



LWG LEATHER MANUFACTURER AUDIT PROTOCOL 7.0

SAMPLE DOCUMENT

An environmental audit protocol, covering key elements of leather manufacturing including traceability, social responsibility, health & safety, and chemical management.



Audit Result Summary

Performance	% Score		Rating		
	% physically traceable	% document traceable	% source-group traceable	% regionally traceable	Sourcing transfer value only suppliers of part-processed
Material Traceability					

Primary processing scope for tannery audit	Category
The following activities also undertaken	
The types of leathers produced are	
Checked on IPE web-site	
The number of sub-contractors used is	
Audit number	Continuous member since

		Maximum score	Potential score	Actual score	Minimum requirement (%)				Percent
					Gold	Silver	Bronze	Audited	
01	General facility details	-			-	-	-	-	
02	Subcontracted operations	100			85.0	75.0	65.0	50.0	
03	Social audit	50			0	0	0	0	
04	Operating permits	100			85.0	75.0	65.0	50.0	
05	Production data	100			85.0	75.0	65.0	25.0	
06	Traceability (incoming)	50			0.00	0.00	0.00	0.0	
07	Traceability (outgoing)	60			85.0	75.0	65.0	25.0	
08	EMS	100			85.0	75.0	65.0	50.0	
09	RSL, Compliance, CrVI	150			85.0	75.0	65.0	50.0	
10	Energy consumption	100			85.0	75.0	65.0	25.0	
11	Water usage	100			85.0	75.0	65.0	25.0	
12	Air & noise emissions	100			85.0	75.0	65.0	50.0	
13	Waste management	150			85.0	75.0	65.0	50.0	
14	Effluent treatment	150			85.0	75.0	65.0	50.0	
15	H&S, Emergency Plans	150			85.0	75.0	65.0	50.0	
16	Chemical Management	150			85.0	75.0	65.0	50.0	
17	Operations Management	100			85.0	75.0	65.0	50.0	
	Total	1710			85.0	75.0	65.0	50.0	

Audit completed by	
Auditor	
Date the audit was conducted	
The next audit is due	
Audit protocol	LWG - Issue 7.0.0 February 2021

The assessment was based on sampling and therefore nonconformities may exist which have not been identified.

Leather Working Group

Guidance notes are published on the LWG website. This document contains basic information associated with the audit process, but it must be used in conjunction with the guidance notes during audits.

Mission statement

The objective of this multi-stakeholder group is to develop and maintain a protocol that assesses the environmental compliance and performance capabilities of tanners and leather producers and promotes sustainable and appropriate environmental and socially responsible business practices within the leather industry.

The group seeks to improve the leather industry by creating alignment on environmental priorities, bringing visibility to best practices, and providing suggested guidelines for continual improvement.

It is the group's objective to work transparently, involving suppliers, brands, retailers, leading technical experts within the leather industry, NGOs, academic institutions, and other stakeholder organisations.

Leather manufacturer protocol

- The protocol is intended to assess the environmental performance of tanneries and leather producers and provide suggested guidelines for improvement.
- The protocol was developed and reviewed by leather producers, brands, and industry experts to ensure adequacy and technical feasibility.
- The original versions of the environmental auditing protocol were peer reviewed by the World Wildlife Fund US and further NGO input will be requested as budget allows.
- The leather working group produces guidance documentation for use in conjunction with this protocol and which gives tanners and leather producers information on suggested best environmental practices.
- The operating and reporting language is English. The protocol is translated into several languages and these can be downloaded from the website (<https://www.leatherworkinggroup.com/how-we-work/audit-protocols/main-protocol>). The translated versions are supporting tools with the English language version taking precedence in all aspects. Additional translations will be considered subject to demand and justifiability and to there being at least 10 tanners already audited who use that language.

