



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.1.1	Health, Safety and Social	Workplace Safety and Health	Does the facility have a comprehensive written policy and procedure that reflects the local laws and regulations governing the health, safety and working conditions?	0 No	The facility shall have a comprehensive written policy procedure for workplace safety and health.	1.1.1
				1 Thin aspirational written policy and procedure with few specific details. Needs significant improvement.		
				2 Good, workable written policy and procedure that generally covers most relevant issues.		
				3 Comprehensive detailed written policy and procedure. Best practice in industry.		
1.1.2	Health, Safety and Social	Workplace Safety and Health	Are all employees trained on this policy?	0 No	Employees shall receive training on this policy.	1.1.2
				1 Once at hire		
				2 At hire and more than 1 year thereafter and/or yearly without proper documentation.		
				3 At hire, at least yearly thereafter and with proper documentation.		
1.1.3	Health, Safety and Social	Workplace Safety and Health	Is there a designated health and safety officer?	0 No	The facility shall have a designated health and safety officer.	1.1.3
				1 Part time safety officer with no significant training		
				2 Part time/Full time safety officer with basic but no formal training		
				3 Full time safety officer with formal training		
1.1.4	Health, Safety and Social	Workplace Safety and Health	Is there a cross functional health and safety committee established at the facility?	0 No	The facility shall have a cross functional health and safety committee.	1.1.4
				1 Health and safety committee meets less frequently than quarterly or does not maintain appropriate meeting minutes		
				2 Health and safety committee meets quarterly with well documented minutes		
				3 Health and safety committee meets monthly with well documented minutes		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.1.5	Health, Safety and Social	Workplace Safety and Health	Has the physical and structural integrity of all buildings been professionally assessed?	0 Never	The facility's physical and structure integrity (all buildings associated with facility) shall be professionally assessed.	1.1.5
				3 Yes, certified by professional structural engineer after construction and after significant events such as earthquakes and major building renovations.		
1.1.6	Health, Safety and Social	Workplace Safety and Health	Is a routine safety inspection conducted and documented by management and designated H&S officer?	0 No	The routine conducted safety inspection shall be documented by management and designated H&S officer.	1.1.7
				1 Quarterly		
				2 Monthly		
				3 Weekly		
1.1.7	Health, Safety and Social	Workplace Safety and Health	Do all employees receive health and safety training in their native language after recruitment and regularly during their employment? Training is documented and attendance is recorded.	0 No	Employees shall be regularly trained on health and safety (and training is documented).	1.1.12
				1 Once at hire		
				2 At hire and/or yearly without proper documentation.		
				3 At hire, at least yearly thereafter and with proper documentation.		
1.2.1	Health, Safety and Social	First Aid and Medical Services	Does the facility have a comprehensive written procedure for handling medical emergencies and accidents?	0 No	The facility shall have a comprehensive written procedure for handling medical emergencies and accidents.	1.2.1
				1 Thin aspirational written policy and procedure with few specific details. Needs significant improvement.		
				2 Good, workable written policy and procedure that generally covers most H&S issues.		
				3 Comprehensive detailed written policy and procedure. Best practice in industry.		
1.2.2	Health, Safety and Social	First Aid and Medical Services	Are all employees trained on this policy and is it documented?	0 No	Employees shall be trained on procedure (and training is documented).	1.2.2
				1 Once. At hire.		
				2 At hire and greater than 1 Year and/or at least yearly without appropriate documentation.		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.2.2	Health, Safety and Social	First Aid and Medical Services	Are all employees trained on this policy and is it documented?	3 At least yearly with appropriate documentation.	Employees shall be trained on procedure (and training is documented).	1.2.2
1.2.3	Health, Safety and Social	First Aid and Medical Services	Are an appropriate number of employees designated as first responders, and are they properly trained in first aid by qualified trainers?	0 One for more than every 100 employees	There shall be an appropriate number of employees designated as first responders, and they shall be properly trained in first-aid by qualified trainers. (How many per ? employees?)	1.2.6
				1 One for 56-99 employees		
				2 One for 36-55 employees		
				3 One for every 35 employees		
1.2.4	Health, Safety and Social	First Aid and Medical Services	Are employees adequately notified of who the dedicated first responders are?	0 No	Employees shall be adequately notified of whom the dedicated first responders are.	1.2.7
				1 Employees were told who the appropriately trained first-responders are upon hire.		
				2 Employees told who the appropriately trained first-responders at least every 6 months and upon hire.		
				3 Employees told who the trained first-responders are at least every 6 months and at hire. Photos are posted near work areas. Information kept updated.		
1.3.1	Health, Safety and Social	Emergency Management	Does the facility have a comprehensive written emergency management plan?	0 No	The facility shall have a comprehensive written emergency management plan.	1.3.1
				1 Thin aspirational written plan with few specific details. Needs significant improvement.		
				2 Good, workable written plan that generally covers most relevant issues.		
				3 Comprehensive detailed written plan. Best practice in industry.		
1.3.2	Health, Safety and Social	Emergency Management	Are all employees trained on this plan?	0 No	Employees shall receive training on the	1.3.2



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.3.2	Health, Safety and Social	Emergency Management	Are all employees trained on this plan?	1 Once. At hire.	emergency management plan.	1.3.2
				2 At hire and greater than 1 Year and/or at least yearly without		
				3 At least yearly with appropriate documentation		
1.3.3	Health, Safety and Social	Emergency Management	Is there a manager or supervisor on site for each shift?	0 No	There shall be at least one (1) manager or supervisor on site for each shift.	1.3.3
				1 No Manager or Supervisor on site, but there is a lead person with access to a manager or supervisor on call		
				3 Yes		
1.3.4	Health, Safety and Social	Emergency Management	Are evacuation drills conducted and documented once every six (6) months on each shift at all buildings including offices?	0 No or the last evacuation drills conducted and documented on each shift at all buildings including office was greater than a year	Evacuation drills shall be conducted and documented once every six (6) months on each shift at all buildings including offices.	1.3.12
				1 Evacuation drills are conducted and documented every 6-12 months on each shift at all buildings including offices		
				2 Evacuation drills are conducted and documented every 3-6 months on each shift at all buildings including offices		
				3 Evacuation drills are conducted and documented every 3 months on each shift at all buildings including offices		
1.3.5	Health, Safety and Social	Emergency Management	Are all employees trained on proper operation of appropriate fire extinguishers?(General principles, not hands on.)	0 No	All employees shall receive basic training on proper use of fire extinguisher	1.3.17
				1 Once. At hire		
				3 At hire and at least annually		
1.4.1	Health, Safety and Social	Chemical Safety	Does the facility maintain a comprehensive written chemical/hazard communication program?	0 No	Facility shall maintain a comprehensive written chemical/hazard communication program.	1.4.1
				1 Thin aspirational policy with little specific details.		
				2 Good, workable policy that generally		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.4.1	Health, Safety and Social	Chemical Safety	Does the facility maintain a comprehensive written chemical/hazard communication program?	<p>covers most chemical/hazard communication issues</p> <p>3 Comprehensive detailed written policy. Best practice in industry</p>	Facility shall maintain a comprehensive written chemical/hazard communication program.	1.4.1
1.4.2	Health, Safety and Social	Chemical Safety	Are all employees that interact with chemicals and hazardous materials properly trained?	<p>0 No</p> <p>1 Once at hire</p> <p>2 At hire and again more than 1 year later and/or yearly without proper documentation.</p> <p>3 Yearly with proper documentation</p>	Employees who interact with chemicals and hazardous materials shall be properly trained	1.4.2
1.5.1	Health, Safety and Social	Machine Safety	Does the facility provide employees with training in the safe operation of their machines?	<p>0 No</p> <p>1 Once. At hire and when transferred to a different machine.</p> <p>2 At hire, every 12-24 months, and also when transferred to a different machine.</p> <p>3 At hire, at least yearly, and also when transferred to a different machine.</p>	The facility shall provide employees with training in the safe operation of their machines.	1.5.2
1.6.1	Health, Safety and Social	Personal Protective Equipment (PPE)	Are all employees who are required to use PPE properly trained?	<p>0 No</p> <p>1 Once when PPE is provided and again when transferred to a different job.</p> <p>2 When PPE is provided, every 12-24 months thereafter and again when transferred to a different job.</p> <p>3 When PPE is provided, at least yearly thereafter and also when transferred to a different job</p>	All employees who are required to use PPE shall be properly trained on how to use PPE.	1.6.3
1.7.1	Health, Safety and Social	Industrial Hygiene	Has the facility conducted industrial hygiene monitoring at the frequency required by law or at the HBI established frequency of every 2 years to determine	<p>0 Never</p> <p>1 Once</p> <p>2 In compliance with the established time</p>	The facility shall conduct industrial hygiene monitoring at the frequency required by law or at HBI	1.7.1



