

# Annex 15: How to Pre-Assess Potential Business Partners

This annex of the [amfori BSCI System Manual](#) guides amfori BSCI participants on how and when to conduct a pre-assessment with potential business partners.

## INTRODUCTION

amfori BSCI participants may be hesitant to embark on a continuous improvement strategy with potential business partners (e.g. take the RSP to monitor its audit cycle and related capacity building) without having a minimum notion of the social risks that the business relationship may entail.

For that reason, the amfori BSCI system offers a quick risk assessment tool, known as the pre-qualification assessment (PQA). The PQA allows amfori BSCI participants to gain an initial understanding of a potential business partner's social risks.

The information gathered through the PQA allows the amfori BSCI participant to define its next strategic steps (e.g. invite the producer to complete specific course available in the [amfori Academy](#) or request a full amfori BSCI audit).

## CHARACTERISTICS

Similar to the self-assessment phase, pre-qualification of potential business partners is not mandatory within the amfori BSCI system.

It is at the discretion of the amfori BSCI participant to include this step as part of its amfori BSCI strategy.

A PQA can only be conducted for producers that either do not have an amfori BSCI audit history or where the last amfori BSCI audit expired more than 24 months ago. In these situations, the amfori BSCI participant can pre-qualify a potential business partner.

At the same time, any amfori BSCI audit will overrule the pre-qualification as the PQA is not conducted by accredited third party auditors and does not relate to the amfori BSCI audit cycle.

In this context, the pre-qualification assessment does not benefit from the:

- amfori BSCI audit integrity
- amfori BSCI Zero Tolerance Protocol
- amfori BSCI commitment formula

## HOW TO USE A PRE-QUALIFICATION ASSESSMENT

The PQA questionnaire is an Excel document downloadable from the [amfori BSCI platform](#) once the amfori BSCI participant has linked to the profile of the concerned producer.

It includes four tabs:

- **Data evidence 1:** This tab mirrors the amfori BSCI audit data evidence section and allows the user to gather minimum data about the producer's business activity.
- **Data evidence 2:** This tab aims at capturing information concerning subcontracting and other activities that may represent additional social risks (e.g. use of migrant workers).
- **Supply chain mapping:** This tab mirrors the amfori BSCI audit section on the supply chain mapping to allow the user to have a good overview on the supply chain of the potential business partner.
- **Pre-qualification assessment:** This tab includes 70 questions and relevant source of evidence (e.g. workers interview, documentary evidence, etc.), which will allow the user to estimate the probability of social risk:
  - High
  - Important
  - Moderate

The amfori BSCI participant is encouraged to develop an internal procedure on how to deal with the different PQA results so to provide a consistent answer to potential business partners, as well as instruct buyers accordingly.

For additional information on how to get the most out of the PQA approach see the [amfori Academy](#).

To gain access to the pre-qualification template, see [Template 10: Pre-Qualification Assessment Questionnaire](#).