

M&S

EST. 1884

ECP

MINIMUM STANDARDS

FACTORY SELF-AUDIT:

TANNERIES

TO BE COMPLETED BY THE SENIOR MANAGER

This form is for preparation purposes only. To complete and submit your audit please go to the ECP section of M&S Supplier Exchange.

TANNERY FACILITY DETAILS		
1	GROUP / PARENT COMPANY NAME:	
2	SITE / FACTORY NAME:	
3	SITE / FACTORY ADDRESS:	
4	POST CODE / ZIPCODE:	
5	COUNTRY:	
6	LATITUDE	
7	LONGITUDE	
8	IS THIS YOUR FIRST ECP AUDIT?	YES <input type="checkbox"/> NO <input type="checkbox"/>
9	IF NO, ENTER YOUR PREVIOUS ECP NUMBER	
10	FACTORY AUDITOR NAME:	
11	FACTORY AUDITOR EMAIL ADDRESS:	

WASTE TREATMENT DETAILS – Provide details of the waste treatment company		
12	EFFLUENT DISPOSAL ROUTE:	((Please list out clearly the parties with company name involved in the route of effluent treatment process) For example: ABC Mill → No.1 WWTP → No.2 WWTP → XX River
13	Is the effluent treatment plant on-site or off-site (Common ETP)?	
14	Do you recycle any of your process water?	State No, Recycled % or ZLD
15	FACTORY NON-DOMESTIC SOLID WASTE DISPOSAL COMPANY NAME :	(Example: paper, Plastic drum, oil, fabric and chemical)
16	SLUDGE DISPOSAL COMPANY NAME :	
PROPOSER DETAILS – The proposer must be member of the M&S Technical team in the UK or Sourcing office		
17	M&S SOURCING OFFICE:	(UK, Turkey, Bangladesh, Sri Lanka, Hong Kong, India or China)
18	PROPOSER NAME:	
19	PROPOSER EMAIL ADDRESS:	
20	PLM SUPPLIER NAME	
21	PLM SUPPER REFERENCE NUMBER	

FACTORY PROFILE

22	Site/ factory Manager name:	
23	Job Title:	
24	Telephone Number:	
25	Fax Number:	
26	Email Address:	
27	Other /previous trading names of factory:	
28	Factory Type (please tick all that apply):	
Raw hide to tanned <input type="checkbox"/> Raw hide to crust <input type="checkbox"/> Raw hide to finished leather <input type="checkbox"/> Tanned hide to crust hide <input type="checkbox"/> Tanned hide to finished leather <input type="checkbox"/> Crust hide to finished leather <input type="checkbox"/>		
29	Marks & Spencer Departments supplied (e.g. T15):	
30	M&S Production volume for past 12 months (tonnes):	
31	% Right First Time (RFT) – bulk to bulk:	
32	Has the factory been visited by M&S or its principal suppliers and a profile, evaluation report and photos supplied?	YES <input type="checkbox"/> NO <input type="checkbox"/>
33	If yes, proposer to give date of visit and attach documents and photos.	
34	Has your tannery had an audit to Leather Working Group (LWG) standards?	YES <input type="checkbox"/> NO <input type="checkbox"/>
35	What is your LWG audit rating?	Audited <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/>
36	What is the audit expiry date?	Enter date
37	Are you registered on the ZDHC Gateway?	YES <input type="checkbox"/> NO <input type="checkbox"/>
38	What is your ZDHC AID number?	State number eg
39	Do you hold any 3rd party certificates? Please tick all that apply:	
Oekotex 100 <input type="checkbox"/> Oekotex Step <input type="checkbox"/> Blue Sign <input type="checkbox"/> GOTS <input type="checkbox"/> ISO14001 <input type="checkbox"/> LEED <input type="checkbox"/> Higg FEM <input type="checkbox"/> Other (please state).....		

MINIMUM STANDARDS

Any comments supporting your self-audit for this section should be made in the box at the end of this section.

Chemical management

40	Factory complies with current M&S Restricted Substance List (RSL)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
41	Factory complies with current M&S Manufacturing Restricted Substance List	YES <input type="checkbox"/>	NO <input type="checkbox"/>
42	Factory complies with current REACH regulations	YES <input type="checkbox"/>	NO <input type="checkbox"/>
43	Factory has current inventory of all dyes and chemicals used on site	YES <input type="checkbox"/>	NO <input type="checkbox"/>


Environmental compliance


44	All effluent is treated in a fully functional effluent treatment plant (ETP)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
45	Are Chemicals released into soil or surface water drains?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
46	Has factory had any prosecutions in past 12 months?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
47	Factory is fully compliant with local and national environmental laws and standards	YES <input type="checkbox"/>	NO <input type="checkbox"/>


