



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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General Facility Details

General Information:			
Principal Site Address			
Principal Site Contact			
Position			
Email			
Principal Site Operations			
Any other operations			
List of Materials Processed with annual production volumes for each material	Material	Annual Volume	
Number of Employees	Total	Men	Women
Audit declaration read and signed?			
Permission for Transparency Dashboard Granted?			

Production Operations:	
Are all operations conducted at the site address above? (If not, please list all addresses where operations are performed)	
Does the site produce material for any other company on sub-contract basis?	
Does the company use sub-contractors or toll manufacturers to carry out any part of the production?	

Violations and Regulatory:	
Has the company had any violations, fines or court judgements against it in the last 24 months? (If yes, list details)	
Was the pre-audit search conducted by the auditor? (If any violations were found, list here)	

Declaration

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 that are colour coded to denote special attention:

- Shaded in pink signifies a critical section question that is essential to achieve a pass for the section it sits within. Any facility unable to answer those questions will receive a "Work in Progress" for that section.
- 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.

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

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

Standard for Sustainable Leather Production

These documents are located in the “Technical Library” within the Partner Only Resources area of the website and are designed to support either in preparation for audit or for improvement measures:

<https://sustainableleatherfoundation.com/partner-only-resources/technical-library>

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? If yes or WIP, please list and provide evidence of permits in force 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*) or similar document? If yes or WIP, please provide evidence of inclusion See Template 1 in the accompanying Explanatory Notes & Templates		
GM1.3	Are the operating permit expiry dates listed on the company LCR or similar document?		
GM1.4	Does the company LCR or similar document list the people responsible for updating the legal/compliance register for operating permissions / compliance / legal / statutory obligations? If yes or WIP, please provide evidence (which must include frequency of updates)		
GM1.5	Is there a register of operating complaints or legal notices (enforcement or other)?		
GM1.6	Is the site operating within the scope of its operating permissions, if so, what is the evidence for this? (Special attention is placed on commercial annual reports)		
GM1.7	Is there evidence provided that suppliers/contractors/customers are operating within environmental, social and governance permissions? (Must tie to: sustainable procurement, subcontracting, and customer policies; and to the detailed supplier / sub-contractor / customer lists)		

Result: GM1 Governance Permits, Licences, Statutory

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

References:

A Legal Compliance Register should contain; a list of the permits required, evidence of permits in force, dates of validity / expiry, responsible person onsite. An example of a [Legal Compliance Register](#) can be found in the [Sustainable Leather Foundation Explanatory Notes and Templates](#)

GM2 Ethical Business Practice

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM2.1	<p>Can the company demonstrate that policy commitments are in place to ensure that no land, equipment/machinery, or raw materials are acquired through bribery or corruption? <i>If yes or WIP, please provide evidence</i> Please see SLF Standard FSG2 in the accompanying Standards & Benchmarks document</p>		
GM2.2	<p>Does the company request and record that subcontractors have policy commitments in place to ensure that no land, equipment/machinery, or raw materials are acquired through bribery or corruption? <i>If yes or WIP, please provide evidence</i></p>		
GM2.3 +	<p>Does the company audit its immediate supply chain provider to check that they have the same level as set in GM2.1?</p>		
GM2.4	<p>Can the company demonstrate that policy commitments are in place to ensure that no land (for its premises) is acquired through unfair/unethical displacement of people/communities? <i>If yes or WIP, please provide evidence</i></p>		
GM2.5	<p>Does the company request and record that subcontractors demonstrate that policy commitments are in place to ensure that no land (for their premises) is acquired through unfair/unethical displacement of people/communities? <i>If yes or WIP, please provide evidence</i></p>		
GM2.6 +	<p>Does the company audit its immediate supply chain provider to check that they have the same level as set in GM2.4?</p>		
GM2.7	<p>Does the company have a policy that includes fair competition and is there evidence that indicates that this policy has been communicated? <i>If yes or WIP, please provide evidence</i></p>		
GM2.8	<p>Does the company request and record that subcontractors have a policy that includes fair competition and is there evidence that indicates that this policy has been communicated? <i>If yes or WIP, please provide evidence</i></p>		

