|  |  |
| --- | --- |
|  | SAAS SA8000:2014 –Initial Application  SA8000 Expansion To Scope In A New Country – Checklist #6 |

This checklist shall be used to accompany the form entitled Request for SAAS Accreditation: Expansion to Geographical Scope: Application Form. Upon completionDear CB

Please complete the following checklist below. When , please email the completed Application and Checklist, along with supporting documentation, to [LBernstein@saasaccreditation.org](mailto:LBernstein@saasaccreditation.org) .

Instructions for CB. In the checklist below please provide details, notes, comments and other information such as procedure or other documentation reference number in the column as requested.

Dear CB

Please complete the following checklist by completing the second column number **ONLY** *[“*as requested. Note: Applications will **NOT** be accepted unless the following documents are completed and supporting documents attached:

* Completed Request for SAAS Accreditation: Expansion to Geographical Scope: Application Form
* Supporting Documentation with the Application Form (as identified in Section 8 of the Application Form)
* Risk Assessment – as required by SAAS Procedure 201A:2015 Clause 1.12.2 c).
* Copy of the CB development plan for the country.
* Copy of Impartiality Committee “Sign-Off” to expand into this new country.

See also the details requested below.

|  |  |
| --- | --- |
| **SAAS Reviewer** | Add SAAS Checklist Reviewer Name |
| **Review Date** | Add SAAS Review Date |

|  |  |
| --- | --- |
| **CB BASIC INFORMATION** | |
| **Accredited CB Name** | Add CB Name |
| **SAAS Reference Number** | Add CB SAAS # |
| **SA8000 Certification Program Head Office Address** | Add CB Head Office Address |
| **Head Office SA8000 Program Manager** | Add CB SA8000 Program Manager Name |

|  |  |
| --- | --- |
| **NEW COUNTRY OPERATION DETAILS** | |
| **Country** | Add Country Name |
| **SAAS Designated Risk Category (see SAAS Accreditation Requirements)** | Lower  High  Highest  (Check the appropriate box) |
| **Will there be an operational office in this new country?** | Yes  No |
| **Will the certification activities within the countries be performed by a subcontract organisation?** | Yes  No |
| **Does the CB intend to use contract auditors ONLY in this new country?** | Yes  No |
| **Will this country be a “critical location” as defined in the associated expansion application form?** | Yes  No |
| **Estimated number of new SA8000 certificates for the first 3 years after the expansion in scope is granted.** | Add estimated new certifications in Year 1, 2 and 3. |

|  |  |  |  |
| --- | --- | --- | --- |
| **SUPPORTING DOCUMENTATION** | | | |
| For this expansion to existing SAAS accreditation to be processed and moved forward by SAAS, the following documentation must, as a minimum, be supplied along with a signed copy of this form. Applications submitted with no supporting documentation will not be accepted. | | | |
| **Document** | **Tick If**  **Supplied** | **Document Supplied** | **If Applicable: Reason For Not Submitting** |
| Evidence of the applicant CB’s certification service development activities, in accordance with internal service design process, leading to the agreement to commence with this new certification activity (e.g. – Management Review Results). |  | Enter name of document and relevant clause, if applicable | Enter reason |
| Evidence of the ‘sign-off’ of this new certification activity by the Impartiality Committee for the certification activities applied for. |  | Enter name of document and relevant clause, if applicable | Enter reason |
| CB Competence Qualification Criteria and Supporting Evidence to demonstrate auditor, contract review, certification decision maker(s) and other personnel’s competence in meeting the criteria for the new certification activities applied for (e.g. – Auditor Competence Criteria, Resumes, Witnessed Audit Reports, Competence Reviews). |  | Enter name of document and relevant clause, if applicable | Enter reason |
| Copies of any revised/new procedures required for the new certification activity applied for. |  | Enter name of document and relevant clause, if applicable | Enter reason |
| Copies of business licenses/certificates of incorporation for the location(s) requested. |  | Enter name of document and relevant clause, if applicable | Enter reason |
| Copies of subcontractor (outsourced) contracts for the location(s) requested. |  | Enter name of document and relevant clause, if applicable | Enter reason |
| Risk Assessment – as required by SAAS Procedure 201A:2015 Clause 1.12.2 c). |  | Enter name of document and relevant clause, if applicable | Enter reason |