Safety & Employment Compliance


48	Compliance with local and national laws for fire prevention	YES <input type="checkbox"/>	NO <input type="checkbox"/>
49	Compliance with local health, safety and employment legislation	YES <input type="checkbox"/>	NO <input type="checkbox"/>
50	Compliance with national minimum wage, minimum age and maximum working hours legislation	YES <input type="checkbox"/>	NO <input type="checkbox"/>


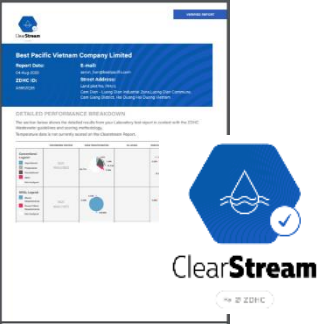
DOCUMENT UPLOADS – Please have these documents scanned and ready to upload during the online ECP Self Audit submission. Acceptable formats are .jpg, .jpeg, .pdf, .png, .xlsx

51	BUSINESS REGISTRATION CERTIFICATE (compulsory)		
	Sample Image	Description	Submission
		Mill must be legally approved by local government. Make sure the address filled in ECP Self Audit Form is same as the registered address in the Business Registration Certificate.	

52	EFFLUENT TREATMENT PLANT LICENCE (compulsory)		
	Sample Image	Description	Submission
		This licence is issued by local government and please make sure it is up to date. If it is using 3rd party effluent treatment plant, please show us the water bills or any payment receipt to prove and advise the name of the river nearby for the effluent discharging to.	

53 LOCAL EFFLUENT DISCHARGE TEST RESULTS (compulsory)		
Sample Image	Description	Submission
	<p>This test results can be achieved from Local Government or any recognised 3rd party Laboratories. Please provide the corrective action plans if violated to local law.</p>	

54 ENVIRONMENTAL ASSESSMENT REPORT (if available)		
Sample Image	Description	Submission
	<p>Please provide the documents regarding to the maximum capacity of pollutants (e.g. Gas, water & solid) discharging and amount of resource (e.g. water & electricity) which is issued by the local government</p>	

ZDHC reports (if available)		
Sample Image	Description	Submission
<p>55</p> 	<p>INCHECK – This report shows how much a chemical inventory conforms to the requirements of the ZDHC MRSL.</p>	
<p>56</p> 	<p>CLEARSTREAM – This report shows the facility performance report of ZDHC wastewater conformance</p>	

Comments

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Any comments supporting your self-audit for this section should be made in the box at the end of this section.

Legal Compliance**Operating Permits**

58	The factory has all the required operating permits	YES <input type="checkbox"/>	NO <input type="checkbox"/>
59	All operating permits are currently valid	YES <input type="checkbox"/>	NO <input type="checkbox"/>
60	The tannery is fully compliant with local and national laws and standards	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Sourcing

61	We comply with Marks & Spencer Global Sourcing Principles	YES <input type="checkbox"/>	NO <input type="checkbox"/>
62	We do not source from any Suppliers and sub-suppliers with any production facilities located in the Xinjiang Uyghur Autonomous Region (Uyghur Region)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
63	We do not source from any Suppliers and sub-suppliers that have employed workers from the Uyghur Region who were sent by the government at a workplace outside the Xinjiang Uyghur Autonomous Region (Uyghur Region)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Environmental compliance**Effluent**

64	Monthly independent effluent test results retained for at least 12 months	YES <input type="checkbox"/>	NO <input type="checkbox"/>
65	On-site ETPs have capacity to process total factory effluent output	YES <input type="checkbox"/>	NO <input type="checkbox"/>
66	Have consent limits for effluent been met in last 12 months?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
67	Fully controlled effluent limits including COD/BOD, pH, TSS & temperature °C	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Air Emissions

68	Air quality meets local authority standards satisfactory throughout factory	YES <input type="checkbox"/>	NO <input type="checkbox"/>
69	Records of independent test results are retained for at least 12 months	YES <input type="checkbox"/>	NO <input type="checkbox"/>
70	Consent limits for air emissions have been met in last 12 months	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Solid Waste

71	Solid waste disposal meets local authority requirements	YES <input type="checkbox"/>	NO <input type="checkbox"/>
72	Is there any unauthorised burning of solid waste	YES <input type="checkbox"/>	NO <input type="checkbox"/>
73	Consent limits for waste have been met in last 12 months	YES <input type="checkbox"/>	NO <input type="checkbox"/>
74	Waste is stored in segregated, labelled areas	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Reducing consumption

