



**Sustainable Leather Foundation
Standard for Housekeeping**

Reference: FSG5.1

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Accredited by: XXX

Original Creation Date: 7 July 2021

Peer Reviewed Date: 1 Nov 2021

Last Review Date: XXX

Next Review Date: July 2022

FSG5 HOUSEKEEPING STANDARD AND BENCHMARK

Summary: The SLF housekeeping standard and benchmark provides the context, audit of facility housekeeping, and provides the facility under audit the methodology to analyse and report their housekeeping to an interested party ensuring the reporting of housekeeping, and such that the governance of the facility can be compared to global levels and to other facilities of similar size and type.



1. Scope

Housekeeping is the management of duties, chores, planning, and systems that work to ensure an orderly facility that aspires to productivity and proactivity. Housekeeping within the Scope of this activity refers to cleanliness, maintenance of general facilities (services and machine/equipment maintenance is covered by SLF in the main Audit Standard), lighting, hygiene and welfare, spill control, traffic management, waste disposal, and non-chemical storage areas (chemical storage is covered by the Chemical Storage Standard which excludes cleaning products from its Scope).

The Scope of this Audit Standard includes the facility and any of their sub-contractors. The method and definition of housekeeping for all facilities in the leather value chain is included in this Standard. The facilities in the value chain include all facilities from the farm to the end-of-life of the leather.

The Standard on Housekeeping also includes the facilities (including their sub-contractors, and waste handling/treatment vendors) on their properties within Scope. The housekeeping in question is only related to the Scope of the SLF audit (or mapped certification) that is being audited. The Scope of the Housekeeping Standard does not include indirect activities that are related to the preparation of inputs - that are then used on the site (included within the Scope of the audit).

2. Normative references

The following referenced documents are useful in the understanding of this document and are provided for further guidance. In the case of dispute these references form the core of the evidence in support of the Standard and Benchmarks used here:

Health and Safety Executive (2021) A safe place of work. Online. (Available at: <https://www.hse.gov.uk/toolbox/workplace/facilities.htm>). Accessed on 7 July 2021¹.

SLF (2021) *Worker Health and Safety* (SLF FSS8.1) Sustainable Leather Foundation, Northampton, United Kingdom.

SLF (2021) *Chemical Storage* (SLF FS008.1) Sustainable Leather Foundation, Northampton, United Kingdom.

SLF (2021) *Occupational Health and Safety Infrastructure* (SLF FS009.1) Sustainable Leather Foundation, Northampton, United Kingdom.

SLF (2021) *SLF Audit Standard* v 0.9. Sustainable Leather Foundation, Northampton, United Kingdom.

3. Terms and definitions

Facility – the facility being audited against this Standard. If the facility subcontracts to one or more third party, then the benchmarks found in this Standard will be used to judge the final effluent quality of those third parties that is being released to the environment.

¹ <https://www.hse.gov.uk/toolbox/workplace/facilities.htm>



Consumables – items (specifically within the Housekeeping Scope) that are used to meet the aims of good housekeeping practices.

Inputs – chemicals, animated and inanimate ingredients (including animals, carcasses, hides, skins, pelts, leather), process tools, and water.

Outputs – final products, by-products, and wastes that have been produced by the facility.

Semi-processed materials – materials that have been transformed once or many times but are not completely transformed into the final product.

Traffic management – the planned management of the movement and handling of goods, people, work-in-progress, and outputs that facilitate safety, efficiency, quality, effectiveness, and productivity for successful facility production. Traffic management also includes aisles, stairways, and walkways, especially emergency escape routes.

Work-in-progress – inputs, or semi-processed materials that are waiting to start the next process operation that will transform them. WIP can also mean outputs that are waiting to be sorted/transformed, or cleaned before reuse, recycling, disposal, or storage. The work-in-progress (WIP) holding areas must be used for the temporary storage (less than 24 hours) of these materials.

