



FACTORY			
<b>Audit No.</b>	SUZWOO-001	<b>Factory Code</b>	SUZWOO
<b>Factory Name (English)</b>	SUZHOU HONGSHUN WOODEN ARTS&CRAFTS CO.,LTD	<b>Factory Name in Local Language</b>	苏州鸿顺木业工艺有限公司
<b>Factory Address (English)</b>	NO.38 YESHENG ROAD, HENGSHAN TOWN, WUJIANG, JIANGSU PROVINCE, CHINA		<b>Rating</b>
<b>Production Country</b>	CHINA		ZT - Zero Tolerance
			IA - Immediate Action
			CI - Continuous Improvement
			ST - Satisfactory

EVALUATION HISTORY								
1	<b>Main Evaluation (Current)</b>	SUZWOO-001	Date (dd-mm-yyyy)	28-12-2010	Auditor	Danny Liao	Rating	IA

No.	Initial Audit Findings	Corrective Action Plan	Rating	Targeted Completion Date (dd-mm-yyyy)	Follow Up Date (dd-mm-yyyy)	Follow-up Verification	Targeted Completion Date (dd-mm-yyyy)	Rating
<b>A) CHILD LABOUR</b>								
A1	No Finding							
<b>B) ILLEGAL LABOUR</b>								
B1	5 out of total 175 workers was juvenile workers, but no registration and healthy examination had been done for them. 工厂目前175人中有5名未成年工，但没有在当地劳动部门办理登记与体检。	The factory should register the juvenile workers at the local labour bureau and provide health examination for them. 建议应将录用的未成年工向所在地的劳动行政部门办理登记并组织所有未成年工进行体检。	IA	31-03-2010				
B2	One juvenile worked in cutting process exposed in noise and dust. 有一名为未成年工在备料车间工作会接触噪声粉尘。	The factory should ensure juvenile work did not work in hazardous condition. 工厂应确保未成年工不从事有毒有害岗位。	IA	31-03-2010				
<b>C) FORCE LABOUR</b>								
C1	No Finding							
<b>D) EMPLOYMENT PRACTICES (DISCIPLINES)</b>								
D1	No Finding							
<b>E) DISCRIMINATION</b>								
E1	No Finding							
<b>F) HEALTH &amp; SAFETY</b>								
F1	No evacuation drill was conducted in past 6 months, the latest fire drill was held in Apr. 9 2010. 工厂在过去6个月内没有在车间与宿舍举行消防逃生演习，最近一次演习的时间是2010年4月9日	Factory should conduct fire drills once per 6 months (covered in workplace and dormitory). 工厂应每6个月举行1次消防演习，演习应该包含生产与宿舍区域，并保留演习记录（如图片等）	IA	31-03-2010				



