

Hang On Code of Conduct

CODE OF CONDUCT

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A DEFINITION AND MANAGEMENT

A1. The purpose of Hang On Code of Conduct

In our mission we have confirmed, that we act **"reliable and dedicated"** and support **"responsible and ethic reliable production/products"**.

Specific this means, that we will act like good world citizens and not misuse humans, animals or the environment in any of our activities. In order to communicate our strategy and philosophy to all our partners (factories and sub suppliers), we have made a set of practical guidelines to be followed in this Hang On Code of Conduct.

As we do our outmost to work in partnerships both with our factories and our costumers, we expect any deviation from the guidelines in Hang On Code of Conduct to be openly communicated to us. In each specific case we will take actions to find ways to live up to the requirements.

We have developed Hang On Code of Conduct based on many years of experience in the international hanger business.

The requirements in our Code of Conduct are based and inspired from different sources and have been transformed to the Hang On Code of Conduct. We have collected several relevant issues into Hang On's code of Conduct. Not only ethics and social responsibility for workers, but also requirements for product safety, environment and animals welfare has been adopted into Hang On Code of Conduct.

The following regulations and guidelines has been used to produce Hang On Code of Conduct :

1. UN Global Compact gives 10 principles a framework for businesses, that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, the environment and anti-corruption . Hang On is official committed to the principles and are official participants of the initiative. (www.unglobalcompact.org)
2. Business Social Compliance Initiative (BSCI) – An initiative to implement and create sustainable improvements in social standards in production facilities. (www.bsci-eu.org)
3. Ethical Trading Initiatives - An alliance of companies, non-governmental organisations (NGOs) and trade union organisation to promote and improve the implementation of corporate codes of practice which cover supply chain working conditions (www.ethicaltrade.org/)
4. The Global Social Global Compliance Programme (GSCP) is a shared global approach for improving working conditions in the global supply chain. Made by the European business network of CSR (www.csreurope.org)
5. ISO 26000 is a guidance standard, i.e. it offers advice, recommendations and an orientation on how possibly to enhance the social responsibility of an organization

6. SA 8000 standard for socially responsible employment (1998/2000)
(www.sa8000.org)
7. Forest Stewardship Council (FSC). FSC is an independent, non-governmental, not-for-profit organization established to promote the responsible management of the world's forests (www.fsc.org)
8. REACH is a the European Community Regulation on chemicals and their safe use (EC 1907/2006). It deals with the **R**egistration, **E**valuation, **A**uthorisation and Restriction of **C**hemical substances. 15 substances is listed.
(www.ec.europa.eu/environment/chemicals/reach/reach_intro.htm)
9. The EC Anti Terrorism Regulation (Council Regulation (EC) No. 2580/2001 and Council Regulation (EC) no 881/2002 and COUNCIL IMPLEMENTING REGULATION (EU) No 1285/2009 of 22 December 2009
(www.consilium.europa.eu/showPage.aspx?id=1878&lang=DA)
10. The Bribery Act 2010, UK Ministry of Justice
(www.justice.gov.uk/guidance//docs/bribery-act-2010-guidance.pdf)

We recommend that all factories follows guidelines in the BSCI monitoring system in order to reduce the burden of audit in our factories. It is a unified process, which means that there is no need for multiple audits with different standards or different requirements. If a BSCI audit has been running in a factory this means automatically, that Hang On accept this and do not call for more audits.

A2. Definitions

Factory : A factory is defined as the direct factory to Hang On.

Subsuppliers : This category are defined as the supplier to the factories.

Authorities : Institutions that set in force national or international laws, statutes or regulations.

Testlaboratories : The test institution used must be competent and impartial. They must fulfil the general requirements contained in the standard DS/EN SO/IEC 17025 or be an official GLP approved laboratory. Own testlaboratories can be used if it operates under a quality assurance system certified to ISO 9001 or ISO 9002.

CSR : Corporate Social Responsibility is the widest definition for being responsible and documented in all our activities.

A3. Hang On Traceability Program

With our ongoing Traceability Program we want continuously to document all issues related for CSR, Environment/Animals Welfare and Quality/Product safety in the value chain of producing hangers. The documentation gives us the challenge to know details in each link in our value chains.

The need to trace the documentation on each of our production sites will be registered in our system. Each hanger must traced and linked directly to the production line on which the hanger has been made.

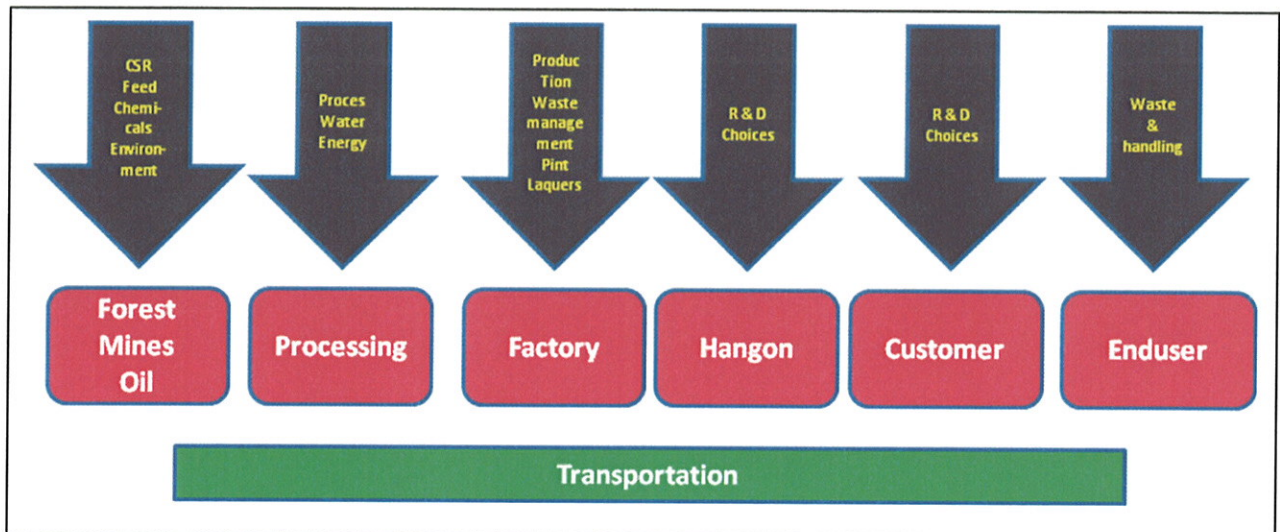
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The documentation must be made in 2 forms

1. Production (how the production has been made)
2. Product (documentation on the product)

We have for this purpose defined our value chain as given below :



A4. National and international authorities

In each case, where the national law is more comprehensive than the requirements in the Hang On Code of Conduct, the factories or their subsuppliers must meet these requirements.

The factory or their subsupplier must always ensure to fulfil the laws, requirements, statutes and regulations in force of their production sites.

A5. Management, self-control, bribes and anti terrorism

When we start up cooperation with a new factory, we pre-evaluate the management. This is mainly from the subjective impression and behaviour of the management made by our skilled sourcing people. In the start of our cooperation - before we go into a more professional partnership - we investigate the attitude and capability from the management, and how it make actions to fulfil our Hang On Code of Conduct.

If a factory has adopted ISO 9000, ISO 14.001 and/or EMAS, we are prepared to evaluate a partnership without any hesitation in relation of the management.

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The management shall allow Hang On and our customers free access to the facilities, the employees and all relevant data at any time, whether notification of an inspection has been given in advance or not. For any third party appointed from Hang On the supplier must cooperate fully and provide these supervisors access to the necessary documentation and means to ensure this process.

Any differences shall be communicated openly and the status of any action plan has to be communicated and discussed with sourcing people from Hang On at least once a year.

We expect all suppliers to have documented policies and procedures to avoid any improper advantage sought, including the payment of bribes, to secure delivery of goods or services to Hang On.

The supplier must comply with any intellectual property requirements contracted with Hang On or customers of Hang On.

As a part of the good management practice we expect all our suppliers to follow the EC Anti terrorism Regulation (Council Regulation (EC) No. 2580/2001 and Council Regulation (EC) no 881/2002). This regulation prohibits business contact with individual persons and organisations listed in UN Resoulution 1390/2002. We expect all suppliers to check this in house and by sub suppliers and in case of any match with the named list immediately terminate business contact. The relevant checks shall be documented.

