

SAI Database (Phase 1) Instructions for

SA8000 Clients

February 2020

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Explanation of Terms

Maturity Declaration (MD): Formerly termed the "Independent Evaluation", the MD is the assessment by the auditor on the audit of the maturity of your management systems. The questions and answers are the same as the SA8000 Self-Assessment allowing you to benchmark and compare.

Q&A Report: The Self-Assessment and Maturity Declaration (Previously Independent Evaluation) results are compiled into a Q&A Report, available for download in the platform.

Social Fingerprint® (SF): A set of tools that helps organizations measure and improve their management systems for social performance. These tools have been integrated into the SA8000 certification process to enhance the SA8000 program. These tools are the SA8000 Self-Assessment and MS Maturity Declaration.

SAI Database: The new online platform for SA8000 audit related activities. It houses both the Self-Assessment and MD currently. Soon it will include the new SA8000 Audit Tool and data-set, as well as allow you to connect with buyers and partners to easily share this data. This is separate from the SAI Training Center for SAI trainings, capacity building tools and workshops (such as the SA8000 Basic Course and SA8000 Advanced Course).

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1. Introduction and Background

SAI Database

With the goal of increasing the value of the certification system to all actors, SAI has invested in, and is continuing to develop the new SAI Database online platform. This platform will give all users of the system access to uniform SA8000 audit data. Certified companies can give access of their data to their buyers and business partners; perform Self-Assessments, and analysis of their audit findings to make improvements over time. Buyers and partners can easily see the certification status of their suppliers in real time, monitor non-conformance, and analyze audit data.

Timeline

The SAI Database is being launched in phases with the initial "soft-launch" (Phase 1) of the platform allowing access to the Self-Assessment and Maturity Declaration. The full audit data set to become available within a few months.

SA8000 and the Social Fingerprint Methodology

Since the 2014 revision, the SA8000 certification process integrated a customized version of the Social Fingerprint® (SF) tools to help organizations continuously measure and improve their management system for social performance. The SF tools also help organizations build their understanding of SA8000's management system requirements, and provides a framework to develop effective management systems.

The tools included in the certification process are:

- **Self-Assessment:** Completed by the organization applying for an SA8000 certification, the self-assessment helps the organization's gain an understanding its management system maturity.
- **Maturity Declaration (formerly "Independent Evaluation"):** Completed by an accredited certification body's lead auditor, the independent evaluation is a verification of the organization's management system maturity, and helps the organization identify strengths and weaknesses in its management system.

Completing the Self-Assessment and Independent Evaluation will result in a score of an organization's management system on a scale from 1 to 5. This score relates to a maturity level on the **Rating Chart**, which can help organizations make an action plan to improve its practices.

These tools are not separate from the SA8000 certification program, and the Self-Assessments and Independent Evaluations are to be completed at specific times during the SA8000 certification cycle. Your Certification Body will be able to help you understand the expectations and requirements of the certification cycle.

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2. Creating an SAI Database Account

The SA8000 Self-Assessment will only be available in the SAI Database. All Client organizations pursuing SA8000 must create an SAI Database account to access the Self-Assessment and eventually SA8000 audit data.

