

AUDIT-DATE- 01 Aug to 07 Aug 2023		AUDIT CHECKLIST			SA-8000-2014
Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
1)	CHILD LABOUR	CHECK THE AGE PROOF OF THE PERSONS WORKING [AGE SHOULD BE ABOVE 15 YEARS]	NO EMPLOYEE FOUND WORKING BELOW 15 YEARS OF AGE	YES	
		CHECK HOW SUBCONTRACTER'S EMPLOYEES ARE ALSO COVERED IN THIS ASPECT	PART OF THE CONTRACT	YES	
		IN CASE CHILD LABOUR IS AVAILABLE CHECK WHAT IS THE ACTION TAKEN FOR REMEDIATION OF CHILD LABOUR [SCHOOLING, FINANCIAL, SUPPORT	NO CHILD LABOUR IS EMPLOYED	YES	
		NO CHILD LABOUR SHALL BE ENGAGED	YES BEING IMPLEMENTED	YES	
		YOUNG WORKERS [AGE 15-18] CAN BE ENGAGED. THEY SHOULD BE ASSIGNED JOB WHICH ARE FIT FOR YOUNG PERSONS ONLY. YOUNG REGISTER IS TO MAINTAIN	ALL ARE ABOVE 18YRS OF AGE	YES	
		YOUNG WORKERS DUTY TIME AND SCHOOLING SHALL NOT EXCEED 10 HOURS. DUTY HOURS WILL NOT EXCEED 8 HOURS. NO NIGHT SHIFT IS ALLOWED	NOT APPLICABLE	YES	

	<b>CHILD LABOUR</b>	IF THERE IS ANY HAZARDOUS WORK-YOUNG WORKERS SHOULD NOT BE EXPOSED TO IT	NA	YES	
		IN THE ABSENSE OF AGE PROOF, THE COMPETENT MEDICAL AUTHORITY'S CERTIFICATE OF AGE CAN BE ACCEPTED	AGE PROOF IS AVAILABLE	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
2)	<b>FORCED AND COMPULSORY LABOUR</b>	COMPULSORY DEPOSIT OF MONEY TO BE EMPLOYED IN THIS JOB IS NOT ALLOWED	YES BEING IMPLEMENTED	YES	
		ASK EMPLOYEES WHETHER THEIR IDENTIY CARDS OR CERTIFICATES ARE HELD BY THE COMPANY AS A CONDITION FOR EMPLOYMENT	YES IT IS NOT PRACTISED	YES	
		THE COMPANY SHOULD NOT DEDUCT PART OF SALARY TO FORCE THE CONTINUATION OF THE WORKERS	YES IT IS NOT DONE	YES	
		CHECK WITH THE EMPLOYEES WHETHER SUCH DEDUCTIONS ARE DONE	YES CONFIRMED Not done	YES	
		CHECK WHETEHER SECURITY GUARDS ARE USED TO FORCE WORKERS TO REMAIN IN THE JOB	YES NOT PRACTISED	YES	
		COMPULSORY CONTINUATION IN THE JOB (BY NOT ALLOWING THE WORKERS WHO WANT TO LEAVE	YES FREE TO LEAVE	YES	
		CHECK WHETHER THE EMPLOYEES HAVE THE FREEDOM TO RESIGN AND GO AWAY IF THEY SO DESIRE. THERE SHOULD BE NO HINDRANCE ON THEM	YES FREE TO LEAVE	YES	
	<b>FORCED AND COMPULSORY LABOUR</b>	WHETHER PEOPLE OF EXTERNAL ORIGIN (WITHOUT PROPER PAPERS) ARE HELD AS EMPLOYEES?	NO	YES	
	<b>LABOUR</b>	WHETHER BONDED LABOUR SYSYTEM IS FOLLOWED BY ENGAGING ALL MEMBERS OF A FAMILY UNDER FORCIBLE	NO	YES	

