

M&S

EST. 1884

**ECP
MINIMUM STANDARDS
FACTORY SELF-AUDIT:
TANNERIES**

工厂自我审核最低标准：
制革厂

**TO BE COMPLETED ON SUPPLIER EXCHANGE BY THE
SENIOR MANAGER**

由高级经理人员完成 *SUPPLIER EXCHANGE* 部分

INTRODUCTION 简介

The Marks & Spencer ECP Self-Audit must be **completed** and **submitted every 18 months** by all Finishing Tanneries supplying Marks & Spencer with leather.

所有向玛莎百货供应皮革的制革厂都必须每 **18 个月完成并提交**玛莎百货的 ECP 自我审核报告。

This self-audit document reflects the structure and layout of the 4 preceding modules of the ECP (MRSL/RSL, REACH, Minimum Standards & Best Practices, environmental management). These modules provide information regarding each section of the self-audit document. Please ensure you and your suppliers have read and understand these ECO modules before proceeding. All questions must be answered to ensure the audit accurately represents your facility. In the event of non-compliance, Marks & Spencer reserve the right to cancel orders and return products.

自我审核表体现了ECP政策前四个模块的结构和布局（模块1-限用物质列表MRSL/RSL；模块2-REACH法规；模块3-最低标准&最佳实践；模块4-环境管理）。以上模块为审核表中的相应部分提供信息。审核表中的所用问题均要求作答，以确保审核表充分反映工厂实况。如若有任何违反情况，玛莎百货保留撤销订单、退还产品的权利。

ECP ASSESSMENT PROCESS ECP 评估步骤

Each tannery will need to be proposed to Marks & Spencer UK by either a Marks & Spencer Technologist or a Primary Supplier (the PROPOSER). The proposer must complete the ECP self-audit on line via the link (<https://supplierexchange1.marksandspencer.com/ECP>)

每个制革厂应当有玛莎百货的技术部或某个基础供应商向玛莎百货（英国）推荐。该提议人必须在线完成完成 ECP 自我审核（<https://supplierexchange1.marksandspencer.com/ECP>）。

For more details please see ECP Proposer Guidance;

更多详细信息请见 ECP 提议人指南

<https://supplierexchange1.marksandspencer.com/documents/ecp-self-audit-proposer-guidance.pdf>

The self-audit will be assessed by the proposer and Marks & Spencer UK/Sourcing office. If the audit is approved the Tannery will be issued with a unique Marks & Spencer ECP reference number. The ECP number is valid for 18 months, after which a new audit must be completed online. You will receive a reminder to complete the audit before the 18 month period expires.

自我审核将由提议人和英国玛莎百货（英国）采购办公室进行评估。如果审核通过，将会向湿处理加工厂发出玛莎百货的 ECP 唯一指代号码。ECP 号码有效期为 18 个月，期满后必须在线完成新的审核。你方会收到相关提醒，要在 18 个月期满前完成下一次审核。

Please note that the completed audits will be used by Marks & Spencer technologists during factory visits to assess on-going compliance to ECP. There will also be a Due Diligence programme in place to ensure that self-audit results are a true and accurate statement of the conditions in the factory. This will consist of a random selection of facilities being audited by Marks & Spencer or a 3rd party.

请注意，玛莎百货技术专家参观工厂之时，审核表将是技术专家评估工厂是否遵守 ECP 规定的依据。同时，玛莎百货也会开展“尽职调查”计划，以确保自我审核表的内容真实准确地反映了工厂情况。被调查的设施设备将被随机抽取，并由玛莎百货或第三方机构进行审核。

IMPORTANT – PLEASE READ**New requirements for ECP approval effective from June 2017****Procedure and Guidelines****重要提示—请阅读****ECP 审批的新要求自 2017 年 6 月生效****程序和指南****Background 背景**

The Institute of Public and Environmental Affairs (IPE) is a registered non-profit organization based in Beijing. Since its establishment in May 2006, IPE has developed a pollution database to monitor environmental performance across several industry sectors – including textiles. IPE's aim is to expand environmental information disclosure to allow communities to fully understand the hazards and risks in the surrounding environment, thus promoting widespread public participation in environmental governance.

公众与环境研究中心（IPE）是一个注册的非营利性组织，总部设在北京。2006年5月成立以来，IPE已经开发了一个横跨多个行业（包括纺织品）的污染数据库，以此来监控环境绩效。IPE的目的是扩大环境信息披露，使社区完全理解周围环境的危害和风险，促使广大公众参与环境治理。

M&S has already been using the IPE website as a useful screening tool to ensure ECP applications are highlighting any previous pollution violations. **M&S is now making public disclosure of PRTR on IPE website a mandatory requirement of the ECP approval process.**

玛莎百货已经使用IPE网站作为有效的筛查工具，以确保能够使用ECP来突显以往任何的污染违规行为。玛莎百货目前正在IPE网站上公开披露PRTR作为ECP审批流程中的强制要求之一。

What is PRTR platform in IPE? 什么是 IPE 里的 PRTR 平台？

The full name of PRTR is 'Pollutant Release and Transfer Register' and they are broadly defined as systems or platforms to collect and disseminate information on environmental releases and transfers of toxic chemicals from industrial and other facilities.

PRTR的全名是“污染物排放和转移登记”，广义上说，这是一个信息收集和传播的系统或平台，以监管来自工业和其他设施的有毒化学物质的排放和转移。

PRTR on the IPE website consists of an Excel spreadsheet that facilities complete, and includes details such as supplier background details, pollutants, resource consumption and recycling management data.

IPE 网站上的 PRTR 包含一个 Excel 电子表格，需由工厂填写，其中包含了很多细节信息，如供应商的详细背景、污染物、资源消耗和回收管理的数据。

As part of its ongoing commitment to greater supply chain transparency and responsible manufacturing M&S is now making PRTR disclosure on IPE's website a mandatory requirement of the ECP approval process. This addition to the ECP submission process takes place with immediate effect for Chinese wet processing facilities only.

