

# Monitoring result for Ningbo Hejia Ice Bag Co., Ltd on site Ningbo Hejia Ice Bag Co., Ltd

## Monitoring

Monitored Party : Ningbo Hejia Ice Bag Co., Ltd  
amfori ID : 156-028359-000  
Site : Ningbo Hejia Ice Bag Co., Ltd  
Site amfori ID : 156-028359-001  
Address : No.77, Xi Yun Yi Road, Xie Pu Town, Zhen Hai District  
: 315203, NINGBO  
: Zhejiang Sheng  
: China  
Monitoring Activity : amfori Social Audit - Manufacturing  
Monitoring Type : Follow-up Monitoring  
Monitoring Partner : SGS  
Monitoring Start Date : 21/11/2022  
Closing Meeting : 28/11/2022  
Finished Date :  
Submission Date : 28/11/2022  
Expiration Date : 29/11/2023

This is an extract of the online monitoring result, generated on 03/12/2022, and is only valid as an acknowledgement of the result. To see all the details, review the full monitoring result, which is available [here](#) - The English version is the legally binding one.



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## Overall rating



## Section rating

PA1: Social Management System	C
PA 2: Workers Involvement and Protection	B
PA 3: The Rights of Freedom of Association and Collective Bargaining	A
PA 4: No Discrimination	A
PA 5: Fair Remuneration	B
PA 6: Decent Working Hours	D
PA 7: Occupational Health and Safety	B

PA 8: No Child Labour	A
PA 9: Special Protection for Young Workers	A
PA 10: No Precarious Employment	A
PA 11: No Bonded Labour	A
PA 12: Protection of the Environment	C
PA 13: Ethical Business Behaviour	A

## General description

[Legal entity and business license]

The audited factory Ningbo Hejia Ice Bag Co., Ltd was located No.77, Xi Yun Yi Road, Xie Pu Town, Zhen Hai District, Ningbo, Zhejiang Province, China. The factory was a limited liability company. The business license name was Ningbo Hejia Ice Bag Co., Ltd 宁波禾珈冰袋有限公司 and the business license address was No.77, Xi Yun Yi Road, Xie Pu Town, Zhen Hai District, Ningbo, Zhejiang Province 浙江省宁波市镇海区澥浦镇息云一路77号.

The business license number was 91330211MA292LYX3L, it was established on Jul 17, 2017 and valid from Jul 17, 2017 to long term.

[Production overview/Physical audit scope]

The factory rented one 4-storey building (Building A) as warehouse and workshops and office. Detail as below:

Building A: 1st floor (800M2) cutting, forming, punching workshop and raw material warehouse.

Building A: 2nd floor (800M2) office, sewing and packing workshop and finished goods warehouse.

Building A: 3rd floor (400M2) filling workshop.

Building A: 4th floor (400M2) printing workshop.

[Main products]

The main product of the audited factory was ice pack.

Production Capacity was about 3,000,000 pieces per year.

The process onsite were cutting, forming, punching, printing, sewing, filling and packing.

[Audit process]

This was 0.5 Man Day site audit and one auditor conducted opening meeting -Plan Tour, Worker and Management Interview, Document Review and Closing Meeting. The audit was conducted in good professional working environment and auditee was very supportive and cooperative throughout the audit activities.

Opening Meeting: The opening meeting of this amfori BSCI audit was started at facility with the words of thanks from SGS, after that brief introduction of audit team was given to the participants. The audit methodology, confidentiality policy of SGS, Zero Tolerance Protocol and methodology of reporting the audit results were thoroughly briefed by the Lead Auditor. Before proceeding to the audit, the audit scope and criteria were reaffirmed and audit itinerary/ plan, which had been forwarded to the organization, was agreed. The auditor described the whole audit process, criteria, scope, different audit methods, and explained the amfori BSCI code of conduct, amfori BSCI holistic approach and local laws in detail to the extent these are related to the audit. Management of the facility assured the auditor of facilitation throughout the audit process. The auditor explained and presented SGS's Integrity Declaration Forms and Audit Cooperation & Confidentiality Declaration to the facility management and Mrs. Tian Mi /Admin. manager agreed and signed the name.

Health and Safety Tour: All areas of the facility processes were visited during the audit. The auditor conducted the physical tour at the entire premises of the facility detailed as per following information. At the time of facility visit attitude of the facility management was good.

