

Template 1: Business Partner Information

This template of the amfori BSCI System Manual is a tool amfori BSCI participants and their business partners can use to collect information on their supply chains. This information will help them to define the most appropriate monitoring strategy.

Additional information is available in [Part IV amfori BSCI Guidelines for Producers, Chapter 1: Data Collection and Management](#).

BUSINESS CONTACT DETAILS

Business name:

Legal status:

Founding date:

Address:

Street number

ZIP code

City

Province

Country

GPS coordinates

Website address (if applicable):

Does it have production units?

Yes

No

Local currency:

Exchange rate to Euro:

Exchange rate date:

Day

Month

Year

CONTACT PERSON DATA

Contact person:

Job title

First name

Last name

Email

Phone (including country code & area code)

Primary language:

Official language for written communication

Secondary language:

Other relevant language for communication (if applicable)

PRODUCTION DATA

Production volume	<input type="text"/>	
Production cost calculation	<input type="text"/>	
Lost time injury calculation cost (part of the accident records)	<input type="text"/>	

Yes

Yes

No

No

PRODUCTION CALENDAR

In the table below, indicate the level of production activity for each month: L (low), M (medium), or H (high).

January	<input type="text"/>
February	<input type="text"/>
March	<input type="text"/>
April	<input type="text"/>
May	<input type="text"/>
June	<input type="text"/>
July	<input type="text"/>
August	<input type="text"/>
September	<input type="text"/>
October	<input type="text"/>
November	<input type="text"/>
December	<input type="text"/>

CERTIFICATION OVERVIEW

Social and Environmental Certificates

Name of the scheme:

Certificate or audit validity date

Day Month Year

Link to online version:

Name of the scheme:

Day Month Year

Link to online version:

Name of the scheme:

Certificate or audit validity date Day Month Year

Link to online version:

Name of the scheme:

Certificate or audit validity date Day Month Year

Link to online version:

Name of the scheme:

Certificate or audit validity date Day Month Year

Link to online version:

Name of the scheme:

Certificate or audit validity date Day Month Year

Link to online version:

WORKING ENVIRONMENT

Workers' organisation or trade union:

Workers' organisation contact person, or workers' representative:

Title (Mr./Mrs./Ms.)	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Position	<input type="text"/>
Year of election	<input type="text"/>

Relevant trade union (if any):

Valid collective bargaining agreement (if any):

Legal regular working hours: Hours per week

Legal regulation for overtime (if any):

Specific overtime premium rate for standard day off (if any):

Legal regulation of shifts (if any):

Standard day off in the country:

Select applicable days

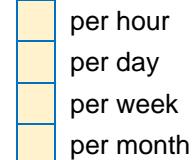


REMUNERATION PRACTICE IN THE COMPANY

Legal minimum wage:

Select the applicable unit

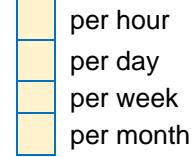
(in local currency)



Calculated living wage:

Select the applicable unit

(in local currency)



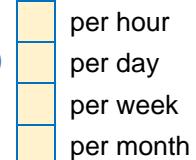
Specific industry-based remuneration (if any):

Description of legally granted social benefits:

Total minimum remuneration for a full-time worker (wages + social benefits):

Lowest wage paid by business for regular working time:

(in local currency)



SITUATIONAL DESCRIPTIONS

Description of any specific situation that led to overtime in the past six months (if no situation, answer NONE):

Description of any accident that occurred in the past six months (if no accident, answer NONE):

Description of a strike, walkout, and/or protest during the past 12 months (if no strike, walkout, or protest, answer NONE):

Description of a highly risky production technique used that could harm workers' health (e.g. sandblasting), or a less harmful replacement technique used (if neither, answer NONE):

Description of any voluntary practice or procedure meant to decrease the business' adverse impact on the environment (if no such practice or procedure, answer NONE):