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No.	Initial Audit Findings	Corrective Action Plan	Rating	(dd-mm-yyyy)	(dd-mm-yyyy)	Follow-up Verification	(dd-mm-yyyy)	Rating
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F2	The factory did not provided effective operating license for electrician, welding operators, forklift operators, forklift operators and travelling crane operators. 工厂不能为电工, 压力容器操作工提供有效的操作证件.	The factory should ensure above operators obtain effective license. 工厂应保证以上操作工取得有效的证件	IA	31-03-2010				
F3	One air tank was available in the factory, but no registration and inspection report for that them, no external inspection report for one boiler and the calibration report of pressure meter had expired since Dec. 3, 2010. 工厂有2台储气罐, 但是没有储气罐的登记与检验报告, 一台锅炉没有外部检验报告, 另外压力表校验报告在2010年12月3日到期。	The factory should provide registration and inspection report for all special appliances. 工厂应该为所有特种设备提供有效的登记与检验报告.	IA	31-03-2010				
F4	No medicine in most first aid kit, meanwhile, internal medicine was observed in first aid kit at workshop. 车间大部分药箱没有急救药品, 车间药箱发现存放有内服药. No first aid kit was available at dormitory. 工厂没有在宿舍每个楼层以配置急救药箱.	First aid kit should be provided at each floor of dormitory. 工厂应在宿舍每个楼层提供急救药箱. Factory should ensure no internal medicine in first aid kit. 工厂应确保药箱没有内服药	IA	31-03-2010				
F5	No pre-job occupational health examination for all workers exposed in hazardous (noise, bust& hazardous chemicals). And no regular occupational health examination for some workers selected from polishing workshop that exposed in noise and dust. 所有有毒有害岗位的员工都没有岗前职业病体检, 且打磨车间抽取的部分员工没有进行定期健康业体检.	he factory shall conduct occupational health examination for those laborers who are engaged in using or contacting noxious articles in their working process. 建议工厂应按规定提供职业病体检给以上岗位的工人	IA	31-03-2010				
F6	Most emergency exit doors in 1F of production and warehouse were sliding doors without any locking device to ensure they were opened at any time; two emergency doors in printing workshop and two doors in canteen were opened inward. 工厂一楼仓库与生产车间大部分安全疏散门为移门, 且没有锁定装置来保证这些门是一直开启的, 印刷车间与餐厅的逃生门是向里开启的.	The factory should ensure all evacuation doors are open outward, otherwise, the factory should equip locking device on sliding and rolling doors to ensure they were opened at any time. 建议工厂确保所有安全出口门使用向外开启的平推门; 或确保移门、卷帘门有锁定装置来保证这些门是一直开启的。	IA	31-03-2010				
F7	Evacuation maps were not posted according to the actual direction of workplace. 部分逃生疏散图没有按照车间实际方位张贴 No exit sign installed on one out of two exits in material warehouse. 原料仓库2个安全出口中1个没有安全出口标志	Evacuation maps should be posted according to the actual direction of workplace. 逃生疏散图应按照车间实际方位张贴 Exit signs should be affixed on all emergency exits. 工厂应在所有安全出口设置安全出口标志	CI	31-03-2010				



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F8	No fire extinguisher was available wood board storage area (around 400 square meters). 工厂木板堆放区(约400平方米)没有配置灭火器	The factory should install fire extinguishers according to the following rule: 1 fire extinguisher per 80 square meters at workshop and 1 fire extinguisher per 100 square meters at warehouse. 工厂应在车间按每80平方米配置1个灭火器，在仓库每100平方米配置1个灭火器。	IA	31-03-2010				
F9	The handrail of stairway in dormitory was broken. 宿舍楼梯扶手破损导致容易跌落。	The factory should ensure handrail of stairway was well maintained to prevent following. 工厂应确保楼梯扶手完整以防止跌落。	IA	31-03-2010				
F10	No goggle for workers in painting workshop and cutting workshop, no earplug for workers in cutting and polishing workshop. 喷涂与备料车间切割工人的工人没有佩带护目镜，没有耳塞提供给备料与打磨车间的工人	The factory should provided proper PPEs for workers ensure they use it correctly. 工厂应为相关工人提供劳动防护用品并确保其正确使用。	IA	31-03-2010				
F11	No secondary container for some chemicals in chemical warehouse, and some waste containers were stored without anti-flashing facilities. 化学品仓库部分化学品没有设置二次容器，另外，部分化学品空桶露天摆放，没有防止雨淋措施。	Secondary container should be equipped for chemicals, and waste containers should be stored with anti-flashing facilities 所有化学品均需要设置二次容器，化学品空桶需要防止雨淋措施	IA	31-03-2010				
F12	No MSDS was provided for the some chemicals such as dimethylbenzene. 工厂对使用的化学品如二甲苯没有提供有关的物质安全资料表	The factory should provide MSDS for the chemical used in the factory. 工厂应为使用的化学品提供有关的物质安全资料表。	IA	31-03-2010				
F13	No eye washing station in chemical involved area such as painting process and chemical warehouse 化学品仓库与喷涂车间没有洗眼装置	Eye washing station should be equipped in chemical involved areas 化学品仓库与喷涂车间应设置洗眼装置	IA	31-03-2010				
F14	No cover for some electrical switch panel in workshop. 部分电源开关面板没有保护盖。	Cover should be installed for all electrical switch panels in workshop. 电源开关面板应设置保护盖。	IA	31-03-2010				
F15	One out of four exits in packing workshop was blocked by goods. 包装车间4个安全出口中1个被货物堵塞。	The factory should ensure emergency exit was unblocked. 工厂应保证安全出口畅通。	IA	31-03-2010				
<b>G) ENVIRONMENTAL PROTECTION</b>								
G1	No registration at local environment bureau for its air emission by boiler. 没有为一台锅炉产生的废气进行登记	The factory should register with the local environmental department. 工厂需要在当地环保部门申报登记申报排放废	IA	31-03-2010				



