

ABVTEX PROGRAM CHECKLIST V4.0 - 2022 JANUARY

Previous Item V3.02	Block	Item V4.0	
			1 Formalization and documentation
1.1	BASIC	1.1	Is there evidence that the facility signed, updated and uploaded the Participation Term in the ABVTEX Program?
1.2	BASIC	1.2	Is there evidence that the facility is incorporated as a legal entity in accordance with the Brazilian law?
1.3	BASIC	1.3	Is there evidence that the facility has an updated CAGED statement or negative RAIS? Or, if the facility is already fully adapted to e-Social, does it present the reports regarding the respective events (S-1200, S-2200, S-2230, and S-2299)?
1.4	BASIC	1.4	Is there evidence that the facility corporate status is regular? If the facility does not have workers and is constituted only by partners, is the facility corporate status regular? Does the facility present an updated CAGED or negative RAIS?
1.5	BASIC	1.5	Is there evidence that the facility has updated GFIP bill with the name of all workers? Or, if the facility is already fully adapted to e-Social, does it present the reports regarding the respective event (DCTFWeb)?
1.6	BASIC	1.6	Is there evidence that the facility has an Operating License? <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> The facility has an expired Operating License, but it has a renewal protocol. The facility does not have an Operating License or has never had an Operating License, but it has a current protocol for the first license. </div>
1.7	BASIC	1.7	Is there evidence that the facility documents are updated (Receita Federal, Junta Comercial, and other competent agencies)?
1.8	SUPERIOR	1.8	Is there evidence that the facility has a valid Health Permit (when applicable)?
1.9	SUPERIOR	1.9	Is there evidence that the facility has a valid CNDT (Debt Labor Clearance Certificate) of the Labor Court?
6.1	BASIC	1.10	Is there evidence that the facility publishes/exhibits the Code of Conduct of the ABVTEX Program to its workers?
			2 Work conditions
		2.1	Child labor

2.1.1	BASIC	2.1.1	Is there evidence that the facility, when having apprentices aged between 14 and 18 years old, develops the apprenticeship contract in accordance with the legal requirements?
2.1.2	BASIC	2.1.2	Is there evidence that the facility does not have under-14 children in its premises? Is there evidence that the facility does not allow minors, who are not part of the workforce, to remain in its premises as a whole?
2.1.3	BASIC	2.1.3	Is there evidence that the facility, when having apprentices aged between 14 and 18 years old, complies with the labor laws (such as protection against exposure to hazardous/unhealthy work, prohibition of night shift work and legal employment contract)?
2.1.4 Unfolded	SUPERIOR	2.1.4	Is there evidence that the facility complies with the legal conditions for the apprentice quota?
		2.2	Forced labor or analogous to slave labor
2.2.1	BASIC	2.2.1	Is there evidence that the facility does not have forced labor or analogous to slave labor?
2.2.2	BASIC	2.2.2	Is there evidence that the facility does not loan values or retains personal documents in exchange for labor?
2.2.3	BASIC	2.2.3	Is there evidence that the facility allows free movement of its workers in its premises?
		2.3	Irregular foreign worker labor
2.3.1	BASIC	2.3.1	Is there evidence that the facility does not have irregular foreign workers?
2.3.2	SUPERIOR	2.3.2	Is there evidence that the facility has copies of employment contracts and other contractual documents provided in the native languages of the foreign workers?
		2.4	Recruitment and selection
2.4.1	BASIC	2.4.1	Is there evidence that the facility does not require pregnancy tests during the recruitment process?
2.4.2	BASIC	2.4.2	Is there evidence that the facility, during the recruiting process, provides the workers' previous knowledge on the formal employment conditions, physical premises, and nature of the work, and that there are no special fees or obligations for the recruiters?
2.4.3	BASIC	2.4.3	Is there evidence that the facility does not employ threats, penalties, coercion and/or physical force as a means for recruiting (Brazilian or foreign) workers?
2.1.4 Unfolded	SUPERIOR	2.4.4	Is there evidence that the facility complies with the legal conditions for PCDs (disabled people) quota?
New	SUPERIOR	2.4.5	Is there evidence that the facility has effective processes to avoid irregular hiring of under-16 workers, disregarding the conditions of the current law for hiring minor apprentices?
		2.5	Housing