4. Principle

4.1 Cleanliness

The principle of a facility keeping its operating areas clean are for hygienic, perceptual, organisational, and productivity reasons. A facility that is not clean will find the emergence of bacterial, fungal, zoonotic, and algal populations that can present health-related issues. Many of the emerging populations can cause degradative damage to the surfaces in which they grow which can cause structural or perceptual difficulties.

Perceptual impressions of a facility that does not have good cleanliness will be poor. Customer visits, auditors, guests, and worker perceptions of a facility that is not orderly can have profit-based, public relation, or lower employee happiness implications. Psychologically, disorderly working conditions are linked to negative perceptions of quality, health and safety, environmental protections, and efficiency.

Organisationally, it is difficult for disorderly arrangement of production activities to result in efficiency, effectiveness, and productivity within a facility. As an organisation complexity increases the disorder under which it operates will result in non-conformance, rework, high return rates, and failure to deliver on-time (and to order).

From a productivity perspective, the measurement of productivity, namely the rate of output in relation to the rate of input, it is obvious from the definition that if the facility is disorderly then no matter what the rate of input, the rate of output will depend on how the organisation will either slow or speed up that rate.

4.2 Maintenance of general facilities (machine/equipment maintenance is covered by SLF in the main Audit Standard)

Work streams will flow, or will stop, depending on how much down time the machinery/equipment has, the effectiveness of service supply, or whether facility infrastructure prevents work. Machine/equipment maintenance is covered in the SLF Audit Standard and will not be Standardised in the Housekeeping Standard. However, the maintenance of the general facilities: building infrastructure, service supply, building integrity,



and worker convenience. Disrepair will have significant impacts on quality, productivity, perception, and social/environmental issues. Disrepair that results in building failure could have grave consequences for worker health and safety.

4.3 Lighting and temperature control

Good housekeeping, specifically under the provision of lighting and temperature control ensures that the workers in the facility could work in comfort. Eye strain, or colour/quality judgement consequences will result from insufficient lighting. Perceptually, the brightness of work areas also makes a huge difference in the minds of customers and visitors. Worker happiness has also found to increase when the working in areas that are properly lit.

The temperature of working beyond statutory limitations also makes a difference to social and governance areas. Temperatures that are comfortable (within practical limitations, e.g., drying operations will always be in areas that are at higher temperatures than ambient) are an important for worker satisfaction and companies should constantly strive to improve these conditions.

4.4 Hygiene and welfare (worker health and safety is covered in FS009.1)

Hygiene of a facility is often related to cleanliness of the facility. It is the primary responsibility of workers using facility areas to be responsible for the impacts of their behaviour on the cleanliness of areas, particularly ablutions and catering areas. It is a requirement that the facility takes responsibility for the systems, budget, and policing of housekeeping standards to specifically meet appropriate hygiene and welfare levels. The facility is responsible for the baseline cleanliness of areas that require hygienic standards, to return of the baseline hygiene standards to a point where worker health is not affected.

In terms of welfare, the housekeeping of the facility is vital to ensure that the working conditions of the facility to do negatively affect the welfare of the facility staff. Worker Health and Safety is addressed in FSS8 in the accompanying SLF Standards and Benchmarks in SLF FSS8.1

4.5 Spill control

When a chemical/water spill occurs in the facility the procedure should work to ensure the spill is contained, the environmental/social health and safety of the workers are protected, and that the tools needed to responsibly clean (and dispose) of residues are available.

4.6 Traffic management

The flow of people, inputs, intermediates, and outputs through the facility must be planned, controlled, monitored, and reviewed at planned intervals. All roads, walkways, stairwells, transporters, and access points are the concerns of traffic management. The safety of workers is the primary concern of traffic management when emergency planning, ensuring that safe routes of escape are provided for.

Effective infrastructure must be in place for people and materials to be able to be handled and moved as safely and productively as possible. Risk and flow analysis will be two tools required to examine the effectiveness of the traffic management.

4.7 Waste reuse/recycling/disposal



In the operational activities of the facility, wastes and by-products will be generated. The management of wastes or by-products in the facility are covered by the SLF Solid Waste Standard and Benchmark (FS010.1) but should be integrated into the thinking about housekeeping.

