

Template 3b: Assessment for Small Farms

This template of the amfori BSCI System Manual helps producers and business partners collect information and monitor social performance of:

- **Small Farms:** Farms with a workforce equal or below 20 permanent workers. Temporary workers must be included in the assessment.

Name of the farm:	
Legal status:	
Name of internal assessor: (if applicable)	
Job title of internal assessor:	
Product(s):	
Total number of permanent workers:	

Checklist Questions per Performance Area	Not Started	In Progress	Already in Practice
Performance Area 1: Social Management System and Cascade Effect			
The producer has set up an effective management system to implement the amfori BSCI Code of Conduct (with a focus on informal, yet regular, practices rather than on formalized documented processes and procedures).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer has appointed a senior manager to ensure that the amfori BSCI values and principles are followed in a satisfactory manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The producer has a good overview of their significant business partners and their level of alignment with amfori BSCI Code of conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer has properly organised their workforce capacity to meet the expectations of the delivery order and/or contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer ensures that temporary workers (working on its sites) are recruited and managed in a responsible manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer complies with all applicable national and local laws and regulations and all permits, licenses, records and other relevant documents if required by law are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Area 2: Workers Involvement and Protection			
The producer has established good management practices that involve workers and their representatives in sound information exchange on workplace issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer takes specific steps to make workers aware of their rights and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer has established, or participates in, an effective operational-level grievance mechanism for individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Area 3: The Rights of Freedom of Association and Collective Bargaining			
The producer respects the right of workers to form or to join unions in a free and democratic way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer respects workers' right to bargain collectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer does not prevent workers' representatives from having access to or interacting with workers in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Area 4: No Discrimination, Violence or Harassment			
The producer takes the necessary measures to avoid or eradicate discrimination in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Area 5: Fair Remuneration			
The producer pays its workers at least the legal minimum wage or a higher wage approved through collective bargaining.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer pays wages on time, regularly, and fully in legal tender.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer provides sufficient remuneration that allows workers to meet a decent living standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The producer provides workers with the social benefits that are legally granted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Producer deductions to workers' remuneration are only taken according to conditions prescribed by the law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Area 6: Decent Working Hours			
The producer does not require workers to work more than 48 regular working hours per week, unless exceptional cases are prescribed by law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer ensures that the overtime request is in line with the amfori BSCI Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer grants workers the right to restingbreaks in every working day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer grants workers the right to at least one day off in every seven days, unless a different agreement has been reached through collective bargaining.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Area 7: Occupational Health and Safety			
The producer evaluates health and safety risks posed to all workers and takes actions to prevent accidents, injuries or health issues associated with the work, in accordance of the health and safety applicable regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The producer ensures active cooperation between management and workers when developing and implementing systems towards ensuring OHS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer regularly provides OHS trainings to ensure workers understand their personal protection, including workers in the night shift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer enforces the use of Personal Protective Equipment in conjunction with other facility controls and safety systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer ensures that the storage of chemicals is adequately safe for people and environment; toxic agrochemicals are never stored in living quarters, and access is restricted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer makes potential hazards visible to the workers through signs and warnings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer reports, records and acts consequently in case of occupational accidents or injuries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer respects the workers' right to remove herself/himself from imminent danger without seeking permission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer ensures equipment, machinery and vehicles are maintained, timely replaced, including electrical installations and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer has installed an adequate amount of properly working firefighting equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The producer ensures that escape routes, aisles and emergency exits in the production site are not blocked, easily accessible and clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer ensures evacuations plans meet legal requirements and that these plans are posted in relevant places so workers can see and understand them (only applicable if there are enclosed spaces on the farm).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer ensures qualified first-aid is available at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer provides workers with potable and drinkable water at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer provides appropriate cooking and housing facilities & clean and safe accommodation for the workers and their families living on the farm/other facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer provides workers with clean washing facilities, changing rooms and toilets that are also respectful of local customs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The provision of transportation to workers is safe and complies with national regulations (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer verifies that temperature, humidity, space, sanitation, illumination are adequate for the health and safety of workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Area 8: No Child Labour			

The producer does not engage illegal child labour directly or indirectly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer has established robust age-verification mechanisms as part of the recruitment process, which are not in any way degrading or disrespectful to the worker.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer provides access to compulsory school education if there are children of employees living on the farm / other facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Area 9: Special Protection for Young Workers			
The producer ensures that young workers do not work at night and that they are protected against working conditions that are harmful to their health, safety, morals, and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer ensures that young workers' working hours do not lower or affect their attendance at school, participation in vocational training or any other training or instruction programmes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer seeks to ensure that young workers are properly trained on occupational health and safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer has a good overview of all young workers engaged in its production site(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Area 10: No Precarious Employment			
The producer engages workers based on recognized and documented employment relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer provides workers with understandable information on their rights and obligations before they start working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer does not use employment arrangements in a way that deliberately does not correspond to the genuine purpose of the law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Area 11: No Bonded, Forced Labour or Human Trafficking			
The producer does not engage workers under any form of servitude or forced, bonded, indentured, trafficked, or non-voluntary labour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer acts rigorously and diligently when recruiting and engaging migrant workers either directly or indirectly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer does not treat workers in an inhumane or degrading manner. Corporal punishment, mental or physical coercion, and/or verbal abuse are forbidden.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The producer has established all applicable disciplinary procedures and has explained them to workers in clear and understandable terms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Area 12: Protection of the Environment			
The producer manages waste in a way that does not lead to the pollution of the environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer manages water in a way that respects the environment, particularly but not limited to preserving local water sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer applies precautionary measures in order to protect neighbouring communities and environment from the application of crop protection products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer implements adequate soil conservation and erosion control practices (eg: groundcover, planted hedges, crop residues, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional: The producer implements adequate overall soil fertility management practices to ensure long term productivity (crop rotation, use of leguminous crops, observation of soil life and structure).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Area 13: Ethical Business Behaviour			

The producer actively opposes corruption, extortion, embezzlement, or any form of bribery in its activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer keeps accurate information regarding its own activities, structure and performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer takes the necessary measures to not being involved in falsifying information related to the activities, structure and performance nor in any act of misrepresentation in the supply chain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer collects, uses and otherwise processes personal information with reasonable care and in accordance with privacy and information security laws and regulatory requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The producer did not involve involuntary resettlement and coercion when acquiring land and there are legitimate land use rights according to formal and customary laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

END