

# Social Audit Report

January 2009

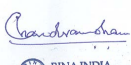

BSCI 7-01/09

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FTA – Foreign Trade Association, Brussels – gsm Global Sustainable Management GmbH, Cologne – Migros-Genossenschafts-Bund, Zürich –  
Systain Consulting GmbH, Hamburg

# Social Audit Report

<b>Factory Name:</b>	S.K.OVERSEAS,		
<b>Factory Address:</b>	A-3/23, SITE-V, UPSIDC KASNA INDUSTRIAL AREA, SURAJPUR, GREATER NOIDA, GAUTAMBUDHD NAGAR, U P-201306.INDIA		
<b>Management Representative:</b>	KAPIL SADH		
Audit Results for BSCI Social Requirements Part B:	Good <sup>1</sup> <input checked="" type="checkbox"/>	Improvement Needed <input type="checkbox"/>	Non-compliant <input type="checkbox"/>
Audit Results for Best Practice for Industry Part C:	Good <input type="checkbox"/>	Improvement Needed <input checked="" type="checkbox"/>	
Audit initiated by:	BSCI Member : <input checked="" type="checkbox"/>	Supplier: <input type="checkbox"/>	
Auditing Company Name:	RINA INDIA PVT.LTD		
Audit report number:	2011 IQ MR 364		
DBID number:	26327		
Lead Auditor's name and SAAS certificate number:	K.T.CHANDRAMOHAN-005/2004		
Auditing Company Address:	304-305, DURGA COMPLEX, LSC, MAYUR VIHAR PHASE-2, DELHI-110091-INDIA		
Audit Date:	24.08.2011		
Date of the new BSCI to be started: (3 years from the initial audit)	23.08.2014		
Number of Initial audits performed at this facility (Cycle number 1, 2, 3..):	1		
Agreed date for closing the CAP (if applicable):	31.10.2011		
Date, Signature & Stamp:	30.08.2011 K.T.CHANDRAMOHAN  		

<sup>1</sup> Due to the sampling nature of the auditing exercise, absence of findings during an assessment does not assure the full compliance of the facility nor does it guarantee that violations may not appear in the future. BSCI and the auditing company do not accept responsibility for conditions at other locations that may be used in the supply chain of the relevant product or service since this report covers the production site listed under "audited company" only.

<b>BSCI</b> Social Audit Report	Name of Company	Audit Date	DBID number	
	S.K.OVERSEAS	24.08.2011	26327	Page 3 of 11

Lead-Auditor	K.T.CHANDRAMOHAN	Additional Auditor	
Audit Date	24.08.2011	Number of man days applied	1.5

**A. Master Data – For full details on the business structure of the company, see complete Master Data in the Audit Questionnaire.**

Location of audited Company		Basic Data	
Name of Company	S.K.OVERSEAS	Year of foundation	2010
http://www.	NIL	Legal status	PARTNERSHIP
Street	A-3/23, SITE-V, UPSIDC KASNA INDUSTRIAL AREA, SURAJPUR,	Language(s) spoken in company	English/Hindi
City	GREATER NOIDA, GAUTAMBUDHD NAGAR, U P- 201306.	Total production capacity per month	Accessories 52000 scarves
Zip Code	U.P-201306	<b>Contact Person</b>	
Country	INDIA	Name	KAPIL SADH
Phone	91-120-2341108	Position / Language	PARTNER/ENGLISH, HINDI
Fax	91-120-2341105	Phone	09810338775
DBID Number	26327	E-mail	skoverseas@airtellmail.in

Business Activities			
Clothing:	<input type="checkbox"/>	Construction Material:	<input type="checkbox"/>
Eyewear (Glasses):	<input type="checkbox"/>	Furniture:	<input type="checkbox"/>
Machinery:	<input type="checkbox"/>	Other hard goods:	<input type="checkbox"/>
Textiles:	<input checked="" type="checkbox"/>	Toys:	<input type="checkbox"/>
		Electronic Groups:	<input type="checkbox"/>
		Leather Goods (except shoes):	<input type="checkbox"/>
		Shoes:	<input type="checkbox"/>
		Textiles raw material or accessories	<input type="checkbox"/>

