**MSC Chain of Custody Labour Self-Assessment Form v1.0**

**MSC产销监管链社会责任审核自我评估表1.0版**

Using this form:

使用本表格时：

* The form shall be completed when the CoC certificate holder does not meet the requirements in order to comply with CoC Standard clause 5.7.2/5.8.2 (Default and Group/ CFO) as per the Derogation 7: Chain of Custody Labour Audit Risk Revision – Effective 28 May 2021
* 根据审核标准调整7 - 产销监管链社会责任审核风险修订（生效日期2021年5月28日）的规定，达不到《CoC标准》（通用版和集团/CFO版）条款5.7.2/5.8.2的规定要求的CoC证书持有者须填写本表格。
* This form shall be completed annuallyalongside the Chain of Custody audit, where applicable.
* 对上述应用对象来说，须按照产销监管链审核频率每年填写一次本表格。
* This form shall be resubmitted to the CAB following an extension to scope request which includes: any non-certified subcontract processors or repackers or new sites.
* 在扩展范围时，如果增加非认证的加工分包商、再包装分包商或新地点，则必须向审核机构重新提交本表格。
	+ The form shall be completed by the Chain of Custody certificate holderor applicant as part of the audit preparation process.
	+ 本表格须由产销监管链证书持有者或申请者在正式CoC审核前完成。
* The information shall cover all sites in the certificate that are applying for the derogation. The exception is where a subcontractor may complete a separate self-assessment.
* 本表格信息须涵盖适用于《审核标准调整》的证书中的所有地点。分包商可独立完成自我评估的情况除外。
* This form should be completed by the organisation in good faith and be based on information known and available to the certificate holder at the time of completion. It should be representative of the range of measures known to the certificate holder or applicant.
* 组织须诚实地基于证书持有者当时已知或可用的信息填写本表格。它代表着证书持有者或申请者所知的一系列措施。
* The completed form will be uploaded to MSC and/or ASC CoC database by your certification body at the same time as the CoC audit report.
* 表格完成后，由认证机构将表格与CoC审核报告一起上传至MSC和/或ASC CoC数据库。
* This form will not be published on the MSC/ ASC website.
* 本表格不会在MSC/ASC网站上公开。

[Insert organisation name] hereby declares that the information in this document is accurate and true to the best of our ability and that the information will be updated following any changes in the certificate that may affect the responses provided. We also agree to complete a labour audit if called upon to do so by the MSC.

【插入组织名称 】特此声明，我们尽最大努力使本文件中的信息准确真实，并对于证书中可能影响反馈的任何变更进行信息更新。如果MSC要求，我们同意完成社会责任审核。

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| --- | --- |
| Signed: |  |
| 签名： | *Name of signatory on behalf of organisation**代表组织的签字人姓名* |
|  |  |
| Job title: |  |
| 职务： | *Job title of signatory at organisation*签字人在组织中的职务 |
|  |  |
| Date: |  |
| 日期： |  |

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| --- | --- |
| **Subject****主题** | **Details****内容** |
| **Applicant/CoC certificate holder Name****申请者/ CoC证书持有者名称** |  |
| **CoC Code****CoC证书代码** |  |
| **Number of site(s) covered by the self-assessment** **自我评估涵盖的地点数量** |  |
| **Location of site(s) covered by this self-assessment – site name and country****自我评估涵盖的地点位置 – 地点名称和所在国家** |  |
| **CoC scope activities****CoC范围活动** |  |
| **MSC and/or ASC species handled****处理的MSC和/或ASC物种** |  |

