

# Annex 1: How to start with the amfori BSCI Platform

This annex of the amfori BSCI System Manual provides [amfori BSCI platform](#) users with details on the rights and obligations they have when using this tool.

Additionally, it describes the steps for accessing the [amfori BSCI platform](#) and the main functions related to each user or group of users. Additional information can be found at the [amfori Academy](#).

## amfori BSCI Platform Terms of Use

The amfori BSCI platform is administered by the amfori Secretariat. The first time any user logs in to the amfori BSCI platform they must accept:

- The amfori BSCI platform terms and conditions of use
- The [amfori BSCI Code of Conduct](#) and relevant Terms of Implementation

**Access granted:** Business enterprises only have access to the amfori BSCI platform if they are:

- amfori BSCI members that participate in the amfori BSCI system (called amfori BSCI participants)
- amfori BSCI participants' business partners that have been invited to participate in the amfori BSCI system (e.g. receive an amfori BSCI audit or participate in capacity building activities)
- Auditing companies that have a valid framework contract signed with amfori BSCI to conduct an amfori BSCI 2.0 audit

**Type of information:** The amfori BSCI platform collects current and historical information generated by amfori BSCI participants and authorised auditing companies about:

- Their own business enterprises (e.g. the information auditing companies maintain in the amfori BSCI platform about their auditors)
- Significant business partners, particularly producers who are eligible to be audited or to be invited to capacity-building activities posted in the amfori Academy

**User profile methodology:** There are four types of profiles that identify users of the amfori BSCI platform. The table below shows the terminology used in the amfori BSCI platform and its correspondence to the amfori BSCI system:

Platform Terminology	amfori BSCI System Terminology	Example
<a href="#">amfori BSCI participant</a>	amfori BSCI participant	A retailing company that is an amfori BSCI member and has endorsed the amfori BSCI Code of Conduct
<a href="#">Supplier</a>	Business partner not to be monitored	A trader that buys goods from a business to sell them to at least one amfori BSCI participant

<b>Producer</b>	Business partner to be monitored	A business that manufactures a good (food or non-food) or produces raw material in the amfori BSCI participant's supply chain and has been selected to receive an amfori BSCI 2.0 audit
<b>Auditor</b>	Auditing company	A business that has a valid auditing framework contract with amfori BSCI

## How to Get the Username

Every profile in the amfori BSCI platform is associated with a unique email address. This email address is the user name used to access the amfori BSCI platform.

**For amfori BSCI participants:** Once amfori BSCI membership has been confirmed, the amfori Secretariat provides the amfori BSCI participant with a username and password for:

- The [amfori BSCI platform](#)
- The [amfori website](#) (amfori BSCI participants' area)
- The [amfori Academy](#)
- The amfori [BSCI Sustainability Intelligence Dashboard](#)
- The amfori [BSCI Commitment Formula Dashboard](#)
- The [amfori Country Due Diligence Dashboard](#)

After they have received the credentials for the amfori BSCI platform, amfori BSCI participants can start using their amfori BSCI participant profile. For example, they can provide different employees access, build up their list of producers, access producers' audit histories, and receive zero tolerance alerts.

**For producers:** amfori BSCI participants' business partners (producers) who have been selected to receive an amfori BSCI 2.0 audit can get their producer profile created in one of two ways:

- **By an amfori BSCI participant:** amfori BSCI participants can create producer profiles for those business partners that have been selected to receive an amfori BSCI 2.0 audit, provided they do not exist in the amfori BSCI platform already. The platform sends an automated email to the producer's main contact person with the amfori BSCI platform username and password.
- **By an auditing company:** An auditing company creates a producer profile on behalf of an amfori BSCI participant. The automated email to be sent to the producer is subject to the approval of the relevant amfori BSCI participant.

**For suppliers:** Suppliers profiles can only be created by the linked amfori BSCI participant. The amfori BSCI platform sends an automated email to the supplier's main contact with the username and password.


**For auditing companies:** Upon signing the amfori BSCI framework contract, the amfori Secretariat provides the auditing company's scheme manager with the username and password for the amfori BSCI platform via email. This main contact person will be responsible for creating profiles for all competent auditors and other relevant staff members so they can access the amfori BSCI platform and auditor qualification programme.

## Quick Overview of Functions


The tables below show the most common ways of using the amfori BSCI platform for each of the different profiles.