2.5.1	BASIC	2.5.1	Is there evidence that the facility does not provide housing for its workers at the same workshop address?	The facility provides housing only for its owners.
				The facility provides housing for its workers at the same workshop address.
2.5.2	BASIC	2.5.2	Is there evidence that the facility does not provide housing for its workers (or part of them) outside the workshop address, in disagreement with the law?	
2.5.3	BASIC	2.5.3	Is there evidence that the facility provides housing in accordance with NR-24 and labor law?	
		2.6	Freedom of association	
2.6.1	BASIC	2.6.1	Is there evidence that the facility does not intimidate its workers regarding the right of free association and collective bargaining?	
		2.7	Discrimination	
2.7.1	BASIC	2.7.1	Is there evidence that the facility does not discriminate its workers based on age, ethnicity, sex, sexual orientation, group, religion, politics or any other specific reason?	
2.7.2	BASIC	2.7.2	Is there evidence that the facility provides special treatment to pregnant women in accordance with their individual needs?	
		2.8	Abuse and harassment	
2.8.1	BASIC	2.8.1	Is there evidence that the facility has no complaints or any type of harassment from workers, considering the hierarchy?	
2.8.2	BASIC	2.8.2	Is there evidence that the facility asks the consent of the workers to overtime?	
2.8.3	BASIC	2.8.3	Is there evidence that the facility does not adopt abusive disciplinary practices?	
		2.9	Salary and compensation	
2.9.1	BASIC	2.9.1	Is there evidence that the facility pays salaries, overtime, DSR (paid week rest), 13th salary, paid leave, vacations, additional premiums (night shift, unhealthy and hazardous work) in accordance with the labor law and Collective Bargaining Agreement?	
2.9.2	BASIC	2.9.2	Is there evidence that the facility complies with the other conditions provided for in the Collective Bargaining Agreement/Convention, except for the conditions set forth in item 2.9.1 of the ABVTEX Checklist?	
2.9.3	BASIC	2.9.3	Is there evidence that the facility delivers copies of payslips to its workers?	
2.9.4	BASIC	2.9.4	Is there evidence that the facility makes the correct salary deductions, in accordance with the law, or the discounts not provided for by law are agreed with the worker?	

2.9.5	BASIC	2.9.5	Is there evidence that the facility pays overtime or compensates overtime in accordance with the labor law and Collective Bargaining Agreement? Or, if the facility is already fully adapted to e-Social, does it present the reports regarding the respective event (S-1200)?	
2.9.6	BASIC	2.9.6	Is there evidence that the facility legally registers all of its workers (CTPS)? If the facility is already fully adapted to e-Social, does it present the reports regarding the respective events (S-2200, S-2205, S-2206, and S-2299)?	
2.9.7	BASIC	2.9.7	Is there evidence that the facility has a Certidão de Débitos (Debt Certificate) related to federal tax credits and Dívida Ativa da União (Active Federal Debt), as well as the last 6 (six) paid INSS bills? Or, if the facility does not have a Certidão de Débitos (Debt Certificate), does the facility present the last 12 (twelve) paid INSS bills? Or, if the facility is already fully adapted to e-Social, does it present the reports regarding the respective event (DCTFWeb)?	
2.9.8	BASIC	2.9.8	Is there evidence that the facility has a Regular Certificate of FGTS/CRF? Or, to prove its regularity, does the facility present the last 12 (twelve) paid FGTS bills? Or, if the facility is already fully adapted to e-Social, does it present the reports regarding the respective events (S-1200, and S-2299)?	
2.9.9	BASIC	2.9.9	Is there evidence that the facility fully makes the payments, advances or loans through bank deposit in bank accounts held by the workers?	The workers receive their payments through bank account deposits. However, the values do not correspond to those of the payslip (for example, loans or advances are not deposited in bank accounts).
				The facility does not pay its workers through bank account deposits (for example, payments made in cash).
2.9.10	BASIC	2.9.10	Is there evidence that the facility does not hire workers as legal entities or natural persons (such as MEI, self-employed or otherwise) with employment characteristics as assiduity and subordination, as a form of precariousness of labor relations?	
New	BASIC	2.9.11	Is there evidence that the facility correctly makes the termination of employment payment?	
New	BASIC	2.9.12	Is there evidence that the facility, when hiring workers under special conditions, such as probation regime, temporary contract, intermittent work, develops contracts in accordance with the law and the Collective Bargaining Agreement? Do the working day and the performance of the activities correspond to the hiring form?	
		2.10	Worked hours	
2.10.1	BASIC	2.10.1	Is there evidence that the facility complies with the working hours in accordance with labor law and Collective Bargaining Agreement? Or, if the facility is already fully adapted to e-Social, does it present the reports regarding the respective events (S-1050, S-2200, and S-2206)?	
2.10.2	BASIC	2.10.2	Is there evidence that the facility gives the workers the right to verify overtime? Are overtime and regular worked hours recorded on the same timecard and presented in the payslip? Or, if the facility is already fully adapted to e-Social, does it present the reports regarding the respective events (S-1050, S-2200, and S-2206)?	