This topic is very difficult, but the supplier must indemnify Hang On from all third party claims resulting from breach of the anti-terrorist regulation.

As a general clause for complying with the Hang On Code of Conduct, Hang On expect that the necessary information is given to all existing and new employees. The code of conduct must always be visible and accessible in the local language.

B. APPROVAL PROCEDURE

How to be approved by Hang On

It is always requested from Hang On site, that before production can be initiated, we demand a signed and approved "Supplier Certificate for Hang On Code of Conduct" see appendix C. Comments and any deviation from Hang On Code of Conduct has to be communicated in written form and sent together with the certificate.

Hang On approved "Supplier Certificate" has to be in place before any production.

When a factory has received an approved "Supplier Certificate for Hang On Code of Conduct" from the management of Hang On, it is normally valid 2 years from the approval dates. Amendments to "Supplier Certificate for Hang On Code of Conduct" can be requested during this period.

In order to help you to evaluate your self towards issues related for social compliance, we suggest the BSCI tool. This tool you can find as appendix B. The tool you can use voluntary, but we recommend, that you follow it carefully. If you want to get to Hang On Level A rating, it will be a must to answer all questions.

Remember please :

If you have any comments, adjustments or issues, where you can not comply, you need to give us these inputs. If you have no comments, we expect that you can comply with all requirements in the Hang On Code of Conduct.

If a supplier does not follow the rules in the Hang On Code of Conduct, Hang On will reject or sent back the individual order on the account of the supplier.

C PRODUCT

C1 Chemical requirements

C1.1. Chemical substances in general

Chemicals defined in the candidate list of REACH are not allowed. Please refer to appendix A.

Specific we need suppliers to observe and document below substances.

AZO dyes

It is not allowed to add or use any AZO based dyes in any form as a dye material for hangers.

Any contamination in processing areas must be avoided. Hang On does not accept in the orders any pollution from AZO dyes.

All records must be documented in the factory and Hang On will on a random basis test and control for AZO dyes.

Arsenic, cadmium and lead

No residual concentrations of arsenic, cadmium or lead must be present in the end product. Dye stuffs based on these chemicals are not allowed. No detectable migration of lead, cadmium, chrome or arsenic, which means that dye pigments and stabilizers can not be based on these chemicals.

A test report with analysis performed using the following, or equivalent, test methods : CEN/TC 309WI 065 – 4.3. This test method has a detection limit on 100 ppm.

Metals

No migration of nickel shall be detected in metal or metalparts.

Lacquers, non slip spray and glue

In order to reduce the impact on the working environment for humans organic solvents should be substituted as much as possible in lacquers, non slip spray and glue.

We recommend that Nitrocellulose should not be used as organic solvents.

Softener as phatales should be substituted to a minimum protecting humans, environment and claims for bleeding of hangers.

C2 Functional requirements

C2.1 Wodden Hangers

General

As wooden hangers in general are a low technology product with a lot of craftsmanship, we accept that on line inspections and tests by people during the processes is the best way to avoid mistakes and claims.

Though we expect that random final inspections is made to control the quality of the on line inspections.

Hook

The pressure on the hook must be more than 10 kgs.

On line inspections is necessary to avoid any later breakage.

Trouser hanger

The fixture of trousers holder on hangers must be able to take a weight up to 5 kgs.

Testing can only be made on line.

Breakage of the hanger

The breakage of hanger can only be inspected on line.

Random inspections must be made before shipments.

Rubber riffling

When using rubber riffling it has to be ensured that the rubber has been fixed / glued so that the rubber riflings will not be broken when the hanger is in use.

On line inspection and final inspection must be made by hand.

Colour/lacquers fastness

It is important that paint or lacquer is not found in the garments when in use by the endusers.

In the paint it is important not to use phatalats which can migrate ("bleed") to the surface and damage the garments used by the hangers.

In general we do not allow phtalates to be used as it is harmful to humans and environment during the production processes. Substitution is necessary.

Final inspections must be made before each shipment.

We recommend that a test with white papers and /or cottons are being used to detect migration.

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Logo print fastness

In order to secure that logo printing on hangers with surface of lacquer can be done with no problem we recommend that the energy surface is 38-40 dynes /cm. If the surface is lower than 35 dynes / cm it will be regarded as a claim.

Moisture control

Before shipments to Hang On it must be ensured that moisture do not lead to any contamination of the goods.

To avoid mold or rust in the metalparts, it is necessary that all actions are taken to avoid problems will occur.

We suggest that goods are being hold in moisture free conditions before packaging into containers and that boxes are made and stowed in a way to avoid problems with moisture.



C3 Origin of raw materials

C 3.1 Wood

We expect that wood/timber can meet the requirements from Forest Stewardship Council (FSC), which protect the global forest area. FSC gives the possibilities to obtain a certificate, which can document the origin of the wood and protect tropical forest in a resource sustainable way – protecting environment, animals and human beings.

At the time being we know that especially in China documentation of FSC can be followed by papers not complying with the official FSC system. We need to know if this is the case in every shipment.

On the formal Inquiry Form from Hang On following each order we need to know exactly which status the wood has due to flowing model.

	FSC	China FSC	No FSC
Ash			
Beech			
Lotus			
Hard			
Oak			
Rubber			
Bamboo			
Laminated			
Canadian Pine			
Castanopsys			
Birch			
Allantus			

Timber and wood from China must always have the official "Wood Transport Licens" as the origin of the wood has to be stated. This Licens together with the information of any FSC papers must follow each shipment.

C 3.2 Metal

All metals have to be of a quality suitable for hangers to avoid rust or contamination with heavy metals.

Recycled metals will be preferred as source of the metal.

No nickel must be detectable for migration in the final hangers

C 3.3 Plastic

Recyclable plastic will be preferred as source of the plastic
Dye stuff based on heavy metals and AZO is not allowed.

D PRODUCTION

D1. Ethics and social obligations

We expect our factories and their sub-suppliers to behave and act in a way, that respect and give dignity to humans and animals and furthermore are taken care of the environment. We are aware that all the issues mentioned in these requirements vary a lot in different countries in the world and are understood in different ways.

At the moment we are using both the BSCI and SA 8000 as the basis for our social requirements and we accept audits from both institutions. As a minimum requirement and use of the self-evaluation how to comply with the social obligations, we have adopted the guidelines from BSCI.

The content of these guidelines are briefly concerning following issues:

- Child labour;
- Forced labour;
- Health and safety;
- Freedom of association and collective bargaining;
- Discrimination;
- Disciplinary practices;
- Working hours;
- Compensation;
- Management systems.

The policy of Hang On is, that we do not use factories, which can not handle and document above-mentioned issues. Hang On are committed, by visiting and looking for documentation, to evaluate the capability of the factories. We expect our factories to forward our requirements to their sub-suppliers and to evaluate the performance according to the Code of Conduct from Hang On.

Please find the self-evaluation in appendix B and more information about BSCI on the website www.bsci-eu.org

The concern and our recommended guidelines for animal welfare please look in section B3 in our Hang On Code of Conduct.

D2. Product Safety

D2.1 Sharp Edges and splints

In order to avoid claims or injuries for the final end-user no edges or splints in metal parts, wood or plastic must be detected.

D2.3 Dimethyl Fumarate

Dimethyl Fumerate is a fine white chrystalline powder used to avoid mould fungus.

Dimethyl Fumerate can cause severe physical reactions such as burning skins or allergies to humans.

It is banned to use this chemical to avoid growth of fungus.

D3. Environment

D3.1 Energy and water consumption

A plan must be compiled for reducing energy and water consumption per unit manufactured which are wet processed. Reducing energy and water consumption per unit manufactured are the target and must be documented. If this is not the case we must be involved in new plans.

Total energy and water consumption in relation to overall production must be documented, and if possible figures must be submitted for each individual wet processing stage in the production process.

Hang On does not only see these requirements as way of taken care of the environment, but also a way of being more competitive on the market - caring about all the resources and costs.

D3.2 Packaging

General

Hang On does not only see these requirements as way of taken care of the environment, but also a way of being more competitive on the market - caring about all the resources and costs.

