



Audit Questionnaire

January 2009

BSCI 6-01/09

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

BSCI Audit Questionnaire	Name of Company	Audit Date	DBID number	
	Suzhou Kinglane Electrical Co., Ltd.	29 Oct, 2010	22279	Page 2 of 42

Initial Audit <input checked="" type="checkbox"/>	First Re-Audit <input type="checkbox"/>		Second Re-Audit <input type="checkbox"/>	
Lead-Auditor	Wendy Wang		Additional Auditor	Nil
Audit Date	29 Oct, 2010		Number of man days applied	1.5 man days

A. Master Data

Location of Company		Basic Data	
Name of Company	Suzhou Kinglane Electrical Co., Ltd.	Year of foundation	2008
http://www.	www.Kinglane.com.cn	Legal status	Private
Street	No. 170 Songshan Road	Language(s) spoken in company	Chinese
City	Suzhou, Jiangsu, China	Total capacity per month	12,000 Sets
Zip Code	215129	Contact Person	
Country	China	Name	Mr. Ye Wen Hai
Phone	0512-66629083	Position / Language	General Manager / Mandarin
Fax	0512-66702750	Phone	13656219309
DBID Number	22279	E-mail	Yewh.Kinglane@gmail.com

Business Structure				No. of customers?	5
No. of companies own units? (see Production Unit Record Sheet)	1	No. of subcontractors? (see Production Unit Record Sheet)	0	No. of suppliers, sub-suppliers? (see Production Unit Record Sheet)	10

A.1 Sales Revenue Export / Domestic Market

Share of sales revenue for export and domestic market during the last 3 years?						Export Markets
Year	2008	2009	2010			USA
Export/Local	100% 0%	100% 0	100% 0%			Canada
Turn Over (US \$)	100,000	1,000,000	1,800,000			Europe

Business Activities			
Clothing:	<input type="checkbox"/>	Construction Material:	<input type="checkbox"/>
Eyewear (Glasses):	<input type="checkbox"/>	Furniture:	<input type="checkbox"/>
Machinery:	<input checked="" type="checkbox"/>	Other hard goods:	<input type="checkbox"/>
Textiles:	<input 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"/>

A.2 Production Structure (inhouse) at the date of audit

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Departments	1. Office	2. Production	3. Technique	4. Warehouse	5. QC
No. of employees	20	39	6	5	6
Departments	6. Mould	7. Others	8.	9.	10.
No. of employees	9	2			
How many shifts does the company run?					
	day		middle		night
No. of employees	87		0		0

A.3 Employment Structure at the date of audit

	Number			Number
Employees in total	87			
Female employees	40	⇒	Pregnant / maternity leave	0/0
Children below min. age of years	0	⇒	Apprentices	0
Young employees aged ≥ to < 18 years	0	⇒	Apprentices	0
Wage Earners			Disabled persons	0
• On a monthly rate	0		Migrant workers	47
• On a daily rate	0		Employees on probation	0
• On an hourly rate	87		Odd jobber	0
• Piece raters	0		Homeworkers	0
Working hours	From	To		
• Average production hours per day	8 hour			
• Office hours per day	8:00	17:00		

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B. BSCI Mandatory Social Requirements

B.1 Management Practice

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.1.1 Valid certificates, including those of subcontractors (provide copies)	<input type="checkbox"/>	<input type="checkbox"/>	
ISO 900X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SA8000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ISO 14001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other certificates or social audit reports, if yes, which and from what organisation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The factory obtained certificate of ISO9001:2008 on 25 Feb, 2010 which was issued by CQC. The factory obtained the certificate of ICTI Code of Business Practices on 30 Apr, 2010 which was issued by BV.			
B.1.2 Has a senior management representative been appointed who, irrespective of other duties, is responsible that the BSCI social requirements are met? If yes, please note name and position:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
Ms. Shen Shoumei, Management System Specialist, was appointed responsible that the BSCI social requirements are met.			
B.1.3 Is a qualified person / are qualified persons responsible for updating and implementing legal regulations especially but not only with regard to matters subject to continuous change like wages and safety? If yes, please note name(s) and position(s):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
Ms. Shen Shoumei, Management System Specialist, was responsible for updating and implementing legal regulation.			
B.1.4. Has the company appointed a qualified person / qualified persons on the operational level for implementation and checking compliance with the BSCI social requirements including health and safety? If yes, please note name(s) and position (s):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
Ms. Shen Shoumei, Management System Specialist, was appointed on the operational level for implementation and checking compliance with the BSCI social requirements including health and safety.			

Please fill in under scoring			Please fill in under conclusion and/or scoring
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

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Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.1.5 Are executives, management and staff aware of the legal rights and duties under labour legislation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.1.6 Is there ongoing communication about social requirements between staff and management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.1.7 Is there a system in place for anti-corruption/anti-bribery for all business activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.1.8 Is a system in place to identify specific risks for health and safety of the employees and prevent recurrence of work accidents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.1.9 Is a cost accounting method in use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.1.10 Is a capacity planning method in use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.1.11 Has the company established and does the company maintain appropriate procedures to recruit subcontractors based on their ability to meet the BSCI social requirements? If yes, please describe:	<input type="checkbox"/>	<input type="checkbox"/>	NA
Based on the management interview and on-site observation, no product subcontractor was used in the factory.			
B.1.12 Does the company maintain appropriate records of subcontractors commitments to social accountability, including, but not limited to the written commitment to			NA
a) conform to all BSCI social requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
b) participate in the companies' monitoring activities as requested by the BSCI social requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
c) promptly implement remedial and corrective action to address any non conformance identified with regard to the BSCI social requirements	<input type="checkbox"/>	<input type="checkbox"/>	
d) promptly and completely inform the company of any and all relevant business relationship(s) with own subcontractors?	<input type="checkbox"/>	<input type="checkbox"/>	
B.1.13 Has the company established a system to monitor the subcontractors' social performance?	<input type="checkbox"/>	<input type="checkbox"/>	NA
B.1.14 Does the company maintain reasonable evidence that the subcontractors continuously improve conditions to meet the BSCI social requirements?	<input type="checkbox"/>	<input type="checkbox"/>	NA