New	SUPERIOR	2.10.3	Is there evidence that the facility prohibits and controls the workers of the production area to carry out production activities at their homes?	
New	SUPERIOR	2.10.4	Is there evidence that the facility allows the workers to record their own working hours?	The facility is not required to maintain a formal control of timecards, and the workers do not register their entry and exit times or there is no formal timecard.
				The facility is required to maintain a formal control of timecards and the workers do not register their own entry and exit times.
3 Occupational health and safety				
3.1 Working conditions and infrastructure				
3.1.1	BASIC	3.1.1	Is there evidence that the facility building has no imminent structural risks (deep cracks, wide holes, accentuated infiltrations, beams and structures at risk of collapsing)?	
3.1.2	BASIC	3.1.2	Is there evidence that the facility has its internal areas designed in such a way that the use of provisional installations is not observed?	
3.1.3	BASIC	3.1.3	Is there evidence that the facility maintains its areas in good conditions of hygiene and cleaning?	
3.1.4	BASIC	3.1.4	Is there evidence that the facility provides potable water for its workers?	The facility provides potable water; however, it does not present the quality assurance reports.
				The facility does not have maintenance records for the drinking fountains and/or the water supplied is inadequate.
3.1.5	BASIC	3.1.5	Is there evidence that the facility has a ventilation, exhaustion and/or air conditioning system that are adequate for all tasks performed in each step of the process?	Most of the areas have adequate ventilation, exhaustion and/or air conditioning system.
				The facility does not have any ventilation, exhaustion and/or air conditioning system.
4.1.2	BASIC	3.1.6	Is there evidence that the facility complies with the minimum requirements for building conservation and comfort in accordance with NR-08?	
3.1.6	SUPERIOR	3.1.7	Is there evidence that the facility building structure and use are in accordance with the approved plan (for example, number of floors, number of buildings and roof)? And, does the building area match with the AVCB area?	
3.1.7	SUPERIOR	3.1.8	Is there evidence that the facility building is individually occupied, without others CNPIs in the same building, such as markets, shops or	There are other CNPIs in the same building, and these facilities comply with the minimum requirements for joint occupancy, such as an approved Fire Department Permit (AVCB), integrated evacuation drill and integrated fire alarm.

3.1.7	SUPERIOR	3.1.8	without other CNPJs in the same building, such as markets, shops or other industries?	There are other CNPJs in the same building, but these facilities do not comply with the minimum requirements for joint occupancy, such as an approved Fire Department Permit (AVCB), integrated evacuation drill and integrated fire alarm.
3.1.8	SUPERIOR	3.1.9	Is there evidence that the facility building is exclusively used for industrial purposes, without sharing with housings?	
3.1.9	SUPERIOR	3.1.10	Is there evidence that the facility provides, if it is the case, a child care located at the ground floor and away from the production area?	
New	SUPERIOR	3.1.11	Is there evidence that the facility does not have a sandblasting process to clean or roughen surfaces?	
		3.2	Changing rooms and bathrooms	
3.2.1	BASIC	3.2.1	Is there evidence that the facility provides adequate ventilation to the changing rooms and bathrooms?	Most (more than half) of the toilets has seats and lids.
				Few toilets have seats and lids, or a latrine is used as toilet.
3.2.2	BASIC	3.2.2	Is there evidence that the facility provides adequate number of toilets for its workers?	Most toilets (more than half) have a seat and lid.
				A small part of the toilets has seat and lid, or a latrine is used.
3.2.3	BASIC	3.2.3	Is there evidence that the facility provides adequate number of toilets for its workers?	
3.2.4	BASIC	3.2.4	Is there evidence that the facility provides products intended to personal hygiene, such as toilet paper, liquid soap, paper towels for hands or other hygienic system for drying hands and a trash can with a lid?	
3.2.5 Splitted	BASIC	3.2.5	Is there evidence that the facility provides separated changing rooms with doors duly identified, in accordance with the requirements of NR-24?	The changing rooms are separated by sex, but without identification.
				The changing rooms are not separated by sex.
3.2.5 Splitted	BASIC	3.2.6	Is there evidence that the facility provides separated bathrooms with doors duly identified, in accordance with the requirements of NR-24?	The bathrooms are separated by sex, but without identification.
				The bathrooms are not separated by sex.
3.2.6	BASIC	3.2.7	Is there evidence that the facility provides, in case of mandatory requirement, lockers for individual storage of belongings in sufficient number? Are the lockers in good conditions of conservation and cleaning?	