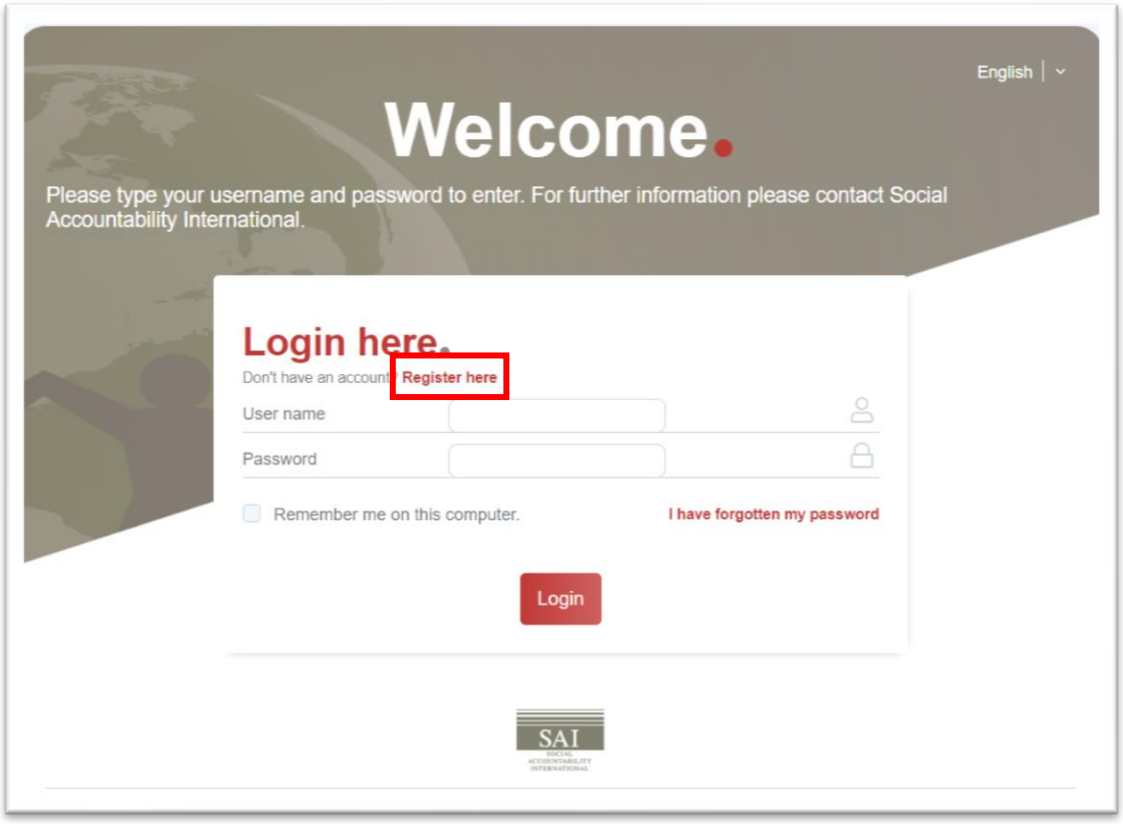
Please create 1 account per SA8000 certificate held. If you have multiple certificates, ensure you differentiate each account name such as “Bob’s Plyers” and “Bob’s Plyers – Mexico City”.

The platform and Self-Assessment currently supports four languages (English, Chinese, Italian, and Spanish). To select your language, click on the little flag in the upper right hand corner after signing up and logging in

The Self-Assessment must be completed prior to the Stage 1 and Recertification audits.

1. Please click on the link below, or copy and paste the link directly into your browser: www.database.sa-intl.org

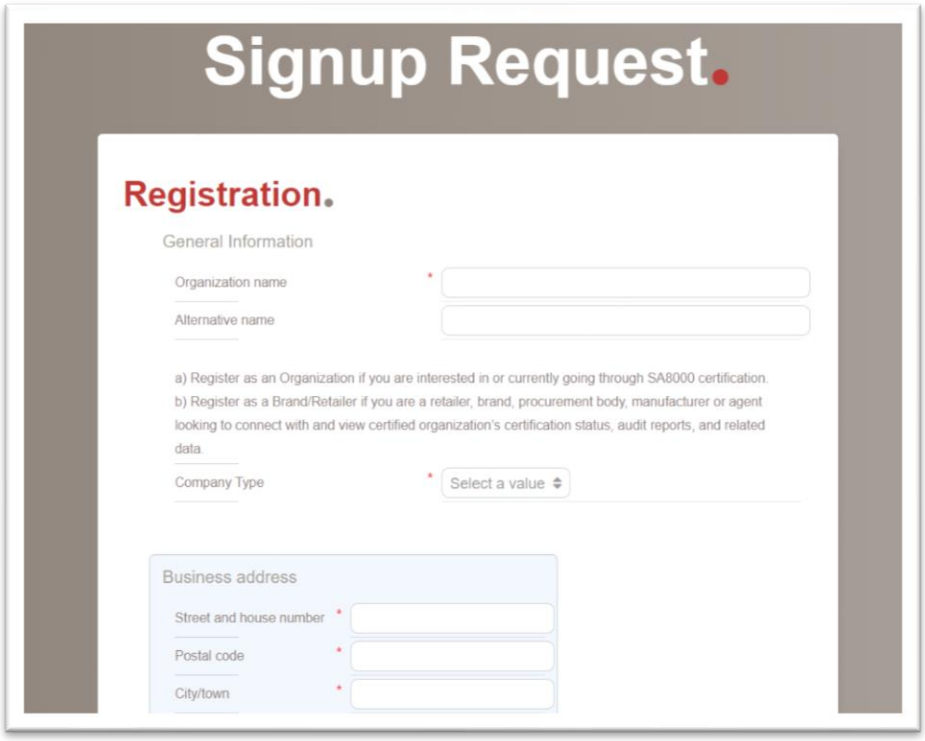
2. You will see the following on the screen:

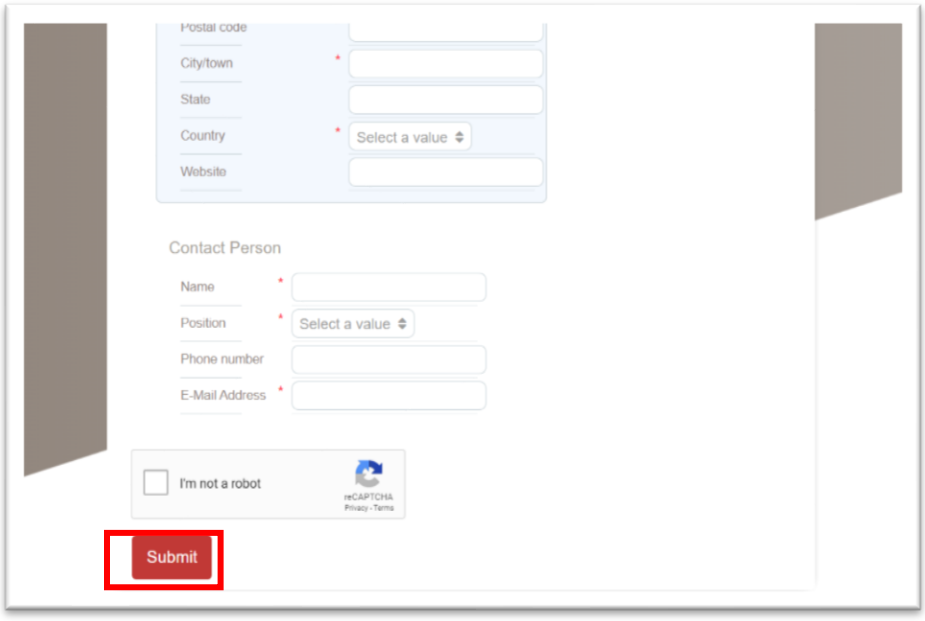


Click on the “**Register Here**” button to reach the registration page.

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3. Fill out the online form to create your SAI Database account with your unique information:

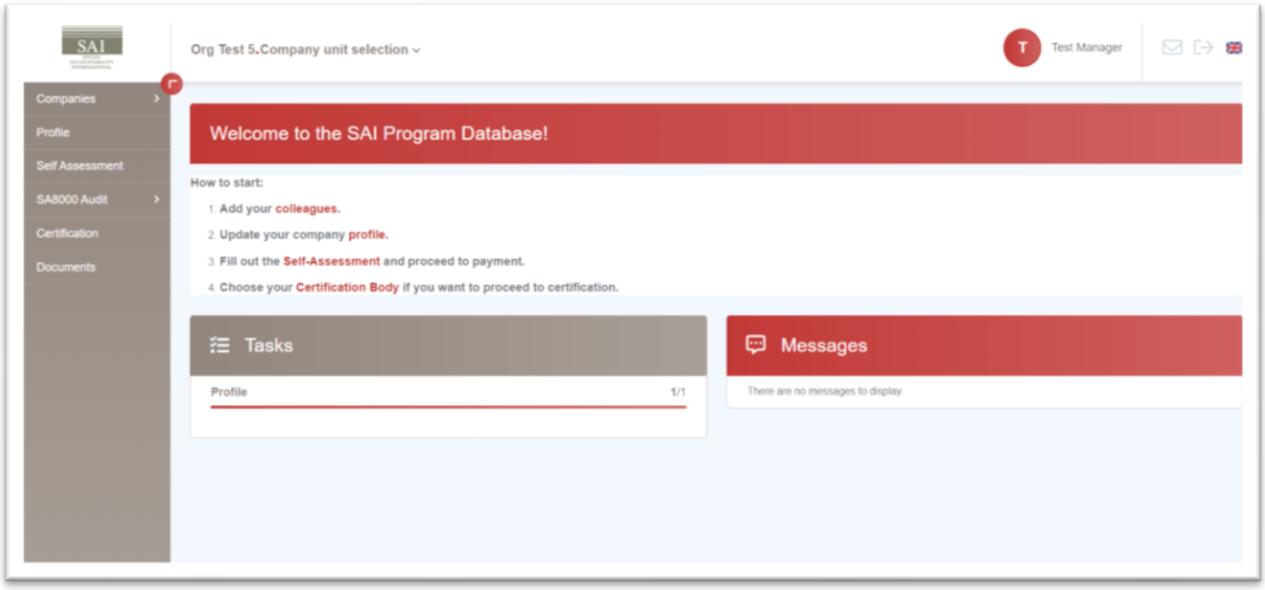




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4. Once you have filled out your information, click Submit and you will be prompted to verify your email address and create your password before accessing your account. Sign into your email and click on the verification link in the email from SAI Database.

5. Logging in you will see the home screen below:



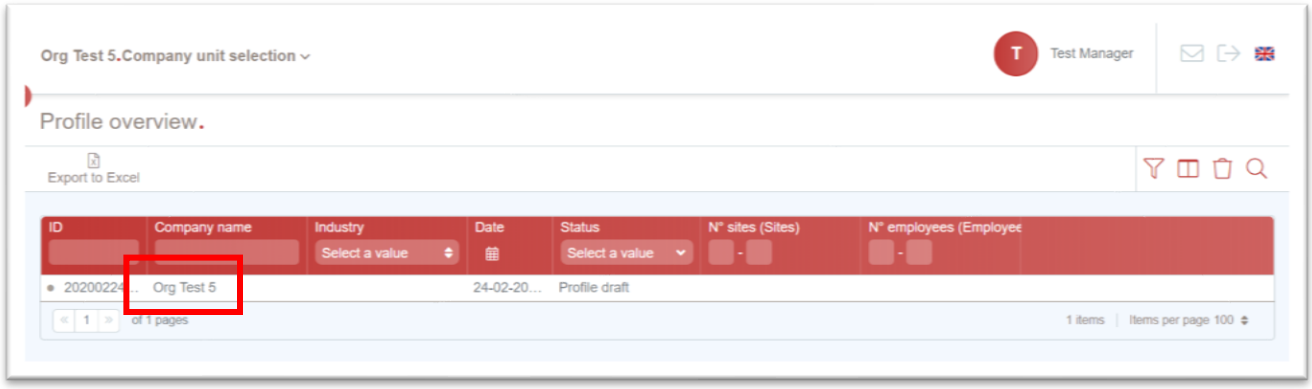
6. Upon logging in you can do a number of things, such as completing your profile, adding your colleague accounts, connecting with your certification body, and performing the Self-Assessment. Below we will walk through these processes:

3. Completing your Profile

1. Your first step should be completing your company profile in the SAI Database. To do so, you can click on the link on the start page or click on the button on the side menu.

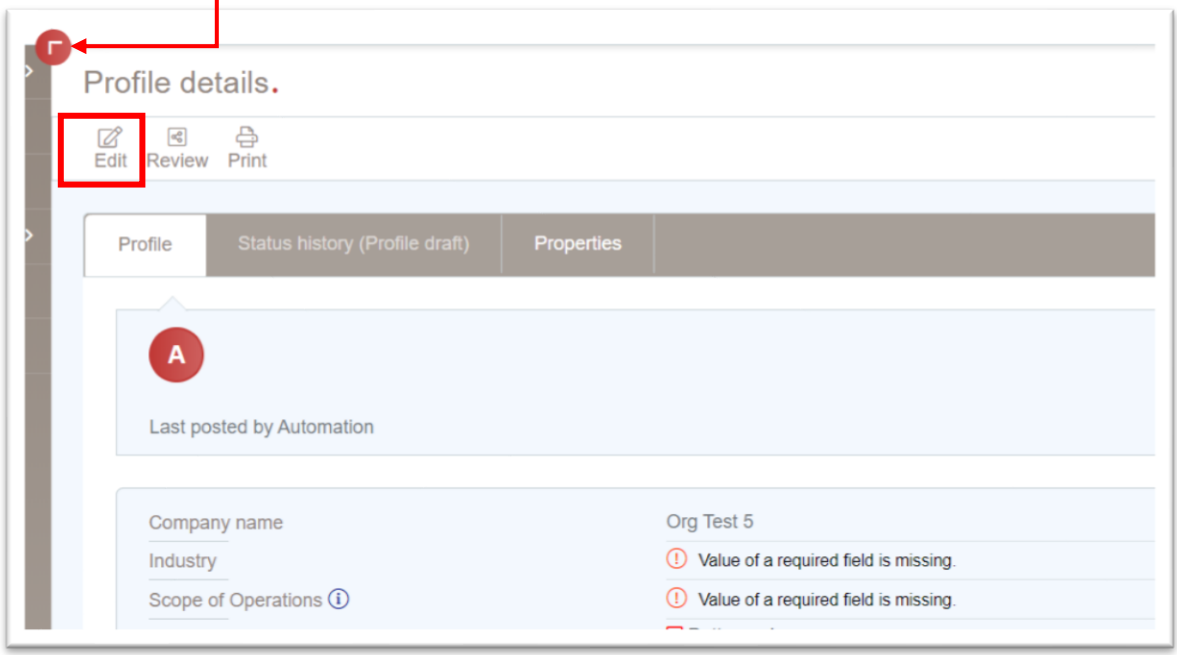
2. This should bring you to the page below:

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3. Your company name should be the only one on the list. Click on it and it will bring you to your profile. Click the edit button to be able to make changes to it.

Please note that at any time you want to have a larger screen to work with, you can click on this arrow to enlarge the form view.



4. Fill out the profile fully. It includes information such as employee demographics, wages and hours. *Please note that in the future the auditor will independently verify this information on the audit and is able to make their own changes to your profile data during.*

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4. Connecting with Your Certification Body

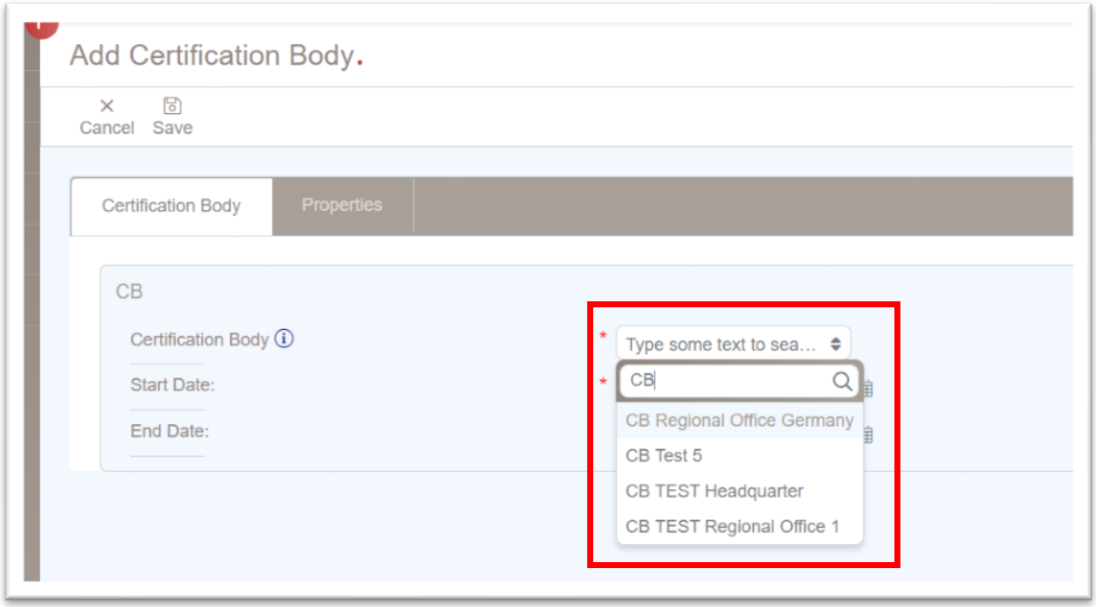
1. If you are working with a Certification Body (CB), you can connect to their department so they can view your information and the auditor can perform Maturity Declarations. In the future, this allows the CB to assign audits and the audit tool as well.

2. To connect with your CB, you can click on the link on the start page or click on “Companies” > “Certification Body” on the side menu.

3. That should bring up the page below. The list should be empty, but you can click the “Add” button to add your CB:



4. On the next screen you only need to find your CB department by typing the name into the “Certification Body” search bar and selecting the correct department. Make sure you confirm with your CB the correct department your organization should be in.