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.7.1	Health, Safety and Social	Industrial Hygiene	employee exposure to solvents ?	<p>periods</p> <p>3 In compliance with the established time periods and after every layout change or new machines/process put in place</p>	established frequency of every 2 years to determine employee exposure to Solvents.	1.7.1
1.7.2	Health, Safety and Social	Industrial Hygiene	Has the facility conducted industrial hygiene monitoring at the frequency required by law or at HBI established frequency of every year to determine employee exposure to Heat stress?	<p>0 Never</p> <p>1 Once</p> <p>2 In compliance with the established time periods</p> <p>3 In compliance with the established time periods and after every layout change or new machines/process put in place</p>	The facility shall conduct industrial hygiene monitoring at the frequency required by law or at HBI established frequency of every year to determine employee exposure to Heat Stress.	1.7.2
1.7.3	Health, Safety and Social	Industrial Hygiene	Has the facility conducted industrial hygiene monitoring at the frequency required by law or at HBI frequency of every 2 years to determine employee exposure to: Dust ?	<p>0 Never</p> <p>1 Once</p> <p>2 In compliance with the established time periods</p> <p>3 In compliance with the established time periods and after every layout change or new machines/process put in place</p>	The facility shall conduct industrial hygiene monitoring at the frequency required by law or at HBI established frequency of every 2 years to determine employee exposure to Dust.	1.7.3
1.7.4	Health, Safety and Social	Industrial Hygiene	Has the facility conducted industrial hygiene monitoring at the frequency required by law or at HBI established frequency of annually to determine employee exposure to: Cold ?	<p>0 Never</p> <p>1 Once</p> <p>2 In compliance with the established time periods</p> <p>3 In compliance with the established time periods and after every layout change or new machines/process put in place</p>	The facility shall conduct industrial hygiene monitoring at the frequency required by law or at HBI established frequency of yearly to determine employee exposure to Cold.	1.7.4
1.7.5	Health, Safety and Social	Industrial Hygiene	Has the facility conducted industrial hygiene monitoring as required by law or according to the HBI standard to determine employee exposure to NOISE	<p>0 Never</p> <p>1 Once</p> <p>2 In compliance with the established time periods</p>	The facility shall conduct industrial hygiene monitoring at the frequency required by law or at HBI	1.7.5



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.7.5	Health, Safety and Social	Industrial Hygiene	(every 3 years)	3 In compliance with the established time periods and after every layout change or new machines/process put in place	established frequency of yearly to determine employee exposure to Noise.	1.7.5
1.7.6	Health, Safety and Social	Industrial Hygiene	Have proper actions been taken in a timely manner to remediate findings identified in industrial hygiene monitoring?	0 Never 1 CAP established 2 CAP established but only partially implemented 3 Implemented	Proper actions shall be taken in a timely manner to remediate findings identified in industrial hygiene monitoring.	1.7.6
1.8.1	Health, Safety and Social	Eating Area	Is there a comprehensive training program in place for food safety for canteen/cafeteria employees?	0 No 1 Once. At hire. 2 At hire and more than 1 year thereafter and/or yearly without proper documentation. 3 At hire, at least yearly thereafter and with proper documentation.	There shall be a comprehensive training program in place for food safety for canteen/cafeteria employees.	1.8.3
1.9.1	Health, Safety and Social	Dormitories	Does the facility provide residential facilities or any kind of overnight accommodation for the employees? If yes, enter numbers of each in description box below. Owned by facility, Rental Units, Vendor/Service Provider, Other	0 No Answer 1 Yes Rental Units or Vendor/Service Provider 3 Yes Owned by Facility	None referenced	1.9.1
1.9.2	Health, Safety and Social	Dormitories	Enter the Number of employees that reside in the dormitory facility & Percentage (%) from total employees in the description box below	0 No Answer	None referenced	1.9.2
1.9.3	Health, Safety and Social	Dormitories	Are dormitories separate from the workplace and warehouses?	0 No 3 Yes in completely separate buildings	If the facility provides residential facilities or any kind of overnight accommodation for its	1.9.3



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.9.3	Health, Safety and Social	Dormitories	Are dormitories separate from the workplace and warehouses?		employees the dormitories shall be separate from the workplace and warehouses.	1.9.3
1.9.4	Health, Safety and Social	Dormitories	Are dormitory sleeping rooms segregated by gender and married couples?	0 No 1 Separated on same floor 2 Separated on different floors 3 Different buildings	Dormitory sleeping rooms shall be segregated by gender and married couples.	1.9.4
1.9.5	Health, Safety and Social	Dormitories	Are clean functional mattresses available to occupants?	0 No 3 Yes	Clean functional mattresses shall be available to occupants.	1.9.5
1.9.6	Health, Safety and Social	Dormitories	Are beds at least 12 inches off the ground?	0 On the ground 1 1" -6" 2 7"-12" 3 12"and with proper bed frame	Beds shall be at least 12 inches off the ground.	1.9.6
1.9.7	Health, Safety and Social	Dormitories	Do all residents have access to restrooms that meet the following criteria: 1 - Cleaned at least daily based on a pre-established schedule* 2 - provided in adequate numbers for all residents according to local law* 3 ? lockable 4 - toilet paper	0 No 1 Two out of four *(criteria marked by an asterisk are required) 2 Three out of four 3 Four out of four	Residents shall have access to restrooms that meet the following standards: 1. Clean toilets 2. Adequate numbers for all employees 3. Lockable doors 4. Toilet paper	1.9.7
1.9.8	Health, Safety and Social	Dormitories	Do all residents have access to bathing facilities that meet the following criteria: 1 - Cleaned at least daily based on a pre-established schedule* 2 - provided in adequate numbers for all residents according to local law* 3 Shower heads provided 4 - Potable water	0 No 1 Two of four *(criteria marked by an asterisk are required) 2 Three of four 3 Four of four	Residents shall have access to restrooms that meet the following standards: 1 - Cleaned at least daily based on a pre-established schedule* 2 - provided in adequate numbers for all residents	1.9.8



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.9.8	Health, Safety and Social	Dormitories	Do all residents have access to bathing facilities that meet the following criteria: 1 - Cleaned at least daily based on a pre-established schedule* 2 - provided in adequate numbers for all residents according to local law* 3 Shower heads provided 4 - Potable water		according to local law* 3 Shower heads provided 4 - Potable water	1.9.8
1.9.9	Health, Safety and Social	Dormitories	Are toilets and baths segregated by gender?	0 No 1 Separated on same floor 2 Separated on different floors 3 Different buildings	Toilets and baths shall be segregated by gender	1.9.9
1.9.10	Health, Safety and Social	Dormitories	Are restrooms less than 200 ft. away from sleeping quarters?	0 Over 200' 1 From 150' - 200' 2 From 100' -150' 3 Less than 100' and in the same building	Restrooms shall be less than 200 ft. away from sleeping quarters.	1.9.10
1.9.11	Health, Safety and Social	Dormitories	Are dormitories provided with air conditioning or with fans in each room and screens on all windows?	0 No 1 Screens 2 Screens and fans 3 AC	Dormitories shall be provided with air conditioning or with fans in each room and screens on all windows.	1.9.11
1.9.12	Health, Safety and Social	Dormitories	ZERO TOLERANCE: Are all fire exits in compliance with local fire safety laws and regulations?	-40 No 3 Yes	Fire exits shall be in compliance with local fire safety laws and regulations.	1.9.12
1.9.13	Health, Safety and Social	Dormitories	ZERO TOLERANCE: Does each resident have access to at least two (2) separately located emergency exits?	-40 No 3 Yes	Each resident shall have access to at least two (2) separately located emergency exits.	1.9.13



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.9.15	Health, Safety and Social	Dormitories	Are all fire exits always unlocked?	0 No 3 Yes	All fire exits shall be always unlocked.	1.9.15
1.9.16	Health, Safety and Social	Dormitories	ZERO TOLERANCE: Are an adequate number of fire extinguishers (residents must not walk more than 50 ft to get to one or as required by local law) properly installed, clearly marked and easily accessible?	-40 No 1 Adequate number and all accessible 3 Adequate number and all marked and all accessible	Adequate number of fire extinguishers (residents must not walk more than 50 feet to get to one or as required by local law) shall be properly installed, clearly marked and easily accessible?	1.9.16
1.9.17	Health, Safety and Social	Dormitories	ZERO TOLERANCE: Are evacuation routes posted in all dormitory buildings with clear, understandable directions on how to exit the dormitory in case of an emergency?	-40 No 1 Some are marked but not all 2 100% of the routes are marked 3 100% marked routes with defined meeting points and with dated and signed evacuation maps	Evacuation routes shall be posted in all dormitory buildings with clear, understandable directions on how to exit the dormitory in case of an emergency.	1.9.17
1.9.18	Health, Safety and Social	Dormitories	Does the dormitory facility have a fully functional emergency alarm system for notifying personnel to evacuate the site?	0 No 1 Local area alarm 2 Dormitory Facility alarm connected to a local monitoring system 3 Dormitory facility alarm with monitoring system connected to a 3rd party monitoring system	Dormitory facility shall have a fully functional emergency alarm system for notifying personnel to evacuate the site.	1.9.18
1.9.19	Health, Safety and Social	Dormitories	ZERO TOLERANCE: Are evacuation drills conducted and documented once every six (6) months at all dormitory buildings?	-40 No or the last evacuation drill conducted/documentated of all dormitory buildings was greater than a year ago 1 Evacuation drills are conducted and documented every 6-12 months at all dormitory buildings 2 Evacuation drills are conducted and	Evacuation drills shall be conducted and documented once every six (6) months at all dormitory buildings.	1.9.19



