Fair Stone Auditor's Manual for Factories

Factory Data and Auditing Results

Auditor	
Date of Audit	
Type of Audit	First time: Failed Audit (max. 6 months after failed audit, re-audit only not fulfilled criteria): Re-Audit (3 Years after passed Audit):
Factory	
Factory Code	
Factory Location	
Exporting Company	
Exporter Code	
Importing Company	

Auditing Results	
Essential Points (31 Criteria)	
Total Points (283 Points)	

本人已经根据手册如实地审查了工厂（如上所示）。
本人保证会对第三方严格保密。

I have faithfully audited the factory (as indicated above) according to the manual.
I pledge myself to absolute secrecy towards third parties.

_____

审计师签字
Signature Auditor

- **According to the Fair Stone Standard accredited auditors have to audit registered Fair Stone Suppliers before these factories receive the final Fair Stone Certification. Auditors have to use this manual.**
- **The manual is based on the criteria of the Fair Stone Standard. Please refer to www.fairstone.org for further information Numbers in brackets refer to the standard (--).**
- e ⇨**This criterion is essential. Certification is not given if an essential criterion is not met. Essential criteria are coloured blue.**
- **The auditor uses the guidelines "how to audit" of FAIR STONE to score.**
- **The auditor gives points if the criteria is fulfilled:**

  0 points: The criterion is not fulfilled → less than 50%

  1 point: The criterion is fulfilled to a minimum → more than 50%

  2 points: The criterion is fulfilled to a satisfactory level → more than 70%

  3 points: The criterion is fulfilled to an excellent level → more than 90%

- **All 27 respectively 31 (in case subcontracted workers are employed) essential criteria have to be fulfilled at least to a minimum of 1 point. In total, 120 points have to be reached to pass the audit. The maximum amount is 268 points OR 283 with subcontracted workers.**

Supply Chain

- **The factories should be audited only once a year.**

- **Fair Stone Partners have to inform FAIR STONE when they commission an audit of a registered factory.**
- **The FAIR STONE Association is informed of the audit results at the same time as the FAIR STONE's Partners by the audit company (CC).**
- **FAIR STONE confirms that the factory can be audited or states the factory has been already audited during the last 12 months. If the FAIR STONE Partners have the same supplier and they know it from each other they can directly share costs when they ask for the audit or if the audit already took place - they can agree on their own how to handle the costs.**

Failed Audit

- **The audit should be repeated in a short period of time, max. 6 months. It is more efficient to have all failed criteria checked at once.**
- **Only those parts have to be re-audited which were not fulfilled during the first audit.**
- **Some failed criteria do not need to be checked during an on-site audit.**
- **The importer receives the final certificate only when the complete result is passed.**

Introductory Checks

Issue	No.	Criteria	Points	Remarks
Verification of Supplier Agreement				Supplier Agreement (blank sheet) in appendix.
	1.1	**Name of Fair Stone manager, address is correct.**		
	1.2	**Number of employees, including subcontracted employees, is correct.**		
	1.3	**Indicated type of stone material is correct (no others).**		
	1.4	**Indicated type of stone product is correct (no others).**		

Overall cleanliness and compliance

Issue	No.	Criteria	Points	Remarks
Overall performance of factory				See pictures in appendix.
	2.1	**A first walk through the factory shows that workshops are clean and well organised. Waste is not accumulated near workplaces. Equipment is stored adequately.**		
	2.2	**A first walk through the factory shows that passages are kept clean and clear. While walking from one workplace to the other you do not hit stones or other obstacles.**		
Compliance with national law and regulations				
	3.1	**The management has basic knowledge on laws and regulations.**		
	3.2	**Basic information on human and labour rights is provided to staff.**		
	3.3	**Employees have possibilities to complain about working conditions. (A suggestion box is installed. Ask employees if they are encouraged to use it)**		