Scope of the audit

LWG publishes audit protocols designed to assess the performance of organisations operating within the leather production sector with respect to issues surrounding environment, chemical management, procurement, best practice, health & safety, and social responsibility:

- Leather Manufacturer Audit Protocol (this protocol)
- Commissioning Manufacturer Audit Protocol
- Subcontractor Audit Protocol
- Mini-Audit Protocol
- Trader Protocol

The purpose of this leather manufacturer audit protocol is to evaluate the environmental and associated best practice performance of tannery operations. This protocol is applicable to all organisations undertaking a range of operations that fall within one of the LWG leather manufacturer audit categories. It is applicable to all organisations whose scope of operations render them capable of being audited by this protocol.

The leather manufacturer audit applies to all operations undertaken in any given site, with the following conditions:

- It is applicable to companies that have registered their scope of operations with LWG and which have been issued with a registration code
- It includes the full range of operations referred to by all applicable operating licenses unless these are demonstrably unrelated to leather making. Example: a tannery produces automotive leather to a finished condition AND undertakes cutting operations. The cutting operations do not form part of typical tannery operations. Energy usage, water usage etc. associated with cutting operations can be excluded from the calculation of energy usage per square metre of leather, water usage per square metre of leather etc.
- it includes effluent treatment operations even if these are performed in a different location and/or in other companies
- it includes technical, maintenance and administrative activities even if these are being undertaken on behalf of other companies within a group
- it excludes residential aspects (dormitories, canteens etc.) even if within the site boundary, but only if these can be reliably separated from production aspects i.e., energy and water are on separate meters.
- performance assessment (e.g., energy consumption, water usage etc) will be undertaken based on 24 month's operations. These should be the most recent 24 months for which data is available, the last of which must not be more than three months prior to the audit (i.e., an audit undertaken on 15 June 2021 would use data from no earlier than the preceding period 01 April 2019 to 31 March 2021)
- compliance assessment (e.g., effluent discharge, emissions to atmosphere etc) will be undertaken based on the previous 24 months operations.
- in the energy section the value can be calculated based on two periods of nine months' worth of data provided month by month data for production and each type of energy for the two full years has been supplied and recorded in the report. The three months making up an excluded period must be consecutive. The excluded two periods must cover the same months.
- for audits undertaken whilst LWG recognises the Covid-19 pandemic is affecting global trade three months exclusion will be allowed for water and an additional three months for energy (i.e., including the three months seasonal allowance this could result in up to six months data exclusion for energy). The additional three months do not need to be consecutive but the same three months must be selected for both water and energy. Month by month data for production, water, and each type of energy for a full year must be supplied and recorded in the

report. The allowance is only applicable during the Covid-19 pandemic and only applicable for audits undertaken using this (P7.0.0) protocol document.

- If significant capital expenditure has been undertaken leading to a performance improvement (e.g., installation of a new boiler) the scoring may be based on subsequent performance. Month by month performance data before and after the change will need to be provided to demonstrate genuine, irreversible change.
- Facilities presenting for their very first audit may be assessed on the basis of the previous 12 months' worth of data.
- Facilities that have not been operating for 24 months may be audited after 6 months. A provisional certification will be issued (12 months from date of the audit).
- in those instances where insufficient industry benchmarking data is available to record a score for a particular section (i.e. the energy requirement to produce exotic leathers) the section will be reported as "not applicable". These are expected to be exceptional circumstances and will not be decided at the time of the audit; each case being individually submitted to the LWG Technical Sub Group and/or the LWG Executive Committee for approval (or pre-approval if data is available in advance of the audit).
- certified tanneries are expected to demonstrate reputable practices in all areas of business. If an auditor witnesses' practices globally recognized as being unacceptable (failure to safeguard the health of workers, worker exploitation, child labour etc.) or practices likely to lead to detriment of the reputation of LWG, that auditor is required by LWG to refer the issue to the LWG facilitator. The LWG facilitator will consult with TSG/EC as appropriate to determine whether possible Failure should be recorded in the light of the auditor evidence presented.
- The taking of photographs and their inclusion into the protocol report are a fundamental and necessary aspect of the audit. Refusal to allow the necessary photographic evidence required will lead to failure of the audit. Questions for which the auditor is required to include photographic evidence are identified with the following symbol 📷. Auditors may need to take additional photographs as required as supporting evidence.

