Euros) :	20000000.00
Sector :	Non-Food	Of which exports % :	90.00
Industry :	Accessories	Of which domestic market % :	10.00
If other, please specify :	N/A	Production volume :	40000000 pieces/year
Product Group :	Arts, crafts and needlework	Production cost calculation :	Yes
If other, please specify :	N/A	Lost time injury calculation cost :	No
Product Type :	Books, Picture Albums		

Auditee's employment structure at the time of the audit			
Total number of workers :	418	Total number of workers in the production unit to be monitored (if applicable) :	0
		MALE WORKERS	FEMALE WORKERS
Permanent workers		255	163
Temporary workers		0	0
In management positions		15	4
Apprentices		0	0
On probation		0	0
With disabilities		0	0
Migrants (national citizens)		103	55
Migrants (foreign citizens)		0	0
Workers on the permanent payroll		255	163
Production based workers		0	0
With shifts at night		36	0
Unionised		0	0
Pregnant		-	0
On maternity leave		-	0

Auditor's StakeHolder Mapping



Name	Type of stakeholder	Please specify type (e.g. local NGO)	Topic related (applies for both internal and external stakeholders)	Main contact	Findings from the interview
Workers' Representative Committee	Internal (e.g. worker)	Workers' Representative	Freedom of association	Mr. Li Weibin	

Producer Photos



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



Photo of non-conformity
NC PA 7-6 Screen-Printing Worker Wearing Cotton Mask.JPG



Photo of the inside of the main production hall
Assembling Workshop.JPG



External photo(s) of the production unit(s)
Office Building.JPG



Photo of non-conformity
NC PA 7-7 Chemicals not Equipped with Secondary Containers.JPG



Photo of the inside of the main production hall
Cutting Workshop.JPG



External photo(s) of the production unit(s)
Production Buildings.JPG



Photo of the canteen (if applicable)
Canteen Building.JPG



Photo of the inside of the main production hall
Finished Goods Warehouse.JPG



Photo first aid facilities
First Aid Kit.JPG

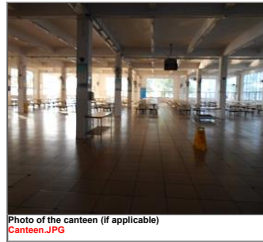


Photo of the canteen (if applicable)
Canteen.JPG



Photo of the inside of the main production hall
Materials Warehouse.JPG



Photo of fire safety equipment
Emergency Evacuation Map.JPG



Photo of the code of conduct on display
BSCI Code of Conduct.JPG



Photo of the inside of the main production hall
Packing Workshop.JPG



Photo of fire safety equipment
Emergency Lights and Exit Sign.JPG



Photo of the dormitories (if applicable)
Dormitory Building-1.JPG



Photo of the inside of the main production hall
Printing Workshop.JPG



Photo of fire safety equipment
Emergency Lights Testing.JPG



Photo of the dormitories (if applicable)
Dormitory Building-2.JPG



Photo of the personal protection equipments (if applicable)
Emergency Eye-washer.JPG



Photo of fire safety equipment
Fire Alarm and Fire Hydrant.JPG



Photo of the dormitories (if applicable)
Dormitory Room.JPG



Photo of the personal protection equipments (if applicable)
PPE-Earplug.JPG



Photo of fire safety equipment
Fire Extinguishers.JPG



Photo of the inside of the main production hall
Electronic Attendance Recorder.JPG



Photo of the personal protection equipments (if applicable)
PPE-Mask and Earplug.JPG



Photo of fire safety equipment
Fire Hydrant Testing.JPG



Photo of the inside of the main production hall
Suggestion Box.JPG



Photo of the personal protection equipments (if applicable)
PPE-Sign-1.JPG



Photo of non-conformity
NC PA 7.22 Washing Room not Provided with Soaps.JPG



Photo of the inside of the main production hall
Water-Drinking Area.JPG



Photo of the personal protection equipments (if applicable)
PPE-Sign-2.JPG