为提高供应链透明度和达到企业责任所坚持的承诺，玛莎百货把在 IPE 网站上披露 PRTR 作为 ECP 审批过程中的一项强制性要求。这项填报 ECP 要求，仅针对中国的湿处理设备立即生效。

If you are M&S partner involved in wet processing, you are now required to disclose pollution data information from your own facility, or outsourced facility, via the PRTR

如果你方是参与了玛莎百货湿法制革工艺的合作伙伴，则现要求你方通过 PRTR 公开来自你方的自有工厂或外包工厂的的污染数据信息。

Once completed, IPE will conduct desktop data audit to check disclosed data in PRTR against testing report evidence. After data validation, IPE will approve and post the PRTR form to platform.

一经完成,IPE 将进行桌面数据审核, 用测试报告中的数据来验证 PRTR 中所披露数据的真实性。数据验证后, IPE 将批准 ECP, 并将 PRTR 表发布到公共平台中。

If your PRTR data is not declared via the procedure below, we will NOT approve the facility's subsequent ECP renewal after 18 months. We will allow 3 months to fully complete the PRTR registration.

如果你方的 PRTR 数据没有通过下面的程序公开, 我们将不会接纳和批核贵司 18 个月后的 ECP 申请。我们将允许你方在 3 个月内完成全部 PRTR 登记的工作。

Please follow below guideline to complete data disclosure in PRTR.

请按照以下指南在 PRTR 中完成数据公开。

Access to IPE Platform 访问 IPE 平台

Registration is required to get access to IPE platform, please go to below link and register for a user account.

访问 IPE 平台时需进行注册,请访问下面的链接并注册一个用户帐户。

<http://www.ipe.org.cn/User/UserRegister.aspx>

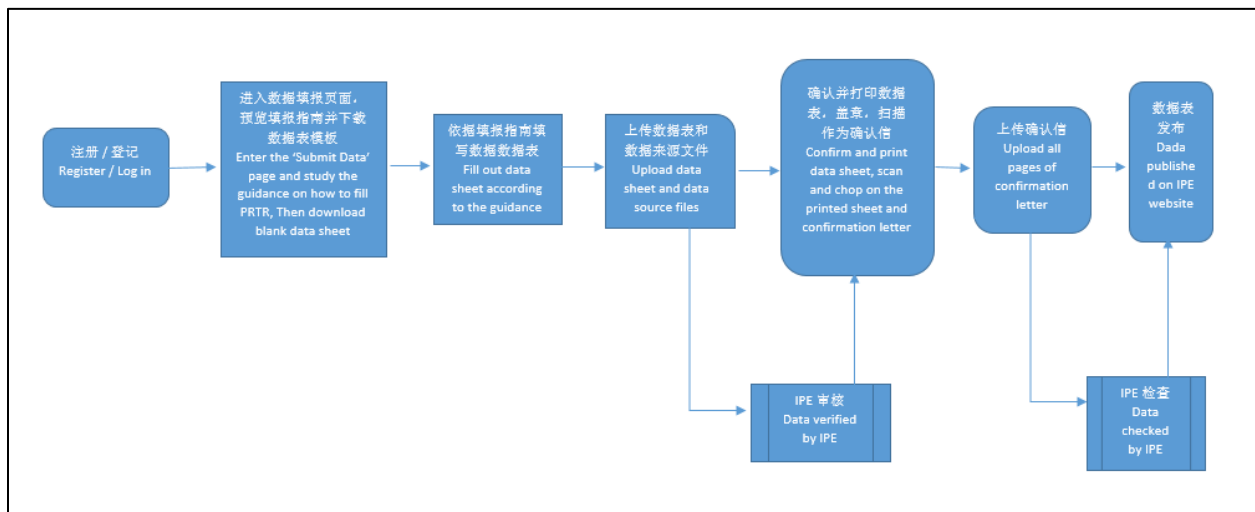
登录地址 / Log in: <http://www.ipe.org.cn/User/Login.aspx>

PRTR 填报指南 / PRTR Guidance:

<http://www.ipe.org.cn/GreenSupplyChain/download.html?isfile=1>



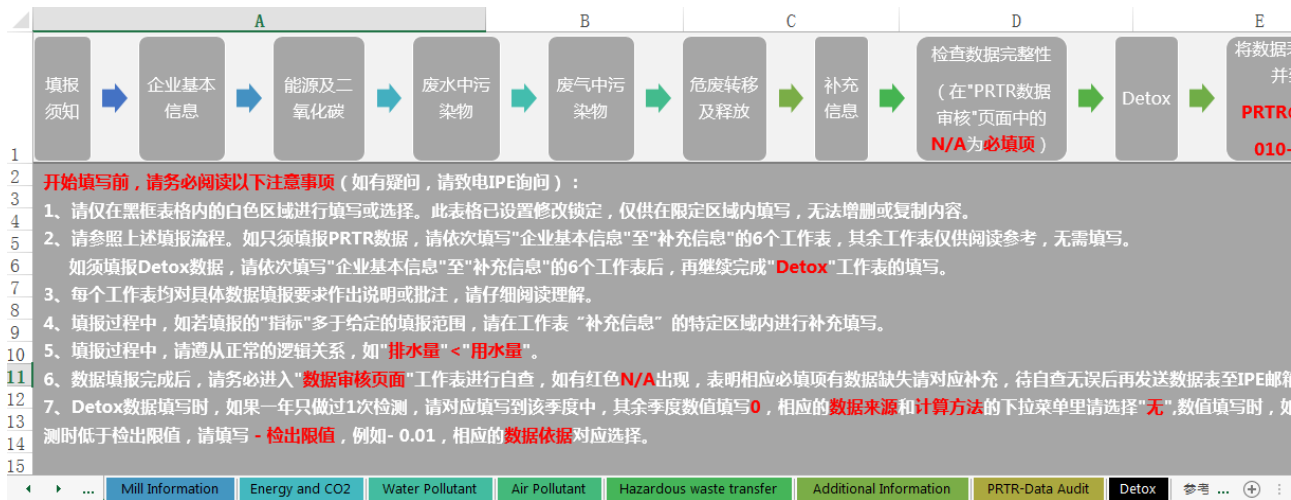
Process of PRTR Data Reporting PRTR 数据报告的过程



