

**Transport IWAY Audit Plan.**

Tuesday, August 09, 2016

ATT:		Supplier Name:	
		Supplier Number:	

Please find below information pertaining to your IKEA IWAY Must / IWAY audit:

IKEA IWAY Must / IWAY Audit Plan

Audit Date & Type	
Audit Location/Unit	
Audit time frame	(estimated start and close of audit)

List of IKEA Participants

Auditor	
Business Developer / Contract Owner	
Other Participants	

Requirements / Standard to be audited

- IWAY Standard, 2012-12-01, Edition 5.1
- IWAY Standard, Transport Section, 2013-03-21, Edition 5.1 (If Applicable).

Below: Required Supplier Personnel (Why & When)**AUDIT PROCESS DETAILS**

AUDIT AGENDA	ESTIMATED TIMINGS	REQUIRED DOCUMENTATION	Required Supplier PARTICIPANTS
Opening Meeting		No documentation required.	All Supplier's Participants (The presence of Senior Management is advised.)
Site / Floor Review (IKEA sites where applicable. E.g. for cleaning services).		No documentation required.	IWAY Responsible(s) at the supplier (Health & Safety – Environmental Issues).
Lunch Break			
Documentation Review		See attached list	IWAY Responsible(s) Incl. Human Resource Responsible.
IKEA Internal Meeting <i>If Applicable.</i>			No Supplier Participants.
Closing Meeting		No documentation required.	All Supplier's Participants (The presence of Senior Management is advised.)

CONDITIONS:

- The date confirmed for audit should not be changed.
- Suppliers participants mentioned should be available during the opening and closing meetings and audit process, with the required documentation.
- IKEA will check all the documents pertaining to the type of audit & discuss Safety, Security and any other policies or rules at the supplier.
- During the audit IKEA will make interviews with employees,
- IKEA may take photos of the audit areas if necessary. (IKEA will always ask for permission prior to doing this).
- Approval criteria are up to the discretion of the IKEA's auditors.
- The audit will be a sample of the day's activities and routines only during the audit process.
- IKEA is assuring total confidentiality on the results of an audit and all related information.

See Also Next page for Documents that will be required during the Audit.

If you have any questions prior to the audit please do not hesitate to contact your IKEA business team.



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DOCUMENTS REQUIRED FOR THE IWAY Must / IWAY AUDIT

During the coming IWAY audit, please have available for review the documents and data files below that are applicable for your company and type of operations. This will reduce the time needed for the audit considerably. Please prepare a presentation of these documents / data files with the assistance of your internal IWAY responsible persons. During the audit, there might come up needs for more or other documents. However, the list below is a good base to start from.

IWAY DOCUMENTS

CHAPTER ONE - START-UP REQUIREMENTS "IWAY MUSTS":

- 1.1 Labour force register over all workers / Age records.
- 1.2 Register of loans to workers.
- 1.6 Records on Working Hours.
- 1.7 Records on Wages.
- 1.8 Copy of Accident Insurance policy/plan covering all co-workers.

CHAPTER TWO - GENERAL CONDITIONS:

- 2.1 Routines & documentation to secure compliance with applicable laws & regulations.
- 2.2 Organisation chart detailing IWAY appointed persons (name, responsibilities, position).
- 2.3 Evidence related to IWAY Communication to Sub-Suppliers proving the right to perform IWAY audits at sub-suppliers.
Vehicle Emission Checking at all sub-suppliers (when applicable).
- 2.4 List of all sub-suppliers and of Critical Sub-supplier(s);
Verification records of Critical sub-supplier(s)' compliance with all IWAY Musts, requirements 4.8 and 4.9 (when applicable)
- 2.5 Evidence of IWAY Communication to workers.
- 2.6 Internal IWAY Audits Reports / Action Plans.

CHAPTER THREE – BUSINESS ETHICS:

- 3.1 Anti corruption policy and related documentation.
- 3.3 Training records related to Anti Corruption.

CHAPTER FOUR- ENVIRONMENT:

- 4.1 Permit, applicable limits and test reports of emissions to air.
- 4.2 Permit, classification, applicable limits and test reports of noise pollution.
- 4.3 Permit, applicable limits and test reports of water discharges.
- 4.4 Report to / Assessment by the authorities about contaminated ground.
- 4.5 Annual environment performance report.
- 4.6 Identification of environmental impacts, measurements, KPIs, targets, plan for reduction of identified environmental impacts.
CO₂ emission reduction programme with goals and an action plan
- 4.7 Environmental classification, reporting to Authorities and inspection reports from Authorities, environmental authorisation.
- 4.8 - Environmental Performance Survey (EPS) (for all road and customer delivery suppliers, as well as for all Consolidation Points, unless TSP is participating in an IKEA approved program such as US EPA Smartway);
- For all road and customer delivery suppliers in the US, proof of membership in US EPA Smartway program.
- Clean Cargo Performance Metrics tool and Clean Cargo Environmental Performance Survey (for all Ocean suppliers).
- 4.9 Local emission standard; list of all trucks used for IKEA services, including sub-supplier(s)

CHAPTER FIVE – CHEMICALS:

- 5.1 Updated list of chemicals including purpose, area of use and related MSDS.
- 5.2 Documented routine for chemicals.
- 5.3 Chemical Training records, training material.
- 5.4 Test reports for above ground and underground storage tanks containing any type of chemical.
- 5.6 Permit for chemicals that are legally restricted or controlled.