Key to Photographs:

📷 – Photograph mandatory where symbol displayed

📷 – Photograph recommended where symbol displayed

There may be special circumstances (e.g. new machinery installations, etc, which may be excluded from photograph if declared to the auditor.

Certification period and re-audit

All leather manufacturer audit results are valid for 24 months. Certification remains valid over this timescale unless evidence becomes available to suggest that the audit result is no longer valid. A facility being re-audited in the two-month period preceding the certification expiry date will be issued with a certificate valid from the current expiry date. A facility that is not re-audited on or before certification expiry date will cease to be a member of LWG and the listing on the LWG website will be removed

A tanner may be re-audited at any time within the period of certification; however, the following points should be noted: a) The audit will be undertaken on the basis of the tannery's previous 24 month's operations, and b) A full re-audit will be required irrespective of the period since the previous audit

Categories

Code	Category
A	Raw hide/skin to tanned
B	Raw hide/skin to crust
C	Raw hide/skin to finished leather
D	Tanned hide/skin to finished leather
E	Crust hide/skin to finished leather
F	Tanned hide/skin to crust leather
G	Raw hide/skin to pickled/pre-tanned material

Scoring

The scoring has been developed as far as possible in accordance with the following hierarchy:

- Reduce – the amount of resource used (energy, water, chrome etc.)
- Reuse – material for the same purpose without additional (or minimal) input (pallets, wastewater etc.)
- Recycle – material that cannot be reused into other products
- Recover – raw material (i.e. heat energy for example from oils or solvents that cannot be recycled)
- Refuse – any material that can only be disposed of (provided disposal is safe and legal)

Most questions require that the most appropriate option is selected, i.e., select 1 answer from 5 potential answers. Where the potential score for an option is greater than 1 this is the maximum score; the auditor will award a lower score if the evidence is weak or partial. There are also several cumulative questions where **all** appropriate options should be recorded. Where the activities of the tannery fall between two or more possible options the auditor is required to assign a score (or partial score) that appropriately reflects the evidence presented. If a question is not applicable the auditor will mark the question as “not applicable” and adjust the possible section score based on those questions that *are* applicable.

Scoring for Awards

The overall audit award is governed by the rating of the lowest scoring section. The total percentage score at the bottom refers to the overall minimum percentage score required for the classification. Some questions in the protocol are classed as “threshold questions”. These questions are of enhanced significance and may affect the section rating irrespective of the score for the section.

Those companies that operate on a 100% subcontract basis but who undertake a range of operations that covers a full audit scope will be given a score instead of a rating. This is not the overall score for the audit but one that equates with the mechanism for determining ratings – it is the minimum section score (percentage).§



1 GENERAL FACILITY DETAILS

This section gathers introductory information regarding the facility. If the facility has operations or warehousing located off-site the addresses and description of these off-site locations should also be recorded. The operations should be included in this audit (subject to conditions outlined in “Scope of the Audit” above).

Example:

4	Full Postal Address:

2 SUBCONTRACTED OPERATIONS

Example Question:

1	List all the supplying sub-contractors that have been assessed using the “Leather Manufacturer Audit Protocol”. Note – all subcontractors will need to be taken into consideration. Subcontractors holding current LWG certification will only need to make their “transferable data” available. All other subcontractors will be required to be assessed by means of a “mini-audit” note – the mini-audit is to be discontinued approximately one year after the implementation of this protocol)			
	Sub-contractor	Location (town)	Range of operations	LWG Environmental Audit score
1				
2				
3				
4				
5				



3 SOCIAL AUDIT

This section seeks to determine if the organisation can demonstrate social responsibility through independent assessment. This list may be expanded on application to and approval by LWG. This section will become critical in future versions of the protocol.

