

TOOL 9:

A CORRECTIVE ACTION PLAN

This Corrective Action Plan (CAP) template can be used by organisations to address points of non-conformance found during an audit. It is also designed to enable companies to understand the root causes of noncompliance that can then be addressed at a systems level. This Corrective Action Report (CAR) embodies the results of the workplace assessment. It is the intent of the CAR to help improve the factory and facilitate corrective action planning.

Summary of Areas of Concern

Below is a summary of the compliance areas in which areas of concern were identified during the onsite phase of the assessment. Please note full details of findings, including recommendations, are found after the table below, organized by category, sub-category, and benchmark / standard.

I. EMPLOYMENT POLICIES					
COMPLIANCE CATEGORY	AREA OF CONCERN	NO ISSUES IDENTIFIED	COMPLIANCE CATEGORY	AREA OF CONCERN	NO ISSUES IDENTIFIED
Worker Awareness	x	•	Contract Labor (Foreign or Domestic)	x	•
Factory Records	x	•	Grievance Procedures	x	•
Forced Labor	x	•	Discipline and Termination	x	•
Child and Juvenile Labor	x	•	Discrimination	x	•
Harassment and Abuse	x	•	Pregnancy Issues	x	•
Freedom of Association	x	•	Freedom of Movement	x	•
II. COMPENSATION AND HOURS					
Regular Wages	x	•	Regular Hours and Overtime	x	•
Overtime Wages	x	•	Mandatory Overtime	x	•
Benefits and Deductions	x	•	Production Quotas	x	•
Pay Practices	x	•			
III. HEALTH AND SAFETY					
Emergency Evacuation / Fire Safety	x	•	Medical Care, Accidents, and Injuries	x	•
Sanitation / Maintenance	x	•	Working Conditions	x	•
Machine Safeguarding	x	•	Explosion Hazards	x	•
Chemical Safety	x	•	Personal Protection Equipment	x	•
Dormitories	x	•			