### AMFORI BSCI PARTICIPANTS


amfori BSCI participants have the greatest access to functions. These are summarized below:

Map and manage supply chains	
	<b>Search and link</b> to producers already listed in the amfori BSCI platform using the producers' names or DBID numbers
	<b>Create</b> producers' profiles (if they don't already exist in the amfori BSCI platform)
	<b>Create and link</b> suppliers to the relevant producer profiles
	<b>Store and access</b> relevant information in producer profiles

Monitor social performance in supply chains	
	<b>Take and release</b> the RSP status
	<b>Request and approve</b> an amfori BSCI 2.0 audit
	<b>Review audit results</b> and follow up on Remediation Plans
	<b>Receive alerts</b> generated by auditors or by the amfori Secretariat
	<b>Check audit expiry</b> dates and request a new full audit with sufficient advance notice


Collaborate and communicate with other users	
	<b>Select voluntary disclosure</b> to be visible to other amfori BSCI participants
	<b>Communicate anonymously</b> with other amfori BSCI participants
	<b>Be informed</b> of emergencies and join forces with other amfori BSCI participants

### Access amfori BSCI relevant resources


	<p>Consult and download the amfori BSCI Code of Conduct, System Manual, templates, and annexes in multiple languages</p>
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## SUPPLIERS

### Monitor social performance in their supply chains


	<p>Only if a relevant amfori BSCI participant has linked a supplier with a producer</p>
	<p><b>Request and approve</b> an amfori BSCI 2.0 audit, only on behalf of and upon approval from the relevant amfori BSCI participant (RSP holder)</p>
	<p><b>Review audit results</b> and follow up on Remediation Plans</p>
	<p><b>Check audit expiry</b> dates and request a new full audit with sufficient advance notice</p>
	<p><b>Suppliers do not have a searching function</b></p>

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## PRODUCERS

### Audits and factory information


	<p><b>Additional information:</b> Producers can edit or upload documents concerning:</p>
	<ul style="list-style-type: none"> <li>• Young workers</li> </ul>
	<ul style="list-style-type: none"> <li>• Decent working hours</li> </ul>
	<ul style="list-style-type: none"> <li>• Fair remuneration</li> </ul>
	<ul style="list-style-type: none"> <li>• Stakeholder mapping</li> </ul>
	<ul style="list-style-type: none"> <li>• Supply chain mapping</li> </ul>

	<ul style="list-style-type: none"> <li>Grievance mechanism</li> </ul>
	<b>Progress of producer:</b> To see its audit history, a producer can:
	<ul style="list-style-type: none"> <li>Review entire online audit information, including findings</li> </ul>
	<ul style="list-style-type: none"> <li>Download a PDF extract audit report to share with clients or stakeholders</li> </ul>


### My RSP holder

	View the RSP holder identity and email address
	See that it does not have a RSP holder


### My profile

	View its profile
	Edit its profile


### Access amfori BSCI relevant resources

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### Capacity building


	Shortcut access to the amfori Academy
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### Remediation Plan


	Shortcut access to the Remediation Plan, which allows timely sharing of remediation efforts with relevant amfori BSCI participants (e.g. RSP holder and other linked participants)
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## AUDITORS

Audit scheduler	
	Search producers by several filters (e.g. audit status, audit methodology, or DBID)
	Receive audit requests, including additional instructions (e.g. instructions to include off-site interviews)

Audit functions	
	Export and import off-line audit reports (not to be shared with external users)
	Trigger a zero tolerance alert
	Assess producers' profile information to prepare audits
	Edit producers' profiles with updated information (including audit reports)

Capacity building	
	Access a shortcut to the amfori Academy

Access amfori BSCI relevant resources	
	Consult and download the amfori BSCI Code of Conduct, System Manual, templates, and annexes in multiple languages

## EXPLANATORY TUTORIAL ON HOW TO USE THE AMFORI BSCI PLATFORM

The amfori Secretariat regularly makes video tutorials for different audiences available in the amfori BSCI resources section of the [amfori BSCI platform](#).

Tutorial topics include:

- Basic knowledge of the amfori BSCI platform (e.g. general introduction to the platform)
- Extended knowledge of the amfori BSCI platform (e.g. managing employee roles in the platform)
- New features of the amfori BSCI platform (e.g. semi-announced audit process)

## **CONFIDENTIALITY AND DATA PROTECTION**

All information gathered in the amfori BSCI platform is protected by confidentiality agreements. It is not accessible outside of the amfori BSCI platform unless a transfer of information is necessary on behalf of amfori BSCI-related activities. The amfori Secretariat has access to all information contained in the amfori BSCI platform.

amfori complies with all obligations applicable to data processors under European data protection legislation.