Issue	No.	Criteria	Points	Remarks
Labour contract				
e	**4.1**	**The written employment register exists and is complete (21.2).**		Enter 'X' in the column 'Points' (a)-(f) to mark which criteria is fulfilled.
	4.2	**Check at least 3 working contracts or working agreements. (They contain the following information (21.1):**		
		(a) description of work		
		(b)） hours of work (max.48h/week)		
		(c) amount of pay and overtime rate		
		(d) any deductions		
		(e) holidays		
		(f) notice period		
		(g) type of social insurance		

Issue	No.	Criteria	Points	Remarks
Working hours, rest, vacations				
e	5.1	The company keeps an attendance record for each worker.		
	5.2	Regular weekly working hours do not exceed 48 hours. (Check at least 5 attendance records. How many hours workers worked per day during the last weeks (note under remarks)?		
	5.3	Workers have at least one day off every 6 days.		
	5.4	All overtime work is voluntary, does not exceed 12 hours per week, nor is requested on a regular basis. Check 5 attendance records: how many hours overtime during the last 3 months (note under remarks). Ask at least 5 workers if overtime work is voluntary.		
	5.5	All overtime is paid at least according to national law or sector agreements. (Check during inspection of wages, Point 6) Note the defined minimum overtime rate under remarks.		
	5.6	Ask at least 5 workers how many leave days they have taken last year (note under remarks). This is in accordance with the national law (dependant on length of service, i.e. 1-10 years: 5 working days; 10-20 years: 10 working days; over 20 years: 15 working days).		
	5.7	Ask at least 5 workers if they can take rest at public holidays.		

Issue	No.	Criteria	Points	Remarks
Wages for **A) permanent workers**				
e	6.1	**Ask at least 5 workers how much steady income (Regular Working hours of 48h/week. Overtime work is voluntary and must be paid higher than regular work; it shall not exceed 12h per week (max 60h/week) they have received in the near past (note under remarks). The amount is at least the legal minimum of wage. Payment modalities such as payout date should correspond to those outlined in the contracts. No unjust fees are levied.**		
	6.2	**Ask at least 5 workers if salaries/wages are paid in time (23.2). Payment modalities such as payout date should correspond to those outlined in the contracts.**		
	6.3	**Have workers faced wage reductions and if so why (note under remarks)? The reductions have to be justified.**		
e	6.4	**Workers who are paid according to piece work earn at least minimum wage (total of fixed rate plus piece work).** **How much have they worked during the last 3 months (note under remarks)?**		
Wages for **B) subcontracted workers**				只有在工厂雇佣外包工的情况下，才考虑 B) 部分。必须要达到"必要标准"才能通过审计。通常会计算 B) 部
	6.5	**The leader of subcontracted workers provides documentation on salaries and wages for each worker.**		

e	6.6	**Ask the leader of the subcontracted workers how much steady income (max. 48h/week) they have received in the near past (note under remarks). The amount is at least the legal minimum of wage.**		分的分数，但从审计结果中扣除该分数，以避免对没有雇佣外包工的工厂造成计分失衡。 Section B) will only be taken into account in case subcontracted workers are employed by the factory. Essential criteria have to be fulfilled to pass the audit. Points for Section B) will be normally counted but subtracted from the Auditing Results to avoid overreaching of factories which don't employ subcontracted workers..
	6.7	**Ask the leader of the subcontracted workers if salaries/wages are paid in time (23.2). Payment modalities such as payout date should correspond to those outlined in the contracts.**		
	6.8	**Have subcontracted workers faced wage reductions and if so why (note under remarks)? The reductions are justified.**		
e	6.9	**Workers who are paid according to piece work earn at least minimum wage (total of fixed rate plus piece work). How much have they worked during the last 3 months (note under remarks)?**		