B.1 Assessment Management Practice	Scoring:	2 <input checked="" type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
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B.2 Documentation

Questions		Please fill in or mark with a cross		Mark "+" or "-"	
		Yes	No		
B.2.1	Has the company a valid business licence? If no, what are the reasons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	
The factory has a valid business licence. The register no. was 320512000201002020035S, effective from 6 Jun, 2008 to 5 Jun, 2018.					
B.2.2	Are all necessary official approvals available to run operations, machinery etc? If no, note what is missing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	
<p>The factory obtained the Fire Safety Certificates and Building Structure Safety Certificate for all of the factory buildings.</p> <p>The factory provided qualification certificate for one electrician, certificate No 32050105103147, effective until Feb, 2011.</p> <p>The factory provided qualification certificate for one elevator operator, certificate No TS6ESZH056002, effective until 12 Oct, 2011.</p> <p>The factory provided qualification certificate for one forklift driver, certificate No T340825197708102311, effective until Jun, 2011.</p> <p>The factory provided qualification certificate of one bridge crane driver, certificate No TS6FSZH10731, effective until 5 Jul, 2012.</p> <p>The factory provided training certificates of two first aiders.</p> <p>The factory provided the inspection report of two air-compressors, two bridge cranes, and four elevators. E.g. Air-compressor: report No SZ-RD(Q)-2009-1-03686, effective until 1 Dec, 2016; Bridge Crane: report No SZ-QA-2010-4-00696, effective until 5 Aug, 2011. Elevator: report No SZ-TD(3200)-2010-3-02625, effective until 9 Jun, 2011.</p>					
B.2.3	Is a written policy available in the company that describes the social responsibility of the company especially with regard to child labour, female employees, discrimination, forced labour, working hours, compensation, working conditions, health and social facilities, safety, freedom of association and collective bargaining? Please attach a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	
B.2.4	Has the company a written commitment to their employees to comply with the BSCI Social Requirements including legal requirements in the country of operation and has this commitment posted in the location together with the BSCI Code of Conduct visible to all employees in relevant languages or attached it to each employee's contract?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	
B.2.5	Do personnel data files with the following components exist? Please attach a copy (sample).	Copy of ID-card	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
		Working contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.2.6	Is a time record system in place where the beginning and the end of a workday is registered for each individual employee? Please attach a copy (samples)	Attendance lists	<input type="checkbox"/>	<input type="checkbox"/>	+ The factory used electronic time record
		Punch / Time cards	<input type="checkbox"/>	<input type="checkbox"/>	

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Questions		Please fill in or mark with a cross		Mark "+" or "-"
		Yes	No	
	Electronic data processing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	machine.
B.2.7	Do the employees receive payslips? If yes, please attach a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.8	Does documentation on payments to social insurance funds exist? If yes, please attach a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.9	Do wage lists exist? If yes, please attach a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.10	Is documentation available on pregnant women and maternity leave which was granted in the past -if applicable-? If yes, please attach a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.11	Do work rules exist and are they			
	a) documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
	b) legally allowed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	c) understood by the employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	d) equally applied to all employees? Please attach a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.2.12	Is documentation on health and safety training (e.g. fire protection) available? If yes, please attach a copy as an example.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.13	Is documentation on all hazardous chemicals in use available (especially safety data sheets)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ White oil and machine oil were used in the factory.
B.2.14	Are certificates on first-aid qualification available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ There were 2 qualified first aiders.
B.2.15	Are inspection documents for lifts and machinery available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ refer to B.2.2
B.2.16	Are documents available to prove that the water is drinkable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.17	Is documentation available on comments on social issues made by officials or any social audit including corrective actions? If so, were those comments/corrective actions put into effect? Please describe and attach a copy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B.2.18	Does the company keep records of accidents and injuries?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
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Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.2.19 Do the security guards have an employment contract which describes their duties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.2.20 Is there a written agreement with a union or any other representation of the workforce? If yes please attach a copy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

B. 2 Assessment Documentation	Scoring:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.3 Working Time

Questions		Please fill in or mark with a cross			Mark "+", "-", or "X"	
		Yes	No			
B.3.1 When do regular daily working hours start and end? (Fill in for every shift)	Shift	I X	II	III	+	
	Start	8:00				
	End	17:00				
B.3.2 When do daily breaks start and end? (Fill in for every shift)	Start	12:00			+	
	End	13:00				
B.3.3	What is the regular number of working days per working week?	Days: 5 days			+	
B.3.4	What is the regular number of working hours per working week?	Hours: 40 hours			+	
B.3.5	How many overtime hours did the person with the highest amount of overtime work last week?	Hours: 8 hrs			+	
B.3.6	What was the average amount of overtime hours per week?	Hours: 8 hrs			+	
B.3.7	What was the average amount of overtime hours per week during peak seasons?	Hours: 8 hrs			+	
B.3.8	Does the company comply with the national statutory regulations with regard to:					
	a) the maximum amount of daily overtime hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		+ For B.3.8b: No such requireme nt on Weekly overtime in the local law.	
	b) the maximum amount of weekly overtime hours?	<input type="checkbox"/>	<input type="checkbox"/>			
	c) the maximum amount of monthly overtime hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
If not please describe:						
If not please describe:						
<p>The attendance records from Oct, 2009 to the audit day indicated that the maximum daily/monthly OT was 0hr/32hrs; The maximum weekly working hour was 48hrs; One day off per seven was provided to all employees. The factory obtained the consolidated working hour permit from 1 Apr, 2010 to 31 Mar, 2011 with one year as the calculating period.</p> <p>Based on worker interview and production records found on site reviewing, no negative evidence was identified. All interviewed workers confirmed they never overtime worked on weekdays and had overtime worked on Saturdays, all of workers were guaranteed one day off per seven days. The maximum weekly working hour was 48 hrs.</p> <p>No other negative evidence was found during the audit by crossing checking production records and worker interview.</p>						