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.9.19	Health, Safety and Social	Dormitories	ZERO TOLERANCE: Are evacuation drills conducted and documented once every six (6) months at all dormitory buildings?	documented every 3-6 months at all dormitory buildings 3 Evacuation drills are conducted and documented every 3 months on each shift at all buildings	Evacuation drills shall be conducted and documented once every six (6) months at all dormitory buildings.	1.9.19
1.9.20	Health, Safety and Social	Dormitories	Are combustible materials stored outside the dormitories or buildings connected to the dormitories?	0 No 3 Yes	Combustible materials shall be stored outside the dormitories or buildings connected to the dormitories.	1.9.20
1.9.21	Health, Safety and Social	Dormitories	Do employees have unrestricted access to drinkable water on each floor of the dormitory?	0 No 3 Yes	Employees shall have unrestricted access to drinkable water on each floor of the dormitory.	1.9.21
1.9.22	Health, Safety and Social	Dormitories	Does the drinking water quality meet the drinking standards per 3rd-party lab test?	0 No 1 Yes but test is more than a year old. 2 Yes, test conducted within the current year 3 Yes. Test conducted every 3 months and posted at every drinking source	Drinking water quality shall meet the drinking standards per 3rd-party lab test.	1.9.22
1.9.23	Health, Safety and Social	Dormitories	Is there one stocked first aid kit made available for every 100 employees in the dormitories?	0 One for every 101 employees or more 1 One for at least every 100 employees but not stocked 2 One for at least every 100 employees and fully stocked 3 One for less than every 100 employees and fully stocked	One stocked first aid kit shall be made available for every 100 employees in the dormitories.	1.9.23
1.9.24	Health, Safety and Social	Dormitories	Are clean and adequate self-cooking areas provided for the use of employees?	0 No cooking area 1 Cooking area but poorly equipped (microwave only)	Clean and adequate self-cooking areas shall be provided for the use of employees.	1.9.24



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.9.24	Health, Safety and Social	Dormitories	Are clean and adequate self-cooking areas provided for the use of employees?	2 Cooking area, sufficiently equipped with microwave and refrigerator 3 Full functional kitchen including cooking stove	Clean and adequate self-cooking areas shall be provided for the use of employees.	1.9.24
1.9.25	Health, Safety and Social	Dormitories	Are clean laundry facilities provided for the use of employees?	0 No 1 Yes but only manual equipment 2 Yes but one washer for each 21- 50 employees 3 Yes with one washer per 20 employees	Clean laundry facilities shall be provided for the use of employees.	1.9.25
1.9.26	Health, Safety and Social	Dormitories	Are there written dormitory rules posted for residents and/or guests?	0 No 1 Yes but not in all applicable languages 3 Yes in all languages	There shall be written dormitory rules posted for residents and/or guests.	1.9.26
1.9.27	Health, Safety and Social	Dormitories	Are workers permitted to exit and re-enter the dormitory freely during their personal time off from work?	0 No 1 Curfews exists but are only between 8:00 pm – 7:00 am 2 Curfews exists but are only between 10:00 pm – 6:00 am 3 No curfews. Full and free access	Workers shall be permitted to exit and re-enter the dormitory freely during their personal time off from work.	1.9.27
1.9.28	Health, Safety and Social	Dormitories	Is there at least 1 full-time dormitory cleaning/maintenance person for every 250 residents?	0 One for more than every 250 1 One for every 250 2 One for every 150-249 3 One for every 149 or less	There shall be at least 1 full-time dormitory cleaning/maintenance person for every 250 residents.	1.9.28
1.9.29	Health, Safety and Social	Dormitories	Has the dormitory interior been re-painted with lead-free paint?	0 No 1 During the last 18-24 months 2 During the last 12-18 months 3 During the last 3-12 months	Dormitory interior shall be re-painted with lead-free paint in the last: 1. 3-12 months 2. 12-18 months 3. 18-24 months	1.9.29

GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
1.9.30	Health, Safety and Social	Dormitories	Number of employees per sleeping room (Avg) Enter the average number of employees per sleeping room in the description box below.	0 No Answer	None referenced	1.9.30
2.1.1	Labor	Compensations, Benefits & Working Hours/Compensations	Does the facility have comprehensive written policies and procedures consistent with legal requirements governing compensation and benefits of the employees?	0 No	Facility shall have comprehensive written policies and procedures consistent with legal requirements governing compensation and benefits of the employees.	2.1.1
				1 Thin aspirational written policy and procedure with few specific details. Needs significant improvement.		
				2 Good, workable written policy and procedure that generally covers most compensation and benefits issues.		
				3 Comprehensive detailed written policy and procedure. Best practice in industry.		
2.1.2	Labor	Compensations, Benefits & Working Hours/Compensations	Are all employees trained on this policy? (Compensations, benefits and working hours)	0 No	Employees shall have received training on this policy.	2.1.2
				1 Once. At hire.		
				2 At hire and more than 1 year thereafter and/or yearly without proper documentation.		
				3 At hire, at least yearly thereafter and with proper documentation.		
2.1.3	Labor	Compensations, Benefits & Working Hours/Compensations	Are all employees paid at least the legal minimum wage?	0 One or more employees paid less than minimum	Employees shall be paid at least the legal minimum wage.	2.1.3
				3 All employees paid the minimum wage		
2.1.4	Labor	Compensations, Benefits & Working Hours/Compensations	Is the legal minimum wage rate posted conspicuously on the work floor and available to employees?	0 No	Legal minimum wage rate shall be posted conspicuously on the work floor and available to employees.	2.1.4
				1 Posted on at least one board		
				2 Posted on several boards		
				3 Posted on several boards and also communicated directly to all employees by management		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
2.1.5	Labor	Compensations, Benefits & Working Hours/Compensations	Are all overtime hours calculated and paid according to law?	0 One or more employees paid less than legal requirements	All overtime hours shall be calculated and paid according to law.	2.1.5
				3 All employees paid according to law		
2.1.6	Labor	Compensations, Benefits & Working Hours/Compensations	Does the facility provide all employees with advance notice of the pay calculation and a pay record or stub that shows payment calculations including all applicable allowances and deductions	0 No	Facility shall provide all employees with advance notice of the pay calculation and a pay record or stub that shows payment calculations including all applicable allowances and deductions.	2.1.6
				1 Stub provided with detailed calculations of pay and deductions		
				2 Advance notice of pay calculation and deductions provided prior to detailed stub		
				3 Advance notice of pay calculation/deductions provided prior to detailed stub plus a procedure by which employees can effectively challenge miscalculated pay.		
2.1.7	Labor	Compensations, Benefits & Working Hours/Compensations	Are employees paid in a timely matter as required by law?	0 No or more than 4 delays in a year	Employees shall be paid in a timely matter as required by law.	2.1.7
				1 Three to four delays in a year		
				2 One to two delays in a year		
				3 No delays		
2.1.8	Labor	Compensations, Benefits & Working Hours/Compensations	Does the facility pay the employees or legitimate contract agency directly?	0 No	Facility shall pay the employees directly.	2.1.8
				3 Yes		
2.1.9	Labor	Compensations, Benefits & Working Hours/Compensations	Does the facility prohibit financial penalties for rules/policies violations?	0 No	Facility shall prohibit financial penalties for rules/policies violations.	2.1.9
				3 Yes		
2.2.1	Labor	Compensations, Benefits & Working Hours/Benefits	Are legally required withholdings being calculated, withheld correctly and being paid to the proper agency as required by law (I.e. social security, taxes, pension funds etc.)?	0 No more than 4 delays in a year	Legally required withholdings shall be calculated, withheld correctly and be paid to the proper agency as required by law (I.e. social security, taxes, pension funds etc.).	2.2.1
				1 Three to four delays in a year		
				2 One to two delays in a year		
				3 No delays		
2.2.2	Labor	Compensations, Benefits	Are legally required benefits	0 One or more legally required benefits not	Legally required	2.2.2



