

Template 12: Small Producer Self-Assessment

This template of the amfori BSCI System Manual can be used by small producers. It gives them an overview of the 47 questions included in the amfori BSCI Small Producer Assessment (SPA).

The SPA also includes producer data collected in:

- [Template 1: Business Partner Information](#)
- [Template 2: Supply Chain Mapping](#)

For additional information, see [Annex 12: How to Assess Small Producers and Part IV amfori BSCI Guidelines for Producers](#).

Name of main producer:		Date:							
Filled out by:									
Performance Area 1: Social Management System and Cascade Effect				Source of evidence					
1.1 Is there satisfactory evidence that the producer has understood the importance of implementing the amfori BSCI Code of Conduct in its small business?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO	
Producer:									
1.2 Is there satisfactory evidence that the producer has informed workers of its adherence to the amfori BSCI Code of Conduct?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO	
Producer:									
1.3 Is there satisfactory evidence that the producer has a good overview of the significant business partners?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO	

Producer:								
Performance Area 2: Workers Involvement and Protection				Source of evidence				
2.1 Is there satisfactory evidence that the producer takes specific steps to make workers aware of their rights and responsibilities?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
2.2 Is there satisfactory evidence that the producer has an effective channel to address any workers' complaints?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
Performance Area 3: The Rights of Freedom of Association and Collective Bargaining				Source of evidence				
3.1 Is there satisfactory evidence that the producer respects the right of workers to form or join unions in a free and democratic way?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
3.2 Is there satisfactory evidence that the producer does not discourage consultations and negotiations between workers and management?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
Performance Area 4: No Discrimination				Source of evidence				
4.1 Is there satisfactory evidence that the producer takes the necessary measures to avoid or eradicate discrimination in the workplace?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO

Producer:								
4.2 Is there satisfactory evidence the producer takes the necessary preventative and/or remedial measures to keep workers from being harassed or disciplined based on grounds of discrimination as listed in the amfori BSCI Code of Conduct?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
Performance Area 5: Fair Remuneration				Source of evidence				
5.1 Is there satisfactory evidence that wages are paid in a timely manner, regularly, and fully in legal tender?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
5.2 Is there satisfactory evidence that the producer provides sufficient remuneration that allows workers to meet a decent standard of living?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
5.3 Is there satisfactory evidence that the producer provides workers with the social benefits that are legally granted?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
5.4 Is there satisfactory evidence that the producer ensures that deductions are only taken under the conditions and to the extent prescribed by the law?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO

Producer:								
Performance Area 6: Decent Working Hours				Source of evidence				
6.1 Is there satisfactory evidence that the producer does not require more than 48 regular working hours per week, without prejudice to the exceptions recognised by the ILO?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
6.2 Is there satisfactory evidence that the producer's request of overtime is in line with the requirements of the amfori BSCI Code of Conduct?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
6.3 Is there satisfactory evidence that the producer grants workers the right to resting breaks in every working day?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
6.4 Is there satisfactory evidence that the producer grants workers the right to at least one day off in every seven days?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
Performance Area 7: Occupational Health and Safety				Source of evidence				
7.1 Is there satisfactory evidence that the producer observes the applicable occupational health and safety regulations for its activities?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								

7.2 Is there satisfactory evidence that the producer seeks to improve workers' protection in case of accidents, including through compulsory insurance schemes?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.3 Is there satisfactory evidence that the producer carries out risk assessments for safe, healthy, and hygienic working conditions?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.4 Is there satisfactory evidence that the producer ensures workers understand the rules of work, personal protection, and measures for preventing and reacting to injury to themselves and fellow workers?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.5 Is there satisfactory evidence that the producer enforces the use of PPE to provide protection to workers alongside other controls and safety systems?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.6 Is there satisfactory evidence that the producer implements control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below limits that can harm workers' health or lives?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								

7.7 Is there satisfactory evidence that the producer makes potential hazards visible to the workers and visitors through signs and warnings?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.8 Is there satisfactory evidence that the producer makes sure the equipment and workspace used for production are safe?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.9 Is there satisfactory evidence that the producer respects the workers' right to remove themselves from imminent danger without seeking permission?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.10 Is there satisfactory evidence that the producer makes sure a competent person periodically checks the electrical installations and equipment?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.11 Is there satisfactory evidence that the producer has installed an adequate amount of properly working firefighting equipment?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.12 Is there satisfactory evidence that the producer ensures that escape routes, aisles, and emergency exits in the production	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO

site are not blocked, easily accessible, and clearly marked?								
Producer:								
7.13 Is there satisfactory evidence that the producer ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.14 Is there satisfactory evidence that the producer ensures qualified first-aid is available at all times?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.15 Is there satisfactory evidence that the producer provides workers with potable water at all times?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
7.16 Is there satisfactory evidence the producer verifies that temperature, humidity, space, sanitation, and illumination are adequate for the health and safety of workers?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
Performance Area 8: No Child Labour					Source of evidence			
8.1 Is there satisfactory evidence that the producer does not engage in illegal child labour directly or indirectly?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO

Producer:								
8.2 Is there satisfactory evidence that the producer understands the need for remediation in case children are found to be working?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
Performance Area 9: Special Protection for Young Workers				Source of evidence				
9.1 Is there satisfactory evidence that the producer ensures that young workers do not work at night and are protected against work conditions that are harmful to their health, safety, morals, and development?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
9.2 Is there satisfactory evidence that young workers' working hours do not affect their attendance at school, their participation in vocational orientations approved by the competent authority, or their capacity to benefit from training or instruction programmes?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
9.3 Is there satisfactory evidence that the producer has established the necessary mechanisms to prevent, identify, and mitigate harm to young workers?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								

9.4 Is there satisfactory evidence that the producer seeks to ensure that young workers are properly trained on OHS and have access to related training programmes?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
Performance Area 10: No Precarious Employment				Source of evidence				
10.1 Is there satisfactory evidence that the producer provides workers with understandable information before entering into employment?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
10.2 Is there satisfactory evidence that the producer does not use employment arrangements in a way that deliberately conflicts with the genuine purpose of the law?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
Performance Area 11: No Bonded Labour				Source of evidence				
11.1 Is there satisfactory evidence that the producer does not engage in any form of servitude, or forced, bonded, indentured, trafficked, or non-voluntary labour?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
11.2 Is there satisfactory evidence that the producer does not subject workers to inhumane or degrading treatment, corporal punishment, mental or physical coercion, or verbal abuse?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO

Producer:								
Performance Area 12: Protection of the Environment				Source of evidence				
12.1 Is there satisfactory evidence of the producer's required environmental permits and licences?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
12.2 Is there satisfactory evidence that waste is managed in a way that does not lead to the pollution of the environment?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
Performance Area 13: Ethical Business Behaviour				Source of evidence				
13.1 Is there satisfactory evidence that the producer keeps accurate information regarding its own activities, structure, and performance?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								
13.2 Is there satisfactory evidence that the producer takes the necessary measures to not be involved in falsifying information related to its activities, structure, and performance, nor in any act of misrepresentation of its supply chain?	Not started ☹	In progress ☺	Already in practice ☺	MI	WI	WRI	DE	SO
Producer:								