

# Fair Stone BASIC Auditor's Manual for Factories YEAR 3



Kirchheim unter Teck, August 2024

**Fair Stone BASIC Auditor's Manual for Factories**

**Factory Data and Auditing Results**

<b>Auditor + Company</b>	
<b>Date of Audit</b>	
<b>Type of Audit</b>	First time incl. Registration: <input type="text"/> Failed Audit (max. 6 months after failed audit, re-audit only not fulfilled criteria): <input type="text"/> Re-Audit (1 Year after passed Audit): <input type="text"/>
<b>Factory</b>	
<b>Factory Code</b>	
<b>Factory Location incl. GPS</b>	
<b>Exporting Company</b>	
<b>Exporter Code</b>	
<b>Importing Company</b>	

**Auditing Results**

<b>Total Points</b>	<b>00/54</b>
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<b>Audit Summary</b>	<b>RESULT</b>
List some key observations/Non-Conformities	PASSED/NOT PASSED

**I have faithfully audited the factory (as indicated above) according to the manual.**

**I pledge myself to absolute secrecy towards third parties.**

\_\_\_\_\_  
**Signature Auditor**

**Fair Stone BASIC Reduced Auditor's Manual for Factories**

No.	Criteria – SUPPLIER DATA	Points	Remarks
<b>Verification of Supplier Agreement</b>			<i>Supplier Agreement (blank sheet) in appendix.</i>
1.1	<b>e</b> Name of Fair Stone manager, factory name and address is correct.	■ / 1 P	<i>Names:</i>
1.2	<b>e</b> Number of employees, including subcontracted employees, is correct.	■ / 1 P	<i>Number of Employees:</i>
1.3	<b>e</b> Indicated type of stone material is correct (no others).	■ / 1 P	<i>List of material codes seen during audit:</i>
1.4	<b>e</b> Indicated type of stone product is correct (no others).	■ / 1 P	<i>List of stone products seen during audit:</i> <ul style="list-style-type: none"> <li>▪ 1. Handcrafted products (e.g. palisades, etc.):</li> <li>▪ 2. Polished products for interior use (e.g. tiles, etc.):</li> <li>▪ 3. Cut products for outdoor use (e.g. slabs, etc.):</li> <li>▪ 4. Others:</li> </ul>
1.5	Traceability of processed materials to the quarry (Otherwise Factory only)		<i>List of material with quarry coverage:</i>
<b>Total:</b>		■ / 4 P.	

**Fair Stone BASIC Reduced Auditor's Manual for Factories**

**Issue: Audit Criteria (General Data, OSH, Pre-Audit Documentation, ILO Core Labor Conventions)**

No.	Criteria – OCCUPATIONAL SAFETY & HEALTH	Points	Remarks
2.1 <b>e</b>	<p>Factory is organized and clean. No passageways are blocked.</p> <p>Equipment is stored adequately: Belts, Pulley, saws and other rotating/moving parts are properly guarded.</p>	■ / 2 P	<i>Picture reference in Annex:</i>
2.2 <b>e</b>	<p>OSH Manager is defined, well informed and trained in regards to OSH in the workplace.</p> <p>A workshop was conducted and organized by OSH Manager/Exporter during the audit with a short explanation of warning signs, PPE and usage and main focus on Chemical Handling/Electrical Appliances/Machinery &amp; Equipment.</p>	■ / 2 P	<i>Name of OSH manager, Participant List, Fotos:</i>
2.3 <b>e</b>	Clean and readable Safety Signs have been placed in relevant spots and renewed if necessary.	■ / 2 P	<i>Picture reference in Annex:</i>
2.4 <b>e</b>	Locations of first aid boxes in the factory are displayed and content of first aid boxes is adequate.	■ / 2 P	<i>Picture reference in Annex:</i>
2.5 <b>e</b>	Fire Extinguishers are available and maintained. Exits are marked and regular fire drills are conducted as per country norm	■ / 2 P	<p><i>Number of fire extinguishers:</i></p> <p><i>Next service due date (shortest seen):</i></p> <p><i>Picture reference in Annex:</i></p>
2.6 <b>e</b>	PPE is available for workers (Safety Helmets, Ear Plugs, Boots, Dust Masks of FFP2/N95/KN95 Quality) including Aprons/Protective Clothing for wet	■ / 2 P	<i>Explain all deviancies:</i>