On the day of audit, there were 32 employees present which include management staff and 3 sampled workers were selected for interview and the working hours and payroll records of them were selected for review.

A detailed site visit was conducted for the complete facility in order to verify Health & Safety and Environment part of the audit protocol. Workers were interviewed on one to one and focus group basis conducted by the auditor to ensure that BSCI requirements related to Forced Labour, Child Labour, Health and Safety, Freedom of Association, Disciplinary practices, Remuneration, Discrimination, Management Systems, Working Hours and Environment are being fulfilled. Attendance Record, Salary Sheets, Payment Slips, Contract Letters, Age Verification Procedure, Overtime Procedure, HSE Training records, Inspections, Employee Committee Meeting Minutes, Management Review Meetings Minutes and internal monitoring records of workers were verified.

The closing meeting was carried out by the Lead Auditor explaining all the elements of CAP and further processing.

The CAP was agreed and copy of it was also given to the factory.

[Working hours information]

The factory established working time system. Factory used fingerprint scanner attendance recorder to record workers each in/out time. all employees had one shift: 08:00~12:00, 13:00~17:00; and if needed, overtime from 18:00 to 20:00. They usually had 8 OT working hours on Saturdays. All employees had rested on each Sunday. Confirmed by workers interview, overtime was voluntary. Time records of 3 sampled employees from Nov 1, 2021 to Nov 21, 2022 were reviewed randomly. Maximum overtime work 2 OT working hours per day, 16 hours per week, 60 hours per month and guarantee at least one day rest per week.

[Wage information]

The factory set up wages and benefit paying system, which included paid statutory holidays, sick leave, annual leave, marriage leave and maternity leave etc. Based on the wages from Nov 2021 to Oct 2022 provided by the factory, the minimum wage paid by the factory was RMB 3000 per month which was more than legal requirement and paid at 15th of the next month by cash. 150%, 200% of normal rate for overtime on regular weekdays and rest days respectively was provided for workers. The payment cycle was natural month. Wages of workers met the decent standard of living and no deduction except individual income tax was identified according to wages records of workers. All these processes and evidence were cross checked by document review, worker interview and management interview.

[Attachments]

The comprehensive timing approval document and collective bargaining agreement are not applicable to the factory.

[#COVID19]

During the audit, the factory was not located in the area with medium and high risk of epidemic, and all workers need to keep negative nucleic acid for 72 hours. Before entering the industrial park, all workers should scan the site code, no other special epidemic prevention requirements.

Announcement Type: Announced

Monitoring Date: Nov 21, 2022  
Monitoring firm: SGS (Monitoring firm APSCA #: 11600006)  
Auditor name: Nita Xiong (APSCA member No. CSCA 21701701)

## Site Details

Site : Ningbo Hejia Ice Bag Co., Ltd

Site amfori ID : 156-028359-001

### GICS Classification

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Sector : Consumer Discretionary

Industry : Household Durables

Industry Group : Consumer Durables & Apparel

Sub Industry : Home Furnishings

### amfori Process Classifications

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N.A.

### GS1 Classifications

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N.A.

### NACE Classification

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N.A.

### Water Stress Situation

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N.A.

## Metrics

### Key Metrics

Total workforce	32 Workers
Legal minimum wage in local currency	2280 Monthly
Lowest wage paid for regular work at the site	3000 Monthly
Calculated living wage in local currency	2347 Monthly
Total sample	3 Workers

### Other Metrics

Male workers	9 Workers
Female workers	23 Workers
Permanent workers - Male	9 Workers
Permanent workers - Female	23 Workers
Temporary workers - Male	0 Workers
Temporary workers - Female	0 Workers
Seasonal workers - Male	0 Workers
Seasonal workers - Female	0 Workers
Management - Male	1 Workers
Management - Female	3 Workers
Apprentices - Male	0 Workers
Apprentices - Female	0 Workers
Workers on probation - Male	0 Workers
Workers on probation - Female	0 Workers
Workers with night shift - Male	0 Workers
Workers with night shift - Female	0 Workers
Workers with disabilities - Male	0 Workers
Workers with disabilities - Female	0 Workers
Domestic migrant workers - Male	8 Workers
Domestic migrant workers - Female	23 Workers
Foreign migrant workers - Male	0 Workers
Foreign migrant workers - Female	0 Workers
Workers hired directly - Male	9 Workers
Workers hired directly - Female	23 Workers
Workers hired indirectly - Male	0 Workers
Workers hired indirectly - Female	0 Workers
Unionised workers - Male	0 Workers
Unionised workers - Female	0 Workers
Workers under CBA - Male	0 Workers
Workers under CBA - Female	0 Workers
Pregnant workers	0 Workers
Workers on parental leave - Male	0 Workers
Workers on parental leave - Female	0 Workers
Sample - Male	0 Workers
Sample - Female	3 Workers