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Questions	Please fill in or mark with a cross		Mark “+” or “-”
	Yes	No	
B.3.9 Do employees work overtime of their own free will?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
If no: If overtime is demanded by management to meet short-term business demand (non-voluntary overtime), is there a basic agreement with the union, or in case of non-unionized companies a basic agreement with the employees representatives or each individual employee? Please attach a copy.	<input type="checkbox"/>	<input type="checkbox"/>	
B.3.10 Is it ensured that the maximum amount of working hours for the workforce does not exceed 48 hours of regular working time plus 12 hours of overtime a week on a regular basis, in the case that there are no stronger legal regulations (for example, if the regular hours allowed are 40, the total maximum should be 52).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ Please refer to 3.8.
B.3.11 Are employees provided with at least one free day following six consecutive days worked? Exceptions are accepted if the national law allows time exceeding this limit <u>and</u> if a freely negotiated collective bargaining agreement in force allows work time averaging including adequate rest periods.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ Please refer to 3.8.
B.3.12 Are there local or any other authorisations (e.g. from collective bargaining agreements with trade unions) to make exemptions from statutory working time regulations as described on B.3.10 or B.3.11? If yes, please attach a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

B.3 Assessment Working Time	Scoring:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.4 Compensation

Questions			Please fill in or mark with a cross		Mark "+" or "-"
			Yes	No	
B.4.1	What is the statutory minimum wage for the regular working time per month for regular fulltime employees?	Gross	RMB960 per month since Feb, 2010; RMB 850 per month before Feb, 2010.		
		Net	RMB 805 per month since Feb, 2010. RMB 695 per month before Feb, 2010		
B.4.2	What is the lowest basic wage per month for regular working time paid in the company for regular fulltime employees? Please calculate both Gross and Net amounts.	Gross	RMB1050 per month since Feb, 2010 RMB 950 per month before Feb, 2010		+ Refer to B.4.6
		Net	RMB895 per month since Feb, 2010 RMB 795 per month before Feb, 2010		
B.4.3	Estimate the average wage per month <u>excluding</u> overtime for all employees on the <u>work floor</u> . Please calculate both Gross and Net amounts.	Gross	RMB1050 per month since Feb, 2010 RMB 950 per month before Feb, 2010		
		Net	RMB895 per month since Feb, 2010 RMB 795 per month before Feb, 2010		
B.4.4	Are the statutory regulations with regard to minimum wage of other than regular fulltime employees complied with (like trainees, part time or full time employees but with different skills)?		<input type="checkbox"/>	<input type="checkbox"/>	N/A
No jobber or trainee etc worked in the factory.					
B.4.5	What is the total sum of wages (incl. Overtime differentials) which was paid for all employees last month	Gross	RMB 255,695.23		

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Questions		Please fill in or mark with a cross		Mark "+" or "-"
		Yes	No	
		Net	RMB 231,057.26	
B.4.6 Are overtime hours paid at the individual hourly rate? If not, please explain:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
Based on the payrolls from Oct, 2009 to Sep, 2010 and worker interview, the legal OT rate and minimum wage was paid in the factory. The factory paid 150%, 200%, 300% of normal hour rate for OT hours at regular night, on rest days, and statutory holidays respectively.				
B.4.7 Are statutory overtime differentials paid? Normal workday 150%; Sunday 200%; holiday 300%; nightshift %		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.4.8 Do all employees receive paid leave according to statutory regulations?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.4.9 Do all employees receive paid statutory and/or religious holidays?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ Confirmed by worker interview and factory rules review, Paid statutory holidays: 11 days/year; paid marriage leave: 3~15 days; paid funeral leave: 3 days.
B.4.10 Do all pregnant employees receive statutory maternity leave?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.4.11 Do all pregnant employees receive statutory maternity benefits		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.4.12 Does the company provide all statutory benefits? If yes, please specify:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
Based on checking related documents and interview with workers, the factory had provided paid statutory holiday, annual leave, maternity leave, marriage leave and funeral leave etc. to all workers.				
B.4.13 Does the company provide benefits on a voluntary basis? If yes, please specify:		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Nil				
B.4.14 Does the company pay the statutory contribution for all employees to social insurance funds?				+

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	Yes	No	
Health insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Retirement benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Unemployment insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Accident insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Others: maternity insurance The factory provided injury insurance, retirement, medical, unemployment, maternity insurance for all employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.4.15 Are employees paid in monetary value (cash, cheque or bank transfer)? If not, why?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
The employees were paid by cash.			
B.4.16 Are any illegal deductions made from wages?			+
Loan with interest charge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Entry fee to the production site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Utilization fee for tools and machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
For lost or damaged tools (unindebted behaviour)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Such as illegal disciplinary measures. (to be legal, disciplinary measures should be accepted by national law <u>and</u> a collective bargaining agreement in force).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Recruitment fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Others: e. g. unreasonable deductions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B.4.17 How many days after the end of the calculation period do the employees receive their wage?	Days: 28		+
B.4.18 Are there local or any other authorisations (e.g. from collective bargaining agreements with trade unions) to make exemptions from statutory compensation regulations? If yes, please attach a copy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA

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B.4 Assessment Compensation	Scoring:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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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

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B.5 Child Labour / Young Employees

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.5.1 Are all employees employed by the company at least 15 years of age, unless local minimum age law stipulates a higher age for work or general mandatory schooling, in which case the higher age applies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
If no: Do legal regulations allow those children to work in accordance with ILO Convention 138, article 7 (light work and/or does not affect health or development of the employees and does not interfere with schooling/ education)? Please fill in «Child Labour Record Sheet» for all children less than 15 years of age or older, if local minimum age law stipulates a higher age for work or general mandatory schooling.	<input type="checkbox"/>	<input type="checkbox"/>	
B.5.2 If employees in the company are subject to local compulsory education laws, is it ensured that these employees are not employed during school hours and that combined hours of daily transport, school and work time do not exceed 10 hours a day?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
B.5.3 Are the laws for protection of young employees (employees who have not reached the age of 18 – national laws to be considered) enforced? If not, which laws are not enforced?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
No young workers worked in the factory. The youngest worker was born on 8 Sep, 1991, and entered the factory on 28 Jul, 2010.			
B.5.4 Are the legal regulations for apprentices enforced (e.g. educational programme, theoretical lessons, working hours, wages)? If not, which regulations are not enforced?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Not applicable in China. All apprentices' working hours and wages etc were as same as other workers in China.			
B.5.5 In case that children have been found working in the company, did the company provide adequate support to enable children to attend and remain in school until they are no longer a child? Please fill in «Child Labour Record Sheet» – Remedial Actions	<input type="checkbox"/>	<input type="checkbox"/>	N/A