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
2.2.2	Labor	& Working Hours/Benefits	provided (I.e. bonus, vacations, holidays, maternity leave, etc)?	provided 1 All legal benefits are provided 2 All legal and 2 additional benefits are provided 3 All legal and 3 or more additional benefits are provided	benefits shall be provided (I.e. bonus, vacations, holidays, maternity leave, etc).	2.2.2
2.3.1	Labor	Compensations, Benefits & Working Hours/Working Hours	Does the facility have a comprehensive written policy for working hours and overtime in compliance with local laws and regulations?	0 No 1 Thin aspirational written policy and procedure with few specific details. Needs significant improvement. 2 Good, workable written policy and procedure that generally covers most working hours issues. 3 Comprehensive detailed written policy and procedure. Best practice in industry.	Facility shall have a comprehensive written policy for working hours and overtime in compliance with local laws and regulations.	2.3.1
2.3.2	Labor	Compensations, Benefits & Working Hours/Working Hours	Are all employees trained on this policy?	0 No 3 Yes	Employees shall receive training on this policy.	2.3.2
2.3.3	Labor	Compensations, Benefits & Working Hours/Working Hours	Employees do not work over the legal limits or over 48 regular hours plus 12 overtime hours per week?	0 One or more employees worked more than 72 hours more than 6 weeks in the last year 1 One or more employees worked more than 72 hours from 1-6 weeks in the last year 2 No employee worked more than 72 hours in the last year 3 No employee worked more than 60 hours per week or the legal limit, whichever is lower, in the last year	Employees shall not work over the legal limits or over 48 regular hours plus 12 overtime hours per week.	2.3.3
2.3.4	Labor	Compensations, Benefits & Working Hours/Working Hours	Is all overtime voluntary?	0 No, Overtime is required 1 Yes, with a blanket agreement signed at	All overtime shall be voluntary.	2.3.4



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
2.3.4	Labor	Compensations, Benefits & Working Hours/Working Hours	Is all overtime voluntary?	hiring that says they agree to all overtime requested.	All overtime shall be voluntary.	2.3.4
				2 Yes, with weekly sign off sheets agreeing to the overtime.		
				3 Yes, with daily sign off sheets agreeing to the overtime.		
2.3.5	Labor	Compensations, Benefits & Working Hours/Working Hours	Are employees allowed a day off following six consecutive working days?	0 7 or more consecutive days worked more than 3 times in last 90 days	Employees shall be allowed a day off following six consecutive working days.	2.3.5
				1 7 or more consecutive days worked 2-3 times in last 90 days		
				2 7 or more consecutive days worked 1 time in last 90 days		
				3 No occurrences in last 90 days of working more than 7 consecutive days		
2.3.6	Labor	Compensations, Benefits & Working Hours/Working Hours	Are regular and overtime hours adequately and properly recorded?	0 No	All regular and overtime shall be properly recorded.	2.3.6
				1 Yes		
				2 Yes with electronic system		
				3 Yes with electronic system; and procedure through which employees can legitimately challenge hours worked		
2.3.7	Labor	Compensations, Benefits & Working Hours/Working Hours	Is all work performed only in authorized facilities and under no circumstances is work performed at home?	0 No	All work shall be performed only in authorized facilities and under no circumstances shall work be performed at home.	2.3.7
				3 Yes		
2.4.1	Labor	Employment Practices/Forced Labor	The facility does not employ prison labor?	0 No	Facility shall not employ prison labor.	2.4.1
				3 Yes		
2.4.2	Labor	Employment Practices/Forced Labor	Mandatory deposits are not required from the employees?	0 No	Mandatory deposits shall not be required	2.4.3



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
2.4.2	Labor	Employment Practices/Forced Labor	Mandatory deposits are not required from the employees?	3 Yes	from the employees.	2.4.3
2.4.3	Labor	Employment Practices/Forced Labor	Passports are not held by management?	0 No 3 Yes	Employee passports shall not be held by management.	2.4.6
2.4.4	Labor	Employment Practices/Forced Labor	Does the employer pay all recruiting fees?	0 No 3 Yes	Employer should pay all recruiting fees	2.4.7
2.4.5	Labor	Employment Practices/Forced Labor	Are all employees trained on this policy? (forced labor)	0 No 1 Once. At hire. 2 At hire and more than 1 year thereafter and/or yearly without proper documentation. 3 At hire, at least yearly thereafter and with proper documentation.	All employees shall receive training on this policy.	None Referenced
2.4.6	Labor	Employment Practices/Forced Labor	Does the facility have a comprehensive written forced labor policy?	0 No 1 Thin aspirational written policy and procedure with few specific details. Needs significant improvement. 2 Good, workable written policy and procedure that generally covers most forced labor issues. 3 Comprehensive detailed written policy and procedure. Best practice in industry.	Facility shall have a comprehensive written forced labor policy.	None referenced
2.5.1	Labor	Employment Practices/Child Labor	Does the facility have a comprehensive written child labor policy?	0 No 1 Thin aspirational written policy and procedure with few specific details. Needs significant improvement. 2 Good, workable written policy and procedure that generally covers most child labor issues.	Facility shall have a comprehensive written child labor policy.	2.5.1



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
2.5.1	Labor	Employment Practices/Child Labor	Does the facility have a comprehensive written child labor policy?	3 Comprehensive detailed written policy and procedure. Best practice in industry.	Facility shall have a comprehensive written child labor policy.	2.5.1
2.5.2	Labor	Employment Practices/Child Labor	Are all employees trained on this policy? (child labor)	0 No 1 Once, at hire. 2 At hire and more than 1 year thereafter and/or yearly without proper documentation. 3 At hire and at least yearly thereafter and with proper documentation.	All employees shall receive training on this policy.	2.5.2
2.5.3	Labor	Employment Practices/Child Labor	Does the facility prohibit employment of workers below the legal age or below 15 whichever is greater?	0 No 3 Yes	Facility shall prohibit employment of workers below the legal age or below 15 (whichever is greater).	2.5.3
2.5.4	Labor	Employment Practices/Child Labor	Does the facility obtain proof of age during the hiring process?	0 No 3 Yes	Facility shall obtain proof of age during the hiring process.	2.5.4
2.5.5	Labor	Employment Practices/Child Labor	Does the facility complete an age verification review of each new employee?	0 No 1 Yes, but has incomplete paperwork on file 2 Yes, the facility reviews and validates and keeps on file proper proof of age documentation upon hire for all employees. 3 Yes, the facility reviews/validates/keeps on file proper proof of age documentation upon hire for all employees and performs self-audits on age documentation	Facility shall complete an age verification review of each new employee.	2.5.5
2.5.6	Labor	Employment Practices/Child Labor	Does the facility comply with all legal regulations regarding juvenile workers?	0 No 3 Yes	Facility shall comply with all legal regulations regarding juvenile workers.	2.5.6
2.5.7	Labor	Employment Practices/Child Labor	Are childcare areas controlled and located in buildings outside	0 No	Childcare areas shall be controlled and be	2.5.7



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
2.5.7	Labor	Employment Practices/Child Labor	the production area?	1 Yes, adjacent to the building (Sharing a wall)	located in buildings outside the production area.	2.5.7
				3 Yes, in a separate building		
2.5.8	Labor	Employment Practices/Child Labor	ZERO TOLERANCE: Is there evidence of child labor during the last 12 months?	-40 Yes	Facility shall prohibit employment of workers below the legal age or below 15 (whichever is greater).	
				3 No		
2.6.1	Labor	Employment Practices/Discrimination	Does the facility have a comprehensive written policy that prohibits discrimination?	0 No	Facility shall have a comprehensive written discrimination policy.	2.6.1
				1 Thin aspirational written policy and procedure with few specific details. Needs significant improvement.		
				2 Good, workable written policy and procedure that generally covers most issues to prohibit discrimination.		
				3 Comprehensive detailed written policy and procedure. Best practice in industry.		
2.6.2	Labor	Employment Practices/Discrimination	Are all employees trained on this policy?	0 No	All employees shall receive training on this policy.	2.6.2
				1 Once. At hire.		
				2 At hire and more than 1 year thereafter and/or yearly without proper documentation.		
				3 At hire, at least yearly thereafter and with proper documentation.		
2.6.3	Labor	Employment Practices/Discrimination	Does the facility communicate the policy to recruiting agencies?	0 No	Policy shall be communicated to all recruiting agencies	2.6.3
				1 Once. At contract.		
				2 At contract and more than 1 year thereafter and/or yearly without proper documentation.		
				3 At contract, at least yearly thereafter and with proper documentation		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
2.6.4	Labor	Employment Practices/Discrimination	Are there differences in compensation for work of equal value?	0 Yes 3 No	Compensation shall be the same for all work of equal value	2.6.4
2.7.1	Labor	Employment Practices/Harassment or Abuse	Does the facility have a comprehensive harassment and abuse policy?	0 No 1 Thin aspirational written policy and procedure with few specific details. Needs significant improvement. 2 Good, workable written policy and procedure that generally covers most harassment and abuse issues. 3 Comprehensive detailed written policy and procedure. Best practice in industry.	Facility shall have a comprehensive harassment and abuse policy.	2.7.1
2.7.2	Labor	Employment Practices/Harassment or Abuse	If security searches are conducted, are they segregated by gender?	0 No 1 Yes with no written procedure 2 Yes with written procedure 3 Yes with written procedure that is properly communicated to all employees	If security searches are conducted, the gender shall be segregated.	2.7.2
2.7.3	Labor	Employment Practices/Harassment or Abuse	Are all employees trained on this policy? (Harassment or Abuse)	0 No 1 Once. At hire. 2 At hire and more than 1 year thereafter and/or yearly without proper documentation. 3 At hire, at least yearly thereafter and with proper documentation.	All employees shall receive training on this policy.	2.7.3
2.7.4	Labor	Employment Practices/Harassment or Abuse	Do management, supervisors, security guards and cafeteria personnel sign statement stating their understanding of facility's harassment and abuse policy?	0 No 1 Once. At hire. 2 At hire and more than 1 year thereafter and/or yearly without proper documentation.	Facility shall communicate its harassment and abuse policy to third-party services that have direct contact with employees.	2.7.4



