

Chemical Sub-Vendor Audit Checklist

Version 2.2

Vendor Name	CHUNG HAN	NIKE Audit Team:	CE/LAB/RS/ES/CR	Audit Date:	2012/8/7
Audit Goal	The Audit goal is for NIKE engineering management to audit vendors for compliance with NIKE's policies and guidelines, identify areas that are being properly maintained as well as areas of opportunity for improvement.				
Audit Procedures	All significant factory areas with potential to effect quality of products supplied to NIKE, as well as environment and RSL will be checked.				
VENDOR BASIC INFORMATION					
The objective of audit	For the footwear formulation confirm				
Is it approved by Nike?	Yes				
Address	ZhangBei Industrials Park, AiLiao Community, LongCheng Road, LongGang District, ShenZhen City, GuangDong Province, China				
Good		Meet standard		Need to improve	
There are areas of performance beyond		Performance in all QA, lab, environmental		The factory is clearly out of compliance with NIKE's	
Category	Check list	Rating			
Raw materials 原料	Raw materials should be tested or inspected when come in. 原料購入時要做測試檢查	Meet Standard			
	Raw materials should be used prior to expired date (if any). 原料要在過期(如果有的話)之前使用	Good			
Production Process 生產流程	Production flow should be posted on site. 生產流程應該張貼出來	Good			
	SOP for machines should be posted on site. 機器SOP(標準操作程序)應該張貼出來	Good			
	Production process is reasonable and well controlled. 生產過程要合理,容易控制	Good			
	Machines for production should run well and safely. 機器要安全良好的運行	Good			
QC checking 品檢	Neatness 整潔	Good			
	Sampling pick up schedule is reasonable. 抽測樣品的時間要合理	Meet Standard			
	Amount of sampling is reasonable. 樣品數量合理	Meet Standard			
Finished Products 成品	It is better to have QC checking at each step of production. 在生產的每一步都最好進行QC品檢檢查	Meet Standard			
	Finished products supplied to NIKE should be placed separate from others. 已經做好的提供給NIKE的產品應該和其他產品分開	Meet Standard			
	Well labeled in finished products, including production date, material name etc. 已經做好的產品要貼好標示,包括生產日期,材料名稱等	Meet Standard			
Delivery 出貨	Well storage for finished products. 已做好的產品要儲存良好	Meet Standard			
	Vendor test report is required when products are delivered to NIKE factories. 產品轉到NIKE工廠的時候需要提交測試報告	Meet Standard			
	Good record maintenance for delivery. 清晰的送貨記錄	Meet Standard			
	Delivery is timely. 送貨及時	Meet Standard			

Environmental Management 環保

Category	Check list	Rating
Environmental Impact Assessment (EIA)	The EIA should approved by EPB and readily available for Nike review. EIA應該通過EPB的認證,并可NIKE複查	Meet Standard
Chemical Storage & Control 化學品儲藏/控管	Chemicals should be stored in designated place away from sunshine, rain. 化學品放在指定的地方,避免日晒雨淋	Meet Standard
	Secondary containment in place for liquid chemicals including production areas. 包括生產區在內的液體化學品需要二級防護	Meet Standard
	MSDS of each chemicals should be accessible. 每種化學品必須有MSDS(物質安全手冊)	Meet Standard
	FIFO system should be applied. 應該有可用的FIFO(先進先出)系統	Meet Standard
	Batch information should be clear. 批次信息要清楚	Meet Standard
	Lighting system, ventilation system should be flameproof. 照明系統,通風系統應防火	Meet Standard
Solid waste management 固廢管理	Log book of usage should be available. 化學品應有使用記錄	Meet Standard
	Certificate of each pigment purchase should be available. 購買的每種顏料應有證明書	Meet Standard
	Emergency plan should be available. 要有應急計劃	Meet Standard
Hazardous Waste Management 危險廢棄物管理	SW should be managed and no contamination on environment. 管理固廢以確保不要污染環境	Meet Standard
	HW should be segregated according to the chemical property. 危廢要根據其化學性質分開	Meet Standard
Wastewater 廢水	HW should be stored safely, with no exposure to the environment. 危廢要安全地存放,不要洩漏到周圍環境	Meet Standard
	HW should be collected and disposed by licensed company. 危廢由有資質的公司收集處理	Meet Standard
Noise 噪音	If any wastewater from kitchen and canteen, the oil and solid waste should be separated before discharging. 廚房餐廳的廢水在排放前,要先將油和固廢清理掉	Meet Standard
	Wastewater from production processes (not including kitchen and canteen wastewater) should be treated (including industrial pre-treatment as necessary) before discharging and meet EPB standard. Annual test results from a third party should be available. 生產廢水(不包括廚房餐廳廢水)排放前要進行處理(包括必要的工業處理),並且要達到EPB標準. 必須要有有效的第三方年度檢測報告	Meet Standard
Air Emissions 廢氣	If any, noise level should be tested and meet EPB standard and annual test results from third party should be available. 如果噪音水平需要進行檢測,並且要達到EPB標準,必須要有有效的第三方年度檢測報告	Meet Standard
	If any, air emission should be properly treated before environmental release and should meet EPB standard and annual test results from third party should be available. 如果廢氣在排入環境之前要進行適當的處理,並且要達到EPB標準,必須要有有效的第三方年度檢測報告	Meet Standard

