



ECP

MINIMUM STANDARDS FACTORY SELF-AUDIT: DYERS, FINISHERS, PRINTERS, LAUNDRIES

TO BE COMPLETED BY THE SENIOR MANAGER

WET PROCESSING FACILITY DETAILS

1	GROUP / PARENT COMPANY NAME:	
2	SITE / FACTORY NAME:	
3	SITE / FACTORY ADDRESS:	
4	POST CODE / ZIPCODE:	
4a	COUNTRY:	
5	IS THIS YOUR FIRST ECP AUDIT?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6	FACTORY AUDITOR NAME:	
7	FACTORY AUDITOR EMAIL ADDRESS:	

WASTE TREATMENT DETAILS – Provide details of the waste treatment company

8	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
9	FACTORY NON-DOMESTIC SOLID WASTE DISPOSAL COMPANY NAME :	(Example: paper, Plastic drum, oil, fabric and chemical)
10	SLUDGE DISPOSAL COMPANY NAME :	

PROPOSER DETAILS – Provide details of the proposer company; <u>either</u> a M&S Sourcing Office or a Supplier		
11	PROPOSER COMPANY:	(M&S Sourcing Office or M&S Supplier)
11a	M&S SOURCING OFFICE NAME:	(Turkey, India or China)
11b	M&S SUPPLIER COMPANY NAME:	
12	PROPOSER NAME:	
13	PROPOSER EMAIL ADDRESS:	

FACTORY PROFILE

14	Site/ factory Manager name:	
15	Job Title:	
16	Telephone Number:	
17	Fax Number:	
18	Email Address:	
19	Other /previous trading names of factory:	
20	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"/>	
21	Are you a commission dyer:	YES <input type="checkbox"/> NO <input type="checkbox"/>
22	Marks & Spencer Departments supplied (e.g. T15):	
23	M&S Production volume for past 12 months (tonnes):	
24	% Right First Time (RFT) – bulk to bulk:	
25	Has the factory been visited by M&S or its principal suppliers and a profile, evaluation report and photos supplied? If yes, proposer to give date of visit and attach documents and photos.	YES <input type="checkbox"/> NO <input type="checkbox"/>

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

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

Environmental compliance

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

Safety

34	Compliance with local and national laws for fire prevention	YES <input type="checkbox"/>	NO <input type="checkbox"/>
35	Compliance with local health, safety and employment legislation	YES <input type="checkbox"/>	NO <input type="checkbox"/>
36	Is Pumice used for any Marks & Spencer Childrenswear production?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
37	Is Sand blasting used on any Marks & Spencer products?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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**

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

Environmental Compliance**Effluent**

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

Air Emissions

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

Solid Waste

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

Reducing consumption

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

Factory Safety**General Safety**

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

Fire Safety

57	Valid local authority fire certificates are up to date (where applicable)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
58	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"/>

59	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"/>
60	Fire assembly point is a safe distance from the factory	YES <input type="checkbox"/>	NO <input type="checkbox"/>
61	Records of frequent random fire drills (practices of evacuation) are available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
62	Combustible materials are stored safely	YES <input type="checkbox"/>	NO <input type="checkbox"/>
63	Smoking in factory is banned and safe smoking area is provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Machine Safety

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

Personal Protective Equipment (PPE) and General Safety

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

Chemical Management

73	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"/>
74	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"/>
75	All stored dyes and chemicals are labelled, and hazards are clearly signed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
76	Incompatible chemicals are stored separately (e.g. acid and alkaline)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
77	Bulk quantities of hazardous chemicals are stored to avoid risk of a spillage	YES <input type="checkbox"/>	NO <input type="checkbox"/>
78	REACH SVHC current list clearly displayed in factory office	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Production Management

Lab dye process

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

Bulk dyeing

83	Records of regular checks to test the strength of received dyes are available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
84	CMC 2:1 equation is used for calculating numerical colour differences	YES <input type="checkbox"/>	NO <input type="checkbox"/>
85	Instrumental colour measurement and recipe prediction is used for recipe production and bulk batches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
86	Dyeability of substrate, threads and components is always tested	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Printing bulk production control

87	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

88	Records of regular tests of the quality of received chemicals are available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
89	Regular checks of substrate colouration & wash-down against customer sign-off are carried out	YES <input type="checkbox"/>	NO <input type="checkbox"/>
90	Regular checks of accessories wash-down against customers sign-off are carried out	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Quality Management

Quality Systems

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

Quality control – testing and inspection

95	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"/>
96	Colour continuity cards for all batches are retained for inspection & record purposes	YES <input type="checkbox"/>	NO <input type="checkbox"/>
97	Products are examined before dispatch (after testing)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
98	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.