

# 审计师工厂手册

Fair Stone Auditor's Manual for Factories

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**fair ■ stone**

Kirchheim unter Teck, 04.10.2017

**Fair Stone 审计师工厂手册**  
**Auditor's Manual for Factories**

**工厂数据与审计结果**  
**Factory Data and Auditing Results**

审计师 <b>Auditor</b>	
审计日期 <b>Date of Audit</b>	
审计类型 <b>Type of Audit</b>	<p>第一次 / First time:</p> <p>审计未通过（审计未通过后最多 6 个月，重新审计仅针对未通过的标准） /</p> <p>Failed Audit (max. 6 months after failed audit, re-audit only not fulfilled criteria):</p> <p>重新审计（审计通过后 3 年） / Re-Audit (3 Years after passed Audit):</p>
工厂 <b>Factory</b>	
工厂代码 <b>Factory Code</b>	
工厂位置 <b>Factory Location</b>	
出口公司 <b>Exporting Company</b>	
出口商代码 <b>Exporter Code</b>	
进口公司 <b>Importing Company</b>	

工厂数据与审计结果  
Factory Data and Auditing Results

审计结果 Auditing Results	
必要分数 Essential Points	
总分数 Total Points	

本人已经根据手册如实地审查了工厂（如上所示）。

本人保证会对第三方严格保密。

I have faithfully audited the factory (as indicated above) according to the manual.

I pledge myself to absolute secrecy towards third parties.

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审计师签字

Signature Auditor

- 根据 FAIR STONE 标准，认证审计师必须在向这些工厂发放最终 FAIR STONE 证书之前审查已注册的 FAIR STONE 供应商。审计师必须使用本手册。 **According to the Fair Stone Standard accredited auditors have to audit registered Fair Stone Suppliers before these factories receive the final Fair Stone Certification. Auditors have to use this manual.**
- 手册以“FAIR STONE 标准”为评判基础。详情请参照网站：[www.fairstone.org](http://www.fairstone.org)。 **The manual is based on the criteria of the Fair Stone Standard. Please refer to [www.fairstone.org](http://www.fairstone.org) for further information**  
括号中的数字对应相关“标准”条例 (--). **Numbers in brackets refer to the standard (--).**
- **e** ⇒ 该评判标准为必要标准。若未达到必要标准，不予发放证书。必要标准以蓝色表示。 **This criterion is essential. Certification is not given if an essential criterion is not met. Essential criteria are coloured blue.**
- 审计师使用 FAIR STONE 的“如何审计”指南进行评分。 **The auditor uses the guidelines "how to audit" of FAIR STONE to score.**
- 审计师按照如下标准执行情况予以评分： **The auditor gives points if the criteria is fulfilled:**
  - 0 分：未达到标准 → 执行程度 50% 以下  
**0 points: The criterion is not fulfilled → less than 50%**
  - 1 分：达到最低标准 → 执行程度超过 50%  
**1 point: The criterion is fulfilled to a minimum → more than 50%**
  - 2 分：以令人满意的水平达到标准 → 执行程度超过 70%  
**2 points: The criterion is fulfilled to a satisfactory level → more than 70%**

- 3 分: 以优秀水平达到标准 → 执行程度超过 90%

**3 points: The criterion is fulfilled to an excellent level → more than 90%**

- 必须要全部达到 16 个（如果有聘用外包工，则为 18 个）必要标准，才算达到最低标准。总分必须达到 90 分才能通过审查. 审查最高分数为 240 分。 **All 16 respectively 18 (in case subcontracted workers are employed) essential criteria have to be fulfilled at least to a minimum. In total, 90 points have to be reached to pass the audit. The maximum amount is 240 points.**