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5. Afterwards, click save. Do not edit the “Start Date” or add an “End Date”. The relation will be set and you can always come back and edit it if your CB asks you to, or if you move to working with a different CB.

5. Performing and Purchasing the SA8000 Self-Assessment

1. Unlike in the Training Center, in the SAI Database, you perform the Self-Assessment before proceeding to payment. To do so, you can click on the link on the start page or click on the button on the side menu.

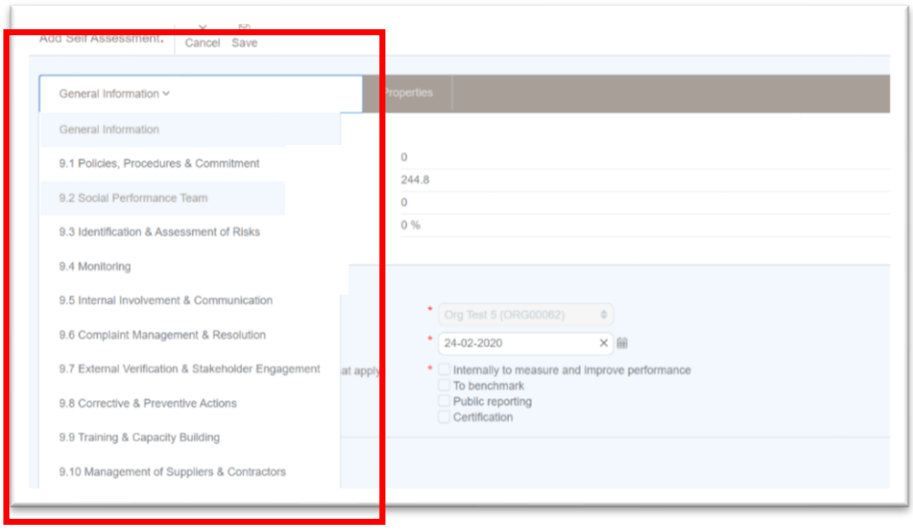
2. From this screen, click the “Add” button to start a new Self-Assessment.

It is important to note that *the Self-Assessment will no longer be viewed by the auditor*. This exercise is for your eyes only. It should be seen as a capacity building and benchmarking exercise. You should answer truthfully so as to achieve the largest benefit.

You can perform it as many times as you wish, can go back, change your answers, and study how each answer corresponds to a level of management systems maturity. The CB only needs to see that you have completed and paid for the Self-Assessment within 6 months of the Stage 1 or Recertification audits. This information will be displayed on your profile.

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3. On the Self-Assessment screen each category (9.1, 9.2, etc…) is broken up into sections and you can navigate between them freely by using the drop down list.