**Fair Stone BASIC Reduced Auditor's Manual for Factories**

**Issue: Audit Criteria (General Data, OSH, Pre-Audit Documentation, ILO Core Labor Conventions)**

No.	Criteria – OCCUPATIONAL SAFETY & HEALTH	Points	Remarks
	processing work areas Worker awareness regarding PPE usage has improved in comparison to previous visits.		
	= Sufficient safety helmets are provided		
	= Sufficient hearing protection is provided		
	= Sufficient dust masks are provided. Proper masks prevent at least 95% of dust, like FFP2-N95 masks		
	= Sufficient safety glasses are provided		
	= Sufficient boots in appropriate sizes are provided.		
	= Sufficient aprons are provided		
2.7	<b>e</b> PPE is provided by the management at no costs for the workers.	■ / 2 P	
	<input type="checkbox"/> YES    Verified through representative personal interviews of at least 3 employees <input type="checkbox"/> NO		
	<input type="checkbox"/> YES    Verified through check of on-site documents (e.g. PPE Disbursement Lists) <input type="checkbox"/> NO		
2.8	<b>e</b> Employees are listed under a valid accident insurance. Relevant payment sheets provide proof that the premiums were paid by the employer during the last year and on a regular basis.	■ / 2 P	<i>How many employees are listed in the policy:</i>  <i>Picture reference in Annex (policy, bank receipt, employees list):</i>

**Fair Stone BASIC Reduced Auditor's Manual for Factories**

**Issue: Audit Criteria (General Data, OSH, Pre-Audit Documentation, ILO Core Labor Conventions)**

No.	Criteria – OCCUPATIONAL SAFETY & HEALTH	Points	Remarks
2.9 <b>e</b>	An employment register is available on-site for review.	■ / 2 P	<i>Picture reference in Annex:</i>
2.10 <b>e</b>	Company keeps a basic record for all subcontracted personnel	■ / 2 P	<i>Picture reference in Annex:</i>
2.11 <b>e</b>	A water recycling facility/basin is operation and cleaned regularly. The stone mud is disposed properly.	■ / 2 P	<i>Picture reference in Annex:</i>
2.12 <b>e</b>	There is no visible indication that the structural integrity of production halls is compromised. Buildings are not at risks of collapsing.	■ / 2 P	<i>Picture reference in Annex:</i>
2.13 <b>e</b>	Hazardous/Chemical substances are stored in appropriate containers. Material Safety Data Sheets (MSDS) in local language are kept on-site.	■ / 2 P	<i>Picture reference in Annex:</i>
2.14	There are records of compensation claims for sickness or accidents (claimed by the employer and receipt confirmed by the respective worker)	■ / 2 P	<i>Picture reference in Annex:</i>
2.15	Social insurance is paid according to the local law (e.g. ESI/Employee Sate Insurance/Pf Provident Fund or Pension Insurance/Medical Insurance (ILO102 and ILO 121)	■ / 2 P	<i>Picture reference in Annex:</i>
2.16	Information about a grievance mechanism offered by a third-party is hanged up on notice boards and workers have confirmed knowledge about it.	■ / 2 P	<i>Picture reference in Annex:</i>
3.7 <b>e</b>	A Rest Area with Shading and no noise/dust pollution is provided for workers lunch.	■ / 2 P	<i>Picture reference in annex:</i>
3.8 <b>e</b>	Sanitary Facilities are available and fulfill basic requirements (toilets with sewage access or at least pit-latrines in rural areas).	■ / 2 P	<i>Picture reference in annex:</i>

