

# Template 10: Pre- Qualification Assessment Questionnaire

This template of the amfori BSCI System Manual displays the 70 questions included in the amfori BSCI Pre-Qualification Assessment (PQA). In addition, the PQA includes producer data collected through:

- [Template 1: Business Partner Information](#)
- [Template 2: Supply Chain Mapping](#)

Each question can be answered with Yes, No, or N/A (not available). Only questions marked with (\*) can be answered with N/A. Questions marked as crucial and as critical indicate a higher level of risk.

The source(s) of evidence can be one or several of the following:

- MI: management interview
- WI: worker interview
- WRI: workers' representative interview
- DE: documentary evidence
- SO: site observation

amfori BSCI participants can request and download the PQA under producer profile on the [amfori BSCI platform](#).

For further guidance, see [Annex 15: How to Pre-assess Potential Business Partners](#).

	Questions	Crucial	Answer	Sources of evidence				
				MI	WI	WR	DE	SO
1	The producer has provided all documents requested for review.	YES						
2	The producer has an Occupational Health and Safety (OHS) Policy.							
3	The producer uses subcontractors and declares them to the concerned clients.*							

4	The producer makes workers aware of their rights and responsibilities.	CRITICAL						
5	The producer respects the workers' right to bargain collectively.	CRITICAL						
6	The producer does not interfere in the workers' representative election.							
7	<b>The producer takes the necessary measures to avoid or eradicate discrimination in the workplace.</b>	YES						
8	The producer takes the necessary measures to ensure workers are not disciplined or discriminated against for using a grievance mechanism.							
9	The producer takes the necessary measures to ensure female workers are not discriminated against, with special attention in the case of pregnancy.*							
10	<b>The producer complies with the government's minimum wage legislation or the industry standard approved through collective bargaining.</b>	YES						
11	The producer pays workers' wages in a timely manner, regularly, and fully in legal tender. (Any in kind payment must be beyond the minimum wage.)							
12	The producer pays apprentices, trainers, and workers on probation in accordance with the law.*							
13	The producer provides workers with an understandable wage slip. (At the minimum, this includes regular and overtime hours							

	worked regular and overtime premium payments, and any possible legal deductions.)							
14	The producer provides workers with the social benefits that are legally granted.*							
15	The producer pays overtime at a premium rate no lower than 1.25 of the regular rate.							
16	The producer pays public holidays in accordance with the premium rate defined by law.							
17	The producer pays workers additional benefits as granted by law (e.g. bonuses, incentives, and allowances).							
18	<b>The producer ensures that deductions are only taken under the conditions and to the extent prescribed by the law.</b>	<b>CRITICAL</b>						
19	<b>The producer grants workers the right to resting breaks in every working day.</b>	<b>YES</b>						
20	<b>The producer grants workers the right to at least one day off in every seven days. (Collective bargaining may allow a different combination of days off.)</b>	<b>YES</b>						
21	The producer observes applicable OHS regulations for its activities.							
22	The producer conducts fire drills on a regular basis (if not defined by the law, at least once a year) in all premises and floors and during all shifts.							

23	The producer regularly provides OHS trainings to ensure workers understand their personal protection, including night shift workers (making sure that young workers and migrant workers have access to trainings).							
24	The producer documents the purchases of necessary PPE to provide continuous protection to workers.							
25	The producer implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognised limits.							
26	The producer makes potential hazards visible to the workers and visitors through signs and warnings.							
27	The producer has and properly uses procedures and systems for reporting and recording occupational accidents and injuries.							
28	The producer confirms that the equipment and buildings used for production are stable and safe.							
29	<b>The producer respects the workers' right to remove themselves from imminent danger without seeking permission.</b>	<b>CRITICAL</b>						
30	The producer documents each fire drill with, at the least, information on the date, announcement							

	method, number of participants, and time used for evacuation.							
31	The producer ensures that electrical panels, wires, and outlets are protected and inspected regularly by certified staff.							
32	<b>The producer has installed an adequate amount of properly working firefighting equipment.*</b>	<b>YES</b>						
33	<b>The producer ensures that firefighting equipment is inspected in a timely manner by an external party with the appropriate knowledge.*</b>	<b>YES</b>						
34	<b>The producer has installed a fire alarm that works and is heard and recognised from all workplaces.*</b>	<b>YES</b>						
35	<b>The producer ensures that, if a manual fire alarm is used, there is a clear designation of responsibilities and procedures to trigger the alarm.*</b>	<b>YES</b>						
36	<b>The producer ensures that there are functioning fire extinguishers along emergency exit paths.*</b>	<b>YES</b>						
37	<b>The producer ensures that all fire extinguishers are functioning, clearly visible, and accessible.*</b>	<b>YES</b>						
38	<b>The producer ensures that fire extinguishers are in compliance with the legal requirements.*</b>	<b>YES</b>						
39	<b>The producer ensures that fire extinguishers are inspected monthly by the responsible</b>	<b>YES</b>						

