



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 1 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
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To:
 Management Representative
 Diamond Fabrics Limited

In the light of Internal Audit the following findings statement are reported for your kind action.

Audit No.	20 th		Audit Date	13,14,15,16 JUNE, 2017	
1.	<u>Child labour</u>	a) <i>Check the age proof of the persons working in the organization. [Age should be above 18 years]</i>	<i>Age of all workers in DFL is verified on the criteria of adult workers i.e not less than 18 years under any circumstances Copy of CII IC card is the tool of confirmation Age of employees Record from personal files have been verified as following Card No. 190410, Abid Hussain & 190533 M. Usman from Utility department.</i>	YES	
		b) <i>It has also been verified that no worker is employed less than 18 years by mill's contractors</i>	<i>Copy of CII IC Cards</i>	YES	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 2 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
		c) Check how subcontractor's employees are also covered in this aspect. Check activities related to SA 8000 aspect, no found child labor in any mills area.	Child labour not engaged	YES	
		d) In case child labour is available check what is the action taken for remediation of child labour. [schooling, financial support]	Policy for prohibition of Child labour / Child labour remediation procedure	YES	
		e) No child labour shall be engaged.	Policy for prohibition of Child labour	Yes	
		f) Young workers [age: 15-18] can be engaged. They should be assigned jobs which are fit for young persons only. Young workers register to be maintained.	NA	.	
		g) Young workers duty time and schooling shall not exceed 10 hours. Duty hours shall not exceed 8 hours. No night shift is allowed.	NA	.	
		h) If there is any hazardous work - young workers should not be exposed to it	NA	.	
		i) In the absence of age proof, the competent medical authority's certificate of age can be accepted.	As per Child labour procedure	YES	
2.	Forced and Compulsory Labour	a) Compulsory deposit of money to be employed in the job is not allowed.	Policy for prohibition of forced labour	YES	
		b) Ask employees whether their identity cards or certificates are held by the company as a condition for employment.	Worker's interview ed	YES	
		c) The company should not deduct part of salary to force the continuation of the workers	Worker's interview ed	YES	
		d) Check with employees whether such deductions are done.	Worker's interview ed	YES	
		e) Check whether security guards are used to force workers to remain in the job.	No. Forced labour, Worker's interview ed	YES	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 3 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
		f) <i>Compulsory continuation in job (by not allowing the workers who want to leave the job) is not allowed.</i>	<i>Worker's interviewed</i>	YES	
		g) Check whether the employees have the freedom to resign and go away if they so desire. There should be no hindrance on them.	Worker's Interviewed	YES	
		h) Whether people of external origin (without proper papers) are held as employees?	N/A	-	
		i) Whether bonded labour system is followed by engaging all members of a family under forcible conditions.	N/A	-	
		j) Can workers refuse overtime?	Worker's Interviewed	YES	
3	Health and Safety	a) Check the list of chemicals and their MSDS.	Checked during Audit MSDS Display in Chemical Store.	YES	
		b) Whether safety precautions as per the MSDS are followed?	-	YES	
		c) Whether adequate personal protective equipment are available?(dust mask, glove ear Plug, etc)	PPE Used the employees	YES	
		d) Is there an officer responsible for health and safety?	H.S Representative Nominated	YES	
	Safety Committee	e) Is Health and Safety Committee available?	Health & Safety Committee meeting records maintained	YES	
		Risk Assessment	f) Is Record of Periodic occupational health and safety risk assessment is available?	Risk assessment perform on six monthly bases doc. # DFL/SA/8.3/15-1	YES



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 4 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
	Incident Investigation	g) Is risk assessment covers current and potential health and safety hazards	Risk assessment covers all safety hazards. DFL/SA/8.3/15-1	YES	
		h) Health & Safety committee is involved in all incident investigation	Incident record maintained DFL/MR/8.3/4	YES	
		i) Are exits marked clearly	Emergency exit & also exit roots marked properly	YES	
		j) Whether health and safety training has been given?	Health & Safety Training record of employees maintained	YES	
	Emergency Preparedness	k) Whether employees are aware of the hazardous associated with their area of operation and how to protect themselves?	"	YES	
		l) Whether adequate personal are trained in fire fighting?	Fire party Members Trained	YES	
		m) Whether adequate personal are trained in first aid?	First Aid Party Members Trained	YES	
		n) Whether emergency preparedness plan is available?	Fire Drill Record	YES	
	Emergency Evacuation drill	o) Whether accident register is maintained?	Accident / Incident Report Maintained	YES	
		p) Whether emergency evacuation points are identified?	Emergency door for exits are Identified	YES	
		q) Whether Hydrant Point are sufficient & easy accessible?	Hydrant Line sufficient and easy accessible.	YES	
		r) Whether sufficient first aid boxes are available?	First Aid Box not Chemical Store	NOT	NC-1



