

M&S

EST. 1884

ECP

MINIMUM STANDARDS WET PROCESSOR SELF-AUDIT: DYERS, FINISHERS, PRINTERS, LAUNDRIES 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.

WET PROCESSING 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 a member of the M&S Technical team in the UK or Sourcing office		
17	M&S SOURCING OFFICE NAME:	Eg. Hong Kong, Bangladesh, UK etc
18	PROPOSER NAME:	
19	PROPOSER EMAIL ADDRESS:	
20	PLM SUPPLIER NAME	
21	PLM SUPPLIER 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):	
	Dyehouse <input type="checkbox"/> Printer <input type="checkbox"/> Finisher <input type="checkbox"/> Tannery <input type="checkbox"/> Laundry <input type="checkbox"/> Garment/product Maker <input type="checkbox"/> Label / Packaging Printer <input type="checkbox"/> Coating <input type="checkbox"/> Componentry <input type="checkbox"/>	
29	Are you a commission dyer?:	YES <input type="checkbox"/> NO <input type="checkbox"/>
30	Marks & Spencer Departments supplied (e.g. T15):	
31	M&S Production volume for past 12 months (tonnes):	
32	% Right First Time (RFT) – bulk to bulk:	
33	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"/>
34	If yes, proposer to give date of visit and attach documents and photos.	
35	Are you registered on the ZDHC Gateway?	YES <input type="checkbox"/> NO <input type="checkbox"/>
36	What is your ZDHC AID number?	State number eg
37	Do you hold any 3 rd 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

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

Environmental compliance


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


Safety & Employment Compliance


46	Compliance with local and national laws for fire prevention	YES <input type="checkbox"/>	NO <input type="checkbox"/>
47	Compliance with local health, safety and employment legislation	YES <input type="checkbox"/>	NO <input type="checkbox"/>
48	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

49	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.	

50	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.	

51 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>	

52 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>53</p> 	<p>INCHECK – This report shows how much a chemical inventory conforms to the requirements of the ZDHC MRSL.</p>	
<p>54</p> 	<p>CLEARSTREAM – This report shows the facility performance report of ZDHC wastewater conformance</p>	

55. Comments

--

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**

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

Sourcing

59	We comply with Marks & Spencer Global Sourcing Principles	YES <input type="checkbox"/>	NO <input type="checkbox"/>
60	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"/>
61	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"/>
62	We do not source cotton fibre or fabrics from either Uzbekistan or Turkmenistan	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Environmental Compliance**Effluent**

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

Air Emissions

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

Solid Waste

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

Reducing consumption

74	Records of water, energy & chemical use are kept	YES <input type="checkbox"/>	NO <input type="checkbox"/>
75	Consent limits for water extraction have been met in last 12 months	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Factory Safety

General Safety

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

Fire Safety

79	Valid local authority fire certificates are up to date (where applicable)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
80	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"/>
81	All fire exits and escape routes are clearly signposted (in local language), unlocked and are not obstructed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
82	Fire assembly point is a safe distance from the factory	YES <input type="checkbox"/>	NO <input type="checkbox"/>
83	Records of frequent random fire drills (practices of evacuation) are available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
84	Combustible materials are stored safely	YES <input type="checkbox"/>	NO <input type="checkbox"/>
85	Smoking in factory is banned and safe smoking area is provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Machine Safety

86	All machines are electrically & mechanically safe with dated service records	YES <input type="checkbox"/>	NO <input type="checkbox"/>
87	All machines with moving parts are adequately guarded	YES <input type="checkbox"/>	NO <input type="checkbox"/>
88	Safety interlocks are in place on all high temperature & pressurised machines	YES <input type="checkbox"/>	NO <input type="checkbox"/>
89	Machine hazards and PPE requirements are clearly signed	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Personal Protective Equipment (PPE) and General Safety

90	PPE is provided and it is enforced by senior management	YES <input type="checkbox"/>	NO <input type="checkbox"/>
91	Building construction and housekeeping is to a standard that ensure worker safety	YES <input type="checkbox"/>	NO <input type="checkbox"/>
92	Access equipment (e.g. ladders/scaffolding) is suitable and is used safely	YES <input type="checkbox"/>	NO <input type="checkbox"/>
93	Workers provided with clothes changing and storage facilities	YES <input type="checkbox"/>	NO <input type="checkbox"/>
94	Eating/drinking prohibited in factory, and separate eating area is provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Chemical Management

95	The latest version of the M&S ECP document is available in the factory in the local language	YES <input type="checkbox"/>	NO <input type="checkbox"/>
96	All chemicals have a Material Safety Data Sheet (MSDS) located within 3 metres, and they are stored according to the MSDS	YES <input type="checkbox"/>	NO <input type="checkbox"/>
97	All stored dyes and chemicals are labelled, and hazards are clearly signed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
98	Incompatible chemicals are stored separately (e.g. acid and alkaline)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
99	Bulk quantities of hazardous chemicals are stored to avoid risk of a spillage	YES <input type="checkbox"/>	NO <input type="checkbox"/>
100	REACH SVHC current list clearly displayed in factory office	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Production Management

Lab dye process

101	Direct access to Marks & Spencer spectral data standards is available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
102	Dye stores are clean, dry and tidy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
103	Scales and balances are clean, dry, serviced and calibrated	YES <input type="checkbox"/>	NO <input type="checkbox"/>
104	All chemicals are accurately weighed or measured by volume	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Bulk dyeing

105	Records of regular checks to test the strength of received dyes are available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
106	CMC 2:1 equation is used for calculating numerical colour differences	YES <input type="checkbox"/>	NO <input type="checkbox"/>
107	Instrumental colour measurement and recipe prediction is used for recipe production and bulk batches	YES <input type="checkbox"/>	NO <input type="checkbox"/>

108	Dyeability of substrate, threads and components is always tested	YES <input type="checkbox"/>	NO <input type="checkbox"/>
-----	--	------------------------------	-----------------------------

Printing bulk production control

109	Records of regular tests of the quality of received inks & chemicals are available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
-----	--	------------------------------	-----------------------------

Laundry bulk production control

110	Records of regular tests of the quality of received chemicals are available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
111	Regular checks of substrate colouration & wash-down against customer sign-off are carried out	YES <input type="checkbox"/>	NO <input type="checkbox"/>
112	Regular checks of accessories wash-down against customers sign-off are carried out	YES <input type="checkbox"/>	NO <input type="checkbox"/>
113	Is Pumice used for any Marks & Spencer Childrenswear production?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
114	Is Sand blasting used on any Marks & Spencer products?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Quality Management

Quality Systems

115	Standard Operating Procedure (SOP) are available for all processes & located near each process	YES <input type="checkbox"/>	NO <input type="checkbox"/>
116	Batch cards accompany every production batch	YES <input type="checkbox"/>	NO <input type="checkbox"/>
117	All greige is stored indoors in clean, dry & tidy conditions	YES <input type="checkbox"/>	NO <input type="checkbox"/>
118	All greige is clearly labelled by batch and origin	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Quality control – testing and inspection

119	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"/>
120	Colour continuity cards for all batches are retained for inspection & record purposes	YES <input type="checkbox"/>	NO <input type="checkbox"/>
121	Products are examined before dispatch (after testing)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
122	A quarantine area is used for segregating non-conforming products	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.