## 供应链/ Supply Chain

- 工厂每年只审查一次. **The factories should be audited only once a year.**
- FAIR STONE 合伙人委托对注册工厂进行审查时，必须通知 FAIR STONE . **Fair Stone Partners have to inform FAIR STONE when they commission an audit of a registered factory.**
- FAIR STONE 协会已被告知审计结果，同时审计公司也已将审计结果告知 FAIR STONE 合伙人。 **The FAIR STONE Association is informed of the audit results at the same time as the FAIR STONE's Partners by the audit company (CC).**
- FAIR STONE 确认能够对工厂进行审查，或声明工厂在过去 12 个月中已经接受过审查。  
如果 FAIR STONE 合伙人有相同的供应商并且互相认识，他们可以直接分摊审查费用，或者-如果已经开展过审查-他们可以自行商定如何处理费用。  
**FAIR STONE confirms that the factory can be audited or states the factory has been already audited during the last 12 months. If the FAIR STONE Partners have the same supplier and they know it from each other they can directly share costs when they ask for the audit or if the audit already took place - they can agree on their own how to handle the costs.**

### 未通过审查 / Failed Audit

- 应当在短期内（最长不超过 6 个月）重复审查。立即检查所有未通过的标准效率会更高。 **The audit should be repeated in a short period of time, max. 6 months. It is more efficient to have all failed criteria checked at once.**
- 重新审查只针对第一次审查中未通过的部分 **Only those parts have to be re-audited which were not fulfilled during the first audit.**
- 现场审计时无需检查某些未通过的标准。 **Some failed criteria do not need to be checked during an on-site audit.**
- 最终结果通过时，进口商才会获得最终证书 **The importer receives the final certificate only when the complete result is passed.**

入门检查 Introductory Checks

问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
核实“供应商协议”/ <b>Verification of Supplier Agreement</b>				“供应商协议”（空白）见附件。Supplier Agreement (blank sheet) in appendix.
	1.1	FAIR STONE 经理的姓名、地址正确 <b>Name of Fair Stone manager, address is correct.</b>		
	1.2	员工人数（含外包工人）正确 <b>Number of employees, including subcontracted employees, is correct.</b>		
	1.3	注明的石材产品名称正确（无其他）。 <b>Indicated type of stone material is correct (no others).</b>		
	1.4	注明的石材产品形态正确（无其他）。 <b>Indicated type of stone product is correct (no others).</b>		


## Fair Stone Auditor's Manual for Factories

### Overall cleanliness and compliance

问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
工厂的整体表现/ <b>Overall performance of factory</b>				见附件中的图片。See pictures in appendix.
	2.1	第一圈巡视工厂发现车间整洁有序. 从一个车间走到另一个车间时，您没有撞到石材或其他人. 工作场所附近未堆积垃圾。设备储存适。 <b>A first walk through the factory shows that workshops are clean and well organised. Waste is not accumulated near workplaces. Equipment is stored adequately.</b>		
	2.2	第一圈巡视工厂发现过道干净整洁从一个车间走到另一个车间时，您没有撞到石材或其他障碍物。 <b>A first walk through the factory shows that passages are kept clean and clear. While walking from one workplace to the other you do not hit stones or other obstacles.</b>		
遵守国家法律法规/ <b>Compliance with national law and regulations</b>				
	3.1	管理层具备基本的法律法规知识 <b>The management has basic knowledge on laws and regulations.</b>		
	3.2	向员工提供基本的人权与劳工权利信息 <b>Basic information on human and labour rights is provided to staff.</b>		
	3.3	员工可以投诉工作条件. 配备意见箱。询问员工是否被鼓励使用该意见箱 <b>Employees have possibilities to complain about working conditions. (A suggestion box is installed. Ask employees if they are encouraged to use it)</b>		



问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
劳工合同 / Labour contract				在‘分数’栏 (a)-(f) 中填写 ‘X’，表示已满足标准 Enter ‘X’ in the column ‘Points’ (a)-(f) to mark which criteria is fulfilled.
	<b>e</b> 4.1	有完备的书面就业登记(21.2) <b>The written employment register exists and is complete (21.2).</b>		
	4.2	检查至少 3 份工作合同或工作协议, (它们含有下列信息 (21.1)) <b>Check at least 3 working contracts or working agreements. (They contain the following information (21.1):</b>		
		(a) 工作描述 <b>description of work</b>		
		(b) 工作时数 (最多 48 小时/周) <b>hours of work (max.48h/week)</b>		
		(c) 工资与加班工资 <b>amount of pay and overtime rate</b>		
		(d) 任何扣款 <b>any deductions</b>		
		(e) 假期 <b>holidays</b>		
		(f) 通知期 <b>notice period</b>		
		(g) 社会保险类型 <b>type of social insurance</b>		