Pallets, card board and corrugated paper

For the packaging we prefer materials made of paper, corrugated boarder or other materials which can be recycled with a minimum of waste.

For pallets we accept timber and timber products from sustainable and well managed sources. We recommend that wood/timber can meet the requirements from Forest Stewardship Council (FSC), which protect the global forest area. FSC gives the possibilities to obtain a certificate, which can document the origin of the wood and protect tropical forest in a resource sustainable way - protecting environment, animals and human beings.

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Plastic

Packaging materials in plastic must be in other materials than PVC.

Recyclable Polyethylene without any phthalate is recommended.

We strongly recommend, that you always try to reduce the consumption of plastic, when it do not affect the packaging quality.

Appendix A – REACH Candidate List

Please go to http://echa.europa.eu/reach_en.asp to get more information and updates on the list.

The List in this appendix only gives an overview of the substances. In principle this is a non-updated list – only the web gives the approved list.

REACH

Candidate list (28.06.2011)

Name	Description	EC Number	CAS Number	Date of inclusion	Reason for inclusion	Decision number
2-Ethoxyethyl acetate		209-899-2	111-15-9	20.06.2011	Toxic for reproduction	ED/31/2011
Strontium chromate		232-142-6	02-06-7789	20.06.2011	Carcinogenic	(art. ED/31/2011)
1,2-Benzenedicarboxylic acid, di-C7-11-branched and linear alkyl esters		271-084-6	68515-42-4	20.06.2011	Toxic for reproduction	ED/31/2011
Hydrazine		206-114-9	302-01-2 / 7803-57-8	20.06.2011	Carcinogenic	(art. ED/31/2011)
1-Methyl-2-pyrrolidone		212-828-1	872-50-4	20.06.2011	Toxic for reproduction	ED/31/2011
1,2,3-Trichloropropane		202-486-1	96-18-4	20.06.2011	Carcinogenic and ED/31/2011	
1,2-Benzenedicarboxylic acid, di-C6-8-branched alkyl esters, C7-rich		276-158-1	71888-89-6	20.06.2011	Toxic for reproduction	ED/31/2011
Trichloroethylene		201-187-4	79-01-6	18.06.2010	Carcinogenic	(art. ED/30/2010)
Boric acid		233-139-2 / 234-343-4	10043-35-9 / 11113-59-1	18.06.2010	Toxic for reproduction	ED/30/2010
Disodium tetraborate, anhydrous		215-540-4	1303-96-4 / 1330-43-4 / 1	18.06.2010	Toxic for reproduction	ED/30/2010
Tetraboron disodium heptaoxide, hydrate		235-541-3	12267-73-1	18.06.2010	Toxic for reproduction	ED/30/2010
Potassium dichromate		231-906-6	7778-50-9	18.06.2010	Carcinogenic, mu	ED/30/2010
Ammonium dichromate		232-143-1	05-09-7789	18.06.2010	Carcinogenic, mu	ED/30/2010
Potassium chromate		232-140-5	7789-00-6	18.06.2010	Carcinogenic and ED/30/2010	
Sodium chromate		231-889-5	03-11-7775	18.06.2010	Carcinogenic, mu	ED/30/2010
2,4-Dinitrotoluene		204-450-0	121-14-2	13.01.2010	Carcinogenic	(art. ED/68/2009)
Acrylamide		201-173-7	79-06-1	30.03.2010	Carcinogenic and ED/68/2009	
Aluminosilicates fibres covered by index number 650-017-00-8 in Annex VI, part 3, table 3.2 of Regulation (EC) No 1272/2008 of the European Parliament			Extracted from index no. 13.01.2010		Carcinogenic (art. ED/68/2009)	
Anthracene oil		292-602-7	90640-80-5	13.01.2010	Carcinogenic[1], ED/68/2009	
Anthracene oil, anthracene-low		292-604-8	90640-82-7	13.01.2010	Carcinogenic[2], ED/68/2009	
Anthracene oil, anthracene paste		292-603-2	90640-81-6	13.01.2010	Carcinogenic[2], ED/68/2009	
Anthracene oil, anthracene fraction		295-275-9	91995-15-2	13.01.2010	Carcinogenic[2], ED/68/2009	
Anthracene oil, anthracene paste, distn. lights		295-278-5	91995-17-4	13.01.2010	Carcinogenic[2], ED/68/2009	
Diisobutyl phthalate		201-553-2	84-69-5	13.01.2010	Toxic for reproduction	ED/68/2009
Lead chromate		211-846-0	7758-97-6	13.01.2010	Carcinogenic and ED/68/2009	
Lead chromate molybdate sulphate red (C.I. Pigment Red 104)		235-739-9	12656-85-8	13.01.2010	Carcinogenic and ED/68/2009	
Prich, coal tar, high temp.		215-693-7	1344-37-2	13.01.2010	Carcinogenic and ED/68/2009	
Lead sulfochromate yellow (C.I. Pigment Yellow 34)		266-028-2	65996-93-2	13.01.2010	Carcinogenic, PBT	(art. ED/68/2009)
Tris(2-chloroethyl)phosphate		204-118-5	115-96-8	13.01.2010	Toxic for reproduction	ED/68/2009
Zirconia Alk are fibres covered by index number 650-017-00-8 in Annex VI, part 3, table 3.2 of Regulation (EC) No 1272/2008 of the European Parliament			Extracted from index no. 13.01.2010		Carcinogenic (art. ED/68/2009)	
4,4'-Diaminodiphenylmethane (MDA)		202-974-4	101-77-9	28.10.2008	Carcinogenic	(art. ED/67/2008)
5-tert-butyl-2,4,6-trinitro-m-xylene (musk xylene)		201-329-4	81-15-2	28.10.2008	vpv8 (article 57e)	ED/67/2008
Alkanes, C10-13, chloro (Short Chain Chlorinated Paraffins)		287-476-5	85535-84-8	28.10.2008	PBT and vpv8 (art. ED/67/2008)	
Anthracene		204-371-1	120-12-7	28.10.2008	PBT (article 57d)	ED/67/2008
Benzyl butyl phthalate (BBP)		201-622-7	85-68-7	28.10.2008	Toxic for reproduction	ED/67/2008
Bis(2-ethylhexyl)phthalate (DEHP)		204-211-0	117-81-7	28.10.2008	Toxic for reproduction	ED/67/2008
Bis(tributyltin)oxide (TBTO)		200-268-0	56-35-9	28.10.2008	PBT (article 57d)	ED/67/2008
Cobalt dichloride		231-589-4	7646-79-9	20.06.2011	Carcinogenic and ED/31/2011 / ED/67/2008	
Diaresenic pentoxide		215-116-9	1303-28-2	28.10.2008	Carcinogenic	(art. ED/67/2008)
Diaresenic trioxide		215-481-4	1327-53-3	28.10.2008	Carcinogenic	(art. ED/67/2008)
Dibutyl phthalate (DBP)		201-557-4	84-74-2	28.10.2008	Toxic for reproduction	ED/67/2008
Hexabromo-Alpha-hexabromocyclohexane Beta-hexabromocyclohexane Gamma-hexabromocyclohexane		247-148-4 and 221-695-9	25637-99-4 3194-55-4 (;	28.10.2008	PBT (article 57d)	ED/67/2008
Lead hydrogen arsenate		232-064-2	7784-40-9	28.10.2008	Carcinogenic and ED/67/2008	
Sodium dichromate		234-190-3	7789-12-0 / 10588-01-9	28.10.2008	Carcinogenic, mu	ED/67/2008
Triethyl arsenate		427-700-2	15606-95-8	28.10.2008	Carcinogenic	(art. ED/67/2008)
Cobalt(II) sulphate		233-334-2	10124-43-3	15.12.2010	Carcinogenic and ED/95/2010	
Cobalt(II) dimaleate		233-402-1	10141-05-6	15.12.2010	Carcinogenic and ED/95/2010	
Cobalt(II) carbonate		208-169-4	513-79-1	15.12.2010	Carcinogenic and ED/95/2010	
Cobalt(II) diacetate		200-755-8	71-48-7	15.12.2010	Carcinogenic and ED/95/2010	
2-Methoxyethanol		203-713-7	109-86-4	15.12.2010	Toxic for reproduction	ED/95/2010
2-Ethoxyethanol		203-804-1	110-80-5	15.12.2010	Toxic for reproduction	ED/95/2010
Chromium trioxide		215-607-8	1333-82-0	15.12.2010	Carcinogenic and ED/95/2010	
Chromic acid, Oligomers of chromic acid and dichromic acid, Dichromic acid		231-801-5 - 236-881-5	7738-84-5 - 13530-68-2	15.12.2010	Carcinogenic	(art. ED/95/2010)