Issue		No.	Criteria	Points	Remarks
Accident & Social insurance					
	e	7.1	All workers are covered under an accident insurance (commercial group accident insurance or similar) (ILO 102 and ILO 121)		
		7.2	Bank accounts sheets show that insurance premiums are paid by employer during the last year.		
		7.3	There are records of compensation claims for sickness or accidents, claimed by the employer and receipt confirmed by the respective worker		
	e	7.4	Social insurance is paid according to the local law (e.g. ESI/Employee State Insurance/ Pf Provident Fund or Pension Insurance/Medical Insurance (ILO 102 and ILO 121). Proof of ESI payments/other schemes is also checked for those employed via sub-contractors.		
Human rights and ILO conventions					
		8.1	Interview at least 5 employees. None of the 5 suffers from unequal treatment.		
	e	8.2	None of the employees is younger than 18 years. A structured age verification system is in place.		
	e	8.3	No indication for bonded/forced labour can be observed. (ILO 29 and ILO 105) Worker documents are not retained and workers are free to leave the company premises at all times.		

e	8.4	No discrimination (race, skin color, gender, religion, political beliefs, social origin etc.) (ILO111) & Prohibition of any kind of exploitation, mistreatment, insults or sexual harassment. Based on observations and confidential interviews.		
e	8.5	Different genders/all workers receive equal remuneration for tasks which require the same skill level. (ILO100)		
	8.6	Maternity Leave at pre- and post-delivery (according to local law, at least ILO183) is offered to employees.		

Organisation of Standard implementation & Stakeholder Dialogue				
e	**9.1**	**At least one OSH manager has been appointed which is documented by a signed risk assessment.**		
	9.2	**Interview the OSH manager if he/she has received training and has at least basic knowledge of his/her duties.**		
	9.3	**A written plan for OSH for the factory is available.**		
	9.4	**Appropriate safety signs have been installed and are located where necessary.**		见附件中的图片 See pictures in appendix.
	9.5	**Annual medical check-up is provided to all workers at risk.**		
e	**9.6**	**A rest area with no noise/dust pollution and shading is provided for workers lunch and rest.**		
e	**9.7**	**Information about grievance mechanisms offered by third parties is hanged up on notice boards and workers have confirmed knowledge of it.**		
	9.8	**Written Policies Anti-Child Labor, General Human Rights, Anti-Bribery and Anti- Corruption, Non-Discrimination Gender & Minorities are publicly displayed and signed by the management.**		
	9.9	**A grievance and reporting mechanism is available also for affected communities (SSCT 30049HR12)**		
	9.10	**Protection of socio-cultural sites from processing and extraction activities (SCCT10092 HR13)**		
Risk Assessment				见附件中的图片 See example in appendix.
	10.1	**A risk assessment has been done and documented; it is repeated on a yearly basis.**		

	10.2	Accidents that occurred during the last year have been documented. How many have happened? (note under remarks)		
Training and instruction				
	11.1	A written training plan exists in the factory (4.5).		
e	11.2	Any Training has taken place during last year. The held training sessions are recorded. Trainings took place during the working hours and there is no deduction in wages. Note under remarks how many people have received how many training hours during the last year.		
	11.3	Ask at least 5 workers if they have attended a workshop.		
	11.4	Special trainings for workers who operate at dangerous places have taken place and are recorded. Name under remarks those places/machines which require special instruction/training.		
Maintenance and inspection				
	12.1	Maintenance and inspection on the machinery is regularly done and documented.		
	12.2	User manuals for machinery are available.		
First aid and fire prevention				见附件中的图片 See pictures in appendix.
e	13.1	Fully equipped first aid boxes are available and in reach of employees (6.4 / 6.5). (See appendix for contents)		
	13.2	At least one out of 100 employees has basic first aid knowledge.		

	13.3	Training on first aid has taken place and is documented. Note under remarks how many trainings took place and how many employees have participated.		
e	13.4	At least one fire extinguisher within not more than 40m is in reach. Its expiry date is not exceeded. The maximum distance to a fire distinguisher does not apply for outdoor working places in which no fire or explosion hazards exist.		