		CONDITIONS			
		CAN WORKERS REFUSE OVERTIME?	YES	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
3)	HEALTH AND SAFETY	CHECK THE LIST OF CHEMICALS AND THEIR MSDS	CHECKED	Yes	
		WHETHER SAFETY PRECAUTIONS AS PER THE MSDS FOLLOWED?	YES FOLLOWED	Yes	
		WHETHER ADEQUATE PERSONAL PROTECTIVE EQUIPMENT ARE AVILABLE? (MASK, GLOVE ETC)	YES FOLLOWED	Yes	
		IS THERE AN OFFICER RESPOSIBLE FOR HEALTH AND SAFETY	YES ( EHS & HR)	Yes	
		ARE EMERGENCY EXITS MARKED CLEARLY?	YES	Yes	
		WHETHER HEALTH AND SAFFETY TRAINING HAS BEEN GIVEN	YES Records are maintained	Yes	
		WHETHER EMPLOYEES ARE AWARE OF THE HAZARDOUS ASSOCIATED WITH THEIR AREA OF OPERATION AND HOW TO PROTECT THEMSELVES?	YES	Yes	
	HEALTH AND SAFETY	WHETEHER ADEQUATE PERSONAL ARE TRAINED IN FIRE FIGHTING	YES	Yes	

		WHETHER ADEQUATE PERSONAL IS TRAINED IN FIRST AID TRAINING?	YES	Yes	
		WHETHER EMERGENCY PREPARDNESS PLAN IS AVAILABLE?	YES	Yes	
		WHETHER ACCIDENT REGISTER IS MAINTAINED?	YES	Yes	
		WHETHER EMERGENCY EVACUATION POINTS ARE IDENTIFIED?	YES	Yes	
		WHETHER SUFFICIENT FIRST AID BOXES ARE AVAILABLE?	YES	Yes	
		WHETEHER MOCK DRILLS HAVE BEEN CONDUCTED?	YES	Yes	
		FIRE CYLINDER EASILY ACCESSABLE	YES	Yes	
		MONTHLY FIRE EQUIPMENT STATUS PROPERLY	YES	Yes	
		EB - PANELS HAVE RUBBER MATT	YES	Yes	
		FIRE ALARM INSPECTED AND INSTRUCTIONS ARE DISPLAYED.	YES	Yes	
		WHETHER EMERGENCY PLAN AND THE MANUAL ARE AMENDED BASED ON EXPERIENCE	YES	Yes	

		WHETHER PREGNANT WOMEN AND FEEDING MOTHERS ARE GIVEN JOBS WHICH ARE FIT FOR THEIR STATE?	YES	YES	
		WHETHER PORTABLE DRINKING WATER IS PROVIDED?	YES	YES	
		WHETHER THE PATHWAYS HAVE BEEN PROPERLY IDENTIFIED AND FREE OF CLUTTER?	YES	YES	
		WHETHER DROMITORIES PROVIDED BY THE COMPANY ARE CLEAN, SAFE AND HAVE ADEQUATE TOILETS?	NA	YES	
		HAS THE COMPANY RISK ANALYSIS ON THE MATERIALS, PROCESSES AND THE EQUIPMENTS [HEALTH AND SAFETY]	YES	YES	
		IS CRECHE PROVIDED WHEN LEGALLY REQUIRED?	YES	YES	
	<b>HEALTH AND SAFETY</b>	IS SAFETY ASSEMBLY POINT IS SKETCH AT PREMISES?	YES	YES	
		FIRST AID MEDICINE USEAGE RECORD IS IDENTIFIED.	YES	YES	
		FIND AISELS FOR YELLOW MARKING	NO	YES	
		IS THESE SMOKE DETECTOR DEVICES ARE CONNECTED TO FIRE ALARM CONTROL PANEL AND CHECKED BY HSR?	YES	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
4)	FREEDOM OF ASSOCIATION AND RIGHT TO COLLECTIVE BARGAINING	WHETEHER UNIONS ARE ALLOWED IN THE COMPANY?	Yes	YES	
		HOW MANY UNIONS ARE THERE?	TWO	YES	
		ARE EMPLOYEES FREE TO JOIN UNIONS (AND THAT OF THEIR CHOICE)	Yes	YES	
		WHETHER WORKER REPRESENTATIVE ARE ELECTED?	Not in the control of company	YES	



Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
5)	<b>DISCRIMINATION</b>	WHETHER EQUAL PAY FOR EQUAL WORK IS GIVEN?	Yes	YES	
		HOW PROMOTION DECISIONS ARE MADE (AMONG WORKER CATEGORY)	Fair and Transparent	YES	
		WHETHER PEOPLE OF PARTICULAR RELIGION, REGION, AND SEX ARE DISCRIMINATED AGAINST?	No	YES	
		ARE PREGNANT WOMEN DISCRIMINATED AGAINST?	No	YES	
		ARE WOMEN DISMISSED WHEN FOUND PREGNANT?	No	YES	
		ARE WOMEN SUBJECTED TO SEXUAL HARASSMENT?	No Nil Incidences	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
6)	<b>DISCIPLINARY PRACTICES</b>	IS STANDING ORDER AVAILABLE?	Yes SOP	YES	
		ARE THEY FOLLOWED?	Yes	YES	
		HOW IS DISCIPLINARY ACTION TAKEN?	Principles of Natural Justice	YES	
		ARE FINES LEVIED AS PART OF DISCIPLINARY ACTION?	NO	YES	
		IS PHYSICAL PUNISHMENT LIKE BEATING, ILLEGAL CONFINEMENT ETC CARRIED OUT?	No	YES	
		WHAT ARE THE LEGAL CASES PENDING RELATED TO DISCIPLINARY ACTION?	NIL	YES	
		ARE EMPLOYEES PROVIDED A FAIR OPPORTUNITY TO EXPLAIN THEIR SIDE PRIOR TO DECISION ON DISCIPLINARY ACTION?	Yes	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
7)	WORKING HOURS	THE COMPANY EXCEEDS 8 HOURS DUTY PER DAY PER HEAD	NO	YES	
		WHAT ARE THE NORMAL OVERTIME HOURS?	4 Hrs	YES	
		WORK WEEK CANNOT EXCEED 48 HRS	Yes	YES	
		OVERTIME SHALL NOT EXCEED 12 HOURS PER WEEK	Yes	YES	
		IS ONE DAY WEEKLY OFF GIVEN	Yes	YES	
		HOW ARE WORKING HOURS TRACKED?	Biometric Punching system available	YES	
		WHAT IS THE MAXIMUM NUMBER OF CONSECUTIVE HOURS WORKED?	10 Hrs ( 8+2)	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
8)	RENUMERATION	IS MINIMUM WAGES AS PER REGULATION PAID?	Yes Salary sheet	YES	
		ARE THE MINIMUM WAGES MEETING THE LIVING WAGES [SEE GUIDANCE NOTE FOR CALCULATIONS]	Yes	YES	
		ARE THERE PAY SLIPS WITH FULL WAGE DETAILS? [INCLUDING EXPLANATION OF DEDUCTIONS]	Yes	YES	
		WHETHER PREMEUM RATES ARE PAID FOR OVERTIME	Yes	YES	
		SALARY PAY DATES TO EMPLOYEES	10 <sup>th</sup> of every month	YES	
		METHOD OF PAYMENTS	Directly credited to Bank Accounts	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
9)	MANAGEMENT SYSTEMS	IS THERE A DEFINED AND DOCUMENTED SA POLICY (IN LOCAL LANGUAGES ALSO)?	Yes Available in local language as well	YES	
		IS IT DISPLAYED PROMINENTLY?	Yes	YES	
		DOES IT INCLUDE A COMMITMENT TO MEET NATIONAL LAWS RELATED TO LABOUR WELFARE?	Yes	YES	
		IS THER A TOP MANGEMENT APPOINTED AS SA8000 MR?	Yes	YES	
		ARE THERE WORKER REPRESENTATIVES WHO CAN INTERACT WITH THE MANAGEMENT ON SA 8000 MATTERS	Yes	YES	
		IS THE REPRESENTATIVE FREELY ELECTED FROM AMONG WORKERS?	Yes	YES	
		ARE WORKERS COMMITTEE ESTABLISHED?	Yes	YES	
		ARE TOP MANAGEMENT REVIEWS CONDUCTED FORMALLY REGARDING SA 8000 PERFORMANC AND ARRIVE AT DECISION FOR IMPROVEMENT?	Yes	YES	

