



# AUDIT REPORT GOVERNANCE MODULE



## GOVERNANCE MODULE

### AUDIT REPORT

PREPARED FOR

[ENTER COMPANY NAME]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[TOWN]

[POSTAL / ZIP CODE]

[COUNTRY]

ON

[ENTER DATE]

BY

[ENTER AUDITOR NAME]

[SIGNATURE]

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SAMPLE

## Governance Module (GM)

### Introduction

The Governance Module is broken down into 11 main criteria:

1. **Permits, Licences, Statutory**
2. **Ethical Business Practice**
3. **Animal Welfare**
4. **Traceability, Procurement and Sales**
5. **Housekeeping**
6. **BATNEEC / BPEO**
7. **Process Control & Quality Management, Efficiency & Productivity**
8. **Chemical Control: MRSL, Information, Inventory & Optimisation**
9. **Restricted Substances**
10. **Occupational Health & Safety**
11. **Public Relations & Communication**

For each question, four answers are possible: YES, NO, WORK IN PROGRESS (WIP) or N/A, as detailed below:

Answer	Definition
YES	Meets requirements of SLF audit standard
NO	Does not meet requirements of SLF audit standard
WIP	Work has begun to meet requirements of SLF audit standard but not yet complete
N/A	Question not applicable to this operation

A NO answer suggests that there may be a gap between the expected standard of Sustainable Leather Foundation and your current organisation's systems or procedures. Although it may be possible to achieve an overall compliance assessment if your organisation records a NO response, any corrective actions listed in the comments part of the report should be acted upon before the next audit.

There are some questions contained within the audit standard shaded in green and denoted with a + symbol. These are added value questions for organisations that are achieving above the minimum expectation. It is encouraged that companies continue to strive towards achievement of these + questions to reach optimum sustainable business practices.

Where evidence is requested, this should be inserted in the Comments / Evidence column or referred to if attached as a separate document.

References in **blue font** denote a complementary guidance in the form of:

- SLF Standards and Benchmarks
- SLF Explanatory Notes and Templates
- External references

where more information can be obtained to support in either preparation of improvement measures.

## GM1 Permits, Licences, Statutory

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM1.1	Are there operating permits required by local or national authorities? <b><i>If yes or WIP, please list and provide evidence of permits in force</i></b> Please note all permits are required to be in English Language – see Explanatory Note GM1.1 in the accompanying Explanatory Notes & Templates		
GM1.2	Are the operating permits listed on the company legal/compliance register (LCR*)? <b><i>If yes or WIP, please provide evidence of inclusion</i></b> See Template 1 in the accompanying Explanatory Notes & Templates		
GM1.3	Are the operating permit expiry dates listed on the company LCR?		
GM1.4	Are the people responsible for updating the legal/compliance register for operating permissions / compliance / legal / statutory obligations listed on the company LCR?		
GM1.5	Is there a register of operating complaints or legal notices (enforcement or other)?		
GM1.6	Is the production site operating within the scope of its operating permissions, if so, what is the evidence for this? <i>(Special attention is placed on commercial annual reports)</i>		
GM1.7	Is there evidence provided that suppliers/contractors/customers are operating within environmental, social and governance permissions? <i>(Must tie to: sustainable procurement, subcontracting, and customer policies; and to the detailed supplier / sub-contractor / customer lists)</i>		

### Result: GM1 Governance Permits, Licences, Statutory

Total Yes		Total +	
Total No			
Total WIP			
Total N/A			
Overall Section Result Pass / Fail / Work in Progress			

TO SEE THE FULL VERSION, PLEASE CONTACT THE FOUNDATION: [Terrie@sustainableleatherfoundation.com](mailto:Terrie@sustainableleatherfoundation.com)