<b>BSCI</b> Social Audit Report	Name of Company	Audit Date	DBID number	
	S.K.OVERSEAS	24.08.2011	26327	Page 4 of 11

## B. Audit Assessment Part B BSCI Mandatory Social Requirements

		Results			
		2	1	0	NA
B.1	Management Practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2	Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.3	Working Time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.4	Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.5	Child Labour / Young Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.6	Forced Labour / Prisoner Labour / Disciplinary Measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.7	Freedom of Association / Collective Bargaining	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.8	Discrimination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.9	Working Conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.10	Health and Social Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.11	Occupational Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.12	Dormitories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.13	Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Total Result:</b>	<b>Good</b> <input checked="" type="checkbox"/>	<b>Improvements Needed</b> <input type="checkbox"/>	<b>Non-compliant</b> <input type="checkbox"/>
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### Remarks

COMPANY OPERATES IN A INDUSTRIAL AREA.(EXPORT PROMOTION INDUSTRIAL PARK.)BUILDING HAS ALL COMPLIANCE WITH SAFETY REGULATIONS, STRUCTURAL STABILITY, FACTORY LICENSE.AUDITOR STARTED THE AUDIT AT 0930 HRS.THE METHODOLOGY OF AUDIT WAS EXPLAINED TO THE MANAGEMENT.NO CHILD LABOUR SEEN AT SITE.PROPER SYSTEM FOUND TO VERIFY AGE.WAGES FOUND PAID COMPLYING WITH MINIMUM WAGE REGULATION AND IN FEW CASES MUCH MORE THAN MINIMUM WAGES.WORKERS GIVEN TRAINING ON FIRE CONTROL, FIRST AID, EVACUATION ETC.NO OVERTIME EVIDENCED PRESENTLY.ENOUGH FIRE EXTINGUISHERS, FIRE HYDRANTS FOUND IN PLACE..SIGNAGES AND WARNINGS FOUND AT RELEVANT PLACE..TOILETS PROVIDED ENOUGH. DRINKING WATER AT FREE OF COST.NO EVIDENCE OF ANY HARASSMENT OR DISCRIMINATION.EMERGENCY EXITS IN EVERY FLOOR.FIRE SPRINKLERS AT BASEMENT.REGULARLY INSPECTED FIRE HYDRANTS AND FIRE EXTINGUISHERS-

Please fill in under results			
2 = Good	1 = Improvements Needed	0 = Non-compliant	NA = Not Applicable
No deviation from requirements or only minor deviations and full protection of employees is given	Deviations in the minority of requirements and no crucial points	Deviations in 50% or in the majority of requirements or/and in crucial points (double framed)	Requirements do not match to the company structure

<b>BSCI</b> Social Audit Report	Name of Company	Audit Date	DBID number	
	S.K.OVERSEAS	24.08.2011	26327	Page 5 of 11

Please fill in under results			
2 = Good	1 = Improvements Needed	0 = Non-compliant	NA = Not Applicable
No deviation from requirements or only minor deviations and full protection of employees is given	Deviations in the minority of requirements and no crucial points	Deviations in 50% or in the majority of requirements or/and in crucial points (double framed)	Requirements do not match to the company structure

<b>BSCI</b> Social Audit Report	Name of Company S.K.OVERSEAS	Audit Date 24.08.2011	DBID number 26327	Page 6 of 11
------------------------------------	---------------------------------	--------------------------	----------------------	--------------