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Result: GM2 Ethical Business Practice			
Total Yes		Total +	
Total No			
Total WIP			
Total N/A			
Overall Section Result Pass / Fail / Work in Progress			

References:

More information can be found in the *Sustainable Leather Foundation “Standards and Benchmarks” and “Explanatory Notes & Templates”*

OECD Guidelines for Multinational Enterprises, 2011 <https://www.oecd.org/daf/inv/mne/48004323.pdf>

OECD Due Diligence for Responsible Business Conduct <http://mneguidelines.oecd.org/OECD-Due-Diligence-Guidance-for-Responsible-Business-Conduct.pdf>

OECD Due Diligence for Responsible Supply Chains in the Garment and Footwear Sector
<https://www.oecd-ilibrary.org/docserver/9789264290587-en.pdf?expires=1625766417&id=id&accname=guest&checksum=FF130CDB67B72270210C340ECB3718A2>

UN Guiding Principles on Business and Human Rights
https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf

GM3 Animal Welfare

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM3.1	Does the company have a policy in consideration of animal welfare practices? <i>If yes or WIP, please provide evidence</i> Please see SLF Standard FSG3 in the accompanying Standards & Benchmarks document		
GM3.2	Does the company have a system that links the country of origin for material with an applicable animal welfare risk index? <i>If yes or WIP, please provide details</i>		
GM3.3	Does the company actively monitor and review the risk indices of sourcing countries with a view to improving procurement decisions? <i>If yes or WIP, please provide evidence?</i>		
GM3.4	In the event that material is originating from a high-risk country, does the company make remedial provisions for future supply chain management? <i>If yes or WIP, please provide evidence?</i>		
GM3.5	Does the company actively work with value chains to promote better animal welfare standards, within the power of their influence? This could involve agreeing to best practice procedures and policies beyond legality. <i>If yes or WIP, please provide details</i>		
GM3.6	Does the company ask suppliers to provide evidence / declarations that the animals raised are meeting the following?		
	Freedom from thirst, hunger, and malnutrition		
	Freedom from discomfort and exposure		
	Freedom from pain, injury, and disease		
	Freedom from fear and distress		
	Freedom to express normal behaviour		

Result: GM3 Animal Welfare

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

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References:

More information can be found in the *Sustainable Leather Foundation “Standards and Benchmarks” and “Explanatory Notes & Templates”*

Global Animal Law Association, Database of Animal Welfare Legislation
<https://www.globalanimallaw.org/database/national/index.html>

World Animal Protection, Animal Protection Index <https://api.worldanimalprotection.org/about>

OiE World Organisation for Animal Health <https://www.oie.int/en/what-we-do/animal-health-and-welfare/animal-welfare/>

Moving beyond the “Five Freedoms”, David J. Mellor, MDPI Publishing <https://www.mdpi.com/2076-2615/6/10/59>

GM4 Traceability & Procurement

For this module the lists of hides / leather suppliers is required but is not audited.

No.	Question	Yes/No/WIP/N/A	Comments / Evidence
GM4.1	<p>Are hides / skins / pelts / leathers / components traceable by identification using a demonstrable systemized approach for traceability? The system should include the principles for robust chain of custody as outlined in SLF Standard and Benchmark FSG4.</p> <p><i>If yes or WIP, please provide evidence of inclusion and percentage of traceable material</i></p> <p>Please see SLF Standard FSG4 in the accompanying Standards & Benchmarks document</p>		
	<p>Level 1: Manual documentation-based chain of custody system with mass [material] balance that shows origin and destination</p>		
	<p>Level 2: Manual documentation-based chain of custody, coupled with permanent, physical marking [identifiers], with mass [material] balance that shows origin and destination.</p>		
	<p>Level 3: Manual documentation-based chain of custody, coupled with permanent physical marking [identifiers] with mass [material] balance that shows origin and destination and that speaks to an electronic system.</p>		
	<p>Level 4: Documentation system that includes full lifecycle passport, including auditable and verifiable information to direct farm level, coupled with permanent, physical marking [identifiers] and that speaks to an electronic system.</p>		
	<p>Level 5: Documentation system that includes full lifecycle passport, including auditable and verifiable information about birth farm of the animals, coupled with permanent, physical marking [identifiers] and that speaks to an electronic system.</p>		