B.5 Assessment Child Labour / Young Employees	Scoring:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.6 Forced Labour / Disciplinary Measures / Prisoner Labour

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.6.1 Are employees allowed to leave the factory compound after work at any time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.6.2 Is it forbidden for security guards (armed or unarmed) to keep the workforce under pressure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.6.3 Is there any evidence that employees are not free to quit their jobs and to leave the company within the legal framework (e.g. bonded labor, because they have to repay debts)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
B.6.4 Are original documents of employees, such as ID-cards, passports or birth certificates permanently held by the employer?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
B.6.5 Are monetary deposits required from the employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
B.6.6 Is there any evidence that work is conducted under the threat of illegal penalty or any other illegal sanction? If yes, please describe.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
No negative information about forced labor was found during the audit.			
B.6.7 If factory visit highlights the presence of prisoners, is such work by prisoners allowed under ILO Conventions 29/105?	<input type="checkbox"/>	<input type="checkbox"/>	N/A No prison labor was identified during the audit.
B.6.8 Are the labour laws applied for those prisoners?	<input type="checkbox"/>	<input type="checkbox"/>	N/A

B.6 Assessment Forced Labour / Disciplinary Measures / Prison Labour	Scoring: 2 <input checked="" type="checkbox"/> 0 <input type="checkbox"/>
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B.7 Freedom of Association and Collective Bargaining

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.7.1 Do employees have the right to establish, join and take action in free and independent workers' organisations including free and independent unions without previous authorisation of the employer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.7.2 Is a free and independent workers' organisation including free and independent union represented in the company? If yes, please fill in name of the workers' organisation(s) resp. union(s) and representative(s).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
No trade Union was founded in the factory. But 2 worker representatives were elected by workers. E.g. Dong Qiang/production			
B.7.3 Do representatives of the free and independent workers' organisation(s) including free and independent union (s) have access to their members in the workplace within the legal framework?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.7.4 Are employees' representatives affiliated to free and independent workers organisation(s) including free and independent union(s) allowed to bargain collectively?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.7.5 Do the employees have the right to implement parallel means of free and independent organising to enable them to bargain collectively in the company where the rights of freedom of association and collective bargaining are restricted by law (example, China)? Please describe below:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.7.6 Do employees have the possibility to complain anonymously (about minor and major problems)?			+ The factory established suggestion communication and solution rules and announced to all workers.
a) Do employees know about these possibilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) Do those possibilities secure that the management takes note of the complaints?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Does the management try to find solutions for those complaints with the employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Questions		Please fill in or mark with a cross		Mark "+" or "-"
		Yes	No	
B.7.7	Has the company experienced a strike, walkout, protest demonstration by the workforce or other significant conflict with employees during the past 2 years? If yes:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	What was the issue?			
	What action were taken by the management?			
	What action were taken by the employees?			
	Were the police or any other executive forces involved in any way?			
	Please describe below as detailed as possible:			

B.7 Assessment Freedom of Association	Scoring:	2 <input checked="" type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
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B.8 Discrimination, Harassment and Abuse

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.8.1 Is there any deviation in compensation, benefits, hiring procedure, job assignment, retirement provisions, access to services etc. between employees in regard to age, caste, disability, ethnic and/or national origin, gender, membership in free and independent workers' organisations including free and independent unions, political affiliation, race, religion, sexual orientation, marital status, family responsibilities, social background or other personal characteristics?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
If yes: What do they consist of and which employees/ categories of employees are concerned? Which reason or justification is given by the management? Please describe.			
B.8.2 Are pregnancy or virginity tests made or required as part of the recruitment procedure? Is the use of some form of contraception a condition of hiring or of continuing employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
B.8.3 Is there any evidence that women are mistreated or fired as a result of being pregnant? If yes, describe.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
B.8.4 Do all employees have equal opportunities to work overtime? If no, who decides who can work overtime:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.8.5 Is there any evidence of harassment, physical coercion or verbal abuse in the company? If yes, describe.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
B.8.6 Is there any evidence that employees are disciplined, dismissed or otherwise against discriminated because they complain against infringements of their rights?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+

B.8 Assessment Discrimination Harassment and Abuse	Scoring:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.9 Working Conditions

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.9.1 Are overall conditions of the workshop layout and the factory building acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div style="border: 2px solid black; padding: 2px;">+</div>
Confirmed through on-site observation.			
B.9.2 Is the room temperature acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.9.3 Is adequate ventilation in production area provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.9.4 Is the noise level acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.9.5 Are lighting conditions adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.9.6 Is the production area clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

B.9 Assessment Working Conditions	Scoring:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.10 Health and Social Facilities

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.10.1 Is there an acceptable clean sickroom / first aid room? Please provide a photo.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA
B.10.2 Is clean potable water provided for all employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.3 Do employees have access to an appropriate , clean area for eating/cooking? Please provide a photo.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.4 Are clean toilets provided in adequate numbers for all employees, lockable or separated by gender? If separated by gender, how many for women 21 for men 21?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.5 Are clean washing facilities provided for all employees lockable or separated by gender?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.6 Are clean changing rooms available in areas where employees have to wear special protective clothes during working hours?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
B.10.7 Is quick medication assured in emergency cases?			+
a) Physician in charge?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b) Nurse in charge?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c) Contract with hospital?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.10.8 Is first-aid material provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.9 Is there anybody in charge for dispensing and stocking first-aid material? Please note name and position: Ms. Yu Jing/HR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.10.10 Is an appropriate number of employees trained in first aid by qualified trainers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ There were 2 qualified first aiders in the factory and the number was adequate.

