

# Template 1: Business Partner Information

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This template of the amfori BSCI System Manual is a tool amfori BSCI participants and their business partners can use to collect information on their supply chains. This information will help them to define the most appropriate monitoring strategy.

Additional information is available in [Part IV amfori BSCI Guidelines for Producers](#), Chapter 1: Data Collection and Management.

## BUSINESS CONTACT DETAILS

Business name:	<input type="text"/>	
Legal status:	<input type="text"/>	
Founding date:	<input type="text"/>	
Address:	Street number	<input type="text"/>
	ZIP code	<input type="text"/>
	City	<input type="text"/>
	Province	<input type="text"/>
	Country	<input type="text"/>
	GPS coordinates	<input type="text"/>
Website address (if applicable):	<input type="text"/>	
Does it have production units?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Local currency:	<input type="text"/>	
Exchange rate to Euro:	<input type="text"/>	
Exchange rate date:	Day <input type="text"/>	Month <input type="text"/> Year <input type="text"/>

## CONTACT PERSON DATA

Contact person:	Job title	<input type="text"/>
	First name	<input type="text"/>
	Last name	<input type="text"/>
	Email	<input type="text"/>
Phone (including country code & area code)	<input type="text"/>	
Primary language:	<input type="text"/>	

Official language for written communication

Secondary language:

Other relevant language for communication (if applicable)

## PRODUCTION DATA

Production volume

Production cost calculation

Yes

No

Lost time injury calculation cost (part of the accident records)

Yes

No

## PRODUCTION CALENDAR

In the table below, indicate the level of production activity for each month: L (low), M (medium), or H (high).

January	<input type="text"/>
February	<input type="text"/>
March	<input type="text"/>
April	<input type="text"/>
May	<input type="text"/>
June	<input type="text"/>
July	<input type="text"/>
August	<input type="text"/>
September	<input type="text"/>
October	<input type="text"/>
November	<input type="text"/>
December	<input type="text"/>

## CERTIFICATION OVERVIEW

### Social and Environmental Certificates

Name of the scheme:

Certificate or audit validity date

Day

Month

Year

Link to online version:

Name of the scheme:

Day

Month

Year

Link to online version:

Name of the scheme:

Certificate or audit validity date

Day  Month  Year

Link to online version:

Name of the scheme:

Certificate or audit validity date

Day  Month  Year

Link to online version:

Name of the scheme:

Certificate or audit validity date

Day  Month  Year

Link to online version:

Name of the scheme:

Certificate or audit validity date

Day  Month  Year

Link to online version:

## WORKING ENVIRONMENT

Workers' organisation or trade union:

Workers' organisation contact person, or workers' representative:

Title (Mr./Mrs./Ms.)	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Position	<input type="text"/>
Year of election	<input type="text"/>

Relevant trade union (if any):

Valid collective bargaining agreement (if any):

Legal regular working hours:  Hours per week

Legal regulation for overtime (if any):

Specific overtime premium rate for standard day off (if any):

Legal regulation of shifts (if any):

Standard day off in the country:  
*Select applicable days*

<input type="checkbox"/> Monday	<input type="checkbox"/> Friday
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Sunday
<input type="checkbox"/> Thursday	

## REMUNERATION PRACTICE IN THE COMPANY

Legal minimum wage:   per hour  
*Select the applicable unit* (in local currency)  per day  
 per week  
 per month

Calculated living wage:   per hour  
*Select the applicable unit* (in local currency)  per day  
*(See also amfori BSCI Template 5: Fair Remuneration Quick Scan)*  per week  
 per month

Specific industry-based remuneration (if any):

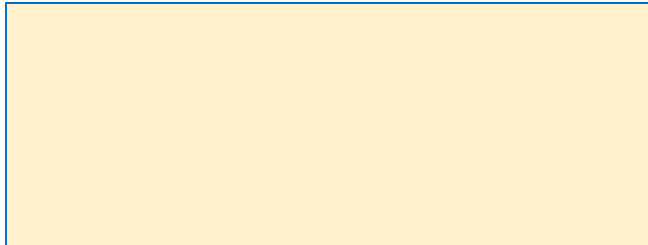
Description of legally granted social benefits:

Total minimum remuneration for a full-time worker (wages + social benefits):

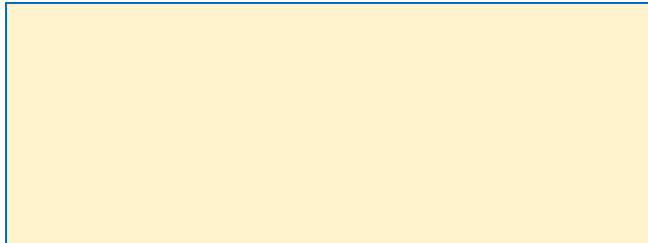
Lowest wage paid by business for regular working time:   per hour  
*(in local currency)*  per day  
 per week  
 per month

## SITUATIONAL DESCRIPTIONS

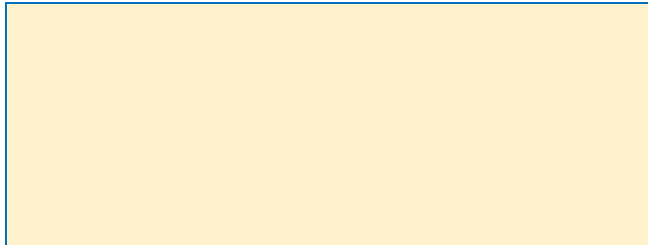
Description of any specific situation that led to overtime in the past six months (if no situation, answer NONE):



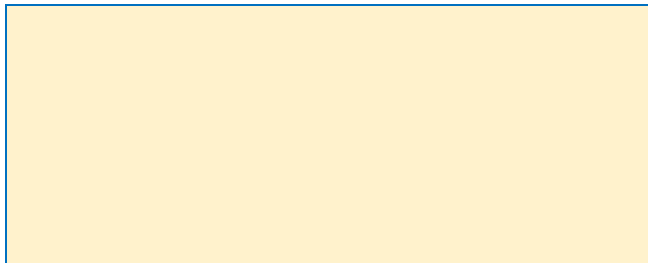
Description of any accident that occurred in the past six months (if no accident, answer NONE):



Description of a strike, walkout, and/or protest during the past 12 months (if no strike, walkout, or protest, answer NONE):



Description of a highly risky production technique used that could harm workers' health (e.g. sandblasting), or a less harmful replacement technique used (if neither, answer NONE):



Description of any voluntary practice or procedure meant to decrease the business' adverse impact on the environment (if no such practice or procedure, answer NONE):