**Fair Stone BASIC Reduced Auditor's Manual for Factories**



**Issue: Audit Criteria (General Data, OSH, Pre-Audit Documentation, ILO Core Labor Conventions)**

No.	Criteria – OCCUPATIONAL SAFETY & HEALTH	Points	Remarks
3.9 <b>e</b>	When Dormitories are provided to (migrant) workers, they fulfill basic criteria (ILO115-1). They are separated from production area and no excessive fees are charged.	/ 2 P	<i>Picture reference in annex:</i>
	<b>Total:</b>	/ 38 P.	




**Fair Stone BASIC Reduced Auditor's Manual for Factories**

**Issue: Audit Criteria (General Data, OSH, Pre-Audit Documentation, ILO Core Labor Conventions)**

No.	Criteria – ILO CORE LABOR CONVENTIONS	Points	Remarks
3.1 <b>e</b>	M1 - No indication of exploitive child labour can be observed (ILO Convention 182). There is a signboard at the factory entrance which prohibits child labor. 	0/ 2 P	<p><i>Mark YES/NO regarding which method was used for assessment. If possible, use both methods.</i></p> <p><i>Picture reference in Annex of employment register:</i></p> <p><i>Names of interviewed personnel:</i></p>
	<input type="checkbox"/> YES      Verified through check of on-site employment register <input type="checkbox"/> NO		
	<input type="checkbox"/> YES      Verified through representative personal interviews of at least 3 employees if on-site documents are not available. <input type="checkbox"/> NO		
3.2 <b>e</b>	M1 - None of the employees is younger than 18 years. (ILO 138): 	0/ 2 P	<p><i>Mark YES/NO regarding which method was used for assessment. If possible, use both methods.</i></p> <p><i>Picture reference in Annex of employment register:</i></p> <p><i>Names of interviewed personnel:</i></p>
	<input type="checkbox"/> YES      Verified through check of on-site employment register <input type="checkbox"/> NO		
	<input type="checkbox"/> YES      Verified through representative personal interviews of at least 3 employees if on-site documents are not available <input type="checkbox"/> NO		

**Fair Stone BASIC Reduced Auditor's Manual for Factories**

**Issue: Audit Criteria (General Data, OSH, Pre-Audit Documentation, ILO Core Labor Conventions)**

No.	Criteria – ILO CORE LABOR CONVENTIONS	Points	Remarks
3.3 <b>e</b>	M2 - The company does not make use of forced, including bonded, labour (ILO 29 & 105). Worker documents are not retained. They are free to leave the company premises. No indications of human trafficking. 	0/ 2 P	<p><i>Mark YES/NO regarding which method was used for assessment. If possible, use both methods.</i></p> <p><i>Picture reference in Annex of salary records:</i></p> <p><i>Names of interviewed personnel:</i></p> <p><i>Explain any deviancies:</i></p>
	<input type="checkbox"/> YES <input type="checkbox"/> NO	Verified through check of on-site salary records	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	Verified through representative personal interviews of at least 3 employees	
3.4 <b>e</b>	M4 - No discrimination exists in hiring and remuneration (ILO 100 & 111). Different Genders/all workers receive equal remuneration for tasks which require the same skill. (ILO100)	0/ 2 P	<p><i>Mark YES/NO regarding which method was used for assessment. If possible, use both methods.</i></p> <p><i>Picture reference in Annex of anti-discrim. Policy/records:</i></p> <p><i>Names of interviewed personnel:</i></p> <p><i>Explain any deviancies/ Questions asked:</i></p>