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
2.7.4	Labor	Employment Practices/Harassment or Abuse	Do management, supervisors, security guards and cafeteria personnel sign statement stating their understanding of facility's harassment and abuse policy?	3 At hire, at least yearly thereafter and with proper documentation.	Facility shall communicate its harassment and abuse policy to third-party services that have direct contact with employees.	2.7.4
2.7.5	Labor	Employment Practices/Harassment or Abuse	Does the facility have a written disciplinary procedure that provides graduated disciplinary steps?	0 No 1 Thin aspirational written policy and procedure with few specific details. Needs significant improvement. 2 Good, workable written policy and procedure that generally covers most disciplinary issues. 3 Comprehensive detailed written policy and procedure. Best practice in industry.	Employees health records must be kept confidential and with appropriate restricted access	2.7.5
2.7.6	Labor	Employment Practices/Harassment or Abuse	Does the facility communicate disciplinary rules procedures and practices to all employees?	0 No 1 Once at hire 2 At hire and more than once per year thereafter 3 At hire and at least yearly thereafter and with proper documentation	Facility shall communicate disciplinary rules procedures and practices to all employees	2.7.6
2.7.7	Labor	Employment Practices/Harassment or Abuse	ZERO TOLERANCE: Is there evidence of physical abuse of employees?	-40 Yes, one or more employees reported physical abuse during employee interviews or otherwise 3 No, no employees reported physical abuse during interviews or otherwise	There shall be no evidence of physical abuse of employees	2.7.7
2.7.8	Labor	Employment Practices/Harassment or Abuse	ZERO TOLERANCE: Is there evidence of sexual abuse of employees?	-40 Yes, one or more employees reported sexual abuse during employee interviews or otherwise 3 No, no employees reported sexual abuse during interviews or otherwise	There shall be no evidence of sexual abuse of employees	2.7.8



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
2.7.9	Labor	Employment Practices/Harassment or Abuse	Is there evidence of verbal abuse of employees?	0 Yes, more than 5 employees reported verbal abuse during employee interviews or otherwise	There shall be no evidence of verbal abuse of employees	2.7.9
				1 Yes, three to four employees reported verbal abuse during employee interviews or otherwise		
				2 Yes, one or two employees reported verbal abuse during employee interviews or otherwise		
				3 No, no employee reported verbal abuse during employee interviews or otherwise		
2.8.1	Labor	Employment Practices/Labor Relations	Does the facility have a comprehensive written labor relations policy and procedure that provides guidance on relationship management with union/other employees' organizations?	0 No	Facility shall have a comprehensive labor relations policy.	2.8.1
				1 Thin aspirational written policy and procedure with few specific details. Needs significant improvement.		
				2 Good, workable written policy and procedure that generally covers most labor relations issues.		
				3 Comprehensive detailed written policy and procedure. Best practice in industry.		
2.8.2	Labor	Employment Practices/Labor Relations	Are all employees trained on this policy?	0 No	All employees shall receive training on this policy.	2.8.2
				1 Once, at hire.		
				2 At hire and more than 1 year thereafter and/or yearly without proper documentation.		
				3 At hire and at least yearly thereafter and with proper documentation.		
2.8.3	Labor	Employment Practices/Labor Relations	Does management respect the right of employees to choose to form, belong to or not belong to a union/other employees' organization?	0 No. 3 or more of employees reported interference during employee interviews or otherwise	Management shall not interfere with the right of employees to choose to form, belong to or not belong to a union/other employees'	2.8.3
				1 No. 2 of employees reported interference during employee interviews or otherwise		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
2.8.3	Labor	Employment Practices/Labor Relations	Does management respect the right of employees to choose to form, belong to or not belong to a union/other employees' organization?	2 No. 1 of employees reported interference during employee interviews or otherwise	organization	2.8.3
				3 Yes. No employee reported interference during employee interviews or otherwise		
2.8.4	Labor	Employment Practices/Labor Relations	Are employee's representatives allowed to carry out activities without management interference?	0 No	Employee's representatives shall be allowed to carry out activities without management interference	2.8.4
				3 Yes		
2.8.5	Labor	Employment Practices/Labor Relations	ZERO TOLERANCE: Does the facility prohibit union membership status being considered as a condition of hire or employment?	-40 No	Facility must prohibit union membership status being considered as a condition of hire or employment	2.8.5
				3 Yes		
2.8.6	Labor	Employment Practices/Labor Relations	ZERO TOLERANCE: Has the facility fired, suspended, disciplined or terminated employees for exercising their rights to freedom of association?	-40 Yes. 3 or more of employees reported cases during employee interviews or otherwise	Facility shall NOT fire, suspend, discipline or terminate employees for exercising their rights to freedom of association	2.8.6
				1 Yes. 2 of employees reported cases during employee interviews or otherwise		
				2 Yes. 1 of employees reported cases during employee interviews or otherwise		
				3 No. No employee reported cases during employee interviews or otherwise		
2.8.7	Labor	Employment Practices/Labor Relations	Do employees have the ability to raise issues, concerns and/or grievances anonymously?	0 No	Facility shall provide employees with ways to raise issues, concerns and/or grievances anonymously	2.8.7
				1 Yes		
				2 Yes with written procedure		
				3 Yes with written procedure and documented action plans		
3.1.1	Environmental	Environmental - Operations	If process chemicals or oils are stored on site, is there an	0 No	If process chemicals or oils are stored on site,	3.1.1
				1 Yes there is a documented plan but it has		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
3.1.1	Environmental	Environmental - Operations	emergency spill response plan developed?	not been adequately implemented	facility must have an emergency spill response plan developed	3.1.1
				2 Yes there is a documented plan that has been implemented with documented training records.		
				3 A plan has been formalized with training and shared with local regulatory and emergency response agencies		
3.1.2	Environmental	Environmental - Operations	Does the facility properly dispose of hazardous and medical waste at a government approved offsite facility?	0 No	Facility shall properly dispose of hazardous and medical waste at a government approved offsite facility	3.1.4
				1 Yes but manifests are not on file		
				2 Yes. Manifests on file but responsible individuals have not received documented and proper training		
				3 Yes. Manifests on file and responsible individuals have received documented proper training		
3.1.3	Environmental	Environmental - Operations	Is all waste disposed of at a government approved site?	0 No	Facility shall properly dispose of waste at a government approved offsite facility	3.1.6
				1 Yes but signed manifests are not on file		
				3 Yes and all signed manifests are on file		
3.1.4	Environmental	Environmental - Operations	Has the facility obtained all necessary applicable permits from the relevant environmental agencies?	0 No	Facility must obtain all necessary applicable permits from the relevant environmental agencies	3.1.7
				2 Applications have been submitted for all as required by local law but permits not yet received		
				3 Yes to all, as required by local law.		
3.1.5	Environmental	Environmental - Operations	Is there a chemical management system to evaluate potential environmental impacts?	0 No	Facility shall have a chemical management system to evaluate potential environmental impact	3.1.8
				1 There is a written procedure.		
				2 There is a written procedure with a developed restricted substance list to ensure compliance with environmental and product safety legislation		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
3.1.5	Environmental	Environmental - Operations	Is there a chemical management system to evaluate potential environmental impacts?	3 There is a written procedure with a developed restricted substance list to ensure compliance with environmental and product safety legislation. The program includes a chemical approval process to ensure there are no regulated chemicals on site.	Facility shall have a chemical management system to evaluate potential environmental impact	3.1.8
3.2.1	Environmental	Environmental - Systems	Is the facility in compliance with all legally required environmental monitoring reports for wastewater discharges, air emissions, hazardous waste management/disposal, and chemical management?	0 Monitoring reports have not been submitted 1 All monitoring reports have been submitted but there is an ongoing pattern of non-compliance 2 All monitoring reports have been submitted with minor violations that were immediately addressed with corrective actions 3 All monitoring reports have been submitted with no violations	The facility shall be in compliance with all legally required environmental monitoring reports for wastewater discharges, air emissions, hazardous waste management/disposal, and chemical management	3.3.2
3.2.2	Environmental	Environmental - Systems	Does the facility have a comprehensive written environmental management system that ensures compliance with local laws and regulations governing the environment protection?	0 No 1 Thin aspirational written management system with few specific details. Needs significant improvement. 2 Good, workable written management system that generally covers most environmental issues. 3 Comprehensive detailed written management system. Best practice in industry	Facility shall have a comprehensive environmental policy and procedures.	3.3.3
3.2.3	Environmental	Environmental - Systems	Is there an environmental officer for the facility?	0 No 1 Part time officer with little or no formal training 2 Part time officer with formal regulatory training	The facility shall have a designated environmental officer.	3.3.4



