IWAY Standard Audit Checklist

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

CHECKLIST FOR TRANSPORT AUDITS

[IWAY ed. 5.1 STANDARD + TRANSPORT SECTION REQUIREMENTS]

(Requirements in the Transport Section REPLACE the requirements with the same number in General Section)

Name of supplier	Berger Logistik GmbH		
Supplier Number	32222-CAR-1	Number of Sites	1
Site(s) City / address	6300 Wörgl / Bahnhofplatz 1		
Critical Sub Suppliers			

% of turnover with IKEA		Number of employees	150
IKEA supplier since	2015 / 16 ?	Category	

Previous audit made by	Armin Overs	Date	23.08.2016
Present IWAY Status		IKEA Business Developer	
Lead Auditor	Internal Audit	Date	13.03.2017
Supplier IWAY Responsible	AMBMA	Number of Interviews	2
Other IKEA participants			

Audit Result		Audit Type	
OK	X	Announced	X
Not OK		Unannounced	
NA		Partial	

1. IWAY MUST REQUIREMENTS	COMMENTS	OK	NOT OK	NA
1.1 Child labour	*http://blsvwiki001/Intra-Wiki/Verhaltenskodex*	X		
1.2 *Forced and bonded labour*	*http://blsvwiki001/Intra-Wiki/Verhaltenskodex*	X		
1.3 Business ethics	*http://blsvwiki001/Intra-Wiki/Verhaltenskodex*	X		
1.4 Severe environment pollution	*http://blsvwiki001/Intra-Wiki/Unternehmenspolitik* *http://blsvwiki001/Intra-Wiki/Verhaltenskodex*	X		
1.5 Severe health or safety hazards	*http://blsvwiki001/Intra-Wiki/Unternehmenspolitik* *http://blsvwiki001/Intra-Wiki/Arbeitsmedizin* *http://blsvwiki001/Intra-Wiki/Verhaltenskodex*	X		
1.6 Working hours	*http://blsvwiki001/Intra-Wiki/Arbeitsmedizin#Ruhzeiten_zum_Schutz_der_Gesundheit* *KV für Angestellte in Spedition und Logistik 2016* *Arbeitszeiterfassung*	X		
1.7 Wages	*http://blsvwiki001/LogistikWiki/index.php?title=Spezial%3ASuche&profile=default&fulltext=Search&search=Mindestlohngesetz+%28MiLoG%29* *KV für Angestellte in Spedition und Logistik 2016*	X		
1.8 *Workers' accident* insurance	*http://blsvwiki001/Intra-Wiki/Arbeitsschutz_und_Unfallschutz* *alle Mitarbeiter sind gesetzlich unfallversichert.*	X		
2. GENERAL CONDITIONS	COMMENTS	OK	NOT OK	NA
2.1 Legal compliance	http://blsvwiki001/Intra-Wiki/Rechtskonformit%C3%A4t http://blsvwiki001/Intra-Wiki/Compliance	X		
2.2 IWAY responsibility	http://blsvwiki001/Logistik-Wiki/IKEA#Internes_IWAY_Audit **-> IWAY-Verantwortlicher Markus Ambach**	X		
2.3 IWAY at sub-suppliers *(Transport requirement)*	Abgedeckt durch Bestimmungen im Transportauftrag Nachweis COC von Subs bestätigt bei Janpa	X		
2.4 IWAY at critical sub-suppliers	Sind nicht schon 3 – 5 wichtige Auftragnehmer benannt? Nachweis COC von Subs bestätigt bei Janpa	X		
2.5 IWAY communication to workers	*Driver guide for own drivers & subcontractors* http://blsvwiki001/Logistik-Wiki/IKEA#IWAY_Standard Fahrerschulung (Schal) / Fahrerhandbuch	X		