B.10 Assessment Health and Social Facilities	Scoring:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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B.11 Occupational Health and Safety

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.11.1 Is the employees' health seriously and avoidably endangered by work processes? If yes please explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
B.11.2 General safety conditions			
a) Is adequate personal protective equipment such as goggles, glasses, gloves, earplugs, boots and protective clothing available at company cost?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ Based on the on-site observation, gloves and masks were provided to the workers using white oil, and the earplugs were provided to the testing workers. The PPE were well used during the audit.
b) Is personal protection equipment in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Is use of personal protection equipment enforced?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Are employees trained in using personal protective equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Are signs and warnings posted in the corresponding areas and on machinery reminding employees to wear personal protective equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f) Are employees protected from falling from heights or into dangerous substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g) Is there a source of danger caused by falling objects?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
h) Are all passages for pedestrians and vehicles safe?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signs/ warnings reminding employees to wear PPE were posted on site.
i) Are employees protected from danger caused by parts and material at high or very low temperature?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
j) Are floors free of obstructions and slipping hazards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
k) Do all employees receive health and safety training after recruitment and regularly during their employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Based on the document review and worker interview, the relevant trainings were provided.
l) Does the company assess all the risks to new and expectant mothers and ensure that reasonable steps are taken at the work site to remove or reduce any risk to their health and safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.11.3 Chemicals			

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Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
a) Do employees wear protective equipment if necessary (e.g. gloves, nose and mouth protection)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ White oil and machine oil were used in the factory. MSDS was available; Secondary container was available.
b) Are all chemical substances labelled?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Are all chemical substances safely stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Do only authorized employees have access to chemical substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Are dispense, use and disposal of chemicals recorded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f) Are safety instructions and emergency schedules displayed and are the employees aware of the risks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g) Are only small units of chemical substances used directly at the workplace?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h) Are fumes, steam and dust exhausted to the outside (e.g. spot cleaning places)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
i) Are there MSDS (Material Safety Data Sheets) available at the operating area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.11.4 Electricity			
a) Are electrical installations checked periodically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
b) Are blank electrical contacts exposed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c) Are electrical installations properly fixed so that they cannot easily fall down?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Are electrical cords correctly fixed or repaired with tape?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Are encasements of electrical machinery, devices and attachments broken?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f) Is there a danger that electrical installation will energize surrounding installation (e.g. fragile electrical cords close to metal)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
g) Are high voltage signs properly installed where needed (e.g. main power point, main fuse box)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h) Are workplaces obstructed by distribution lines (e.g. electrical cords lying on the floor causing employees to trip over them, electrical cords on tables, poorly installed electrical cords creating a risk of strangulation)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i) Are power hubs, electrical control stations, fuse boxes lockable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
j) Are the boxes made out of non flammable material?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
k) Are light fittings, switches, plugs etc. in good condition, not broken and don't cause danger (electrocution) to employees (missing cover for switches and plugs)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l) Do employees working with electricity have adequate qualification?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.11.5 Fire protection			

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Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
a) Is a fire early warning system installed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ Based on site observation the factory installed fire alarm and 150 extinguishers, 50 hydrants. The factory conducted fire drills twice a year, and the latest one was conducted on 5 Sep, 2010.
b) Is a sufficient number of fire fighting equipment installed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Is fire fighting equipment in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Is the fire fighting equipment not too heavy and installed in the correct height (if no legal provision, is installation in reachable height), visible and marked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Are fire extinguishers inspected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f) Are evacuation/fire drills regularly (at least annually) carried out?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g) Is a sufficient number of employees trained in fire fighting practice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.11.6 Escape routes			
a) Are escape routes/aisles blocked or obstructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+
b) Are escape routes conspicuously marked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Are evacuations plans posted in every workshop?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Are emergency lights correctly installed and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.11.7 Emergency exits			
a) Is the number of emergency exits appropriate to secure evacuation of the work force in emergency cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
b) Are emergency exits easily accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Are emergency exits blocked?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d) Do doors in rooms with more than 10 employees open outwards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Are emergency exits properly marked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B.11.8 Machine safety			

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Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
a) Are safeguards, belt encasements, grills for fans etc. correctly installed to protect employees from injuries?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- d) No safety regulation was posted at the elevators. It was noted that one worker without qualification certificate was operating the cargo elevator.
c) In case of hazardous machinery: Do they have fully functional switch offs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Do operators of machinery get training about safety regulations and operating procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Do operators have access to written safety regulations and operating procedures related to machinery?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e) In case of hazardous machinery: Are danger signs (e.g. indicating heat, high voltage, pressure etc.) and signs which prescribe the wearing of protective gear conspicuously displayed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

B.11.9 Steam boiler

a) Are steam boilers run by gas, oil, coal or other inflammable fuel installed close to dormitories, emergency exits, escape routes, staircases?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
b) Are non-mobile steam boilers set up in separate rooms or houses?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Is access to those rooms restricted to authorised employees ?	<input type="checkbox"/>	<input type="checkbox"/>	
d) Do written safety regulations and operating procedures exist?	<input type="checkbox"/>	<input type="checkbox"/>	
e) Are operators trained?	<input type="checkbox"/>	<input type="checkbox"/>	
f) Are blow-off valves installed, regularly tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
g) Is the steam running machinery in good condition (e.g. no improvised repairs or leaks)?	<input type="checkbox"/>	<input type="checkbox"/>	
h) Is steam pipe network in good condition and regularly controlled and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
i) Does any employee work close to blow-off valves, leaks, poorly insulated tubes or other sources of danger caused by steam installations and machinery?	<input type="checkbox"/>	<input type="checkbox"/>	

B.11 Assessment Occupational Health and Safety	Scoring:	2 <input checked="" type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
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B.12 Dormitories