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
3.2.3	Environmental	Environmental - Systems	Is there an environmental officer for the facility?	3 Full time officer formally trained on regulatory and operational requirements	The facility shall have a designated environmental officer.	3.3.4
3.2.4	Environmental	Environmental - Systems	Are routine inspections or audits conducted and documented by trained personnel to ensure that there are no significant environmental impacts created by operations? These should cover wastewater treatment/discharges, air emissions and stack testing, hazardous waste management, storage tanks, and chemical storage and management.	0 No 1 Inspections are performed at least yearly 2 Inspections are performed and documented at least quarterly and corrective actions taken. 3 Inspections are performed and documented with written action plans at least monthly. Corrective actions appropriately taken	Facility shall complete and document routine inspections or audits by trained personnel to ensure that there are no significant environmental impacts created by operations	3.3.5
3.3.1	Environmental	Environmental - Reducing, Reusing, Recycling	Does the facility track water usage?	0 No 1 Water usage is tracked and documented monthly 2 Water usage is tracked and documented monthly and there are reporting capabilities that are shared within the company 3 Water usage is tracked and documented monthly with water reduction goals	Facility shall track water usage	3.2.1
3.3.2	Environmental	Environmental - Reducing, Reusing, Recycling	Does the facility track waste generation?	0 No 1 Solid waste generation and recycling volumes are documented monthly 2 Solid waste generation and recycling volumes are documented monthly with reporting capabilities that are shared within the company 3 There is a best in practice solid waste and recycled metrics program with improvement goals	Facility shall track waste generation	3.2.2
3.3.3	Environmental	Environmental - Reducing, Reusing,	Does the facility have procedures for recycling or reusing materials	0 No	Facility shall have procedures for	3.2.3

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
3.3.3	Environmental	Recycling	whenever possible?	1 Yes but no written procedure	recycling or reusing materials whenever possible	3.2.3
				3 Yes with written procedure		
3.3.4	Environmental	Environmental - Reducing, Reusing, Recycling	Does the facility track energy usage?	0 No	Facility shall track energy usage	3.2.4
				1 Data for electricity and other energy sources are documented monthly		
				2 Data for electricity and other energy sources are documented monthly with reporting capabilities that are shared within the company		
				3 Data for electricity and other energy sources are documented monthly and there are goals for energy conservation		
4.1.1	Security	Security Systems	Does the facility have a comprehensive written security policy to ensure compliance with the applicable laws and regulations governing customs and international trade?	0 No	Facility shall have a comprehensive written security policy to ensure compliance with the applicable laws and regulations governing customs and international trade.	4.1.2
				1 Thin aspirational written policy and procedure with few specific details. Needs significant improvement.		
				2 Good, workable written policy and procedure that generally covers most security issues.		
				3 Comprehensive detailed written policy and procedure. Best practice in industry.		
4.1.2	Security	Security Systems	Is there a designated security manager for the facility?	0 No	There shall be a designated security manager for the facility.	4.1.3
				1 Part time security manager with no significant training		
				2 Part time/full time security manager with basic but no formal training		
				3 Full time security manager with formal training		
4.1.3	Security	Security Systems	Do you regularly conduct and document relevant security awareness training to your all	0 No	Documented relevant security awareness training shall be	4.1.4
				1 Yes. At hiring		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
4.1.3	Security	Security Systems	managers and employees?	2 Yes. Yearly	conducted regularly for all managers and employees.	4.1.4
				3 Yes. More than once a year		
4.1.4	Security	Security Systems	Facility should be a member of appropriate security organizations, including: a) Customs - Trade Partnership Against Terrorism (C-TAPT) b) Carrier Initiative Program (CIP) c) Business Alliance for Secure Commerce (BASC) d) Other NOTE: All HBI Facilities are included in the C-TPAT Program. Enter each security organization that this facility is a member of in the description box below.	0 No Answer	Facility shall be a member of: a) Customs - Trade Partnership Against Terrorism (C-TAPT) b) Carrier Initiative Program (CIP) c) Business Anti-Smuggling Coalition (BASC) d) Other	4.1.5
4.2.1	Security	Program Element	Is there a written policy that requires employees to display their identification at all times?	0 No	There shall be a written policy that requires employees to display their identification at all times.	4.2.1
				3 Yes written policy with documented communication to employees		
4.2.2	Security	Program Element	Are policies and procedures in place to ensure the security of all trademarked supplies and accessories?	0 No	Policies and procedures shall be in place to ensure the security of all trademarked supplies and accessories.	4.2.4
				1 Yes		
				2 Yes written policies and procedures		
				3 Yes written policy and procedure with documented communication to relevant employees		
4.2.3	Security	Program Element	Does the facility provide confidential reporting mechanisms for security issues?	0 No	Facility shall provide confidential reporting mechanisms for security issues.	4.2.7
				1 Yes with an informal open door policy to management or suggestion box		
				2 Yes with confidential telephone hotline system not managed by a 3rd party		
				3 Yes with confidential telephone hotline system managed by a 3rd party		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
4.3.1	Security	Security Personnel	Is there a standard written operating procedure that documents security guard duties and responsibilities?	0 No	There shall be a standard written operating procedure that documents security guard duties and responsibilities.	4.3.2
				3 Yes		
4.3.2	Security	Security Personnel	Is there adequate and proper training of security guards?	0 No	There shall be adequate and proper training of security guards.	4.3.3
				1 Once. At hire		
				2 Ongoing yearly training		
				3 Ongoing quarterly training		
4.3.3	Security	Security Personnel	Are criminal background checks conducted of security personnel? Criminal, Motor Vehicle, Educational Institutions, prior Employment, Professional Credentials, Credit History, Country Identification Number	0 No	None referenced	4.3.5
				1 Manual Log Book		
				2 Computerized log but reports not provided daily or passed shift to shift		
				3 Computerized log with daily reports to facility security manager and passed shift to shift		
4.4.1	Security	Access Control	Is there an established procedure for access control to the facility? Employee, Vehicle, Visitor/Contractor	0 No	There shall be an established procedure for access control to the facility.a) Employee b) Vehicle c) Visitor/Contractor	4.4.1
				1 One of three		
				2 Two of three		
				3 Three of three		
5.1.1	Facility Tour	Environmental	Is the property free of any environmental contamination?	0 Significant issues exist and are not being actively remediated	Facility property shall be free of any environmental contamination	3.3.1
				1 Significant issues exist but are being actively remediated		
				2 Only minor issues exist and are being actively remediated		
				3 No issues.		
5.1.2	Facility Tour	Environmental	Are all chemical tanks above	0 Chemical tanks are below ground and are	All chemical tanks shall	3.1.2

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.1.2	Facility Tour	Environmental	ground instead of underground?	not monitored at least monthly to ensure there are no losses	be above ground instead of underground	3.1.2
				1 Chemical tanks are below ground but are monitored at least monthly to ensure there are no losses		
				2 Chemical tanks are above ground but are not inspected at least monthly to ensure they are in good condition and that there have been no releases		
				3 Chemical tanks are above ground and are inspected at least monthly to ensure they are in good condition and that there have been no releases		
5.1.3	Facility Tour	Environmental	Do storage tanks have constructed leak proof appropriate secondary containment apparatus?	0 No	Storage tanks shall have leak proof appropriate secondary containment apparatus	3.1.3
				1 There is a temporary earthen dike with no drains open to the outside.		
				2 There is constructed waterproof containment but with drains open to the outside.		
				3 There is a fixed dike with no chance for releases to the environment.		
5.1.4	Facility Tour	Environmental	Is wastewater treated to meet required regulatory standards or best management practices?	0 No	Wastewater shall be treated to meet required regulatory standards or best management practices	3.1.9
				1 There is a septic tank or soak-away		
				2 The effluent meets local standards but not suggested best management practices		
				3 The effluent meets local standards AND suggested best management practices		
5.1.5	Facility Tour	Environmental	Are there any materials associated with production or industrial activities exposed to storm water (rain, snow, etc.)? This could include equipment, pallets, drums, packaging,	0 Yes there are materials exposed.	Materials associated with production or industrial activities shall not be exposed to storm water (rain, snow, etc.)	3.1.5
				3 There are no materials associated with industrial activities exposed to storm events.		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.1.5	Facility Tour	Environmental	chemicals, vehicle maintenance, etc.		Materials associated with production or industrial activities shall not be exposed to storm water (rain, snow, etc.)	3.1.5
5.2.1	Facility Tour	Security	Does the entire perimeter of the facility have at least a 10 feet high fence/wall?	0 No 1 6ft (1.8m)-10ft (3m) with significant/breachable gaps or no gaps and less than 6ft (1.8m) 2 6ft (1.8m)-10ft (3m) with no significant/breachable gaps 3 At least 10ft (3m) and no gaps	The entire perimeter of the facility shall have at least a 10 ft (3 m) fence/wall	4.1.6
5.2.2	Facility Tour	Security	Does your facility have a surveillance camera system in all critical areas? i.e. Access point, Shipping docks, Computer room	0 No 1 Yes in all critical areas 2 Yes in all critical areas with recording system 3 Yes in all critical areas with recording system and 24/7 monitoring personnel	Facility shall have a surveillance camera system in all critical areas: a) Access point b) Shipping docks c) Computer room that includes video recording and which is retained for at least 30 days.	4.1.1
5.2.3	Facility Tour	Security	Are there an appropriate number of security personnel on duty at facility 24 hrs/7 days? Enter whether Security is Proprietary or Contracted in the Description.	0 No 1 At least one on duty 24/7 2 At least one on duty 24/7 with a documented communication procedure 3 At least 2 and 1 at each active access point and 1 rover, on duty 24/7 with a documented communication procedure.	There shall be an appropriate number of security personnel on duty at facility 24 hours / 7 days.a) Proprietary b) Contracted	4.3.1
5.2.4	Facility Tour	Security	Do the security guards maintain a written or computerized log of activities and incidents for each shift?	0 No 1 Manual Log Book 2 Computerized log but reports not	Each shift shall maintain a written or computerized log of activities and incidents.	4.3.4