2.6 Internal IWAY audits	http://blsvwiki001/Logistik-Wiki/IKEA#IWAY_Standard http://blsvwiki001/Logistik-Wiki/IKEA#Internes_IWAY_Audit	X		
3. BUSINESS ETHICS	COMMENTS	OK	NOT OK	NA
3.1 Anti corruption policy	http://blsvwiki001/Intra-Wiki/Verhaltenskodex	X		
3.2 Transparent and reliable documents and records	Wiki: http://blsvwiki001/Logistik-Wiki/IKEA http://blsvwiki001/Logistik-Wiki/IKEA#IWAY_Standard	X		
3.3 Management training	http://blsvwiki001/Logistik-Wiki/IKEA#IWAY_Beauftragter_bei_Berger_Logistik -> IWAY-Schulung Zertifikate	X		
4. ENVIRONMENT	COMMENTS	OK	NOT OK	NA
4.1 Outdoor emissions to air	New office building Environmental performance evaluation according to ISO 14001			X
4.2 Outdoor noise	Modern fleet! (50 Euro 6 / 44 Euro 5 / no Euro 4) http://blsvwiki001/Intra-Wiki/Schadstoffklasse			X
4.3 Water discharge	Environmental performance evaluation according to ISO 14001			X
4.4 Ground contamination	Environmental performance evaluation according to ISO 14001			X
4.5 Environmental performance reporting	Environmental performance evaluation according to ISO 14001	X		
4.6 Continuous improvements *(Transport requirement)*	according to ISO 9001 **http://blsvwiki001/Intra-Wiki/KVP_-_Kontinuierlicher_Verbesserungsprozess**	X		
4.7 Legal compliance	**http://blsvwiki001/Intra-Wiki/Compliance** and http://blsvwiki001/Intra-Wiki/Verhaltenskodex#Verhaltenskodex_Version_1_vom_28.07.2016 Rechtsregister und Unternehmenspolitik	X		
4.8 Other transport environmental requirements *(Transport requirement)*	**none**	X		

4.9 Vehicle emissions requirement *(Transport requirement)*	Euro 3 are not accepted for any transport	X		
5. CHEMICALS	COMMENTS	OK	NOT OK	NA
5.1 List of *chemicals* with valid *MSDS's*	Material safety data sheet not relevant for transport; full ADR data recorded in our transport management system according to SQAS	X		
5.2 Routines for chemicals	According to ADR (road) & RID (train) & IMDG Code (ocean) & DGR (air) – our company's process is certified by valid SQAS attestation	X		
5.3 Competence and training	general training at least one time a year and/or specific training according to company's training and instruction plan	X		
5.4 Storage, handling and transportation of chemicals	No storage, no handling, transport only; GTP – good transportation practices – certified by SQAS			X
5.5 Labelling of chemicals	not applicable, transport only			X
5.6 Legal compliance	GTP – good transportation practices – certified by SQAS *Transports are constantly supervised by our Quality Management*	X		
6. WASTE	COMMENTS	OK	NOT OK	NA
6.1 List of waste	included in our environmental balance (Ökobilanz) annual environmental auditing according to ISO 14001	X		
6.2 Routines for waste	http://blsvwiki001/Intra-Wiki/Abfallwirtschaftskonzept	X		
6.3 Competence and training	general training at least one time a year	X		
6.4 Storage, handling and transportation of waste	http://blsvwiki001/Intra-Wiki/Abfallwirtschaftskonzept	X		
6.5 Recycling of waste	http://blsvwiki001/Intra-Wiki/Abfalltrennung http://blsvwiki001/Intra-Wiki/Abfallwirtschaftskonzept	X		
6.6 Licensed contractors	http://blsvwiki001/Intra-Wiki/Abfalltrennung http://blsvwiki001/Intra-Wiki/Abfallwirtschaftskonzept	X		
6.7 Incineration/landfill on site *(Transport requirement)*	http://blsvwiki001/Intra-Wiki/Abfalltrennung Roman Klingler, nur kurze Zwischenlagerung	X		

