

Monitoring result for Yuyao Ke'An Reflective Products Co., Ltd on site Yuyao Ke'An Reflective Products Co., Ltd

Monitoring

Monitored Party	: Yuyao Ke'An Reflective Products Co., Ltd	amfori ID	: 156-015191-000
Site	: Yuyao Ke'An Reflective Products Co., Ltd	Site amfori ID	: 156-015191-002
Address	: Dushan, Sanqishi Village, Sanqishi Town, Yuyao City	Monitoring Activity	: amfori Social Audit - Manufacturing
	: 315412, Ningbo	Monitoring Type	: Full Monitoring
	: Zhejiang Sheng	Submission Date	: 17/08/2021
	: China	Expiration Date	: 17/08/2022

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Overall rating



Section rating

PA1: Social Management System	D
PA 2: Workers Involvement and Protection	A
PA 3: The Rights of Freedom of Association and Collective Bargaining	A
PA 4: No Discrimination	A
PA 5: Fair Remuneration	A
PA 6: Decent Working Hours	D
PA 7: Occupational Health and Safety	A
PA 8: No Child Labour	A
PA 9: Special Protection for Young Workers	A
PA 10: No Precarious Employment	A
PA 11: No Bonded Labour	A
PA 12: Protection of the Environment	B

General description

Yuyao Ke'An Reflective Products Co., Ltd is located at Dushan, Sanqishi Village, Sanqishi Town, Yuyao City, Ningbo, Zhejiang Province, China. Based on site observation as well as interview with the manager, the actual production site is in line with the legal registered address. Factory started their operation from 2008 at current location. The factory's local name is “余姚市可安反光制品有限公司(91330281681093870K)”.

The auditee consists of one 1-storey mixing building, used as production, warehouse and office, three 1-storey warehouse buildings. The total land size is about 1,000 square meters. The auditee does not provide canteen facility or dormitory for employees. If needed, the employees may take meals within 500 meters near factory and the expense for meal is about RMB8 to 10 per meal, most employees have meal at home. And most of employees live at home, about 300 meters to 500 meters near the factory. The auditee did not get Fire Prevention Certification from the local Fire Brigade.

Concerning the fire safety management, based on the documents checked, site observation and interviews, the auditee had established health and safety committee and conducted risk assessment. Relevant policy and procedures were available for review. Training including fire drill & evacuation exercise was provided to workers regularly. Emergency exits fulfilled the legal requirements and were marked legibly for easy evacuation during emergencies, and they were kept open during the audit. Evacuation plans were posted inside plant and emergency lights were installed at all of the designated places of the production floor and staircase. Enough firefighting equipment such as fire extinguishers, hydrants and alarms were installed in place, maintained by regular checks and kept in good condition, which were also confirmed by onsite check and testing randomly during the audit.

The main products manufactured by the factory are reflective products.

The main production processes are listed as follows: cutting, high frequency pressing and packing. The processing of silk screen was outward processing by Yuyao Xiangrui printing Factory.

The peak production season was from April to August.

In view of the employees and management, there were total 10 employees, including 5 male employees and 5 female employees currently working in the factory. No children or young workers worked in the factory, and the youngest employee was 31 years old, born on 24 September 1989, and was hired on 14 March 2017. There were 6 production employees (including QC, processing, packing and warehouse) and 4 non-production employees (including management person, office worker, production development, sales and services). Only 1 employee was migrant, and all employees were hired by the factory directly.

There was no Trade Union or worker committee available in the factory, but there was 1 workers' representative elected by workers.

Attendance records from July 2020 to audit day and payroll records from July 2020 to June 2021 were reviewed in this audit. By cross checking those records, production records and interview with the management, workers and worker representatives, no inconsistencies of working hours were identified. The working time was 8 hours per day and 5 days per week. The normal production workers' working time was from 7:30 to 11:30, 12:30 to 16:30, and workers had overtime work from 17:30 to 20:00. Workers had overtime work on Saturday for 8 hours. They always rested on Sunday and public holidays.