**Fair Stone BASIC Reduced Auditor's Manual for Factories**

**Issue: Audit Criteria (General Data, OSH, Pre-Audit Documentation, ILO Core Labor Conventions)**

No.	Criteria – ILO CORE LABOR CONVENTIONS	Points	Remarks
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Verified through check of on-site documents		
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Verified through representative personal interviews of at least 3 employees if on-site documents are not available.		
3.5 <b>e</b>	Employees as well as subcontracted workers are allowed to organise collective meetings and to assemble together with the aim of addressing issues of common concern and have the right to elect or name a representative. (ILO 87 & 98)	0/ 2 P	<p><i>Mark YES/NO regarding which method was used for assessment. If possible, use both methods.</i></p> <p><i>Picture reference in Annex of employment / union records:</i></p> <p><i>Names of interviewed personnel:</i></p>
	<input type="checkbox"/> YES <input type="checkbox"/> NO Verified through records of employment or or existing cooperations with unions		
	<input type="checkbox"/> YES <input type="checkbox"/> NO Verified through representative personal interviews of at least 3 employees.		
3.6 <b>e</b>	All workers earn at least minimum wage and documentation is available for the auditors to review this (Attendance Register, Payment slips). Verified through representative personal interviews of	0/ 2 P	<p><i>Mark YES/NO regarding which method was used for assessment. If possible, use both methods.</i></p>

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**Issue: Audit Criteria (General Data, OSH, Pre-Audit Documentation, ILO Core Labor Conventions)**

No.	Criteria – ILO CORE LABOR CONVENTIONS	Points	Remarks
	at least 3, 5 or 8 employees based on company size. No unjust fees are levied by management and payments are punctual.		<i>Picture reference in Annex of salary records/working contracts etc.:</i>
	<input type="checkbox"/> YES <input type="checkbox"/> NO Verified through check of on-site documents (employment register, attendance register and/or working contracts)		<i>Names of interviewed personnel:</i>  <i>Explain any deviancies/Indicate range of salaries:</i>
	<input type="checkbox"/> YES <input type="checkbox"/> NO Verified through representative personal interviews of at least 3 employees if on-site documents are not available.		
<b>Total:</b>		<b>0/ 12 P.</b>	

**Fair Stone BASIC Reduced Auditor's Manual for Factories**

**Issue: Supplier Agreement**

<b>Fair Stone Supplier Agreement Factory</b>		
Factory Code in Fair Stone System (completed by Fair Stone):		
This Fair Stone Supplier is a factory: <input type="checkbox"/>		
Name and Address of Fair Stone factory:	Tel:	
	e-mail:	
	Fair Stone contact person:	
Legal Entity / Business Reg. No.:		Year of foundation:
Total no. of employees:	No. of directly employed / permanent workers:	No. of seasonal / temporary workers:
List of material to be certified by Fair Stone (for example: G603, G354, etc.):		
List of factory products to be certified by Fair Stone:		
1. Handcrafted products (e.g. palisades, etc.):		
2. Polished products for interior use (e.g. tiles, etc.):		
3. Cut products for outdoor use (e.g. slabs, etc.):		
4. Others:		
Name of manager responsible for Fair Stone implementation:		
Name of Fair Stone exporting company in China / Vietnam / Turkey / India:		
Name of Fair Stone importing company in Europe / North America:		

1. Description	<i>2. Description</i>
3. Description	<i>4. Description</i>

5. Description	<i>6. Description</i>
7. Description	<i>8. Description</i>


9. Description	10. Description
11. Description	12. Add more if necessary



### **ANNEX: General**

- According to the Fair Stone Standard accredited auditors have to audit registered Fair Stone Suppliers before these factories receive the final Fair Stone Certification. Auditors have to use this manual.
- The manual is based on the criteria of the Fair Stone Standard. Please refer to [www.fairstone.org](http://www.fairstone.org) for further information

The auditor uses the guidelines "how to audit" of FAIR STONE to score.

- The auditor gives points if the criteria is fulfilled:
  - 0 points: The criterion is not fulfilled
  - 1 point: The criterion is fulfilled sufficiently, more than 50%
  - 2 point: The criterion is fulfilled to an excellent level, more than 80%
- In total, all essential criteria need to reach a minimum of 1 point to pass the audit. 