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 5 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes/No	NC / OBS Ref
	Fire Equipments	s) Whether mock drills have been conducted?	Fire Drill records maintained	YES	
		t) Fire Cylinder easily access able	Easily Accessible	YES	
		u) Monthly Fire Equipment Status properly	Checklist & Status card maintain properly	YES	
		v) L.T. Panels have rubber matt.	Rubber matt Miss in front of Electric Panel in sizing	No	NC-1
		w) Whether pregnant women and feeding mothers are given jobs which are fit for their state?	N/A	-	
		x) Whether Smoke Detectors installed in Godown	Smoke Detector installed	YES	
		y) Whether Evacuation plans & the H&S manual are amended based on experiences?	Evacuation Map of QA inspection need to be revised	NO	NC-2
		z) Whether proper drinking water is provided?	Mills and also Colony water for drinking	YES	
		aa) Whether gang ways have been properly identified and free of clutter.	Yellow Lines properly marked	YES	
		Dormitories	bb) Whether dormitories provided by the company are clean, safe and have adequate toilets?	Accommodation Provided	YES
	cc) Each dormitory floor has at least 2 accessible, unlocked and clearly marked exits leading to the outside		Emergency Exit door available	YES	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 6 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
		dd) Dormitories are located in a building separate from the production areas and warehouses and are well maintained	Separate from production area	YES	
		ee) Dormitories are secure, clean and have adequate safety provisions, such as: potable water, fire extinguishers, first aid box, unobstructed and clearly marked emergency exits with doors that cannot be locked against egress, fire alarms in working order and emergency lighting. Emergency evacuation drills are conducted at least once per year	Dormitories housekeeping on daily base, drinking water, fire Alarm and emergency list with exit sign available	YES	
			N/A	-	
	MACHINE GUARDS AND SAFETY	ff) Is documented risk assessment of machinery is available and updated when new machineries are incorporated into processes.	Safe Guards available	YES	
		gg) All machines have the necessary safety guarding, as identified in the risk assessment, such as pulley guard, needle guard, eye guard and/or finger guard. Cutting, stamping and punching machines are required to have operation	Safety Measures is Done as per requirements	YES	
		hh) Has the company conducted risk analysis when process is changed or new machinery installed.	Risk analysis are done.	YES	
	CHEMICAL AND HAZARDOUS WASTE HANDLING AND STORAGE	ii) Chemicals store properly at their location.	Chemical store properly	YES	
		jj) Characteristics / properties and special precautions to follow when using, handling and storing the chemicals is available in the chemicals storage area.	Instruction display in stores, SOP for chemical Handling and storage available.	YES	
		kk) A documented procedure for storing chemicals in order to avoid contact between incompatible chemicals and providing for secondary containment is available	Chemicals Compatibility chart display in store and where use chemicals in the department	YES	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 7 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes/No	NC / OBS Ref
		ll) Chemical handling and storage areas have immediate access to eyewash station.	Eyewash installed and easily accessible	YES	
		mm) A documented procedure for the proper handling and storage of hazardous waste is available	Hazard waste sold to EPA approved vendor.	YES	
		nn) Hazardous waste storage containers are separated from ordinary waste, are clearly and properly marked and are protected from the weather and any fire risks	Hazardous waste store separate and clearly marked	YES	
		oo) Hazardous waste storage containers are checked regularly for spills and secondary containment is provided to prevent direct exposure to the environment.	Spill kit provided and Secondary containment provided.	YES	
4.	<u>Freedom Of Association And Right To Collective Bargaining.</u>	a) Whether unions are allowed in the company?	Company Policy	YES	
		b) How many unions are there?	N/A, But Worker representative	YES	
		c) Are employees free to join unions(and that of their choice)	Company Policy	YES	
		d) Whether worker representatives are elected?	Worker representatives	YES	
5.	<u>Discrimination</u>	a) Whether equal pay for equal work is given?	Wages & Salary record	YES	
		b) How promotion decisions are made (among worker category)	Company Policy	YES	
		c) Whether people of particular religion, region, and sex are discriminated against?	No Discrimination	YES	
		d) Are pregnant women discriminated against?	N/A	-	
		e) Are women dismissed when found pregnant?	N/A	-	
		f) Are women subjected to sexual harassment?	N/A	-	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 8 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes/No	NC / OBS Ref
6.	Disciplinary practices	a) Are standing orders available?	Updated Labour code	YES	
		b) Are they followed?	As per Law	YES	
		c) How is disciplinary action taken?	As per company Policy	YES	
		d) Are fines levied as part of disciplinary action?	No	YES	
		e) Is physical punishment like beating, illegal confinement etc, carried out?	No	YES	
		f) What are the legal cases pending related to disciplinary action?	NONE	-	
		g) Are employees provided a fair opportunity to explain their side prior to decision on disciplinary action?	Yes, Company Policy	YES	
7.	<u>Working hours</u>	a) The company exceeds 8 hour duty per day per head	Working hours as per company Policy,	YES	
		b) What is the normal overtime level?	12 Hours per week	YES	
		c) Work week cannot exceed 48 hrs.	Company Policy	YES	
		d) Overtime shall not exceed 12 hours per week.	Company Policy	YES	
		e) Is one day weekly off given?	Company Policy	YES	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 9 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
		f) How are working hours tracked?	Face & Eyes Scanning Machines installed at Mills entrance for Employees mark their attendance IN / OUT Time as per shift.	YES	
		g) What is the maximum number of consecutive hours worked?	3, 4 Hours	YES	
8.	<u>Remuneration</u>	a) Are minimum wages as per regulation paid?	Salary / Wages record	YES	
		b) Are the minimum wages meeting the basic need wages[BNW- see guidance note for calculations]	Living wages, BNW Working	YES	
		c) Living Wages meets both quantitative and qualitative methods	Basic Need of wages calculation	YES	
		d) Are there pay slips with full wage details?[including explanation of deductions]	Salary Slip	YES	
		e) Whether premium rates are paid for overtime	Overtime Record	YES	
		f) Salary pay dates to employees	Worker Interviewed	Yes	
		g) Method of Payments	Cash	Yes	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 10 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes/No	NC / OBS Ref
--------	-------------------	-----------------------	------------------	--------------------------	--------------