PRTR Reporting Time Frame PRTR 报告的时间框架

There are 8 sections in PRTR including; PRTR中包括8个部分;

- 1) Mill Information 工厂信息 (请务必备注清楚推动品牌为马莎)
- 2) Energy and CO₂ 能源和 CO₂
- 3) Water Pollutant 水污染物
- 4) Air Pollutant 空气污染物
- 5) Hazardous Waste Transfer 危害废物转移
- 6) Additional Information 附加信息
- 7) PRTR – Data Audit PRTR –数据审核
- 8) Detox (optional) Detox (可选)



To complete the PRTR form, please prepare the relevant data, report and information.

为填写 PRTR 表格, 请准备相关的数、报告和信。

The procedure may be complicated for your first attempt therefore we have some time allowance for the whole process. Kindly pay attention to the deadline for each action to proceed your ECP application.

第一次填表过程可能比较复杂, 因此我们宽限了整个过程的所需的时间。请注意 ECP 申请的每个步骤的时间节点。

Timeline 时间轴	Action 操作
Applying ECP/ Online Submission ECP 申请 / 在线提交	<p>Before submitting the ECP self-audit form in Supplier Exchange, the wet processing facility MUST register in IPE platform, download PRTR template and complete “Mill Information” and “Water Pollutant” sections.</p> <p>在向 Supplier Exchange 提交 ECP 自我审核表格之前, 湿处理工艺设施必须在 IPE 平台进行登记, 下载 PRTR 模板并填写 “工厂信息” 和 “水污染物” 部分。</p> <p>The wet processor must upload the PRTR file which is requested in Minimum Standards: Document Request list in the online self-audit form.</p> <p>湿处理工艺设施必须上传最低标准所要求的 PRTR 文件: 自我审核表格中的文件要求列表。</p>

<p>ECP Approval and number released ECP 获准和编号发布</p>	<p>M&S will check the documents and review your submission. 玛莎百货将检查和复审你方提交的文件。</p> <p>The wet processor should now begin kindly prepare data for the remaining sections of the PRTR form; 湿处理加工厂现在应该开始准备 PRTR 表格中的其余部分的数据;</p> <ul style="list-style-type: none"> • Energy and CO₂ 能源和 CO₂ • Air Pollutant 空气污染物 • Hazardous Waste Transfer 危害废物转移 • Additional Information 附加信息 <p><i>Please note ECP is not approved if supplier fails to submit relevant documents as requested in self-audit.</i> 请注意，如果供应商未能按自我审核中的要求提交相关文件，ECP 将不会得到批准。</p>
<p>Within 2 weeks after ECP approval 在 ECP 获批后的 2 周内</p>	<p>The supplier must COMPLETE the outstanding sections of the PRTR form; 供应商一定要完成 PRTR 表格中的重点部分;</p> <ul style="list-style-type: none"> • Energy and CO₂ 能量和 CO₂ • Air pollutant 空气污染物 • Hazardous waste transfer 危害废物转移 • Additional Information 附加信息 • PRTR – data audit PRTR –数据审核 <p>(please note, “Detox” section is optional 请注意，“Detox”部分是可选的)</p> <p>Please then ensure Wet Processor then submits the information to IPE-PRTR team at email address gsc@ipe.org.cn for review. 请确定湿处理加工厂商通过电子邮件将信息提交给 IPE-PRTR 团队复审，邮箱地址 gsc@ipe.org.cn。</p> <p>(Please also ensure they also put ECPMarksandSpencer@marks-and-spencer.com on copy 也请确认他们将邮件抄送至 ECPMarksandSpencer@marks-and-spencer.com)</p> <p>This completed PRTR data must be submitted to this IPE email address within 2 weeks after ECP approval. 在 ECP 获批后的 2 周内，一定要将完整的 PRTR 数据提交到这个 IPE 邮箱地址</p>
<p>Within 3 months after ECP approval 在 ECP 获批后的 3 月内</p>	<p>If any follow up action is required following the IPE desk top audit, then the wet processor must work with IPE on any corrective actions until they receive IPE approval. 如果在 IPE 桌面审核中有任何后续需要，湿处理加工厂商必须与配合 IPE 纠正问题，直到他们收到 IPE 的批准。</p> <p>IPE approval of the desk top audit must be concluded within 3 months of ECP approval date 在 ECP 获批的 3 月内，IPE 桌面审核的审批必须结束。</p> <p>After completion, supplier must send completed PRTR with IPE approval email to ECPMarksandSpencer@marks-and-spencer.com for record.</p> <p>审批结束后，供应商必须通过电子邮件把完整的 PRTR 连同 IPE 的批复一起发至 ECPMarksandSpencer@marks-and-spencer.com 存档。</p>

Remarks: 备注:

IMPORTANT – PLEASE NOTE –

If the wet processor does not complete the PRTR disclosure process in the required time-frame, then the supplier will not be allowed to have their ECP renewed after 18 months

