



Checklist for new designers – suppliers – Producers

Our company believes in promoting decent labour and environmental standards in the supply chain. We seek to form business partnerships with companies who share our commitment to quality and values. By completing this questionnaire you will help us understand your business priorities and assess how best to further develop this relationship. Just Fashion AS (JFAS) will never use material from Checklist without prior confirmation from designers. A list of key terms is given on the last page.

1. Production Facility – general information	
Country:	Region:
Company name:	
Name of production facility:	
Address:	
Contact person:	Position:
Phone:	E-mail:
No of workers:	Contact info. workers' leader

Code of conduct	Have you received a code of conduct covering labour standards from any of your production facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	If yes, please specify name of the production facilities(s):	
Self-Assessment	Have you, during the last twelve months, filled in a self-assessment questionnaire covering labour standards for any of your other production facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	If yes, please specify name of production facilities(s):	
	May we have a copy of the self-assessment questionnaire?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	If yes: Please send a copy	Date received:
Audits	Have you been subject to external inspection (audit) of workplace conditions during the last twelve months?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	If yes, please specify name of the auditing party:	
	May we have a copy of the completed audit report?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	If yes: Please send a copy	Date received:
Certification	Does your production facility hold any social, environmental or quality certification?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	Please specify which certificate(s) you hold:	<input type="checkbox"/> SA8000 <input type="checkbox"/> ISO14001 <input type="checkbox"/> EMAS <input type="checkbox"/> OHSAS18000 <input type="checkbox"/> Other
	If other, please specify certificate(s) and area(s) covered	



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	If you are in the process of seeking any social, environmental or quality certification, please specify certificate(s) and area(s) covered:
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2. Management system

General	Have you established a policy, or any other type of written document, that guides your work in one or more of the following areas?	<input type="checkbox"/> labour regulations and standards <input type="checkbox"/> child labour <input type="checkbox"/> health and safety <input type="checkbox"/> protection of the environment
	If no: Specify how you are working towards checking conditions for your workers. Use Page for Further Information if you need more space.	
	If no: Do you have plans for developing such a policy within the next 6 months?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	Do you periodically review your compliance with labour and environmental regulations and standards?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	Do you make improvements plans based on this review and on other relevant documentation (for example logs of accidents and worker complaints)?	<input type="checkbox"/> Yes <input type="checkbox"/> no

3. Labour and environmental standards (Reference COC Paragraphs 1, 3)

Contract	Do you/or your suppliers/sub-suppliers have a signed copy of contract of employment with each worker?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	What does the contract of employment include?	<input type="checkbox"/> Social insurance <input type="checkbox"/> Wages <input type="checkbox"/> Working hours <input type="checkbox"/> Paid holiday leave <input type="checkbox"/> Maternity leave <input type="checkbox"/> Conditions of resignation <input type="checkbox"/> Job description
Any specifications regarding this point: use Page for Other information		
List of employees	Do you/or your suppliers keep an up-to-date list of employees?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	Any specifications regarding this point: use Page for Other information	
Age verification	Do you/or your suppliers possess evidence of the date of birth of each worker?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	Any specifications regarding this point: use Page for Other information	
Agency labour	Please estimate what percentage of your/or suppliers' total workforce is agency labour	<input type="checkbox"/> %
	Any specifications regarding this point: use Page for Other information	

Freedom of Association and the Right to Collective Bargaining (Reference CoC Paragraph 2)

Worker organisation	Do you/or your suppliers have any worker organisation in the production facility?	<input type="checkbox"/> Yes <input type="checkbox"/> no
	If yes, please specify what type(s):	

- Trade union(s) Please specify name(s).....
- Workers committee
- Health and safety committee



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	<input type="checkbox"/> Dormitory committee <input type="checkbox"/> Other
	Any specifications regarding this point: use Page for Other information
Collective bargaining	Do you/ or your suppliers have collective bargaining agreement(s)? <input type="checkbox"/> Yes <input type="checkbox"/> no
	Any specifications regarding this point: use Page for Other information

Health and Safety (Reference CoC Paragraph 6)	
Health and Safety	Do you/or your suppliers carry out health and safety risk assessments? <input type="checkbox"/> Yes <input type="checkbox"/> no
	If yes, when was the last risk assessment carried out?
	Do you/ or your suppliers keep a log of all worker accidents? <input type="checkbox"/> Yes <input type="checkbox"/> no
	Have you/ or your suppliers developed improvement plans based on risk assessments and accident logs? <input type="checkbox"/> Yes <input type="checkbox"/> no
	Do you/ or your suppliers have written procedures for storage, use and disposal of chemicals and/or pesticides in a language that workers understand? <input type="checkbox"/> Yes <input type="checkbox"/> no
	Do you/ or your suppliers provide accommodation for workers? <input type="checkbox"/> Yes <input type="checkbox"/> no
	Any specifications regarding this point: use Page for Other information