		3.3	Dining hall	
3.3.1	BASIC	3.3.1	Is there evidence that the facility has a place for meals, as recommended by NR-24?	
3.3.2	BASIC	3.3.2	Is there evidence that the facility has a place for meals and that it is clean and free of food residues?	
3.3.3	BASIC	3.3.3	Is there evidence that the facility has a place for meals and that the meals, foods, perishables, and dishes/pans are properly stored?	
3.3.4	BASIC	3.3.4	Is there evidence that the facility has a place for meals and that it is ventilated?	
3.3.5	BASIC	3.3.5	Is there evidence that the facility has a place for meals that is separated from the production area?	
3.3.7	BASIC	3.3.6	Is there evidence that the facility has a kitchen for preparing meals, and that it complies with item 24.6 of NR-24?	
3.3.6	SUPERIOR	3.3.7	Is there evidence that the facility has a gas cylinder system, such as LPG or other similar gas, installed in an external area, protected against the weather and having suitable fire extinguishers near the place?	
		3.4	Regulatory standards	
3.4.1	BASIC	3.4.1	Is there evidence that the facility establishes technical and legal requirements to install, maintain and operate boilers and pressure vessels in accordance with the requirements of NR-13?	
3.4.2	BASIC	3.4.2	Is there evidence that the facility has machines, equipment, elevators and tables in satisfactory health and safety conditions, without adaptations or improvised structures?	Some machines, equipment and tables are in unsatisfactory health and safety conditions, without adaptations or improvised structures (except the elevators, which should be in satisfactory conditions).
				All machines, equipment, elevators and tables are in unsatisfactory health and safety conditions, or there are adaptations or improvised structures.
3.4.3	BASIC	3.4.3	Is there evidence that the facility has and follows the PGR recommendations defined in accordance with all requirements of NR-01 and NR-09 and updated in continuous process continuous or every 2 (two) years or each 3 (three) years, if there is a certification? If the facility is ME or EPP and with risk 1 or risk 2 degree, does it comply with, in cumulative form, the requirements of NR-01 for exemption of a PGR?	
3.4.4	BASIC	3.4.4	Is there evidence that the facility has and follows the PCMSO recommendations defined in accordance with all occupational requirements and risks defined in NR-01 and NR-07 and updated in accordance with the analytical report? If the facility is ME or EPP and with risk 1 or risk 2 degree, does it comply with, in cumulative form, the requirements of NR-01 for exemption of a PCMSO?	

3.4.5	BASIC	3.4.5	Is there evidence that the facility, through a comparative analysis, has an updated ASO and includes all the exams provided for in the PCMSO for the functions considered?	
3.4.6	BASIC	3.4.6	Is there evidence that the facility establishes a CIPA (Internal Accident Prevention Commission) in accordance with NR-05? In the case where a CIPA is not required, is there a facility representative responsible for the health and safety issues?	A CIPA is established, but the criteria, meetings minutes and training are partially performed.
				A CIPA is not established in accordance with NR-05.
3.4.7	BASIC	3.4.7	Is there evidence that the facility provides seats for continuous work, where the worker may alternate between standing and sitting work (NR-17)?	
3.4.8	BASIC	3.4.8	Is there evidence that the facility provides seats at the workstations, and they comply with the minimum comfort and ergonomics requirements (NR-17)?	Part of the seats does not comply with the minimum comfort requirements.
				All seats do not comply with the minimum comfort requirements.
3.4.9	BASIC	3.4.9	Is there evidence that the facility provides adequate lighting for carrying out the activities?	Part of the environments does not have adequate lighting.
				All environments do not have adequate lighting.
3.4.10	SUPERIOR	3.4.10	Is there evidence that the facility has workers involved in special tasks, such as load elevator operator, forklift driver, boiler operator, electrician, loading platform operator, etc.? Are they duly licensed and trained?	
New	SUPERIOR	3.4.11	Is there evidence that the facility has an AET (Ergonomic Work Analysis) in accordance with NR-17 and complies with all recommendations?	The facility has an AET and does not comply with all recommendations.
				The facility does not have an AET.
				The facility is not required to have an Ergonomic Work Analysis.
		3.5	Personal protective equipment	
3.5.1	BASIC	3.5.1	Is there evidence that the facility does not have situations in which the workers are at risk situations without proper protection?	The facility partially, but in an important way, complies with the requirements of the PGR for managing occupational risks.
				There is no PGR or the facility does not comply with the requirements for risk activities.
3.5.2	BASIC	3.5.2	Is there evidence that the facility provides adequate PPE, with CA (Certificate of Approval) label, duly replaced when necessary (in case of damage or loss) in accordance with NR-06, for its workers, and it has a PPE delivery form duly signed by the workers?	
3.5.3	BASIC	3.5.3	Is there evidence that the facility assures that all workers are aware of the proper use, storage and conservation of PPE?	
		3.6	Handling of chemicals	