问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
工作时数、休息、假期 / Working hours, rest, vacations				
	5.1	公司为每个工人建立出勤记录 The company keeps an attendance record for each worker.		
	5.2	通常每周工作时数不超过 48 小时 (检查至少 5 份出勤记录。工人在过去几周每天工作多少个小时 (在备注栏注明) ? Regular weekly working hours do not exceed 48 hours. (Check at least 5 attendance records. How many hours workers worked per day during the last weeks (note under remarks)?		
	5.3	工人每周至少休息一天 Workers have at least one day off per week.		
	5.4	所有的加班工作都是出于自愿的, 每周不超过 12 个小时, 没有要求定期加班 检查 5 份出勤记录: 过去 3 个月加班多少个小时 (在备注栏注明). 询问至少 5 个工人他们是否是自愿加班 All overtime work is voluntary, does not exceed 12 hours per week, nor is requested on a regular basis. Check 5 attendance records: how many hours overtime during the last 3 months (note under remarks). Ask at least 5 workers if overtime work is voluntary.		

5.5	<p>至少根据国家法律或行业协议支付所有加班费。（检查工资时进行核对，第 6 点）注意规定的最低加班费率。</p> <p><b>All overtime is paid at least according to national law or sector agreements. (Check during inspection of wages, Point 6) Note the defined minimum overtime rate under remarks.</b></p>	
5.6	<p>询问至少 5 个工人他们去年休假多少天（在备注栏注明）。根据国家法律（取决于工龄，即 1-10 年：5 个工作日；10-20 年：10 个工作日；超过 20 年：15 个工作日）。</p> <p><b>Ask at least 5 workers how many leave days they have taken last year (note under remarks).</b></p> <p><b>This is in accordance with the national law (dependant on length of service, i.e. 1-10 years: 5 working days; 10-20 years: 10 working days; over 20 years: 15 working days).</b></p>	
5.7	<p>询问至少 5 个工人他们能否在公共假日休息</p> <p><b>Ask at least 5 workers if they can take rest at public holidays.</b></p>	

问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
正式工工资 / Wages for A) permanent workers				
	<b>e</b> 6.1	<p>询问至少 5 个工人他们最近收到了多少固定工资（每周不超过 48 小时）。在备注栏注明。</p> <p>工资金额至少达到法定最低工资。付款方式（如付款日期）应符合合同中的规定。</p> <p><b>Ask at least 5 workers how much steady income (max. 48h/week) they have received in the near past (note under remarks). The amount is at least the legal minimum of wage. Payment modalities such as payout date should correspond to those outlined in the contracts.</b></p>		
	6.2	<p>询问至少 5 个工人薪水/工资发放是否及时 (23.2)。付款方式（如付款日期）应符合合同中的规定。</p> <p><b>Ask at least 5 workers if salaries/wages are paid in time (23.2). Payment modalities such as payout date should correspond to those outlined in the contracts.</b></p>		
	6.3	<p>工人是否曾经被克扣工资？如有，为什么（在备注栏注明）？减薪必须有正当理由。。 <b>Have workers faced wage reductions and if so why (note under remarks)? The reductions have to be justified.</b></p>		

e	6.4	按件计费的工人至少挣到最低工资 (固定工资加计件工资总计). 他们在过去 3 个月赚到了多少 (在备注栏注明) ? <b>Workers who are paid according to piece work earn at least minimum wage (total of fixed rate plus piece work).</b> <b>How much have they worked during the last 3 months (note under remarks)?</b>	
外包工工资 / Wages for B) subcontracted workers			
	6.5	外包工包工头向每个工人提供薪水工资证明文件 <b>The leader of subcontracted workers provides documentation on salaries and wages for each worker.</b>	只有在工厂雇佣外包工的情况下，才考虑 B) 部分。必须要达到“必要标准”才能通过审计。通常会计算 B) 部分的分数，但从审计结果中扣除该分数，以避免对没有雇佣外包工的工厂造成计分失衡。  Section B) will only be taken into account in case subcontracted workers are employed by the factory. Essential criteria have to be fulfilled to pass the audit. Points for Section B) will be normally counted but subtracted from the Auditing Results to avoid overreaching of factories which don't employ subcontracted workers..
e	6.6	询问外包工工头他们近期的稳定收入（每周不超过 48 小时）是多少钱。 金额至少为法定最低工资。 <b>Ask the leader of the subcontracted workers how much steady income (max. 48h/week) they have received in the near past (note under remarks).</b> <b>The amount is at least the legal minimum of wage.</b>	
	6.7	询问外包工包工头是否及时支付薪水/工资 (23.2). 付款方式（如付款日期）应符合合同中的规定。 <b>Ask the leader of the subcontracted workers if salaries/wages are paid in time (23.2). Payment modalities such as payout date should correspond to those outlined in the contracts.</b>	

