

The Checklist of GRS Certification

Facility Name:

No	Document Name 文件名称	Document Available 是否提供
Recycled Material Requirement 再生材料要求		
1	Quality Manual and Procedures 质量手册和程序文件	Y N
	Certified product list/GRS product specification 认证产品清单/GRS 产品规格表	
2	BOM/formula/composition of the certified products 认证产品规格或材料清单/配方单	Y N
	Processing flow-chart of the certified products 认证产品的工艺流程图	
3	An inventory of incoming materials of the products to be inspected 认证产品原材料清单	Y N
	The list of all suppliers and periodical evaluation record 供应商清单和定期评估记录	
4	Calculation record 计算：各工序投入和产品平衡统计、损耗率统计（特别是不同材质的原材料在生产过程中存在不同损耗率的情况）、再生比例计算SOP和记录	Y N
	Valid Reclaimed Material Supplier Agreement and Reclaimed Material Declaration Form for each reclaimed materials from suppliers if suitable 供应商签发的有效期以内的回收材料声明和协议（如适用），参考GRS标准附录	
5	Business permit for operation of reclaimed materials from each suppliers if suitable 回收材料供应商的经营许可（如适用）	Y N
	GRS/RCS scope certificates from each suppliers of recycled materials 再生原料的GRS证书	
6	Valid transation certificate (TC) of all recycled material from suppliers if suitable 再生材料供应商提供的的认证机构签发的交易证明（如适用）	Y N
	Production cleaning record GRS 生产清洁记录（认证产品生产时，GRS 原料、半成品到成品流转的区域，机台和运输工具进行清洁，以防止混纺、沾污和误用）	
7	Purchase order and invoice 采购订单和发票	Y N
	Delivery note of recycled raw materials from supplier GRS再生原料送货单	
8	Incoming raw material acceptance inspection record GRS 原料验收检查记录(对 GRS 来料的外包装，标签，数量，运输车辆等信息进行检查并记录。)	Y N

16	Stock in and out record for all reclaimed/ recycled materials	Y N
	所有回收材料/再生材料的出入库记录	
17	Production records of each product to be certified	Y N
	每个认证产品要准备一套完整的生产批次记录（从领料、投料到产品产出入库）	
18	Product delivery record	Y N
	产品出货记录(GRS产品销售报表、码单、发货单、packing list等)	
19	Sales contract and contract review, Sales invoice	Y N
	销售合同和合同评审、销售发票	
20	Roles and responsibilities in the production of GRS products	Y N
	GRS认证产品生产中的角色和职责定义（组织架构）	
21	Appoint a management representative or appropriate personnel	Y N
	主要负责人任命书	
22	Traing Reocrd of production of GRS products and responsibilities	Y N
	GRS认证产品生产和职责培训记录	
23	Calibration record or report of measuring devices, gauge and test equipment	Y N
	称量设备、量具和测试设备的校准记录或报告	
24	Effective handling process of customer complaints and records	Y N
	客户投诉的有效处理流程和记录	
Chemical management 化学品管理		
1	Written chemical management policy	Y N
	书面的化学品管理方针政策，承诺使用的化学品符合GRS要求和有关化学品管理法 规要求	
2	An approved supplier list for chemicals used	Y N
	化学品合格供方名录，包括地址和关键联系人	
3	Supplier letter and confirmation from suppliers	Y N
	采购信件和供应商的保函，可参考范本	
4	List of approved chemicals	Y N
	合格化学品清单	
5	Management control procedures of approved chemicals	Y N
	合格化学品的管理控制程序	
6	Test reports or certificates of compliance	Y N
	化学品测试报告和供方符合性证书	
7	Mechanism of collecting the SDS	Y N
	化学品安全数据表SDS的收集机制/程序	
8	SDS of each approved chemical	Y N
	每种化学品的安全数据表SDS	
9	Mechanisms of determining and managing chemical risks	Y N
	确定和管理化学品风险的机制/程序	
10	Chemical risk assessment report /records	Y N
	化学品风险评估报告或记录	
11	Documented chemical handling procedure	Y N
	化学品操作程序文件	
12	Training mechanism or plan	Y N
	培训机制或培训计划	
13	Training records, including registration table and assessment methods	Y N
	培训记录，包括签到表和考核方式	
14	Training packages (E.g. presentations, case studies, video, etc.)	Y N