3.6.1	BASIC	3.6.1	Is there evidence that the facility provides FISPQs (SDSs/MSDSs) and that they are updated and available for all workers who handle chemicals, in the production areas, in accordance with Decree 10,088/2019?	FISPQs are adequate, but they are not available for all workers who handle chemicals.
				The facility does not have FISPQs (office or productive area).
3.6.2	BASIC	3.6.2	Is there evidence that the facility provides training to its workers to correctly respond to leakages or accidents with chemicals, and that the facility provides the necessary resources?	
3.6.3	BASIC	3.6.3	Is there evidence that the facility properly stores hazardous and flammable substances in an adequate area?	The facility stores hazardous and flammable substances in accordance with the minimum requirements, but they are not correctly labeled.
				All hazardous and flammable substances are not stored and kept properly.
3.6.4	BASIC	3.6.4	Is there evidence that the facility keeps hazardous and flammable substances in suitable containers, expiration date and duly labeled?	
3.6.5	BASIC	3.6.5	Is there evidence that the facility correctly handles chemicals in its production area?	
3.6.6 & 3.6.7	SUPERIOR	3.6.6	Is there evidence that the facility provides CPE (collective protective equipment), such as eyewash fountains, emergency showers, flags, exhaust fans, first aid kit, etc., in the places recommended by the FISPQs?	
7.10	SUPERIOR	3.6.7	Is there evidence that the facility stores chemicals (except hazardous flammable chemicals) in an adequate area and properly?	
7.9	SUPERIOR	3.6.8	Is there evidence that the facility performs and monthly updates the chemical inventory?	The facility has a chemical inventory with inconsistent information – it is incomplete, it is not updated and may be improved.
				The facility does not have a chemical inventory.
			4 Emergency response	
		4.1	Electrical installations	
4.1.1 Unfolded	BASIC	4.1.1	Is there evidence that the facility has adequate electrical installations with no exposed or spliced wires, wrapped and seamless wires, visually inadequate connections, line filter or device approved by INMETRO, used correctly and circuit breakers and sockets protected and identified?	
4.1.1 Unfolded	BASIC	4.1.2	Is there evidence that the facility has an updated single-line diagram of the electrical installations, in accordance with item 10.2.3 of NR-10?	
4.1.1 Unfolded	BASIC	4.1.3	Is there evidence that the facility has a register of its electrical installations, which certifies that they meet the necessary safety conditions, including inspections, measurements, results of tests, etc., in accordance with item 10.2.4 of NR-10?	

4.1.3	BASIC	4.1.4	Is there evidence that the facility signalizes its areas presenting electrical hazards (high voltage) in accordance with NR-10?	
		4.2	Fire prevention and fire fighting	
4.2.1	BASIC	4.2.1	Is there evidence that the facility has a valid Fire Department Permit (AVCB)?	<p>The AVCB is expired, even if the facility has a requesting renewal protocol, or if the AVCB is valid but does not cover the entire area.</p> <p>The AVCB is expired, the facility does not have a requesting renewal protocol, or the facility has never had an AVCB, or the facility has never had an AVCB but has a requesting renewal protocol.</p>
4.2.2	BASIC	4.2.2	Is there evidence that the facility has unobstructed and signalized exits, in accordance with the characteristics and definitions of the State law?	
4.2.3	BASIC	4.2.3	Is there evidence that the facility has adequate escape routes in accordance with the applicable criteria (including signalization, emergency lighting, non-obstruction and adequate spacing)?	
4.2.4	BASIC	4.2.4	Is there evidence that the facility has firefighting equipment in a good state of conservation, validity, adequate quantity and signalization and unobstructed?	
4.2.5	BASIC	4.2.5	Is there evidence that the facility has a trained fire emergency brigade and performs regular evacuation drills?	
4.2.6	SUPERIOR	4.2.6	Is there evidence that the facility has an evacuation route map, for its entire area, exhibited in a visible place?	
4.2.7	SUPERIOR	4.2.7	Is there evidence that the facility has fire doors and that they are in accordance with ABNT NBR-11742:2003)?	
			5 Validation of the production chain	
		5.1	Invoices	
5.1.1	BASIC	5.1.1	Is there evidence that the facility uses invoices among the production stages?	
		5.2	Supply chain monitoring (only applicable to suppliers)	
5.2.1	BASIC	5.2.1	Is there evidence that the facility has a process for selecting new subcontractors, regarding regular work?	
5.2.2	BASIC	5.2.2	Is there evidence that the facility has any formal document, such as Supply Contract, Commitment Term, or another document with the same degree of formality, signed by the subcontractors, considering the issues related to working conditions, as a condition for maintaining the commercial relations?	
5.2.3	BASIC	5.2.3	Is there evidence that the facility keeps an updated list, in electronic format, of all subcontractors with it maintains a commercial relation, with at least the following information: registration data (corporate	The facility partially controls its subcontractors.