Issue	No.	Criteria	Points	Remarks
Personal Protective Equipment (PPE)				见附件中的图片 See pictures in appendix.
		Identify work places at which specific PPE is necessary.		
e	14.1	**Safety helmets are in use where needed.**		
e	14.2	**Hearing protection is applied where necessary. (Protection with adequate noise reduction)**		
e	14.3	**Proper dust masks for silica are in use where needed. Proper masks prevent at least 95% of dust, like FFP2-N95 masks.**		
e	14.4	**Safety glasses are in use where needed.**		
	14.5	**Protective gloves are in use where needed.**		
	14.6	**Safety/Rubber Boots are in use where needed.**		
	14.7	**Waterproof clothes are in use where needed.**		
	14.8	**High visibility clothes are used if workers are endangered.**		
Workplace safety				见附件中的图片。 See picture in appendix.
	15.1	**All work places at risk are identified under criteria 10.1.** **At least one third of them has been inspected and proven that they are clean, not slippery and that protective equipment is in place and order.**		
	15.2	**Stone debris is properly stored away from work places.**		
e	15.3	**Workplaces fulfil basic requirements in regard to ergonomics, lightning, ventilation etc.**		
e	15.4	**The structural integrity of buildings is not compromised.**		

Issue	No.	Criteria	Points	Remarks
Silica dust and mineral dust				见附件中的图片 See picture in appendix.
e	16.1	**Wet processing and/or dust extraction equipment is installed and in working condition where concentration of dust endangers workers.**		
	16.2	**The company or a third-party measured air quality/emissions in the workplace and surroundings to ensure no negative impact from them. Mitigation strategies have been implemented to further reduce these emissions.**		
Noise and vibration				
	17.1	**If 85 decibels are exceeded at a workplace, workers are adequately protected.** **Take measures in at least 3 workplaces and document results under remarks.**		
	17.2	**Workers are not exposed to long-term high vibrations.**		
e	17.3	**The company or a third-party measured noise emissions in the workplace and surroundings to ensure no negative impact from them. Mitigation strategies have been implemented to further reduce these emissions.**		
Hazardous substances				
	18.1	**Hazardous substances (chemicals, others) are stored separately and safely and are visibly marked.**		
	18.2	**The company keeps a record of its usage of individual chemicals**		

	18.3	The company has trained personnel for the handling of chemicals and established procedures for safe handling (e.g. Storage with restricted access)		
e	18.4	The company has knowledge about Minamato-Treaty/Mercury. No product containing this is being used in the factory.		
e	18.5	The company has knowledge about Stockholm-Treaty/POPs. No persistent organic pollutants/POPs are used in the factory.		
e	18.6	The company has knowledge about Basler-Treaty/Toxic and hazardous waste. No toxic or hazardous waste is resulting from processing in the factory.		

Issue	No.	Criteria	Points	Remarks
Machinery and equipment				见附件中的图片。 See picture in appendix.
	19.1	**All moving machineries and tools are guarded with appropriate devices.**		
Electrical appliances				见附件中的图片。 See picture in appendix.
	20.1	**Electrical appliances and wiring is protected and covered so that workers cannot be exposed to electric shocks.**		

Issue	No.	Criteria	Points	Remarks
Transportation and storage				见附件中的图片。 See picture in appendix.
	21.1	**Transportation and lifting equipment is available to release workers from manual handling, where necessary.**		
	21.2	**Transportation and lifting devices are safe and maintained to avoid accidents.** **When they are in use, surrounding workers are not endangered by the machinery.**		
	21.3	**Natural stone products and their waste are correctly stored in order to prevent tilting, falling or slipping.**		
Social complements to production & Living Wage				
	22.1	**Free drinking water is available for every worker at all time.**		
	22.2	**Toilets, washing rooms and other sanitary Facilities are available and fulfil basic requirements (toilets with sewage access or at least pit latrines in rural areas).**		
	22.3	**When dormitories are provided to (migrant) workers, they fulfil basic criteria.**		
	22.4	**Payment of living wage to the workers, if the minimum wage is below the living wage (ILO 131). This takes into account all members of the household contributing to the income.**		*Indicate Living Wage for workers in the country or province according to ANKER METHOD:* *Actual Salary:*

