FACTORY PROFILE ONLINE

ICS DATABASE

Powered by:

PROJECT ON TRANSPARENCY AND TRACEABILITY IN partnership with ITC SUSTAINABILITY MAP

JUNE 2021

SUMMARY

The ICS Database Dashboard for Factories and Suppliers allows factories and suppliers to update information on the factory's organization through the ICS database. This process replaces the Factory Profile that was shared previously via an Excel template.

This project is linked to the Transparency & Traceability project supported by the European Commission in which the International Trade Centre (ITC) developed the **Sustainability Map platform** – see Annex 3.

Starting with the ICS audit process with the **Factory Profile (Step 1)**, ICS and its Members joined this project to provide validated data summarized in the **Factory ID (Step 2)**. Factories and suppliers are invited to publicly disclose limited information as summarized in the Factory ID through the Sustainability Map network by updating their **Privacy agreement (Step 3)**.

Step ONE - Factory Profile

- • **What is the ICS Factory Profile?**

The Factory Profile is part of the ICS Audit Process and is the first document to be shared between **the ICS Members, the factory and the supplier and the audit firm** to understand the organization of the factory and to later organize the audit according to the information contained within the Factory Profile.

The Factory Profile:

- can be requested by any ICS Member and is shared with other ICS Members that have/had/will have business relationships with the same factory,

- includes information such as identification information, the company management, the audits and the certifications, the factory area, the manpower, the products and the production processes and the environmental organization,

- must be completed by the facility prior to the audit with data needed by the audit company to prepare for the audit,

- will be validated during the audit opening meeting by the facility management with the auditor.

- ***How to complete the Factory Profile?***

The ICS Database Dashboard proposes the access to the suppliers and to the factories to complete their Factory Profile online.

The Factories and the Suppliers automatically receive their login details as soon as the ICS Members have invited them using the contact names and emails shared with the ICS Member, for at least the first tier of subcontracting.

The Factories and the Suppliers must accept emails from the domain **'noreply@dev.art-informatique.com'**. The ICS database is available via **https://ics.art-informatique.com/**.

If factories and suppliers already had accounts to access the ICS database (through an online Corrective Action Plan (CAP) or through an online checklist), the same accounts can be used for the Factory Profile. In this case, login details will not be sent by the database.

For the suppliers or factories who have lost their ID to connect the database:

- **The login is always the email address.**
- **They must click on the login page:**
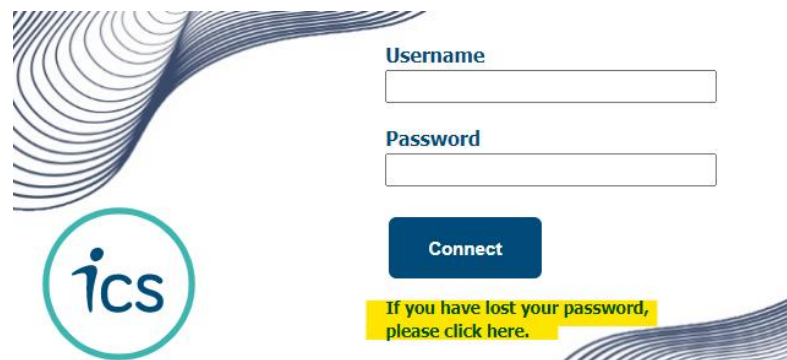
The email to be received is proposed in .

Each part should be answered. The guideline proposes in the list of questions to be answered in the ICS Dashboard to complete the Factory Profile and specific guidance for the questions.

The users must check existing information on the ICS database, if the Factory Profile had been previously updated by the factory using the former ICS Excel template. If there are any changes, the ICS Database will save them and provide a comparative document to the ICS Members to highlight the updates.

Answered 1/83 questions.

FACTORY PROFILE

1. Photo of MAIN ENTRANCE of the Manufacturing Plant *

| Choose file | No file chosen |

2. Factory Name *

3. Factory Name (in local language) *

4. Supplier Name

5. Country *

Choose...

6. Factory address in english *

7. Factory address in local language *

8. GPS coordinates *
The link to the Tool to find your GPS coordinates is: https://www.gps-coordinates.net/ . "." must be used before the decimals, e.g. "41.40330"

Latitude

Longitude

Only those questions are compulsory *

5. Country *

Choose...