6.8	<p>外包工是否曾经被克扣工资？如果是，为什么（在备注栏注明）？扣款是正当的</p> <p><b>Have subcontracted workers faced wage reductions and if so why (note under remarks)? The reductions are justified.</b></p>	
<b>e</b> 6.9	<p>按件计费的工人至少挣到最低工资 (固定工资加计件工资总计).</p> <p>他们在过去 3 个月赚到了多少（在备注栏注明）？</p> <p><b>Workers who are paid according to piece work earn at least minimum wage (total of fixed rate plus piece work). How much have they worked during the last 3 months (note under remarks)?</b></p>	

问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
意外保險/ Accident insurance				
	7.1	所有员工都登记在公司的意外保险登记簿中。 All employees are listed under the accident insurance register of the company.		
	7.2	银行账户表显示，用人单位去年支付了保险费 Bank accounts sheets show that insurance premiums are paid by employer during the last year.		
人权与国际劳工组织公约 / Human rights and ILO conventions				
	8.1	采访至少 5 个员工。 5 人没有遭遇不平等待遇 Interview at least 5 employees. None of the 5 suffers from unequal treatment.		
e	8.2	员工都在 16 周岁以上 None of the employees is younger than 16 years.		
e	8.3	未发现抵债劳工的现象 No indication for bonded labour can be observed.		

标准执行组织 / Organisation of Standard implementation			见附件中的图片 See pictures in appendix.
<b>e</b>	<b>9.1</b>	至少任命一名 职业健康与安全经理，并在工厂危险评估中记录和签字。 <b>At least one OSH manager has been appointed which is documented by a signed risk assessment.</b>	
	<b>9.2</b>	采访 OSH 经理，询问他/她是否接受过培训，是否至少对其职责有基本的了解 <b>Interview the OSH manager if he/she has received training and has at least basic knowledge of his/her duties.</b>	
	<b>9.3</b>	工厂有书面的 OSH 计划 <b>A written plan for OSH for the factory is available.</b>	
	<b>9.4</b>	已安装适当的安全标识，且安全标识放置在必要位置 <b>Appropriate safety signs have been installed and are located where necessary.</b>	
	<b>9.5</b>	每年为所有存在风险的工人提供体检 <b>Annual medical check-up is provided to all workers at risk.</b>	
风险评估 / Risk Assessment			见附件中的图片 See example in appendix.
	<b>10.1</b>	已执行并记录风险评估，且每年重复一次 <b>A risk assessment has been done and documented; it is repeated on a yearly basis.</b>	
	<b>10.2</b>	已经记录去年发生的意外事故。 发生了多少起意外事故（在备注栏注明）？ <b>Accidents that occurred during the last year have been documented. How many have happened? (note under remarks)</b>	



培训与指导 / Training and instruction		
11.1	工厂提供书面的培训计划 (4.5)。 <b>A written training plan exists in the factory (4.5).</b>	
<b>e</b> 11.2	去年开展过培训。 已记录开展的培训课时。在备注栏注明多少人接受了多少课时 <b>Any training has taken place during last year. The held training sessions are recorded. Note under remarks how many people have received how many training hours during the last year.</b> 去年的培训时数	
11.3	询问至少 5 个工人他们是否参加过讲习班 <b>Ask at least 5 workers if they have attended a workshop.</b>	
11.4	对在危险场所作业的工人开展过特殊培训，且有记录 在备注栏列出需要特殊指导/培训的场所/机器 <b>Special trainings for workers who operate at dangerous places have taken place and are recorded. Name under remarks those places/machines which require special instruction/training.</b>	
维护与检查 Maintenance and inspection		
12.1	定期维护并检查机器，且有记录 <b>Maintenance and inspection on the machinery is regularly done and documented.</b>	
12.2	提供机器用户使用手册 <b>User manuals for machinery are available.</b>	