重点一请注意一

如果湿处理加工厂商没有在规定时间内完成 PRTR 披露程序，则供应商在 18 个月后将不被允许对其 ECP 进行更新。

ECP SELF-AUDIT ECP 自我审核

TANNERY FACILITY DETAILS 制革厂设备详情		
1	GROUP / PARENT COMPANY NAME: 集团/母公司名称 (英文填写):	
1a	GROUP / PARENT COMPANY NAME IN CHINESE: 集团/母公司名称(中文填写):	
2	SITE / FACTORY NAME: 工厂名称(英文填写):	
2a	SITE / FACTORY NAME IN CHINESE: 工厂名称(中文填写):	
3	SITE / FACTORY ADDRESS: 工厂地址 (英文填写):	
3a	SITE / FACTORY ADDRESS IN CHINESE: 工厂地址 (中文填写):	
4	POST CODE / ZIPCODE: 邮编:	
5	COUNTRY: 国家	
6	IS THIS YOUR FIRST ECP AUDIT? 是否首次进行 ECP 审核?	YES 是 <input type="checkbox"/> NO 否 <input type="checkbox"/>
7	FACTORY AUDITOR NAME: 工厂审核员姓名:	
8	FACTORY AUDITOR EMAIL ADDRESS: 工厂审核员电子邮箱地址:	

WASTE TREATMENT Details – Provide details of the waste treatment company 废物处理详情—提供废物处理公司的详细情况		
9	EFFLUENT DISPOSAL ROUTE IN CHINESE 只适用于中国地区: 废水处理路线 (中文填写)	(PLEASE LIST OUT CLEARLY THE PARTIES WITH COMPANY NAME INVOLVED IN THE ROUTE OF EFFLUENT TREATMENT PROCESS 请清楚列明整条废水处理路线中涉及的处理厂 FOR EXAMPLE: ABC MILL → NO.1 WWTP → NO.2 WWTP → XX RIVER 例如: ABC 工厂→1 号废水处理厂→2 号废水处理厂→某河流
10	FACTORY NON-DOMESTIC SOLID WASTE DISPOSAL COMPANY CHINESE NAME: 工业非家居固体废弃物处理厂的中文名称	(EXAMPLE: PAPER, PLASTIC DRUM, OIL, FABRIC AND CHEMICAL) (例如: 纸, 塑料桶, 油, 布料和化学品)
11	SLUDGE DISPOSAL COMPANY NAME: 污泥处理厂名称	

PROPOSER DETAILS – Provide details of the proposer company; either a M&S Sourcing Office or a Supplier 提议人详情—提供提议人的详细信息; 提议人须为玛莎百货采购办事处或某供应商		
12	PROPOSER: 提议人公司	Choose an item.
13	M&S SOURCING OFFICE NAME: 玛莎百货采购办事处名称	
14	M&S SUPPLIER COMPANY NAME: 玛莎百货供应商公司名称	
15	PROPOSER E MAIL ADDRESS 提议人电子邮箱地址:	

FACTORY PROFILE 工厂档案		
16	Site/ factory Manager name: 地点/工厂经理姓名	
17	Job Title: 职位	
18	Telephone Number: 电话号码	
19	Fax Number: 传真号码	
20	Email Address: 电子邮箱地址	
21	Other /previous trading names of factory: 工厂其他/曾用名称	
22	Factory Type (please tick all that apply): 工厂类型 (请选择所有适用项目)	
Raw hide to tanned 从生皮到鞣革的加工厂 <input type="checkbox"/> Raw hide to crust 从生皮到皮坯的加工厂 <input type="checkbox"/>		
Raw hide to finished leather 从生皮到成品皮的加工厂 <input type="checkbox"/> Tanned hide to crust hide 从鞣革到皮坯的加工厂 <input type="checkbox"/>		
Tanned hide to finished leather 从鞣革到成品皮的加工厂 <input type="checkbox"/> Crust hide to finished leather 从皮坯到成品皮的加工厂 <input type="checkbox"/>		
23	Marks & Spencer Departments supplied (e.g. T15): 玛莎百货受供应部门 (如: T15)	
24	M&S Production volume for past 12 months (tonnes): 过去 12 个月为玛莎百货提供的产品量 (吨)	
25	% Right First Time (RFT) – bulk to bulk: %一次成功率 (RFT) --批到批	
26	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. 工厂是否已经被玛莎百货或其主要的供货商探访, 并提供了工厂介绍、评估报告和照片? 如有, 请提议人提供访问的日期、附加文件和照片。	YES 是 <input type="checkbox"/> NO 否 <input type="checkbox"/>
27	CHINA ONLY: Has the Wet Processor/Tannery registered on IPE platform? http://www.ipe.org.cn/User/UserRegister.aspx (see ECP & IPE Procedure and Guidelines) 只适用于中国地区: 工厂/制革厂是否已在公众环境研究中心 (IPE) 网站完成用户登记? http://www.ipe.org.cn/User/UserRegister.aspx (见 ECP & IPE 程序和指南)	YES 是 <input type="checkbox"/> NO 否 <input type="checkbox"/>