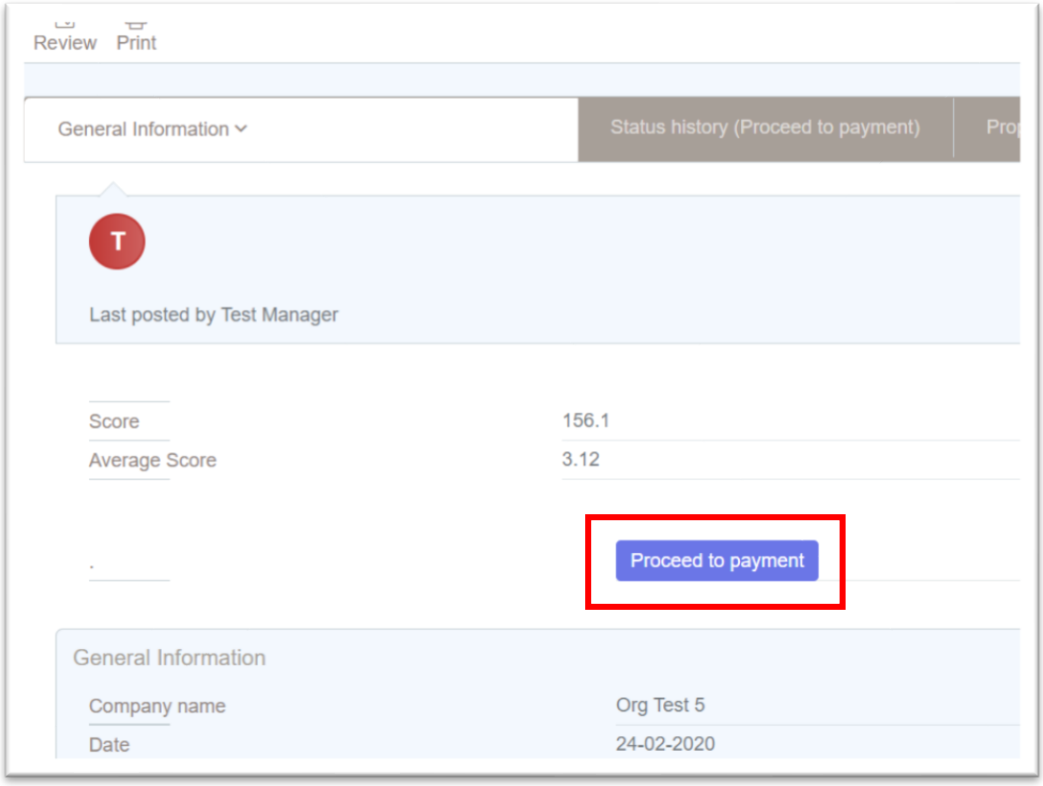


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4. Fill out the Self-Assessment in its entirety, making sure to answer as truthfully as you can. Ensure you have the right people involved in the process. The flexibility of the SAI Database allows you to navigate freely between the sections and answer at a pace and order that makes sense for your organization.

5. Once completed, click "Save". You can then choose to save as a draft or save as completed and head to payment.

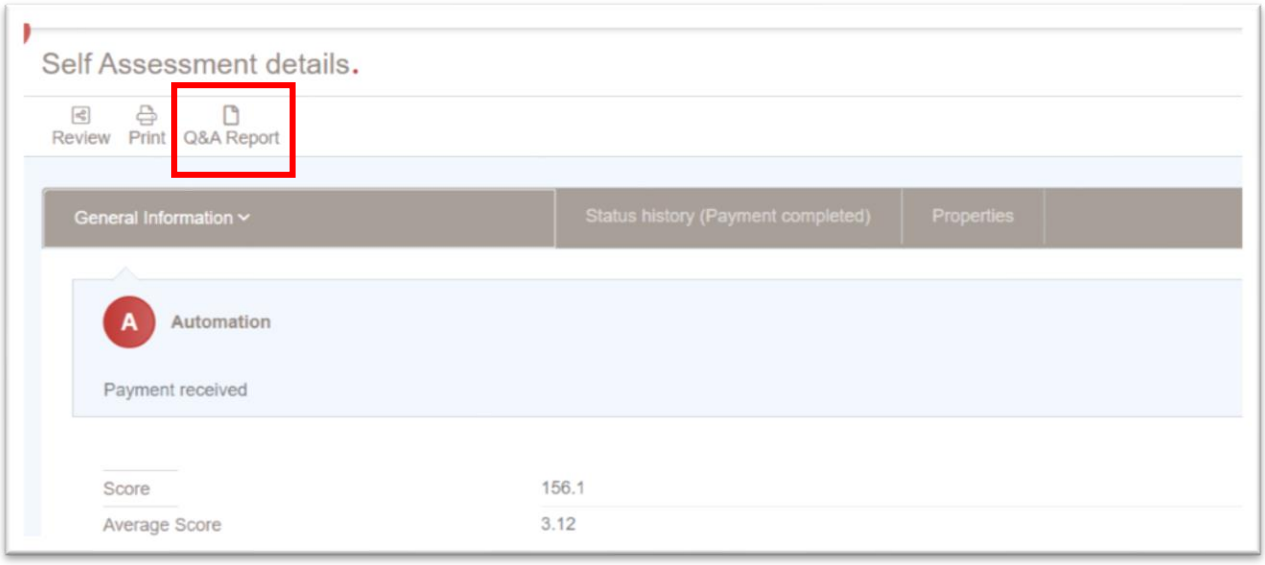
6. Once saved, from the General Information tab, click the "Proceed to Payment" button as shown below:



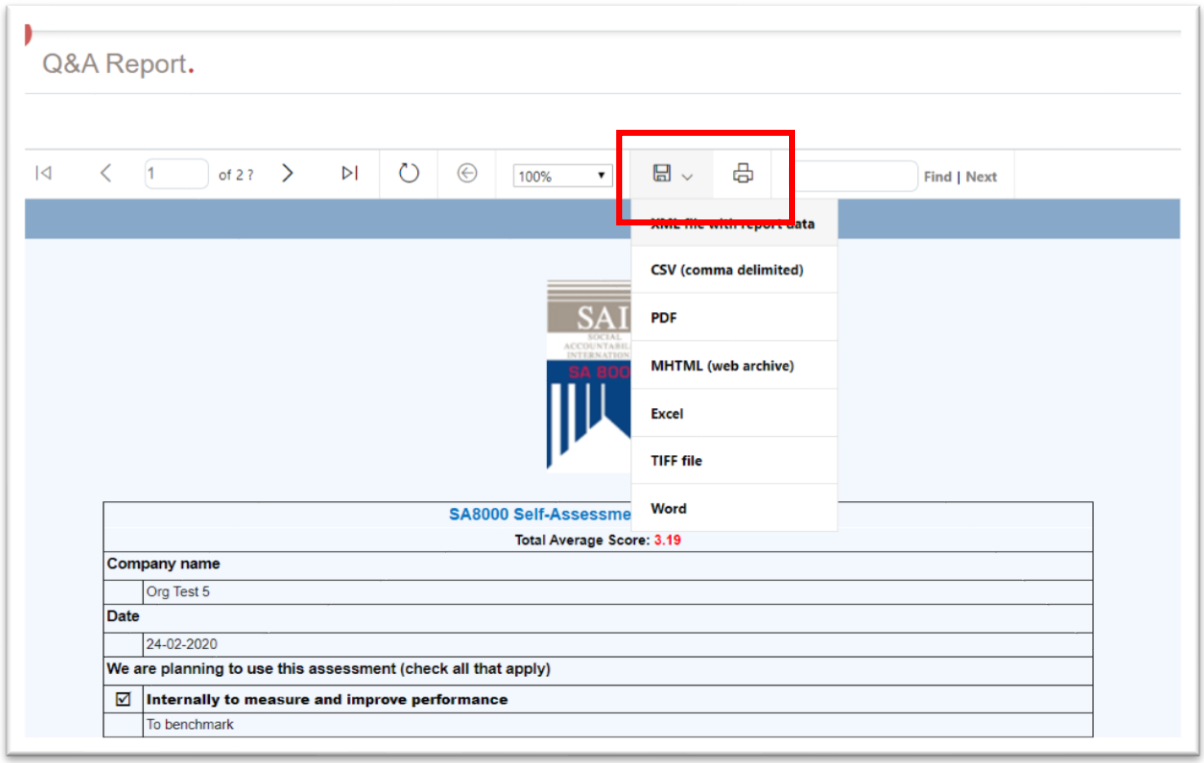
7. *From the pay portal, fill in your credit card information and make the payment. If you need an invoice or to pay via wire transfer, please contact the SAI Billing Department at billing@sa-intl.org.*

8. Once payment is completed, the system will do two things. First, it will indicate in your company profile the date of your completion. This is so your CB can ensure you have completed the SA within 6 months of the Stage 1 or Recertification audits. Second, it will allow you to generate a Question & Answer (Q&A) report.

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9. You may be familiar with this report from the Training Center platform. It allows provides the user with each question, all of the possible answers associated with it, the answer selected, and the scores. The new SAI Database makes this report readily available for the certified company. This allows your company to use it to map where your maturity is and consider what aspects of a mature system are missing and could be worked on. *You can print or save the report in a number of formats.*



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6. Other Database Functions (*Including Phase 2 and 3*)

The SAI Database has a number of other functions and data sets that are available certified users from the side menu.

- Documents – Here the user can download tools, resources and guidance documents associated with SA8000 certification.
- Certification Status – Here is where your CB will update your certification status information.
- SA8000 Audit (Phase 1/2) – Here is where the audit data sets live. For phase one, you can go here and view any completed "MS Maturity Declarations" (formally IEs) for your company.
    - In the next phase of the platform, your auditor will use the uniform SA8000 Audit Tool on the platform here for each on-site audit. This will create a data set, create a non-conformity report (if any are raised), and generate a summary audit report. All of this data will be available to you here for review and application within your systems.
- Brand Relations (Phase 3) – Once we have finalized the functions in Phase 1 and 2, we will add the ability for your buyers and other stakeholders to create accounts and connect with you directly. You can then grant them access to your data and reports making sharing of your certification status and data sets streamlined and easy.

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