	IS WORKER TRAINING ON SA ASPECTS PROVIDED?	Yes	YES	
	IS SA PERFORMED MONITORED? AUDITED?	Yes	YES	
	ARE UNDERTAKINGS OBTAINED FROM SUPPLIERS AND SUB CONTRACTERS ON COMPLIANCE ON SA8000 REQUIREMENTS	Top 10 members undertaking obtained	YES	
	ARE SUPPLIERS CHECKED FOR MINIMUM SA REQUIREMENT COMPLIANCE PRIOR TO REGISTRATION	Yes	YES	
	ARE THERE HOME WORKERS?	NO	YES	
	WHETHER ALL WELFARES/SAFETY MEASURES ARE PROVIDED TO HOME WORKERS?	NA	YES	
	WHETHER HOME WORKER RECORDS ARE MAINTAINED BY THE COMPANY?	NA	YES	
	WHETHER AUDITS ARE CONDUCTED ON HOME WORKER?	NA	YES	
	ROOT CAUSE ANALYSIS IS DONE ON ALL CONCERN AND ACTION IS TAKEN TO AVOID RECURRENCE	Yes as per SOP	YES	
	IS THERE REGULAR COMMUNICATION WITH INTERESTED PARTIES ON SA 8000 PERFORMANCE?	Yes	YES	

		WHETHER COMPANY ENGAGES IN DIALOGUES WITH INTERESTED PARTIES ON SA COMPLIANCE	YES	YES	
		WHETHER COMPANY PROVIDES ACCESS TO AUDITORS TO VERIFY COMPLIANCE	Yes	YES	
	Legal License	CHECK AND VERIFY THE FIRE NO OBJECTION CERTIFICATE	Valid Fire NOC available	YES	
		CHECK AND VERIFY PCB-CONSENT FOR AIR AND WATER	Valid Consent for operation by Air & water available	YES	
	SPT TEAM	ESTABLISH SPT TEAM	Social Performance Team Available	YES	
		ROLES AND RESPONSIBILITIES DEFINED FOR SPT	Monitor the SA8000 activities	YES	
		SPT - TEAM IS DEFINED IN ORGANIZATION CHART AND APPOINTED BY MANAGEMENT	Organogram available	YES	
	Grievance / Suggestions	SUGESSTION /COMPLAINT BOX IS KEPT CONCERN AREA	Yes	YES	
		SUGGESTIION REGISTER AND COMPLAINT REGISTER MAINTAINED MONTHLY BASIS	Yes	YES	

	Stake holder Engagement	STAKE HOLDER ENGAGEMENT COMMUNICATION LETTER IS ESTABLISH	Yes	YES	
		STAKE HOLDER COMMUNICATION LETTER OBTAINED	Not obtained	YES	NC

NOTE: "OBS" means Observation "NC" means for Non-Conformity

Name of the Internal Auditor: R KUMAR

Sign:

Date:

*R Kumar*  
**R KUMAR**  
**SA 8000 - INT. AUDITOR**  
**FOR QA TECHNOLOGICAL SERVICES INDIA**  
*R Kumar*  
**( AUTHORISED SIGNATORY )**

Name of the Auditee: **MAHESH PATTANSHETTY**

Designation: SR. MANAGER HR

Sign:

Date:

*A Mahesh*



AUDIT-DATE- 01 Aug to 07 Aug 2023		AUDIT CHECKLIST			SA-8000-2014
Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
1)	CHILD LABOUR	CHECK THE AGE PROOF OF THE PERSONS WORKING [AGE SHOULD BE ABOVE 15 YEARS]	NO EMPLOYEE FOUND WORKING BELOW 15 YEARS OF AGE	YES	
		CHECK HOW SUBCONTRACTER'S EMPLOYEES ARE ALSO COVERED IN THIS ASPECT	PART OF THE CONTRACT	YES	
		IN CASE CHILD LABOUR IS AVAILABLE CHECK WHAT IS THE ACTION TAKEN FOR REMEDIATION OF CHILD LABOUR [SCHOOLING, FINANCIAL, SUPPORT	NO CHILD LABOUR IS EMPLOYED	YES	
		NO CHILD LABOUR SHALL BE ENGAGED	YES BEING IMPLEMENTED	YES	
		YOUNG WORKERS [AGE 15-18] CAN BE ENGAGED. THEY SHOULD BE ASSIGNED JOB WHICH ARE FIT FOR YOUNG PERSONS ONLY. YOUNG REGISTER IS TO MAINTAIN	ALL ARE ABOVE 18YRS OF AGE	YES	
		YOUNG WORKERS DUTY TIME AND SCHOOLING SHALL NOT EXCEED 10 HOURS. DUTY HOURS WILL NOT EXCEED 8 HOURS. NO NIGHT SHIFT IS ALLOWED	NOT APPLICABLE	YES	

	<b>CHILD LABOUR</b>	IF THERE IS ANY HAZARDOUS WORK-YOUNG WORKERS SHOULD NOT BE EXPOSED TO IT	NA	YES	
		IN THE ABSENSE OF AGE PROOF, THE COMPETENT MEDICAL AUTHORITY'S CERTIFICATE OF AGE CAN BE ACCEPTED	AGE PROOF IS AVAILABLE	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
2)	<b>FORCED AND COMPULSORY LABOUR</b>	COMPULSORY DEPOSIT OF MONEY TO BE EMPLOYED IN THIS JOB IS NOT ALLOWED	YES BEING IMPLEMENTED	YES	
		ASK EMPLOYEES WHETHER THEIR IDENTIY CARDS OR CERTIFICATES ARE HELD BY THE COMPANY AS A CONDITION FOR EMPLOYMENT	YES IT IS NOT PRACTISED	YES	
		THE COMPANY SHOULD NOT DEDUCT PART OF SALARY TO FORCE THE CONTINUATION OF THE WORKERS	YES IT IS NOT DONE	YES	
		CHECK WITH THE EMPLOYEES WHETHER SUCH DEDUCTIONS ARE DONE	YES CONFIRMED Not done	YES	
		CHECK WHETEHER SECURITY GUARDS ARE USED TO FORCE WORKERS TO REMAIN IN THE JOB	YES NOT PRACTISED	YES	
		COMPULSORY CONTINUATION IN THE JOB (BY NOT ALLOWING THE WORKERS WHO WANT TO LEAVE	YES FREE TO LEAVE	YES	
		CHECK WHETHER THE EMPLOYEES HAVE THE FREEDOM TO RESIGN AND GO AWAY IF THEY SO DESIRE. THERE SHOULD BE NO HINDRANCE ON THEM	YES FREE TO LEAVE	YES	
	<b>FORCED AND COMPULSORY LABOUR</b>	WHETHER PEOPLE OF EXTERNAL ORIGIN (WITHOUT PROPER PAPERS) ARE HELD AS EMPLOYEES?	NO	YES	
WHETHER BONDED LABOUR SYSYTEM IS FOLLOWED BY ENGAGING ALL MEMBERS OF A FAMILY UNDER FORCIBLE		NO	YES		