6.8 Legal compliance	*http://blsvwiki001/Intra-Wiki/Unternehmenspolitik* annual environmental auditing according to ISO 14001	X		
7. EMERGENCIES AND FIRE PREVENTION	COMMENTS	OK	NOT OK	NA
7.1 Emergency planning	http://blsvwiki001/Intra-Wiki/NOTHILFEPLAN_Standort	X		
7.2 Fire incidents and accidents	http://blsvwiki001/Intra-Wiki/NOTHILFEPLAN_Standort#Brand	X		
7.3 Competence and training *(Transport requirement)*	annual training for drivers	X		
7.4 Fire fighting equipment *(Transport requirement)*	http://blsvwiki001/Intra-Wiki/Fuhrparkmanagement#Kontrolldokumente_zur_Anwendung_am_Kontrollpunkt_Kundl written protocols of regular checks (at least every 3 months)	X		
7.5 Escape routes and emergency exits	http://blsvwiki001/Intra-Wiki/Brandschutz_und_Unfallschutz	X		
7.6 Evacuation alarms	**Ok** http://blsvwiki001/Intra-Wiki/Bericht_R%C3%A4umungs%C3%BCbung_vom_10.7.2015	X		
7.7 Evacuation drills	**30. März angesetzt** http://blsvwiki001/Intra-Wiki/Bericht_R%C3%A4umungs%C3%BCbung_vom_10.7.2015	X		
7.8 Legal compliance	*Regular checks* *http://blsvwiki001/Intra-Wiki/Betriebssicherungsbeauftragter*	X		
8. WORKER HEALTH & SAFETY	COMMENTS	OK	NOT OK	NA
8.1 Workplace risk assessment	http://blsvwiki001/Intra-Wiki/Arbeitsschutz_und_Unfallschutz#Arbeitsplatzevaluierung	X		
8.2 Accidents and incidents	http://blsvwiki001/Intra-Wiki/Bericht_und_Untersuchung_Vorf%C3%A4lle_und_Unf%C3%A4lle	X		
8.3 Health and safety training	http://blsvwiki001/Intra-Wiki/Mitarbeiterzugang#Grunds.C3.A4tzliches_der_ersten_Unterweisung	X		
8.4 Machinery and other equipment	http://blsvwiki001/Intra-Wiki/Pr%C3%BCfplan	X		
8.5 Safety information	http://blsvwiki001/Intra-Wiki/Mitarbeiterzugang#Grunds.C3.A4tzliches_der_ersten_Unterweisung http://blsvwiki001/Intra-Wiki/Mitarbeiterzugang Besucherinfosicherheitsblatt	X		

8.6 Safe working routines	http://blsvwiki001/Intra-Wiki/Mitarbeiterzugang#Grunds.C3.A4tzliches_der_ersten_Unterweisung	X		
8.7 Safety hazards	http://blsvwiki001/Intra-Wiki/Mitarbeiterzugang#Grunds.C3.A4tzliches_der_ersten_Unterweisung	X		
8.8 Personal protective equipment (PPE) *(Transport requirement)*	http://blsvwiki001/IntraWiki/downloads/quali/Team%20Eigenfuhrpark/20160912%20Arbeitsanweisung%20zur%20Verwendung%20der%20PSA%20für%20LK	X		
8.9 First aid equipment	http://blsvwiki001/Intra-Wiki/NOTHILFEPLAN_Standort	X		
8.10 First aid trained persons	http://blsvwiki001/Intra-Wiki/NOTHILFEPLAN_Standort#Medizinischer_Notfall Ersthelferliste	X		
8.11 Workplace conditions and ergonomics	http://blsvwiki001/Intra-Wiki/Checkliste_Arbeitsplatzevaluierung	X		
8.12 Drinking water	http://blsvwiki001/Intra-Wiki/Hausordnung_und_allgemeine_Verhaltensrichtlinie_f%C3%BCr_die_Unternehmenszentrale_W%C3%B6rgl	X		
8.13 Housekeeping and hygiene	http://blsvwiki001/Intra-Wiki/Hausordnung_und_allgemeine_Verhaltensrichtlinie_f%C3%BCr_die_Unternehmenszentrale_W%C3%B6rgl#Sauberkeit	X		
8.14 Break areas	*http://blsvwiki001/Intra-Wiki/Arbeitsmedizin#Ruhzeiten_zum_Schutz_der_Gesundheit*	X		
8.15 Alcohol and drugs	http://blsvwiki001/Intra-Wiki/Verhaltenskodex	X		
8.16 Legal compliance	*http://blsvwiki001/Intra-Wiki/Unternehmenspolitik*	X		
9. RECRUITMENT, WORKING HOURS, WAGES AND BENEFITS	COMMENTS	OK	NOT OK	NA
9.1 Reporting and inspections by authorities	http://blsvwiki001/Intra-Wiki/Unternehmenspolitik	X		
9.2 Recruitment routines and recruitment agents	http://blsvwiki001/Intra-Wiki/Mindestanforderungen_bei_Neueinstellungen	X		
9.3 Employment contracts	Personalabteilung Kollektivvertrag	X		