急救与 / 消防 First aid and fire prevention		见附件中的图片 See pictures in appendix.
<b>e</b> 13.1	提供配置齐全的急救箱，且方便员工取用 (6.4 / 6.5)，（见附件中的“急求想推荐的设备”）。 <b>Fully equipped first aid boxes are available and in reach of employees (6.4 / 6.5). (See appendix for contents)</b>	
13.2	每 100 名员工中，至少有一人具备基本的急救知识。 <b>At least one out of 100 employees has basic first aid knowledge.</b>	
13.3	已经开展过急救培训，且有记录。 在备注栏注明开展了多少次培训，以及有多少名员工参加 <b>Training on first aid has taken place and is documented.</b> <b>Note under remarks how many trainings took place and how many employees have participated.</b>	
<b>e</b> 13.4	在不超过 40 米的范围内至少有一个灭火器。未超过失效日期。隔灭火器的最大的距离不适用于没有火灭或爆炸危险存在的外部工作场所。 <b>At least one fire extinguisher within not more than 40m is in reach. Its expiry date is not exceeded. The maximum distance to a fire distinguisher does not apply for outdoor working places in which no fire or explosion hazards exist.</b>	

问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
个人防护设备 (PPE) Personal Protective Equipment (PPE)				见附件中的图片 See pictures in appendix.
		识别需要特定个人防护用品的工作场所 Identify work places at which specific PPE is necessary.		
e	14.1	在有需要的地方使用安全头盔 Safety helmets are in use where needed.		
e	14.2	在必要的地方使用听力保护设备 (充分减少噪音的保护设备) Hearing protection is applied where necessary. (Protection with adequate noise reduction)		
e	14.3	在必要的地方使用适当的防硅尘口罩 适当的口罩防尘系数至少为 95%，如 FFP2/N95 口罩等。 Proper dust masks for silica are in use where needed. Proper masks prevent at least 95% of dust, like FFP2-N95 masks.		
e	14.4	在必要的地方使用安全眼镜。 Safety glasses are in use where needed.		
	14.5	需要时使用防护手套。 Protective gloves are in use where needed.		
	14.6	需要时使用安全鞋。 Safety shoes are in use where needed.		

14.7	需要时使用防水衣。 Waterproof clothes are in use where needed.	
14.8	若工人处于风险区域时，使用荧光服/反光服。 High visibility clothes are used if workers are endangered.	
工作场所安全性 Workplace safety		见附件中的图片。 See picture in appendix.
15.1	所有存在风险的工作场所都按 10.1 标准进行标识。 至少三分之一已经过检查，且证明其干净整洁，不湿滑，且已有序配备防护设备。 All work places at risk are identified under criteria 10.1. At least one third of them has been inspected and proven that they are clean, not slippery and that protective equipment is in place and order.	
15.2	石料碎屑已从工作场所中清除。 Stone debris is properly stored away from work places.	

问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
硅尘与矿尘 Silica dust and mineral dust				见附件中的图片 See picture in appendix.
	16.1	在粉尘浓度危及工人健康的工作场所已安装湿式作业和/或除尘设备。 <b>Wet processing and/or dust extraction equipment is installed and in working condition where concentration of dust endangers workers.</b>		
噪音与振动 Noise and vibration				
	17.1	若工作场所噪音超过 85 分贝，工人得到充分保护 至少在 3 个工作场所采取措施，并在备注栏记录结果 <b>If 85 decibels are exceeded at a workplace, workers are adequately protected.</b> <b>Take measures in at least 3 workplaces and document results under remarks.</b>		
	17.2	工人未暴露在长期的高振动中（工人未从事长期高频振动作业） <b>Workers are not exposed to long-term high vibrations.</b>		
有害物质 Hazardous substances				
	18.1	有毒有害物质（如化学品等）清楚标示，并单独安全存放。 <b>Hazardous substances (chemicals, others) are stored separately and safely and are visibly marked.</b>		