9.	Management Systems				
	9.1 : POLICIES, PROCEDURES AND RECORDS				
	a) Is there a documented SA policy (in local language also)?	Company Policies	YES		
	b) Is this Policy statement shall commit the organization to comply with: national laws, other applicable laws and requirements?	Policy statement comply with, national laws, ILO cods and SA8000:2014 Standards requirements.			
	c) Is it this policy displayed prominently?	display a iron board in local language near Maingate	YES		
	d) All personnel demonstrate knowledge and understanding of the organization's policy statements, which includes its commitment to comply with the SA8000:2014 Standard.	Training to Employees	YES		
	e) Is organization develop policies and procedures to implement the SA8000:2014 Standard	Policies and procedure developed	YES		
	f) Is Policies state requirements of SA8000:2014 and procedures provide instructions on how personnel shall comply with the policies		YES		
	Policies and procedure statements:- <ul style="list-style-type: none"> - SA8000 policy statement (Required by SA8000 9.1.1) - Child labour policies and procedures for remediation - Policy for Forced or Compulsory Labour element. 	Company Policies develop as per SA8000:2014 standards			



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 11 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
		<ul style="list-style-type: none"> - Policy for Health and Safety element. SOP regarding to Health & Safety that's state how the organization manages safety and health issues. - Policy for Freedom of Association and Right to Collective Bargaining, - Policy for Discrimination - Policy for Disciplinary Practices. - Policy for Working Hours - Policy for Remuneration - Procedure for child labour remediation - Procedure for Health & Safety - Procedure for Complaint Handling - Procedure for Health & Safety - procedures for Corrective and preventive action - Procedure for Risk Assessment - Procedure for supplier evaluation - Procedure for Emergency preparedness - Procedure for Internal Audit - Procedure interested parties 	Company Policies & Procedure develop as per SA8000:2014 standards	YES	
		g) Are there SA8000 worker representatives who can interact with management on SA 8000:2014 matters?	SA8000 Workers Representatives, Social Performance Team,	YES	
		h) Dose organization conducts regular management reviews meeting to ensure its policy / procedures implementing and performance results, in order to continually improve?	MR Meeting done twice a year	YES	
		i) Is Company policies statements publicly available related to SA8000 standard elements in an effective form and manner for interested parties?	Employees Hand book and same policies avail on DFL website	YES	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 12 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
		<p>j) Requires the organization to maintain appropriate and accurate records to demonstrate conformance and implementation of the SA8000:2014 Standard.</p> <p>Organisations are required to maintain Records at a minimum for SA8000 compliance:</p> <ol style="list-style-type: none"> 1. Health and safety committee meeting records 2. Health and safety incident record 3. Work's Management council record 4. Risk Assessment record 5. Health & Safety records 6. Working hours records 7. Over time records 8. Wages and benefits composition. 9. Internal audit records. 10. Corrective and preventive action records. 11. Training records 12. Records of of suppliers/subcontractors. 13. Social Fingerprint ratings 14. Management review meeting, 15. Internal and external complaint record 	<p>All records have been maintained properly and verified during internal and external audits</p>	YES	
		<p>9.2:- SOCIAL PERFORMANCE TEAM</p>			
		a) Is Social Performance Team established?	SPT committee from worker & Management	YES	
		b) Is the worker representative freely elected from among workers?	Elected from workers by Election	YES	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 13 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
