First or Second Party audits on FSC ILO requirements

This template can help FSC certificate holders to conduct first or second party audits on-site to their contractors in compliance with ADVICE-40-004-23.

**Note:** this template is voluntary, and it is no guarantee for conformity with FSC requirements. It is the responsibility of the certificate holder to conform with FSC requirements.

FSC Certificate Holder name: ……………………………………….

Contractor audited: …………………………………..

Site(s) audited: ………………………………….

Audit date: ……………………..

Auditor: ……………………. Qualification/Job title: ……………………..

Type of audit:  First Party  Second Party

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| # | Question or Topic | Evidence of compliance | Finding |
| **Child Labour** | | | |
| 1.1 | The contractor shall not use child labour. | *Example: The contractor does not use child labour. This has been confirmed by: Interview with staff (2 workers interviewed); seen records of employment contract; ILO policy and site observation.* |  |
| 1.2 | The contractor shall not employ workers below the age of 15, or below the minimum age as stated under national, or local laws or regulations, whichever age is higher, except as specified in 1.3 below | *Example: none of the workers employed is younger than 18 years old. However, the contractor does not have a recruitment system in place to ensure people younger than 15 years old may be employed.* | *x* |
| 1.3 | In countries where the national law or regulations permit the employment of persons between the ages of 13 to 15 years in light work, such employment should not interfere with schooling nor, be harmful to their health or development. Notably, where children are subject to compulsory education laws, they shall work only outside of school hours during normal day-time working hours. |  |  |
| 1.4 | No person under the age of 18 is employed by the contractor in hazardous or heavy work except for the purpose of training within approved national laws and regulation. |  |  |
| **Forced Labour** | | | |
| 2.1 | The contractor shall prohibit the worst forms of child labour. |  |  |
| 2.2 | The contractor shall eliminate all forms of forced and compulsory labour. |  |  |
| 2.3 | Employment relationships at the contractor are voluntary and based on mutual consent, without the threat of a penalty. |  |  |
| 2.4 | There is no evidence of any practices indicative of forced or compulsory labour, including, but not limited to, the following:  • physical and sexual violence  • bonded labour  • withholding of wages /including payment of employment fees and or payment of deposit to commence employment  • restriction of mobility/movement  • retention of passport and identity documents  • threats of denunciation to the authorities. |  |  |
| **Discrimination in Employment and Occupation** | | | |
| 3.1 | The contractor shall ensure that there is no discrimination in employment and occupation. |  |  |
| 3.2 | Employment and occupation practices are non-discriminatory. |  |  |
| **Freedom of Association and the Right to Collective Bargaining** | | | |
| 4.1 | The contractor shall respect freedom of association and the effective right to collective bargaining. |  |  |
| 4.2 | Workers are able to establish or join worker organizations of their own choosing. |  |  |
| 4.3 | The contractor respects the full freedom of workers’ organizations to draw up their constitutions and rules. |  |  |
| 4.4 | The contractor respects the rights of workers to engage in lawful activities related to forming, joining or assisting a workers’ organization, or to refrain from doing the same, and will not discriminate or punish workers for exercising these rights. |  |  |
| 4.5 | The contractor negotiates with lawfully established workers’ organizations and/ or duly selected representatives in good faith and with the best efforts to reach a collective bargaining agreement. |  |  |
| 4.6 | Collective bargaining agreements are implemented where they exist. |  |  |

Summary of findings:

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| **Reference #** | **Finding description** | **Closure Deadline** | **Closure evidence** | **Closure date** |
| *Example: #1.2* | *The contractor didn’t show awareness of FSC ILO requirements. This has been confirmed by interview with staff.* | *12 months from the audit date* |  | *XX.XX.XXXX* |
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