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No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM4.2 +	Does the company's ability to demonstrate traceability enable sustainability claims, as follows?		
	Recent Deforestation		
	Biodiversity		
	Climate Change		
	Resource Minimisation (water/energy)		
	Chemical Compliance		
	Labour (child/slave)		
	Working Conditions (PPE/hours/wages)		
	Pollution Prevention		
	Anti-corruption/Bribery		
GM4.3	Does the company have a sustainable procurement policy (including ambitions to decrease the environmental/social negative impacts the inputs may incur)? <i>If yes or WIP, please provide evidence of implementation</i> Please see Environmental and Social Aspects and Impacts Risk Assessment Explanatory Notes and Templates in the accompanying document		
GM4.4	Does the company request and record that subcontractors hold detailed information on the provenance of their inputs (especially social and environmental sustainability safeguards) <i>If yes or WIP, please provide evidence</i>		
GM4.5	Does the company request and record that subcontractors and suppliers have a sustainable procurement policy (including ambitions to decrease the environmental/social negative impacts the inputs may incur)? <i>If yes or WIP, please provide evidence of implementation</i> Please see example Aspects and Impacts Risk Assessment Explanatory Notes and Templates in the accompanying document		
GM4.6	Does the company discuss and record customer policies and standards for sustainable procurement and production, that considers social and environmental safeguards? <i>If yes or WIP, please provide evidence</i>		
GM4.7 +	Does the company outline its commitment to ensuring that the material it produces is used in the most comprehensively sustainable way considering end-of-life? <i>If yes or WIP, please provide evidence</i>		
GM4.8	Does the company have a materials handling management system (this		

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No.	Question	Yes/No/WIP/N/A	Comments / Evidence
	includes traceability, inventory control, contamination prevention, and record keeping)?		
GM4.9	Does the company request and record that subcontractors have a materials handling management system (this includes traceability, inventory control, contamination prevention, and record keeping)?		

Result: GM4 Governance Module: Traceability, Procurement and Sales			
	Total Yes		Total +
	Total No		
	Total WIP		
	Total N/A		
Overall Section Result Pass / Fail / Work in Progress			

References:

More information can be found in the [Sustainable Leather Foundation “Standards and Benchmarks” and “Explanatory Notes & Templates”](#)

Sustainable Leather Foundation’s pathway to a traceable and transparent leather industry

<https://www.sustainableleatherfoundation.com/sustainability-matters/slfs-pathway-to-a-traceable-and-transparent-leather-industry>

United Nations Economic Commission for Europe, Traceability for Sustainable Garments and Footwear

<https://unece.org/trade/traceability-sustainable-garment-and-footwear>

United Nations Global Compact Office, A Guide to Traceability, A Practical Approach to Advance Sustainability in Global Supply Chains (New York 2014)

https://d306pr3pise04h.cloudfront.net/docs/issues_doc%2Fsupply_chain%2FTraceability%2FGuide_to_Traceability.pdf

European Commission, A Background Analysis on Transparency and Traceability in the Garment Value Chain (2017)

https://ec.europa.eu/international-partnerships/system/files/european_commission_study_on_background_analysis_on_transparency_and_traceability_in_the_garment_value_chain.pdf