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G2	The factory could not provide the environment impact assessment approvals for review. 工厂不能提供环境影响报告表的审批意见报告供审核.	The factory should provide the environment impact assessment approvals for review. 工厂应提供环境影响报告表的审批意见报告供审核.	IA	31-03-2010				

**H) EMPLOYMENT PRACTICES (WAGES & BENEFITS)**

H1	Minimum wages and overtime wages could not be verified, the details please refer to M1 section 基本工资、加班工资无法确认，具体参考M1	The factory should provide complete and accurate records for review. 工厂应提供准确、完整的记录	IA	31-03-2010				
H2	Out of total 175 workers, 37 workers participated in 5 types of social insurance, 22 workers participated in commercial injury insurance, with waiver obtained from local labor bureau to demonstrate its compliance. 工厂175人中，37人参加了全部5项社会保险，22人参加了商业工伤保险，工厂获得了当地社保部门的书面批文证明其符合性。	Factory should ensure all workers participate in the all 5 types of social insurance schemes and therefore receive all of their statutory welfare to comply with the Law. Otherwise, the factory has to apply an official approval from the local social insurance bureau to seek exemption from certain kinds of social insurance scheme and provide injury insurance for all workers. 工厂应保证所有工人均参加全部五种社会保险，或者取得当地社会保障局的有效的合格证明，并确保所有工人参加工伤保险。	IA	31-03-2010				

**I) EMPLOYMENT PRACTICES (WORK HOURS)**

I1	Minimum wages and overtime wages could not be verified, the details please refer to M1 section 基本工资、加班工资无法确认，具体参考M1	The factory should ensure all workers' attendance records are available once they joined in the factory. 工厂应该为所有工人建立考勤记录。	IA	31-03-2010				
I2	No attendance records for 3 canteen workers, and only manual attendance records kept for 4 security guards without accurate in&out time/ workers' signature on such records. 工厂没有保留3名厨工的考勤记录，4名保安的工勤为手工记录，且没有而没有准确的上下班时间以及签字。	The factory should provide complete and accurate records for review. 工厂应提供准确、完整的记录。	IA	31-03-2010				
I3	The factory also arranged overtime work for juvenile workers at normal working day, rest day and legal holiday. 工厂安排未成年工在平时周末以及节假日加班	The factory should not arrange juvenile workers for overtime work. 工厂应停止安排未成年工进行加班工作。	IA	31-03-2010				
I4	Based on the reviewed attendance records Sep. to Nov. 2010, the monthly overtime hours up to 72 hours. 从2010年9月到11月，发现工人最大月加班时间达到72小时。	The factory should control the overtime hours within 36 hours per month and 3 hour per day 工厂应控制月加班时间在36小时之内，日加班在3小时以内。	IA	31-03-2010				



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No.	Initial Audit Findings	Corrective Action Plan	Rating	(dd-mm-yyyy)	(dd-mm-yyyy)	Follow-up Verification	(dd-mm-yyyy)	Rating
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15	The factory missed two days' overtime wage on rest day (Oct. 4&5, 2010) 工厂2010年10月漏发了2天休息日加班的加班工资(2010年10月4,5日)	The factory should pay 150%, 200% and 300% of hourly rate wages to workers for overtime work on normal working day, rest days and legal holidays respectively. 工厂应分别支付小时工资150%, 200%, 300%的加班费给在平时, 休息日与法定假日加班的工人。	IA	31-03-2010				