[*] The EC number includes both anhydrous and hydrated forms of a substance and consequently the entries cover both these forms. The CAS number included may be for the anhydrous form only, and therefore the CAS number shown does not always describe the entry accurately.
 [1] The substance does not meet the criteria for identification as a carcinogen in situations where it contains less than 0.005 % (w/w) benz[a]pyrene (EINECS No 200-028-5)
 [2] The substance does not meet the criteria for identification as a carcinogen in situations where it contains less than 0.005 % (w/w) benzo[a]pyrene (EINECS No 200-028-5) and less than 0.1 % w/w benzene (EINECS No 200-753-7).
 [3] The substance does not meet the criteria for identification as a mutagen in situations where it contains less than 0.1 % w/w benzene (EINECS No 200-753-7).

Appendix B – Guidelines for social Compliance (BSCI)

Annex for the self evaluation of social compliance. March 2004 self-assessment (BSCI 5-03/04) made by BSCI.

BSCI Self Assessment Part I Company Profile	Name of BSCI Member	Name of Company/Supplier	Date	Page
				1

A. Master Data
A. Master Data

Location of Company Location of Company		Basic Data Basic Data	
Company Name		Year of foundation	
ID/Code-Number		Legal status	
Street		Language(s) spoken in company	
City		Language(s) spoken in company	
Zip Code		Contact Person Contact Person	
Country		Name	
Phone		Position / Language	
Fax		Phone	
http://www.		E-mail	
E-mail		E-mail	

Business Structure Business Structure		No. of customers? (see Customer Record Sheet)	
No. of companies own units? (see Production Unit Record Sheet)		No. of suppliers, sub-suppliers? (see Production Unit Record Sheet)	
No. of subcontractors? (see Production Unit Record Sheet)		No. of suppliers, sub-suppliers? (see Production Unit Record Sheet)	

A.1 Company Figures
A.1 Company Figures

Share of sales revenue for export and domestic market during the last 3 years:						Export Markets Export Markets	
Share of sales revenue for export and domestic market during the last 3 years:							
Year							
Export/Local	%	%	%	%	%		
Turn Over (US \$)							
Capacity Capacity							
Total capacity per month (including unit of measurement)							
Total capacity per month (including unit of measurement)							

A.2 Company Size & Structure
A.2 Company Size & Structure

Industry Sector Industry Sector		Business Purpose Business purpose	Trading	<input type="checkbox"/>
			Trading	<input type="checkbox"/>
			Manufacturing	<input type="checkbox"/>
			Manufacturing	<input type="checkbox"/>
			Export/Import	<input type="checkbox"/>
			Export/Import	<input type="checkbox"/>

BSCI Self Assessment Part I Company Profile	Name of BSCI Member	Name of Company/Supplier	Date	Page
				2

Company Size			
Company Size			
Property Area		Factory Area	
Property Area		Factory Area	

Dormitories			
Dormitories			
Provided	<input type="checkbox"/>	Number of workers/employees living in dormitories provided by the company:	
Provided	<input type="checkbox"/>	Number of workers/employees living in dormitories provided by the company:	
Not applicable	<input type="checkbox"/>		
Not applicable	<input type="checkbox"/>		
Location of dormitories varies from the site location:	<input type="checkbox"/>	Please indicate the location of dormitories:	
Location of dormitories varies from the site location:	<input type="checkbox"/>	1)	
2)		3)	

Please list all departments located at the company premises with the respective number of workers/employees:					
Departments	1.	2.	3.	4.	5.
Departments					
No. of workers/employees					
No. of workers/employees					
Departments	6.	7.	8.	9.	10.
Departments					
No. of workers/employees					
No. of workers/employees					

A.3 Employment Structure
A.3 Employment Structure

	Number		Number
Workers/Employees in total			
Workers/Employees in total			
Female workers/employees		↳	Pregnant / maternity leave
Female workers/employees			Pregnant / maternity leave
Male workers/employees			
Male workers/employees			
Young workers/employees aged ≥ to < 18 years		↳	Apprentices
Young workers/employees aged ≥ to < 18 years			Apprentices

BSCI Self Assessment Part I Company Profile	Name of BSCI Member	Name of Company/Supplier	Date	Page
				3

B. Social Performance
B. Social Performance

Questions	Please mark with a cross	
	Yes	No
B.1 Have social audits already been conducted in your company? Have social audits already been conducted in your company? If yes, please indicate who has conducted the audit: If yes, please indicate who has conducted the audit:	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please indicate the standard (Code of Conduct) which has been audited: If yes, please indicate the standard (Code of Conduct) which has been audited:		
B.2 Are audit reports available? Are audit reports available? If yes, please attach a copy of these reports: If yes, please attach a copy of these reports:	<input type="checkbox"/>	<input type="checkbox"/>
B.3 Has your company been certified according to any social standard? (i.e. SA 8000 or other recognised standards)? Has your company been certified according to any social standard? (i.e. SA 8000 or other recognised standards)? If yes, please indicate who has conducted the audit: If yes, please indicate who has conducted the audit:	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please indicate the social standard: If yes, please indicate the social standard:		
If yes, please attach a copy of this certificate: If yes, please attach a copy of this certificate:		
B.4 Is your company under preparation for a social certification procedure? Is your company under preparation for a social certification procedure? If yes, please indicate the social standard: If yes, please indicate the social standard:	<input type="checkbox"/>	<input type="checkbox"/>
B.5 Did you receive the BSCI Code of Conduct? Did you receive the BSCI Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>
B.6 Are you aware of the BSCI requirements? Are you aware of the BSCI requirements?	<input type="checkbox"/>	<input type="checkbox"/>

LIABILITY DECLARATION
LIABILITY DECLARATION

Herewith I confirm that all data have been given to my best knowledge and belief.
 Herewith I confirm that all data have been given to my best knowledge and belief.

Date / signature / stamp Company
 Date / signature / stamp Company

BSCI Self Assessment Part II	Name of Company	Date	Page 4
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Production Unit Record Sheet Production Unit Record Sheet
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Production Unit No. 1			
Production Unit No. 1			
Name Name			
Street Street			
City, Zip Code City, Zip Code			
Country Country			
Phone Phone			
Fax Fax			
E-mail E-mail			
Contact Person Contact Person			
Since Since		Sector / Branch Sector / Branch	
Business relationship Business relationship			
Own unit (share of production %)		Subcontractor (share of production %)	Supplier / Sub-Supplier (mark with a cross)
Own unit (share of production %)		Subcontractor (share of production %)	Supplier / Sub-Supplier (mark with a cross)

BSCI Self Assessment Part II	Name of Company	Date	Page 5
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Production Unit No. 2				
Production Unit No. 2				
Name Name				
Street Street				
City, Zip Code City, Zip Code				
Country Country				
Phone Phone				
Fax Fax				
E-mail E-mail				
Contact Person Contact Person				
Since Since		Sector / Branch Sector / Branch		
Business relationship Business relationship				
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)

Production Unit No. 3				
Production Unit No. 3				
Name Name				
Street Street				
City, Zip Code City, Zip Code				
Country Country				
Phone Phone				
Fax fax				
E-mail E-mail				
Contact Person Contact Person				
Since Since		Sector / Branch Sector / Branch		
Business relationship Business relationship				
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)

BSCI Self Assessment Part II	Name of Company	Date	Page
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Production Unit No. 4				
Production Unit No. 4				
Name Name				
Street Street				
City, Zip Code City, Zip Code				
Country Country				
Phone Phone				
Fax Fax				
E-mail E-mail				
Contact Person Contact Person				
Since Since		Sector / Branch Sector / Branch		
Business relationship Business relationship				
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)