Issue	No.	Criteria	Points	Remarks
Waste material				
	23.1	Management and work force take care that waste material is minimised during production process.		
	23.2	Waste material is promptly removed from workplaces and stored properly.		
	23.3	A strategy for the reuse of stone debris is available.		
	23.4	The company monitors their waste and residue streams. They collect quantitative data about non-recyclable and recyclable waste. A waste management plan is in place with the aim of reducing non-recyclable waste. Percentage of non-recyclable waste was reduced historically.		

Issue	No.	Criteria	Points	Remarks
Energy and water consumption				
	24.1	The company monitors their energy usage. An energy management plan is in place with the aim of reducing energy consumption, improving energy efficiency or increasing the share of renewable energy sources. Energy consumption was reduced historically. Management and work force take care that electricity consumption is minimised where possible.		
	24.2	The company monitors their water usage. A water management plan is in place with the aim of reducing water consumption further. Water consumption was reduced historically. Management and work force take care that water consumption is minimised where possible.		
	24.3	The company keeps track of their effects on the local water quality, or they have undergone an environmental impact assessment by a third party to verify no negative impact. Management and work force take care that water consumption is minimised where possible.		
	24.4	The company keeps track of their effects on the local water level, or they have undergone an environmental impact assessment by a third party to verify compliance with this.		
e	24.5	A sewage plant is operating and provides recycling of water.		见附件中的图片。 See picture in appendix.
	24.6	The sewage plant is clean and cleaned at least once per year. The stone mud is disposed properly.		

Pollution, Environmental Impact			
25.1	The plant and the environment are not covered with dust; thus the production process does not produce excessive emissions.		
25.2	The company operates under all national and local rules and regulations concerning their environmental impact.		
25.3	The company has all relevant and up-to-date licenses for the usage of environmental factory (water, land, etc.)		
25.4	The company specifically considered the impact on the environment in case of expansion of factory halls/premises; introduction of new processing or transport techniques etc.		

Supplier Agreement

Supplier Agreement (blank sheet) **Data of Fair Stone Supplier and its supply chain** **- All information is kept strictly confidential -**			
Factory Code in Fair Stone System (completed by Fair Stone):			
This Fair Stone Supplier is a factory: ☐ or quarry: ☐			
Address of Fair Stone factory / quarry:		Tel:	
		Fax:	
		e-mail:	
		contact person:	
Legal Entity / Business Reg. No.:			Year of foundation:
Total no. of employees:	No. of directly employed / permanent workers:		No. of seasonal / temporary workers:
待 Fair Stone 认证的材料清单（如 G603、G354 等）： List of material to be certified by Fair Stone (for example: G603, G354, etc.):			
List of factory products to be certified by Fair Stone: 1. 手加工制品（如栅栏等）： Handcrafted products (e.g. palisades, etc.): 2. 室内用抛光产品（如石砖等） Polished products for interior use (e.g. tiles, etc.): 3. 室外用切割产品（如板材等）： Cut products for outdoor use (e.g. slabs, etc.): 4. 其他： Others:			
Name of manager responsible for Fair Stone implementation:			
Name of Fair Stone exporting company in China / Vietnam / Turkey / India etc.:			
Name of Fair Stone importing company in Europe / North America:			

工厂不够整洁有序

This factory is not clean and well organised.

良好示例

This is a good example.

