

### STEP 3 - TEMPLATE NO. 11 - Template for recording of observations in manufacturing

#### Template for recording of observation in manufacturing

*Instructions: This template can be used to record and score information collected primarily during workplace observations. The first column contains the type of check points from the observation guide, the second column can be used to score some of the answers in order to compare them across large sets of observation records, the following column leaves space to justify the scoring (with measurements when applicable) and the last column is for pictures. An example of filled template is available at the end of this document to illustrate how to use it.*

Factory visit	
Date	
Visited unit	
Number of workers (size of the enterprise)	
Member of an association or an enterprise grouping	Yes / No
Category (for ex. Exporter/Subcontractor)	

Assessment Method	
<b>Scoring Principles:</b>	
Not applicable to the enterprise	N-A
Hazard and risk neither identified nor managed	0
Hazard and risk identified but inadequately managed	1
Hazard and risk identified and somewhat managed	2
Hazard and risk identified and adequately controlled	3

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Check points	Score	Observations	Photo / measure
<b>1. Circulation of vehicles</b>			
Pedestrians segregation			
Drivers			
Vehicles			
<b>2. Workers movement</b>			
Workplace & collective control measures			
Workers (PPE)			
<b>3. Noise</b>			
Workplace & collective control measures			
Workers (PPE)			

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<b>4. Work environment</b>			
Ventilation			
Temperature			
Sanitary facilities			
Drinking water			
Breastfeeding room			
First aid kit			
<b>5. Workstation</b>			
Manual handling			
Heavy loads			
Ergonomic / workstations adjustability			

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<b>6. Work at height</b>			
Work environment			
Collective control measures			
Workers (PPE)			
<b>7. Chemicals</b>			
Work environment & collective control measures			
Identification			
Storage			
Workers (PPE)			
<b>8. Dust</b>			
Work environment & collective control measures (i.e. vacuum systems, etc.)			

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Workers (PPE)			
<b>9. Machine Safety</b>			
Workstation & collective control measures			
Workers (PPE)			
Maintenance			
<b>10. Electrical Safety</b>			
Annual assessment Regular verification Qualified person			
Visual checks			
<b>11. Fire Safety</b>			
Exercise / Regular training			
Detection			
Alarm, extinguisher and evacuation route signs			

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12. First aid			
Procedure / Displayed and visible emergency contacts/ Focal point			
Qualified medical personnel / trained first-aid personnel			

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Example of the recording and scoring of qualitative observation in the textile value chain of Madagascar


Factory visit			
Check points	Score	Observations	Photo / measure
<b>1. Circulation of vehicles</b>			
Pedestrians segregation	1	There are not a lot of vehicles, only goods in and out (deliveries) restricted space no road markings no signage, pedestrian crossing points are not identified and goods vehicles block routs pedestrians use.	
Drivers	3	Employees do not operate vehicles on site All drivers are external to enterprise and have licences to operate vehicles, driver behaviour is monitored on site.	
Vehicles	3	All vehicles are external to enterprise and appeared roadworthy.	
<b>2. Workers movement</b>			
Workplace & collective control measures	1	Step edges not marked and thus changes of level not easy to see. Drainage channels present but the spacing on the grids on the channels were too large and	

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		<p>could cause persons to trip. Also a lot of clutter on the floors presenting slipping and tripping hazards.</p> <p>Slip and tripping hazards present at working position due to trench and damaged cover.</p>	 
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Workers (PPE)	1	Employees who are lifting objects are wearing open toed footwear. Safety footwear is more appropriate.	
3. Noise			
Work environment (collective protective equipment)	2	Noisy equipment that is generating between 85 and 89 dB and workers are in the vicinity for 10 hours a day this equipment has been segregated from other work areas thus limiting numbers of workers exposed.	


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Workers (PPE)	3	PPE provided and worn and workers informed on risk	
<b>4. Work environment</b>			
Ventilation	3	Good quality air and air flow are ensured.	
Temperature	1	There are workstations where it is hot (transfer and dyeing).	
Sanitary facilities	3	Unrestricted access to clean washing and toilet facilities for all workers. Separate toilet facilities for women and men.	