MINIMUM STANDARDS 最低标准			
Any comments supporting your self-audit for this section should be made in the box at the end of this section. 任何支持你方自我审核的注释请填写在此部分末尾的方框内。			
Chemical management 化学品管理			
28	CHINA ONLY: Has the Wet Processor/Tannery completed and uploaded "Mill Information" and "Water Pollutant" sections of the PRTR template? (see ECP & IPE Procedure and Guidelines) 只适用于中国地区：湿处理加工厂/制革厂是否已完成 PRTR 数据表的“工厂基本信息”及“废水污染物”部分？（见 ECP & IPE 流程指南）	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
29	CHINA ONLY: Has the factory been previously cited on the Institute of Public and Environmental Affairs (IPE) website? www.ipe.org.cn If yes, please provide details of violation and any resulting action. 只适用于中国地区：该工厂是否有任何环保违规记录被刊登于公众环境研究中心（IPE）网站？ http://www.ipe.org.cn/ 如有，请提供违规细节和由此产生的任何行动。	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
30	Factory complies with current M&S Restricted Substance List (RSL) 工厂是否遵守现行的玛莎百货受限物质清单（RSL）？	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
31	Factory complies with current M&S Manufacturing Restricted Substance List (MRSL) 工厂遵守现行玛莎百货生产受限物质清单（MRSL）？	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
32	Factory complies with current REACH regulations 工厂是否遵守现行的 REACH 法规？	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
33	Factory has current inventory of all dyes and chemicals used on site 工厂备有现场使用的所有染料和化学品库存清单	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
Environmental compliance 环境管理			
34	All effluent is treated in a fully functional effluent treatment plant (ETP) 所有废水都经过功能齐备的废水处理设备（ETP）进行处理	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
35	Are Chemicals released into soil or surface water drains? 是否向土地或地表排水渠排放化学物质？	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
36	Has factory had any prosecutions in past 12 months? 工厂过去 12 个月内是否受到过指控？	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
37	Factory is fully compliant with local and national environmental laws and standards 工厂充分遵守地方及国家环境法律和标准	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
Safety 安全			
38	Compliance with local and national laws for fire prevention 遵守地方及国家消防法律	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
39	Compliance with local health, safety and employment legislation 遵守地方健康，安全与雇佣法规	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
40	Is Pumice used for any Marks & Spencer Childrenswear production? 是否在玛莎百货的童装产品中使用浮石？	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
41	Is Sand blasting used on any Marks & Spencer products? 是否在玛莎百货产品中使用喷砂？	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Comments 意见

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MINIMUM STANDARDS: DOCUMENT REQUEST LIST

最低标准：所需文件列表

COMPANY AND ENVIRONMENTAL CERTIFICATEs 公司和环保证书

42 MILL NAME SCREENING IN IPE WEBSITE 查核 IPE 违章记录 For China Mill ONLY 仅限中国境内工厂

Sample Image 文件图像



Description 描述

Search your factory name with keywords in below IPE website:
在以下 IPE 网站用关键字搜索工厂名：
<http://www.ipe.org.cn/En/pollution/corporation.aspx>

For example, if the factory name is "瑪莎百貨有限公司", please only search with "玛莎". The keyword character for searching has to be in simplified Chinese.
例如，使用关键字“玛莎”来搜索“瑪莎百貨有限公司”。搜索用的关键字必须是简体中文。

If there are any violation records found, please provide correctional plan and latest testing report to M&S.
如果发现任何违规记录，请提供改正方案和最新的检测报告。

43 Data Disclosure - Pollutant Release and Transfer Register (PRTR) 数据披露-污染物排放和转移 (PRTR)

Sample Image 文件图像



Description 描述

Mill must complete PRTR form with disclosing pollutant data and transfer data for better transparency.

工厂必须填报 PRTR 数据表公开污染物数据并通过传输数据提高透明度。

Please refer to ECP & IPE Procedure and Guidelines for completing timeline.


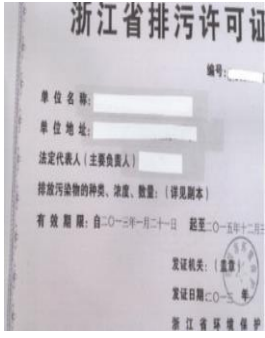

请参考 ECP 和 IPE 的程序所要求的完成时间。
Please register in IPE platform, download PRTR template.

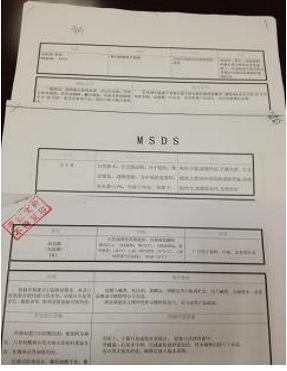
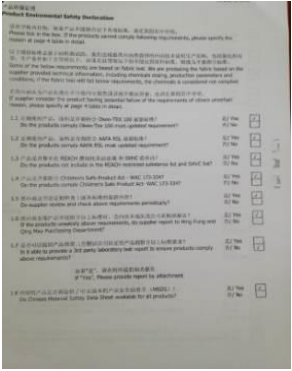

Then complete the part of "Mill Information" and "Water Pollutant" and upload here.

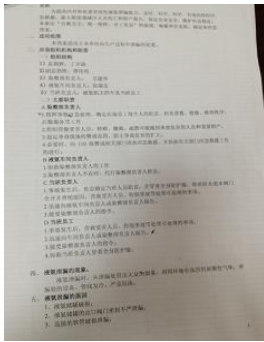
供应商于 IPE 平台登记注册，下载 PRTR 模板并填写“工厂信息”和“废水污染物”部分，并在此处上传。

After that, you are required to complete the whole PRTR Form (please note, "Detox" section is optional)
之后，你方需完成 PRTR 报表(DETOX 部份是可选的)

44 BUSINESS REGISTRATION CERTIFICATE 商业登记证

Sample Image 文件图像	Description 描述	Submission 提交文件
	<p>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.</p> <p>工厂必须由当地政府批准合法营运。请确保在工厂自我审核表格内填写的地址与商业登记证的注册地址是一致的。</p>	
45 EFFLUENT TREATMENT PLANT LICENCE 排污许可证		
Sample Image 文件图像	Description 描述	Submission 提交文件
	<p>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.</p> <p>请确保工厂持有由政府发行有效的排污许可证。如果使用第三方污水处理厂，请出示废水处理账单或付款收据证明，并告知废水所排放到的河流名称。</p>	
46 LOCAL EFFLUENT DISCHARGE TEST RESULTS 废水测试报告		
Sample Image 文件图像	Description 描述	Submission 提交文件
	<p>This test results can be achieved from Local Government or any recognised 3rd party Laboratories. (Testing date should be within 3months) Please provide the corrective action plans if violated to local law.</p> <p>请提供当地政府或任何认可的第三方实验室的检测报告。（测试应在3个月以内）如有违反当地法律，请提供纠正措施的计划并作出说明。</p>	
47 ENVIRONMENTAL ASSESSMENT REPORT 环评报告		
Sample Image 文件图像	Description 描述	Submission 提交文件
	<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> <p>请提供由当地政府颁布的关于污染物排放（如气、液、固）及资源使用量（如水和电的使用量）的限值的文件。</p>	