GM5 Housekeeping

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM5.1	Does the company have a housekeeping procedure and policy (including traffic management) that it encourages and measures in its own facilities? <i>If yes or WIP, please provide evidence</i>		
GM5.2	Does the company request and record that subcontractors have a housekeeping procedure and policy (including traffic management) that it encourages and measures in their facilities? <i>If yes or WIP, please provide evidence</i>		
GM5.3	Does the company have storage areas for housekeeping items and consumables?		
GM5.4	Does the company request and record that subcontractors have storage areas for their housekeeping items and consumables? <i>If yes or WIP, please provide evidence</i>		
GM5.5	Does the company have budget commitment for housekeeping consumables (especially PPE) and has it carefully thought about the environmental sustainability of those consumables? <i>If yes or WIP, please provide evidence</i>		
GM5.6	Does the company have internal processes that identify any areas within the facility that could benefit from improvement of process, access, storage, transportation, or other good housekeeping practice? <i>If yes or WIP, please provide evidence where improvements have been, or will be, applied, which could include before and after photographs</i>		
GM5.7	Does the company measure and record housekeeping effectiveness at the equipment level? <i>If yes or WIP, please provide evidence</i>		
GM5.8 +	Does the company practice housekeeping innovation? <i>If yes or WIP, please provide evidence</i>		
GM5.9	Does the company meet the performance level in terms of housekeeping against the SLF standard and benchmark? Please see SLF Standard FSG5 in the accompanying Standards & Benchmarks document		

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GM5.10 +	Does the housekeeping metric feature as part of the company annual report to the public and shareholders? <i>If yes or WIP, please provide evidence</i>		
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Result: GM5 Governance Module: Housekeeping			
Total Yes		Total +	
Total No			
Total WIP			
Total N/A			
Overall Section Result Pass / Fail /Work in Progress			

References:

SLF Standard and Benchmark for Housekeeping can be found in the [Sustainable Leather Foundation Standards Library](#)

GM6 BATNEEC / BPEO

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM6.1	Does the company have a process activity diagram for each product type that indicates operational steps (including any subcontracted steps), input flows, intermediate flows, and output flows? <i>If yes or WIP, please provide evidence</i>		
GM6.2	Is there a list of all chemicals used in the facility, and in its subcontractors, that are recorded along with their chemical classification? <i>If yes or WIP, please provide evidence</i>		
GM6.3	Is there a table of comparison for each process step that compares the company (and subcontractors) current technology against best available technique not entailing excessive costs (BATNEEC)/best practicable environmental option (BPEO) – as outlined by UNIDO/IUE/IPPC/SLF. See Template 5 in the accompanying Explanatory Notes & Templates		
GM6.4 +	Is there a forecasting plan that outlines how the facility (and the subcontractors) will progress towards BATNEEC/BPEO technology?		
GM6.5 +	Is there evidence to show how the company has implemented some BATNEEC/BPEO and has measured the benefits? <i>If yes or WIP, please provide evidence</i>		
GM6.6 +	Does the BATNEEC/BPEO development link with the economic risk assessments, the quality reports, the environmental performance reports, and with health and safety assessments/reports?		
GM6.7 +	Does BATNEEC/BPEO feature as part of the company annual report to the public and shareholders? <i>If yes or WIP, please provide evidence</i>		

Result: GM6 Governance Module: BATNEEC/BPEO

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

References:

Examples of the documents mentioned can be found in the [Sustainable Leather Foundation Explanatory Notes and Templates](#)

GM7 Process Control and Quality Management, Efficiency and Productivity

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
	PLAN		
GM7.1	In the operational aspects register, is there evidence that a detailed aspect screening has been performed? (can refer to quality assessments – based on ISO 9001) <i>If yes or WIP, please provide evidence</i> See Template 2 in the accompanying Explanatory Notes & Templates		
GM7.2	Is there a master operational programme document and is there evidence it has been implemented? <i>If yes or WIP, please provide evidence</i> See Explanatory Note 7.2 in the accompanying Templates & Explanatory Notes		
GM7.3	Has the operational system scope, policy, plan for the company been communicated to all employees? <i>If yes or WIP, please provide evidence</i>		
GM7.4 +	Has the operational system scope, policy, plan for the company been communicated externally as part of ESG reporting or on a website? <i>If yes or WIP, please provide evidence</i>		
GM7.5	Is there an operational diagram that clearly shows responsible personnel for operational plans, objectives, and targets, and is this displayed for all employees to see? <i>If yes or WIP, please provide evidence</i>		
	DO		
GM7.6	Is there evidence that the operational plan (as defined by the master operational programme document) has been executed? <i>If yes or WIP, please provide evidence</i>		
GM7.7	Is operational optimisation considered as standard within the master operational programme document?		
GM7.8 +	Is product research / development / innovation part of the strategic aims of the company and is there evidence that RD&I is taking place (on and off site)? <i>If yes or WIP, please provide evidence</i>		
GM7.9	Are operational procedures standardised or formalised (in writing or through training)? <i>If yes or WIP, please provide evidence</i>		
	CHECK		