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.12.1 Does the company provide dormitories or any kind of overnight accommodation for the employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Please fill in the address/addresses, if not on site:			
No dormitory was provided.			
Number of employees:			
B.12.2 Is the dormitory separated from production area and warehouses	<input type="checkbox"/>	<input type="checkbox"/>	NA
B.12.3 Are the sleeping quarters segregated by gender?	<input type="checkbox"/>	<input type="checkbox"/>	NA
B.12.4 Are employees allowed to enter and leave the dormitory at any time?	<input type="checkbox"/>	<input type="checkbox"/>	NA
B.12.5 Is the dormitory clean, safe and adequately lit?	<input type="checkbox"/>	<input type="checkbox"/>	NA
B.12.6 Is the room temperature acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	NA
B.12.7 Is the space per person acceptable? Space per person: 5m ²	<input type="checkbox"/>	<input type="checkbox"/>	NA
B.12.8 Are clean washing facilities and toilets in adequate number provided?	<input type="checkbox"/>	<input type="checkbox"/>	NA
B.12.9 Is there clean potable water?	<input type="checkbox"/>	<input type="checkbox"/>	NA
B.12.10 Are there enough unblocked, marked emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>	NA
B.12.11 Does adequate fire protection equipment exist?	<input type="checkbox"/>	<input type="checkbox"/>	NA

B.12 Assessment Dormitories	Scoring:	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
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Please fill in under scoring			Please fill in under conclusion and/or scoring
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

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B.13 Environment

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
B.13.1 Is waste management arranged in a way that does not lead to pollution of the environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ The factory obtained the waste water discharge permit.
B.13.2 Are chemicals properly and separately disposed off?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ The factory signed agreement with a qualified waste disposal company.
B.13.3 Is it ensured that chemicals do not leak into the ground?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.13.4 Is effluent treated to prevent environmental pollution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
B.13.5 Are emissions in legal conformity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

B.13 Assessment Environment	Scoring:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>
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Please fill in under scoring			Please fill in under conclusion and/or scoring
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

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C. Annex: Best Practice for Industry – Voluntary implementation but auditing is mandatory

C.1 Policy

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
C.1.1 Has the top management defined a company policy to their employees for social accountability and labour conditions that:			+
a) includes a commitment to conform to all requirements of SA8000 Standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) includes a commitment to comply with national and other applicable law, other requirements to which the company subscribes and to respect the international instruments and their interpretation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) includes a commitment to continual improvement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) is effectively documented, implemented, maintained, communicated and is accessible in a comprehensible form for all personnel, including directors, executives, management, supervisors and staff, whether directly employed, contracted or otherwise representing the company?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

C.1 Assessment Policy	Scoring:	2 <input checked="" type="checkbox"/> 1 <input type="checkbox"/>
------------------------------	-----------------	--

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

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C.2 Planning and Implementation

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
C.2.1 Does the company ensure that the requirements of the SA8000 Standard are understood and implemented at all levels of the organisation? Do the methods include, among others,			-
a) clear definition of roles, responsibilities and authority?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b) training of new and/or temporary employees upon hiring?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c) periodic training and awareness programme for existing employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d) continuous monitoring of activities and results to demonstrate the effectiveness of systems implemented to meet the company's policy and the requirements of this standard?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

C.2 Assessment Planning and Implementation	Scoring:	2 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>
---	-----------------	--

C.3 Management Review

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
C.3.1 Does top management periodically review the adequacy, suitability, and continuing effectiveness of the company's policy, procedures and performance results vis-à-vis the requirements of the SA8000 Standard and other requirements to which the company subscribes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
C.3.2 Are system amendments and improvements implemented where appropriate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

C.3 Assessment Management Review	Scoring:	2 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>
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Please fill in under scoring Please fill in under scoring		Please fill in under conclusion and/or scoring Please fill in under conclusion and/or scoring
2 = Good 2 = Good	1 = Improvements Needed 1 = Improvements Needed	NA = Not Applicable NA = Not Applicable
No deviation from requirements	Deviation from requirements	Requirements do not match to the company structure
No deviation from requirements	Deviation from requirements	Requirements do not match to the company structure

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C.4 Control of Subcontractors / Suppliers / Sub-suppliers

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
C.4.1 Has the company established and does the company maintain appropriate procedures to recruit subcontractors / suppliers / sub-suppliers based on their ability to meet the requirements of the SA8000 Standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
C.4.2 Does the company maintain appropriate records of subcontractors / suppliers / sub-suppliers commitments to social accountability? Do these records include, among others, the written commitments to:			-
a) conform to all requirements of the SA8000 Standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) participate in the companies monitoring activities as requested?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) promptly implement remedial and corrective actions to address any non conformance identified with regard to requirements of the SA8000 Standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) promptly and completely inform the company of any and all relevant business relationship(s) with own subcontractors / suppliers / sub-suppliers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C.4.3 Has the company established a system to monitor the subcontractors / suppliers / sub-suppliers social performance against the requirements of the SA8000 Standard?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
C.4.4 Does the company maintain reasonable evidence that the subcontractors / suppliers / sub-suppliers continuously improve conditions to meet the requirements of the SA8000 Standard?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

C.4 Assessment Control of Subcontractors / Suppliers / Subsuppliers	Scoring:	2 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>
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Please fill in under scoring Please fill in under scoring		Please fill in under conclusion and/or scoring Please fill in under conclusion and/or scoring
2 = Good 2 = Good	1 = Improvements Needed 1 = Improvements Needed	NA = Not Applicable NA = Not Applicable
No deviation from requirements	Deviation from requirements	Requirements do not match to the company structure
No deviation from requirements	Deviation from requirements	Requirements do not match to the company structure