### **Supply Chain**

- The factories should be audited only once a year.
- Fair Stone Partners have to inform FAIR STONE when they commission an audit of a registered factory.
- The FAIR STONE Association is informed of the audit results at the same time as the FAIR STONE's Partners by the audit company (CC).
- FAIR STONE confirms that the factory can be audited or states the factory has been already audited during the last 12 months.
- If the FAIR STONE Partners have the same supplier and they know it from each other they can directly share costs when they ask for the audit or if the audit already took place - they can agree on their own how to handle the costs.

### **Failed Audit**

- The audit should be repeated in a short period of time, max. 6 months. It is more efficient to have all failed criteria checked at once.
- Only those parts have to be re-audited which were not fulfilled during the first audit.

- Some failed criteria do not need to be checked during an on-site audit. (Examples DIGITAL Check: Additional Placement of Safety Signs; Provision of First Aid Kits; Maintenance of Fire Extinguishers etc. // Examples ON-SITE Check: Verification of attendance hour of workers; no worker presence or production during first audit visit; other criteria where worker interviews are deemed necessary to correlate findings in documents etc.)
- The importer receives the final certificate only when the complete result is passed.

### Remediation Process

- Many of our audit criteria are mandatory to meet, so no remediation leads to a failed audit. A failed audit does not allow label usage. Until a registration is finalized including a successful audit, no certificates are issued or labels authorized.
- It is helpful to address noted deficiencies in a closing meeting right after the audit with the exporter/factory management. However, do not disclose the final audit result to them.
- Audit Reports are sent to the importer. In cases with a certain urgency, the remediation process should start before this.
- The remediation should focus on essential criteria (i.e. mandatory to pass the audit) first. Other improvements should be noted in the audit summary as well.
- Improvements need to be evidenced with a photo or document in the ANNEX of audit reports. Both the status during the initial audit and after implemented corrective actions needs to be included.
- In case of questions about the long-term corrective action plan and short-term mandatory improvements to pass the audit, please contact the team of Fair Stone Association.



*For FS MONUMENT, Criteria [3.1]+[3.2]+[3.3] need to be passed only. In addition, the following is necessary for the German Gravestone Law:*

- 1. Pictures need to be GPS Tagged*
- 2. There has to be picture evidence of the auditor together with factory management on the factory premises. The pictures should contain GPS Data, Time & Datestamp*

	Risk Assessment	YES (=1)	NO (=0)	SCORE	
<b>1</b>	<b>General Impression of the auditor</b>				
1.1	Was the auditor received in an unfriendly/unpolite manner or was there trouble in aligning the audit?				
1.2	Did any red flags appear like discrepancies between documents, statements of the managers or during worker interviews?				
<b>2</b>	<b>Infrastructure and Operations</b>				
2.1	Is the audit site not gated/fenced/walled or no company name visibly displayed?				
2.2	Is the audit site operated at a low capacity? Production is not going on during audit or at low level, workers are not busy or barely any staff is present.				
<b>3</b>	<b>Availability of Documents</b>				
3.1	Were Age verification documents not available during the audit?				
3.2	Is an insurance provider not commissioned to cover the company?				
<b>4</b>	<b>Occupational, Safety and Health</b>				
4.1	Have there been accidents in the past?				
4.2	Is an OSH Manager not appointed and received no qualification?				
<b>5</b>	<b>Audit history and performance</b>				
5.1	Is entity not able to provide further certification from relevant international or national schemes?				
5.2	Is there negative press about the company? Is their reputation damaged?				
	<b>Final Score</b>				

Score	Evaluation
0-2	Not significant
3-6	Low - Moderate
7-8	Serious
9-10	Critical

Compliance Level	Risk Level	Improvement Trend
Satisfactory	Not significant	Positive
Needs Improvement	Low - Moderate	Stable
Needs Significant Improvement	Serious	Negative
Unsatisfactory	Critical	N/A