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No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM7.10	Does the company have an entry (in a decision log, or similar) justifying the internal operational performance audit frequency? <i>If yes or WIP, please provide evidence</i>		
GM7.11	Are there responsible in-house personnel who audit the company operational performance?		
GM7.12 +	Are the responsible personnel trained internal auditors?		
GM7.13	Is there a mechanism for continuous improvement of the operational knowledge of the responsible personnel / internal auditors?		
GM7.14 +	Are third-party auditors used to check the level of internal operational audits?		
GM7.15	Are there detailed records of the measured total operational performance (and its elements) of the facility, i.e. productivity metrics? <i>If yes or WIP, please provide evidence</i>		
GM7.16	Are there detailed records of material that requires re-working as a result of not meeting the required quality standard? <i>If yes or WIP, please provide evidence</i>		
	ACT		
GM7.17	Is there a system that feeds measurable results from operational objectives back into a management review process to ensure consistent 360° improvement and action?		
GM7.18	Is there an operational focussed training programme in place in the facility with records of attendees, frequency, measured progress, and with structured training material? Must appear as part of the induction. <i>If yes or WIP, please provide evidence</i>		
GM7.19 +	Following training, does the facility test understanding of their course attendees and employees and issue certificates of attendance? <i>If yes or WIP, please provide evidence</i>		
GM7.20 +	Are the direct economic performance indicators of the company prepared, monitored, and transparently communicated (where appropriate) to the public and internally? <i>If yes or WIP, please provide evidence</i>		

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No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM7.21 +	Does the facility have an electronic system in place that governs the operational process? <i>If yes or WIP, please provide evidence</i>		

Result: GM7 Governance Module: Process Control and Quality Management, Efficiency and Productivity			
Total Yes		Total +	
Total No			
Total WIP			
Total N/A			
Overall Section Result Pass / Fail / Work in Progress			

References:

Examples of the documents mentioned can be found in the [Sustainable Leather Foundation Explanatory Notes and Templates](#)

GM8 Chemical Control – MRSL, Information, Inventory and Optimisation

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM8.1	Does the company test and record incoming materials to see if they comply with a chemical MRSL? <i>If yes or WIP, please provide evidence</i>		
GM8.2	Does the company request and record that subcontractors test and record incoming materials to see if they comply with a chemical MRSL? <i>If yes or WIP, please provide evidence</i>		
GM8.3	Is it evident that the chemicals are stored in a systematic manner that follows SLF standards for storage conditions, labelling, and access? <i>If yes or WIP, please provide evidence</i> Please see SLF Standard FSG8 in the accompanying Standards & Benchmarks document		
GM8.4	Are there chemical inventories, especially for hazardous (e.g., flammable, toxic, corrosive) chemicals? <i>If yes or WIP, please provide evidence</i>		
GM8.5	Is there a regular update of the chemical inventory to ensure best practice use and storage of chemicals? <i>If yes or WIP, please provide evidence</i>		
GM8.6	Are all chemical safety data sheets available for hazardous chemicals in the area that they are being used?		
GM8.7	Are chemicals with an economic, or hazardous sensitivity controlled in accordance with SLF guide? See Explanatory Note 8.7 in the accompanying Templates & Explanatory Notes		
GM8.8 +	Does the company have an electronic warehousing system in place to govern the safe movement and storage of chemicals? <i>If yes or WIP, please provide evidence</i>		
GM8.9	Are chemicals and water measured accurately for addition into the process? <i>If yes or WIP, please provide evidence</i>		
GM8.10	Is measurement technique training (especially for hazardous chemicals) performed for all employees who perform measurements? Planning, records, performance, and frequency of the training should be recorded. Must appear as part of the induction. <i>If yes or WIP, please provide evidence</i>		