## Findings

### PA1: Social Management System

1.1 Follow up audit result on Nov 21, 2022: Open The main auditee partially respects this principle because the factory had set up the management procedures to implement the amfori BSCI Code of Conduct, but not all policies were properly implemented effectively, such as insufficient social insurance participated, workers' monthly OT exceeded legal requirement etc.

2022年11月21日跟进审核结果：打开 审核方部分遵循该准则，原因是工厂建立了确保amfori BSCI行为准则实施的管理制度，但是不是所有制度都得以有效实施，比如社保缴纳不足，加班超时等。

1.4 Follow up audit result on Nov 21, 2022: Open The main auditee partially respects this principle because the factory had realistically calculated the costs of production and delivery times. Written records of calculating the production capacity and the costs of production were not kept, workers' working hour was not considered confirmed by designated person, the overtime working hours exceeded local law's requirements.

2022年11月21日跟进审核结果：打开 被审核方部分遵循该准则。原因是工厂了解如何计算生产产能和订单周期。工厂未保留计算方法和记录。工厂排单的时候未考虑到工人的工作时间，导致工人的加班时间超出了法规要求。

### PA 2: Workers Involvement and Protection

2.2 Follow up audit result on Nov 21, 2022: Open The main auditee does not respect this principle because no long-term goals/vision was established to protect workers according to the amfori BSCI Code of Conduct.

2022年11月21日跟进审核结果：打开 被审核方因未根据amfori BSCI行为准则定义长期目标来保护员工而未遵守原则。

2.4 Follow up audit result on Nov 21, 2022: Closed Evidence: Based on training records reviewing, factory had provided the amfori BSCI Code training to workers and management, and the interviewed workers were aware of the amfori BSCI Code of conduct.

2022年11月21日的跟进审核结果：关闭 证据：根据培训记录查看，工厂已经给工人和管理层提供了amfori BSCI行为准则的培训，受访员工均了解amfori BSCI行为准则。

### PA 5: Fair Remuneration

5.5 Follow up audit result on Nov 21, 2022: Open The main auditee does not respect this principle because the factory did not provide social insurance to workers as per legal requirement. There were total 32 employees, including 9 retirees and 0 employee recruited within one month, 23 employees should be provided with social insurance. Based on social insurance payments records and confirmed by management interview, the factory provided social insurance for 11 employees of them, factory provided commercial accident insurance for all employees, it valid from Jun 3, 2022 to Jun 2, 2023.

2022年11月21日跟进审核结果：打开 被审核方未遵循该准则，原因是工厂未按法规要求给员工缴纳社保，工厂共有32名员工，包含9名退休人员以及0名1个月内的新员工，工厂应为23名员工提供社保，根据工厂提供的社保缴费记录及管理层访谈确认，工厂为其中11名员工提供了社保。工厂给所有员工购买了商业意外保险。周期从2022年6月3日-2023年6月2日。

### PA 6: Decent Working Hours

6.2 Follow up audit result on Nov 21, 2022: Open The main auditee does not respect this principle because the facility established working hours regulation according to local law. Management know the local law requirement clearly, but due to the high cost of manpower and order delivery was urgent, it was hard to establish effective overtime control system. Based on attendance records from Nov 1, 2021 to Nov 21, 2022, the monthly overtime hours exceeded 36 hours systematically, the maximum monthly overtime working hours were 60 hours (including 28 OT hours in weekdays and 32 OT hours in weekends) in Aug 2022.

2022年11月21日跟进审核结果：打开 被审核方未遵循该准则，原因是工厂依据当地法规建立工时规定，管理人员清楚法规要求，但由于招工成本高，且订单紧急，因此很难建立一个有效的加班管控系统，根据提供的2021年11月1日-2022年11月21日的考勤，工厂月加班系统性的超过36小时。最大的月加班时间为2022年8月的60小时，包含28小时的平时加班及32小时的周末加班。

### PA 7: Occupational Health and Safety

7.1 Follow up audit result on Nov 21, 2022: Open The main auditee partially respects this principle because the law of health and safety were collected by factory, and regulation check and training were conducted by factory, but the health and safety management representative was not familiar with the legal and amfori Amfori BSCI requirement on health and safety, and lead to some issues were raised in health and safety section.