	c)	SA8000 Worker representative(s) freely elected by workers to facilitate communication senior management and workers on matters related to SA8000 standard.	Elected by workers through hand show mechanism	YES	
	d)	Are SPT members that they are properly trained	Training record	YES	
	e)	Is maintained SPT Meeting records	SPT Meeting after 2 months	YES	
	f)	SA8000 worker representative(s) election is independent and freely conducted by workers.	Workers representative elected by workers by election	YES	
	g)	The role of the SPT in SA8000 implementation. <ul style="list-style-type: none"> - Implementing of SA8000 requirements - Identification and Assessment of Risks - Monitoring - Corrective and Preventive Actions. - Internal Audit 	SPT Members perform their roles with HR & Compliance team into related activities	YES	
	h)	At least 1 elected worker representative member of the SPT.	Elected representative member of SPT	YES	
	i)	Are attending Opening and closing meetings of SA8000 audits.	Meeting attend	YES	
		9.3 - IDENTIFICATION AND ASSESSMENT OF RISKS		YES	
	a)	Develop Risk assessment procedure	SOP developed	YES	
	b)	Risk assessment identify and reviewed by involving the Social performance team	SPT Team	YES	
	c)	Ensure that competent people are assigned to carry out the risk assessment		YES	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 14 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes/No	NC / OBS Ref
		d) The scope of the risk assessment includes internal processes, as well as suppliers / subcontractors and sub---suppliers	Risk assessment is done	YES	
	9.4: MONITORING				
	a)	The SPT maintains records of its monitoring activities	Meetings Record is maintained	YES	
	b)	Internal audits on all elements of SA8000 are conducted at least annually	Internal audit conduct twice a year	YES	
	c)	Senior management demonstrates knowledge and understanding of the monitoring reports it receives from the SPT	Record maintained	YES	
	d)	The SPT meets at least once every six months to review progress and identify potential actions to strengthen implementation of the Standard	SPT meeting arranged after 2 month	YES	
		Organisations should consult multiple sources during the monitoring process including but not limited to: ? Risk assessments ? Management review minutes ? Results of previous internal audits ? Results of external audits ? Complaints about working conditions ? Documentation from suppliers/subcontractors and sub-suppliers about their labour standards performance	Records check and verified during Internal audit and MR Meeting	YES	
	e)	SPT is also responsible to conduct regularly scheduled meetings to review progress and identify potential actions to strengthen implementation of the SA8000 Standard.	SPT Meetings arranged	YES	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 15 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
		9.5:- INTERNAL INVOLVEMENT AND COMMUNICATION			
	?	Is Organization communicating the requirements of SA8000 through routine communications to the employees on regular bases?	Inform to employee in meeting or display on notice board in local language	YES	
	?	Dose display the SA8000 policy statement and the Standard in the workplace, so that workers can read the requirements.	Policies display on iron board for workers informations.	YES	
		Some examples of communication channels are listed below		YES	
	?	SA8000 poster posted in the workplace	Policies display on Iron board Training of employees,		
	?	Conversations between workers and elected worker			
	?	Trainings about SA8000			
		Channels that can be used to get feedback include, but are not limited to:			
	?	Suggestion box,	Record maintained	YES	
	?	Formal complaint management system			
	?	Worker surveys			
	?	Conversations with elected worker			
	?	Conversations with members of the SPT			
	?	Worker committees			
	?	Assemblies organized to gather worker feedback			
		Organisations should be obtaining information from workers through such communication channels to improve their policies and procedures related to SA8000 standard implementation.			