6. Factory address in english *

7. Factory address in local language *

15. Building information - Internal Production Processes *

Add a production process

Production Process *	Choose... ▾
Building number	
Building address (if different than the main address of the factory)	
Number of floors	
Surface (sq. meters)	

Remove

20. External Production Processes (Production step or parts concerned) *

Add a production process

Production processes *	Choose... ▾
Name of the subcontractor (english)	
Name of the subcontractor (local language)	
Subcontracting rank	Choose... ▾
Name of parent company (rank N-1)	
Country (location of the subcontractor HQ)	Choose... ▾
Detailed Address (location of the subcontractor HQ - english)	
Detailed Address (location of the subcontractor HQ - local language)	
City (location of the subcontractor HQ)	
Province (location of the sub-contractor HQ)	
Name of the sub-contractor's contact	
Email of the sub-contractor's contact	
Email of the supplier's contact	

Remove

21. Raw Material Supplier *

<div style="border:1px solid #333; display:inline-block; padding:6px 12px; background:#2d3a5a; color:#fff;">Add a raw material supplier</div>

Raw Material *	
Name of the raw material supplier (english)	
Name of the raw material supplier (local language)	
Subcontracting rank	Choose... ▾
Name of parent company (rank N-1)	
Country (location of the raw material supplier HQ)	Choose... ▾
Detailed Address (location of the raw material supplier HQ - english)	
Detailed Address (location of the raw material supplier HQ - local language)	
City (location of the raw material supplier HQ)	
Province (location of the raw material supplier HQ)	
Name of the raw material supplier's contact	
Email of the raw material supplier's contact	
Email of the supplier's contact	

<div style="text-align:center;">Remove</div>

To finish the process, go through all the changes and click on '**Complete**' at the bottom of the page.

ENVIRONMENT

70. Does the facility generate wastewater from production processes?

Choose... ▾

71. How many points of water sources are available on-site (number of boreholes, number of points of supply sources from municipality etc.)?

72. What sources of water are used at the facility (e.g. mains drinking water, mains process water, borehole abstraction, surface water abstraction etc.)?

73. What energy sources does the facility use (e.g. mains electricity, locally generated electricity, coal, oil, gas etc.)?

74. What are the main non-hazardous waste that the facility generates?

75. Does the facility generate hazardous waste? If yes, please indicate the types of hazardous waste.

76. Does the facility store, use or handle hazardous or potentially hazardous substances?

Answered 1/83 questions.

Complete
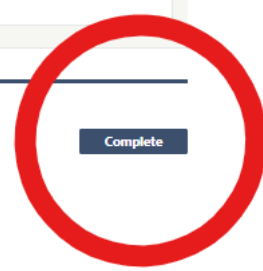
Step TWO - Factory ID to be a part of the bigger picture

Powered by:

The Initiative for Compliance and Sustainability and the International Trade Centre invite you to join a FREE online platform of the United Nations which connects businesses along sustainable value chains.

The platform, called Sustainability Map, already has over 57'000 registered international buyers and companies. Joining the Sustainability Map platform is entirely FREE of charge.

Step TWO - Complete your Factory ID   ITC Factory ID

Your Factory ID will enable your business to gain visibility in the international supply chains, to promote the transparency and traceability in your industry and to improve working conditions within your company.

Gain visibility towards potential buyers looking for sustainable products

Create an online profile and QR code to market your business globally

Connect with sustainable enterprises

Thanks to the Factory ID, the factories benefit from a free and neutral platform to update their business sustainability credentials and to share information with international brands and other relevant organizations and institutions. By being part of Sustainability Map, factories and suppliers will benefit from enhanced visibility and business opportunities.

- **What is the Factory ID?**

The **Factory ID** proposes the PUBLIC DISCLOSURE of limited information coming from the Factory Profile as validated through the ICS Database.

Only the following is shared:

- *Company Name*
- *Company Type*
- *Address*
- *Country*
- *City*
- *Contact information.*
- *Company Size*

- *Data source (i.e., where the information is coming from – in this case, ICS)*
- *ICS Report on audits performed:*
  - *Business license*
  - *Purchase department*
  - *Last audit type and date*
  - *Audit category*

  - *Announce types*
- *Geolocation*
- *Production*
- *Network*

The **Factory ID** is prepared from information updated in the ICS Factory Profile, from additional information requested in the Factory ID (see screenshot below) and from information available in the ICS database **if ICS audits had already been performed** in the factory. Information coming from the ICS database regarding ICS audits cannot be updated by the factories and the suppliers but is validated by the ICS database according to the ICS process.