Example Question:

1	Social Audit	
		Yes/No
A	Has your facility undergone Social Audits within the past 24 months? If yes give details of all audits (add additional rows B-E as necessary)	
B	Audit programme/protocol	
C	Audit body	
D	Date of audit	
E	Date next audit due	
B	Audit programme/protocol	
C	Audit body	
D	Date of audit	
E	Date next audit due	

4 OPERATING PERMITS

This section assesses the facility’s compliance with the applicable licences and legislation. Violations, warnings or fines, and what corrective actions must be recorded. The facility could fail the audit in this section.

The tanner may be required to supply an assurance to the auditor, in advance of the audit, that all necessary permits are available for assessment (photocopies could be supplied in advance). The tanner may also be required to supply the auditor with the contact names and contact details, as requested by the auditor, of the responsible authorities so that the auditor can determine in advance and independently the types of permit that are required.

Example Question:

3	Have there been any regulatory environmental enforcement actions or fines in the past 24 months?			
	Cumulative	Number of instances	Score per incident	Attained
A	Baseline score	N/A		100
B	Caution/warning			
C	Fine			
D	Caution/warning/fine for which evidence of effective corrective action has been presented			
E	There have been no actions or fines, but the company has failed to provide evidence that it is acting in accordance with permit conditions and/or legislation		FAIL	
TOTAL (Max 100)				
If yes, attach details and dates of past violations and regulatory actions				

5 PRODUCTION DATA

This section is designed to connect the leather supply chain together and assess the risk and rating of those that are supplying part-processed and raw material. For those starting from part-processed material, their supplier's engagement with the LWG audit process will be assessed.

For some organisations some of the questions are not applicable but all tanners are capable of attaining the maximum score of 100 through the pro-rata scoring of those questions that *are* applicable to each type of operation. Tanners undertaking operations that fall into a combination of categories will also answer all applicable questions which will be scored on a pro-rata basis.

Example Question:

9	List all the supplying LWG audited tanners (Q 19, supplier categories A to D)				
	Tannery	Location (town)	material type	LWG rating	% of supply chain
1					
2					
3					
4					
5					

6 TRACEABILITY (INCOMING)

This section assesses the ability of leather manufacturers to trace their incoming material back to the specific slaughterhouse or region of origin. It also provides a breakdown of country of origin and a description of the traceability system used.

Processors of fresh, salted or brined hides.

Processors must be able to present documents that indicate the facility where slaughter occurred. Only those hides for which documentation can be presented that indicates that the entire consignment contains hides originating from the same (named) slaughterhouse, are considered to be traceable.

Processors receiving hides in a part processed condition

Consignments may be made up on the basis of weight or quality and may therefore be made up of several pallets of material each of which may or may not support hides originating from different process loads. Only those hides on individually marked pallets for which documentation can be presented that indicates that the entire pallet contains hides originating from the same (named) slaughterhouse, can be considered to be traceable.

Example Question:

7	<p>For tanners processing fresh or cured hides/skins originating from Paraguay identify each supplying slaughterhouse, the amount of material received during the audit period, and whether the slaughterhouse has provided evidence of compliance with the conditions stipulated in question 5.</p> <p>Note – percentage expressed relates to total input of fresh/cured material</p> <p>Evidence of compliance Score x 1 if compliance evidence (q5) is a copy of evidence of compliance from meatpacker’s in-house monitoring system and/or copy of report from 3rd party monitoring service provider Score x 0.5 If compliance evidence (q4) is a simple declaration of compliance</p>			
Slaughterhouse	Geo-reference	Quantity of material supplied. Tons	Evidence of compliance	Percentage compliant material
				0
				0
				0
Sourcing factor = total compliant				0.00

7 TRACEABILITY (OUTGOING)

This section assesses the ability of leather manufacturers to trace their material through their own manufacturing processes. It assesses the manner in which outgoing material (i.e. material leaving the site) is identified and the extent to which the identifier allows data recorded about each process stage to be retrieved. A batch of leather is one drum load of leather.