<b>Audit Corrective Action Plan (CAP) Part B BSCI Mandatory Social Requirements</b>		
	<b>Findings and Necessary Improvements</b>	<b>Implementation Date</b>
<b>Management Practice</b>	NO IMPROVEMENT REQUIRED	
<b>Documentation</b>	NO IMPROVEMENT REQUIRED	
<b>Working Time</b>	NO IMPROVEMENT REQUIRED	
<b>Compensation</b>	NO IMPROVEMENT REQUIRED	
<b>Child Labour / Young Employees</b>	NO IMPROVEMENT REQUIRED	
<b>Forced Labour / Prisoner Labour / Disciplinary Measures</b>	NO IMPROVEMENT REQUIRED	
<b>Freedom of Association and Collective Bargaining</b>	NO IMPROVEMENT REQUIRED	
<b>Discrimination</b>	NO IMPROVEMENT REQUIRED	
<b>Working Conditions</b>	NO IMPROVEMENT REQUIRED	
<b>Health and Social Facilities</b>	NO IMPROVEMENT REQUIRED	
<b>Occupational Health and Safety</b>	B.11.3h-Spot cleaning fumes not exhausted outside as spot cleaning area not seperated or covered from finishing area CA: Spot cleaning area to be covered seperately and proper exhaust to be fixed B 11 8C-No evidence of training of operators of machinery with respect to safety regulations and operating procedures	31.10.2011

Please fill in under results			
2 = Good	1 = Improvements Needed	0 = Non-compliant	NA = Not Applicable
No deviation from requirements or only minor deviations and full protection of employees is given	Deviations in the minority of requirements and no crucial points	Deviations in 50% or in the majority of requirements or/and in crucial points (double framed)	Requirements do not match to the company structure

<b>BSCI</b> Social Audit Report	Name of Company S.K.OVERSEAS	Audit Date 24.08.2011	DBID number 26327	Page 7 of 11
------------------------------------	---------------------------------	--------------------------	----------------------	--------------

	CA: Proper training on machinery operation to be given and record maintained B.11.8d-no written regulations and operating instructions for machinery found CA: Written regulations and operating instructions for all machinery to be made and employee trained accordingly	
<b>Dormitories</b>	NOT APPLICABLE	
<b>Environment</b>	NO IMPROVEMENT REQUIRED	

30.08.2011.K.T.CHANDRAMOHAN



Date / signature / stamp Auditor

Signature / stamp Company

Please fill in under results			
2 = Good	1 = Improvements Needed	0 = Non-compliant	NA = Not Applicable
No deviation from requirements or only minor deviations and full protection of employees is given	Deviations in the minority of requirements and no crucial points	Deviations in 50% or in the majority of requirements or/and in crucial points (double framed)	Requirements do not match to the company structure

<b>BSCI</b> Social Audit Report	Name of Company S.K.OVERSEAS	Audit Date 24.08.2011	DBID number 26327	Page 8 of 11
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**C. Audit Assessment Part C Best Practice for Industry - Voluntary implementation but auditing is mandatory**

		Results		
		2	1	NA
C.1	Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.2	Planning and Implementation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.3	Management Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.4	Control of Subcontractors / Suppliers / Sub-suppliers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.5	Control of Homeworkers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.6	Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.7	Child Labour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C.8	Evasion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C.9	Outside Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Ripe for SA8000 Certification with regard to audit results B. and C.:**

☐

YES

☒

NO

**Training and assistance necessary but SA8000 certifiable**

☐

YES

☒

NO

**Remarks**

PRESENT COMPLAINT IS LIMITED TO BSCI REQUIREMENTS. HENCE THE IMPROVEMENT AREAS SUGGESTED BEFORE THE COMPANY CAN START IMPLEMENTING SA 8000 STANDARD.

Please fill in under results		
2 = Good	1 = Improvements Needed	NA = Not Applicable
No deviation from requirements	Deviation from requirements	Requirements do not match to the company structure



<b>BSCI</b> Social Audit Report	Name of Company S.K.OVERSEAS	Audit Date 24.08.2011	DBID number 26327	Page 9 of 11
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### Audit Corrective Action Plan (CAP) Part C Best Practice for Industry