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C.5 Control of Homeworkers

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
C.5.1 Does the company take special steps to ensure that homeworkers are afforded a similar level of protection as would be afforded to directly employed personnel under the requirements of the SA8000 Standard? Do these special steps include, among other things:	<input type="checkbox"/>	<input type="checkbox"/>	N/A No home worker was used by the factory.
a) establishing legally binding, written contracts requiring conformance to the requirements of SA8000 Standard?	<input type="checkbox"/>	<input type="checkbox"/>	
b) ensuring that the requirements of the written contract are understood and implemented by homeworkers and all other parties involved in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	
c) maintaining, on the company premises, comprehensive records detailing the identities of homeworkers, the quantities of goods produced/services provided and/or hours worked by each homemaker and wages paid to each homemaker?	<input type="checkbox"/>	<input type="checkbox"/>	
d) frequent announced and unannounced monitoring activities to verify compliance with the terms of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	

C.5 Assessment Control of Homeworkers	Scoring:	2 <input type="checkbox"/> 1 <input type="checkbox"/>
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C.6 Compensation

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
C.6.1 What is the basic needs net wage net for the region where the company is located? The figure must be calculated by the auditor.	BNW Assessed by auditor: RMB340 x (1/50%) x 1.5 x 1.1 = RMB 1122		
C.6.2 Is the wage paid in the company equal or higher than the figure provided in C.6.1?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
If no: If basic needs wage is not paid, does the company have a well-defined plan for achieving the basic needs wage within a specified and reasonable period of time?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

C.6 Assessment Compensation	Scoring:	2 <input type="checkbox"/> 1 <input checked="" type="checkbox"/>
------------------------------------	-----------------	--

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

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

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C.7 Child Labour

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
C.7.1 Has the company established and documented, and does it maintain and effectively communicate to personnel and other interested parties, policies and procedures for remediation of children found to be working?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

C.7 Assessment Child Labour

Scoring:

2 ☒ 1 ☐

C.8 Evasion

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
C.8.1 Is there any evidence that labour-only contracting arrangements and false apprenticeship schemes are undertaken in an effort to avoid fulfilling the company's social obligations to personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

C.8 Assessment Evasion

Scoring:

2 ☒ 1 ☐

C.9 Outside Communication

Questions	Please fill in or mark with a cross		Mark "+" or "-"
	Yes	No	
C.9.1 Has the company established, and does the company maintain, procedures to communicate regularly to all interested parties data and other information regarding performance of the requirements of the SA8000 Standard, including, but not limited to, the results of management reviews and monitoring activities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

C.9 Assessment Outside Communication

Scoring:

2 ☐ 1 ☒

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

BSCI Audit Questionnaire	Name of Company	Audit Date	DBID number	
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Employees Interview Sheet

	Number		Number
Employees interviewed in total	9	Female employees interviewed	5
• Employees aged < 18 years interviewed	0	• Seasonal workers interviewed	0
• Pregnant employees interviewed	0	• Migrant workers interviewed	6
• Apprentices interviewed	0	• Interviews conducted on site	9
• Disabled persons interviewed	0	• Interviews conducted off site	0
• Full time workers interviewed	9	• Individual interviews conducted	4
• Part time workers interviewed	0	• Group interviews conducted	5
Language(s) used for employee interviews	Chinese		
	Yes	No	
Was an interpreter used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

No. of interview	Essentials (If the number of rows is not enough, please add pages as needed and include with the attachments).
9 workers	For child labour issue, the workers confirmed that the factory checked their ID cards to verify their ages during recruitment and kept the copies in personal files. They never saw any child labor worked in the factory. No child labor was identified during the audit.
9 workers	For forced labour issue, the workers confirmed that no "deposit" was required by the factory and their original documents such as ID cards were kept by themselves.
9 workers	For discrimination issue, the workers said they were recruited based on their ability and work experience, and their wages were paid based on their positions and working hours. All interviewees confirmed that no discrimination occurred in the factory.
9 workers	For discipline practice issue, the interviewees said they would be warned, gigged or fired if they broke the factory rules; no fine was found. All interviewees confirmed that no harsh or inhumane treatment occurred and the management staffs were kind to them.
9 workers	For health and safety issue, the workers were satisfied with the working condition and the factory provided induction training for new workers and regular safety training for all workers. PPE were provided to relevant workers free of charge. Fire drill was conducted, which included the evacuation exercise and the use of the fire extinguishing facilities. All interviewees confirmed that no any serious accident or injury occurred in the factory.
9 workers	For working hour issue, all interviewees said their normal working hours were 8 hours/day and 40 hours/week. Their working hours were recorded by swiping time keeping system. They all said that they never overtime worked on weekdays, only overtime hours on Saturdays were arranged.
9 workers	For wage issue, all interviewees said they were paid by monthly rate and the normal wage was RMB1050 per month. For OT wages, they said 150% and 200% of regular pay were paid to them for their overtime hours on rest days and rest days respectively. The wages were paid by cash on 28th of every month.
9 workers	All interviewees said that the factory had signed the labour contracts with them and issued a copy to them.
9 workers	For freedom of association issue, all interviewees said that they knew the worker representatives in the factory; they could complain to their supervisors face to face or to the representatives.
1 management representatives	Management said that no SA8000 system was established in the factory.

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Declaration of consent

Company		Auditor	
Name of Company	Suzhou Kinglane Electrical Co., Ltd	Name of Audit Company	SGS-CSTC Standards Technical Services Co., Ltd. Suzhou Branch
Street	No 170, Songshan Road	Street	Room 05/08, 1F ascendas-Xinsu Industry park, No.5 XingHan Street BLKD,SIP,PRC
City, Zip Code	Suzhou, 215129	City, Zip Code	Suzhou, 215021
Country	China	Country	China
Name of representative	Mr. Ye Wenhai	Name of Auditor	Wendy Wang

- The company agrees that the auditor may take photos of the factory and factory compound as well as take copies of business documents.
- The company agrees that the auditor may conduct confidential interviews with employees which are chosen freely without any influence by the company.
- The company agrees that all audit information can be recorded in a database.
- The company agrees that the auditor may pass the Audit Questionnaire, Social Audit Report, Social Re-Audit Report and annexes directly to the company's retail customer or company's retail customer's local office / agency being a member of the Business Social Compliance Initiative.
- The company agrees that data can be passed to third parties, but only within the framework of the Business Social Compliance Initiative. This refers to the following situations:
 - Dialogue and cooperation with NGOs and other stakeholders at BSCI meetings for sustainability of BSCI
 - Cooperation with these stakeholders and the BSCI Secretariat to find solutions in connection with the BSCI Complaint Mechanism.

