

Documentation Entails for GRS Inspection & Certification

General Documentation					
1	Contract Letter				✓
2	GRS Applied Product list with composition				✓
3	Valid GRS Scope Certificate				✓
4	Previous Audit Report & Corrective Action Taken				✓
5	Labeling Approval for GRS (if any)				✓
		Ginning/ Spinning	Weaving / Knitting	Dyeing/ Printing/ Washing/ Finishing	Garmen ting
Technical Part					
1	Approved Factory Layout Plan	✓	✓	✓	✓
2	Unit Map/Floor Layout (With GRS Marking)	✓	✓	✓	✓
3	Process Description/ Factory Profile	✓	✓	✓	✓
4	Standard Operating Procedure (SOP) & Work Instruction (GRS Production Procedure)	✓	✓	✓	✓
5	Process Flow Chart	✓	✓	✓	✓
6	Process Flow Diagram indicating the point of risk	✓	✓	✓	✓
7	Valid contract/agreement with each subcontracted unit	✓	✓	✓	✓
8	Records of customer complaint relating to a product's compliance and corrective action taken (if any), Customer Complaints Handling Procedure	✓	✓	✓	✓
9	Management Organogram/ Organizational Chart/ Clearly defined roles and responsibilities for all staff and management for implementation of the Standard.	✓	✓	✓	✓
10	Management Representative (MR) Assignment letter for GRS Standard Implementation	✓	✓	✓	✓
11	GRS Standard Training Record for staff management	✓	✓	✓	✓
12	Reclaimed Material Supplier Agreement (Appendix B)			Recycling units	
13	Reclaimed Material Declaration Form (Appendix C)			Recycling units	
14	GRS material Stock Details (Raw Material/In process material/Finished Goods)	✓	✓	✓	✓
15	Documents of purchasing GRS materials. (Invoice, bill of lading, receiving challan & gate pass, TC)	✓	✓	✓	✓
16	Documents of selling GRS materials. (Invoice, bill of lading, delivery challan & gate pass, TC)	✓	✓	✓	✓
17	Production Record of GRS product with process loss for each process	✓	✓	✓	✓
18	Cleaning Records (All processing Area including store); Blank Cleaning format for first audit	✓	✓	✓	✓
19	Traceability exercise on comparable product (Sales record, raw material purchase record, production record)	✓	✓	✓	✓
Environmental Part					
1	EMS Manual, Environmental policy, Waste management policy	✓	✓	✓	✓
2	Management Representative (MR) Assignment letter for Environmental Management System (EMS)	✓	✓	✓	✓
3	Environmental Clearance (Up to date)	✓	✓	✓	✓
4	Environmental Parameter Test Report (Air Emission, Ozone Depleting Substances (ODS))	✓	✓	✓	✓
5	Environmental Assessment Report (EIA/EMP/ESIA)	✓	✓	✓	✓
6	Annual plan to reduce environmental impacts on energy use (Electricity, gas, diesel), emissions to air, waste generation	✓	✓	✓	✓

7	Annual plan to reduce environmental impacts on water use, wastewater discharge			✓	
8	Procedures and training records of relevant staff in environmental issues (energy use, water use, wastewater treatment, emissions to air, waste management)	✓	✓	✓	✓
9	Staff training records on Environmental Management	✓	✓	✓	✓
10	Signed document to comply with the GRS Environmental Requirements	✓	✓	✓	✓
11	Legal requirements related to energy use (Generator & Boiler permit)	✓	✓	✓	✓
12	Monthly record of energy (Electricity, gas, diesel) consumption, generation of waste	✓	✓	✓	✓
13	Monthly record of water consumption, wastewater discharge			✓	
14	Water using permit	✓	✓	✓	✓
15	Legal documents on ETP capacity			✓	
16	Drainage plan of wastewater flow direction and discharge points.			✓	
17	Valid wastewater test reports (not older than 6 months & meet parameters with GRS Standard: Appendix D)			✓	
18	Daily measure and monitoring record of wastewater			✓	
19	For External ETP (Valid ETP test report, Agreement & Environmental clearance)			✓	
20	Agreement with waste collector (Sludge/Jhut), Legal license of waste collector, Waste Disposal Record (challan)	✓	✓	✓	✓
21	Awareness training for relevant worker on handling and separation of hazardous and non-hazardous waste	✓	✓	✓	✓
22	Waste inventory & stock record	✓	✓	✓	✓
Chemical Part					
1	Chemical Management System (CMS) Manual			✓	
2	Management Representative (MR) Assignment letter for Chemical Management System (CMS)			✓	
3	Training record of relevant staff in chemical management (CMS)			✓	
4	Chemical Handling Training Record for related worker			✓	
5	Chemical supplier details (Chemical name, Supplier Name, Contact person, Address, Mail address, Purchase invoice)			✓	
6	Accurate lists of all chemical inputs with CAS number used in GRS products, approval letter/test report, Chemical recipe used			✓	
7	Valid MSDS (Not more than 3 years) for all GRS chemicals & preparation used in local & English language			✓	
8	Signed document to comply with the GRS Environmental Requirements			✓	
Social & Compliance Part					
1	Up to date Factory License, Trade License, Fire License, Certificate of Incorporation, Export & Import License, Group Insurance, Boiler License, Generator License			✓	
2	Building Safety Certificate/Assessment report, Maintenance record of Equipment (Boiler, Generator, Compressor, MDB, washing/dyeing/stenter/compactor/knitting/weaving M/C)			✓	
3	Previous social Audit Reports & CAP (BSCI, SEDEX, SA 8000, WRAP)			✓	
4	Signed document to comply with the GRS Social Requirements			✓	
5	Drinking water test reports (Up to date)			✓	
6	Fire Fighting Training Record, Evacuation Drill Record			✓	
7	First Aid Training Record			✓	
8	PPE Training Record			✓	
9	Health & Safety Training Record			✓	
10	Social Awareness Training, New worker orientation			✓	
11	Grievance Handling Training Record			✓	
12	Toilet list & toilet cleaning record			✓	

13	Trade Union/WWA/PC (Participation Committee) Formation and Meeting Record		✓		
14	Safety Committee Formation and Meeting Record		✓		
15	Accident & Injury Register, Disciplinary Measures Record, Grievance record & corrective action taken		✓		
16	Boiler Operator permit, Competence Certificate of Electrician		✓		
17	Personal File (Doctor, Nurse, Electrician, Boiler Operator, Sample Worker)		✓		
18	Salary Sheets, Timecard & Overtime Records of 3 months		✓		
19	Attendance Record		✓		
20	Workplace Risk assessment for all sections		✓		
21	Management Representative (MR) Assignment letter for GRS, EMS, CMS, Social Accountability, Health & Safety		✓		
22. Policy & Procedure	Social Policy				
	Environmental Policy, Waste management policy				
	Health & Safety Policy				
	PPE Policy				
	Imminent Danger Policy/ Emergency response plan				
	Job Recruitment Policy				
	Wages Policy				
	Anti-Harassment & Abuse Policy				
	Anti-Discrimination Policy				
	Working Hour Policy, Overtime policy				
	Child Labor and Remediation Policy, Young labour policy, Forced labour policy			✓	
	Freedom of Association & Collective Bargaining Policy				
	Disciplinary Action Policy				
	Grievance Policy				
Disclosure Policy/ Termination policy					
Vulnerable Individuals Policy/ Disable workers policy, Maternity policy, Migrant worker policy					
Customer Complaint Handling Procedure					
23. Other Documents Required for Audit		✓	✓	✓	✓