5.2.3	BASIC	5.2.3	with at least the following information: registration data (corporate name, address and CNPJ); type of service performed; and, conditions of formalization of the work (CLT)?	The facility does not control its subcontractors.
5.2.4	BASIC	5.2.4	Is there evidence that the facility carries out semi-annual monitoring of the activities of its current subcontractors related to regular work issues and requests a monthly copy of the INSS and FGTS bills? Or, if the facility is already fully to the e-Social, does it present the reports regarding the respective events (DCTFWeb, S-1200, and S-2299)?	
5.2.5	SUPERIOR	5.2.5	Is there evidence that the facility has formal contracts proving the relation with its subcontractors?	
5.2.6	SUPERIOR	5.2.6	Is there evidence that the facility has a selection process of subcontractors using the “Dirty List” during the process?	
		5.3	Validation of the list of subcontractors (only applicable to suppliers)	
5.3.1	BASIC	5.3.1	Is there evidence that the facility, during the traceability process of the orders of the signatory retailers, only uses declared and approved subcontractors? That is, there is not undeclared subcontractor that is approved in the Program ABVTEX?	
5.3.2	BASIC	5.3.2	Is there evidence that the facility, during the traceability process of the orders of the signatory retailers, does not use subcontractors not approved in the ABVTEX Program? That is, there is not undeclared subcontractor that is not approved in the ABVTEX Program.	
5.3.3	BASIC	5.3.3	Is there evidence that the facility has the order number of the signatory retailer in the shipment/return invoices? This number may to be the purchase order, model, internal reference, or supplier reference. For all orders, it should be verified if the official order number of the retailer (purchase order, part model, provider reference, etc.) is in all shipment/return invoices.	
5.3.4	BASIC	5.3.4	Is there evidence that the facility has the official order received from the signatory retailer with the part description?	
5.3.5	BASIC	5.3.5	Is there evidence that the facility has return invoices (in chronological order) of all subcontractors used in its production process?	
5.3.6	BASIC	5.3.6	Is there evidence that the facility has shipment invoices (in chronological order) for all steps of the production process (when subcontracted)?	
5.3.7	BASIC	5.3.7	Is there evidence that the facility has shipment/return invoices with dates before the sale date to the signatory retailer?	
5.3.8	BASIC	5.3.8	Is there evidence that the facility proves that the quantity of produced parts is within the 10% margin regarding the order made by the signatory retailer (shipment x return)?	
5.3.9	BASIC	5.3.9	Is there evidence that the facility proves that the quantity of produced parts is equal to or greater than the quantity sold/delivered to the signatory retailer?	
5.3.10	BASIC	5.3.10	Is there evidence that the facility controls its internal production, for the cases, where there is not outsourcing (100% internal production)?	