Production Unit No. 5				
Production Unit No. 5				
Name Name				
Street Street				
City, Zip Code City, Zip Code				
Country Country				
Phone Phone				
Fax Fax				
E-mail E-mail				
Contact Person Contact Person				
Since Since		Sector / Branch Sector / Branch		
Business relationship Business relationship				
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)

BSCI Self Assessment Part II	Name of Company	Date	Page
			7

Production Unit No. 6			
Production Unit No. 6			
Name Name			
Street Street			
City, Zip Code City, Zip Code			
Country Country			
Phone Phone			
Fax Fax			
E-mail E-mail			
Contact Person Contact Person			
Since Since		Sector / Branch Sector / Branch	
Business relationship Business relationship			
Own unit (share of production %)		Subcontractor (share of production %)	Supplier / Sub-Supplier (mark with a cross)
Own unit (share of production %)		Subcontractor (share of production %)	Supplier / Sub-Supplier (mark with a cross)

Production Unit No. 7			
Production Unit No. 7			
Name Name			
Street Street			
City, Zip Code City, Zip Code			
Country Country			
Phone Phone			
Fax Fax			
E-mail E-mail			
Contact Person Contact Person			
Since Since		Sector / Branch Sector / Branch	
Business relationship Business relationship			
Own unit (share of production %)		Subcontractor (share of production %)	Supplier / Sub-Supplier (mark with a cross)
Own unit (share of production %)		Subcontractor (share of production %)	Supplier / Sub-Supplier (mark with a cross)

BSCI Self Assessment Part II	Name of Company	Date	Page
			8

Production Unit No. 8				
Production Unit No. 8				
Name Name				
Street Street				
City, Zip Code City, Zip Code				
Country Country				
Phone Phone				
Fax Fax				
E-mail E-mail				
Contact Person Contact Person				
Since Since		Sector / Branch Sector / Branch		
Business relationship Business relationship				
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)

Production Unit No. 9				
Production Unit No. 9				
Name Name				
Street Street				
City, Zip Code City, Zip Code				
Country Country				
Phone Phone				
Fax Fax				
E-mail E-mail				
Contact Person Contact Person				
Since Since		Sector / Branch Sector / Branch		
Business relationship Business relationship				
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)
Own unit (share of production %)		Subcontractor (share of production %)		Supplier / Sub-Supplier (mark with a cross)

Date / signature / stamp Company
Date / signature / stamp Company

BSCI	Name of Company	Company's Customer ID/Code No.	Date	Page
				9

Self-Assessment Part III
Self-Assessment Part III

	1.	2.	3.
Name Name			
Country Country			
Supplier No. for vendor Supplier No. for vendor			
Since Since			
Share of Capacity (%) Share of Capacity (%)			
Social audited Social audited			
If yes If yes			
Audit Company Audit Company			
Audit Number Audit Number			
Date of Audit Date of Audit			
Result Result			
Associated with BSCI? Associated with BSCI?			

	4.	5.	6.
Name Name			
Country Country			
Supplier No. for vendor Supplier No. for vendor			
Since Since			
Share of Capacity (%) Share of Capacity (%)			
Social audited Social audited			
If yes If yes			
Audit Company Audit Company			
Audit Number Audit Number			
Date of Audit Date of Audit			
Result Result			
Associated with BSCI? Associated with BSCI?			

BSCI	Name of Company	Company's Customer ID/Code No.	Date	Page
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	7.	8.	9.
Name Name			
Country Country			
Supplier No. for vendor Supplier No. for vendor			
Since Since			
Share of Capacity (%) Share of Capacity (%)			
Social audited Social audited			
If yes If yes			
Audit Company Audit Company			
Audit Number Audit Number			
Date of Audit Date of Audit			
Result Result			
Associated with BSCI? Associated with BSCI?			

Date / signature / stamp Company
Date / signature / stamp Company

BSCI Self Assessment Part IV Self-Assessment	Name of BSCI Member	Name of Company/Supplier	Date	Page
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B. BSCI Social Requirements
B. BSCI Social Requirements

B.1 Management Practice
B.1 Management Practice

Questions	Please mark	
	Yes	No
B.1.1 Has a senior management representative been appointed who, irrespective of other responsibilities, ensures compliance with the BSCI Code of Conduct? Has a senior management representative been appointed who, irrespective of other responsibilities, ensures compliance with the BSCI Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please indicate name and function: If yes, please indicate name and function:		
B.1.2 Have representatives of the operational level (production, human resources, storage etc.) been appointed who are responsible to ensure compliance with the BSCI Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please indicate name/s and function/s: If yes, please indicate name/s and function/s:		
B.1.3 Are executives, management and staff aware of the legal rights and duties under labour legislation? Are executives, management and staff aware of the legal rights and duties under labour legislation?	<input type="checkbox"/>	<input type="checkbox"/>
B.1.4 Is a system implemented to identify specific risks for health and safety of the employees and prevent recurrence of work accidents? Is a system implemented to identify specific risks for health and safety of the employees and prevent recurrence of work accidents?	<input type="checkbox"/>	<input type="checkbox"/>
B.1.5 Is a cost accounting method in use? Is a cost accounting method in use?	<input type="checkbox"/>	<input type="checkbox"/>
B.1.6 Is a capacity planning method in use? Is a capacity planning method in use?	<input type="checkbox"/>	<input type="checkbox"/>
B.1.7 Do you have a procedure for updating and implementing legal regulations with regard to matters subject to continuous change like wages and safety? Do you have a procedure for updating and implementing legal regulations with regard to matters subject to continuous change like wages and safety?	<input type="checkbox"/>	<input type="checkbox"/>

Yes	No	NA = Not Applicable
Yes	No	NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.

The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.

BSCI Self Assessment Part IV Self-Assessment	Name of BSCI Member	Name of Company/Supplier	Date	Page
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B.1 Management Practice
B.1 Management Practice

Questions	Questions	Please mark	
		Please mark	
		Yes	No
B.1.8	Have you forwarded the BSCI Code of Conduct to your subcontractors and informed them about the requirements? Have you forwarded the BSCI Code of Conduct to your subcontractors and informed them about the requirements?	<input type="checkbox"/>	<input type="checkbox"/>
B.1.9	Are social standards ensured at your subcontractors' production facilities? Are social standards ensured at your subcontractors' production facilities?	<input type="checkbox"/>	<input type="checkbox"/>
B.1.10	Has the company established a system to monitor the subcontractors' social performance? Do you have established a system to monitor the subcontractors' social performance?	<input type="checkbox"/>	<input type="checkbox"/>

B.1 Number of questions out of 10 answered with «Yes» or «No»		
B.1 Number of questions out of 10 answered with «Yes» or «No»		

B.2 Documentation
B.2 Documentation

Questions	Questions	Please mark	
		Please mark	
		Yes	No
B.2.1	Is a written policy documented that describes the social responsibility of the company especially with regard to child labour, female employees, discrimination, forced labour, working hours, compensation, working conditions, health and social facilities, safety, freedom of association and collective bargaining? Is a written policy documented that describes the social responsibility of the company especially with regard to child labour, female employees, discrimination, forced labour, working hours, compensation, working conditions, health and social facilities, safety, freedom of association and collective bargaining?	<input type="checkbox"/>	<input type="checkbox"/>
B.2.2	Do personnel data files (e.g. copies of ID-cards, working contracts) exist? Do personnel data files (e.g. copies of ID-cards, working contracts) exist?	<input type="checkbox"/>	<input type="checkbox"/>
B.2.3	Is a time record system in place (e.g. attendance list, punch and time cards) where the beginning and the end of a workday is registered for each individual employee? Is a time record system in place (e.g. attendance list, punch and time cards) where the beginning and the end of a workday is registered for each individual employee?	<input type="checkbox"/>	<input type="checkbox"/>
B.2.4	Do the employees receive payslips? Do the employees receive payslips?	<input type="checkbox"/>	<input type="checkbox"/>
B.2.5	Do wage lists exist? Do wage lists exist?	<input type="checkbox"/>	<input type="checkbox"/>

Yes	No	NA = Not Applicable
Yes	No	NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.

The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.