9.4 Payrolls and attendance records	Personalabteilung	X		
9.5 Working hours and overtimes *(Transport requirement)*	KV für Angestellte in Spedition und Logistik 2016	X		
9.6 One day off in seven *(Transport requirement)*	KV für Angestellte in Spedition und Logistik 2016	X		
9.7 Wages	KV für Angestellte in Spedition und Logistik 2016	X		
9.8 Leaves	KV für Angestellte in Spedition und Logistik 2016	X		
9.9 Breaks	KV für Angestellte in Spedition und Logistik 2016	X		
9.10 Benefits	KV für Angestellte in Spedition und Logistik 2016 Jobticket, Kindergarten, "Wettbewerb" unter den Fahrern	X		
9.11 Legal compliance	KV für Angestellte in Spedition und Logistik 2016 http://blsvwiki001/Intra-Wiki/Rechtsregister	X		
10. ACCOMMODATION	COMMENTS	OK	NOT OK	NA
10.1 Housing conditions				X
10.2 Housekeeping				X
10.3 Safety				X
10.4 Legal compliance				X
11. CHILD LABOUR AND YOUNG WORKERS	COMMENTS	OK	NOT OK	NA
11.1 Prevention of child labour at supplier	*http://blsvwiki001/Intra-Wiki/Rechtsregister* *http://blsvwiki001/Intra-Wiki/Beschaffungsablauf* *http://blsvwiki001/Intra-Wiki/Auswahl_und_Bewertung_von_sonstigen_Dienstleistern*	X		
11.2 Response to child labour at supplier	*http://blsvwiki001/Intra-Wiki/Unternehmenspolitik* *http://blsvwiki001/Intra-Wiki/Beschaffungsablauf* *http://blsvwiki001/Intra-Wiki/Auswahl_und_Bewertung_von_sonstigen_Dienstleistern*	X		
11.3 Prevention of child labour at sub-suppliers	*Verhaltenskodex in Kooperationsvertrag geplant!* http://blsvwiki001/Intra-Wiki/Auswahl_und_Bewertung_von_Subunternehmern	X		

11.4 Response to child labour at sub-suppliers	*Verhaltenskodex in Kooperationsvertrag geplant* *http://blsvwiki001/Intra-Wiki/Auswahl_und_Bewertung_von_Subunternehmern*	X		
11.5 Protection of young workers	*http://blsvwiki001/Intra-Wiki/Unternehmenspolitik* *http://blsvwiki001/Intra-Wiki/Mindestanforderungen_bei_Neueinstellungen*	X		
12. DISCRIMINATION	COMMENTS	OK	NOT OK	NA
12.1 Policy and routines against discrimination	http://blsvwiki001/Intra-Wiki/Verhaltenskodex	X		
12.2 Discrimination	http://blsvwiki001/Intra-Wiki/Verhaltenskodex	X		
12.3 Legal compliance	*http://blsvwiki001/Intra-Wiki/Unternehmenspolitik* *http://blsvwiki001/Intra-Wiki/Rechtsregister*	X		
13. WORKERS INVOLVEMENT	COMMENTS	OK	NOT OK	NA
13.1 Workplace conditions	http://blsvwiki001/Intra-Wiki/Verhaltenskodex	X		
13.2 Grievance routines	http://blsvwiki001/Intra-Wiki/Verhaltenskodex	X		
13.3 Freedom of association	http://blsvwiki001/Intra-Wiki/Verhaltenskodex	X		
13.4 Collective bargaining	http://blsvwiki001/Intra-Wiki/Verhaltenskodex	X		
13.5 Legal compliance	*http://blsvwiki001/Intra-Wiki/Rechtsregister*	X		
14. HARASSMENT, ABUSE AND DISCIPLINARY ACTIONS	COMMENTS	OK	NOT OK	NA
14.1 Policy and routines against Harassment and Abuse and rules for disciplinary actions.	*http://blsvwiki001/Intra-Wiki/Verhaltenskodex*	X		
14.2 Punishment and appeal	*http://blsvwiki001/Intra-Wiki/Verhaltenskodex*	X		
14.3 Harassment and abuse	*http://blsvwiki001/Intra-Wiki/Verhaltenskodex*	X		
14.4 Legal compliance	*http://blsvwiki001/Intra-Wiki/Rechtsregister*	X		