75	Records of water, energy & chemical use are kept	YES <input type="checkbox"/>	NO <input type="checkbox"/>
76	Consent limits for water extraction have been met in last 12 months	YES <input type="checkbox"/>	NO <input type="checkbox"/>
77	Energy consumption (tanneries) has been cross referenced with LWG guidelines	YES <input type="checkbox"/>	NO <input type="checkbox"/>
78	Water consumption (tanneries) has been cross referenced with LWG guidelines	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Factory Safety

General Safety

79	The company has prepared an emergency response plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>
80	There is a named person who is responsible for safety in the factory	YES <input type="checkbox"/>	NO <input type="checkbox"/>
81	Regular safety training is given to workers	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Fire Safety

82	Compliance with local and national laws for fire prevention	YES <input type="checkbox"/>	NO <input type="checkbox"/>
83	Valid local authority fire certificates (where applicable)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
84	Adequate fire- fighting equipment in all areas of factory, clearly signposted (in local language) and accessible with service certificates	YES <input type="checkbox"/>	NO <input type="checkbox"/>
85	Combustible materials stored safely	YES <input type="checkbox"/>	NO <input type="checkbox"/>
86	All fire exits and escape routes are clearly signposted (in local language), unlocked and not obstructed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
87	Fire assembly point is a safe distance from the factory	YES <input type="checkbox"/>	NO <input type="checkbox"/>
88	Record of frequent random fire drills (practices of evacuation) are available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
89	Smoking in factory is banned and safe smoking area provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Machine Safety

90	All machines are electrically & mechanically safe with dated service records	YES <input type="checkbox"/>	NO <input type="checkbox"/>
91	All machines with moving parts are adequately guarded	YES <input type="checkbox"/>	NO <input type="checkbox"/>
92	Safety interlocks on all high temp & pressurised machines	YES <input type="checkbox"/>	NO <input type="checkbox"/>
93	Machine hazards and PPE requirements are clearly signed	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Personal Protective Equipment (PPE) and General Safety

94	Compliance with local health, safety and employment legislation	YES <input type="checkbox"/>	NO <input type="checkbox"/>
95	PPE is provided, worn and signposted (in local language)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
96	Building construction and housekeeping is to a standard that ensure worker safety	YES <input type="checkbox"/>	NO <input type="checkbox"/>
97	Access equipment (e.g. ladders/scaffolding) is appropriate and used safely	YES <input type="checkbox"/>	NO <input type="checkbox"/>
98	Workers provided with clothes changing and storage facilities	YES <input type="checkbox"/>	NO <input type="checkbox"/>
99	Eating/drinking prohibited in factory, and separate eating area is provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Chemical Management

100	Current M&S ECP document is available in the factory in the local language	YES <input type="checkbox"/>	NO <input type="checkbox"/>
101	All chemicals have a Material Safety Data Sheet (MSDS) located within 3 meters, and are stored according to the MSDS	YES <input type="checkbox"/>	NO <input type="checkbox"/>
102	All stored dyes and chemicals are labelled, and hazards clearly signed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
103	Incompatible chemicals are stored separately	YES <input type="checkbox"/>	NO <input type="checkbox"/>
104	Bulk quantities of hazardous chemicals are stored to avoid risk of a spillage	YES <input type="checkbox"/>	NO <input type="checkbox"/>
105	Current REACH SVHC list clearly displayed in factory office	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Tanneries

Processes starting from raw hide

106	All tensides (surfactants) are biodegradable	YES <input type="checkbox"/>	NO <input type="checkbox"/>
107	All tensides (surfactants) are free of nonyl phenol ethoxylates	YES <input type="checkbox"/>	NO <input type="checkbox"/>
108	Deliming is by an ammonium salts free method	YES <input type="checkbox"/>	NO <input type="checkbox"/>
109	An air extraction system removes gases from the vicinity of the vessel	YES <input type="checkbox"/>	NO <input type="checkbox"/>
110	A hydrogen sulphide scrubber is installed in the tannery	YES <input type="checkbox"/>	NO <input type="checkbox"/>
111	Separate drainage systems collect acid and alkaline liquors	YES <input type="checkbox"/>	NO <input type="checkbox"/>

112	Only fresh hides are processed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
113	All chemicals are accurately weighed or measured by volume	YES <input type="checkbox"/>	NO <input type="checkbox"/>
114	Bulk liquid chemicals are pumped directly to the vessel	YES <input type="checkbox"/>	NO <input type="checkbox"/>
115	There is no fleshing after soaking OR fleshings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
116	Unhairing is by a "Hairsave" method	YES <input type="checkbox"/>	NO <input type="checkbox"/>
117	There is no fleshing after liming OR fleshings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
118	There is no splitting after liming OR splittings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
119	There is no trimming after liming OR trimmings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
120	Hydrogen sulphide sensors are fitted in the tannery	YES <input type="checkbox"/>	NO <input type="checkbox"/>
121	The vessel remains closed or PPE used when making process checks	YES <input type="checkbox"/>	NO <input type="checkbox"/>
122	Chrome content of leather is regularly determined	YES <input type="checkbox"/>	NO <input type="checkbox"/>
123	Chrome content of exhaust tanning liquors is regularly determined	YES <input type="checkbox"/>	NO <input type="checkbox"/>
124	Exhaust tanning liquors are collected and reused	YES <input type="checkbox"/>	NO <input type="checkbox"/>
125	There is no splitting after tanning OR splittings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
126	There is no shaving after liming OR shavings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
127	Chemical stores are clean, dry and tidy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
128	Scales and balances are clean, dry, serviced and calibrated	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Processes starting from wet tanned hide

