

# 验厂所需之文件（中国）

## Primark Document Checklist (China)

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**Please keep all documents from this list (applicable to your factory) available for the auditor to review.**

请保存本清单列明的所有文件（适用于您的工厂的）并提供审核员审阅

With regards to inconsistent records:

关于不一致的记录：

- Primark 坚持要看到准确的工时和工资记录，这会在对工厂评级中予以优先反映  
Primark insists on access to accurate hours and wages records and will reflect this priority in the rating awarded to your factory.
- 如果在审核中发现不一致或造假的工时和工资记录，这将自动导致工厂的评级为红色  
If inconsistent or falsified hours or wage records are identified during an audit this will automatically result in a Red rating.
- Primark 理解一些不符项，特别是工时和工资，需要时间改善  
Primark understands that some non-compliances, particularly those regarding hours and wages, take time to address.
- 工厂如果表现出对工时和工资的透明并致力于持续改进，这会在评级中予以正面反映  
A factory demonstrating transparency in hours and wages and commitment to continuous improvement will see this positively reflected in the rating awarded to them.

### 人事, 工资和福利 Personnel, Wages and Benefits

- 1. 工商營業執照  
Business Registration
- 2. 工卡或考勤記錄 (過去十二個月)  
Timecards or Attendance Records (Last 12 Months)
- 3. 工資表 (過去十二個月)  
Payroll Records (Last 12 months)
- 4. 人事花名冊及員工個人檔案  
Personnel Records
- 5. 勞動合同  
Labor Contract
- 6. 社會保險收據、花名冊及合格證明文件等  
Receipt, Name List and Certificate of Social Insurance, Etc.
- 7. 纪律处罚措施及投诉记录  
Disciplinary Measures and Appeal Records
- 8. 请假记录 Leave records
  - (1) 病假 Sick leave
  - (2) 事假 Personal leave
  - (3) 产假 Maternity leave
  - (4) 年假 Annual leave
- 9. 廠規或員工手冊  
Factory Regulation or Employee Handbook
- 10. 政府有關當地最低工資規定文件  
Local Minimum Wage Standard
- 11. 當地勞動局關於延長加班之批文  
Official Waiver for Overtime Extension
- 12. 未成年工名單，體檢及勞動局登記記錄  
Young Workers' Name List, Health Examination and Registration Records

- 13. 培训纪录  
Training records
- 14. 工会或工人代表/委员会  
Trade Union or Worker Committee

### 健康安全 Health and Safety

- 1. 安全政策  
Health and Safety Policy
- 2. 健康安全委员会, 安全代表, 安全委员会的会议记录及义务消防队  
Health and Safety Committee, and Fire Brigade
- 3. 消防检查报告或合格证明文件  
Fire Safety Inspection or Certificate
- 4. 消防演习记录、紧急疏散计划 (包括宿舍)  
Fire Drill Record, Emergency Evacuation Plan
- 5. 设备安全许可证 (如电梯使用许可证, 厨房卫生许可证等)  
Facilities Safety Operation Certificate, Such as Lift Operation License Hygiene Certificate and Cookers' Health Certificate
- 6. 特种工人上岗 (如电梯工, 电工, 厨工卫生许可证等)  
Operation Certificate of Special Operators, Such as Lift Operator, Electrician. Cooks' Health Certificate. Etc.
- 7. 急救 First Aid
  - (1) 急救记录和急救员证书 First Aid Training and Certificate of First Aid Responder
  - (2) 工伤事故记录及调查程序 Work Accident Records, Work-related Injury Record and Investigation Procedure
- 8. 劳动保护用品  
PPE records
- 9. 机器设备安全 Machine
  - (1) 设备维修维护记录 Maintenance records
  - (2) 断针记录 Broken needle records
- 10. 化学品的管理 Chemicals Management
  - (1) 物质资料安全数据表 MSDS
  - (2) 化学品库存清单 Stock Control List
  - (3) 化学品使用人员的健康体检 Health Examination Records for workers involved in chemicals
  - (4) 废品管理 (分包商) 和回收利用 waste management and recycling

### 环境保护 Environment

- 环境保护方面的政府批文  
Discharge of pollutant (waster water, air-pollutant etc) approval
- 环保政策 environment policy

### 其他文件 (视乎审核情况所需)

Other documents, subject to actual circumstances during the audit