All employees' wages were calculated by hourly rate. The lowest basic wage was RMB2,300 per month which was more than the local legal minimum payment requirement (RMB1,800 per month). For overtime wages, 150% and 200% of basic wages were paid to employees for their overtime hours on workdays and rest days respectively. No overtime was arranged on public holidays. The factory provided the information on fair remuneration scan and living wage prior to the audit. Based on the payrolls provided by the factory, the lowest normal wage was RMB2,300/month for workers, which was more than the local living wage (RMB1925/month) as calculated by the factory. The lowest normal wage did not include the overtime wage. Employees were paid by cash on or before the 15th of the following month.

Factory provided 5 kinds of social insurance for all 7 applicable workers except 3 workers who reached retired age. The factory did not provide the commercial accident insurance for any employees. The factory didn't get any written waiver from the local social insurance bureau.

Five employees were interviewed, including 2 males and 3 females. Interviewees were satisfied with the working condition and management system in the factory.

The factory management and workers (representative) showed a positive attitude to this audit during the whole process. The audit was basically fulfilled according to the audit plan sent prior to the audit. At the end of the audit, all the findings were accepted by the auditee. The performance areas which needed improvement are as follows: PA 1-2, 6-7 and 12.

Remark:

1) APSCA registration number of auditor Cherry Liu: CSCA 21703887.

2) There was no agency or contractor used by the factory, which made relevant documents not applicable. No government waiver or collective bargaining agreement, fire-related license, structural/stability license, environmental license was available in the factory.

3) The local government added the gate number 25 after factory had registered the business license.

4) (#COVID19) The factory provided the prevention and control measures document concerning COVID-19, performed the risk assessment and provided relevant trainings, and implemented the prevention measures. There was no any abnormal termination of labor contracts due to this Coronavirus. There was no discrimination in the factory.

Site Details

Site : Yuyao Ke'An Reflective Products Co., Site amfori ID : 156-015191-002
Ltd

GICS Classification

Sector : Consumer Discretionary
Industry Group : Consumer Durables & Apparel

Industry : Textiles, Apparel & Luxury Goods
Sub Industry : Apparel, Accessories & Luxury Goods

GS1 Classifications

N.A.

Product Process Classifications

N.A.

Metrics

Key Metrics

Total workforce	10 Workers
Legal minimum wage in local currency	1800 Monthly
Lowest wage paid for regular work at the site	2300 Monthly
Calculated living wage in local currency	2378 Monthly
Total sample	5 Workers

Other Metrics

Male workers	5 Workers
Female workers	5 Workers
Permanent workers - Male	5 Workers
Permanent workers - Female	5 Workers
Temporary workers - Male	0 Workers
Temporary workers - Female	0 Workers
Seasonal workers - Male	0 Workers
Seasonal workers - Female	0 Workers
Management - Male	1 Workers
Management - Female	1 Workers
Apprentices - Male	0 Workers
Apprentices - Female	0 Workers
Workers on probation - Male	0 Workers
Workers on probation - Female	0 Workers
Workers with night shift - Male	0 Workers
Workers with night shift - Female	0 Workers
Workers with disabilities - Male	0 Workers
Workers with disabilities - Female	0 Workers
Domestic migrant workers - Male	1 Workers
Domestic migrant workers - Female	0 Workers
Foreign migrant workers - Male	0 Workers
Foreign migrant workers - Female	0 Workers
Workers hired directly - Male	5 Workers
Workers hired directly - Female	5 Workers
Workers hired indirectly - Male	0 Workers
Workers hired indirectly - Female	0 Workers
Unionised workers - Male	0 Workers
Unionised workers - Female	0 Workers
Workers under CBA - Male	0 Workers
Workers under CBA - Female	0 Workers
Pregnant workers	0 Workers
Workers on parental leave - Male	0 Workers
Workers on parental leave - Female	0 Workers
Sample - Male	2 Workers
Sample - Female	3 Workers

Findings

PA1: Social Management System

Based on satisfactory evidence, it was noted that the factory had established the social responsibility management manual and procedures based on amfori BSCI principles and local legal requirements, such as the occupational health and safety management procedure, working hours control procedure, wages and benefit management procedure and environment management procedure. Relevant laws and regulations had been collected and updated by assigned person (Hua Qingqing) periodically. The factory management also conducted regular internal audits, and internal assessment records were provided for review. However, in daily operations, the factory did not effectively implement this social accountability management system to ensure that all amfori BSCI Code of Conduct and local legal requirements be fully met, for example, there was still improvement required in working hour management.