BSCI Self Assessment Part IV Self-Assessment	Name of BSCI Member	Name of Company/Supplier	Date	Page
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Questions	Questions	Please mark	
		Please mark	
		Yes	No
B.2.6	Do work rules exist and are they documented and applied to all employees? Do work rules exist and are they documented and applied to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
B.2.7	Is documentation on health and safety training (e.g. fire protection) available? Is documentation on health and safety training (e.g. fire protection) available?	<input type="checkbox"/>	<input type="checkbox"/>
B.2.8	Is documentation on all hazardous chemicals in use available (especially material safety data sheets/MSDS)? Is documentation on all hazardous chemicals in use available (especially material safety data sheets/MSDS)?	<input type="checkbox"/>	<input type="checkbox"/>
B.2.9	Are certificates on first-aid qualification available? Are certificates on first-aid qualification available?	<input type="checkbox"/>	<input type="checkbox"/>
B.2.10	Are inspection documents for lifts and machinery available? Are inspection documents for lifts and machinery available?	<input type="checkbox"/>	<input type="checkbox"/>
B.2.11	Do you keep records of accidents and injuries? Do you keep records of accidents and injuries?	<input type="checkbox"/>	<input type="checkbox"/>
B.2.12	Is a business licence available? Is a business licence available?	<input type="checkbox"/>	<input type="checkbox"/>

B.2 Number of questions out of 12 answered with «Yes» or «No»

B.2 Number of questions out of 12 answered with «Yes» or «No»

B.3 Working Time
B.3 Working Time

Questions	Questions	Please mark	
		Please mark	
		Yes	No
B.3.1	What is the regular number of working hours per working week in your company? Hours: What is the regular number of working hours per working week in your company? Hours:		
	What is the statutory number of working hours per working week in your country? Hours: What is the statutory number of working hours per working week in your country? Hours:		
	Are working hours in compliance with statutory laws and regulations? Are working hours in compliance with statutory laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>

Yes	No	NA = Not Applicable
Yes	No	NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.

The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.

BSCI Self Assessment Part IV Self-Assessment	Name of BSCI Member	Name of Company/Supplier	Date	Page
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Questions		Please mark	
		Yes	No
B.3.2	What is the regular number of working days per working week in your company?	Days:	
	What is the regular number of working days per working week in your company?	Days:	
	What is the statutory number of working days per working week in your country?	Days:	
	What is the statutory number of working days per working week in your country?	Days:	
	Are working days in compliance with statutory laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>
	Are working days in compliance with statutory laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>
B.3.3	What is the average amount of overtime hours per week?	Hours:	
	What is the average amount of overtime hours per week?	Hours:	
	What is the maximum amount of overtime hours per week defined by your national labour laws?	Hours:	
	What is the maximum amount of overtime hours per week defined by your national labour laws?	Hours:	
	Are hours worked overtime in compliance with statutory laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>
	Are hours worked overtime in compliance with statutory laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>
B.3.4	Is ensured that the maximum amount of working hours for the workforce does not exceed 48 hours of regular working time plus 12 hours of overtime a week in the case that there are no stronger legal regulations?	<input type="checkbox"/>	<input type="checkbox"/>
	Is ensured that the maximum amount of working hours for the workforce does not exceed 48 hours of regular working time plus 12 hours of overtime a week in the case that there are no stronger legal regulations?	<input type="checkbox"/>	<input type="checkbox"/>
B.3.5	Are employees provided with at least one free day following six consecutive days worked?	<input type="checkbox"/>	<input type="checkbox"/>
	Are employees provided with at least one free day following six consecutive days worked?	<input type="checkbox"/>	<input type="checkbox"/>
B.3 Number of questions out of 5 answered with «Yes» or «No»			
B.3 Number of questions out of 5 answered with «Yes» or «No»			

Yes	No	NA = Not Applicable
Yes	No	NA = Not Applicable
Conformity with requirements.	Deviation from requirements.	Requirements do not match to the company structure.
Conformity with requirements.	Deviation from requirements.	Requirements do not match to the company structure.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		

BSCI Self Assessment Part IV Self-Assessment	Name of BSCI Member	Name of Company/Supplier	Date	Page
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B.4 Compensation
B.4 Compensation

Questions	Please mark		
	Please mark		
	Yes	No	
B.4.1	What is the lowest basic wage for regular working time paid in the company for regular fulltime workers/employees? Amount: Currency: What is the lowest basic wage for regular working time paid in the company for regular fulltime workers/employees? Amount: Currency:		
	What is the statutory minimum wage for the regular working time per month for regular fulltime employees? Amount: Currency: What is the statutory minimum wage for the regular working time per month for regular fulltime employees? Amount: Currency:		
	Is every employee paid at least the statutory minimum wage? Is every employee paid at least the statutory minimum wage?	<input type="checkbox"/>	<input type="checkbox"/>
B.4.2	What are the overtime supplements paid in your company? Amount: Currency: What are the overtime supplements paid in your company? Amount: Currency:		
	What are the overtime supplements required by law? Amount: Currency: What are the overtime supplements required by law? Amount: Currency:		
	Are the required overtime supplements paid to all employees? Are the required overtime supplements paid to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
B.4.3	Do all employees receive paid leave according to statutory regulations? Do all employees receive paid leave according to statutory regulations?	<input type="checkbox"/>	<input type="checkbox"/>
B.4.4	Do all pregnant employees receive statutory maternity benefits and maternity leave? Do all pregnant employees receive statutory maternity benefits and maternity leave?	<input type="checkbox"/>	<input type="checkbox"/>
B.4.5	Do you pay the statutory contribution for all employees to social insurance funds? (e.g. health insurance, retirement benefits, unemployment insurance, accident insurance or others) Do you pay the statutory contribution for all employees to social insurance funds? (e.g. health insurance, retirement benefits, unemployment insurance, accident insurance or others)	<input type="checkbox"/>	<input type="checkbox"/>

Yes	No	NA = Not Applicable
Yes	No	NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual. The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		

BSCI Self Assessment Part IV Self-Assessment	Name of BSCI Member	Name of Company/Supplier	Date	Page
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B.4.6	Do all employees receive a written and transparent information on wages and terms of payment upon employment?	<input type="checkbox"/>	<input type="checkbox"/>
	Do all employees receive a written and transparent information on wages and terms of payment upon employment?		

Questions	Questions	Please mark	
		Yes	No
B.4.7	Do all employees receive a written pay slip indicating the amount in the official currency? Do all employees receive a written pay slip indicating the amount in the official currency?	<input type="checkbox"/>	<input type="checkbox"/>
B.4.8	Do you have social contributions to employees (health insurance, pension fund, child care, education etc.) Do you have social contributions to employees (health insurance, pension fund, child care, education etc.)	<input type="checkbox"/>	<input type="checkbox"/>

B.4 Number of questions out of 8 answered with «Yes» or «No»
B.4 Number of questions out of 8 answered with «Yes» or «No»

B.5 Child Labour / Young Employees
B.5 Child Labour / Young Employees

Questions	Questions	Please mark	
		Yes	No
B.5.1	What is the age of the youngest employee? What is the age of the youngest employee? Age: Age:		
	What is the statutory minimum age for employment? What is the statutory minimum age for employment? Age: Age:		
	Do all employees employed by your company have at least the minimum age required by law? Do all employees employed by your company have at least the minimum age required by law?	<input type="checkbox"/>	<input type="checkbox"/>
B.5.2	Are ID cards and/or birth certificates or other documents checked in order to assure that only employees are hired who are above the legal minimum age? Are ID cards and/or birth certificates or other documents checked in order to assure that only employees are hired who are above the legal minimum age?	<input type="checkbox"/>	<input type="checkbox"/>

Yes	No	NA = Not Applicable
Yes	No	NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.

The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.

The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.