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.2.4	Facility Tour	Security	Do the security guards maintain a written or computerized log of activities and incidents for each shift?	provided daily or passed from shift to shift. 3 Computerized log with daily reports to factory security manager and passed from shift to shift.	Each shift shall maintain a written or computerized log of activities and incidents.	4.3.4
5.2.5	Facility Tour	Security	Do employees display their identification at all times?	0 More than 20 found not wearing badges 1 6-20 found not wearing badges 2 Less than 5 found not wearing badges 3 All employees wearing badges.	Employees shall display their identification at all times.	4.2.2
5.2.6	Facility Tour	Security	Are temporary identification cards issued to visitors, including vendors, contractors and other non-employees?	0 No 1 Yes 2 Yes, differentiating by the type of visitor (contractor, true visitor, temporary employee) 3 Yes differentiating the type of visitor & numbered, signed and collection procedure in place	Temporary identification cards shall be issued to visitors, including vendors, contractors and other non-employees.	4.2.3
5.2.7	Facility Tour	Security	Is access controlled to shipping area and are production and shipping areas segregated?	0 No 1 Yes without fence 2 Yes with fence 3 Yes with fence and sign-in log for those who enter	Access shall be controlled to shipping area. Production and shipping areas shall be segregated.	4.2.5
5.2.8	Facility Tour	Security	Is there a program established to inspect every container entering and exiting the facility for contraband?	0 No 1 Yes 2 Yes with written procedure 3 Yes with written procedure and random internal verification audits	A program shall be established to inspect every container entering and exiting the facility for contraband.	4.2.6
5.2.9	Facility Tour	Security	Is a seal log maintained, secured, audited and inventoried?	0 No seal log	A seal log shall be maintained, secured,	4.2.8

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.2.9	Facility Tour	Security	Is a seal log maintained, secured, audited and inventoried?	1 Log kept but not in a secure area	audited, and inventoried.	4.2.8
				2 Log kept secured but not audited/inventoried		
				3 Log seal secured , audited and inventoried		
5.3.1	Facility Tour	Safety	Does the facility promote workplace safety and health awareness thru adequate signs and warnings throughout the plant?	0 No	The facility shall promote workplace safety and health awareness through adequate signs and warnings throughout the building.	1.1.6
				1 Hand-made, improvised signs		
				2 Power Point or professionally made signs on bulletin boards		
				3 Power point or professionally made signs in multiple locations		
5.3.2	Facility Tour	Safety	Do employees have unrestricted access to drinking water?	0 No	Employees shall have unrestricted access to drinking water.	1.1.8
				3 Yes		
5.3.3	Facility Tour	Safety	Does the drinking water quality meet the drinking standards per 3rd-party lab test? (In US for city water State testing document will suffice.)	0 No	Drinking water quality shall meet the drinking standards per 3rd-party lab test.	1.1.10
				1 Yes, but test is more than a year old.		
				2 Yes, test conducted within the current year		
				3 Yes, test conducted every 3 months and posted at every drinking source		
5.3.4	Facility Tour	Safety	Do all employees have access to restrooms that meet the following standards: 1 - Clean toilets * 2 - Provided in adequate numbers for all employees *3 ? Lockable 4 - Toilet paper 5 - Separated by gender If separated by gender enter how many for each in the description box.	0 No	Employees shall have access to restrooms that meet the following standards: 1. Clean toilets 2. Adequate numbers for all employees 3. Lockable doors 4. Toilet paper 5. Separated by gender (if separated, how many for men and how many for women.)	1.1.9
				1 Three out of five *(criteria marked by an asterisk are required)		
				2 Four out of five		
				3 Five of five		

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.3.5	Facility Tour	Safety	Do all employees have access to functional hand-washing facilities within the toilet facilities area that meet the following standards: 1 Potable water 2 in sanitary condition 3 with soap 4 with towels or means of drying	0 No	Employees shall have access to functional hand-washing facilities within the toilet facilities area that meet the following standards:1 . Potable water 2. sanitary conditions 3. Soap 4. Towels or means of drying	1.1.11
				1 Two of four (criteria marked by an asterisk are required)		
				2 Three of four (potable water, sanitary conditions, soap)		
				3 Four of four		
5.3.6	Facility Tour	Safety	Are there any medically trained personnel on site?	0 No	Facility shall have medically trained personnel on site: doctor or nurse or the facility may set up a relationship with a local doctors office or urgent care to see employees when needed.	1.2.5
				1 Part time nurse or doctor		
				2 Full time nurse / part time doctor		
				3 Full time nurse / doctor		
5.3.7	Facility Tour	Safety	Is there one stocked first aid kit made available for every 100 employees physically in the facility?	0 One for more than every 100 employees	None referenced	1.2.3
				1 One for at least 100 not fully stocked		
				2 One for at least 100 fully stocked		
				3 One for less than 100 fully stocked		
5.3.8	Facility Tour	Safety	Is there an acceptable clean sickroom/first-aid room/infirmary?	0 No	There shall be an acceptable clean sickroom/first-aid room/infirmary in the facility.	1.2.4
				3 Yes		
5.3.9	Facility Tour	Safety	Does the facility have a fully functional emergency alarm system for notifying personnel to evacuate the site?	0 No	The facility shall have a fully functional emergency alarm system for notifying personnel to evacuate the site.	1.3.4
				1 Local area alarm		
				2 Plant wide alarm connected to a local monitoring system		
				3 Plant wide alarm with monitoring system connected to a 3rd party monitoring system		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.3.10	Facility Tour	Safety	Are evacuation routes posted in all work areas with clear, understandable directions on how to exit the facility in case of an emergency?	0 No	Evacuation routes shall be posted in all work areas with clear, understandable directions on how to exit the facility in case of an emergency.	1.3.5
				1 Some evacuation routes are marked but not all		
				2 100% of the routes are marked		
				3 100% of the routes are marked with defined meeting points and with dated and signed evacuation maps		
5.3.11	Facility Tour	Safety	ZERO TOLERANCE: Does each employee have access to at least two (2) separately located emergency exits?	-40 No	Each employee shall have access to at least two (2) separately located emergency exits.	1.3.6
				3 Yes		
5.3.12	Facility Tour	Safety	Are aisles and emergency exit doors clearly marked, with emergency lights, accessible, and kept clear of obstructions (inside and outside), in full compliance with law?	0 No	Aisles and emergency exit doors shall be clearly marked, with emergency lights, accessible, and be kept clear of obstructions (inside and outside), in full compliance with law.	1.3.7
				3 Yes		
5.3.13	Facility Tour	Safety	Is emergency powered lighting installed in evacuation routes and inspected monthly?	0 No	Emergency powered lighting shall be installed in evacuation routes and inspected monthly.	1.3.8
				1 Installed in all routes with quarterly inspections		
				3 Installed in all routes with monthly inspections		
5.3.14	Facility Tour	Safety	Do emergency exit doors in rooms with more than ten (10) employees open outwards??	0 No	Emergency exit doors in rooms with more than ten (10) employees shall open outwards	1.3.9
				3 Yes		
5.3.15	Facility Tour	Safety	ZERO TOLERANCE: Are emergency exit doors kept unlocked when the facility	-40 No	Emergency exit doors shall be kept unlocked when the facility	1.3.10
				3 Yes		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.3.15	Facility Tour	Safety	buildings are occupied?		buildings are occupied.	1.3.10
5.3.16	Facility Tour	Safety	Are all doors and passageways that could be mistaken for emergency exits appropriately marked "NOT AN EXIT"?	0 More than three violations	Doors and passageways that could be mistaken for emergency exits shall be appropriately marked "NOT AN EXIT".	1.3.11
				3 No violations		
5.3.17	Facility Tour	Safety	ZERO TOLERANCE: Are an adequate number of fire extinguishers (employees must not walk more than 50 ft to get to one or as required by local law) properly installed, clearly marked and easily accessible?	-40 No	There shall be an adequate number of fire extinguishers (employees must not walk more than 50 feet to get to one or as required by local law), properly installed, clearly marked and easily accessible.	1.3.13
				1 Adequate number and all accessible		
				3 Adequate number and all marked and all accessible		
5.3.18	Facility Tour	Safety	Are all fire extinguishers fully charged and visually inspected monthly?	0 No	All fire extinguishers shall be fully charged and visually inspected monthly.	1.3.14
				1 Charged but not inspected		
				2 Charged and inspected		
				3 Charged, inspected and logged according to documented procedure		
5.3.19	Facility Tour	Safety	Are all fire extinguishers serviced by certified personnel a minimum of once a year?	0 No	All fire extinguishers shall be serviced by certified personnel a minimum of once a year.	1.3.15
				3 At least once per year		
5.3.20	Facility Tour	Safety	Are operating instructions placed near the extinguishers in the local language spoken by employees?	0 No	Operating instructions shall be placed near the extinguishers in the local language spoken with a mechanism to insure understanding by all employees (Such as diagram/photograph	1.3.16
				1 Less than 50% of extinguishers		
				2 50%-99% of extinguishers		
				3 100% of extinguishers		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.3.20	Facility Tour	Safety	Are operating instructions placed near the extinguishers in the local language spoken by employees?		instructions.)	1.3.16
5.3.21	Facility Tour	Safety	Are machine safeguards provided and used in all point of operations? 1. Power transmission devices? 2. Hazardous moving parts? 3.Pulleys and belts? 4.Blades and cutters?	0 No	Machine safeguards shall be provided and used in all point of operations: 1. Power transmission devices 2. Hazardous moving parts 3. Pulleys and belts 4. Blades and cutters	1.5.1
				1 Two of four		
				2 Three of four		
				3 Four of four		
5.3.22	Facility Tour	Safety	Is all required personal protective equipment (PPE) available for all employees at no cost to them?	0 No	All required personal protective equipment (PPE) shall be available for all employees at no cost to them.	1.6.1
				3 Yes		
5.3.23	Facility Tour	Safety	Are all employees who are required to use PPE properly using it?	0 >20 found not using PPE or any one cutting employee found not using a cutting glove	All employees who are required to use PPE shall use PPE properly.	1.6.2
				1 6 - 20 found not using PPE		
				2 <5 found not using PPE		
				3 All employees are using PPE. Management has a system in place to correct and/or discipline employees who are not using PPE properly		
5.3.24	Facility Tour	Safety	Are signs and warnings posted in the appropriate language in required areas and on machinery requiring employees to wear personal protective equipment (PPE)?	0 No	Signs and warnings shall be posted in the appropriate language in required areas and on machinery requiring employees to wear PPE.	1.6.4
				3 Yes		
5.3.25	Facility Tour	Safety	Are up-to-date MSDS's present for all chemical used, and are	0 No	MSDS's shall be current and readily	1.4.3