CHEMICAL MANAGEMENT 化学品管理		
48	MSDS 化学品安全数据表	
Sample Image 文件图像	Description 描述	Submission 提交文件
	<p>There should be at least one dedicated staff to manage the MSDS of every chemicals, auxiliaries and dyestuff. The MSDS library must be kept in the production area and easy access. Each chemical and dyestuff must have all safety practices and warning visibly displayed on walls. Please provide photos of these and examples of MSDS, plus training record to M&S.</p> <p>应至少有一位工作人员专门的管理所有的化学品、助剂、染料等的 MSDS。MSDS 必须存放于生产区的显眼位置并易于获取。必须在墙壁上清楚地展示每一种化学品及染料的安全规范和警示。请向玛莎百货提供这些照片，MSDS 的样本，以及相关培训记录。</p>	
49	CHEMICAL AND DYESTUFF SUPPLIER DECLARATION LETTER 染化料供应商提供的承诺书	
Sample Image 文件图像	Description 描述	Submission 提交文件
	<p>Please provide example of declaration letter signed by the chemical and dyestuff suppliers, which are proving that they are all complied with RSL, MRSL and REACH standard. Please show us how often third part tests will be taken for all incoming batches of chemicals to verify they are compiled to RSL, MRSL and REACH.</p> <p>请提供染化料供应商签字的声明书以承诺其符合 RSL、MRSL 和 REACH 的标准。请告知第三方机构针对新到厂的化学品批次进行检测的频率，以证明其符合 RSL、MRSL 和 REACH。</p>	
50	DYESTUFF AND CHEMICAL LIST 染化料助剂清单	
Sample Image 文件图像	Description 描述	Submission 提交文件
	<p>Make sure all the chemicals are meeting RSL, MRSL and Reach. Please provide us the procedure/process of the chemical management in the mill.</p> <p>所有化学品必须符合 RSL, MRSL 和 REACH 标准。请提供工厂于化学品管理的程序与流程。</p>	

51	PROCEDURES FOR ACCIDENT SPILLAGE OF DANGEROUS CHEMICALS 危险化学品的存放规则		
	Sample Image 文件图像	Description 描述	Submission 提交文件
		<p>Please provide photos of how the staff manage chemical and dyestuff spillage, as well as the eye-rinser and protective equipment, e.g. examples, safety goggles, masks and gloves. Please provide us examples of safety training records.</p> <p>请提供工厂员工如何处理化学品及染料泄漏，以及洗眼器和其他防护设备（例如护目镜、口罩和手套）的照片。另外请提供安全培训记录。</p>	


FACTORY ENVIRONMENT 工厂环境

52	MACHINE LIST (机器设备清单)		
	Sample Image 文件图像	Description 描述	Submission 提交文件
		<p>Please provide machine list to understand the capability of the mill as well as what type/quality/constructions of products and after treatment/ finishes the mill can provide to customers.</p> <p>请提供机器设备清单，用于了解工厂的产能，并列举能向客户提供的产品类型/质量/构造和后整理工艺等。</p>	

FIRE DRILL 消防演习记录

53	FIRE DRILL 消防演习记录		
	Sample Image 文件图像	Description 描述	Submission 提交文件
		<p>Please state how often fire drill practice takes place and where. And please show relevant photos, report and records to M&S.</p> <p>请注明消防演习的年度次数和地点，而且请向 M&S 出示相关照片，报告和记录。</p>	

FACTORY REFERENCE PHOTO 工厂照片

54	FACTORY REFERENCE PHOTO 工厂照片		
	Sample Image 文件图像	Description 描述	Submission 提交文件
		<p>Please take some photos around the factory to show the environment, including dyeing kitchen, production floor, effluent plant etc.</p> <p>请提供有关工厂环境的照片，包括染色车间，生产车间，废水厂等。</p>	

Legal Compliance 法律合规**Operating Permits 经营许可**

55	The factory has all the required operating permits 工厂拥有所有必要之经营许可证	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
56	All operating permits are currently valid 所有经营许可证目前都有效	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
57	The tannery is fully compliant with local and national laws and standards 制革厂完全符合当地和国家法律法规	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Environmental compliance 环境合规**Effluent 废水**

58	Monthly independent effluent test results retained for at least 12 months 独立废水月检测结果至少保留 12 个月	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
59	On-site ETPs have capacity to process total factory effluent output 现场自有废水处理设备 (ETPs) 有能力处理所有工厂废水	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
60	Have consent limits for effluent been met in last 12 months? 过去 12 个月是否遵守废水许可限制?	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
61	Fully controlled effluent limits including COD/BOD, pH, TSS & temperature °C 严格控制废水参数, 包括化学需氧量/生化需氧量、总悬浮固体量 (TSS)、pH 值和摄氏度	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Air Emissions 空气排放

62	Air quality meets local authority standards satisfactory throughout factory 工厂空气质量令人满意, 达到当地标准	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
63	Records of independent test results are retained for at least 12 months 独立空气排放检测结果至少保留 12 个月	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
64	Consent limits for air emissions have been met in last 12 months 过去 12 个月都遵守空气排放许可限制	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Solid Waste 固体废物

65	Solid waste disposal meets local authority requirements 固体废物弃置按照当地要求进行	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
66	Is there any unauthorised burning of solid waste 是否未经授权焚烧固体废物	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
67	Consent limits for waste have been met in last 12 months 过去 12 个月都遵照固体废物许可限制	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
68	Waste is stored in segregated, labelled areas 固体废物存放于有标签的隔离区	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Reducing consumption 降低消耗