BSCI Self Assessment Part IV Self-Assessment	Name of BSCI Member	Name of Company/Supplier	Date	Page
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B.5.3	Do you collect and file the personal data of all employees? Do you collect and file the personal data of all employees?	<input type="checkbox"/>	<input type="checkbox"/>
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Questions	Please mark	Please mark	
		Yes	No
B.5.4	Are the legal regulations for protection of young workers apprentices (e.g. educational programme, theoretical lessons, working hours, wages) observed? Are the legal regulations for protection of young workers apprentices (e.g. educational programme, theoretical lessons, working hours, wages) observed?	<input type="checkbox"/>	<input type="checkbox"/>
	How many young employees are employed in your company (employees below the age of 18 - national laws to be considered)? How many young employees are employed in your company (employees below the age of 18 - national laws to be considered)?	No.:	No.:

B.5 Number of questions out of 4 answered with «Yes» or «No»		
B.5 Number of questions out of 4 answered with «Yes» or «No»		

B.6 Forced Labour / Disciplinary Measures / Prison Labour
B.6 Forced Labour / Disciplinary Measures / Prison Labour

Questions	Please mark	Please mark	
		Yes	No
B.6.1	Are employees allowed to leave the factory premises after work at any time as far as in compliance with statutory regulations? Are employees allowed to leave the factory premises after work at any time as far as in compliance with statutory regulations?	<input type="checkbox"/>	<input type="checkbox"/>
B.6.2	Does your company return original documents of employees, such as ID-cards, passports or birth certificates to the employees after hiring procedure? Does your company return original documents of employees, such as ID-cards, passports or birth certificates to the employees after hiring procedure?	<input type="checkbox"/>	<input type="checkbox"/>
B.6.3	Are your employees free of monetary deposits to your company? Are your employees free of monetary deposits to your company?	<input type="checkbox"/>	<input type="checkbox"/>

Yes Yes	No No	NA = Not Applicable NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.

The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.

BSCI Self Assessment Part IV Self-Assessment	Name of BSCI Member	Name of Company/Supplier	Date	Page
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B.6 Number of questions out of 3 answered with «Yes» or «No»		
B.6 Number of questions out of 3 answered with «Yes» or «No»		

B.7 Freedom of association and right to collective bargaining
B.7 Freedom of association and right to collective bargaining

Questions	Please mark	
	Yes	No
B.7.1 Does your company tolerate the employee's right to freely join and take action or form workers' organisations including union(s) of their own choosing without previous authorisation of your company and within the legal framework? Does your company tolerate the employee's right to freely join and take action or form workers' organisations including union(s) of their own choosing without previous authorisation of your company and within the legal framework?	<input type="checkbox"/>	<input type="checkbox"/>
B.7.2 If the rights to freedom of association and collective bargaining are restricted by law, are parallel means of independent and free organising and bargaining allowed (ILO Conventions 87, 98, 135)? If the rights to freedom of association and collective bargaining are restricted by law, are parallel means of independent and free organising and bargaining allowed (ILO Conventions 87, 98, 135)?	<input type="checkbox"/>	<input type="checkbox"/>
B.7.3 Do representatives of workers' organisations respectively unions have access to members in the workplace within the legal framework? Do representatives of workers' organisations respectively unions have access to members in the workplace within the legal framework?	<input type="checkbox"/>	<input type="checkbox"/>
B.7.4 Are employees allowed to bargain collectively according to statutory legal regulations? Are employees allowed to bargain collectively according to statutory legal regulations?	<input type="checkbox"/>	<input type="checkbox"/>
B.7.5 Do employees have the possibility to complain (about minor and major problems)? Do employees have the possibility to complain (about minor and major problems)?	<input type="checkbox"/>	<input type="checkbox"/>

B.7 Number of questions out of 5 answered with «Yes» or «No»		
B.7 Number of questions out of 5 answered with «Yes» or «No»		

Yes Yes	No No	NA = Not Applicable NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		

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B.8 Discrimination
B.8 Discrimination

Questions	Please mark	
	Yes	No
B.8.1 Does your company guarantee that no discrimination based on age, caste, disability, ethnic and national origin, gender, membership in workers' organisations including unions, political affiliation, race, religion, sexual orientation, social background, and other personal characteristics? (ILO Conventions 100 and 111) Does your company guarantee that no discrimination based on age, caste, disability, ethnic and national origin, gender, membership in workers' organisations including unions, political affiliation, race, religion, sexual orientation, social background, and other personal characteristics? (ILO Conventions 100 and 111)	<input type="checkbox"/>	<input type="checkbox"/>
B.8.2 Are all employees treated with dignity and respect? Are all employees treated with dignity and respect?	<input type="checkbox"/>	<input type="checkbox"/>
B.8.3 Are all employees treated equally in compensation, benefits, hiring procedure, job assignment, retirement provisions, access to services etc. (independent of gender, religion, age, union membership, race, caste, national origin, disability, sexual orientation or political affiliation)? Are all employees treated equally in compensation, benefits, hiring procedure, job assignment, retirement provisions, access to services etc. (independent of gender, religion, age, union membership, race, caste, national origin, disability, sexual orientation or political affiliation)?	<input type="checkbox"/>	<input type="checkbox"/>
B.8.4 Is ensured that no sexual-harassment is tolerated in your company? Is ensured that no sexual-harassment is tolerated in your company?	<input type="checkbox"/>	<input type="checkbox"/>

B.8 Number of questions out of 4 answered with «Yes» or «No»		
B.8 Number of questions out of 4 answered with «Yes» or «No»		

Yes	No	NA = Not Applicable
Yes	No	NA = Not Applicable
Conformity with requirements.	Deviation from requirements.	Requirements do not match to the company structure.
Conformity with requirements.	Deviation from requirements.	Requirements do not match to the company structure.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		

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B.9 Working Conditions B.9 Working Conditions
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Questions	Please mark	
	Yes	No
B.9.1 Are statutory laws and regulations regarding working conditions observed? Are statutory laws and regulations regarding working conditions observed?	<input type="checkbox"/>	<input type="checkbox"/>
B.9.2 Does your company provide hygienic working environment and the best possible protection for employees' health and safety? Does your company provide hygienic working environment and the best possible protection for employees' health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
B.9.3 Is a ventilation system in use in the production areas? Is a ventilation system in use in the production areas?	<input type="checkbox"/>	<input type="checkbox"/>
B.9.4 Are production areas and offices sufficient lit? Are production areas and offices sufficient lit?	<input type="checkbox"/>	<input type="checkbox"/>
B.9.5 Is the production area cleaned regularly? Is the production area cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>

B.9 Number of questions out of 5 answered with «Yes» or «No»		
B.9 Number of questions out of 5 answered with «Yes» or «No»		

B.10 Health and Social Facilities B.10 Health and Social Facilities
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Yes	No	NA = Not Applicable
Yes	No	NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual. The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		

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Questions	Questions	Please mark	
		Please mark	
		Yes	No
B.10.1	Is a basic medical supply provided for employees? Is a basic medical supply provided for employees?	<input type="checkbox"/>	<input type="checkbox"/>
B.10.2	Do employees have access to an appropriate, clean area for eating/cooking? Do employees have access to an appropriate, clean area for eating/cooking?	<input type="checkbox"/>	<input type="checkbox"/>
B.10.3	Are clean toilets provided in adequate numbers for all employees, lockable or separated by gender? Are clean toilets provided in adequate numbers for all employees, lockable or separated by gender?	<input type="checkbox"/>	<input type="checkbox"/>
B.10.4	Are clean washing (e.g. washing rooms, showers) and changing facilities, lockable or separated by gender provided? Are clean washing (e.g. washing rooms, showers) and changing facilities, lockable or separated by gender provided?	<input type="checkbox"/>	<input type="checkbox"/>

Questions	Questions	Please mark	
		Please mark	
		Yes	No
B.10.5	Are first-aid boxes available in all areas of the company premises? Are first-aid boxes available in all areas of the company premises?	<input type="checkbox"/>	<input type="checkbox"/>
B.10.6	Is regular first aid training provided to employees? Is regular first aid training provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>
B.10.7	Are emergency numbers displayed in the company premises? Are emergency numbers displayed in the company premises?	<input type="checkbox"/>	<input type="checkbox"/>

B.10 Number of questions out of 7 answered with «Yes» or «No»		
B.10 Number of questions out of 7 answered with «Yes» or «No»		

B.11 Occupational Health and Safety B.11 Occupational Health and Safety
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Yes	No	NA = Not Applicable
Yes	No	NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.

The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.

The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.