	staff and once a year by a specialised external party.*							
40	The producer ensures that smoke detectors present in the workplace and related facilities are inspected monthly by a specialised external party. *	YES						
41	The producer ensures that escape routes, aisles, and emergency exits in the production site are unobstructed, easily accessible, and clearly marked and that they lead to an unobstructed and safe assembly point.*	YES						
42	The producer ensures emergency exits are located in a way that facilitates smooth evacuation (including two sets of stairs if the facility is located above the ground floor).*	YES						
43	The producer ensures that emergency lightening is connected to a secondary power source.*							
44	The producer ensures qualified first-aid is available at all times, including in the housing provided, with trained staff to administer first aid and written procedures to deal with work accidents.	YES						
45	The producer ensures that there is a room for providing first-aid to its workers.							
46	The producer ensures washing and toilet areas are equipped with soap.							

47	<b>The producer provides workers with potable water at all times, including at the housing provided. (Access to potable water is a human right.)</b>	<b>CRITICAL</b>						
48	<b>The producer provides workers with access to an appropriate, clean area for storing food, eating, and/or cooking.</b>	<b>YES</b>						
49	The producer ensures that fire drills are regularly conducted at the housing provided and documentation on the dates and method is maintained.							
50	The producer ensures that the housing units are located in a safe environment, outside the production area and the storage areas (with particular vigilance to avoid contact with hazardous or inflammable substances).							
51	The producer ensures that the evacuation plot plan is posted in a visible place at several locations in the housing zone to ensure workers can evacuate dormitories in safe conditions.*							
52	<b>The producer does not engage in illegal child labour directly or indirectly.</b>	<b>CRITICAL</b>						
53	The producer requests and keeps original legal documentation to verify workers' ages at the hiring time, even if hiring is done indirectly (e.g. via brokers or recruiting agencies).							
54	The producer ensures that young workers are protected against work conditions that are harmful to their health, safety, morals, and							

	development and do not work night shifts.							
55	<b>The producer ensures that young workers' working hours do not affect their attendance at school, their participation in vocational orientations approved by the competent authority, or their capacity to benefit from training or instruction programmes.*</b>	YES						
56	The producer keeps accurate records and relevant documentation concerning young workers (e.g. copy of identity, working time, parental permission to work, course schedules, and vacation periods).*							
57	The producer provides workers with understandable information concerning their rights and obligations before they enter into employment, even if hired indirectly.							
58	<b>The producer does not use employment arrangements in a way that deliberately conflicts with the genuine purpose of the law.</b>	YES						
59	<b>The producer does not engage in any form of servitude, or forced, bonded, indentured, trafficked or non-voluntary labour.</b>	CRITICAL						
60	The producer takes additional precautions to avoid forced labour when engaging and recruiting migrant workers both directly and indirectly.							

61	The producer ensures that workers don't cover any of the costs related to accessing the job.							
62	The producer maintains an overview of the way recruitment agencies or brokers pay subcontracted workers.*							
63	<b>The producer does not subject workers to inhumane or degrading treatment or verbal abuse.</b>	YES						
64	<b>The producer does not subject workers to corporal punishment or mental or physical coercion.</b>	YES						
65	<b>The producer has established all applicable disciplinary procedures in writing and has explained them verbally to workers in clear and understandable terms.</b>	YES						
66	The producer has the required environmental permits and licences.							
67	The producer manages its generated waste in a way that does not lead to the pollution of the environment.							
68	The producer actively opposes any act of corruption, extortion, or embezzlement, or any form of bribery, in its activities as a business enterprise.							
69	<b>The producer keeps accurate information regarding its own activities, structure, and performance in a way that avoids the risk of falsified documents or</b>	YES						

	<b>misrepresentation in the supply chain.</b>							
70	The reviewed documents are found to be free of any manipulation or falsification.							