Question Example:

4	<p>If exotic materials subject to CITES requirements are processed, is despatch from the tannery supported by the required permits and identification enabling them to be fully traceable to legal sources?</p> <p>Exotics are materials are those covered by legislation or agreements such as the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)</p>		
		score	attained
A	Exotics are not processed		
B	There is 100% traceability to legal sources		
C	There is less than 100% traceability to legal sources	FAIL	

8 ENVIRONMENTAL MANAGEMENT SYSTEMS

This section assesses if the facility has a documented, effective, and active system for managing the environmental aspects of their business

Question Example:

8a	Are there any written environmental procedures for	score	attained
A	Ensuring that internal audits are undertaken at defined intervals by competent personnel <i>State title and reference number of the procedure</i>		
B	There are no written procedures (go to Q9a, consider q8b or q8c “not applicable”)		

9 RESTRICTED SUBSTANCES, COMPLIANCE, CHROMIUM VI MANAGEMENT

This section assesses the extent to which the facility manages, understands and enacts the Restricted Substance requirements of its customers. It assesses the extent to which the company undertakes to minimise the risk of formation of CrVI. For tanners operating on a 100% subcontracting basis this section is not applicable – the clients on whose behalf they are undertaking processing are responsible for restricted substance management of their product. Tanners who both produce their own material and who produce material on a subcontract basis will be assessed on the restricted substance management of their own material.

Chrome-free leather is defined by LWG for the purposes of this protocol as leather containing less than 1000 mg/kg chromium based on dry leather weight, this value being based on currently used standards (BS EN 15987).

Questions in this section refer to Restricted Substance Lists (RSL). An RSL is used by customers or brands to control and restrict the presence of unwanted substances in the material they are purchasing. An RSL applies to leather, it does not apply to chemical products used in leather manufacture.

Questions in section 16 “Chemical Management” refer to Manufacturing Restricted Substance Lists (MRSL). An MRSL is used to control or restrict the presence of unwanted substances in the chemicals used in leather manufacture. An MRSL applies to chemical products used in leather manufacture, it does not apply to leather.

Question Example:

12	Does the company verify that all outgoing leather, irrespective of whether covered by client or tannery RS specifications for Chrome VI, conforms to the industry standard of <3ppm to ISO17075 by means of testing in a laboratory certified to ISO17025 (or client nominated laboratory)?		
	<i>Note – for the purposes of restricted substance control “clothing”, “footwear” etc are not product lines. This question refers to chemically different leathers. A product line relates to leather made with a specific set of retanning, fatliquoring, finishing chemicals etc A change in any one of the chemicals used introduces the risk of a restricted substance failure. “Footwear” will only be accepted as a product line if there is evidence that the company uses a single retanning and finishing system for ALL leather, the only variable being colour</i>		
		score	attained
A	All outgoing material is free of chromium		
B	Each product line is tested at least quarterly, with artificial ageing method		
C	Each product line is tested at least quarterly, without artificial ageing method		
D	Each product line is tested at least annually, with artificial ageing method		
E	Each product line is tested at least annually, without artificial ageing method		
F	No testing evidence provided		

10 ENERGY CONSUMPTION

This section assesses the energy usage per unit produced, including operations that have been subcontracted out. The scoring rewards usage of renewable energy generated on-site.

Energy consumption includes ALL aspects of site operations such as administration, engineering, space heating, fork trucks, and operation of the wastewater treatment. It includes off-site activities associated with treatments that are often undertaken onsite, such as effluent treatment.

Score based on 9 months' worth of data per 12-month period.

The score for this energy section may be based on nine months' worth of data per 12-month period provided a monthly breakdown of both energy usage and production data for the full year period is available at the time of the audit. The purpose of this is to screen out the peak energy requirements encountered during the very hottest or very coldest parts of the year. The nine months' worth of data may be selected by the tannery being audited although the excluded three months must be three consecutive months. The month-by-month production and energy usage must be included in the audit report. The energy calculation and score for both the 24-month and the two 9-month periods must be included.