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GM8.11	Is equipment used for measurement calibrated and maintained (includes automatic weighing and dosing)?		
GM8.12	Is measurement and storage equipment capability and appropriateness included in the chemical risk assessments, and have appropriate adjustments been made, if necessary? <i>If yes or WIP, please provide evidence</i>		

Result: GM8 Governance Module: Chemical Control – MRSL, information, inventory and optimisation			
Total Yes		Total +	
Total No			
Total WIP			
Total N/A			
Overall Section Result Pass / Fail / Work in Progress			

References:

SLF Standard and Benchmark for Chemical Control can be found in the [Sustainable Leather Foundation Standards Library](#)

Examples of the documents mentioned can be found in the [Sustainable Leather Foundation Explanatory Notes and Templates](#)

GM9 Restricted Substances (Duty of Care)

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
	PLAN		
GM9.1	Is there a restricted substances (RS) aspects register, which contains a detailed RS aspect screening? (can refer to safety/quality assessments) <i>If yes or WIP, please provide evidence</i>		
GM9.2	Does the company request and record evidence that its subcontractors / suppliers monitor and address RS issues? <i>If yes or WIP, please provide evidence</i>		
GM9.3	Has the RS system scope, policy, plan for the company been communicated to all relevant employees? <i>If yes or WIP, please provide evidence</i>		
GM9.4 +	Are there company RS objectives and targets, that are informed by the aspect screening, and have these been communicated to employees and externally? <i>If yes or WIP, please provide evidence</i>		
GM9.5	Is there a diagram that clearly shows responsible personnel for RS plans, objectives, and targets, and is this displayed for all employees to see? <i>If yes or WIP, please provide evidence</i>		
	DO		
GM9.6	Does the company have an RS policy in place? If so, is there evidence that this has been implemented? See Template 7 in the accompanying Explanatory Notes & Templates		
GM9.7	Does the company actively consider RS avoidance/substitution as part of its policy? <i>If yes or WIP, please provide evidence</i>		
GM9.8 +	If yes or WIP, does RS avoidance/substitution product research / development / innovation form part of the strategic aims of the company (and its subcontractors) and is there evidence that RD&I is taking place (on and off site)? <i>If yes or WIP, please provide evidence</i>		
GM9.9	Are RS procedures standardised or formalised (in writing or through training)? <i>If yes or WIP, please provide evidence</i>		
	CHECK		

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No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM9.10	Does the company test and record outgoing materials to see if they comply with customer or internal RSLs? <i>If yes or WIP, please provide evidence</i>		
GM9.11	Does the company have an entry (in a decision log, or similar) justifying the internal RS audit frequency? <i>If yes or WIP, please provide evidence</i>		
GM9.12	Are there responsible in-house personnel who audit the company RS performance?		
GM9.13 +	Are the responsible personnel trained internal auditors?		
GM9.14	Is there a mechanism for continuous improvement of the RS knowledge of the responsible personnel / internal auditors?		
GM9.15 +	Are third-party auditors used to check the level of internal RS audits?		
GM9.16	Are there detailed records of the measured total RS performance (and its elements) of outgoing material from the facility? <i>If yes or WIP, please provide evidence</i>		
	ACT		
GM9.17	Is there a system that feeds measurable results from RS performance back into a management review process to ensure consistent 360° improvement and action?		
GM9.18	Is there an RS focussed training programme in place in the facility with records of attendees, frequency, measured progress, and with structured training material? Must appear as part of the induction <i>If yes or WIP, please provide evidence</i>		
GM9.19	In the RS policy document is there a section on continuous improvement and is there evidence (in the company) that positive change is occurring? <i>If yes or WIP, please provide evidence</i>		
GM9.20 +	Are the RS performance indicators of the company prepared, monitored, and transparently communicated (where appropriate) to the public and internally? <i>If yes or WIP, please provide evidence</i>		