|  |  |
| --- | --- |
| **COUNTRY SPECIFIC KNOWLEDGE** | |
| **What sources were used to find out general information about the country? E.g. [http://www.rba.co.uk/sources/country.htm] [www.worldbank.org] [www.cia.gov/cia/publications/factbook/]** | Enter sources consulted |
| **What country government sources were used to find out about the labor laws in the country? E.g. For the Philippines – [http://www.dole.gov.ph/labor\_codes]** | Enter sources consulted |
| **How will the CB ensure that its knowledge of the applicable laws in the country are maintained as current?** | Enter the mechanism to be used |
| **Full Country Name** | Enter brief details |
| **Capital City** | Enter brief details |
| **Government Type** | Enter brief details |
| **What are the main languages spoken by local and migrant workers in this country?** | Enter languages |
| **What are the main social issues in this country?** | Enter brief details of the main issues |

|  |  |
| --- | --- |
| **Major Industries Within Country** | Enter brief details |
| **Labor Force: Problematic Sectors/Industries and Related Concerns** | Enter brief details |
| **Labor Force: Employment Contracts (Typical Structure)** | Enter brief details |
| **What are the main methods of employment in this country? (Direct Employment, Contract, Temporary)** | Enter brief details |
| **Does the country employ migrant labour from neighboring or other countries?** | Enter brief details |
| **What are the applicable/relevant labor codes/laws in this country?** | List the main laws/codes |
| **What is the typical length and type of a labor contract in this country?** | Enter brief details |
| **What are the main methods of remuneration in this country? (direct deposit, cash, check)** | Enter brief details |
| **What are the prescribed minimum wage in the region?** | Enter brief details |
| **If already calculated, what is the living wage in the region?** | Enter brief details |
| **What is the working week defined by law in this country?** | Enter brief details |
| **What is the maximum overtime permitted defined by law in this country?** | Enter brief details |
| **How does the maximum overtime permitted defined by law in this country compare to those found in the SA8000 Standard? (is there a difference or deviation)** | Enter brief details |
| **What is the holiday and other leave defined by law in this country?** | Enter brief details |
| **How is termination of employment defined by law in this country?** | Enter brief details |
| **What are the mandatory insurances and pensions defined by law in this country?** | Enter brief details |
| **Does the Government specify a minimum wage?** | Enter brief details |
| **How is freedom of association defined by law in this country?** | Enter brief details |
| **Describe the main unions in the country** | Enter brief details |
| **Describe the general status of Labor Unions in the country** | Enter brief details |
| **Describe any national union agreements that exist** | Enter brief details |
| **How is discrimination defined by law in this country? How does it compare with the requirements found in the SA8000 Standard?** | Enter brief details |
| **Describe the main NGOs that you will consult in the country.** | List these NGO's |
| **Describe the main stakeholders that have been identified for information gathering and research purposes** | List these stakeholders |
| **Describe the anticipated markets (sectors) for SA8000 services in the country** | List these markets |

|  |  |
| --- | --- |
| **POTENTIAL/ANTICIPATED SA8000-RELATED COMPLIANCE CHALLENGES WITHIN THIS COUNTRY** | |
| 1. Child Labour | List the anticipated challenges in complying with this clause of SA8000 |
| 2. Forced and Compulsory Labour | List the anticipated challenges in complying with this clause of SA8000 |
| 3. Health and Safety | List the anticipated challenges in complying with this clause of SA8000 |
| 4. Freedom of Association & Right to Collective Bargaining | List the anticipated challenges in complying with this clause of SA8000 |
| 5. Discrimination | List the anticipated challenges in complying with this clause of SA8000 |
| 6. Disciplinary Practices | List the anticipated challenges in complying with this clause of SA8000 |
| 7. Working Hours | List the anticipated challenges in complying with this clause of SA8000 |
| 8. Remuneration | List the anticipated challenges in complying with this clause of SA8000 |
| 9. Management Systems | List the anticipated challenges in complying with this clause of SA8000 |

--- End Of Expansion To Scope Checklist---