An additional three months of energy data may be excluded due to the effects on trade of the Covid-19 pandemic. The periods of interruption may be variable; there may be second waves that could result in production interruptions directly affecting the tannery during non-consecutive months, there could be subsequent waves affecting the customers which then leads to production interruption through delayed orders, even if the tannery is capable of operating. Therefore, the three additional excluded months (per 12-month period do not need to be consecutive, but they must be the same as those chosen for water (if water data is also excluded)

Leather manufactures who only process to the tanned condition can choose to undertake the score calculation based on area of leather produced or tonnes of hides/skins processed. All other categories must calculate the score based on area of leather produced. Producers undertaking operations that fall into more than one category must calculate the score based on the area of leather produced.

Question Example:

Q2	What is the renewable energy contribution from each of the commissioned subcontractors (if applicable)?			
Subcontractor	Operations	Area m ²	MJ/m ² renewable	MJ renewable <i>Right click to update</i>
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL				0


11 WATER USAGE

This section assesses the freshwater usage, per unit produced. The scoring rewards the use of water that is recycled.

Score based on 9 months' worth of data per 12-month period during the Covid-19 pandemic

The score for this water section may be based on nine months' worth of data per 12-month period provided a monthly breakdown of both energy usage and production data for a full year is available at the time of the audit. The three month of water data may be excluded due to the effects on trade of the Covid-19 pandemic. The periods of interruption may be variable; there may be subsequent waves that could result in production interruptions directly affecting the tannery during non-consecutive months, there could be subsequent waves affecting the customers which then leads to production interruption through delayed orders, even if the tannery is capable of operating. Therefore, the three additional excluded months do not need to be consecutive, but they must be the same as those chosen for energy (if energy data is also excluded).

Question Example:

4 	Is incoming water volume determined through the effective measurement of all incoming sources?		
		score	attained
A	Measurement of EACH water supply		
B	Incomplete metering or measurement of incoming fresh water		

12 AIR & NOISE EMISSIONS

This section assesses the management of a facility's air and noise emissions to the environment and requires inventories, management and monitoring.

Question example:

4	Indicate percentage of air emissions control devices that are functioning			
	Spray machines, boilers, buffing machines	% of machines fitted with appropriate control device	score per %	
A	Functioning			
B	Not functioning or not fitted			
	Total (Max)			

Threshold question

For award of Gold medal rating in this section a minimum score of 20 points must be attained in q4

13 WASTE MANAGEMENT

This section assesses a facility's management and control of the wastes generated by the site and requires inventories, categorisation of wastes and appropriate storage and disposal.


Question Example:

6	Was the facility found to be in compliance with permit and legal requirements during the last inspection?	score	attained
A	Yes		
B	The authorities have not visited within the past 18 months		
C	The facility was not found to be in compliance - corrective actions were required and have been completed or are on-going in accordance with the regulator's schedule		
List the corrective actions required			

14 EFFLUENT TREATMENT

This section assesses a facility's management of their liquid wastes, either at their own site or at a third-party provider. It requires legal discharge of the wastewater and rewards with higher scores those that achieve target levels of water quality using a range of appropriate technologies.

Question Example:

1	<p>Is outgoing water from the tannery determined through effective measurement?</p> <p>Note - Acceptable effective measurement is by means of automatic metering, namely: Parshall with ultrasound, in-line meter, tanker of known volume with supporting transfer records.</p> <p>Internal use for non-production purposes (e.g. watering gardens, washing trucks etc.) must also be measured.</p> <p>Outgoing water volumes of less than 3m³ per day may be excluded.</p>		
		score	attained
A 	Yes, by measurement / metering of outgoing water (data available for the full 24 consecutive months of the audit period under consideration)		
B	There is incomplete measurement / metering of outgoing water (data available for less than the full 24 consecutive months of the audit period under consideration)		
C	No measurement / metering of outgoing water	FAIL	

15 HEALTH, SAFETY, EMERGENCY PREPAREDNESS

This section assesses the facility's ability to manage a range of emergency and health and safety risks. This includes systems, processes and responsibilities. It also requires an assessment of risk and management in relation to the creation of Hydrogen Sulphide on site.

