



IWAY Audit Report

Minimum Requirements for Environmental and Social / Working Conditions when Purchasing Products, Materials and Services.

Issued by: Armin Overs

IWAY ☒

FORESTRY ☐

Audit Date: 23.08.2016

10.1

Requirements / Standard to be audited: IWAY Standard, 2012-12-01, Edition 5.1

Audit Report

Name of the Supplier/ Service Provider :	Berger Logistik GmbH	IKEA Organization:	Transport
Supplier/ Carrier Number :	32222-CAR-1	No. of employees:	140
Unit Address:	A-6300 Wörgl, Austria, Bahnhofplatz 1	Number of Sites:	1
Previous audit made by:		IKEA Supplier / Service Provider since:	
IKEA BD/BDM/Contract Owner:	Kris Heemskerk	Previous audit date:	
Lead Auditor:	Armin Overs	No. of interviews:	1
Supplier / Service Provider IWAY Resp.:	Matthias Lehmann	% of Turnover with IKEA:	
Other Supplier / Service Provider Participants:	Markus Ambach		

Berger Logistics is a extremely employee-friendly company, even in the case of the decision on the location of the new office is not the cheapest but a location in the immediate proximity to the train station is selected so that its employees the opportunity to travel by train. For the employees are also electric cars and electric bicycles available.

Audit Summary & Limitations (if any):

Other IKEA Participants:

Audit Type & Result:

Audit Result:	Audit Typ:	Audit Report created by Auditor	
OK ☒	Announced ☒		Digital unterschrieben von Armin Overs DN: cn=Armin Overs, o=IKEA Purchasing Services (Germany) GmbH, ou, email=armin.overs@ikea.com, c=DE Datum: 2016.08.26 13:47:15 +02'00'
NOK ☐	Unannounced ☐	Report Date:	26.08.2016
	Partial Audit ☐		

Corrective / Preventive Action Plan:

Send Corrective Action Plan to IKEA no later than:

Action Plan approval by Auditor:

Date of Approval:

Verification & Approval:

Final Deadline for approval:

Verification & Approval by Auditor:

Date of Approval:

#.# IWAY Standard chapter	Auditor's findings from the audit	Date	
Corrective/Preventive Action & Responsible Person or Department	Fill in here your action plan based on the findings	M of A V ⁽¹⁾	Deadline Date
Verification & Approval	Here the auditor will give his/her comments on the formulated actions and final approval after the actions are completed.	Date	Deadline Date

⁽¹⁾ Method of Approval (M of A): Visit to supplier (V); Documentation sent to IKEA (D); Photograph (P); Business Team evidence gathering (T)



IWAY Audit Report

Minimum Requirements for Environmental and Social / Working Conditions when Purchasing Products, Materials and Services.

1. START UP REQUIREMENTS

1.1 Prevention of Child Labour	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	
1.2 No Forced & Bonded Labour	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comment	clear ☐	
1.3 Business Ethics	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	
1.4 Severe Environmental Pollution	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	
1.5 Severe Health & Safety Hazards	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	
1.6 Working Hours / Time	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	
1.7 Wages	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	
1.8 Workers Accident Insurance	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	

2. GENERAL CONDITIONS

2.1 Legal Compliance	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	
2.2 IWAY Responsibility	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	
2.3 IWAY at Sub-Suppliers	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
2.4 IWAY at critical sub-Suppliers	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
2.5 IWAY communication to Workers	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
2.6 Internal audits	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo

3. BUSINESS ETHICS

3.1 Anti corruption policy	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
3.2 Transparent & reliable documents & records	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
3.3 Management training	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo

4. ENVIRONMENT

4.1 Outdoor emissions to air	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
4.2 Outdoor noise	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
4.3 Water discharge	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
4.4 Ground contamination	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
4.5 Environmental performance reporting	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
4.6 Continuous improvements	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
4.7 Legal compliance	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	
4.8 Other Transport Environmental Requirement	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo
4.9 Vehicle Emissions Requirement	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo

5. CHEMICALS

5.1 List of chemicals with valid MSDS's	☐ OK ☐ OK with comments	☐ Not OK	☒ NA ☐ NA with comments	clear ☐	☐ Photo
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5.2 Routines for chemicals	☐ OK	☐ OK with comments	☒ Not OK	☒ NA	☐ NA with comments	☐ clear	☐ Photo	
5.3 Competence and training	☐ OK	☐ OK with comments	☒ Not OK	☒ NA	☐ NA with comments	☐ clear	☐ Photo	
5.4 Storage, handling & transportation	☐ OK	☐ OK with comments	☒ Not OK	☒ NA	☐ NA with comments	☐ clear	☐ Photo	
5.5 Labelling of chemicals	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
5.6 Legal compliance	☐ OK	☐ OK with comments	☒ Not OK	☒ NA	☐ NA with comments	☐ clear		
6. HAZARDOUS AND NON HAZARDOUS WASTE								
6.1 List of waste	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
6.2 Routines for waste	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
6.3 Competence and training	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
6.4 Storage, handling & transportation of waste	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
6.5 Recycling of waste	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
6.6 Licensed contractors	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
6.7 Incineration / landfill on site	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
6.8 Legal compliance	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear		
7. EMERGENCIES AND FIRE PREVENTION								
7.1 Emergency planning	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
7.2 Fire incidents and accidents	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
7.3 Competence and training	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
7.4 Firefighting equipment	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
7.5 Escape routes and emergency exits	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
7.6 Evacuation alarm	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
7.7 Evacuation drills	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
7.8 Legal compliance	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear		
8. WORKER HEALTH & SAFETY								
8.1 Workplace risk assessment	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
8.2 Incidents and accidents	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
8.3 Health & safety training	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
8.4 Machinery and other equipment	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
8.5 Safety information	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
8.6 Safe working routines	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
8.7 Safety hazards	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	
8.8 Personal protective equipment (PPE)	☒ OK	☐ OK with comments	☒ Not OK	☐ NA	☐ NA with comments	☐ clear	☐ Photo	

8.9 First aid equipment	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
8.10 First aid trained persons	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
8.11 Workplace conditions and ergonomics	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
8.12 Drinking water	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
8.13 Housekeeping and hygiene	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
8.14 Break areas	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
8.15 Alcohol and drugs	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
8.16 Legal compliance	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐		
9. RECRUITMENT, WORKING HOURS, WAGES AND BENEFITS						
9.1 Reporting and inspection by authorities	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐		
9.2 Recruitment routines and recruitment agents	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
9.3 Employment contracts	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐		
9.4 Payrolls and attendance records	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐		
9.5 Working hours and overtime	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐		
9.6 One day off in seven	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐		
9.7 Wages	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐		
9.8 Leave	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐		
9.9 Breaks	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐		
9.10 Benefits	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐		
9.11 Legal compliance	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐		
10. ACCOMMODATION						
10.1 Housing conditions	☐ OK ☐ OK with comments	☐ Not OK	☒ NA ☐ NA with comments	clear ☐	☐ Photo	
10.2 Housekeeping	☐ OK ☐ OK with comments	☐ Not OK	☒ NA ☐ NA with comments	clear ☐	☐ Photo	
10.3 Safety	☐ OK ☐ OK with comments	☐ Not OK	☒ NA ☐ NA with comments	clear ☐	☐ Photo	
10.4 Legal compliance	☐ OK ☐ OK with comments	☐ Not OK	☒ NA ☐ NA with comments	clear ☐		
11. CHILD LABOUR AND YOUNG WORKERS						
11.1 Prevention of child labour at Supplier	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
11.2 Response to child labour at Supplier	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
11.3 Prevention of child labour at sub-Suppliers	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
11.4 Response to child labour at sub-Suppliers	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	
11.5 Protection of young Workers	☒ OK ☐ OK with comments	☐ Not OK	☐ NA ☐ NA with comments	clear ☐	☐ Photo	

12. DISCRIMINATION

12.1 Policy and routines against discrimination

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 ☐ Photo
 

12.2 Discrimination

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 ☐ Photo
 

12.3 Legal compliance

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 

13. WORKES INVOLVEMENT

13.1 Workplace conditions

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 ☐ Photo
 

13.2 Grievance routines

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 ☐ Photo
 

13.3 Freedom of association

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 ☐ Photo
 

13.4 Collective bargaining

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 ☐ Photo
 

13.5 Legal compliance

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 

14. HARASSMENT, ABUSE AND DISCIPLINARY ACTIONS

14.1 Policy & routines against Harassment & Abuse & Rules for Disciplinary Actions

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 ☐ Photo
 

14.2 Punishments and appeal

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 

14.3 Harassment and Abuse

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 

14.4 Legal compliance

☒ OK
 ☐ OK with comments
 ☐ Not OK
 ☐ NA
 ☐ NA with comments
 ☐ clear
 