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.3.25	Facility Tour	Safety	they available to all employees in the local language and made available in another language as requested by employees if local language not fully understood?	1 MSDS Provided for all chemicals	accessible for all chemicals used without barriers to any employee who requests access to this information. (a facility will be required to provide an MSDS in languages other than the local language when an employee who does not converse in the local language requests chemical information contained in the MSDS).	1.4.3
				2 MSDS's provided for all chemicals in all languages spoken by employees		
				3 MSDS's provided for all chemicals in all languages spoken by employees and available to all employees		
5.3.26	Facility Tour	Safety	Are all chemical substances properly labeled?	0 No	All chemical substances shall be properly labeled	1.4.4
				3 Yes		
5.3.27	Facility Tour	Safety	Do only authorized personnel have access to hazardous chemicals?	0 No	Only authorized personnel shall have access to hazardous chemicals.	1.4.5
				3 Yes		
5.3.28	Facility Tour	Safety	Are fumes and steam properly exhausted?	0 No	Fumes and steam shall be properly exhausted.	1.4.6
				2 Yes, contained		
				3 Yes, exhausted to the outside		
5.3.29	Facility Tour	Safety	Are chemicals stored in an area designed for and dedicated to the storage of such substances, so that one can closely monitor their use, contain any spills and limit and control access to this area?	0 Not stored in separate room – full access to all employees	Chemicals shall be stored in an area designed for and dedicated to the storage of such substances, so that one can closely monitor their use, contain any spills and limit and control access to this area.	1.4.7
				1 Kept in separate room, not locked but nothing in place to contain spills		
				2 Kept in separate room, locked but nothing in place to contain spills		
				3 Yes		



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.3.30	Facility Tour	Safety	Are functional emergency eyewash stations and showers provided where hazardous chemicals are handled and used?	0 No 1 Yes with quarterly inspections 2 Yes with monthly inspections 3 Yes with weekly inspections	Functional emergency eyewash stations and showers shall be provided where hazardous chemicals are handled and used.	1.4.8
5.3.31	Facility Tour	Safety	Are there: 1.- Adequate kitchen canteen/cafeteria facilities, 2.- Are they clean/hygienic, and 3. - Is the temperature no less than 65 F and no more than 80 F (18-27 C)?	0 No 1 One of three 2 Two of three 3 Three of three	There shall be: 1 .Adequate kitchen canteen/cafeteria facilities 2. Clean/hygienic kitchen canteen/cafeteria facilities 3. Regulated temperature in kitchen canteen/cafeteria facilities[no less than 65 F (18 C) degrees and no more than 80 F (27 C) degrees]	1.8.1
5.3.32	Facility Tour	Safety	If kitchen/food preparation area is subject to local government inspection/licensing, have all inspection/licensing been received and are they current? Add License expiration date in description	0 No 3 Yes	The kitchen/food preparation area shall receive all inspection/licensing that are subjected to the local government (all inspection/licensing are current).	1.8.2
5.3.33	Facility Tour	Safety	Are all garbage containers properly covered?	0 No 3 Yes, all containers are properly covered	All garbage containers shall be properly covered.	1.8.5
5.3.34	Facility Tour	Safety	Is food kept off the floor areas in the kitchen?	0 No 3 Yes	Food shall be kept off the floor areas in the kitchen.	1.8.4
5.3.35	Facility Tour	Safety	Are there adequate food storage methods and controls to prevent spoilage?	0 No 1 Undocumented FIFO program 2 Yes with FIFO and labels but no daily	Adequate food storage methods and controls shall be in place to prevent spoilage.	1.8.6



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.3.35	Facility Tour	Safety	Are there adequate food storage methods and controls to prevent spoilage?	inspections	Adequate food storage methods and controls shall be in place to prevent spoilage.	1.8.6
				3 Yes with FIFO, labels and daily inspection program FIFO (First In First Out)		
5.4.1	Facility Tour	Labor	Are employees allowed to leave the facility at any time?	0 No	Employees shall be allowed to leave the facility at any time.	2.4.2
				3 Yes		
5.4.2	Facility Tour	Labor	Are your security guards hired exclusively for legitimate security functions and not to impede employee movement from the facility?	0 No	Security guards shall be hired exclusively for legitimate security functions and not to impede employee movement to and from the facility.	2.4.5
				1 Yes		
				2 Yes with established protocols discussed with guards at hiring		
				3 Yes with established protocols discussed with guards at hiring and at least once a year thereafter		
5.4.3	Facility Tour	Labor	Are employees free to move within the facility other than for legitimate security and /or safety reasons?	0 No	Employees shall be free to move within the facility other than for legitimate security and /or safety reasons.	2.4.4
				1 Yes		
				2 Yes with established protocols discussed with employees at hiring		
				3 Yes with established protocols discussed with employees at hiring and after any material changes in access controlled areas		
5.4.4	Facility Tour	Labor	Does the facility prohibit pre-employment pregnancy tests and pregnancy tests during employment other than at the employees specific request?	0 No	Pre-employment pregnancy tests and pregnancy tests during employment shall be prohibited	2.6.5
				3 Yes		
5.4.5	Facility Tour	Labor	Does the facility prohibit pre-employment HIV tests as well as HIV tests during employment?	0 No	Pre-employment HIV tests and HIV tests during employment shall be prohibited	2.6.6
				3 Yes		
5.4.6	Facility Tour	Labor	Are employees health records kept confidential and with	0 No	Employees health records must be kept	2.6.7



GSS Protocol

Survey Question Number	Question Category	Question Subcategory	Question	Possible Answers	Requirement	Citation
5.4.6	Facility Tour	Labor	appropriate restricted access?	1 Once. At hire.	confidential and with appropriate restricted access	2.6.7
				2 Yes with written procedure		
				3 Yes with written procedure and documented training of relevant personnel		