5.3.11	BASIC	5.3.11	Is there evidence that the facility controls its internal production, for the cases, where there are internal and external productions?
5.3.12	BASIC	5.3.12	Is there evidence that the facility has, where there is triangulation, invoices with the corresponding tax code (CFOP 5924 OR 6924) and the mention “por conta e ordem do fornecedor”, not characterizing an outsourcing?
5.3.13	BASIC	5.3.13	Is there evidence that the facility presents purchase invoices for the inputs that compose the final product (for example, insoles, soles, and ornaments), when the process is not internally performed or by subcontractors?
5.3.14	BASIC	5.3.14	Is there evidence that the facility and other facilities (subcontractors) in the same building are approved?
5.3.15	BASIC	5.3.15	Is there evidence that the facility has a fiscal book and/or system for issuing invoices (of the last 3 months) for carrying out the traceability process?
		5.4	Subcontracting services (applicable to subcontractors)
5.4.1	BASIC	5.4.1	Is there evidence that the facility does not outsource to another subcontractor approved in the ABVTEX Program?
5.4.2	BASIC	5.4.2	Is there evidence that the facility does not outsource to another subcontractor NOT approved in the ABVTEX Program?
			6 Transparency and management practices
6.2	SUPERIOR	6.1	Is there evidence that the facility provides training for its workers on the Code of Conduct of the Program ABVTEX?
6.3	SUPERIOR	6.2	Is there evidence that the facility has a designated worker responsible for the facility management systems (HR, Health and Safety, Environment) and is he/she responsible for handing the improvements identified during the audit?
6.4	SUPERIOR	6.3	Is there evidence that the facility has its own policies covering, at least, the following topics: anti-corruption; anti-discrimination; child labor; forced labor; freedom of association; abuse and harassment; working hours; and, salaries and benefits?
6.5	SUPERIOR	6.4	Is there evidence that the facility has written policies, procedures and processes that are effectively communicated through the appropriate means of dissemination (for example, worker manual, board of messages, newsletter, regular meetings, etc.)?
6.6	SUPERIOR	6.5	Is there evidence that the facility has a master list with all documents used in its management systems? Do the documents have a date of the last version consistent with the documents used during the audit?
6.7	SUPERIOR	6.6	Is there evidence that the facility adopts internal disciplinary practices for the leadership and workers when the internal policies are not complied with?
6.8	SUPERIOR	6.7	Is there evidence that the facility has a denouncement channel or complaint system that is effective, accessible, equitable, transparent and confidential to resolve industrial disputes and deal with the workers complaints?

6.9	SUPERIOR	6.8	Is there evidence that the facility conducts regular internal audits to evaluate its performance and results, identify the root causes of nonconformities or discrepancies and correct them accordingly (for example, updating policies and processes, providing training, etc.)?	
6.10	SUPERIOR	6.9	Is there evidence that the facility provides occupational health and safety training before the worker starts working, refreshment when necessary, and documents to prove the conformity?	
6.11	SUPERIOR	6.10	Is there evidence that the facility has records to control its accidents? Are injury and incident records available and are all significant accidents and incidents duly investigated, reported and actions correctives adopted to minimize the repetition?	
6.12	SUPERIOR	6.11	Is there evidence that the facility has a communication channel to its workers (for example, hotline, board of messages, internal newspaper, etc.)?	
6.13	SUPERIOR	6.12	Is there evidence that the facility has a plan to evaluate and handle the worker complaints?	
New	SUPERIOR	6.13	Is there evidence that the facility provides an opportunity, when the solution of complaints/grievances fails, for a critical analysis by the senior management, and are the workers entitled to respond and/or appeal of the decision?	
New	SUPERIOR	6.14	Is there evidence that the facility managers and supervisors are responsible for ensuring that there are no negative consequences for the workers who report complaints/denouncements?	
New	SUPERIOR	6.15	Is there evidence that the facility does not retaliate when it receives complaints and denouncements?	
New	SUPERIOR	6.16	Is there evidence that the facility, when adopting a disciplinary action against a worker, informs and delivers a written document to him/her, and is this disciplinary action kept in the personal worker file?	
New	SUPERIOR	6.17	Is there evidence that the facility publicizes and/or makes available to its workers' information regarding the category salary, minimum legal salary and other relevant information of the Collective Bargaining Agreement?	
7 Environment				
7.1 Licenses				
7.1	BASIC	7.1.1	Is there evidence that the facility has an environmental license, or it is exempt?	The facility has a renewal protocol that is not within the tolerance period, and it does not comply with state or municipal law.
				The facility does not present an environmental license, or its exemption.
7.3	BASIC	7.1.2	Is there evidence that the facility complies with the conditions of the environmental license, or it complies with the conditions described in the exemption?	

