

[NOTE: This example is not from a real company, it is merely a demonstration.]

SA8000 Certification Checklist (Abridged): [Sample Company]

[Your team names]

Criteria	Pessimistic Score	Optimistic Score	Assumptions
Red answers are uncertain.			
1. CHILD LABOUR			
1.1 The organisation shall not engage in or support the use of child labour.	Yes	Yes	They never hire children; have records on all employees & contractors.
1.2 The organisation shall establish, document, maintain and effectively communicate to personnel and other interested parties, written policies and procedures for remediation of child labourers, and shall provide adequate financial and other support to enable such children to attend and remain in school until no longer a child.	No	Yes	Unsure what documentation / official policy exists.
1.3 The organisation may employ young workers, but where such young workers are subject to compulsory education laws, they shall work only outside of school hours. Under no circumstances shall any young worker's school, work and transportation time exceed a combined total of 10 hours per day, and in no case shall young workers work more than 8 hours a day. Young workers may not work during night hours.	Yes	Yes	Have assessed and have records.
1.4 The organisation shall not expose children or young workers to any situations – in or outside of the workplace – that are hazardous or unsafe to their physical and mental health and development.	No	Yes	Unsure: haven't assessed.
2. FORCED OR COMPULSORY LABOUR			
2.1 The organisation shall not engage in or support the use of forced or compulsory labour, including prison labour, as defined in Convention 29, shall not retain original identification papers and shall not require personnel to pay 'deposits' to the organisation upon commencing employment.	Yes	Yes	No forced labor; have records on all employees & contractors.
2.2 Neither the organisation nor any entity supplying labour to the organisation shall withhold any part of any personnel's salary, benefits, property or documents in order to force such personnel to continue working for the organisation.	Yes	Yes	No withholding; have contracts documented for all workers.
2.3 The organisation shall ensure that no employment fees or costs are borne in whole or in part by workers.	Yes	Yes	No burden; have contracts documented for all workers.
2.4 Personnel shall have the right to leave the workplace premises after completing the standard workday and be free to terminate their employment provided that they give reasonable notice to their organisation.	Yes	Yes	No limitations; have contracts documented for all workers.
2.5 Neither the organisation nor any entity supplying labour to the organisation shall engage in or support human trafficking.	Yes	Yes	No trafficking; have contracts documented for all workers.
3. HEALTH AND SAFETY			
3.1 The organisation shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential health and safety incidents and occupational injury or illness arising out of, associated with or occurring in the course of work. It shall minimise or eliminate, so far as is reasonably practicable, the causes of all hazards in the workplace environment, based upon the prevailing safety and health knowledge of the industry sector and of any specific hazards.	Yes	Yes	Have policy and equipment, with records.
3.2 The organisation shall assess all the workplace risks to new, expectant and nursing mothers including those arising out of their work activity, to ensure that all reasonable steps are taken to remove or reduce any risks to their health and safety.	No	Yes	Unsure: Hasn't happened, but there isn't a policy preventing it.
3.3 Where hazards remain after effective minimisation or elimination of the causes of all hazards in the workplace environment, the organisation shall provide personnel with appropriate personal protective equipment as needed at its own expense. In the event of a work-related injury the organisation shall provide first aid and assist the worker in obtaining follow-up medical treatment.	Yes	Yes	Mfr says...
3.4 The organisation shall appoint a senior management representative to be responsible for ensuring a safe and healthy workplace environment for all personnel and for implementing this Standard's Health and Safety requirements.	No	No	Mfr says...
3.5 A Health and Safety Committee, comprised of a well-balanced group of management representatives and workers, shall be established and maintained. Unless otherwise specified by law, at least one worker member(s) on the Committee shall be by recognised trade union(s) representative(s), if they choose to serve. In cases where the union(s) does not appoint a representative or the organisation is not unionised, workers shall appoint a representative(s) as they deem appropriate. Its decisions shall be effectively communicated to all personnel. The Committee shall be trained and retrained periodically in order to be competently committed to continually improving the health and safety conditions in the workplace. It shall conduct formal, periodic occupational health and safety risk assessments to identify and then address current and potential health and safety hazards. Records of these assessments and corrective and preventive actions taken shall be kept.	No	No	Mfr says...
3.6 The organisation shall provide to personnel, on a regular basis, effective health and safety training, including on-site training and, where needed, job-specific training. Such training shall also be repeated for new and reassigned personnel, where incidents have occurred, and when changes in technology and/or the introduction of new machinery present new risks to the health and safety of personnel.	Yes	Yes	Mfr says...
3.7 The organisation shall establish documented procedures to detect, prevent, minimise, eliminate or otherwise respond to potential risks to the health and safety of personnel. The organisation shall maintain written records of all health and safety incidents that occur in the workplace and in all residences and property provided by the organisation, whether it owns, leases or contracts the residences or property from a service provider.	Yes	Yes	Documented procedures exist.
3.8 The organisation shall provide, for use by all personnel, free access to: clean toilet facilities, potable water, suitable spaces for meal breaks, and, where applicable, sanitary facilities for food storage.	Yes	Yes	Facilities are good; have photos.
3.9 The organisation shall ensure that any dormitory facilities provided for personnel are clean, safe and meet their basic needs, whether it owns, leases or contracts the dormitories from a service provider.	Yes	Yes	There are no doms.
3.10 All personnel shall have the right to remove themselves from imminent serious danger without seeking permission from the organisation.	No	No	Mfr says...
4. FREEDOM OF ASSOCIATION & RIGHT TO COLLECTIVE BARGAINING			
4.1 All personnel shall have the right to form, join and organise trade union(s) of their choice and to bargain collectively on their behalf with the organisation. The organisation shall respect this right and shall effectively inform personnel that they are free to join a worker organisation of their choosing without any negative consequences or retaliation from the organisation. The organisation shall not interfere in any way with the establishment, functioning or administration of workers' organisation(s) or collective bargaining.	Yes	Yes	Mfr says...
4.2 In situations where the right to freedom of association and collective bargaining are restricted under law, the organisation shall allow workers to freely elect their own representatives.	Yes	Yes	Mfr says...
4.3 The organisation shall ensure that union members, representatives of workers and any personnel engaged in organising workers are not subjected to discrimination, harassment, intimidation or retaliation for being union members, representative(s) of workers or engaged in organising workers, and that such representatives have access to their members in the workplace.	No	No	Mfr says...