**Labour Self-Assessment**

**社会责任自我评估**

| **Number****序号** | **Question****问题** | **Y/N****是/否** | **Additional Detail****详细说明** |
| --- | --- | --- | --- |
| **1** | **Do the sites hold any third-party social certification or hold any other types of approval or certification on labour practices, e.g.a 2nd party buyer audit? If so, please describe (program, certificate status, audit frequency, etc)?****地点是否持有第三方社会责任证书或其他关于劳动者行为的许可或认证，例如二方买家审核？如果有，请进行说明（项目名称，证书状态，审核频率等）** |  |  |
| **2** | **Does the certificate holder engage with migrant and/or worker rights groups? If so, please describe how this occurs and the organisations engaged.****证书持有者是否与移民组织和/或劳动者权利组织合作？如果是，请说明合作缘由与合作方式。** |  |  |
| **3** | **Does the certificate holder publicly disclose their efforts to mitigate the risk of forced and child labour in their operations and/or supply chains (e.g., CSR report, modern slavery statement)? If so, please link.** **证书持有者是否对于降低在经营和/或供应链中强迫劳动和雇佣童工风险所做的工作（例如，企业社会责任报告，禁用现代奴隶声明）进行过公开报告？如果有，请给出链接。** |  |  |
| **4** | **Does the certificate holder or site, as appropriate, provide all workers (permanent/temporary/contract) with contracts that describe terms of payment, overtime, ID documents? If so, describe the nature of the contracts or legal work agreements and the issues addressed in such agreements.****在适当情况下，证书持有者是否与所有工人（长期工人/临时工人/合约工人）签订了合同，合同中包括报酬、加班、身份证件条款？如果是，请说明合同或法律工作协议的性质以及协议中所解决的问题**。 |  |  |
| **5** | **Does the certificate holder or site, as appropriate, have policies or measures (e.g., hotline) in place for staff voices to be heard and to report and remediate any instances of forced or child labour? If so, please describe.** **在适当情况下，证书持有者或地点是否制定政策或采取措施（例如，热线电话）来听取员工意见，使员工能够报告和纠正强迫劳动和雇佣童工事件？如果是，请进行说明。** |  |  |
| **6** | **Does the certificate holder or site, as appropriate, employ migrant labour to handle seafood products? If so, describe the percentage of migrant workers a) employed to handle seafood products and b) who are on temporary contracts.****在适当情况下，证书持有者或地点是否雇佣外来工人处理水产品？如果是，请说明外来工人所占比例，a）处理水产品的工人比例，以及b）签订临时合同的工人比例。** |  |  |
| **7** | **Does the certificate holder or site, as appropriate, use recruitment agencies? Please describe the typical methods used to recruit workers.****在适当情况下，证书持有者或地点是否使用招聘代理机构？请说明招聘工人的主要方法。** |  |  |
| **8** | **Does the certificate holder or site, as appropriate, have a process in place to ensure no debt bondage or costs imposed on workers related to their employment? If so, please describe what practices are in place; for example, comprehensive service level agreements or commitments to the Employer Pays Principal.** **在适当情况下，证书持有者或地点是否具有确保禁止对工人强加与就业相关的债务或费用的措施？如果是，请说明有哪些措施；例如，综合服务水平协议或雇主支付工资承诺书。****Costs related to their employment may include placement or brokerage fees, travel to the workplace, visa, medical, safety gear, clothing/protective gear, food at the workplace, communications access, remittance fees, repatriation, etc.?****与就业相关的费用可包括实习费或雇佣中介佣金，来工作地点的差旅费用，签证费用，劳保费用，服装/保护装置费用，工作餐费，通讯费用，汇费，归国费用等？** |  |  |
| **9** | **Does the certificate holder or site, as appropriate, retain identity documents? If so, describe policies and practice in place to ensure that workers have free and timely access to their identification documents, including National ID, passports, visas, etc.****在适当情况下，证书持有者是否扣押身份证件？如果是，请说明确保工人能够自由并及时获取其身份证件的政策或措施，其中包括居民身份证，护照，签证等。** |  |  |
| **10** | **Are there policies and systems in place to ensure that all staff meet national minimum age requirements? If so, please describe the national minimum age requirements for the site(s) in the certificate and how this is checked.****是否具有确保所有员工达到国家最低年龄要求的政策和体系？如果是，请说明对于证书中地点的国家最低年龄要求，以及如何对此进行核查。** |  |  |

**Template information and copyright**

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This document was drafted using the ‘MSC Chain of Custody Self-Assessment Form v1’.

本文档根据“MSC产销监管链自我评估表第1版”起草。

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A controlled document list of MSC program documents is available on the MSC website (msc.org).

可登录MSC网站（msc.org）查询MSC项目文件的受控文件清单。

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