基于满意的证据，在评估中发现，工厂已经根据amfori BSCI原则和当地法律法规建立了社会责任管理手册和程序文件，例如，职业健康与安全管理程序，工作时间控制程序，工资福利程序和环境管理程序。法律法规也由指定的人员（华卿卿）负责收集和更新。工厂管理层进行了定期内部评审，内部评审记录有提供查阅。但在实际运营中，工厂未能全面有效地执行该社会责任管理体系从而确保amfori BSCI行为准则和当地法律法规的要求都得到有效的实施，比如工作时间的管理仍然存在欠缺。

Based on satisfactory evidence, it was noted that the factory evaluated cost and workforce capacity, but the present capacity planning led to monthly overtime hours exceeding legal requirement, for example, the monthly overtime of August 2020 reached 60 hours. Through worker interviews, it was noted that the overtime work was arranged based on orders, if the amount of order increased or the shipment was urgent, the workers' overtime was increased. So, the current production capacity planning was unreasonable, and the factory shall re-assess the production capacity based on the consideration of factors such as employees' working hours, skill level, client orders' delivery expectation, emergency situations and etc.

基于满意的证据，在评估中发现，工厂评估了生产成本和产能，但目前的生产安排导致月加班时间超过法律要求，比如2020年8月的月加班达60小时。通过工人访谈发现工人加班是根据订单安排的，如果订单量多或者出货急，工人的加班也会随之增加。这说明工厂的产能规划不合理，工厂需在充分考虑员工工作时间、员工技能水平、客户订单货期、紧急情况等因素的基础上重新合理评估其产能。

PA 2: Workers Involvement and Protection

Based on satisfactory evidence, it was noted that factory established suggestion box management procedure and grievance mechanism, and related records were provided for review in recent 12 months, they opened the suggestion box regularly, but the factory did not post complaints procedure aside by suggestion box, also did not publish the person responsible for its administration and grievance reporting hot line or email.

基于满意的证据，在评估中发现，工厂建立了意见箱管理程序和申诉机制，定期开启意见箱，提供了最近12个月的相关记录，但是没有在意见箱附近张贴投诉程序，也没有公告具体负责人及其联系方式，如热线电话或邮箱等。

PA 6: Decent Working Hours

Based on the attendance records from July 2020 to the audit day provided by the factory, it was noted that the factory did not comply with the national statutory regulations with regards to the maximum monthly overtime 36 hours, and the maximum monthly overtime hours reached 60. Auditor selected 5 employees' time records from different departments respectively as samples. 5 out of 5 sampled employees' overtime was 52 hours in June 2021 (recent month); 5 out of 5 sampled employees' overtime was 60 hours in August 2020 (maximal month); 5 out of 5 sampled employees' overtime was 47 hours in March 2021 (minimum month). (The PRC Labor Law article 41) Remark: Per management representation, the production schedule was made based on business needs, in order to meet the expectation of client orders' delivery, the factory did not control overtime hours. However, they had guaranteed workers' right of at least one day off every 7 days. Based on employees' interview, overtime work in the factory was voluntary and they preferred to work overtime to earn more.

基于工厂提供的由2020年7月份至审核当天的考勤，在评估中发现，工厂没有遵守国家法律规定的月最大加班36小时的规定，最大月加班时数为60小时。审核员抽取了5名来自不同部门的员工的工时记录作为样本，发现5/5名员工在最近月2021年6月的加班时间为52小时，5/5名员工在最大月2020年8月的加班时间为60小时，5/5名员工在最小月2021年3月的加班时间为47小时。（中华人民共和国劳动法第41条）备注：根据管理层访谈，工厂的生产安排根据业务需求进行制定，为了及时交货，工厂没有对加班时间进行合理管控，但是确保了员工每7天至少有一天休息的权利。根据员工访谈，工厂加班自愿，他们希望通过加班来争取更多的工资。

PA 7: Occupational Health and Safety

Based on satisfactory evidence, it was noted that the health & safety management system was established in the factory, and there was an EHS Manager (Li Ningyao) responsible for it. The latest EHS meeting was conducted on 15 June 2021. However, the system was not operated fully and effectively, which resulted in some findings in PA7 regarding violations of legal occupational health and safety regulations as well as BSCI principles during the audit.