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 16 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
--------	-------------------	-----------------------	------------------	---------------------------	--------------

		9.6:- COMPLAINT MANAGEMENT AND RESOLUTION			
		? An effectively communicated and documented complaints /Grievance Procedure is available to workers in appropriate language(s). The procedure permits workers to settle complaints directly with their immediate supervisor, or if they choose, with someone other than their immediate supervisor. The procedure describes the steps that supervisors and managers take to protect personnel who file complaints	Grievance Procedure developed and training provided to employees	YES	
		? Personnel demonstrate knowledge and understanding of the organization's documented complaints procedure Specifically, personnel understand that the procedure is:	Sr. Manager HR & Admin	YES	
		a. Available to all personnel; b. Intended to collect comments, recommendations, reports or complaints concerning the workplace and/or non---conformances to the SA8000 Standard; c. Confidential d. Unbiased; e. Non-retaliatory.	Sr. Manager HR & Admin	YES	
		f. There is a specific person (or multiple persons) who is responsible for investigating, following up on and communicating the outcome of complaints received	Admin officer	YES	
		g. Maintain complaints records.	Admin officer	YES	
		h. The steps the organization takes when receiving complaints from interested external parties are addressed by the complaints procedure.	Sr. Manager HR & Admin	YES	
		9.7 - EXTERNAL VERIFICATION AND STAKEHOLDER ENGAGEMENT		YES	
		Organization should be cooperates with external auditors or involves interested parties to get comprehensive input to its SA8000 implementation.	Cooperates and access to all interested parties	YES	
		Relevant stakeholders in the community have been identified and are involved in the SA8000 compliance process in at least one of the following ways:	We have allow for visit to our Unit.	YES	
		a. Consultation during internal audit;	Record maintained	YES	
		b. Meetings to discuss SA8000 compliance issues;	Record maintained	YES	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 17 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes/No	NC / OBS Ref
		c Co--training of workers and/or managers on SA8000 compliance issues;	Record maintained	YES	
		d. Cooperation in surveying workers on SA8000 compliance issues	Record maintained	YES	
		External Verification and Stakeholder Engagement is required to SA8000 implementation.	Record maintained	YES	
		Stakeholder Engagement Organization requires participating in stakeholder engagement to attain sustainable SA8000 compliance.	Record maintained	YES	
		Stakeholder Identification There are two types of internal and external. Workers are an internal stakeholder group who are engaged through internal involvement and communication Organisations should conduct an external stakeholder identification exercise to identify groups in the community that work with labour standards issues and can help implement SA8000. Such groups local and national community groups, international organisations focused on workers' issues, trade unions or, other local and national NGOs, government ministries etc.	SOP for interested parties	YES	
		Organisations should use multiple strategies for proactive engagement with external stakeholders: 1. Consult them during internal and external audits 2. Monitoring SA8000 performance 3. Meet routinely to discuss labour compliance issues and risk factors 4. Use their help to conduct worker and manager trainings on specific issues 5. Work with them to initiate community improvement plans	Record maintained	YES	



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 18 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
--------	-------------------	-----------------------	------------------	---------------------------	--------------