CHAPTER SIX – WASTE:

- 6.1 List of all waste (type and quantity).
- 6.2 Documented routine for waste.
- 6.3 Waste training records.
- 6.4 Records & receipts from waste contractors.
- 6.5 Overview of recycled waste versus landfill/incineration.
- 6.6 Permits and licenses pertaining to waste contractors.
- 6.7 Permits and licenses for incineration and/or landfill.
Permit for incineration of waste oil for energy recovery (when applicable)
- 6.8 Other permits and licenses (whenever applicable) or waste registration and reporting to authorities.



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CHAPTER SEVEN – EMERGENCIES AND FIRE PREVENTION:

- 7.1 Emergency plan and related documentation.
- 7.2 Fire accidents reporting, corrective and preventive actions of any past fires.
- 7.3 Fire emergency training records, evacuation plan, Truck driver fire fighting equipment training records.
- 7.4 Fire fighting equipment maintenance records for building(s) and vehicle(s).
- 7.6 Evacuation alarm maintenance records.
- 7.7 Evacuation drill annual reports and improvement plans (where applicable).
- 7.8 Fire classification, permits, reporting to authorities and inspections reports from authorities.

CHAPTER EIGHT – WORKER HEALTH & SAFETY:

- 8.1 Workplace Risk Analysis and related documentation.
- 8.2 Records of accidents & incidents, including corrective actions.
- 8.3 Health & Safety introductory training records for employees.
 - Training records for specially demanding / dangerous activities.
- 8.4 Machinery and vehicle technical manuals, safety instructions and maintenance records.
- 8.8 Personal Protective Equipment records.
- 8.10 List of First Aid trained person(s) and First Aid training records.
- 8.11 Workplace risk analysis and related documentation such as (but not limited to):
 - test reports of the quality of air in the workplace;
 - evaluations of the temperature in the workplace;
 - evaluations of the noise levels in the workplace;
 - evaluations of the light levels in the workplace;
 - evaluation of chemical risk in the company;
 - evaluation or repetitive movements and ergonomics;
- 8.12 Tests proving suitability for human consumption when water is not coming from the public system (e.g. well).
- 8.14 Canteens permits and inspection reports from authorities.
- 8.15 Drug & Alcohol Policy and related documentation.
- 8.16 Health & Safety inspections reports from Authorities, and reporting.

CHAPTER NINE – RECRUITMENT, WORKING HOURS, WAGES AND BENEFITS:

- 9.1 Labour inspections reports from Authorities, and reporting to them.
- 9.2 Recruitment routine/process and legal license of the recruitment agency, if applicable
- 9.3 Working Contracts.
- 9.4 Payroll & Attendance Records.
- 9.5 Records of working hours & overtime.
- 9.7 Minimum Wage Legislation and Collective Agreement agreed salaries.
 - Overtime compensation as agreed by the national legislation and/or Collective Agreements.

CHAPTER TEN – ACCOMODATION:

- 10.3 Fire emergency training records, evacuation plan, use of fire fighting equipment training records.
 - Evacuation alarm maintenance records.
 - Evacuation drill annual reports.

CHAPTER ELEVEN – CHILD LABOUR AND YOUNG WORKERS:

- 11.1 Routine to prevent child labour.
- 11.2 Routine to ensure that child labour identified at the *Supplier* will be acted upon immediately.
- 11.3 Routine to prevent the use of child labour at sub-Suppliers.
- 11.4 Routine to ensure that child labour identified at the *sub-Supplier* will be acted upon immediately.

CHAPTER TWELVE – DISCRIMINATION:

- 12.1 Policy & routines against discrimination and related documentation.
- 12.2 Recruitment advertisements / Policy.

CHAPTER THIRTEEN – WORKERS INVOLVEMENT:

- 13.1 Records related to Health & Safety Committee activities/meetings and improvement/action plans wherever applicable.
- 13.2 Grievance routines and related documentation.
- 13.4 Collective bargaining evidences whenever applicable.

CHAPTER FOURTEEN – HARASSMENT, ABUSE AND DISCIPLINARY ACTIONS:

- 14.1 Internal policy and procedures against Harassment & Abuse.
 - Internal Policy related to Disciplinary Actions.
- 14.2 Records of disciplinary actions / Records of appeal & discipline notice form.

OTHER: (Also very Useful for the Auditor) - A map/sketch of the site(s).