Thank you for your interest in TÜV Rheinland´s BSCI auditing service! To prepare a quotation for the audit, we need some information from you. Please send us the completed application form, and we will provide a quotation to you as soon as possible. 非常感谢选择德国莱茵的BSCI审核服务，报价时需要贵司的一些信息，麻烦完成该表格的填写并通知我们，收到该表后，我们会及时快捷地为贵司进行报价。

**Instructions: 申请指南:**

1. Please fill in the information in English and the local language where applicable. 请用中文和英文填写该表格
2. Please fill in ALL the information in the application form. 请填写所有表格，这些信息都有必需的
3. Please note that a quotation for audit cannot be provided if the information in this form is inaccurate or incomplete. 如果表格填写不准确或不完整，会导致报价不能如期提供
4. For multiple-site assessments (for a number of audited sites), please duplicate this form, providing the information for each site under “Details of Factory to Be Audited” below. 对于多场所的审核申请，请复制该表格，每个场所都需要提供表格中的提及的被审核工厂的详细信息
5. **Please provide the following documents upon the submission of this application form to avoid potential processing delay or rejection of the application: 在完成该表格填写后，同时提供以下文件,以确保审核申请不会被延期或拒绝**
	1. **Applicant’s business license 申请方的营业执照**
	2. **Factory business license (if difference from applicant) 被审核方的营业执照（如果和申请方不同,需要单独提供）**
	3. **Production license (if applicable) 生产许可证（适用时）**
	4. **Signed CoC and ToI(签署的BSCI行为守则和生产商专用实施条款, 备注：签署英文版)**
	5. **Factory map and traffic map (from airport/bus station to the factory) 工厂地图和交通图（从附近的机场/火车站/巴士站）**

**General Details基本资料**

|  |  |  |
| --- | --- | --- |
| Details 详细信息 | Applicant Details 申请方信息 | Billing Details (If different from Applicant )付款方信息 (如与申请方不同) |
| Company name公司名称 |  |  |
| Address地址 |  |  |
| Name of contact person联系人名称 |  |  |
| Position职位 |  |  |
| Tel. number电话号码 |  |  |
| E-mail address电子邮件 |  |  |
| Is the applicant the same as the producer to be audited? 申请方是否被审核工厂? | [ ]  No否[x]  Yes是, name of RSP holder负责任的BSCI会员名字:  |
| Will the BSCI audit be conducted on behalf of a vendor for BSCI participant “Target Corporation”?该次的BSCI审核是否以“ Target Corporation”的名义进行？[ ]  No否 [ ]  Yes是If yes:如果* Please state the producers Target ID number:

请 告知工厂Target的 ID 号码:* Vendor authorizes TÜV Rheinland to share with Target all audit related information and documentation, including all audit questions and answers, data sheets, findings and related data.

供应商授权德国莱茵与Target共享所有与审核有关的信息和文档，包括所有审核问题和回答，数据表，发现点和相关数据。* TÜV Rheinland will have to report any severe and sensitive issues to Target according to the “Target Severe and Sensitive Issue Alert Process”

德国莱茵必须根据“Target严重和敏感问题警报流程”向Target报告任何严重和敏感的问题 |

## **Details of producer to be audited 被审核工厂的资料**

|  |  |
| --- | --- |
| Producer´s company name:工厂的名字 |  |
| amfori site ID:amfori 场所ID |  |
| Company website:工厂的网址 |  |
| Address (same as per business license):地址（如果审核地址和营业执照地址不同，两个地址均要列出，并简要说明两个地址关系） |  |
| Did the producer have amfori BSCI audit before?工厂之前有amfori BSCI审核吗？ | [ ]  No 否 [ ]  Yes是, date时间: Audit type审核类型: [ ]  Full完整审核[ ]  Follow-up跟进审核 |
| Did the producer move since the last audit?工厂有搬迁吗（尤其是上次审核之后） | [ ]  No 否 [ ]  Yes是, date时间:  |
| Contact person of producer:联系人 | Name:姓名 |  |
| Position:职位 |  |
| Tel. number:电话 |  |
| E-Mail:邮箱 |  |
| Language(s) spoken by management: 管理层使用的语言 | 普通话 |
| Language(s) spoken by workers: 员工使用的语言 | Language 1语言1 |  | % of workforce说该种语言的员工比例  |  |
| Language 2语言2 |  | % of workforce说该种语言的员工比例 |  |
| Language 3语言3 |  | % of workforce说该种语言的员工比例 |  |
| Migrant workers (state country and number of workers):外国员工（写明国家和人数） |  |
| Site area (m2 or ha): 被审核场所的占地面积（平方米或公顷） |  | Building shared with other companies? 是否和其他工厂/公司共享厂房 | [ ]  No否 [ ]  Yes是 |
| Scope of audit (whole company or selected sites / units): 审核范围（营业执照下所有的场所还是部分场所覆盖） | [x]  Full (normal approach) 所有场所（一般情况） [ ]  Limited (selected sites / units only. Requires physical separation of units and no sharing of workforce). Please specify: 部分场所（只审部分场所/单位。要求被审场所/单位和其他场所/单位之间有独立或者明显的物理位置的区分和没有员工互用）Site / unit to be audited: 纳入审核的场所/单位Number of staff involved: 人数 |
| Small Producer Assessment?小型生产商的评估？ | [x]  No 否 [ ]  Yes是. Signed Producer´s Self-Declaration is attached (max. 2 months old). 需要提供公司负责人在审核前两个月内签署的自我声明 |
| If dormitories provided: distance from company (km) 如果有宿舍，宿舍离厂区有多少公里 |  | Capacity (number of employees residing in dormitory): 宿舍住多少员工 |  |
| Products manufactured / services provided by auditee:主要生产的产品 |  |
| Main processes:主要的生产工序 |  |
| Specific health and safety risk for visitors? 贵司的健康与安全主要风险尤其针对来访者 |  |
| PPE required for visitors? 来访者是否需要佩戴劳保用品？ | [ ]  No 否[ ]  Yes 是🡪 [ ]  PPE provided by auditee工厂可以提供个人防护用品? [ ]  Auditor should bring PPE审核员需要自己准备个人防护用品 |
| Peak & low production months/period (if applicable):生产的淡旺季 | Peak production period: 旺季月份:N/ALow production period: 淡季月份:N/A |