问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
机器与设备 Machinery and equipment				见附件中的图片。 See picture in appendix.
	19.1	所有运转中的机器和工具均有适当的装置保护。 All moving machineries and tools are guarded with appropriate devices.		
电气设备 Electrical appliances				见附件中的图片。 See picture in appendix.
	20.1	电气设备和电线得到保护和覆盖，防止工人触电。 Electrical appliances and wiring is protected and covered so that workers cannot be exposed to electric shocks.		

问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
搬运和存储 Transportation and storage				见附件中的图片。 See picture in appendix.
	21.1	在有必要的地方提供搬运和吊装设备，避免工人手动装卸 Transportation and lifting equipment is available to release workers from manual handling, where necessary.		
	21.2	搬运和吊装设备安全，且得到妥善维护，避免出现事故 使用搬运和吊装设备时，不会威胁到周围工人的安全 Transportation and lifting devices are safe and maintained to avoid accidents. When they are in use, surrounding workers are not endangered by the machinery.		
	21.3	正确存放天然石材产品及其废料，防止倾斜、倒塌或滑落 Natural stone products and their waste are correctly stored in order to prevent tilting, falling or slipping.		
生产的社会补充 Social complements to production				
	22.1	每个工人始终都能喝到免费的饮用水 Free drinking water is available for every worker at all time.		
	22.2	卫生间、浴室及其他公用房间整洁、可用 Toilets, washing rooms and other social rooms are clean and in use.		

Environmental Issues

问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
废弃物料 Waste material				
	23.1	管理层及生产部门注意尽可能减少生产过程中的废弃物料。 <b>Management and work force take care that waste material is minimised during production process.</b>		
	23.2	尽快清除工作场所中的废弃物料，并妥善保存。 <b>Waste material is promptly removed from workplaces and stored properly.</b>		
	23.3	有碎石再利用策略。 <b>A strategy for the reuse of stone debris is available.</b>		



## Environmental Issues

问题 Issue	编号 No.	评判标准 Criteria	分数 Points	备注 Remarks
能源与水消耗 Energy and water consumption				见附件中的图片。 See picture in appendix.
	24.1	管理层与生产部门注意尽可能减少用电 Management and work force take care that electricity consumption is minimised where possible.		
	24.2	管理层与生产部门注意尽可能减少用水 Management and work force take care that water consumption is minimised where possible.		
	<b>e</b> 24.3	有水循环池（设施）并正常运作 A sewage plant is operating and provides recycling of water.		
	24.4	水循环池（设施）干净整洁，每年至少清理一次。妥善处理沉淀石浆 The sewage plant is clean and cleaned at least once per year. The stone mud is disposed properly.		
污染 Pollution				
	25.1	工厂与周围环境没有被灰尘覆盖；生产过程没有产生污染排放。 The plant and the environment are not covered with dust; thus the production process does not produce emissions.		

# Fair Stone 审计师工厂手册 Auditor's Manual for Factories

## Supplier Agreement

供应商协议 Supplier Agreement (blank sheet) (空白) :

供应商数据及其供应链  
Data of Fair Stone Supplier and its supply chain  
所有信息均严格保密  
- All information is kept strictly confidential -

FS 系统中的工厂代码 Factory Code in Fair Stone System (由 FS 填写 completed by Fair Stone):

该 Fair Stone 供应商是

This Fair Stone Supplier is a 工厂 factory: ☐ 或 or 矿山 quarry: ☐

Fair Stone 工厂/矿山的地址  
Address of Fair Stone factory / quarry:

电话 Tel:

传真 Fax:

电子邮箱 e-mail:

Fair Stone 联系人 contact person:

法人/企业注册编号 Legal Entity / Business Reg. No.:

成立年份 Year of foundation:

员工总人数

Total no. of employees:

直接雇佣工/正式工人数

No. of directly employed / permanent workers:

季节工/临时工人数

No. of seasonal / temporary workers:

待 Fair Stone 认证的材料清单 (如 G603、G354 等) :

List of material to be certified by Fair Stone (for example: G603, G354, etc.):

待 Fair Stone 认证的工厂产品列表

List of factory products to be certified by Fair Stone:

**Supplier Agreement**

1. 手加工制品（如栅栏等）：

Handcrafted products (e.g. palisades, etc.):

2. 室内用抛光产品（如石砖等）

Polished products for interior use (e.g. tiles, etc.):

3. 室外用切割产品（如板材等）：

Cut products for outdoor use (e.g. slabs, etc.):

4. 其他：

Others:

负责执行 FAIR STONE 的经理姓名 Name of manager responsible for Fair Stone implementation:

中国/越南/土耳其/印度的 FAIR STONE 出口公司名称 Name of Fair Stone exporting company in China / Vietnam / Turkey / India:

欧洲/北美的 FAIR STONE 进口公司名称 Name of Fair Stone importing company in Europe / North America:



工厂不够整洁有序

This factory is not clean and well organised.



良好示例

This is a good example.



在正确位置放置的安全标识  
Safety signs in good position.



基本已安装全部的重要安全标识，  
但未放在正确位置  
Nearly all important safety signs are installed  
but not located where necessary.

## Appendix

风险评估示例, AO Risk Assessment Example, WiN=WiN Fair Stone			季度/日期 Quarter /Date:			
工厂 Factory:			编辑 Editor:			
<b>第 1 步 Step 1</b> 有哪些危险? What are the hazards?	<b>第 2 步 Step 2</b> 可能会伤害到哪些人? 如何伤害? Who might be harmed and how?	<b>第 3 步 Step 3</b> 已采取了哪些措施? 列出已经实施的降低风险的措施。 What measures have been taken? List what is already in place to reduce the risk.	有必要采取哪些进一步的行动? What further action is necessary?	<b>第 4 步 Step 4</b> 如何将评估落到实处? 首先处理高风险危害。 How will you put the assessment into action? Deal with high-risk hazards first.		
				执行人 Action by who 安全工作人员 Safety officer	执行时间 Action by when 年/月 mm/yy	完成时间 done 年/月 mm/yy

Appendix



急救箱。First Aid box.



急救培训。Training on First Aid.



灭火器。Fire extinguishers.



工人穿戴个人防护设备，但防尘面罩不是 FFP2 面罩，且没有盖住鼻子  
Workers are wearing PPE but dust masks are not FFP2 and are not covering the nose.



FFP2 面罩示例  
Example of a FFP2 mask.



工人穿戴恰当的个人防护设备  
Worker is wearing proper PPE.



Appendix



没有妥善清理工作场所的碎石。  
Stone debris is not properly stored away  
from work places.



湿式作业。  
Wet processing.



锯片未安全方式存放。  
Blades are not kept in a safe way.



无盖的开关箱 Uncovered switch box.



搬运装置 Transportation devices.



搬运装置 Transportation devices.

Appendix



不安全的工作姿势  
Unhealthy working position.



工人以不正确的姿势搬运石料  
Workers are carrying stones in an ergonomic unhealthy position.



水循环设施  
Water recycling facility.

Exemplary: Recommended Contents of a First-Aid Box / 急求想的推荐设备

1. Five Triangular bandages	6. Elastic bandage	11. Burn sheet/dressing	16. Alcohol prep pads	21. Safety pin for bandages
2. Sterile eye pads	7. Four Roller bandages 7.5 cm	12. Pairs of gloves (disposable/ non sterile)	17. Cetavlon	22. Thermometer
3. Non-sterile 4x4" gauze pads	8. Four Roller bandages 3 cm.	13. Stainless steel bandage scissors	18. Cotton buds	23. First aid manual
4. Sterile 4x4" gauze pads	9. Four Roller bandages 2.5 cm	14. Adhesive tape	19. Barrier device for CPR (pocket mask, face shield)	24. Waterproof waste bag
5. Sterile 10x10" gauze pads	10. Cold pack compress gel	15. Sterile multi-trauma dressing/gauze	20. Elastoplasts/sterile adhesive dressing	