# General Information

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| --- | --- |
| Company:with legal form  |       |
| Address: |       |
| Postcode, Town: |       | Country:       |
| GPS Coordinates *(mandatory)*: | Latitude:  | Longitude: |
| SEDEX ZC no.:*(SEDEX specific company number)* |       | SEDEX ZS no.:*(SEDEX specific location number)* |       |
| Contact: | Mr/Mrs (First name / Second name)  |
| Function: | [ ]  Quality Representative [ ]  Other:       |
| Telephone: |       | Internet: | www.      |
| Telefax: |       | E-Mail: |       |
| Sector: |       |
| Comp. Reg. No. |       | VAT No. |       |
| Products: |       | Activities: |       |
| Total no. of workers: (full time/part time worker) excluding management |        | Male: |       |
| Female: |       |
| Is the audit required by Nestlé? | Yes [ ]  | No [ ]  |

# SVA specific information

|  |  |  |  |  |
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| 1 | Which assessment type do you require? | Initial [ ]  | Periodic [ ]  | Follow-up [ ]  |
| 2 | Does your company provide stable and reliable **Wi-Fi network** within all areas of the factory? | Yes [ ]  | No [ ]  |
| 3 | Is stable and reliable **mobile network** available within all areas of the factory? | Yes [ ]  | No [ ]  |
| 4 | Do you have a smartphone or tablet (mobile device) on site with high resolution (minimum 8MP rear camera)? | Yes [ ]  | No [ ]  |
| 5 | If yes, please specify (e.g. type etc): |  |
| 6 | Is it possible to visit all areas of the site? | Yes [ ]  | No [ ]  |
| 7 | If no, please specify |  |
| 8 | At what capacity is the site running | Low [ ]  | Medium [ ]  | High [ ]  |
| 9 | Please provide explanation |  |
| 10 | Are all workers in all areas available during the audit (or is the number of workers reduced e.g. due to the pandemic situation)? | Yes [ ]  | No [ ]  |
| 11 | The following documents shall be provided on successful completion of the quote, if applicable | ***Please tick as available*** |
| 12 | * Business License
 | Yes [ ]  | No [ ]  |
| 13 | * Site Map (also including external site (e.g. parking site, dormitories), if applicable) including and marked:
	+ Fire and emergency exists
	+ Evacuation routes and emergency assembly points
	+ Firefighting equipment
	+ First aid boxes
	+ Electrical boxes
 | Yes [ ]  | No [ ]  |
| 14 | * Audit report and non-compliance reports of the previous two years of any kind of social audits.
 | Yes [ ]  | No [ ]  |
| 15 | * Policies and Procedures
 | Yes [ ]  | No [ ]  |
| 16 | * Site risk assessment
 | Yes [ ]  | No [ ]  |
| 17 | * Employee handbooks
 | Yes [ ]  | No [ ]  |
| 18 | * Fire records
 | Yes [ ]  | No [ ]  |
| 19 | * Site and business licenses and certificates
 | Yes [ ]  | No [ ]  |
| 20 | * Production Records
 | Yes [ ]  | No [ ]  |
| 21 | * Training records
 | Yes [ ]  | No [ ]  |
| 22 | * Equipment maintenance records
 | Yes [ ]  | No [ ]  |
| 23 | * Site permits
 | Yes [ ]  | No [ ]  |
| 24 | * Service Level Agrements
 | Yes [ ]  | No [ ]  |
| 25 | * Chemical List
 | Yes [ ]  | No [ ]  |
| 26 | * Accident Records
 | Yes [ ]  | No [ ]  |
| 27 | * First Aid log
 | Yes [ ]  | No [ ]  |
| 28 | * Waste records
 | Yes [ ]  | No [ ]  |
| 29 | * Collective Bargaining agreements
 | Yes [ ]  | No [ ]  |
| 30 | * Job postings/ advertisements and blank job application forms
 | Yes [ ]  | No [ ]  |
| 31 | * Standard blank contracts
 | Yes [ ]  | No [ ]  |
| 32 | * Official inspection reports
 | Yes [ ]  | No [ ]  |
| 33 | * List of workers
 | Yes [ ]  | No [ ]  |
| 34 | * Others *(please specify)*
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