69	Records of water, energy & chemical use are kept 保存了水、能源与化学品的使用记录	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
70	Consent limits for water extraction have been met in last 12 months 过去 12 个月都符合用水抽取许可限制	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
71	Energy consumption (tanneries) has been cross referenced with LWG guidelines 能源消耗（制革厂）对照参考 LWG 指南	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
72	Water consumption (tanneries) has been cross referenced with LWG guidelines 水消耗（制革厂）对照参考 LWG 指南	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Factory Safety 工厂安全**General Safety 一般安全**

73	The company has prepared an emergency response plan 工厂备有紧急应对方案	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
74	There is a named person who is responsible for safety in the factory 有指定人员对工厂安全负责	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
75	Regular safety training is given to workers 定期对工人进行安全培训	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Fire Safety 消防安全

76	Compliance with local and national laws for fire prevention 符合当地和国家相关防火法律	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
77	Valid local authority fire certificates (where applicable) 持有在有效期内地方当局消防安全证书（若适用）	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
78	Adequate fire- fighting equipment in all areas of factory, clearly signposted (in local language) and accessible with service certificates 工厂所有区域均配备足够的灭火设备，使用当地语言明确标示，并具备服务证明	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
79	Combustible materials stored safely 易燃材料安全存储	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
80	All fire exits and escape routes are clearly signposted (in local language), unlocked and not obstructed 所有消防逃生出口及通道都明确标示，不上锁，不堵塞。	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
81	Fire assembly point is a safe distance from the factory 消防集合点与工厂之间保持安全距离	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
82	Record of frequent random fire drills (practices of evacuation) are available 保有频繁的、不定期的消防演练（疏散练习）记录	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
83	Smoking in factory is banned and safe smoking area provided 工厂禁止吸烟，提供安全吸烟场所	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Machine Safety 机器安全

84	All machines are electrically & mechanically safe with dated service records 所有机器之用电及机械性能均为安全，并保有日期明确的服务记录。	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
85	All machines with moving parts are adequately guarded 所有带有运动部件的机器均具备适当的防护措施	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
86	Safety interlocks on all high temp & pressurised machines 所有高温机和加压机都装有安全联锁装置。	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
87	Machine hazards and PPE requirements are clearly signed 清晰标明机器危险及个人防护装备要求	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Personal Protection Equipment (PPE) and General Safety 个人防护装备(PPE) 与一般安全

88	Compliance with local health, safety and employment legislation 符合当地健康，安全和雇佣法规	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
89	PPE is provided, worn and signposted (in local language) 提供个人防护装备（PPE），妥善佩戴并张贴宣传（用当地语言）	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
90	Building construction and housekeeping is to a standard that ensure worker safety 建筑结构和设施摆放符合保证工人安全之标准	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
91	Access equipment (e.g. ladders/scaffolding) is appropriate and used safely 接入设备（如梯子，脚手架）均安置恰当，安全使用	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
92	Workers provided with clothes changing and storage facilities 提供工人更换衣物及存储设施	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
93	Eating/drinking prohibited in factory, and separate eating area is provided 工厂内禁止饮食，提供单独的用餐区	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Chemical Management 化学品管理

94	Current M&S ECP document is available in the factory in the local language 工厂拥有当地语言的现行玛莎百货 ECP 文件	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
95	All chemicals have a Material Safety Data Sheet (MSDS) located within 3 meters, and are stored according to the MSDS 化学品安全数据表（MSDS）放置在离化学品三米距离之内，并按照 MSDS 要求储存化学品	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
96	All stored dyes and chemicals are labelled, and hazards clearly signed 所有储存的染料和化学品均贴上标签，明确标示其危险性	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
97	Incompatible chemicals are stored separately 不相容化学品分开存放	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
98	Bulk quantities of hazardous chemicals are stored to avoid risk of a spillage 大宗危险化学品储存入库，避免外泄	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
99	Current REACH SVHC list clearly displayed in factory office 现行 REACH SVHC 清单在工厂办公室清晰展示	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Tanneries 制革厂

Processes starting from raw hide

从生皮开始的相关加工程序

100	All tensides (surfactants) are biodegradable 所有表面活性剂（表面活性剂）可生物降解	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
101	All tensides (surfactants) are free of nonyl phenol ethoxylates 所有表面活性剂（表面活性剂）不含壬基苯酚聚氧乙烯醚	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
102	Deliming is by an ammonium salts free method 采用无铵盐法进行脱灰作业	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
103	An air extraction system removes gases from the vicinity of the vessel 配有抽气系统，将容器附近之毒气抽走	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
104	A hydrogen sulphide scrubber is installed in the tannery 皮革厂安装了硫化氢洗涤器	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
105	Separate drainage systems collect acid and alkaline liquors 配有独立的排水系统收集酸碱液体	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
106	Only fresh hides are processed 仅加工鲜生皮	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
107	All chemicals are accurately weighed or measured by volume 所有化学品都经过精确地称重或体积测量	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
108	Bulk liquid chemicals are pumped directly to the vessel 散装液体化学品用泵直接输送进容器	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
109	There is no fleshing after soaking OR fleshings are used/sold 浸水后不去肉，或者，将去除的肉料拿来使用/出售	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
110	Unhairing is by a "Hairsave" method 采用保护毛的方法进行脱毛作业	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
111	There is no fleshing after liming OR fleshings are used/sold 浸灰后不去肉，或者，将去除的肉料拿来使用/销售	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
112	There is no splitting after liming OR splittings are used/sold 浸灰后不剖层，或者，将剖下的皮料拿来使用/出售	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
113	There is no trimming after liming OR trimmings are used/sold 浸灰后不修剪，或者，将剪下的皮料拿来使用/出售	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
114	Hydrogen sulphide sensors are fitted in the tannery 皮革厂安装硫化氢检测器检测该有毒气体浓度，做好妥善治理	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
115	The vessel remains closed or PPE used when making process checks 进行程序检查的时候，容器保持关闭或者使用个人防护用品	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
116	Chrome content of leather is regularly determined 定期检测皮革中之铬含量	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
117	Chrome content of exhaust tanning liquors is regularly determined 定期检测铬鞣液耗尽率，鞣管皮革在铬鞣阶段中之铬吸收率	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
118	Exhaust tanning liquors are collected and reused 对排放铬鞣液进行收集和重复使用	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
119	There is no splitting after tanning OR splittings are used/sold 鞣制后不剖层，或者，将剖下的皮料拿来使用/出售	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
120	There is no shaving after liming OR shavings are used/sold 浸灰后不削匀，或者，将削下的皮料拿来使用/出售	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
121	Chemical stores are clean, dry and tidy 化学品存放室干净，干燥整洁	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