**J) FREEDOM OF ASSOCIATION**

J1	No Finding							
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**K) LEGAL REQUIREMENTS**

K1	No fire safety certificate for two flat buildings (one for product warehouse and one for chemical warehouse). 工厂不能为2幢平房提供消防验收提供消防验收报告。 One production building described in fire certificate is one flat building, but actually, it's a partial 2-storey building. 工厂一幢厂房实际为局部两层办公, 但是消防验收上描述为一层建筑。	The factory should maintain relevant fire safety certificate or record for review. 工厂应保存消防部门出具的验收合格证书或备案记录。	IA	31-03-2010				
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**L) SUB-CONTRACTOR**

L1	No Finding							
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**M) MANAGEMENT SYSTEM**

M1	Working hours, minimum wage and overtime wage could be verified due to the following reasons: Manual attendance records from workshop indicated that 10 workers worked on Dec. 5, 12&19, 2010, but the electronic attendance records showed they were off duty on those dates. 工作时间, 基本工资与加班工资无法确认, 原因如下: 车间手工考勤记录显示有10名员工在2010年12月5, 12, 19日上班, 但是工厂提供的电子考勤记录显示其是休息的。	The factory should provide complete and accurate records for review. 工厂应提供准确、完整的记录。	IA	31-03-2010				
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**Corrective Action Plan Report (CAPR) ~ Social Compliance**

FACTORY			
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<b>Production Country</b>	CHINA		ZT - Zero Tolerance IA - Immediate Action CI - Continuous Improvement ST - Satisfactory

No.	Initial Audit Findings	Corrective Action Plan	Rating	Targeted Completion Date	Follow Up Date	Follow-up Verification	Targeted Completion Date	Rating
				(dd-mm-yyyy)	(dd-mm-yyyy)		(dd-mm-yyyy)	
<b>REMARKS</b>								
I (factory) acknowledge receipt of Li & Fung Limited Code of Conduct and Business Ethics. 本人確認收到利豐有限公司操守及商業道德守則								

Owner/Plant Manager Confirmation: I confirm that the Action Items above are an accurate reflection of the items identified by the Li & Fung's compliance auditor during the Li & Fung's factory evaluation of my facility and I commit to the completion of the Action Items within the given time frame.

Signed & Chopped by Factory Representative

Ms. Xu Xiaofen, Sales manager

(Print) Factory Representative's Name / Title

Signed by Compliance Auditor

Danny Liao

(Print) Compliance Auditor's Name


**Corrective Action Plan Report (CAPR) ~ Social Compliance (Customer)**

FACTORY			
<b>Audit No.</b>	SUZWOO-001	<b>Factory Code</b>	SUZWOO
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<b>Production Country</b>	CHINA		ZT - Zero Tolerance
<b>Customer Code</b>	KOHL	<b>Customer Name (English)</b>	KOHL'S DEPARTMENT STORE
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EVALUATION HISTORY								
1	<b>Main Evaluation (Current)</b>	SUZWOO-001	Date (dd-mm-yyyy)	28-12-2010	Auditor	Danny Liao	Rating	IA

No.	Initial Audit Findings	Corrective Action Plan	Rating	Targeted Completion Date (dd-mm-yyyy)	Follow Up Date (dd-mm-yyyy)	Follow-up Verification	Targeted Completion Date (dd-mm-yyyy)	Rating
<b>A) CHILD LABOUR</b>								
A1	No Finding							
<b>B) ILLEGAL LABOUR</b>								
B1	No Finding							
<b>C) FORCE LABOUR</b>								
C1	No Finding							
<b>D) EMPLOYMENT PRACTICES (DISCIPLINES)</b>								
D1	No Finding							
<b>E) DISCRIMINATION</b>								
E1	No Finding							
<b>F) HEALTH &amp; SAFETY</b>								
F1	No Finding							
<b>G) ENVIRONMENTAL PROTECTION</b>								
G1	No Finding							
<b>H) EMPLOYMENT PRACTICES (WAGES &amp; BENEFITS)</b>								


