

## SEDEX AUDIT CHECKLIST DOCUMENTATION

S.NO.	Detailed Description	Desktop Followup NC
1	Factory License/Shop Establishment	Desktop
2	Approved Building Layout	Desktop
3	Building Stability Cert	Desktop
4	Fire NOC Certificate lic	Desktop
5	Pollution NOC	Desktop
6	ESI Registration	Desktop
7	PF Registration	Desktop
8	GST Copy	Desktop
9	Electricity Bill current Date	Desktop
10	Partnership Deed/MOA/AOA/Momerendum	Desktop
11	Standing Order as per the Factory Act	Desktop
12	IBR Boiler Approval with trained Operator	Followup
13	Contractor Licence & Aggrement in case external Service	Followup

14	Contractor ESI   PF Regesteration in case external Service	Followup
15	Security Guard Contract & Agremeent Copy	Followup
16	Wages Record last 12 Months	Followup
17	Muster roll Attendance Time In & Out last 12 Months	Followup
18	OVERTIME RECORDS last 12 Months	Followup
19	Leave Register(Form M) last 12 Months	Followup
20	Wages Slip last 12 Months	Followup
21	Appointment File-Contract Letter, ID Proof, CV, Appointment Letter, ESI & PF Number Details, Passport Size Photograph,	Followup
22	ESI Records last 12 Months	Followup
23	EPF last 12 Months	Followup
24	Bank Transfer Record before 7th of Every Month last 12 Months	Followup
25	Fine Record last 12 Month	Followup
26	Advance Payment Register(Form 12) last 12 Month	Followup
27	Gratutity Records	Followup

28	Bonus Records(Form C)	Followup
29	Materinity Benifut Record- Last 12 Month(in case female Labor)	Followup
30	First Aid Certificate Below 50 Labor-2 Below 100 Labor-4 Below 200 Labor-8 Below 500 Labor-12	Desktop
31	Fire Safety Training every Quarter Record with Photo evidences	Desktop
32	Medical Fittnes Certificate once in a 12 Months	Desktop
33	NABL Test Reports-Air Micro, Air Pollution, Drinking Water Test as per 10500 specs, Noise, Light Intensity of all Area, DG Set Stack Emission, Compressor Hydro Test,	Desktop
34	Record of Lime Washing	Desktop
35	Record of Suggestion Register	Desktop
36	Record of Complaints	Desktop
37	Record of Suplier ETI Codes with duly Sign & Stamp	Desktop
38	Record of Supplier Audit in refrence Social Compliances	Desktop
39	Master List of Supplier with Contact details	Desktop

40	Minor injuries/Accident Register Records(Form Number 15 or 26)	Desktop
41	List of Contactors, Sub Contactors	Desktop
42	Roles & responsibility in Organization	Desktop
43	TRAINING RECORDS-ETI Codes, First Aid, Fire Safety, Committee, Chemicals Safety Helath & Safety, PPE, Personel Hygiene	Desktop
44	List of Chemicals with Stock	Desktop
45	List of Machines with QTY	Desktop
46	List of Emergency Contacts details	Followup
47	List of Fire Equipments	Followup
48	Process Flow Chart of the Factory	Desktop
49	Pest Control Agreement with Records	Desktop
50	PPE replacement Records	Desktop
51	MSDS Copy of all Chemicals- Display & Filling in Record	Desktop
52	Emergency Exit in Factory	Followup
53	Deisel Storage Area Lock & Key, Storage above with Secondary Pallets	Followup

54	No Electrical Loose Wire	Desktop
55	MRM as per ETI	Desktop
56	Internal Audit as per ETI	Desktop
57	Risk Assesment of the Process Area	Desktop
58	Social Risk Assesment	Desktop
59	Enviornmental Risk Assesment	Desktop
60	Helath & Safety Committee	Desktop
61	Sexual Harassment Committee	Desktop
62	Worker Committee	Desktop
63	Grevience Committee	Desktop
64	Notice Board-Minium Legal Wages, ETI Code, List of Holiday, Emergency Contact Details, GST Certificate, Factory Abstracts	Desktop
65	Fire Safety Equipmets-Fire Cylinder (Minium Height 4.5 Feet top Pin)ABC, CO2, Fire Hose Reels, Fire Hydrants, Fire Sprinklers, Fire Buckets with Sand Filling, Fire Alaram with Power Backup with 2 km Range Hooter, Fire Proof Emergency Light Industrial Grade, Smoke Detector	Followup

66	Evacuation MAP-In local Language	Desktop
67	Policy Boards-All ETI Codes based	Desktop
68	Sign Boards Night Reflection-Entry, Exit, Emergency Exit, How to Use Fire Cylinders, How To use Fire Alaram, Zebra Boards for Fire Cylinders, Drinking Water, Washrroms -Male, Female, Chemical Area, Assembly Point, First Aid Box, Suggestion Box, Complaint Box, Meeting Room Complain Box SOP, First Use SOP, Suggestion Box SOP, Child Labor Prohibition Board with miniumum 14 year age Limit	Desktop