





Terms of Reference (TOR)


Date 日 期

2025-2-19

 Building a Sustainable Ethical Culture	CCM CHN LO 01 T0F Terms of Reference (TOR)		
	Revision: 3 Issue: 1		Author: SL
	Released on: 1/20/2020, Revised on: 8/12/2024		Approved: CR


<div> PART I 第一部分 </div> <div> <i>Please complete in Upper and Lower Case 请填写完整</i> </div>						
ALGI Customer: 审核付款方名称: 杭州永盛海差别化纤维织物有限公司						
Company address: 公司地址:	杭州市萧山区靖江街道伟南村		Contact Phone: 联系人电话:	13429196903		
Contact Name: 联系人姓名:	沈旦		Contact email: 联系人电子邮件:	shendan@bestweaver.com		
BSCI: <input checked="" type="checkbox"/> Announcement 审核通知形式 Fully-Announced 完全通知 <input type="checkbox"/> Fully-Unannounced 完全不通知 <input type="checkbox"/> Semi-Announced 半通知 <input checked="" type="checkbox"/>						
Performance Area 执行区域 PA1/2/5/6/7/12/13 Amfori ID 工厂 ID 156-053555-001			RSP Holder RSP 持有人 FORTECH Buyer 最终买家			
Methodology* 审核方法	Industrial 工业 <input checked="" type="checkbox"/>	Primary Production 初级生产 <input type="checkbox"/>	Food 食品 <input type="checkbox"/>	Non-Food 非食品 <input checked="" type="checkbox"/>	Full 全面 <input type="checkbox"/>	Follow-Up 跟进 <input checked="" type="checkbox"/>
SMETA <input type="checkbox"/> Sedex Audit Sedex 审核 <input type="checkbox"/> Sedex Brand Sedex 品牌 Pentland Brand Pentland 品牌 P number P 号码 S number S 号码						
2 Pillar <input type="checkbox"/> 4 Pillar <input type="checkbox"/>		Full Initial 初审 <input type="checkbox"/> Periodic 年审 <input type="checkbox"/> Partial Follow-Up 部分跟进审核 <input type="checkbox"/>			Full Follow-Up 完整跟进审核 <input type="checkbox"/> Partial Other 其它部分审核 <input type="checkbox"/>	
Announcement 审核通知形式 Fully-Announced 完全通知 <input type="checkbox"/> Semi-Announced 半通知 <input type="checkbox"/> Fully-Unannounced 完全不通知 <input type="checkbox"/>						
WRAP Certification WRAP 认证 <input type="checkbox"/> WRAP ID 号码 Re-Certification 复认证 <input type="checkbox"/> Initial 初认证 <input type="checkbox"/> Follow up audit 跟进 审核 <input type="checkbox"/>						
C-TPAT 反恐 <input type="checkbox"/> FLA Type <input type="checkbox"/> CoC Other 其它 Initial 初审 <input type="checkbox"/> Re-audit 复审 <input type="checkbox"/> Annual 年审 <input type="checkbox"/>						
Facility Name: * (Fill in both Chinese and English) 工厂名称: (请填写中英文)		Please attach a scanned copy of your factory's business license in the email. 请在邮件中附一张贵厂营业执照的扫描件。 杭州永盛海差别化纤维织物有限公司 Hangzhou Yongsheng Haeil Differential Fabric Co., Ltd.				
Contact:* 联系人:	沈旦		Job Title:* 职位:	经理		