		9.8 CORRECTIVE AND PREVENTIVE ACTIONS			
		? Is documented procedure should be develop for implementation of corrective and preventive actions available?	Procedure is developed	YES	
		? The procedure names the SPT as the party responsible for monitoring the implementation of these actions			
		? Role of SPT to ensure that the corrective and preventive actions are effectively implemented.	SPT member ensure the CA/PA Action	YES	
		? Records include all non---conformances identified through internal or external audits. Records note the person assigned to implementing corrective and preventive actions, the action to be taken and the target date for completion	Target date set on NCs.	YES	
		? Review of previous corrective and preventative actions take and their results	Review in MR meetings	YES	
		9.9 : TRAINING AND CAPACITY BUILDING		YES	
		? A training plan and training materials on the implementation of the SA8000 Standard is available and includes all personnel.	Training Plan develop and training proved to employees as per training need assessment.	YES	
		? The training plan and materials are updated in order to correspond to the results of risk assessments.			
		? The effectiveness of training is periodically measured through tests, surveys and/or interviews			
		? Is worker training on SA aspects provided?			



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 19 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
--------	-------------------	-----------------------	------------------	---------------------------	--------------

9.10 MANAGEMENT OF SUPPLIERS AND CONTRACTORS					
	A documented procedure for conducting due diligence on suppliers/subcontractors, private employment agencies and sub-suppliers' compliance with the SA8000 Standard is available (9.10.1).	Procedure is developed	YES		
	Adequate and accurate records with the following information are maintained	Record maintained	YES		
	Effectively Communicate Requirements				
	a. Method of communicating the requirements of SA8000 to senior leadership of suppliers/sub contractors and sub-suppliers; As a first step, the organisation should send a number of documents, including the SA8000 Standard, the organisation's SA8000 policy statement, and other information concerning its expectations for their social performance. These business partners should acknowledge receipt of the documents and confirm their acceptance of the requirements.	Copy of SA8000 standard, company policies, email and Letter send by couriers Record maintained.	YES		
	b. Significant risks of non-conformance by suppliers/subcontractors, and sub-suppliers;	Inform respectively	YES		
	c. Efforts made to ensure that significant risks identified are adequately addressed by suppliers/subcontractors, private employment agencies and sub-suppliers;	Contact and survey on regularly bases.	YES		
	d. List of home workers who provide services to the organization.	N/A			
	i. The list includes the home workers' location, type of service(s) provided, results of monitoring for SA8000 compliance, and the list and status of corrective and preventive actions in process.	N/A	YES		



Diamond Fabrics Limited

Internal Audit Checklist (SA 8000:2014)

Document #:	DFL/MR/9.5/2
Effective Date:	1/ 05-04-2017
Revision date:	2 /- 01-06-2017
Page:	Page 20 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
		Due Diligence In order to promote socially responsible practices throughout its supply chain, SA8000 9.10.1 requires the organization conduct due diligence on its suppliers/subcontractors, private employment agencies and sub suppliers (i.e. business partners) when selecting new business partners, when evaluating current business partners,	SA8000 requirements fulfill when select new suppliers/subcontractors, private employment agencies and sub suppliers	YES	
		Are undertakings obtained from suppliers and subcontractors – sub suppliers on compliance to SA 8000:2014 requirements	Supplier evaluation form & Social Grading form of subcontractors / sub-suppliers.	YES	
		Are suppliers checked for minimum SA requirement compliance prior to registration?	Supplier evaluation form	YES	
		Are there home workers?	N/A	--	
		Whether all welfares/safety measures are provided to home workers?	N/A	--	
		Whether home worker records are maintained by the company?	N/A	--	
		Are records and Documents available for Audit?	Policy, Procedure and record maintained.		
		Whether audits are conducted on home worker	N/A		



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Page:	Page 21 of 21

Sr. No	SA 8000 Clause No	Points to be verified	Evidence checked	Whether complying Yes /No	NC / OBS Ref
		Is there regular communication with interested parties on SA 8000:14 performance? Whether company engages in dialogues with interacted parties on SA compliance	For this purpose we develop our unit (DFL) website address for interested parties Communication, and easy access: on this web site our company policies, Internal audit results and Management Review Meeting results are available for interested parties. dfl.sapphire.com.pk		
		Whether company provides access to auditors to verify compliance.	Access to auditors	YES	

NOTE: “O” Means for Observation; “NC” Means for Nonconformity

Auditor # 1	Mr. Muhammad Farooq	Social Performance Team Members	
Auditor # 2	Mr. Amjad Ali	Shehzad Asgher	
Auditor # 3	Mr. Muhammad Ather	Intizar Hussain	
Auditor # 4	Mr. Muhammad Salman	Muhammad Botta	

Management representative	
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