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<b>Production Country</b>	CHINA		ZT - Zero Tolerance
<b>Customer Code</b>	KOHL	<b>Customer Name (English)</b>	KOHL'S DEPARTMENT STORE
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H1	No Finding							
<b>I) EMPLOYMENT PRACTICES (WORK HOURS)</b>								
I1	Only manual attendance records kept for 4 security guards 4名保安的工勤为手工记录	The factory should provide complete and accurate records for review. 工厂应提供准确、完整的记录.	IA	31-03-2011				
<b>J) FREEDOM OF ASSOCIATION</b>								
J1	No Finding							
<b>K) LEGAL REQUIREMENTS</b>								
K1	No Finding							
<b>L) SUB-CONTRACTOR</b>								
L1	No Finding							
<b>M) MANAGEMENT SYSTEM</b>								
M1	No Finding							




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<b>REMARKS</b>								

Owner/Plant Manager Confirmation: I confirm that the Action Items above are an accurate reflection of the items identified by the Li & Fung's compliance auditor during the Li & Fung's factory evaluation of my facility and I commit to the completion of the Action Items within the given time frame.

\_\_\_\_\_  
Signed & Chopped by Factory Representative  
**Ms. Xu Xiaofen, Sales manager**  
\_\_\_\_\_  
(Print) Factory Representative's Name / Title

\_\_\_\_\_  
Signed by Compliance Auditor  
**Danny Liao**  
\_\_\_\_\_  
(Print) Compliance Auditor's Name



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EVALUATION HISTORY										
1	Main Evaluation (Current)	SUZWOO-001	Date (dd-mm-yyyy)	28-12-2010	Auditor	Danny Liao	Grade	GRADE A	Rating	IA

No.	Initial Audit Findings	Corrective Action Plan	Rating	Targeted Completion Date	Follow Up Date	Follow-up Verification	Targeted Completion Date	Rating
<b>A) PHYSICAL SECURITY</b>								
A1	The factory did not provide external communication equipment to security guards. 工厂没有为保安提供可以用于外部联系的电话或其它通讯设备。	The factory should provide communications system to security guards for internal and external communication. 工厂应为保安提供可用于内外部联系的电话或其他通讯设备。	IA	26-02-2010				
A2	No fence was available around the construction plant near wood board storage area. 工厂靠木板堆放区施工区域没有设置围墙	The factory should build fence around the factory building. 工厂应设置完整的围墙	CI	26-02-2010				
<b>B) ACCESS CONTROL</b>								
B1	No mail & parcels screen record, only registration records available. 工厂没有邮件、包裹检查记录, 而只有登记记录。	Mail & parcels should be screened and keep such records. 应对邮件、包裹进行检查并记录	CI	26-02-2010				
B2	No photo ID badges for two workers selected from workshop. 工厂现场抽取2名员工没有带识别卡	Photo ID badges should be provided to all workers 工厂应为员工提供识别卡	IA	26-02-2010				
<b>C) PROCEDURAL SECURITY</b>								
C1	No Finding							
<b>D) INFORMATION TECHNOLOGY SECURITY</b>								
D1	No Finding							
<b>E) PERSONNEL SECURITY</b>								
E1	No Finding							
<b>F) SECURITY TRAINING &amp; THREAT AWARENESS</b>								
F1	No Finding							



FACTORY			
<b>Audit No.</b>	SUZWOO-001	<b>Factory Code</b>	SUZWOO
<b>Factory Name (English)</b>	SUZHOU HONGSHUN WOODEN ARTS&CRAFTS CO.,LTD	<b>Factory Name in Local Language</b>	苏州鸿顺木业工艺有限公司
<b>Factory Address (English)</b>	NO.38 YESHENG ROAD, HENGSHAN TOWN, WUJIANG, JIANGSU PROVINCE, CHINA		<b>Rating</b>
<b>Production Country</b>	CHINA		IA - Immediate Action
			CI - Continuous Improvement
			ST - Satisfactory

