

Template 4: Working Hours Tracker

This template of the amfori BSCI System Manual supports producers to collect information on the working hours per worker. This allows producers to identify the trend in working hour peaks within three-month periods.

The data collection also helps to identify potential risks to workers' health and safety due to the amount of working hours. Additional information is available in [Part IV amfori BSCI Guidelines for Producers](#), Chapter 1: Data Collection and Management.

Date of birth: Day Month Year

Working in the facility since: Day Month Year

Department:

Working in shifts? ☐ Yes ☐ No

If yes, indicate the time schedule:

Describe resting breaks:

WORKING HOURS TABLE

Quarter 1 (JANUARY - MARCH)

Working hours in each week												AVERAGE
1	2	3	4	5	6	7	8	9	10	11	12	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Quarter 2 (APRIL-JUNE)

Working hours in each week												AVERAGE
1	2	3	4	5	6	7	8	9	10	11	12	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Quarter 3 (JULY - SEPTEMBER)

Working hours in each week												AVERAGE
1	2	3	4	5	6	7	8	9	10	11	12	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Quarter 4 (OCTOBER - DECEMBER)

<i>Working hours in each week</i>												AVERAGE
1	2	3	4	5	6	7	8	9	10	11	12	