5. DISCRIMINATION			
5.1 The organisation shall not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, national or territorial or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.	No	Yes	Unsure because...
5.2 The organisation shall not interfere with the exercise of personnel's rights to observe tenets or practices or to meet needs relating to race, national or social origin, religion, disability, gender, sexual orientation, family responsibilities, union membership, political opinions or any other condition that could give rise to discrimination.	No	No	Mfr says...
5.3 The organisation shall not allow any behaviour that is threatening, abusive, exploitative or sexually coercive, including gestures, language and physical contact, in the workplace and in all residences and property provided by the organisation, whether it owns, leases or contracts the residences or property from a service provider.	Yes	Yes	Mfr says...
5.4 The organisation shall not subject personnel to pregnancy or virginity tests under any circumstances.	No	No	Mfr says...
6. DISCIPLINARY PRACTICES			
6.1 The organisation shall treat all personnel with dignity and respect. The organisation shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel. No harsh or inhumane treatment is allowed.	Yes	Yes	Mfr says...
7. WORKING HOURS			
7.1 The organisation shall comply with applicable laws, collective bargaining agreements (where applicable) and industry standards on working hours, breaks and public holidays. The normal work week, not including overtime, shall be defined by law but shall not exceed 48 hours.	Yes	Yes	Mfr says...
7.2 Personnel shall be provided with at least one day off following every six consecutive days of working. Exceptions to this rule apply only where both of the following conditions exist: a) National law allows work time exceeding this limit; and b) A freely negotiated collective bargaining agreement is in force that allows work time averaging, including adequate rest periods.	Yes	Yes	Mfr says...
7.3 All overtime work shall be voluntary, except as provided in 7.4 below, shall not exceed 12 hours per week and shall not be requested on a regular basis.	Yes	Yes	Mfr says...
7.4 In cases where overtime work is needed in order to meet short-term business demand and the organisation is party to a freely negotiated collective bargaining agreement representing a significant portion of its workforce, the organisation may require such overtime work in accordance with such agreement. Any such agreement must comply with the other requirements of this Working Hours element.	Yes	Yes	Mfr says...
8. REMUNERATION			
8.1 The organisation shall respect the right of personnel to a living wage and ensure that wages for a normal work week, not including overtime, shall always meet at least legal or industry minimum standards, or collective bargaining agreements (where applicable). Wages shall be sufficient to meet the basic needs of personnel and to provide some discretionary income.	Yes	Yes	Mfr says...
8.2 The organisation shall not make deductions from wages for disciplinary purposes. Exception to this rule applies only when both of the following conditions exist: a) Deductions from wages for disciplinary purposes are permitted by national law; and b) A freely negotiated collective bargaining agreement is in force that permits this practice.	Yes	Yes	Mfr says...
8.3 The organisation shall ensure that personnel's wages and benefits composition are detailed clearly and regularly to them in writing for each pay period. The organisation shall lawfully render all wages and benefits due in a manner convenient to workers, but in no circumstances in delayed or restricted forms, such as vouchers, coupons or promissory notes.	Yes	Yes	Mfr says...
8.4 All overtime shall be reimbursed at a premium rate as defined by national law or established by a collective bargaining agreement. In countries where a premium rate for overtime is not regulated by law or there is no collective bargaining agreement, personnel shall be compensated for overtime at the organisation's premium rate or at a premium rate equal to prevailing industry standards, whichever is higher.	Yes	Yes	Mfr says...
8.5 The organisation shall not use labour-only contracting arrangements, consecutive short-term contracts and/or false apprenticeship or other schemes to avoid meeting its obligations to personnel under applicable laws and regulations pertaining to labour and social security.	Yes	Yes	Mfr says...
9. MANAGEMENT SYSTEM			
This section is extensive, and has been cut for simplicity of the exercise. It contains 26 criteria, organized into these categories: 9.1 Policies, Procedures and Records 9.2 Social Performance Team 9.3 Identification and Assessment of Risks 9.4 Monitoring 9.5 Internal Involvement and Communication 9.6 Complaint Management and Resolution 9.7 External Verification and Stakeholder Engagement 9.8 Corrective and Preventive Actions 9.9 Training and Capacity Building 9.10 Management of Suppliers and Contractors For full details, see the SAI website (http://www.sa-intl.org)	(Skip)	(Skip)	(Skipped in the interests of time)

Meets Certification Standard? (Optimistic score) No
Meets Certification Standard? (Pessimistic score) No

CONCLUSIONS:

The organization does not meet all criteria: is not eligible for certification.
Strongest categories were "Forced or compulsory labor", "Working hours", and "Remuneration", as the company representative said documentation is available for all data, and all certification points.
The weakest category was "Freedom of association and right to collective bargaining", because the company historically discourages unions.
Several data gaps exist, so even in several places where the company is believed to be responsible, more documentation and/or formal policies are needed.
If all these criteria were met, the organization would be eligible for SA8000.