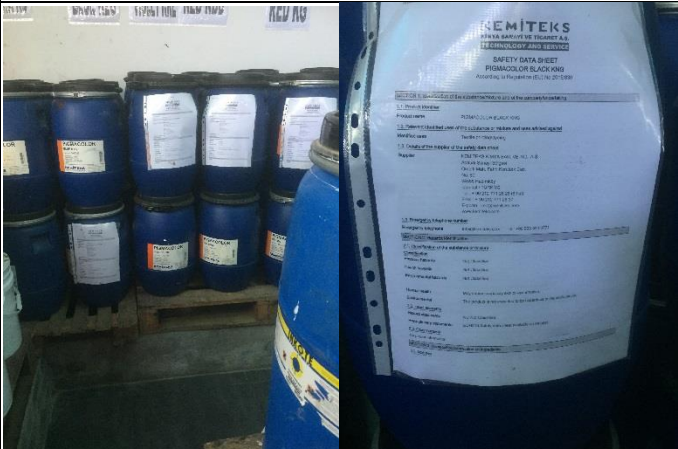
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Drinking water	3	Unrestricted access to filtered water.	
Breastfeeding room	2	No breastfeeding room / Provision of a space located at the security station.	
First aid kit	3	Trained first-aid personnel, first aid kit available, health facilities nearby, transport provided by the enterprise.	
<b>5. Workstation</b>			
Manual handling	1	Manual handling aids are in poor condition. The wheels of the devices are not well stabilized.	
Heavy loads	2	Loads transported are not extremely heavy (do not exceed 20 kg).	



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Ergonomic / workstations adjustability	2	<p>There are possible adaptations to workstations (height of table can be adjusted), but it is not systematic.</p> <p>Anti-fatigue mats are not provided for all standing workstations.</p>	
6. Work at height			
Work environment	1	<p>Not much work at height, but where there is it is poorly managed. Risk identified at the loading/unloading station, storage.</p>	

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Collective control measures	2	Mobile working platforms are available but the guard rails are incomplete (mid rail not present and the wheels cannot be blocked when In use.	
Workers (PPE)	N.A.		
7. Chemicals			
Work environment & collective control measures	3	Non-hazardous products used.	
Identification	3	The safety data sheets are affixed to the packaging.	

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Storage	2	Products are stored in a restricted area (isolated and ventilated), but not all chemicals are stored in airtight containers.			
Workers (PPE)	2	PPE provided, but not needed for the nature of chemical risks. Being worn as a consequence of social audits, auditors expect to see it.			
8. Dust					



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Work environment & collective control measures (i.e. vacuum systems, etc.)	2	No dust particles noted but no assessment of the exposure to dust has been conducted by the enterprise.		
Workers (PPE)	2	<p>Masks are provided without justification (followed the recommendations of auditors).</p> <p>Masks are not appropriate for dust nor for chemical products.</p>		
<b>9. Machine Safety</b>				
Equipment (Collective protective equipment)	2	The guards on machines are available but not always used. Some workers do not know how to adjust the guards.		

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Workers (PPE)	3	Mesh gloves are provided and worn by employees.		
Maintenance	3	Programmed maintenance of the equipment is carried out and there is technical support (maintenance contract).		
<b>10. Electrical Safety</b>				
Annual assessment Regular verification Qualified person	1	The national company responsible for electricity and water is called in case of an electric problem. There is no internal person who ensures the verification of the facilities.		
Visual checks	3	No irregularity has been detected on the cables and electrical installations.		
<b>11. Fire Safety</b>				



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Exercise / Regular training	3	Trainings and emergency exercises are done regularly.		
Detection	1	Fire/Smoke detection device not present.		
Alarm, extinguisher and evacuation route signs	2	There are fire assembly points and signage, but some emergency exits were cluttered.		
12. First aid				

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Procedure / Displayed and visible emergency contacts/ Focal point	3	Procedures exist. Contacts are displayed and visible.		
Qualified medical personnel / trained first-aid personnel	3	First-aid personnel was trained / health facilities are nearby with qualified personnel		