Lab 實驗室

Category	Check list	Rating
Test Program	A fully test program should be clear. 一整套清晰的測試計劃	Meet Standard
Lab Equipment 實驗室設備	Equipment is exist and working well under proper electricity condition. 儀器可以正常使用	Meet Standard
	Brand of factory equipment(same as Nike lab equipment brand, or different, but still acceptable). 儀器牌子(與NIKE實驗室儀器牌子相同,或者不同但能接受)	Meet Standard
	Planned preventive maintenance & calibration is periodically set up as per Nike direction (group system) or own machine maker. 儀器定期由NIKE指定的廠商或製造商進行檢測校正	Meet Standard
Lab Environment 實驗室環境	Complete the lab with safety stuffs for lab technician, such as flame hood, mask, gloves, emergency medical box, eye water station and Fire extinguisher. 實驗室人員要有完善的安全防護用品,例如通風櫃,防護面具,手套,急救箱,洗眼處和滅火器	Meet Standard
	Maintain lab room temp. 保持實驗室溫度	Meet Standard
	Exhaust for VOC. 能排出VOC	Meet Standard
	Neatness 整潔	Meet Standard
Specimen Preparation 樣品準備	SOP and labeling system. 有標準作業流程和標示系統	Meet Standard
	Samples are prepared according to Nike test method. 樣品按照NIKE的測試方法進行準備	Meet Standard
	Sampling pick up schedule. 有樣品抽測進度表	Meet Standard
Personal & Technician Skill 個人技術技能	Dies and Cutting machine Maintenance. 裁刀和裁床定期維護	Meet Standard
	Quickly follow up Nike policy and good communication with Nike lab. 迅速執行NIKE的政策,與NIKE實驗室保持良好的交流	Meet Standard
	Understanding Nike lab test method, equipment operation and test reports evaluation. 懂NIKE的測試方法,儀器操作和測試結果的評估	Meet Standard
Data Storage 數據儲存	NIKE Test method update and maintenance. NIKE測試方法要更新保持	Meet Standard
	NIKE MCS update and maintenance. MCS要更新保存	Meet Standard
	Vendor test report are clear, understandable and complete. 供應商測試報告清楚,易懂完整	Meet Standard

RSL

Category	Check list	Rating
RSL Policy RSL政策	Vendor should go through Nike RSL website (http://www.nikeresponsibility.com/rsd) regularly to fully understand Nike RSL policies and follow up with the updates. 供應商要經常到NIKE RSL網站去弄清NIKE RSL政策,並及時更新	Meet Standard
	Sampling for RSL testing should meet NIKE's requirement. 樣品的RSL測試要達到NIKE的要求	Meet Standard
	RSL testing should be done correctly based on NIKE's requirement (including test items and test frequency). RSL測試要按照NIKE的要求正確地進行(包括測試項目和測試頻率)	Meet Standard
Vendor Orientation Manual 廠商定位手冊	Vendor should read through Vendor Orientation Manual and fully understand NIKE policies. 供應商要閱讀Vendor Orientation Manual,并完全理解NIKE的政策	Meet Standard

Training 培訓

Training record 培訓記錄	New employees training record should be available. 有新工人培訓記錄.	Meet Standard
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