Certain information contained within the ICS Report, which had been validated on the ICS database, is communicated between the ICS and ITC databases through a direct API (IT link). Data are updated within 24 hours and provided on currently referenced factories working with ICS Members. The factories whose business relationships have not yet begun (with the reference statuses 'Prospect' or 'Not referenced yet') as well as those who no longer have any business relations with any ICS member ('Unreferenced' or 'Not referenced') are not published in Sustainability Map as part of the ICS Members' Networks but can be publicly found without any link to the ICS network.

The ratings resulting from the ICS audits are not communicated via the Factory ID. If required by any brand or stakeholder, the factories and the suppliers may communicate directly about their Corrective Action Plan (CAP) including the Summary of Content (SOC) and the rating, as provided by the ICS process. These documents are available in PDF on the ICS database.

The ICS Report publicly available through Sustainability Map communicates on the:
- Business license
- Purchase department
- Last ICS audit's type and date
- ICS audit's category
- ICS audits announce type.

The factories can still proceed to the completion of the Factory ID even if they don't complete all the info in the factory profile.

Additional information requested for the Factory ID is required through the ICS database:

Step THREE - Manage your Privacy to go for public disclosure

Step THREE - Manage your PRIVACY

After having reviewed and completed your Factory ID, go to the privacy tab to make your profile public on Sustainability Map to international brands and retailers.

ITC Privacy

- ### *Why join Sustainability Map?*

International brands want to buy sustainable products and check the validity of their partners' certification claims. Sustainability Map empowers MSMEs (Micro, Small and Medium Enterprises) committed to **sustainable production and processing** to increase their business potential.

Gain visibility towards potential buyers looking for sustainable products

Create an online profile and QR code to market your business globally

Easily backup the validity of your certifications and sustainability claims

Showcase the network of brands already sourcing your sustainable products

Once they have completed and verified the information in the online ICS Factory Profile, factories and suppliers are invited to commit to **Transparency and Traceability** requirements by accepting Public Disclosure of their Factory ID in Sustainability Map.

The factory is invited to define the Public status by clicking on '**I want my profile to be public'**:

Welcome	ICS Factory Profile	ITC Factory ID	ITC Privacy

This is only a preview of your company profile which is currently : **Private**
Once you will go Public and create your FREE account, you will be able to add additional information and build a complete similar profile similar to this one: Sample

I want my profile to be public

I want to delete my public profile
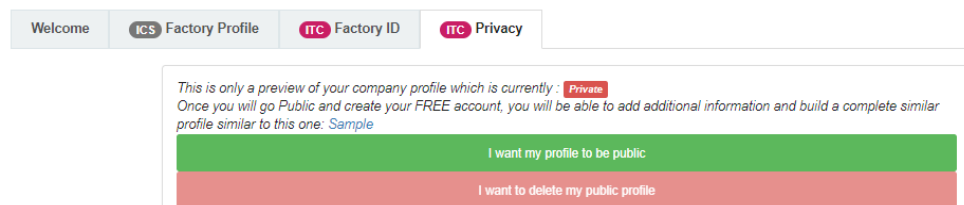
- ### *Example*

Please find below the example of one Factory ID publicly as prepared in the ICS database in order to be shared on Sustainability Map as public profile of the factory i.e. its Factory ID.

The example shows a Factory ID that allows the factory to download **its QR code,** which in turn can be shared with any brand or stakeholder that wants to be informed about the project.

Your profile can be viewed by others on the Network or can be accessed directly by sharing the following link or QR code :

Download QR code

Your public profile was last published on the Public Network on : June 12, 2021 2:19 AM.

ICS REPORT   GEOLOCATION   PRODUCTION

EPSILON

Company Type : Processing & Manufacturing
Address

PK 12 Route de Majunga Amborompotsy-Talatamaty

Antananarivo , 105 MADAGASCAR

Country	City
Madagascar	Antananarivo

Contact information
Company size : 250+ employees
Data Source(s) :

ICS - Initiative for Compliance and Sustainability

View all companies part of this network: ICS – Initiative for Compliance and Sustainability
Description:
The ICS audits public search – Factories audited through ICS framework (including social and environmental audits) are invited by the ICS Members Brands and Retailers to publish in Sustainability Map their identification and information about ICS last audit performed including the audit date, the audit category, the audit type and the announce type. The process is organized step by step in order to gather the agreement from the factories for the public communication and in order to build publicly the network of ICS members' subcontractors. ICS methodology and requirements are available on ICS website : https://ics-asso.org/ .
Update to the data can take up to 24 hours.