129	Records of regular checks to test the strength of received dyes	YES <input type="checkbox"/>	NO <input type="checkbox"/>
130	Hides/skins graded prior to make-up into dye lots	YES <input type="checkbox"/>	NO <input type="checkbox"/>
131	Hides/skins sammed to uniform moisture prior to make-up into dye lots	YES <input type="checkbox"/>	NO <input type="checkbox"/>
132	Standard batch sizes made up for dye lots	YES <input type="checkbox"/>	NO <input type="checkbox"/>
133	Through neutralisation checked for all batches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
134	Through dyeing checked for all batches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
135	Dye bath exhaustion checked for all batches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
136	Fat liquors are emulsified in accordance with supplier recommendations	YES <input type="checkbox"/>	NO <input type="checkbox"/>
137	Powder dyes are weighed in down draft cabinet	YES <input type="checkbox"/>	NO <input type="checkbox"/>
138	CMC 2:1 equation is used for calculating numerical colour differences	YES <input type="checkbox"/>	NO <input type="checkbox"/>
139	Instrumental colour measurement and recipe prediction is used	YES <input type="checkbox"/>	NO <input type="checkbox"/>
140	Instrumental colour measurement is used for bulk batches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
141	Dye stores are clean, dry and tidy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
142	Scales and balances are clean, dry, serviced and calibrated	YES <input type="checkbox"/>	NO <input type="checkbox"/>
143	All chemicals are accurately weighed or measured by volume	YES <input type="checkbox"/>	NO <input type="checkbox"/>
144	Direct access to Marks & Spencer spectral data standards	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Processes starting from crust hide

145	Moisture content of all dye lots checked after drying	YES <input type="checkbox"/>	NO <input type="checkbox"/>
146	Staking machine operators always use ear protection	YES <input type="checkbox"/>	NO <input type="checkbox"/>
147	Buffing dust is extracted to external collection area	YES <input type="checkbox"/>	NO <input type="checkbox"/>
148	Noise levels in staking and buffing areas are monitored/controlled	YES <input type="checkbox"/>	NO <input type="checkbox"/>
149	Staking & buffing areas are separated from the finishing area	YES <input type="checkbox"/>	NO <input type="checkbox"/>
150	Solvent usage is monitored	YES <input type="checkbox"/>	NO <input type="checkbox"/>
151	Records of regular tests of the quality of received chemicals	YES <input type="checkbox"/>	NO <input type="checkbox"/>
152	The finishing system is predominantly aqueous based (<10% solvent)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
153	The finish formulations are free of toxic heavy metals	YES <input type="checkbox"/>	NO <input type="checkbox"/>
154	All spray machines have fully functional water wash scrubbers	YES <input type="checkbox"/>	NO <input type="checkbox"/>
155	Finish application rates (g/sq.ft) is assessed for each batch	YES <input type="checkbox"/>	NO <input type="checkbox"/>
156	A regular cleaning and maintenance programme operates	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Quality Management

Quality Systems

157	Standard Operating Procedure (SOP) for all processes, located near process	YES <input type="checkbox"/>	NO <input type="checkbox"/>
158	Batch cards accompany every production batch	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Quality control – testing and inspection

159	Current test certificates from M&S accredited laboratory for all finished fabrics/products – covering all tests required for QC purposes are available on file	YES <input type="checkbox"/>	NO <input type="checkbox"/>
160	Colour continuity cards for all batches are retained for inspection and record purposes	YES <input type="checkbox"/>	NO <input type="checkbox"/>
161	Products examined after testing and before despatch	YES <input type="checkbox"/>	NO <input type="checkbox"/>
162	Segregated quarantine area for non-conforming products	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Traceability

163	All hides are traceable to the slaughterhouse	YES <input type="checkbox"/>	NO <input type="checkbox"/>
164	All finished product is traceable throughout manufacturing stages	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Comments

STATEMENT OF COMPLIANCE (To be completed by the Senior Manager)

I declare that I have read the M&S Environmental and Chemical Policy and the information provided above is a true and accurate record of the wet processing facility compliance to M&S ECP.