4.8 Non-chemical storage areas

Chemical storage of a facility is standardised and benchmarked in SLF FS008.1. Other storage of materials that are not classified as production chemicals are covered by this Standard. Cleaning products are included within the Scope of this Standard.

Storage of non-chemical items must take place with structured inventory control, organised internal layout (making access and searching easy), and should be appropriate for the materials being stored. The location of storage, capacity, and the planned housekeeping of those areas should be planned for.

5. Procedure and benchmark

5.1 Cleanliness

- 5.1.1 The audit of the facility should consider evidence that the cleaning of areas, machinery, equipment, and building infrastructure are taking place on a regular basis.
- 5.1.2 There must be evidence that the correct cleaning equipment is present to allow safe cleaning of areas, machinery, equipment, and infrastructure.

5.2 Maintenance of general facilities (machine/equipment maintenance is covered by SLF in the main Audit Standard)

- 5.2.1 The audit of the facility should see evidence that the maintenance of areas and building infrastructure are taking place on a regular basis.
- 5.2.2 There must be evidence that the maintenance equipment is present to allow safe maintenance of areas and infrastructure.

5.3 Lighting and temperature control

- 5.3.1 The audit of the facility should see evidence that the lighting of areas allows quality judgements to be done effectively.
- 5.3.2 There must be evidence that the maintenance of the lighting is taking place, i.e., there should be no evidence that bulbs have blown without replacement. Exception is given to bulbs/lighting that have been decommissioned on environmental grounds.
- 5.3.3 The audit of the facility should see evidence that the temperature control of areas allows comfortable working to take place. Statutory limits take precedence.
- 5.3.4 There must be evidence that the planning for temperature control has occurred.
- 5.3.5 There must be evidence that if the temperature control is achieved by equipment that maintenance ensures its safe and hygienic maintenance.

5.4 Hygiene and welfare (worker health and safety is covered in XXX)

- 5.4.1 The audit of the facility should see evidence that the hygiene and welfare standards for workers in general work, ablution, and catering areas are planned and controlled.

5.5 Spill control

- 5.5.1 The audit of the facility should consider evidence that there is appropriate equipment to handle typical spills that would take place in each area.
- 5.5.2 The audit should consider evidence of what the procedure is for the corrective handling of a spill incident.
- 5.5.3 The audit should consider evidence of what the procedure is for the disposal of residues from of a spill incident.



5.6 Traffic management

- 5.6.1 The audit should consider evidence that there is effective planning for traffic management in the facility.
- 5.6.2 The audit should consider evidence that there is effective infrastructure for traffic management in the facility.
- 5.6.3 The audit should consider evidence that there is effective control and monitoring of traffic in the facility.
- 5.6.4 The audit should consider evidence that there is effective review of traffic management in the facility.

5.7 Non-chemical storage areas

- 5.7.1 The audit of the facility should consider evidence that the storage, of items within the Scope of this Standard, are being done under inventory.
- 5.7.2 The audit of the facility should consider evidence that the storage area, of items within the Scope of this Standard, have an appropriate internal layout that makes searching for items or accessing items possible.
- 5.7.3 The audit of the facility should consider evidence that the storage area, of items within the Scope of this Standard, have appropriateness in terms of safety for the storage of those items, and the capacity to store the quantity intended to be stored there.
- 5.7.4 The audit of the facility should consider evidence that the storage area, of items within the Scope of this Standard, should be located appropriately in terms of safety for the storage of those items. Proximity to where those items are needed, and that the access to those stored items is secure and possible.

6. Diagnostic parameters

6.1 Cleanliness

- 6.1.1 To achieve this, it must be clear that there are photographs in all locations of what the facility deems to be a clean outcome.
- 6.1.2 Examination of the area by the auditor should be able to satisfy the following questions:
 - 6.1.2.1 Are there any unnecessary items in that area?
 - 6.1.2.2 Is it obvious that the dirt present has not been there longer than 4 weeks?
- 6.1.3 Evidence should include comments on whether the cleaning equipment looks used.