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Result: GM9 Governance Module: Restricted Substances (Duty of Care)			
Total Yes		Total +	
Total No			
Total WIP			
Total N/A			
Overall Section Result Pass / Fail / Work in Progress			

References:

Examples of the documents mentioned can be found in the [Sustainable Leather Foundation Explanatory Notes and Templates](#)

GM10 Occupational Health & Safety

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
	PLAN		
GM10.1	Is there an Occupational Health & Safety (OHS) aspects and impacts register, which contains a detailed OHS aspect screening? (can refer to safety/quality assessments) <i>If yes or WIP, please provide evidence</i> See Template 4 in the accompanying Explanatory Notes & Templates		
GM10.2	Is there a master OHS programme document, and is there evidence it has been implemented? (as per ISO 45001: 2018)? <i>If yes or WIP, please provide evidence</i> See Explanatory Note 10.2 in the accompanying Templates & Explanatory Notes		
GM10.3	Does the company request and record that its subcontractors undertake internal audits for OHS issues? <i>If yes or WIP, please provide evidence</i>		
GM10.4	Has the OHS system scope, policy, plan for the company been communicated to all employees? <i>If yes or WIP, please provide evidence</i>		
GM10.5 +	Are there company OHS objectives and targets, that are informed by the aspect screening, and have these been communicated to employees and externally? <i>If yes or WIP, please provide evidence</i>		
GM10.6	Is there an accessible resource (such as an organogram or organisational diagram) that clearly shows responsible personnel for OHS plans, objectives, and targets, and is this displayed for all employees to see? <i>If yes or WIP, please provide evidence</i>		
	DO		
GM10.7	Is there evidence that the OHS plan (as defined by the master OHS policy document) been executed? <i>If yes or WIP, please provide evidence</i>		
GM10.8	Is there evidence that the company performs periodic OHS risk assessments as standard? <i>If yes or WIP, please provide evidence</i>		
GM10.9	Are OHS procedures standardised or formalised (in writing or through training)?		

Standard for Sustainable Leather Production

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
	<i>If yes or WIP, please provide evidence</i>		
GM10.10	Is there a detailed control and response plan between emergency services and the facility? <i>If yes or WIP, please provide evidence</i>		
GM10.11	Has the company (and its contractors) followed the SLF standards and benchmarks for OHS infrastructure for their facility? E.g., guarding, safety switches, PPE, drainage canals, etc. Please see SLF Standard FSG10 in the accompanying Standards & Benchmarks document		
	CHECK		
GM10.12	Does the company have an entry (in a decision log, or similar) justifying the internal OHS audit frequency? <i>If yes or WIP, please provide evidence</i>		
GM10.13	Are there responsible in-house personnel who audit the company OHS performance?		
GM10.14 +	Are the responsible personnel trained internal auditors?		
GM10.15	Is there a mechanism for continuous improvement of the OHS knowledge of the responsible personnel / internal auditors?		
GM10.16 +	Are third-party auditors used to check the level of internal OHS audits?		
GM10.17	Are there detailed records of the measured total OHS performance (and its elements) of the facility? <i>If yes or WIP, please provide evidence</i>		
	ACT		
GM10.18	Is there a system that feeds measurable results from OHS performance back into a management review process to ensure consistent 360° improvement and action?		
GM10.19	Is there an OHS focussed training programme in place in the facility with records of attendees, frequency, measured progress, and with structured training material? Must appear as part of the induction. <i>If yes or WIP, please provide evidence</i>		
GM10.20	In the master OHS policy document is there a section on continuous improvement and is there evidence (in the company) that this is occurring? <i>If yes or WIP, please provide evidence</i>		