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Facility Phone: * 工厂电话: Fax: * 传真:		13429196903		Address: * (Fill in both Chinese and English) 地址: (请填写中英文) Zip Code: 邮政编码:		杭州市萧山区靖江街道伟南村 Weinan Village, Jingjiang Sub-district, Xiaoshan District, Hangzhou City, Zhejiang, China			
Email: * 电子邮箱:		shendan@bestweaver.com		City: * 城市:		杭州市			
State/Region: 省份:		浙江		Country: * 国家:		中国			
Number of buildings: 建筑数量:		1		Production: 生产 <input checked="" type="checkbox"/> Cafeteria: 食堂 <input type="checkbox"/> Dormitory: 宿舍 <input type="checkbox"/>		Cutting: 裁剪 <input type="checkbox"/> Packing: 包装 <input type="checkbox"/> Warehouse: 仓库 <input type="checkbox"/>		Others 其它	
Type of product 生产产品类型		面料加工		Sewing: 缝纫 <input type="checkbox"/> Welding: 焊接 <input type="checkbox"/> Cutting: 裁剪 <input type="checkbox"/> Knitting: 针织 <input type="checkbox"/>		Injectio 注塑 <input type="checkbox"/> Molding: 成形 <input type="checkbox"/> Embroidery: 绣花 <input type="checkbox"/> Washing: 水洗 <input type="checkbox"/>		Screen Printing: 印花 <input type="checkbox"/> Others 其它	
Work Force & Demographics (‘Total Employees’ should include all staff, e.g. management, office staff and workers) 职工人数 (“员工总数”应包含所有员工, 例如管理人员、办公室人员和工人)		Total Employee 员工总数 80		Male 男员工总数. 30		Female 女员工总数. 50			
		Total of production workers 生产工人总数 70		Number of production shifts 生产班次 1					
		Management Language 管理人员使用的语言 普通话		Employees Language 员工使用的语言 普通话					
All production on-site 是否所有产品本地生产?		Yes 是 <input checked="" type="checkbox"/> No 否 <input type="checkbox"/>		Subcontract Operations 分包项目					
# of subcontractors: 分包商数量									
Are you on the EU sanctions list or any other sanctions list? 贵司在欧盟或其他国家的制裁名单上面吗?									
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>									
Can the facility ensure a valid business license and 12 months of records (or at least 3 mouths of records if it is a new company)? 工厂是否确保有有效的营业执照和 12 个月的运营记录? (如果是新工厂, 是否有至少 3 个月的运营记录?)									
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>									
Has your company used any consulting services to assist in the development and/or implementation of your Management System? 贵公司是否使用了咨询服务以协助企业开发、推行管理体系?									
(This information is required)		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If yes, complete the section below:					
Consulting Firm				Consultant(s)					
Tel No				Email					


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PART II 第二部分 (To be filled by ALGI 由 ALGI 填写)	
Standard Operating Procedure (SOP) 标准操作流程	
Physical Scope: 审核范围	ALGI will inspect the entire facility located at the address provided above. Assessment of additional facilities, locations, and/or subcontractors detected during the assessment process, will be subject to proposal revision. ALGI 将根据以上提供的地址, 审核整个厂区内的生产设施。对于其他生产设施, 额外地点和/或在评估过程中所发现的分包商的评估, 将以新的审核方案为准。
Planning & Preparation 审核计划和准备	The evaluation process is initiated by assigning a Lead Assessor who will conduct the planning and preparation for the audit using the information provided by you and information collected by other means. During this process, assessment instruments are generated, and supporting information is acquired to enable the assessment team to reference the Scheme/Code of Conduct Principles and local laws as well as your company's own practices. 在接受此文件的各项条款后, 我司将指派一名主审核员根据贵工厂所提供的信息和以其他方式获得的信息来进行审核的计划和准备工作。在此过程中, 将制定审核报告格式、工具和查找原则、当地法律规定、和工厂惯例的相关信息以供审核小组参照。
Evaluation Assessment 审核过程	<p>The Evaluation Assessment is designed to establish, on a limited sampling basis, that your company has implemented a Social Accountability Management System that conforms, and continues to conform, to the Scheme/Code of Conduct Principles and will verify that your company has the tools to monitor and improve management of social aspects and impacts. 评估审核旨在确认 (在有限的抽样基础上) 公司已经执行的社会责任管理体系是否遵从、或将继续遵从原则。在对工厂的社会责任体系的适当性和有效性进行评估时, 审核小组将会与任何部门或区域的工人、任何层次的管理人员, 尤其是负责社会责任事务的管理人员进行访谈, 将在原则下, 查阅工厂的管理体系, 以确认贵司是否已经掌握了自我监查及改善社会责任方面的管理和影响的方式方法。</p> <p>In reviewing the adequacy and effectiveness of your social accountability system, the assessors interview personnel in any department or area, and at any management level, particularly those having responsibilities and authorities associated with social accountability issues. Group interviews and questionnaires may also be used to confirm assessment findings and direct the assessment. 在检查贵厂社会责任体系的充分性和有效性的过程中, 审核员会对不同部门、不同区域、及不同管理层次的员工进行访谈, 尤其是对于那些负责社会责任事宜的员工。小组访谈和调查问卷可以用来确认评估结果、引导评估过程。</p> <p>Results are reported verbally and in writing (preliminary On-site CAP) after the assessment during the Closing Meeting, and subsequently in a written report. 评估结果在审核结束后口头告知工厂并且在闭幕会议时留现场初步审核报告给工厂, 随后再以书面形式作汇报。</p>
Monitoring Stages: 审核内容	<ul style="list-style-type: none"> Opening Meeting with management 与管理人员的开幕会议 Interview union and other worker representatives (if applicable) 访谈工会以及其他工人代表 (如适用) Visual inspection of the facility 走厂 Confidential interviews with workers 进行保密的员工访谈 Review relevant records 审查相关记录 Cross-check and review information gathered 核对各渠道所收集到的信息 Additional investigation as necessary to reach conclusions. 如有必要, 进行额外的调查以得出结论 Closing Meeting with management. 与管理人员的总结会议
Standards/Codes: 审核标准	<ul style="list-style-type: none"> Local Labor and Safety Statutes 当地劳动、安全法规 UN-ILO Ratifications 国际劳工组织条文 Scheme/CoC Benchmarks 行为守则要求 ETI Code (for SMETA audits) ETI准则 (SMETA审核) Internal company policies/regulations 工厂内部政策/规定
Documents to Employ: 提供文件	<ul style="list-style-type: none"> Scheme/Brand Monitoring Guidelines 审核指引 Local Labor and Safety Statutes 地方劳动、安全法规 Scheme/Brand Auditing Tools, or

