

M&S

EST. 1884

ECP

MINIMUM STANDARDS

FACTORY SELF-AUDIT:

TANNERIES

TO BE COMPLETED BY THE SENIOR MANAGER

TANNERY 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:	

INTRODUCTION

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

This self-audit document reflects the structure and layout of the 4 preceding modules of the ECP (Module 1 – RSL, Module 2 – REACH, Module 3a – Minimum Standards & Best Practices, and Module 4 – Environmental Management). These modules provide information regarding each section of the self-audit document. 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.

ECP ASSESSMENT PROCESS

The flowchart below describes the assessment process for ECP factory approval. Each tannery will need to be proposed to Marks & Spencer UK by either a Marks & Spencer Regional Office or a Primary Supplier (the PROPOSER). The proposer will send the electronic Self Audit document to the tannery for completion. On completion of the audit the 'SEND' button is pressed, which sends the electronic audit via email to Marks & Spencer. A copy of the completed audit must be sent to the original PROPOSER. Audits will NOT be approved if a copy is not sent to the proposer.

The self audit will be assessed by the proposer and Marks & Spencer UK. 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 submitted and approved. You will receive a reminder to complete the audit before the 18 month period expires.

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.

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):	
	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"/>	
21	Marks & Spencer Departments supplied (e.g. T15):	
22	M&S Production volume for past 12 months (tonnes):	
23	% Right First Time (RFT) – bulk to bulk:	
24	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

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

Environmental compliance

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

Safety

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

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

Environmental compliance

Effluent

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

Air Emissions

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

Solid Waste

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

Reducing consumption

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

Factory Safety

General Safety

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

Fire Safety

58	Compliance with local and national laws for fire prevention	YES <input type="checkbox"/>	NO <input type="checkbox"/>
59	Valid local authority fire certificates (where applicable)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
60	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"/>
61	Combustible materials stored safely	YES <input type="checkbox"/>	NO <input type="checkbox"/>

62	All fire exits and escape routes are clearly signposted (in local language), unlocked and not obstructed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
63	Fire assembly point is a safe distance from the factory	YES <input type="checkbox"/>	NO <input type="checkbox"/>
64	Record of frequent random fire drills (practices of evacuation) are available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
65	Smoking in factory is banned and safe smoking area provided	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Machine Safety

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

Personal Protective Equipment (PPE) and General Safety

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

Chemical Management

76	Current M&S ECP document is available in the factory in the local language	YES <input type="checkbox"/>	NO <input type="checkbox"/>
77	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"/>
78	All stored dyes and chemicals are labelled, and hazards clearly signed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
79	Incompatible chemicals are stored separately	YES <input type="checkbox"/>	NO <input type="checkbox"/>
80	Bulk quantities of hazardous chemicals are stored to avoid risk of a spillage	YES <input type="checkbox"/>	NO <input type="checkbox"/>
81	Current REACH SVHC list clearly displayed in factory office	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Tanneries

Processes starting from raw hide

82	All tensides (surfactants) are biodegradable	YES <input type="checkbox"/>	NO <input type="checkbox"/>
83	All tensides (surfactants) are free of nonyl phenol ethoxylates	YES <input type="checkbox"/>	NO <input type="checkbox"/>
84	Delimiting is by an ammonium salts free method	YES <input type="checkbox"/>	NO <input type="checkbox"/>
85	An air extraction system removes gases from the vicinity of the vessel	YES <input type="checkbox"/>	NO <input type="checkbox"/>
86	A hydrogen sulphide scrubber is installed in the tannery	YES <input type="checkbox"/>	NO <input type="checkbox"/>
87	Separate drainage systems collect acid and alkaline liquors	YES <input type="checkbox"/>	NO <input type="checkbox"/>
88	Only fresh hides are processed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
89	All chemicals are accurately weighed or measured by volume	YES <input type="checkbox"/>	NO <input type="checkbox"/>
90	Bulk liquid chemicals are pumped directly to the vessel	YES <input type="checkbox"/>	NO <input type="checkbox"/>
91	There is no fleshing after soaking OR fleshings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
92	Unhairing is by a "Hairsave" method	YES <input type="checkbox"/>	NO <input type="checkbox"/>
93	There is no fleshing after liming OR fleshings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
94	There is no splitting after liming OR splittings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
95	There is no trimming after liming OR trimmings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
96	Hydrogen sulphide sensors are fitted in the tannery	YES <input type="checkbox"/>	NO <input type="checkbox"/>
97	The vessel remains closed or PPE used when making process checks	YES <input type="checkbox"/>	NO <input type="checkbox"/>
98	Chrome content of leather is regularly determined	YES <input type="checkbox"/>	NO <input type="checkbox"/>
99	Chrome content of exhaust tanning liquors is regularly determined	YES <input type="checkbox"/>	NO <input type="checkbox"/>
100	Exhaust tanning liquors are collected and reused	YES <input type="checkbox"/>	NO <input type="checkbox"/>

101	There is no splitting after tanning OR splittings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
102	There is no shaving after liming OR shavings are used/sold	YES <input type="checkbox"/>	NO <input type="checkbox"/>
103	Chemical stores are clean, dry and tidy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
104	Scales and balances are clean, dry, serviced and calibrated	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Processes starting from wet tanned hide

105	Records of regular checks to test the strength of received dyes	YES <input type="checkbox"/>	NO <input type="checkbox"/>
106	Hides/skins graded prior to make-up into dye lots	YES <input type="checkbox"/>	NO <input type="checkbox"/>
107	Hides/skins sammed to uniform moisture prior to make-up into dye lots	YES <input type="checkbox"/>	NO <input type="checkbox"/>
108	Standard batch sizes made up for dye lots	YES <input type="checkbox"/>	NO <input type="checkbox"/>
109	Through neutralisation checked for all batches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
110	Through dyeing checked for all batches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
111	Dye bath exhaustion checked for all batches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
112	Fatliquors are emulsified in accordance with supplier recommendations	YES <input type="checkbox"/>	NO <input type="checkbox"/>
113	Powder dyes are weighed in down draft cabinet	YES <input type="checkbox"/>	NO <input type="checkbox"/>
114	CMC 2:1 equation is used for calculating numerical colour differences	YES <input type="checkbox"/>	NO <input type="checkbox"/>
115	Instrumental colour measurement and recipe prediction is used	YES <input type="checkbox"/>	NO <input type="checkbox"/>
116	Instrumental colour measurement is used for bulk batches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
117	Dye stores are clean, dry and tidy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
118	Scales and balances are clean, dry, serviced and calibrated	YES <input type="checkbox"/>	NO <input type="checkbox"/>
119	All chemicals are accurately weighed or measured by volume	YES <input type="checkbox"/>	NO <input type="checkbox"/>
120	Direct access to Marks & Spencer spectral data standards	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Processes starting from crust hide

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

Quality Management

Quality Systems

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

Quality control – testing and inspection

135	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"/>
136	Colour continuity cards for all batches are retained for inspection and record purposes	YES <input type="checkbox"/>	NO <input type="checkbox"/>
137	Products examined after testing and before despatch	YES <input type="checkbox"/>	NO <input type="checkbox"/>
138	Segregated quarantine area for non-conforming products	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Traceability

139	All hides are traceable to the slaughterhouse	YES <input type="checkbox"/>	NO <input type="checkbox"/>
140	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.