2022年11月21日跟进审核结果：打开 被审核方部分遵循该准则，原因是工厂有收集健康安全法律法规，并且定期提供检查及培训，但是健康安全管理者代表不了解法规和Amfori BSCI对健康安全的要求，导致健康安全方面出现问题。

7.2 Follow up audit result on Nov 21, 2022: Closed Evidence: Factory had provided injury insurance or commercial accident insurance for all employees, the commercial accident insurance was valid from Jun 3, 2022 to Jun 2, 2023.

## PA 7: Occupational Health and Safety

2022年11月21日跟进审核结果：关闭 证据：工厂已经为所有员工购买了工伤险或者商业意外险，意外险的周期从2022年6月3日-2023年6月2日。

7.3 Follow up audit result on Nov 21, 2022: New Finding The main auditee does not respect this principle because the factory did not provide the occupational health examination report of silk screen workers.

2022年11月21日跟进审核结果：新问题 被审核方未遵守该原则，原因是工厂未提供丝印工人的职业健康体检报告。

7.6 Follow up audit result on Nov 21, 2022: New Finding The main auditee does not respect this principle because the silk screen printing operators only wear disposable medical masks instead of gas masks during operation.

2022年11月21日跟进审核结果：打开 被审核方未遵守该原则，原因是丝印工人操作时仅佩戴了一次性的医用口罩而不是防毒面具。

7.7 Follow up audit result on Nov 21, 2022: Open The main auditee does not respect this principle because factory did not install secondary containment and safety label for liquid chemicals onsite.

2022年11月21日跟进审核结果：打开 被审核方未遵守该原则，原因是工厂未给现场的液体化学品例设置二次容器和安全标签。

7.9 Follow up audit result on Nov 21, 2022: Closed Evidence: Factory had posted warning signs for all sampled electric switches.

2022年11月21日跟进审核结果：关闭 证据：工厂已经为所有抽样的电箱设置了警示标识。

7.13 Follow up audit result on Nov 21, 2022: Open The main auditee partially respects this principle because 2 sampled electrical boxes without inner cover were not locked during the audit.

2022年11月21日跟进审核结果：打开 被审核方部分遵守该原则，原因是工厂2处抽样的电箱没有内盖且没有上锁。

7.17 Follow up audit result on Nov 21, 2022: Open The main auditee does not respect this principle because the factory did not install the handrails for one ladder used in filling workshop. The height of ladder was about 1m. In addition, the factory did not install the finger guard for one sewing machine.

2022年11月21日跟进审核结果：打开 被审核方未遵循该准则。原因是工厂没有为灌装车间使用的1部梯子安装扶手。梯子高度约1米。另外，工厂1台缝纫机未安装护指器。

7.22 Follow up audit result on Nov 21, 2022: Open The main auditee does not respect this principle because factory no soap or hand washing, and no toilet paper was installed in the toilet.

2022年11月21日跟进审核结果：打开 被审核方未遵守该原则，原因是工厂厕所未配备肥皂或洗手液和厕纸。

7.25 Follow up audit result on Nov 21, 2022: Open The main auditee does not respect this principle because the factory did not conduct the occupational hazardous factor test in relevant hazardous workshop, such as silk screen-printing workshop.

2022年11月21日跟进审核结果：打开 被审核方未遵循该原则，原因是工厂没有在相关有害车间进行职业危害因素监测，如丝印车间。

## PA 12: Protection of the Environment

12.2 Follow up audit result on Nov 21, 2022: Open The main auditee does not respect this principle because wastewater, waste gas and boundary noise were not monitored to demonstrate compliance to applicable discharge standard.

2022年11月21日跟进审核结果：打开 被审核方未遵守该原则，原因是没有对废水，废气和厂界噪声进行监测以达到排放标准。

12.4 Follow up audit result on Nov 21, 2022: Open The main auditee partially respects this principle because the factory had signed the waste dealing contracts with a qualified vendor, but no transferred manifest was available during the audit.

2022年11月21日跟进审核结果：打开 被审核方部分遵守该原则，原因是工厂已与有资质的单位签订了废弃物处理合同，但是审核期间未提供转移联单。