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	<ul style="list-style-type: none"> ALGI Audit Report and Corrective Action Plan (CAP) 		
Record and Documentation Review: 查阅资料	<p>Minimum Sample Size: 最少抽样数量 As per Scheme/CoC Guidelines 按照标准/客户要求</p> <p>Other Requirements: 其它要求 Licenses, payroll ledgers, time records, personnel files, Collective Bargaining Agreement (if applicable), employer/employee work contract, etc. 营业执照, 工资账目, 考勤记录、员工档案, 集体合同 (如适用)、员工个人劳动合同等。</p>		
Worker Interviews: 员工访谈	<p>Minimum Sample Size: 最小抽样人数 As per Scheme/CoC Guidelines 按照标准/客户要求</p>		
Photographs: 拍照	Pictures to verify compliance with basic requirements and some to illustrate non-compliance will be taken by the audit team, if necessary, upon factory consent. 工厂同意的情况下, 需要拍摄证明工厂符合基本要求的照片和审核小组发现的能证明工厂不符合项的照片。		
Confidentiality 保密性	ALGI maintains confidentiality at all levels of its organization concerning information obtained in the course of its business. No information shall be disclosed to any third party unless in response to a legal process or required by an accreditation body after providing the Client with a copy of such process or requirement. ALGI 公司的各级部门将对审核过程中获得的相关信息进行保密秘密。公司不会向任何第三方揭露任何信息, 但遵从法律程序要求或审核授权机构进行索取并在向客户提交了相应的要求除外。		
Gifts, Gratuity, and Transparency 拒收礼品制度	<p>ALGI has a very strict policy that forbids and prohibits the solicitation, offering, or acceptance of any gifts. We define gifts and gratuities to include tickets to entertainment events, kickbacks in the form of money or merchandise, special discounts, discontinued or no-longer-used samples, gifts, etc. “劳智中国”制定有严格的政策来禁止公司成员有任何形式的索要或接受礼品的行为。我们所定义的礼物和馈赠包括: 娱乐活动的门票、现金或商品形式的回扣、特殊折扣以及不继续使用的样品等。</p> <p>During the audit, the organization being audited, and its designated employees/representatives are expected to present true and transparent records and provide true and transparent answers to the auditor or audit team. The audit conclusions are based on this happening. 在审核期间, 被审核方以及其指派的员工/代表应向审核员或审核小组提供真实的记录, 并按照实际情况对问题给出真实的回答。审核结论将基于真实的记录和回答的基础上</p> <p>ALGI does not have any agreement with consulting agencies to guarantee any grading. ALGI (劳智中国) 不和任何咨询机构签有保证任何保证等级评分的协议</p> <p>During or after the audit, at any time, should ALGI discover that there has been a misrepresentation or falsification or employee-coaching for the audit or compromise in truth and transparency ALGI shall be free to: 在审核期间或之后的任何时间, 若 ALGI (劳智中国) 发现错误的表述、造假、或教唆员工以影响审核的真实性, ALGI (劳智中国) 有权采取以下措施:</p> <ul style="list-style-type: none"> Cancel the audit, 取消此次审核 Report to authorities like accreditation bodies or related client bodies (like brands) with whom ALGI is associated for the audit. 向授权机构或相关客户 (如品牌公司) 等报告 Revise the audit conclusion and inform the appropriate person/organizations connected to the audit 修改审核结论, 并通知与审核相关的人/组织 Conduct an unannounced audit of the auditee's expenditure. 执行一次不通知审核, 所产生的费用由被审核方承担 Suspend/withdraw any certificates or reports that may have been issued. 暂缓/没收任何已发放的证书或报告 Take whatever action mandated by ALGI's own procedures or procedures of bodies or clients associated with it and subscribed to by ALGI for the conduct of audit/s. 根据ALGI (劳智中国) 的公司程序或委托ALGI (劳智中国) 执行审核的相关机构或客户的程序, 采取任何行动 		
Reporting Timeline: 报告时间	5-10 business days from the end of the assessment 审核后的 5-10 个工作日之内		