基于满意的证据，在评估中发现，工厂有建立健康安全管理体系，有专门的EHS经理(李宁姚)负责。最新的健康安全会议在2021.6.15举行。但该体系未能全面有效的运行，导致在PA7仍存在有违反法规及BSCI原则的职业健康安全事项。

PA 7: Occupational Health and Safety

Based on satisfactory evidence, it was noted that 3 employees had reached the age of retirement, the factory did not provide commercial accident insurance for the 4 mentioned employees.

基于满意的证据，在评估中发现，工厂3名达到退休年龄的员工没有购买工伤意外商业险。

Based on satisfactory evidence, it was noted that factory had set up EHS procedures and policies, had appointed the manager (Li Ningyao) to supervise, and had provided training and communication meetings, but it was noted that no worker was involved when the factory developed and implemented systems towards OHS. Management interview indicated that they had provided safety operation trainings to all employees regularly and the production safety responsible persons knew well about the related risk points.

基于满意的证据，在评估中发现，工厂建立了EHS相关的程序及政策，指定了经理(李宁姚)来监管，提供了培训及沟通渠道，但没有员工参与到企业的职业健康安全管理体系的制定。管理层表示有定期给员工提供岗位安全操作相关培训，各车间生产线安全负责人也清楚风险点。

Based on satisfactory evidence, it was noted that 1) parts of goods in the finished product warehouse and semi-finished product warehouse were put against the wall directly. (Article 18 of the Warehouse Fire Safety Management Rules) 2) The fire prevention inspection report and construction inspection report completion or records could not be provided by factory for review during audit. (Article 61 of Construction Law of the People's Republic of China)(Administration Measures on Provisional Regulations on the Certificate of Inspection for Completed Building Construction Projects and Municipal Administration Infrastructure Construction 2009 Article 4) (PRC Fire Prevention Law Article 13)

基于满意的证据，在评估中发现，1) 工厂成品仓库和半成品仓库内的部分货物直接靠墙堆放。(仓库防火安全管理规则第18条) 2) 工厂无法提供建筑物的消防验收报告和竣工验收报告或备案供审核。(《中华人民共和国建筑法》第61条)(《房屋建筑和市政基础设施工程竣工验收备案管理办法》(2009) 第四条)(《中华人民共和国消防法》第十三条)

Based on satisfactory evidence, it was noted that the transmission belt of 1 cutting machine in the cutting workshop was not equipped with pulley guard, it might cause injury for workers while running. Regular inspection of machine safety was conducted, employees were provided with machine safety training. Per employee interview, no accident had happened. (Article 6.1.6 of Code of Design of Manufacturing Equipment Safety and Hygiene)

基于满意的证据，在评估中发现，裁剪车间1台切割机没有为外露的传动皮带安装皮带保护罩，在运行过程中容易伤害到人。工厂每月对机器进行安全检查，也给员工提供了机器安全的培训。根据员工访谈，工厂暂没有发生过工伤。(《生产设备安全卫生设计总则(GB5083-1999)》第6.1.6条)

Based on satisfactory evidence, it was noted that factory did not take reasonable steps to control or manage the temperature or humidity in production workshops.

基于满意的证据，在评估中发现，工厂没有采取有效措施监控生产车间的温湿度。

PA 12: Protection of the Environment

Based on satisfactory evidence, it was noted that factory did not obtain the Environmental Impact Assessment document from local authority for review. (Law of the People's Republic of China on the Environmental Impact Assessment, Article 16 & 22)

基于满意的证据，在评估中发现，工厂未获得环境影响评价文件供查阅。(《中华人民共和国环境影响评价法》第十六条& 第二十二条)