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Questions	Please mark	
	Please mark	
	Yes	No
B.11.1 Has your company appointed a qualified person who is responsible for health and safety of all employees, and implementation of the health and safety requirements? Has your company appointed a qualified person who is responsible for health and safety of all employees, and implementation of the health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.2 Is ensured, that the employees' health is not endangered by work processes and/or the working environment? Is ensured, that the employees' health is not endangered by work processes and/or the working environment?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.3 Is adequate personal protective equipment such as goggles, gloves, earplugs, boots and protective clothing available at company cost? Is adequate personal protective equipment such as goggles, gloves, earplugs, boots and protective clothing available at company cost?	<input type="checkbox"/>	<input type="checkbox"/>
If employees have to pay for protective equipment, please indicate the amount: If employees have to pay for protective equipment, please indicate the amount:		
B.11.4 Are employees urged to use the protective equipment? Are employees urged to use the protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.5 Is health and safety training regularly conducted and recorded? Is health and safety training regularly conducted and recorded?	<input type="checkbox"/>	<input type="checkbox"/>

Yes	No	NA = Not Applicable
Yes	No	NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		

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Questions	Please mark	
	Please mark	
	Yes	No
B.11.6 Is guaranteed that all employees are adequately informed about the danger and trained in proper handling of hazardous and/or poisonous substances and chemicals? Is guaranteed that all employees are adequately informed about the danger and trained in proper handling of hazardous and/or poisonous substances and chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.7 Are all chemical substances labelled and safely stored? Are all chemical substances labelled and safely stored?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.8 Is guaranteed that employees cannot be harmed by electric installations or cables? (no danger to trip over them or of strangulation)? Is guaranteed that employees cannot be harmed by electric installations or cables? (no danger to trip over them or of strangulation)?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.9 Are high voltage signs properly installed where needed (e.g. main power point, main fuse box)? Are high voltage signs properly installed where needed (e.g. main power point, main fuse box)?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.10 Is a sufficient number of functioning fire fighting equipment installed? Is a sufficient number of functioning fire fighting equipment installed?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.11 Are fire extinguishers inspected and maintained regularly? Are fire extinguishers inspected and maintained regularly?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.12 Are fire and evacuation drills carried out regularly? (at least annually) Is a sufficient number of employees trained in fire fighting practice? Are fire and evacuation drills carried out regularly (at least annually)? Is a sufficient number of employees trained in fire fighting practice?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.13 Are escape routes conspicuously marked? Are escape routes conspicuously marked?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.14 Are escape routes/aisles unblocked or freely accessible? Are escape routes/aisles unblocked or freely accessible?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.15 Are evacuation plans posted in every workshop? Are evacuation plans posted in every workshop?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.16 Are emergency exits properly marked? Are emergency exits properly marked?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.17 Are emergency exits easily accessible and unblocked? Are emergency exits easily accessible and unblocked?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.18 Is the number of emergency exits appropriate to secure evacuation of the work force in emergency cases? Is the number of emergency exits appropriate to secure evacuation of the work force in emergency cases?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.19 Are machinery and power generators equipped with the necessary measures to protect employees from injuries? Are machinery and power generators equipped with the necessary measures to protect employees from injuries?	<input type="checkbox"/>	<input type="checkbox"/>

Yes	No	NA = Not Applicable
Yes	No	NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		

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B.11.20 Are employees operating machinery and power generators are trained in safety regulations and operating procedures? Are employees operating machinery and power generators trained in safety regulations and operating procedures?		
B.11.21 Is ensured that machinery and power generators are in good condition and maintained regularly? Is ensured that machinery and power generators are in good condition and maintained regularly?	<input type="checkbox"/>	<input type="checkbox"/>
B.11.22 Is it ensured that steam boilers run by gas, oil, coal or other inflammable fuel are not installed close to dormitories, emergency exits, escape routes, staircases? Is it ensured that steam boilers run by gas, oil, coal or other inflammable fuel are not installed close to dormitories, emergency exits, escape routes, staircases?	<input type="checkbox"/>	<input type="checkbox"/>
B.11 Number of questions out of 22 answered with «Yes» or «No»		
B.11 Number of questions out of 22 answered with «Yes» or «No»		

B.12 Dormitories
B.12 Dormitories

Questions	Please mark	
	Yes	No
B.12.1 What is the average space in the dormitories per occupant? What is the average space in the dormitories per occupant?	Space and unit of measurement:	
What is the statutory legal requirement for dormitories on space per occupant? What is the statutory legal requirement for dormitories on space per occupant?	Space and unit of measurement:	
Is the space provided in dormitories in compliance with statutory laws and regulations? Is the space provided in dormitories in compliance with statutory laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>

Yes Yes	No No	NA = Not Applicable NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		

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Questions Questions	Please mark	
	Please mark	
	Yes	No
B.12.2 Are dormitories separated from production area and warehouses? Are dormitories separated from production area and warehouses?	<input type="checkbox"/>	<input type="checkbox"/>
B.12.3 Are the sleeping quarters segregated by gender? Are the sleeping quarters segregated by gender?	<input type="checkbox"/>	<input type="checkbox"/>
B.12.4 Are the dormitories clean and safe? Are the dormitories clean and safe?	<input type="checkbox"/>	<input type="checkbox"/>
B.12.5 Are parameters such as ventilation, lighting, washing facilities, toilets etc. applicable for the production areas and offices are also observed for the dormitories? Are parameters such as ventilation, lighting, washing facilities, toilets etc. applicable for the production areas and offices are also observed for the dormitories?	<input type="checkbox"/>	<input type="checkbox"/>

B.12 Number of questions out of 5 answered with «Yes» or «No»		
B.12 Number of questions out of 5 answered with «Yes» or «No»		

B.13 Environment B.13 Environment
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Questions Questions	Please mark	
	Please mark	
	Yes	No
B.13.1 Is effluent treated as per statutory laws and regulations to prevent environmental pollution? Is effluent treated as per statutory laws and regulations to prevent environmental pollution?	<input type="checkbox"/>	<input type="checkbox"/>
B.13.2 Are emissions in compliance with statutory laws and regulations? Are emissions in compliance with statutory laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>
B.13.3 Is waste managed and disposed of in compliance with statutory regulations? Is waste managed and disposed of in compliance with statutory regulations?	<input type="checkbox"/>	<input type="checkbox"/>
B.13.4 Is ensured that chemicals are stored in a way that they do not leak into the ground? Is ensured that chemicals are stored in a way that they do not leak into the ground?	<input type="checkbox"/>	<input type="checkbox"/>

B.13 Number of questions out of 4 answered with «Yes» or «No»		
B.13 Number of questions out of 4 answered with «Yes» or «No»		

Yes Yes	No No	NA = Not Applicable NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		

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B.14 Additional comments
B.14 Additional comments

Please use this field to describe additional initiatives on social responsibility, welfare activities or health & safety issues or make any other comments.

Please use this field to describe additional initiatives on social responsibility, welfare activities or health & safety issues or make any other comments.

Yes Yes	No No	NA = Not Applicable NA = Not Applicable
Conformity with requirements. Conformity with requirements.	Deviation from requirements. Deviation from requirements.	Requirements do not match to the company structure. Requirements do not match to the company structure.
The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual. The more questions you could answer with yes, the better you are prepared for an BSCI-Audit. If you have to answer questions with «No» there is still a need for action. For support please use the Management Manual.		

Appendix C – Supplier Certificate Hang On Code of Conduct

Supplier Certificate for Hang On Code of Conduct

Company: _____

Name: _____

Address: _____

Homepage: _____

Telephone: _____

Email: _____

We, the undersigned, hereby confirm that we fulfil the requirements given in the Hang On Code of Conduct version 1.1 2011. If we have any reservations or comments, we give it in the below box.

We confirm also confirm, that if Hang On Code of Conduct is not followed there will be financial and legal consequences for our company.

We understand that this certificate runs for a period up to 2 years from the date of our approval and it will be review by audits from Hang On, by visit and/or tests. If anything in the production or product is changed we will - with no hesitation - inform Hang On A/S.

All individual order MUST be documented with traceability to each factory or line in the factory.

Date	Position in company/signature of acceptance responsible person	Comments
		<input type="checkbox"/> No <input type="checkbox"/> Yes

Comments to Hang On Code of Conduct

Please as detailed as possible and use more pages if necessary

Approved by Hang On A/S		
Date	Initials	Comments