122	Scales and balances are clean, dry, serviced and calibrated 秤和天平保持干净，干燥，经过检修和校准	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
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Processes starting from wet tanned hide

从鞣革后开始的相关加工程序

123	Records of regular checks to test the strength of received dyes 对收到的染料进行强度进行定期测试，保留检测记录	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
124	Hides/skins graded prior to make-up into dye lots 牛皮/小动物皮在染色时应进行分级组批作业	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
125	Hides/skins sammed to uniform moisture prior to make-up into dye lots 牛皮/小动物皮在染色前相关鞣革挤水后之湿度要作好管控	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
126	Standard batch sizes made up for dye lots 染色组批采用标准批量	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
127	Through neutralisation checked for all batches 对所有批次进行中和检查	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
128	Through dyeing checked for all batches 对所有批次进行染色检查	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
129	Dye bath exhaustion checked for all batches 对所有批次的染浴进行染色率检查	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
130	Fatliquors are emulsified in accordance with supplier recommendations 加脂剂的乳化方式符合供应商之建议标准	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
131	Powder dyes are weighed in down draft cabinet 粉状染料在称取时在向下通风的通风橱中进行	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
132	CMC 2:1 equation is used for calculating numerical colour differences 采用 CMC 2:1 公式计算色差数值	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
133	Instrumental colour measurement and recipe prediction is used 使用测色仪进行颜色测量，并进行配色预测	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
134	Instrumental colour measurement is used for bulk batches 使用测色仪针对各批次生产进行颜色测量	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
135	Dye stores are clean, dry and tidy 染料存放室干净，干燥，整洁	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
136	Scales and balances are clean, dry, serviced and calibrated 砝码和天平干净，干燥，经过检修和校准	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
137	All chemicals are accurately weighed or measured by volume 所有化学品都经过精确地称重或体积测量	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
138	Direct access to Marks & Spencer spectral data standards 能直接获取玛莎光谱数据标准	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Processes starting from crust hide

从生皮开始进行加工程序的制革厂

139	Moisture content of all dye lots checked after drying 对每个染色批进行湿度检查	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
140	Staking machine operators always use ear protection 刮软机操作工必须使用护耳装备	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

141	Buffing dust is extracted to external collection area 磨皮粉尘被抽取到外部收集区域	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
142	Noise levels in staking and buffing areas are monitored/controlled 对刮软区和磨皮区的噪声级进行监测/控制	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
143	Staking & buffing areas are separated from the finishing area 刮软区和磨皮区与后整理区相分离	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
144	Solvent usage is monitored 溶剂的使用得到监测	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
145	Records of regular tests of the quality of received chemicals 对收到的化学品质量进行定期检测，保留记录	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
146	The finishing system is predominantly aqueous based (<10% solvent) 后整理系统以水性涂饰为主 (<10%溶剂)	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
147	The finish formulations are free of toxic heavy metals 后整理配方不含有毒重金属	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
148	All spray machines have fully functional water wash scrubbers 所有喷涂机都配有功能完备的水洗涤器	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
149	Finish application rates (g/sq.ft) is assessed for each batch 每个批次的整理剂施用量 (克/平方英尺) 都得到评估	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
150	A regular cleaning and maintenance programme operates 定期清洁和保养项目正常运行	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Quality Management 质量管理

Quality Systems 质量体系

151	Standard Operating Procedure (SOP) for all processes, located near process 所有工序就近配有标准作业程序 (SOP) 说明	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
152	Batch cards accompany every production batch 每批次产品都配有批次卡	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Quality control – testing and inspection 质量监控 – 测试与检验

153	Current test certificates from M&S accredited laboratory for all finished fabrics/products – covering all tests required for QC purposes are available on file 所有纺织物成品/产品都持有玛莎百货认证实验室提供的最新检测证明 (涵盖所有质检相关测试) 并存档	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
154	Colour continuity cards for all batches are retained for inspection and record purposes 保有所有批次货物的颜色连续性卡，以供检验与记录	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
155	Products examined after testing and before despatch 产品在测试之后发货之前被检查	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
156	Segregated quarantine area for non-conforming products 设有隔离区，以隔离放置不合格产品	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Traceability 追溯性

157	All hides are traceable to the slaughter house 所有皮料都能追溯到屠宰场	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>
158	All finished product is traceable throughout manufacturing stages 所有成品皮都能追踪到每个制造阶段	YES 是 <input type="checkbox"/>	NO 否 <input type="checkbox"/>

Comments 意见

STATEMENT OF COMPLIANCE (To be completed by the Senior Manager)
符合性声明 (由高级经理填写)

I DECLARE THAT THE DOCUMENTS PROVIDED ABOVE IS A TRUE AND ACCURATE RECORD OF THE WET PROCESSING FACILITY COMPLIANCE TO M&S ECP.

本人声明，以上所提供的资料真实准确地记录了该湿法制革厂对于玛莎百货 ECP 要求的合规情况。