
Starbucks Document list for COC audit

1. Factory profile
2. Organization Chart
3. Factory's plane figure – factory floor plans
4. Subcontractor / supplier evaluation program & the records
5. Business license
6. Employee manual / handbook
7. Disciplinary practices & program
8. Dormitory regulations
9. Personal records/ employment registration (all employees)
10. Labor contracts (all employees)
11. Entrance & Annual health examination reports
12. Young worker registration approval from local labor bureau / shifts arrangement for young workers
13. Consolidated working hours permit by local labor bureau
14. Social security insurance (injury/retirement/medical/unemployment etc.) payment evidence / approval from local government
15. Leave request notification
16. Resignation records
17. Warning notification letters
18. Time cards/attendance records
19. Production records of piece rate workers
20. Legal/local official minimum wage document
21. Payroll record (past half year's payroll journals)
22. Pay slips with employees' signatures
23. Wage deduction/fine records
24. Building structure safety certificate/legal real estate certificate

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25. Building fire safety certificate
 26. Health and safety policy
 27. Health and safety training program & record
 28. Safety officer certificate
 29. Fire officer Certificate/trained first aider certificate
 30. Fire drill program & records and fire evacuation plan & procedure /first aid training records
 31. Register of elevator & lift and annual inspection certificate
 32. Specialized safety training certificate (valid safety operation certificate of elevator/lift/forklift vehicle /qualified electrician/electric welding operator certificate)
 33. Qualified mechanics certificate
 34. Register of pressure vessels & boilers and annual inspection certificate
 35. Operator / attendant certificate of pressure vessels & boilers
 36. Approval certificate of Chemical warehouse/ register & storage records/ MSDS of dangerous materials
 37. Qualified certificate for the keeper of dangerous Chemical warehouse
 38. Environment protection quality monitoring & testing report
 39. Noise monitoring & test report of power generator
 40. Environment assessment report on factory projects /permit certificate of waste emission /waste monitoring & test records
 41. Legal hygiene certificate of canteen & health certificate of canteen workers
 42. Qualified certificate of doctor or nurse
 43. Accident, injury report & records / recurrence avoiding measures
 44. Security guard regulation & job description /security guard certificate
 45. Meeting minutes of union /selection program and responsibility of workers' Rep