Original Source:
https://ics-asso.org/

Factory data are validated by **ICS - Initiative for Compliance and Sustainability.** Know more about ICS

Business License : 2003B00718

Purchase Department : Clothing; knitted or crocheted

Audits :

Audit Type : Initial audit done on 25-11-2020

Audit Category : Environmental

Announce Type : Semi announced

Audit Type : Initial audit done on 06-01-2020

Audit Category : Social complete audit

Announce Type : Semi announced

- View in the Public Network of Sustainability Map

EPSILON

Company Type : Processing & Manufacturing
Address

PK 12 Route de Majunga Amborompotsy-Talatamaty Antananarivo , 105 MADAGASCAR

Country	City
Madagascar	Antananarivo

Contact information
Company size : 250+ employees
Data Source(s) :

ICS - Initiative for Compliance and Sustainability

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Update to the data can take up to 24 hours.

Original Source:
https://ics-asso.org/

ICS REPORT   GEOLOCATION   PRODUCTION   NETWORKS

EPSILON

Company Type : Processing & Manufacturing
Address

PK 12 Route de Majunga Amborompotsy-Talatamaty Antananarivo , 105 MADAGASCAR

Country   City

Madagascar   Antananarivo

Contact information
Company size : 250+ employees
Data Source(s) :

ICS – Initiative for Compliance and Sustainability

View all companies part of this network: ICS – Initiative for Compliance and Sustainability
Description:
The ICS audits public search – Factories audited through ICS framework (including social and environmental audits) are invited by the ICS Members Brands and Retailers to publish in Sustainability Map their identification and information about ICS last audit performed including the audit date, the audit category, the audit type and the announce type. The process is organized step by step in order to gather the agreement from the factories for the public communication and in order to build publicly the network of ICS members' subcontractors. ICS methodology and requirements are available on ICS website : https://ics-asso.org/ .
Update to the data can take up to 24 hours.

Original Source:
https://ics-asso.org/

The geolocation is based on GPS data required by the ICS Factory Profile. Some mistakes may occur as data were imported from previous Factory Profiles or updated using the address geolocation in case of missing data. The updates done in the ICS Factory Profile allow for an automatic change of the site's geolocation within 24 hours.

By clicking on '**I want to delete my public profile**' the factory can decide to keep the profile private. In this case, the profile will only be seen by the ICS Member that sent the invitation in the ICS Database but *not in Sustainability Map*.

The factory can change the public status through the ICS database whenever by clicking on '**I want to delete my public profile**'.

Step FOUR – Invite your subcontractors and suppliers to build the network

Once they have answered the first steps linked to the Factory Profile, the factories are requested to invite their subcontractors to communicate on the same information through the ICS database:

- Click on **Traceability.**
- Invite your subcontractors that you listed in the section "Production Processes" by clicking on **Actions.**

The [Network](#) represents the links between the factories in the supply chain of ICS Members as declared either by the ICS Member in the ICS Database or by each factory in the Production Processes declarations. The ICS Member can validate the sub-contractors as part of their supply chain in the ICS database.

The [Network](#) appears as soon as the factories agree to publicly disclose their Factory ID.

The [Network](#) builds the traceability links between the ICS Members' subcontractors. All first tier's subcontractors are organized by the ICS Members in the ICS Database in their private network and these subcontractors are invited through the Factory Profile to declare their own subcontractors to build towards complete traceability. The ICS Members can organize these links through the ICS database, but the links appear in the Public Network only between entities that accepted the Public Factory ID disclosure. The Network is built step by step with all actors' commitment to provide **Transparency and Traceability** information.

Central Database **ICS Audits**

FACTORY PROFILE / SUSTAINABILITY MAP   TRACEABILITY   CHECKLISTS   CORRECTIVE ACTION PLAN   DOCUMENTS   ⑦   GUIDELINE FOR ICS TOOLS

Traceability

Factory [▾]

Production process

Process	Purchase department	External	Name of the subcontractor	Location with detailed address	City	Country	Contact	Actions	Inactive since

The listed subcontractors will receive an email explaining the process – Annex 1 - and will be able to declare their organization in the Factory Profile and to go for a Public Factory ID on Sustainability Map.