Data passed to these parties is treated confidentially by them. Auditing company and the BSCI Secretariat are not liable in case of misuse by other parties.
- The Company agrees that the audit can be subject to a surveillance measure. This surveillance serves to ensure audit quality in the BSCI system. Surveillance audits focus on the auditing company performing the assessment and have no incidence in the performance or results of the social audit conducted at the company. The company agrees that in this case, access to the entity selected to survey the auditors will be allowed.

Date and signature company:

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Production Unit Record Sheet

Production Unit No. 1					
Name	Suzhou Kinglane Electrical Co., Ltd				
Street	No. 170, Songshan Road				
City, Zip Code, Country	Suzhou, 215129				
Phone/ Fax	0512-66629083				
E-mail	0512-66702750				
Contact Person	Mr. Ye Wenhai				
Active for the supplier since (date)	N/A				
Own unit (share of production %)	100%	Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)	<input type="checkbox"/>
Social audited	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If yes					
Audit Company	BV				
Audit Number	BV-CN-2796-3.0(BV ref:10100330138)				
Date of Audit	6 Apr, 2010				
Result	Good				
Associated with BSCI?	Yes				

Production Unit No. 2					
Name	Suzhou Jinlian Electric Co., Ltd				
Street	No. 170, Songshan Road				
City, Zip Code, Country	Suzhou, 215129, China				
Phone/ Fax	13338661989				
E-mail	No information				
Contact Person	Ms. Xu Yuanqin				
Active for the supplier since (date)	NA				
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)	<input checked="" type="checkbox"/>
Social audited	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
If yes					
Audit Company					
Audit Number					
Date of Audit					
Result					
Associated with BSCI?					

Production Unit No. 3

BSCI Audit Questionnaire	Name of Company		Audit Date		DBID number	
	Suzhou Kinglane Electrical Co., Ltd.		29 Oct, 2010		22279	
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Name	Suzhou New District Fengjing Printing Co., Ltd					
Street	No information					
City, Zip Code, Country	Suzhou, 215129, China					
Phone/ Fax	13606135138					
E-mail	No information					
Contact Person	Mr. Zhu Jianzhong					
Active for the supplier since (date)	No information					
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)	<input checked="" type="checkbox"/>	
Social audited		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
If yes						
Audit Company						
Audit Number						
Date of Audit						
Result						
Associated with BSCI?						

Production Unit No. 4						
Name	Suzhou Tongxin Co., Ltd					
Street	No information					
City, Zip Code, Country	Suzhou, China					
Phone/ Fax	15195650053					
E-mail	No information					
Contact Person	Ms. Li Wenfang					
Active for the supplier since (date)						
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)	<input checked="" type="checkbox"/>	
Social audited		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
If yes						
Audit Company						
Audit Number						
Date of Audit						
Result						
Associated with BSCI?						

Production Unit No. 5	
Name	
Street	
City, Zip Code, Country	

BSCI Audit Questionnaire	Name of Company		Audit Date		DBID number	
	Suzhou Kinglane Electrical Co., Ltd.		29 Oct, 2010		22279	
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Phone/ Fax		0573-82207225/82288098				
E-mail		No information				
Contact Person		Jin Liandi				
Active for the supplier since (date)		08.1				
Own unit (share of production %)		Subcontractor (share of production %)	2%	Supplier / Sub-Supplier (mark with a cross)	<input type="checkbox"/>	
Social audited		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If yes						
Audit Company		SHENGLIDA GARMENTS ZHEJIANG CO., LTD				
Audit Number		NA				
Date of Audit		Dec. 15, 2008				
Result		Need improvement				
Associated with BSCI?		No				

Production Unit No. 6						
Name						
Street						
City, Zip Code, Country						
Phone/ Fax						
E-mail						
Contact Person						
Active for the supplier since (date)						
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)	<input type="checkbox"/>	
Social audited		Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes						
Audit Company						
Audit Number						
Date of Audit						
Result						
Associated with BSCI?						

Production Unit No. 7	
Name	
Street	
City, Zip Code, Country	
Phone/ Fax	
E-mail	
Contact Person	

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Active for the supplier since (date)					
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)	<input type="checkbox"/>
Social audited		Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes					
Audit Company					
Audit Number					
Date of Audit					
Result					
Associated with BSCI?					

Production Unit No. 8					
Name					
Street					
City, Zip Code, Country					
Phone/ Fax					
E-mail					
Contact Person					
Active for the supplier since (date)					
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)	<input type="checkbox"/>
Social audited		Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes					
Audit Company					
Audit Number					
Date of Audit					
Result					
Associated with BSCI?					

Production Unit No. 9					
Name					
Street					
City, Zip Code, Country					
Phone/ Fax					
E-mail					
Contact Person					
Active for the supplier since (date)					
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)	<input type="checkbox"/>

BSCI Audit Questionnaire	Name of Company	Audit Date	DBID number	
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Social audited	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes	
Audit Company	
Audit Number	
Date of Audit	
Result	
Associated with BSCI?	

If additional production units, please add as an attachment.

Date / signature / stamp Company 29 Oct, 2010 / Mr. Ye Wenhai / Suzhou Kinglane Electrical Co., Ltd

BSCI Audit Questionnaire	Name of Company	Audit Date	DBID number	
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Child Labour Record Sheet

	Name	Birthday	Attending school	Present during regular shool-lessons	Met in non hazardous areas	Receives an education	Since when in he company	Working under ILO-Convention 138 exception	Comments
		Month / Year	Yes / No	Yes / No	Yes / No	Yes / No	Month / Year	Yes / No	
1.	Nil								
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Remedial Actions (incl. time frame) :

N/A

29 Oct, 2010 / Mr. Ye Wenhai / Suzhou Kinglane Electrical Co., Ltd

Date / signature / stamp Company