17	培训教材（比如PPT、案例分析、视频录像等）	Y N
Environmental requirement 环境部分:		
1	EIA report & approval; CAI report & approval 工厂历年环评报告及批复，环保竣工验收报告及批复	Y N
2	Water use permit (if any) 取水许可证（如有）	Y N
3	Pollutant Discharge Permit 排污许可证，正副本	Y N
4	Environmental Management System Documents and Policy 企业环境管理体系文件和管理方针	Y N
5	Document, measure and track controls for indicators of energy use, water use, wastewater/effluent, emissions to air, waste management 记录，测量和追踪控制能源使用、用水、废水/污水、废气排放、废物管理的指标	Y N
6	Facility Master Plan 厂区总平面图	Y N
7	Annual reduction plan on energy use 能耗使用减量年度计划	Y N
8	Annual reduction plan on water use 节水年度计划	Y N
9	Map for Effluent and storm water pipeline, wastewater flow direction and discharge points 厂区污水、雨水管线布置图、废水流向和排放点识别	Y N
10	Contractor for off-site wastewater treatment 废水委托处置协议	Y N
11	Wastewater/air abatement facility/equipment operation and maintenance record. 废水/废气处理设施运行记录	Y N
12	Energy and water consumption (monthly) 能源消耗和水耗统计记录（每月）	Y N
13	Regular wastewater quality testing/monitoring against all local legal requirements and TE GRS V4.0 limits listed in Appendix D. (report cover <6 months) 按照当地法规要求和GRS V4.0附录D的指标和限值要求对外排污水进行定期检测（检测报告小于6个月）	Y N
14	Wastewater discharge data/testing report of Off-site wastewater treatment facility 厂外废水处理厂废水排放数据/监测报告	Y N
15	Inventory of main point sources emissions to air 废气排放清单	Y N
16	Regular maintenance records of equipment containing ozone-depleting substances (ODS) 含有消耗臭氧层物质（ODS）的设备定期维护记录	Y N
17	Environmental Monitoring Report of air emissions 废气检测报告	Y N
18	Waste disposal contract (e.g. general industrial waste, hazardous waste) 废物处置合同（含一般工业废物、危险废物）	Y N
19	Record for waste generation and collection 废物产生/收集记录台账	Y N
20	Annual reduction plan on waste reduction 废物减量年度计划	Y N
21	Training on environmental policy, environmental risk, updated environmental regulations/laws and environmental awareness	Y N

	环境政策、风险、法规、能源和水的使用、废水、固废、废气方面的培训记录	
Social requirement 社会责任部分		
1	Business license 营业执照	Y N
2	Timecards or Attendance Records (Last 12 months), including active employees and resignation employees. If electronics time card is used, the auditor may need to review the time record directly from the computer, with the assistance from the facility staff 工卡或考勤记录（过去十二个月），包括在职与离职人员。如果是使用电子考勤，审核员可能需从电脑直接审阅考勤记录，审阅是会在企业职员协助下进行	Y N
3	Payroll Records (Last 12 months), including active employees and resignation employees. If wage paid by Bank Transfer, Bank Transfer record is required accordingly 工资表（过去十二个月），包括在职与离职人员。如果工资是通过银行转账发放，请同时提供银行转账记录	Y N
4	Employee roster and employee personnel records (including I.D. card copy) 员工花名册及员工个人档案	Y N
5	Labor Contract 劳动合同	Y N
6	Social Insurance Receipts (Last 12 months), Name List, Social Insurance Local Policy or Qualified Certificate (when applicable), etc. Commercial insurance records (if any), e.g. Commercial Insurance Policy, Commercial Insurance Receipts 社会保险收据（过去十二个月），参保人员花名册，当地参保要求文件或合格证明文件（如适用）等；商业保险记录（如有），如商业保险单，商业保险收据	Y N
7	Construction Project Fire Safety Acceptance Document/ Record 建筑工程消防验收意见书或消防备案记录	Y N
8	Fire Fighting and Emergency Evacuation Plan, Fire Drill Record, Work Accident Records and Work-related Injury Record 灭火和应急疏散预案、演练记录、工伤记录等	Y N
9	The operator certificate of automatic fire control system and maintenance contract 自动消防系统控制系统操作人员证书及维护保养合同	Y N
10	Safety training certificate for main responsible person, safety manager certificate 主要负责人安全培训证书，安全管理人员培训证	Y N
11	Special Appliance (if any) Registration Certificate and Inspection Report, such as Lift, Lifting Appliance, Inside Special Motor Vehicle, Boiler and Compressing Equipment (including Gas Cylinders, Gauge and Safety Valve) and etc. 特种设备（如有）注册登记证（表）及检验报告，如电梯、起重机械、场（厂）内专用机动车辆、锅炉及压力容器（含气瓶、压力表及安全阀）等	Y N
12	Special Appliance Operator (if any) Certificate, such as Lift Operator/ Safety Administrator, Lifting Appliance Operator, Inside Special Motor Vehicle Driver, Boiler Operator, Compressing Equipment Operator and etc. 特种设备作业人员（如有）操作证，如电梯司机、电梯安全管理员、起重机械司机、场（厂）内专用机动车辆司机、锅炉操作工、压力容器操作工等	Y N
13	Special Operation (if any) License, such as Electrician, Welder and etc. 特种作业人员（如有）操作证，如电工、焊工等	Y N
14	Kitchen's Catering Service License and Cooks' Health Certificate 厨房餐饮服务许可证及厨工健康证	Y N
15	Occupational Hazards Factors Testing Report and Employee Occupational Health Examination Report 职业危害因素检测报告和员工职业健康检查报告	Y N