No.	Initial Audit Findings	Corrective Action Plan	Rating	Targeted Completion Date	Follow Up Date	Follow-up Verification	Targeted Completion Date	Rating
				(dd-mm-yyyy)	(dd-mm-yyyy)		(dd-mm-yyyy)	
<b>G) CONVEYANCE &amp; CONTAINER SECURITY</b>								
G1	No Finding							
<b>H) BUSINESS PARTNER REQUIREMENT</b>								
H1	No Finding							
<b>REMARKS</b>								

Owner/Plant Manager Confirmation: I confirm that the Action Items above are an accurate reflection of the items identified by the Li & Fung's compliance auditor during the Li & Fung's factory evaluation of my facility and I commit to the completion of the Action Items within the given time frame.

\_\_\_\_\_  
Signed & Chopped by Factory Representative

Ms. Xu Xiaofen, Sales manager

\_\_\_\_\_  
(Print) Factory Representative's Name / Title

\_\_\_\_\_  
Signed by Compliance Auditor

Danny Liao

\_\_\_\_\_  
(Print) Compliance Auditor's Name



FACTORY			
Audit No.	SUZWOO-001	Factory Code	SUZWOO
Factory Name (English)	SUZHOU HONGSHUN WOODEN ARTS&CRAFTS CO.,LTD	Factory Name in Local Language	苏州鸿顺木业工艺有限公司
Factory Address (English)	NO.38 YESHENG ROAD, HENGSHAN TOWN, WUJIANG, JIANGSU PROVINCE, CHINA		
Production Country	CHINA		

EVALUATION HISTORY								
1	Main Evaluation (Current)	SUZWOO-001	Date (dd-mm-yyyy)	28-12-2010	Auditor	Danny Liao	Score	65.97

No.	Initial Audit Findings	Corrective Action Plan	Targeted Completion Date	Follow Up Date	Follow-up Verification	Targeted Completion Date
<b>A) HOUSEKEEPING &amp; MAINTENANCE OF EQUIPMENT</b>						
A1	No Finding					
<b>B) PRE-PRODUCTION MEASURES</b>						
B1	No Finding					
<b>C) QUALITY ASSURANCE PROCESS</b>						
C1	No Finding					
<b>D) PRODUCT INTEGRITY</b>						
D1	No Finding					


**Corrective Action Plan Report (CAPR) ~ Technical Compliance**

FACTORY			
<b>Audit No.</b>	SUZWOO-001	<b>Factory Code</b>	SUZWOO
<b>Factory Name (English)</b>	SUZHOU HONGSHUN WOODEN ARTS&CRAFTS CO.,LTD	<b>Factory Name in Local Language</b>	苏州鸿顺木业工艺有限公司
<b>Factory Address (English)</b>	NO.38 YESHENG ROAD, HENGSHAN TOWN, WUJIANG, JIANGSU PROVINCE, CHINA		
<b>Production Country</b>	CHINA		

No.	Initial Audit Findings	Corrective Action Plan	Targeted Completion Date <small>(dd-mm-yyyy)</small>	Follow Up Date <small>(dd-mm-yyyy)</small>	Follow-up Verification	Targeted Completion Date <small>(dd-mm-yyyy)</small>
<b>REMARKS</b>						

Owner/Plant Manager Confirmation: I confirm that the Action Items above are an accurate reflection of the items identified by the Li & Fung's compliance auditor during the Li & Fung's factory evaluation of my facility and I commit to the completion of the Action Items within the given time frame.

\_\_\_\_\_  
Signed & Chopped by Factory Representative

Ms. Xu Xiaofen, Sales manager

\_\_\_\_\_  
(Print) Factory Representative's Name / Title

\_\_\_\_\_  
Signed by Compliance Auditor

Danny Liao

\_\_\_\_\_  
(Print) Compliance Auditor's Name