	Findings and Necessary Improvements	Agreed		Implementation Date
		Yes	No	
<b>Policy</b>	MORE AWARENESS AND TRAINING REQUIRED ON THE SA 8000 POLICY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOT DECIDED
<b>Planning and Implementation</b>	PERIODIC TRAINING AND AWARENESS PROGRAMME ON SA 8000 STANDARD NEED TO BE INCORPORATED AND CARRIED OUT.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOT DECIDED
<b>Management Review</b>	STRUCTURED MANAGEMENT REVIEW NEEDS TO BE CARRIED OUT PERIODICALLY TO REVIEW SA 8000 REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOT DECIDED
<b>Control of Suppliers / Subsuppliers</b>	SUPPLIERS MONITORING NEED IMPROVEMENT WITH RESPECT TO SA 8000 COMPLIANCE.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOT DECIDED
<b>Control of Homeworkers</b>	NO IMPROVEMENT REQUIRED AS NO HOME WORKERS ARE USED FOR ANY ACTIVITIES PRESENTLY	<input type="checkbox"/>	<input type="checkbox"/>	NOT APPLICABLE
<b>Compensation</b>	BASIC NEED WAGE CALCULATED, NO PLAN TO PAY THIS AMOUNT FOUND. FEW WORKERS ARE PAID MINIMUM WAGE WHICH IS LESS THAN CALCULATED BASIC NEED WAGE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOT DECIDED
<b>Child Labour</b>	CHILD REMEDIATION PLAN NOT MADE IN CASE CHILD FOUND WORKING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOT DECIDED
<b>Evasion</b>	NO IMPROVEMENT REQUIRED AS PRESENTLY NO CASUAL WORKERS FOUND ON THE DAY OF AUDIT OR ANY EVIDENCES FOUND	<input type="checkbox"/>	<input type="checkbox"/>	NOT APPLICABLE
<b>Outside Communication</b>	DEMONSTRATION AND EVIDENCE OF STAKEHOLDER COMMUNICATION AS WELL AS ACTION TAKEN ON ANY FEED BACK RECEIVED NEED IMPROVEMENT.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NOT DECIDED

30.08.2011 K T CHANDRAMOHAN

Date / signature / stamp Auditor



Signature / stamp Company

BSCI Social Audit Report	Name of Company	Audit Date	DBID number	
	S.K.OVERSEAS	24.08.2011	26327	Page 10 of 11

### List of Audit Attachments

	Obligatory Attachments	Attached?
1.	Employees Interview Sheet	YES
2	Photos: outside factory compound, production floor, canteen, dormitories, display of the code of conduct, nursery, etc.	YES
3	Child Labour Record Sheet	YES

	Required copies to be available as part of the audit pack, if no legal prohibition for collecting the record, according to local law.	Available with the audit files?
4	Collective Bargaining Agreement	NO
5	Personnel File sample	YES
6	Time Record sample	YES
7	Payslip sample	YES
8	Payment to Social Insurance Fund	YES
9	Wage List sample	YES
10	Maternity Leave sample	NA
11	Work Rules	YES
12	Documentation on Health and Safety Training	YES
13	Documentation on Social Issues made by officials or other social audit	NO
14	Agreement with a union or other worker representative	NO
15	Authorization for exemptions from statutory regulations	NO
16	LEGAL DOCUMENTS-FACTORY LICENCE, POLLUTION NOC	YES
17		
18		
19		
20		
21		
22		
23		
24		

<b>BSCI</b> Social Audit Report	Name of Company	Audit Date	DBID number	
	S.K.OVERSEAS	24.08.2011	26327	Page 11 of 11
25				

## S.K.Overseas, G.Noida BSCI Audit



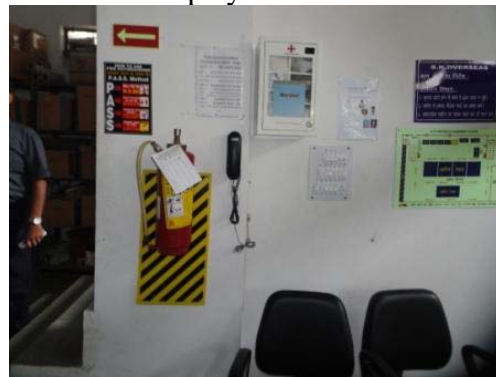
Outside view



Policies display



Evacuation Plan



Fire extinguisher



Fire hydrant



fire control instructions



Checking & finishing1



checking&finishing2



Stitching



MSDS at usage area



Drinking water



water sprinklers at basement



Notice board & BSCI Code display