		CONDITIONS			
		CAN WORKERS REFUSE OVERTIME?	YES	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
3)	HEALTH AND SAFETY	CHECK THE LIST OF CHEMICALS AND THEIR MSDS	CHECKED	Yes	
		WHETHER SAFETY PRECAUTIONS AS PER THE MSDS FOLLOWED?	YES FOLLOWED	Yes	
		WHETHER ADEQUATE PERSONAL PROTECTIVE EQUIPMENT ARE AVAILABLE? (MASK, GLOVE ETC)	YES FOLLOWED	Yes	
		IS THERE AN OFFICER RESPONSIBLE FOR HEALTH AND SAFETY	YES ( EHS & HR)	Yes	
		ARE EMERGENCY EXITS MARKED CLEARLY?	YES	Yes	
		WHETHER HEALTH AND SAFFETY TRAINING HAS BEEN GIVEN	YES Records are maintained	Yes	
		WHETHER EMPLOYEES ARE AWARE OF THE HAZARDOUS ASSOCIATED WITH THEIR AREA OF OPERATION AND HOW TO PROTECT THEMSELVES?	YES	Yes	
	HEALTH AND SAFETY	WHETEHER ADEQUATE PERSONAL ARE TRAINED IN FIRE FIGHTING	YES	Yes	

	WHETHER ADEQUATE PERSONAL IS TRAINED IN FIRST AID TRAINING?	YES	Yes	
	WHETHER EMERGENCY PREPARDNESS PLAN IS AVAILABLE?	YES	Yes	
	WHETHER ACCIDENT REGISTER IS MAINTAINED?	YES	Yes	
	WHETHER EMERGENCY EVACUATION POINTS ARE IDENTIFIED?	YES	Yes	
	WHETHER SUFFICIENT FIRST AID BOXES ARE AVAILABLE?	YES	Yes	
	WHETEHER MOCK DRILLS HAVE BEEN CONDUCTED?	YES	Yes	
	FIRE CYLINDER EASILY ACCESSABLE	YES	Yes	
	MONTHLY FIRE EQUIPMENT STATUS PROPERLY	YES	Yes	
	EB - PANELS HAVE RUBBER MATT	YES	Yes	
	FIRE ALARM INSPECTED AND INSTRUCTIONS ARE DISPLAYED.	YES	Yes	
	WHETHER EMERGENCY PLAN AND THE MANUAL ARE AMENDED BASED ON EXPERIENCE	YES	Yes	

		WHETHER PREGNANT WOMEN AND FEEDING MOTHERS ARE GIVEN JOBS WHICH ARE FIT FOR THEIR STATE?	YES	YES	
		WHETHER PORTABLE DRINKING WATER IS PROVIDED?	YES	YES	
		WHETHER THE PATHWAYS HAVE BEEN PROPERLY IDENTIFIED AND FREE OF CLUTTER?	YES	YES	
		WHETHER DROMITORIES PROVIDED BY THE COMPANY ARE CLEAN, SAFE AND HAVE ADEQUATE TOILETS?	NA	YES	
		HAS THE COMPANY RISK ANALYSIS ON THE MATERIALS, PROCESSES AND THE EQUIPMENTS [HEALTH AND SAFETY]	YES	YES	
		IS CRECHE PROVIDED WHEN LEGALLY REQUIRED?	YES	YES	
	<b>HEALTH AND SAFETY</b>	IS SAFETY ASSEMBLY POINT IS SKETCH AT PREMISES?	YES	YES	
		FIRST AID MEDICINE USEAGE RECORD IS IDENTIFIED.	YES	YES	
		FIND AISELS FOR YELLOW MARKING	NO	YES	
		IS THESE SMOKE DETECTOR DEVICES ARE CONNECTED TO FIRE ALARM CONTROL PANEL AND CHECKED BY HSR?	YES	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
4)	FREEDOM OF ASSOCIATION AND RIGHT TO COLLECTIVE BARGAINING	WHETEHER UNIONS ARE ALLOWED IN THE COMPANY?	Yes	YES	
		HOW MANY UNIONS ARE THERE?	TWO	YES	
		ARE EMPLOYEES FREE TO JOIN UNIONS (AND THAT OF THEIR CHOICE)	Yes	YES	
		WHETHER WORKER REPRESENTATIVE ARE ELECTED?	Not in the control of company	YES	



Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
5)	DISCRIMINATION	WHETHER EQUAL PAY FOR EQUAL WORK IS GIVEN?	Yes	YES	
		HOW PROMOTION DECISIONS ARE MADE (AMONG WORKER CATEGORY)	Fair and Transparent	YES	
		WHETHER PEOPLE OF PARTICULAR RELIGION, REGION, AND SEX ARE DISCRIMINATED AGAINST?	No	YES	
		ARE PREGNANT WOMEN DISCRIMINATED AGAINST?	No	YES	
		ARE WOMEN DISMISSED WHEN FOUND PREGNANT?	No	YES	
		ARE WOMEN SUBJECTED TO SEXUAL HARASSMENT?	No Nil Incidences	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
6)	<b>DISCIPLINARY PRACTICES</b>	IS STANDING ORDER AVAILABLE?	Yes SOP	YES	
		ARE THEY FOLLOWED?	Yes	YES	
		HOW IS DISCIPLINARY ACTION TAKEN?	Principles of Natural Justice	YES	
		ARE FINES LEVIED AS PART OF DISCIPLINARY ACTION?	NO	YES	
		IS PHYSICAL PUNISHMENT LIKE BEATING, ILLEGAL CONFINEMENT ETC CARRIED OUT?	No	YES	
		WHAT ARE THE LEGAL CASES PENDING RELATED TO DISCIPLINARY ACTION?	NILL	YES	
		ARE EMPLOYEES PROVIDED A FAIR OPPORTUNITY TO EXPLAIN THEIR SIDE PRIOR TO DECISION ON DISCIPLINARY ACTION?	Yes	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
7)	WORKING HOURS	THE COMPANY EXCEEDS 8 HOURS DUTY PER DAY PER HEAD	NO	YES	
		WHAT ARE THE NORMAL OVERTIME HOURS?	4 Hrs	YES	
		WORK WEEK CANNOT EXCEED 48 HRS	Yes	YES	
		OVERTIME SHALL NOT EXCEED 12 HOURS PER WEEK	Yes	YES	
		IS ONE DAY WEEKLY OFF GIVEN	Yes	YES	
		HOW ARE WORKING HOURS TRACKED?	Biometric Punching system available	YES	
		WHAT IS THE MAXIMUM NUMBER OF CONSECUTIVE HOURS WORKED?	10 Hrs ( 8+2)	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying Yes/No	NC/OBS Ref
8)	RENUMERATION	IS MINIMUM WAGES AS PER REGULATION PAID?	Yes Salary sheet	YES	
		ARE THE MINIMUM WAGES MEETING THE LIVING WAGES [SEE GUIDANCE NOTE FOR CALCULATIONS]	Yes	YES	
		ARE THERE PAY SLIPS WITH FULL WAGE DETAILS? [INCLUDING EXPLANATION OF DEDUCTIONS]	Yes	YES	
		WHETHER PREMEUM RATES ARE PAID FOR OVERTIME	Yes	YES	
		SALARY PAY DATES TO EMPLOYEES	10 <sup>th</sup> of every month	YES	
		METHOD OF PAYMENTS	Directly credited to Bank Accounts	YES	