|  |  |
| --- | --- |
| Do you have any sub-contractor working onsite for your company? E.g. for security, canteen, work processes. 是否有分包商在厂区内工作，比如外保的保安/厨工/生产员工等 | [ ]  No 否 [ ]  Yes是, company name请列明分包商的名称: Address分包商的公司地址:Product/service分包商提供的产品/服务:  |
| TOTAL number of employees in all shifts involved in the system incl. management staff, temporary, casual, piece rate, daily rate, contractual, housekeeping, security working within company员工的总数,包括所有班次人员，管理人员，临时员工，计件人员，计时人员，合同工，清洁工，保安人员等 |  | Male男 | Female女 |
| Full time全职员工 |  |  |
| Contracted / part-time兼职员工/临时工 |  |  |
| Total小计 |  |  |
| Shifts and working time: 班次及工作时间 | From:从 | Until:到 | Break:休息时间 | Activities: 生产工序或区域 | Number of staff员工数量 |
| Shift 1:班次1 |  |  |  |  |  |
| Shift 2:班次2 |  |  |  |  |  |
| Shift 3:班次3 |  |  |  |  |  |
| Management:管理层 |  |  |  |  |  |
| Which is the weekly day off?休息日时间 |  |
| Did the producer receive any consultancy regarding BSCI in the past 2 years? 被审核方在最近两年是否与德国莱茵公司有任何BSCI咨询业务发生 | [ ]  No 否 [ ]  Yes是If yes, company name: 如果有，请列明莱茵公司的名称 End date of consultancy: 咨询业务结束的日期 |

**Notes: 特别说明**

If the company to be audited was newly established, at least 3 months’ of active operation with relevant records are required by the time of audit, including payroll, working time records, production records, social insurance records. 如果被审核方是新成立的公司，至少有三个月的完整运行及记录，比如：工资，工作时间，生产记录，社保等

If the producer applies for BSCI agriculture audit, please note that the producer: 对于农业审核，请注意

* Should have implemented BSCI for at least 6 months before the audit. 工厂应在审核前6个月签署并执行BSCI的CoC和ToI
* Should have conducted internal audit for at least two farms and provide related records before the audit. 工厂应至少对两家农场进行内审，同时在审核前提供内审记录

After the audit has been confirmed, please inform us immediately in case of any special situation, such as审核确认后，如果发生特殊情况影响或导致审核不能进行的，请立即知会我们，包括但不限于下述情境

* Power cut on day of audit审核当天或期间停电
* No running production, e.g. due to business situation, maintenance or repair审核日当天或期间没有正常生产
* More than 20% of workforce asks for leave超过20%工人请假
* Key persons become unavailable审核关键人员不能参加审核(比如管理者代表，EHS代表，HR负责人等 )
* Strike, natural disaster or any other business interruptions发生罢工，自然灾害或其他的突发事件

**Declaration:** **声明**

I hereby declare that the information provided is true to the best of my knowledge. I also understand that any willful dishonesty may render for refusal of this application or denied audit and a cancellation fee or the full audit cost will be levied against my account with TÜV Rheinland. 我郑重声明以上所提供的信息是真实的，并且了解任何故意的不诚实行为可能会导致拒绝该申请或拒绝审核， 德国莱茵将收取取消费用或全部审核费用

 Signature(签名) Position(职位)

 Applicants name(名字) Date (日期 )