

# Template 15: Commitment Formula Checklist

The amfori BSCI commitment formula translates the [amfori BSCI Code of Conduct](#) and Terms of Implementation into measurable goals and includes the existing requirements that define amfori BSCI participants' minimum level of engagement.

The checklist below aims to facilitate your company's implementation of the amfori BSCI commitment formula and guide you through the key measures to be carried out in order to stay on track in the implementation of amfori BSCI.

These practical steps will also help your company meet the Minimum Engagement Requirements and ensure your efforts are focused on your long-term performance improvement and ultimate success to build a more sustainable supply chain.

For further guidance see [Annex 11: How to Understand the Commitment Formula](#).

Actions to support you in the implementation of the BSCI system	✓
<b>Getting started</b>	
Make yourself familiar with the <a href="#">amfori BSCI System Manual</a>	
Maintain your company profile in the <a href="#">amfori BSCI platform</a>	
Create your own producer list within the first 6 months	
Login regularly to the <a href="#">amfori Academy</a> and check out courses offered	
Store your passwords for each amfori service (amfori website, amfori BSCI Platform, amfori Academy, amfori Sustainability Intelligence Dashboard, BEPI Platform)	
Attend the 'Introduction to amfori BSCI' training offered in the <a href="#">amfori Academy</a> within the first 6 months	
Check the <a href="#">amfori Events</a> and mark your calendar for the next Network Connect meetings and attend at least once a year	
<b>At least every month</b>	

Check that the audit cycle of the producers in your list is valid	
Schedule a new audit before expiration to avoid automatic RSP release	
Read the upcoming audit reports	
Consider taking the RSP for those producers more strategic for your business if they are “orphan” in your producer list	
Create a producer profile for those of your producers that do not exist in the <a href="#">amfori BSCI platform</a>	
Check if any data update in the <a href="#">amfori BSCI platform</a> is necessary (e.g. make a producer “inactive”)	
Check that your producers have endorsed the <a href="#">amfori BSCI Code of Conduct</a> and indicate it in the amfori BSCI Platform. If you do not have the RSP, contact the RSP holder and ask that it is indicated.	
Check that the audit report is uploaded in the <a href="#">amfori BSCI platform</a> within 10 days after the audit	
Check in the amfori BSCI audit report (supply chain mapping section) that next tier business partners have endorsed the <a href="#">amfori BSCI Code of Conduct</a> and encourage your producers to have this as business criteria for its own partners	
Check if remediation plans have been created by your business partners no later than 60 days after the audit date	
Support those producers in need of assistance to get the remediation plan implemented	

<b>Actions you are required to take within your company</b>	✓
<b>At least every quarter</b>	
Login into the <a href="#">amfori BSCI platform</a> and check your notifications in the system – the main contact person receives daily reminders if there are unread emails or alerts on the amfori BSCI Platform	
Maintain your producer list	
Respond to audit invalidity notifications on time and request new audits in your producer list	
Check and correct the number of orphan producers in your producer list	
Complete any relevant course offered in the <a href="#">amfori Academy</a>	
Involve your colleagues in training in the <a href="#">amfori Academy</a> – their profiles must be created in the BSCI Platform by the main contact person to access the amfori Academy	

Invite your producers to complete relevant courses offered in the <a href="#">amfori Academy</a>	
Encourage your producers to enrol their female worker(s) into amfori BSCI trainings – include this information in the invitation email	
Check if there are confidential comments in the audit report (online version only) and do not hesitate to reach out the amfori secretariat if you need support	
<b>Based on need and if applicable</b>	
Have always a second contact person with regard to amfori BSCI responsibilities to respond to urgent matters on time (e.g. zero tolerance cases)	
Inform the amfori Secretariat every time your main contact person or other contact details have changed	
Participate in an ad hoc remediation conference call following the <a href="#">Annex 5: amfori BSCI Zero Tolerance Protocol</a>	
Support your producers in zero tolerance and other severe crises cases to provide immediate remediation (see <a href="#">Annex 5: amfori BSCI Zero Tolerance Protocol</a> )	
Follow up closely on the improvements made by producers working on the medium-term remediation plan on zero tolerance cases	
Reach out to the <a href="#">amfori Secretariat</a> if support is needed	