



DOCUMENTS CHECKLIST

Issue Date: 01.12.2022

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SL	List of Documents	SL	List of Documents	
License and Certificate			Training	
1	Factory License			
2	Incorporation certificate			
3	Trade License			
4	Fire License	Risk Assessment		
5	ERC/ IRC	1. Health & Safety risk assessment records (For all areas & functions).		
6	Generator License	2. Transmittable and non-transmittable diseases risk assessment.		
7	Boiler License (If Any)	3. New and expectantmothers.		
8	Environmental Clearance Certificate (If required)	4. vulnerable workers' risk assessment.		
9	Group Insurance Confirmation Certificate			
10	Acid License (If required)	23	Grievance/Suggestion box register	
11	Approved Building Construction Approval	24	Disciplinary action log/records	
12	Approved Floor / Machine Layout Approval	25	Accident register & investigation records	
Others (If required)		26	Internal monitoring (audit) system	
Test / Contracts Reposts			27	
1	Drinking Water Test Report	28	Generator maintenance records	
2	Waste Water test Report	29	Boiler maintenance records	
3	Air Emission Test Report	30	Machine maintenance records	
4	Noise Level Assessment	31	Electric maintenance records	
5	Medical Agreement / Contracts	32	PPE maintenance records	
6	Water Disposal Agreements	33	Firefighting equipment checking records	
Wages & Time Records			34	
1. Wages sheets (Last 12 Months or Within the scope), 2. OT sheet (Last 12 Months or Within the scope), 3. Timecards (Last 12 Months or Within the scope) & 4. Personalfiles—Past Months (Within the scope)		35	Water consumption records	
		36	Co2/air emission records	
		37	Sound level measurement records	
		38	Waste disposal records	
8. Piece rate records (if necessary)		39	Chemical distribution records	
9. Benefits- Resigned workers' files		40	Production records	
10. Increment record (If necessary)		41	Workers' medical check-up records	
11. Copy of payslip		42	Broken needle register	
12. Maternity payment records		43	List of chemicals (If necessary)	
13. Annual Leave payment records		44	List of machines (If necessary)	
14. Provident Fund record (If necessary)		45	Capacity planning	
15. Others- Attendance records		46	Workers' ID card	
16. Workers' personal files		47	Handbook (if any)	
17. Leave Register-Annual, Casual, Sick, etc.		48	Sub-contractors list	
Personal files			49	
Doctor, Nurse, Electrician, Security guards, Boiler operator, Generator operator, Safety officer, Fire trainer, Mgt representativeforCode&Law implementation, etc.		Updated insurance and licenses (machines, vehicles, drivers etc.)		
		Other documents (Depend on Auditor & Requirement)		
Policy & Procedure				
1. Anti-corruption&anti-bribery 2. Recruitment, 3. Workinghours, health & safety, 4. Discrimination, 5. Compensation, 6. Child labor, 7. Force labor, 8. Harassment & abuse, 9. Leave, 10. FOA, 11. Written emergency&accident procedures, 12. Grievance Procedure, 13. Wastage disposal procedure, 14. Disciplinary action procedure, 15. Environmental Policy 16. Policy on subcontractors (If necessary) etc.			Environmental Part	
			50 Management Representative Assessment Letter for EMS	
			51 Environmental Assessment Report (EIA/ EMP/ESIA)	
			52 Annual Plan to reduce energy/ water use	
			53 Monthly record of energy consumption & generator of waste.	
			54 Daily measure and monitoring record of wastewater.	
			55 Agreement with waste collector, Legal license of waste collector, waste disposal record (challan)	
Committee Formation & Meeting Records			56 Awareness training on waste disposal/ chemical & energy use	
PC, Safety, Grievance, Canteen & Anti-Harassment Committee.			57 Waste inventory & stock record.	