

# Annex 7: How to Use the amfori BSCI Buyers Checklist

This annex of the [amfori BSCI System Manual](#) helps buyers identify any obvious social risks while visiting a producer.

## INTRODUCTION

Buyers' visits to producers are a good opportunity to identify and report obvious social risks that can be identified by a casual observer without the need for professional social expertise.

amfori BSCI participants may combine this approach with the amfori BSCI audits (e.g. use buyers visit between the amfori BSCI audit cycle or before entering into a business relationship).

To get the most out of these visits, amfori BSCI participants should consider providing the buyers with:

- **Country background** such as an extract from the [Country Risk Classification](#)
- **Most prominent social issues** identified in the region
- **Buyers checklist** to gather information after the visit (the buyer should not use the checklist in front of the producer)

The buyer's checklist is not a substitute for a social audit, but helps a buyer without specific social compliance expertise to identify risks related to a producer's social performance.

## HOW TO USE THE INFORMATION

Buyers are not expected to do any evaluation or make a professional judgement of the producer's social performance. However, they should share the information with their relevant colleagues (e.g. CSR manager) in a timely manner, so he/she can consider this information when defining the next steps within the amfori BSCI system implementation strategy.

For more information see the [amfori BSCI System Manual, Part I and Part II](#).

Question	YES	NO	Comment
1. Are workers aware of <a href="#">the amfori BSCI Code of Conduct?</a>			
2. Is the person in charge of implementing amfori BSCI in a senior role?			

3. Is there any kind of complaint mechanism or suggestion box visible?			
4. Do people address colleagues and subordinates with respect?			
5. Is any information visible about how shift, lunch breaks, or working hours are organised?			
6. Are the workplace, eating facilities, and food storage area clean and organised?			
7. Are the toilets clean and equipped with soap and the necessary accessories to respect workers' hygiene and morals?			e.g. separated by gender, locks in good condition
8. Is drinking water made available and accessible to workers in the workplace (and in housing provided to workers if applicable)?			
9. Are workers using Personal Protective Equipment (PPE) and is it clean and in good condition?			e.g. PPE used in noisy areas and wet areas
10. Are there first-aid kits with enough materials available?			
11. Are signs and warnings posted in the right place and easily understood regardless of the level of literacy?			e.g. are restricted or dangerous areas properly marked
12. Are escape routes/aisles and exits properly marked, unblocked, and easily accessible?			e.g. at least two exits for each floor/workshop and the doors open from the inside
13. Are there fire extinguishers available and are they in good condition?			
14. Is a fire alarm system installed?			
15. Is the evacuation plan posted in a visible place and easily understood regardless of the level of literacy?			
16. Are electrical wiring and/or electrical installations in good condition and can imminent hazards be seen?			

17. Are chemicals stored and disposed of in a way that avoids leakage?			e.g. Both the workplace and surroundings should be visibly free of waste.
18. Do workers look old enough to be allowed to work?			
19. Is there a place that allows visitors to wait without having to enter the work area?			e.g. children waiting for their parents in the working area, which is not safe for them
20. Is the building in a good condition without any visible imminent hazards?			e.g. roof, walls, humidity signs, window glasses, and locks in good condition
<b>TOTAL</b>			
<b>Other comments or recommendations</b>			
Any other circumstance you would like to report? For example, workers show what could be perceived as too much respect towards their supervisors, or security guards hold weapons in the workplace.			