Working Hours (Reference CoC Paragraph 8)	
Pay	Do you/ or your suppliers pay at least the legal minimum wage as stated by local law? <input type="checkbox"/> Yes <input type="checkbox"/> no
	Any specifications regarding this point: use Page for Other information
Overtime work	Do you/ or your suppliers pay overtime premium in line with labour law for hours of overtime work? <input type="checkbox"/> Yes <input type="checkbox"/> no
	Any specifications regarding this point: use Page for Other information
Social benefits	Do workers receive social benefits as specified by national law? <div style="float: right; margin-left: 20px;"> <input type="checkbox"/> paid sick leave <input type="checkbox"/> paid annual leave <input type="checkbox"/> maternity leave </div>
	Any specifications regarding this point: use Page for Other information
Days off	How many days off do workers have per week? day(s)
	Any specifications regarding this point: use Page for Other information

4. Material treatment and processing (Reference CoC Paragraph 11)	
Fabric treatment/dying	Do you/ or your suppliers dye or treat fabric <input type="checkbox"/> Yes <input type="checkbox"/> no
	If yes, which methods are used for treatment?
	1. Organic process: 2. Uses chemicals: 3. Mix: % of each:
	If chemical; specify products and process used here:



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	<p>If mixed specify process here:</p> <p>If organic, specify process here:</p> <p>For further specifications to this point: use Page for Other information</p>
Materials treatment	<p>Do you/or suppliers treat materials with chemicals? <input type="checkbox"/> Yes <input type="checkbox"/> no</p> <p>If yes, which methods are used in treatment?</p> <ol style="list-style-type: none">1. Organic process2. Uses chemicals3. Mix - % of each: <p>If chemicals; specify products and process used here:</p> <p>If organic, specify process here:</p> <p>If mixed specify process here:</p> <p>For further specifications to this point: use Page for Other information</p>

Leather	<p>Do you/ or your suppliers use leather <input type="checkbox"/> Yes <input type="checkbox"/> no</p> <p>If yes, which methods are used for treatment?</p> <ol style="list-style-type: none">1. Organic process2. Uses chemicals3. Mix - % of each: <p>If chemicals; specify products and process used here:</p> <p>If mixed specify process here:</p> <p>If organic, specify process here:</p> <p>Where do you or your suppliers treat the skin used? (Specify further on Page for Other information if necessary)</p> <p>What is the origin of the leather used in your production?</p> <ol style="list-style-type: none">1. Livestock:2. Wild leather:3. Other: <p>Specify the origin of leather here: (use Page for Other information for further information if necessary)</p>
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Fur	Do you/ or your suppliers use fur <input type="checkbox"/> Yes <input type="checkbox"/> no
	If yes, which methods are used for treatment? 1. Organic process 2. Uses chemicals 3. Mix - % of each: If chemicals; specify products and process used here: If mixed specify process here: If organic, specify process here: Where and how do you or your suppliers treat the fur used? (Specify further on Page for Other information if necessary) What is the origin of the fur used in your production? 1. Livestock: 2. Wild fur: 3. Other: Specify the origin of fur here: (use Page for Other information for further information if necessary)
	We further comply with the key requirements in the "Fur/leather specifications". <input type="checkbox"/> Yes <input type="checkbox"/> no
	If No, specify here: (Use Page for Other information for further specifications).

Feather	Do you/ or your suppliers use feather <input type="checkbox"/> Yes <input type="checkbox"/> no
	If yes, which methods are used for treatment? 4. Organic process 5. Uses chemicals 6. Mix - % of each: If chemicals; specify products and process used here: If mixed specify process here: If organic, specify process here: Where do you or your suppliers treat the feather used? (Specify further on Page for Other information if necessary) What is the origin of the feather used in your production? 4. Livestock: 5. Wild feather: 6. Other:



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	Specify the origin of feather here: (use Page for Other information for further information if necessary)
Down	Do you/ or your suppliers use down <input type="checkbox"/> Yes <input type="checkbox"/> no
	If yes, which methods are used for treatment? 1. Organic process 2. Uses chemicals 3. Mix - % of each:
	If chemicals; specify products and process used here:
	If mixed specify process here:
	If organic, specify process here:
	Where and how do you or your suppliers treat the down used? (Specify further on Page for Other information if necessary)
What is the origin of the down used in your production? 1. Livestock: 2. Wild down: 3. Other:	
Specify the origin of down here: (use Page for Other information for further information if necessary)	
	We further comply with the key requirements in the "Fur/leather specifications". <input type="checkbox"/> Yes <input type="checkbox"/> no
	If No, specify here: (Use Page for Other information for further specifications).

Animal Welfare (Reference CoC paragraph 14)	
Social services	We comply with the key terms in the "Guidelines for animal welfare" document <input type="checkbox"/> Yes <input type="checkbox"/> no
	If No, specify here: (Use Page for Other information for further specifications).

Signature
We hereby confirm that all information given by LABEL in this Checklist is correct and will be upgraded by LABEL as soon as changes occur. It is LABELS responsibility to keep the information correct at all times.



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Date: (format 31.01.2008)	
Name:	
Position:	
Company:	

Key terms	
Code of conduct	Guidelines that outlines labour and environmental standards
Supplier	Collective term for producers and agents/importers
Producer	Where the goods are manufactured
Fur/leather/feather/down specifications	
Guidelines for Animal Welfare	