16	Enterprise Regulation or Employee Handbook (Including but not limit to, recruitment, discrimination, forced labor, working hours, compensation & benefit, disciplinary procedure, working conditions, health and safety, freedom of association and collective bargaining)	Y N
	企业规章制度或员工手册（包括但不限于针对招聘、歧视、强迫劳动、工时、薪资福利、奖惩制度、健康及安全、结社自由和集体谈判）	
17	Work Safety Education and Training Records, such as Fire Safety Training, Work Safety Rules and Post Safety Operation Procedure, Chemical Safety Training Records, Occupational Health Training	Y N
	安全生产教育和培训记录，如：消防安全培训、安全生产规则制度和岗位安全操作规程、安全使用化学品的培训、职业卫生培训	
18	Local Minimum Wage Standard	Y N
	政府有关当地最低工资标准文件	
19	Leave Application Form, Resignation Application Form with Approval (Last 12 months)	Y N
	请假记录、离职申请/审批记录（过去十二个月）	
20	Production Records (Last 12 months), such as Daily Production Records, Send/ Receiving Materials Records, Piece-rate Records, Quality Control Records, and etc.	Y N
	生产记录（过去十二个月），如生产日报表、收发料记录、计件记录、品检记录等	
21	Young Worker's Health Examination and Registration Records	Y N
	未成年工体检及劳动局登记记录	
22	Dispatched Employees' Personal Files with ID Card Copy, Attendance & Payroll Records, Labor Contracts, Social Insurance Receipt & Certificates (when applicable), Name List, Labor Dispatch Agreement, Labor Dispatch Business License and Business Certificate of Labor Agent	Y N
	劳务派遣工的入职档案（含身份证复印件），考勤及工资表记录，劳动合同，社会保险收据及合格证明（如适用），参保人员花名册，劳务派遣协议，劳务派遣单位的营业执照，劳务派遣经营许可证	
23	Construction Completion Acceptance Check Report/ Register, Building structural safety inspection record	Y N
	建筑竣工验收报告/备案，建筑结构性结构安全检查记录	
24	Official Comprehensive Working Hour System Approval, Non-fixed Working Hour System Approval (when applicable)	Y N
	当地劳动局关于综合计算工时工作制批文，不定时工作制批文（如适用）	
25	If Intern employed, please provide the list of Intern, Tripartite Agreement signed by the school, the Facility and Students	Y N
	聘用实习生，请提供实习生名单，学校、企业和实习生的三方实习协议	
26	If foreigner employed, please provided the Foreigner Employment Permits and Foreigner Employment License	Y N
	聘用外籍员工，请提供《外国人就业证》和《外国人就业许可证书》	
27	Collective Labor Agreement or Collective Bargaining Agreements (if any)	Y N
	工会、员工代表委员会文件，集体劳动合同或自由谈判协议（如有）	

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