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Person-days: 审核人天数	1person-day(s) on-site + 0.5person-day for report writing (1.5 total person-days) 1 现场人天 + 0.5 非现场人天 (1.5 总人天) (Determined according to the scheme/CoC requirements 人天数分布取决于审核准则的要求)	
Audit Date: 审核日期	2025/03/03 - 2025/04/03	
Service Fees: 服务费用	<p> Audit Fee: USD 696 审核费用: RMB 4500 Audit Preparation Fee: USD 210 审核管理费用: RMB 1430 Tax (6%): USD 59 税费: RMB 387 Travel Expenses: USD 80 差旅费: RMB 520 Total Audit Fee: USD 1045 总的审核费用: RMB 6837 </p> <p> This proposal is valid until Apr 3 2025 报价有效期至2025年04月03日 </p> <ul style="list-style-type: none"> Service fees shall be paid at least 3 working days before the assessment date, ALGI reserves the right to change the schedule if not receive the service fee .服务费用须于审核日之前至少 3 个工作日支付, 在没有收到服务费用前, ALGI 保留更改审核日期的权力 Cancellation or re-scheduling less than 5 business days before the assessment is subject to 50% of the agreed Total Service Fee. 如在距原定审核日期 5 个工作日之内提出取消或改期, 须支付服务费用的 50%作为取消/改期的费. Cancellation or re-scheduling less than 3 business days before the assessment is subject to 70% of the agreed Total Service Fee. 如在距原定审核日期 3 个工作日之内提出取消或改期, 须支付服务费用的 70%作为取消/改期的费. For semi-announced audits, the cancellation fee will be applied if it has occurred within the audit window. 对于半通知的审核, 审核窗口期内如发生上述变动, 也将收取上述费用。 If the assessment is refused or aborted (auditors are not allowed to perform it) the client will cover 100% of the arranged audit fee and 100% of travel expenses incurred. 如审核被拒绝或中止, 客户必须承担 100%的服务费用、以及 100%所发生的差旅用 If the client does not submit the information requested by Operations within the mentioned deadline, the evaluation may be rescheduled, and the same penalties in this section will apply 如果客户没有在上述期限内提交运营部门要求的信息, 审核可能会被重新安排, 本节中的处罚将适用 ALGI will not charge any other extra fee not listed above. ALGI 不会额外收取上述费用以外的其他费用 These are only applicable to the client/facility for the benefit of ALGI and not vice versa. 以上条款只适用于客户和工厂, 不适用于 ALGI(劳智中国) Note: For BSCI proposals, ALGI will only accept the signed proposal if the name of the actual and valid RSP Holder is provided before the contract is fulfilled. 对于 BSCI 提案(TOR), ALGI(劳智中国)只接受在审核前提供真实有效的 RSP 持有人名称的情况下签署的提案, 就是说只有在签署了提案 TOR 和 RSP 持有人正确授权的情况下才是有效的 Note: At the time of the audit, there shall be at least 60% of the peak workforce. SMETA audits shall not take place during low season, as per Sedex requirements. 根据 Sedex 的要求, SMETA 审核不应在淡季进行, 在审核时, 应至少有高峰期劳动力的 60%。 	
We hereby apply for evaluation services by ALGI and agree to abide by the ALGI General Terms and Conditions of Business and to pay all fees as quoted in this document. 我们在此申请由 ALGI 公司为我们提审核服务, 并且同意遵从 ALGI 公司的主要条款和条件、ALGI 公司的行为准则, 以及同意支付上述所列的各项费用。		
ALGI ALGI 签约人的姓名/职位	Date 日期: 2025-2-19 Mia Ge/Sales assistant	

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Name and Title authorized person Customer/Facility 审核付款方/工厂签约人姓名/职位	Date 日期:	
		Signature & Company Stamp (If applicable)