

Approved June 2001

Appendix III

ICTI AUDIT REPORT AND CORRECTIVE ACTION PLAN

NOTE: This document is to be used in conjunction with the ICTI Code of Business Practices, the Audit Checklist and the Guidance Document to Audit Checklist.

Report Number: _____

Factory name: _____

Official Contact: _____

Person Interviewed: _____

Reason for Survey: Initial Audit Follow-up Audit _____

In-Production Audit Unannounced Audit Other (Please Specify) _____

Conclusions: Pass

Conditional Acceptance -- only pending timely corrective action requested in the following pages Fail

If re-audit required, specify date scheduled: _____

Surveyed by: _____ Title: _____ Date: _____

Evaluated by: _____ Date: _____

Approved by: _____ Date: _____

Executive Summary: _____

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Compliance with the following sections is necessary for conformance with the ICTI Code of Business Practices and is determined using Appendix II, the Audit Checklist.

Conformance is expected in the shortest time practicable; exceptions are in cases of life threatening or abusive situations, which should be immediately corrected.

Section	Acceptable	If NO, detail Corrective Action requested (attach additional pages if necessary)	Priority Code*
1. General Information about the Company	YES [] NO []		
2. Working Hours	YES [] NO []		
3. Wages and Compensation	YES [] NO []		
4. Underage Labor	YES [] NO []		
5a. Forced Labor	YES [] NO []		
5b. Prison Labor	YES [] NO []		
6 Disciplinary Practices	YES [] NO []		
7. Discrimination	YES [] NO []		
8. Employee Representation	YES [] NO []		
9. Facilities	YES [] NO []		
10. Fire Protection	YES [] NO []		
11a. General Environmental Health and Safety (EHS)	YES [] NO []		
11b. Health and Safety	YES [] NO []		
11c. Environmental	YES [] NO []		
12a. Welfare - Dormitories	YES [] NO []		
12b. Welfare – Canteen/Cafeteria Services	YES [] NO []		
12c. Welfare – Medical Services	YES [] NO []		

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CODES TO SPECIFY PRIORITIES FOR CORRECTION ACTION REQUESTS

A	Impact:	High	Feasibility:	Easy	Immediate action required
B	Impact:	Medium	Feasibility:	Easy	Complete by 1 month
C	Impact:	High	Feasibility:	Hard	Complete by 3 months
D	Impact:	Medium	Feasibility:	Hard	Complete by 6 months
Z	Impact:	High	Feasibility:	Very Hard	Provide work plan by 3 months