Standard for Sustainable Leather Production

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM10.21 +	Are the OHS performance indicators of the company prepared, monitored, and transparently communicated (where appropriate) to the public and internally? <i>If yes or WIP, please provide evidence</i>		
GM10.22	Does the company maintain a register that records occupational accidents that take place within the facility? <i>If yes or WIP, please provide evidence</i>		

Result: GM10 Governance Module: Risk and HSE			
Total Yes		Total +	
Total No			
Total WIP			
Total N/A			
Overall Section Result Pass / Fail / Work in Progress			

References:

SLF Standard and Benchmark for OHS Infrastructure can be found in the [Sustainable Leather Foundation Standards Library](#)

Examples of the documents mentioned can be found in the [Sustainable Leather Foundation Explanatory Notes & Templates](#)

GM11 Public Relations and Communication

No.	Question	Yes/No/ WIP/N/A	Comments / Evidence
GM11.1	Is there a formalised structure for communication in relation to complaints and compliments (internal and external)? <i>If yes or WIP, please provide evidence</i>		
	General Employees		
	SLF / Third Party Auditors		
	Local Community		
	International Leather Industry		
	Customers		
	Suppliers		
	Concerned Individuals		
GM11.2	Is there a formalised customer feedback process that is handled through the management review process? The RD&I process should be activated to ensure complaint avoidance or to react to complaints. <i>If yes or WIP, please provide evidence</i>		
GM11.3	Is there a formalised structure to protect customer data that conforms with ethical and statutory commitments? <i>If yes or WIP, please provide evidence</i>		
GM11.4	Is there a plan, policy, and procedure for external marketing communications? <i>If yes or WIP, please provide evidence</i>		
GM11.5	Is there verified data to support the claims/goals/targets associated with marketing communication? <i>If yes or WIP, please provide evidence</i>		
GM11.6	Does the company ensure that all claims/goals/targets mentioned in marketing communications comply with applicable regulatory or legal requirements? <i>If yes or WIP, please provide evidence</i>		
GM11.7	Does the plan, policy, and procedure for marketing communication align with the company's ESG plans, policies, and procedures? <i>If yes or WIP, please provide evidence</i>		

Result: GM11 Governance Module: Public Relations and Communications

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

Results Summary

Section	Section Topic	Yes/No/WIP/N/A	Advisory Notes / Corrective Actions / WIP Comments
GM1	Permits, Licences, Statutory		
GM2	Ethical Business Practice		
GM3	Animal Welfare		
GM4	Traceability and Procurement		
GM5	Housekeeping		
GM6	BATNEEC / BPEO		
GM7	Process Control and Quality Management, Efficiency and Productivity		
GM8	Chemical Control – MRSL, Information, Inventory and Optimisation		
GM9	Restricted Substances (Duty of Care)		
GM10	Occupational Health & Safety		
GM11	Public Relations and Communication		

General Comments:

[AUDITOR] In this section, write a high-level summary of the overall completion of the ASR, areas that were of excellence, and areas that required clarification or improvement. Specifics regarding areas of improvement should be outlined in the next section.

Remove the above text before submission to Partner.

Corrective Actions:

[AUDITOR] In this section, list the specific section number and name, as indicated in below example, and provide a 3-4 sentence summary of the corrective actions required of the Partner to receive a passing score. Items in this section are critical aspects that are a high priority to correct.

Section Number. Description of Action to be Completed

Example:

GM10.10 Detailed Control & Response Plan for Emergencies

Explanation below

Remove the above text before submission to Partner.

Advisory Notes:

[AUDITOR] In this section, list the specific section number and name, as indicated in below example, and provide a 3-4 sentence summary of the advisory notes for the Partner to receive a passing score. Items in this section are lower priority, or “low-hanging fruit” opportunities, but are still required to be corrected.

Section Number. Description of Action to be Completed

Example:

GM2.7 Policy Including Fair Competition

Explanation below

Remove the above text before submission to Partner.