Question Example:

8	For each chemical group (e.g. corrosive, oxidising, flammable and toxic) used and for each workstation has the organisation identified the appropriate PPE to be used?		
	For example a matrix similar to a chemical compatibility matrix		
	Cumulative	score	attained
A	Yes, it has been identified		
B	Yes, it has been issued to all staff		
C	Yes, its use is obligatory as part of company policy		
D	Signage indicates the type of PPE that must be used		
E	Although appropriate identification of required PPE has been undertaken it use is optional		
F	No assessment of PPE requirements has been undertaken		
	Total (Max)		

Threshold question

For award of medal rating in this section a minimum score of 3 points must be attained in q8

16 CHEMICAL MANAGEMENT

The purpose of this section is to assess awareness, understanding and management of chemicals used within the leather manufacturing process


This section makes references to Manufacturing Restricted Substances List (MRSL). An MRSL is a list of chemical substances that are banned from intentional use in facilities processing textile materials, leather, rubber, foam, adhesives and trim parts in textiles, apparel, and footwear. Using chemical formulations that conform to an MRSL allows suppliers to assure themselves, and their customers, that banned chemical substances are not intentionally used during production and manufacturing processes. MRSL limits apply to substances in commercially available formulations, not those from earlier stages of chemical synthesis.

The above text is a selective extract (03/11/2020); full text available from <https://mrsl.roadmaptozero.com/>

A chemical formulation is a manufactured product as sold to a tannery. It includes complex formulations such as dyes and retanning agents as well as simple commodity products such as formic acid and sodium sulphide.

The MRSL advocated by ZDHC is the minimum standard for this audit protocol. Other MRSLs will be accepted for scoring purposes only if they exceed the ZDHC standards of stringency in ALL aspects.

Question Example:

23	Has the facility labelled and stored work-in-progress chemicals appropriately?		
	Defined and suitable storage locations are used for		
	Cumulative	score	attained
A	Flammable chemicals (e.g., solvents)		
B	Liquid chemicals (e.g., fatliquors)		
C	Corrosive chemicals (e.g., acids)		
D	Incompatible chemicals (e.g., acids and sodium sulphide)		
E	Powder chemicals (e.g., syntans)		
	TOTAL (Max)		

Threshold question

For award of Gold rating in this section a minimum score of 4 points must be attained in q23

17 OPERATIONS MANAGEMENT




This section assesses the facility's ability to control its manufacturing processes, reviewing best practices, measuring equipment use and calibrations, etc

For housekeeping related issues, the auditor will assess the organisations in relation to three departments (manufacturing sections) taken at random but appropriate to the range of operations of the tannery. There will also be an assessment of the external areas of the tannery. The score for each question will be the average of the scores recorded for each department. Depending upon the scale of operations the auditor may decide to assess more than three departments to report the state of housekeeping more accurately.

If an assessment of the state of housekeeping of the external areas of the tannery is possible this must be done, if it is not applicable an additional area should be substituted instead.

NB: In some organisations it is not possible to clearly identify three distinct departments. Examples include wet blue tanneries (where there is often only the drum platform and samming/sorting areas) and PU coating plants (where there is often only the main PU coating line). In such circumstances the score should be based on the departments that can be assessed. A justification must be included in the report if fewer than three departments are assessed.

Question Example:

2	Is there a traffic management system for controlling motor vehicle and pedestrian movement within the internal production areas and external perimeter of the site?		
Cumulative Score		score	attained
A 	Yes, there is a written document and site map		
B 	Signage throughout the site clearly indicates those areas which are pedestrian traffic only and those which are not. Markings indicate separate access routes for pedestrians and vehicles (other than designated crossing points).		
C 	Signage throughout the site clearly indicates access routes; pedestrians and vehicles share the same access routes.		
D	Traffic management is included in the induction of employees, visitors and contractors.		
		TOTAL (Max)	