6.2 Maintenance of general facilities (machine/equipment maintenance is covered by SLF in the main Audit Standard)

- 6.2.1 Examination of the area by the auditor should be able to satisfy the following questions:
 - 6.2.1.1 Are there features of the facility that are in clear need of maintenance, e.g., mouldy areas?
 - 6.2.1.2 Are waste (or by-products) regularly removed from the area?
 - 6.2.1.3 Is it obvious that the lack of maintenance has been for longer than 12 months?
- 6.2.2 Evidence should include comments on whether the maintenance equipment looks used.

6.3 Lighting and temperature control

- 6.3.1 Examination of the area by the auditor should be able to satisfy the following questions:
 - 6.3.1.1 Where there any bulbs that have clearly been blown for more than 4 weeks?
 - 6.3.1.2 Does the lighting allow for quality and safety judgements reasonably required in the area (walkways no less than 50 lux, and non-walkway areas should be greater than 300 lux)?
 - 6.3.1.3 Was the area reasonably comfortable for the workers in that area?

6.4 Hygiene and welfare (worker health and safety is covered in XXX)

- 6.4.1 Examination of the area by the auditor should be able to satisfy the following questions:
 - 6.4.1.1 Were the ablutions hygienic and gender-sensitive?
 - 6.4.1.2 Were the catering areas available for worker use and were they hygienic?
 - 6.4.1.3 Is it reasonable to say that the worker welfare has been taken account of in general working areas?



- 6.5 Spill control
 - 6.5.1 Evidence must be considered that shows in each area, spill kits are not far away (less than 50 metres) that can handle a typical spill in that area.
 - 6.5.2 Can the facility show the auditor a written procedure for handling and managing spills in a designated area?
 - 6.5.3 Can the facility show the auditor a written procedure for responsible disposal of residues from a spill in a designated area?
 - 6.5.4 Can the facility show the auditor that an appropriate warning system is in place in the case of a spill?
- 6.6 Traffic management
 - 6.6.1 Acceptable evidence that there is effective planning for traffic management in the facility should include a traffic management planning document.
 - 6.6.2 Acceptable evidence that there is effective infrastructure for traffic management in the facility should include clear traffic routes (especially emergency escape routes), clear WIP areas, wherever possible distinction between pedestrian routes and mechanised routes.
 - 6.6.3 Acceptable evidence that there is effective controlling and monitoring for traffic management in the facility should include traffic management incident records and general traffic reports.
 - 6.6.4 Acceptable evidence that there is effective review of traffic management in the facility should include records of review meetings that consider traffic management incident records reports.
- 6.7 Non-chemical storage areas
 - 6.7.1 Acceptable evidence that there is inventory for storage in the facility should include a document showing storage inventories.
 - 6.7.2 Examination of storage areas should show clear evidence of orderly layout permitting easy search and access.
 - 6.7.3 Examination of storage areas should show appropriateness of what is being stored there and the capacity of that storage area should be obvious to the auditor that it is not over capacity, i.e., items are balanced, or tentatively held in place to prevent collapse.
 - 6.7.4 Acceptable evidence that there is appropriate location of the storage areas should be done by examination of the auditor relative to where the stored items are needed and that the security of the room is appropriate, i.e., controlled items are in locked storage with the key being available to responsible individual(s).

7. Report

The test report for housekeeping is the latest digital or printed report that shows:

1. A reference to this Sustainable Leather Foundation Standard (i.e., FSG5.2: 2021)
2. The housekeeping findings giving the conformance/non-conformances in the following areas:
 - a. Cleanliness
 - i. General areas
 - ii. Equipment
 - b. Maintenance of general facilities
 - i. General areas
 - ii. Equipment
 - c. Lighting and temperature control
 - d. Hygiene and welfare
 - i. Ablutions
 - ii. Catering areas
 - e. Spill control



- f. Traffic management
 - g. Non-chemical storage areas
3. Whether the number of non-conformances (major/minor) constitute an overall non-conformance that would prevent the facility passing the housekeeping governance element.

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