7.2	BASIC	7.1.3	Is there evidence that the facility has the necessary documents for acquisition, storage and use of controlled products (Federal Police and Civil Police)?	The facility uses controlled products in its process and presents an expired mandatory license, but with a renewal protocol.	
				The facility does not have licenses or the licenses are expired without a renewal protocol.	
7.4	BASIC	7.1.4	Is there evidence that the facility has an MTR (Manifest of Waste Transport), CADRI (for the state of São Paulo) and Certificate of Final Destination of the generated waste?	The facility has a CADRI and MTR renewal protocol.	
				The facility does not have an MTR, Certificate of Final Destination and CADRI, or CADRI is expired.	
7.5	BASIC	7.1.5	Is there evidence that the facility has a grant to capture water?	The facility is required to present a grant, but it is expired, and the facility has a renewal protocol.	
				The facility is required to present a grant, but it does not have one, or it is expired without a renewal protocol.	
7.6	BASIC	7.1.6	Is there evidence that the facility has CTF-IBAMA when it has a potentially polluting activity (APP)?		
7.14	BASIC	7.1.7	Is there evidence that the facility has a boiler duly licensed by the competent environmental agency?		
		7.2	Management and general aspects		
7.7	SUPERIOR	7.2.1	Is there evidence that the facility has a person responsible for the facility environmental management?	The facility does not have a responsible person for all relevant environmental areas, but has a focal point for the environmental issues.	
				The facility does not have a responsible person for the environmental management.	
7.8	SUPERIOR	7.2.2	Is there evidence that the facility has formalized policies and procedures for environmental issues, and that the facility applies and disseminate them?		
New	SUPERIOR	7.2.3	Is there evidence that the facility monitors its sources of fugitive emissions (air-conditioning system, CO2 extinguishers, etc.) from its operations?		
New	SUPERIOR	7.2.4	Is there evidence that the facility treats its domestic effluent, in accordance with the state law?		
		7.3	Waste		
7.19	SUPERIOR	7.3.1	Is there evidence that the facility has a PGRS (solid waste management plan)?		
				The facility has the inventory, but the facility does not update it monthly and the facility does not belong to or have processes of the "Wet Process Group" (laundries, industrial dyeing, printing).	

7.17	SUPERIOR	7.3.2	Is there evidence that the facility carries out and (monthly) updates the solid waste inventory?	The facility does not comply with one of the following conditions: - the facility presents the inventory, but the facility does not update it monthly and the facility belongs to or has processes of the “Wet Process Group”; - the facility does not present the inventory and the facility does not belong to or have processes of the “Wet Process Group”.
				The facility has the inventory and belongs to or has processes of the “Wet Process Group”.
7.18	SUPERIOR	7.3.3	Is there evidence that the facility stores its wastes properly?	The facility does not store its wastes correctly; however, the facility does not have hazardous wastes, in accordance with NBR-10,004.
				The facility does not store its wastes correctly and has hazardous wastes, in accordance with NBR-10,004.
7.20	SUPERIOR	7.3.4	Is there evidence that the facility has facilities that carry out transport and final destination of its hazardous wastes, with a valid Operating License from the competent environmental agency?	
New	SUPERIOR	7.3.5	Is there evidence that the facility burns waste in its boiler with authorization from the competent body?	
New	SUPERIOR	7.3.6	Is there evidence that the facility does not burn waste in the open?	
		7.4	Effluents	
7.13	SUPERIOR	7.4.1	Is there evidence that the facility has a permit for disposing of its effluent?	The facility has a renewal protocol or permit request within the legal period.
				The facility does not have a permit, or does not have a protocol within the legal period.
7.11	SUPERIOR	7.4.2	Is there evidence that the facility has an effluent treatment station (on site or outsourced, duly licensed)?	The facility presents evidence that it performs previous treatment; however, it does not present all documents. The effluent treatment station does not have an environmental license.
				The facility generates industrial effluent and does not perform any type of treatment, or does not present any municipal contract, or a contract with an outsourced facility.

7.12	SUPERIOR	7.4.3	Is there evidence that the facility complies with the effluent release standards as established in the operating license or by the outsourced facility?	The facility presents the analysis, but does not comply with the law.
				The facility does not develop analysis.
New	SUPERIOR	7.4.4	Is there evidence that the facility has, when the effluent treatment station fails, a backup option to avoid environmental damages?	
New	SUPERIOR	7.4.5	Is there evidence that the facility ensures that there is no risk of contamination of soil or water bodies due to transshipment of solid waste removed from the effluent treatment station?	
New	SUPERIOR	7.4.6	Is there evidence that the facility has, when the analysis does not comply with the parameters, an action plan to investigate them?	
		7.5	Atmospheric releases	
7.15	SUPERIOR	7.5.1	Is there evidence that the facility uses an approved fuel in the boiler to generate steam?	
7.16	SUPERIOR	7.5.2	Is there evidence that the facility has atmospheric releases complying with the standards and release limits approved in the operating license or specific authorization?	

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