



# PROVISION CHAIN MONITORING

Mod.S02\_Rev1 – 18/03/2008

To the attention  
of Direction

## Provision chain monitoring form

### Section A - General informations

Company title		
Registered office address	Street	n.
Operative office address	Street	n.
Phone	Fax	
Website	e-mail	
Reference name		

1. *Codice Istat:*

2. *Labour contract adopted*

- |  |  |
|--|--|
| <input type="checkbox"/> Agriculture                           | <input type="checkbox"/> Chemical industry     |
| <input type="checkbox"/> Engineering industry                  | <input type="checkbox"/> Textile industry      |
| <input type="checkbox"/> Food companies.                       | <input type="checkbox"/> Building companies    |
| <input type="checkbox"/> Poligraphics and entertainment        | <input type="checkbox"/> Trade                 |
| <input type="checkbox"/> Transport                             | <input type="checkbox"/> Credit and insurance  |
| <input type="checkbox"/> Utility companies                     | <input type="checkbox"/> Public administration |
| <input type="checkbox"/> Private corporations and institutions | <input type="checkbox"/> Other sectors         |

3. *Does the company have any certification?*

Yes  No

4. *Which one?*

Iso 9001  Iso 14001  Emas  
 Sa8000  Ohsas 18001  Other

5. *Does the Company have only one office?*

Yes  No

6. *How many offices?*

in Italy nr      abroad nr.      total



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## Section B - Personnel

Rapporto	women	men	Foreign
Contract at will			
Fixed term and seasonal contract			
Part Time			
Homeworking			
Apprenticeship			
Project contract			
Anything different			

**Note:** The SA8000 companies may omit the following part of the questionnaire,  
Companies with no employees may omit the B C D sections.

1. Average working hours per day

2. Average age of employees:

3. Do you have any worker younger than 15?  Yes  No

4. Do you have any worker from 15 to 18?  Yes  No

5. Are the original documents kept?  Yes  No  sometimes

6. Weekly days off

7. Weekly working time

8. Annual leave:

9. Are shifts made?  Si  No

10. How is overtime work managed?

Duly paid

Recovered with an increased pay

Any other way



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## Section C - Health and security

1. The work space is suitable (lighting, ventilation, safety exit, cleanliness, sanitary equipment, canteen, dormitories)?  
 Yes     No     To be improved
- 
2. Where is the plan of emergency exposed? (more than one answer is possible)  
 Corridors-Reception-Meeting rooms     Storehouse  
 Production premises     Other
- 
3. Where are the fire-extinguishers placed? (more than one answer is possible)  
 Corridors-Reception-Meeting rooms     Storehouse  
 Production premises     Other
- 
4. How do you inform the personnel of health and security  
 Training     Meetings  
 Literature     Notice  
 Other
- 
5. Do all the workers have the DPI (personal protection supply)?  
 Yes     No     Not required
- 
6. If used, are the means of transport and lifting means in good condition?  
 Yes     No     Not used
- 
7. Has the workers' representative for security been elected or have the workers waived this right?  
 Yes     No
-



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## Section D – labour unions and the right of association

1. Are there labour unions in the company?  Yes  No  Not needed
2. Do You have a RSU?  Yes  No  Not needed
3. Is the association labour and union information right allowed?  
 Yes  No

## SECTION E – SUPPLIERS AND OUTSIDE COMMUNICATION

1. Where do you have your suppliers?  Italy  Europe  North America  
Emergent countries  South America  Asia  Africa
2. Does the company have any relation with voluntary organisations, ngo etc?  
 Yes  No
3. Does the company carry out any communication activity towards customers and suppliers?  
 Yes  No

## SECTION F – ENVIRONMENT

1. Does the company carry out productive activity?  
 Yes  No
2. If it does, what kind?  Continuous  Cyclical  Seasonal
3. Does the company follow the environmental rules of the reference country?  
 Yes  No
4. What kind of refuse does the company produce?  
 Dangerous solid refuse  Non dangerous solid refuse  
 Dangerous liquid refuse  Non dangerous liquid refuse  
 Urban or similar  Special  
 Other kinds
5. How do you dispose of it?  Dump  Recycling  
 Regeneration  Burning  
 Commission to outsiders  Other

## SECTION G – SOCIAL RESPONSIBILITY

1. Have you ever heard about social responsibility?  Yes  No

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2. What do you mean with social responsibility? (you can give more than one answer)

- In accordance with the national work rules
- In accordance with environment
- Safe and healthy working place
- No discrimination and abuse at work
- Working conditions improvement
- Relation with the territory
- Attention to the weakest brackets
- Undertaking the personnel's growth and coaching
- All the listed definitions

Other

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3. Do you know the SA 8000 rule?  Yes  No

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*Thank you for your cooperation and for the time you devoted to completing this questionnaire..*