Sr No	SA 8000 Clause No	Points to be verified	Evidence Checked	Whether Complying  Yes/No	NC/OBS  Ref
9)	<b>MANAGEMENT SYSTEMS</b>	IS THERE A DEFINED AND DOCUMENTED SA POLICY (IN LOCAL LANGUAGES ALSO)?	Yes Available in local language as well	YES	
		IS IT DISPLAYED PROMINENTLY?	Yes	YES	
		DOES IT INCLUDE A COMMITMENT TO MEET NATIONAL LAWS RELATED TO LABOUR WELFARE?	Yes	YES	
		IS THER A TOP MANGEMENT APPOINTED AS SA8000 MR?	Yes	YES	
		ARE THERE WORKER REPRESENTATIVES WHO CAN INTERACT WITH THE MANAGEMENT ON SA 8000 MATTERS	Yes	YES	
		IS THE REPRESENTATIVE FREELY ELECTED FROM AMONG WORKERS?	Yes	YES	
		ARE WORKERS COMMITTEE ESTABLISHED?	Yes	YES	
		ARE TOP MANAGEMENT REVIEWS CONDUCTED FORMALLY REGARDING? SA 8000 PERFORMANC AND ARRIVE AT DECISION FOR IMPROVEMENT?	Yes	YES	

	IS WORKER TRAINING ON SA ASPECTS PROVIDED?	Yes	YES	
	IS SA PERFORMED MONITORED? AUDITED?	Yes	YES	
	ARE UNDERTAKINGS OBTAINED FROM SUPPLIERS AND SUB CONTRACTERS ON COMPLIANCE ON SA8000 REQUIREMENTS	Top 10 members undertaking obtained	YES	
	ARE SUPPLIERS CHECKED FOR MINIMUM SA REQUIREMENT COMPLIANCE PRIOR TO REGISTRATION	Yes	YES	
	ARE THERE HOME WORKERS?	NO	YES	
	WHETHER ALL WELFARES/SAFETY MEASURES ARE PROVIDED TO HOME WORKERS?	NA	YES	
	WHETHER HOME WORKER RECORDS ARE MAINTAINED BY THE COMPANY?	NA	YES	
	WHETHER AUDITS ARE CONDUCTED ON HOME WORKER?	NA	YES	
	ROOT CAUSE ANALYSIS IS DONE ON ALL CONCERN AND ACTION IS TAKEN TO AVOID RECURRENCE	Yes as per SOP	YES	
	IS THERE REGULAR COMMUNICATION WITH INTERESTED PARTIES ON SA 8000 PERFORMANCE?	Yes	YES	

		WHETHER COMPANY ENGAGES IN DIALOGUES WITH INTERESTED PARTIES ON SA COMPLIANCE	YES	YES	
		WHETHER COMPANY PROVIDES ACCESS TO AUDITORS TO VERIFY COMPLIANCE	Yes	YES	
	Legal License	CHECK AND VERIFY THE FIRE NO OBJECTION CERTIFICATE	Valid Fire NOC available	YES	
		CHECK AND VERIFY PCB-CONSENT FOR AIR AND WATER	Valid Consent for operation by Air & water available	YES	
	SPT TEAM	ESTABLISH SPT TEAM	Social Performance Team Available	YES	
		ROLES AND RESPONSIBILITIES DEFINED FOR SPT	Monitor the SA8000 activities	YES	
		SPT - TEAM IS DEFINED IN ORGANIZATION CHART AND APPOINTED BY MANAGEMENT	Organogram available	YES	
	Grievance / Suggestions	SUGESSTION /COMPLAINT BOX IS KEPT CONCERN AREA	Yes	YES	
		SUGGESTIION REGISTER AND COMPLAINT REGISTER MAINTAINED MONTHLY BASIS	Yes	YES	

	Stake holder Engagement	STAKE HOLDER COMMUNICATION ESTABLISH	ENGAGEMENT LETTER IS	Yes	YES	
		STAKE HOLDER COMMUNICATION LETTER OBTAINED		Not obtained	YES	NC

NOTE: "OBS" means Observation "NC" means for Non-Conformity

Name of the Internal Auditor: R KUMAR

Sign:



Date:

R KUMAR

SA 8000 - INT. AUDITOR

FOR QA TECHNOLOGICAL SERVICES INDIA



( AUTHORISED SIGNATORY )

Name of the Auditee: Arvind Kumar Singh

Designation: AGM-HR

Sign:



Date: