
List of Decathlon Factory audit documents (COC audit)

- 1.0** Company Overview - Personnel / Production / Production / (Brand) Market Distribution
- 1.1* Business License
- 1.2* Factory floor plan (including production area / logistics living area)
- 1.3* Factory Organization Chart
- 1.4* Production Process Flow Chart
- 1.5** Staff roster
- 2.1** Employee Handbook / Factory Planning / Security Regulations / Dormitory Rules and Regulations
- 2.2 Recruitment Procedures / Advertising
- 2.3** Employee registration (all employees) / labor contract (all employees)
- 2.4 Juvenile Work Registration Certificate and Working Arrangement (if applicable)
- 2.5 Medical records of juvenile workers and special types of work (if applicable)
- 3.0** Work Card/Time Sheet (a record of nearly 12 months, including off-season)
- 3.1 Comprehensive timing (overtime delay) approval
- 3.2 Production shift record (record record)
- 3.3 Rotation plan and record (if applicable)
- 3.4 Abnormal records such as overtime application/stopping and waiting for materials (application form, nearly 6 months)
- 3.5 Leave record (application form, nearly 6 months)
- 4.0 Local Government Minimum Wage Document
- 4.1** Payroll (the record for the last 12 months includes the off-season season, including the wage deduction record/worker signature)
- 4.2 Resignation application and resignation record and salary settlement (application form, nearly 6 months)
- 4.3 Record of violations (application form, nearly 6 months)
- 4.4 Social Security Insurance Payment Certificate and Participation Insurance (Addition and Subtraction) Register (nearly 6 months)

4.5 Social security (work injury / pension / unemployment / medical / maternity insurance, etc.) approval

5.1 Rules and regulations for the health and safety of fireworks in factories

5.2 List of production equipment / list of fire equipment and its distribution / health (fire) safety inspection records

5.3 Health (Fire) Safety Committee Organizational Structure / Personnel Responsibilities / Health (Fire) Safety Inspection Records

5.4 Safety Officer Qualification Certificate / First Aid Personnel Qualification Certificate / Medical Personnel Qualification Certificate

5.5 Factory Emergency Plan/Emergency Personnel Organization Structure and Training Record

5.6 Fire escape program / fire safety training record / fire escape (fire escape) exercise and simulated first aid record (photo)

5.7 First Aid Kit Drug List / Medication Record

5.8 sharp weapon transceiver control record / broken needle control record / metal detection record (if applicable)

5.9 Medical treatment records for large and small industrial accidents / recurrence prevention measures

5.10 Factory Building Structure Safety Certificate (Completion Acceptance Certificate) / Factory Fire Acceptance (Annual Inspection) Certificate

5.11 Special equipment (such as lifting equipment such as elevators, boilers, forklifts, etc.) registration permit/acceptance/annual inspection certificate

5.12 Special operator (elevator/forklift/electrician/welder/boiler) qualification (operation) certificate

6.0 Environmental regulations

6.1 Environmental Protection Emission Permit/Factory Production Engineering Project Environmental Assessment Report

6.2 Environmental Monitoring Report (such as toxic and hazardous workplace air quality test report / wastewater discharge test report)

6.3 Waste disposal regulations and records (including wastewater discharge charge certificates)

7.0 Canteen Health Permit/Canteen Staff Health Card or Medical Record

7.1 Dormitory rules and regulations

7.2 Security Ordinance / Security Registration Certificate

7.3 Trade union organization / employee welfare organization / employee representative election procedure, responsibilities, related activity records

7.4 Collection, processing, and feedback of employee opinions

*: Provided before the audit

** : On-site audit priority is provided.

Other: The site will randomly check any other relevant documents and records related to the entire production operation of the factory. Please cooperate. Thank you for your support.