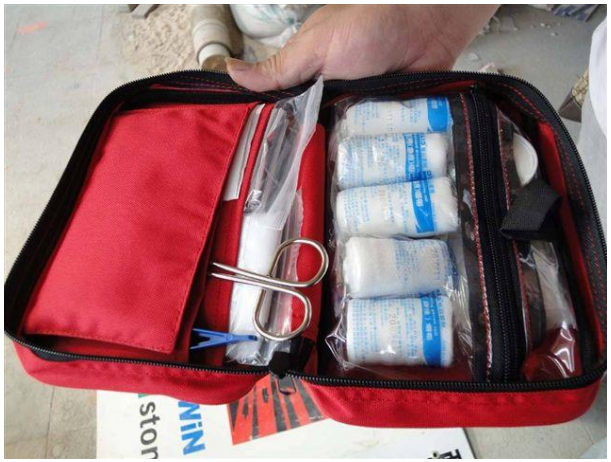
在正确位置放置的安全标识

Safety signs in good position.

基本已安装全部的重要安全标识，
但未放在正确位置

Nearly all important safety signs are installed
but not located where necessary.

风险评估示例， AO **Risk Assessment Example, WiN=WiN Fair Stone**			季度/日期 *Quarter /Date:*			
工厂 Factory:			编辑 *Editor:*			
第 1 步 Step 1 有哪些危险？ What are the hazards	**第 2 步 Step 2** 可能会伤害到哪些人？如何伤害？ Who might be harmed and how?	**第 3 步 Step 3** 已采取了哪些措施？ 列出已经实施的降低风险的措施。 What measures have been taken? List what is already in place to reduce the risk.	有必要采取哪些进一步的行动？ What further action is necessary?	**第 4 步 Step 4** 如何将评估落到实处？ 首先处理高风险危害。 How will you put the assessment into action? Deal with high-risk hazards first.		
				执行人 Action by who	执行时间 Action by when	完成时间 done
				安全工作人员 Safety officer	年/月 mm/yy	年/月 mm/yy



急救箱。First Aid box.

急救培训。Training on First Aid.

灭火器。Fire extinguishers.

工人穿戴个人防护设备，但防尘面罩不是 FFP2 面罩，且没有盖住鼻子

Workers are wearing PPE but dust masks are not FFP and are not covering the nose.

FFP2 面罩示例

Example of a FFP2 mask.

工人穿戴恰当的个人防护设备

Worker is wearing proper PPE.

没有妥善清理工作场所的碎石。
Stone debris is not properly stored away from work places.

湿式作业。
Wet processing.

锯片未安全方式存放。
Blades are not kept in a safe way.

无盖的开关箱 Uncovered switch box.

搬运装置 Transportation devices.

搬运装置 Transportation devices.

不安全的工作姿势
Unhealthy working position.

工人以不正确的姿势搬运石料
Workers are carrying stones in an ergonomic unhealthy position.

水循环设施
Water recycling facility.

Exemplary: Recommended Contents of a First-Aid Box				
1.Five Triangular bandages	**6.** Elastic bandage	**11.** Burn sheet/dressing	**16.** Alcohol prep pads	**21.** Safety pin for bandages
2. Sterile eye pads	**7.** Four Roller bandages 7.5 cm	**12.** Pairs of gloves (disposable/ non sterile)	**17.** Cetavlon	**22.** Thermometer
3. Non-sterile 4x4" gauze pads	**8.** Four Roller bandages 3 cm.	**13.** Stainless steel bandage scissors	**18.** Cotton buds	**23.** First aid manual
4. Sterile 4x4" gauze pads	**9.** Four Roller bandages 2.5 cm	**14.** Adhesive tape	**19.** Barrier device for CPR (pocket mask, face shield)	**24.** Waterproof waste bag
5. Sterile 10x10" gauze pads	**10.** Cold pack compress gel	**15.** Sterile multi-trauma dressing/gauze	**20.** Elastoplasts/sterile adhesive dressing	