Production process

Process	Purchase department	External
Embroidery	Clothing; knitted or crocheted	Yes
Knitting	Clothing; knitted or crocheted	Yes
Knitting	Clothing; knitted or crocheted	Yes
Knitting	Clothing; knitted or crocheted	Yes
Knitting	Clothing; knitted or crocheted	Yes
Knitting	Clothing; knitted or crocheted	Yes
Printing (screen, heat transfert, …)	Clothing; knitted or crocheted	Yes
Packing	Clothing accessories	Yes
Packing	Clothing accessories	Yes
Packing	Clothing accessories	Yes
Packing	Clothing accessories	Yes
Packing	Clothing accessories	Yes

From: ICS Team noreply@ics.art-informatique.com

Object: Transparency and Traceability - Invitation to complete the ICS Factory Profile from ICS Member XXX

Dear Representative of Factory YYY,

The ICS Member is pleased to invite you to complete your Factory Profile and to accept to publish your Factory ID through the ICS Database.

*We are proud to inform you that the **Initiative for Compliance and Sustainability** (ICS) and the **International Trade Centre** (ITC) have joined forces and technically developed specific linkages between their two databases.*

*You are invited to join a FREE online platform of the **United Nations** which **connects businesses along sustainable value chains called Sustainability Map**. The platform already has over 50'000 registered companies and international buyers. Joining the Sustainability Map platform is entirely FREE of charge.*

- ***Step one: Complete your Factory Profile***

This step is mandatory in the ICS process. Data completed will be communicated to the ICS Members that identified your enterprise in their supply chain. If an ICS audit is planned, the data will also be shared with the appointed audit company and the auditors to prepare their visit.

- ***Step two: Complete your Factory ID***

Your Factory ID will enable your business to gain visibility in the international supply chains, empower you to improve working conditions within your company and promote the transparency and traceability in your industry.

- ***Step three: Manage your privacy***

After having reviewed and completed your Factory ID under step 3, go to the privacy tab to make your profile public on Sustainability Map to international brands and retailers.

Thank you in advance for your collaboration.

All the best,

ICS Team

Contact@ics-asso.org
https://ics.art-informatique.com

This is an automatically generated email, please do not reply to it.

The below table proposes an example of a completed Factory Profile explaining what is requested in each cell.

11. GLN (Global Location Number)

1253213131

12. Total manpower (all categories of workers + management staff) *

	Total Manpower
Male	10
Female	10
	20

13. Total manpower in PEAK SEASONS (all categories of workers + management staff) *

	Total Manpower in PEAK SEASONS
Male	10
Female	10
	20

14. Purchase Department

Purchase Department

67 - Feathers and down, prepared; and articles made of feather or ot ⌄	**Remove**
8545 - Carbon electrodes, carbon brushes, lamp carbons, battery car ⌄	**Remove**

Add row

15. Building information - Internal Production Processes *

Add a production process

Production Process *	Other (describe) ▾	Other (describe) ▾	Activation ▾
	Cutting	Assembling	
Building number	1	2	3
Building address (if different than the main address of the factory)	qsdfqsdf	juste à côté	111
Number of floors	4	2	11
Surface (sq. meters)	20000	200	1
	Remove	**Remove**	**Remove**

16. Total area (automatic calculation) :
20201

17. Production area (sqm^2)
12000

18. Maximum number of floors (automatic calculation) :
11

19. Facilities

☑ Childcare Room

☑ Canteen

☑ Other (describe)

qsdfqsdf comment

20. External Production Processes (Production step or parts concerned) *

Add a production process

Production processes *	Washing / Cleaning	Cutting	Embroidery	Animal prepation (Kil
Name of the subcontractor (english)	dsf	qsdf	qsdf	zefzef
Name of the subcontractor (local language)	Name	qsdf	Elize Emberoidery	zef
Subcontracting rank	9	10	7	1
Name of parent company (rank N-1)	qsdf	qsdf	qsdf	zef
Country (location of the subcontractor HQ)	Bénin	Belize	Bosnia and Herzegov	Botswana
Detailed Address (location of the subcontractor HQ - english)	sdfsdf	sdfqsdf	B 33 Sector 59	qsdsdf
Detailed Address (location of the subcontractor HQ - local language)	dfqs	qsdf	qsdf	qsdf
City (location of the subcontractor HQ)	sdfsdfg	qsdf	Noida	qsdf
Province (location of the sub-contractor HQ)	sdfddd	qsdf	Noida	qsdf
Name of the sub-contractor's contact	dfgdfg	qsf	contact	qsdf
Email of the sub-contractor's contact	test@test.com	test@test.com	contact@test.com	contact@test.com
Email of the supplier's contact	qsdf	qsdf	sdfgsdfg	qsdf
	Remove	Remove	Remove	Remove

21. Raw Material Supplier *

Add a raw material supplier

Raw Material *	WXCV		
Name of the raw material supplier (english)	WXCV		
Name of the raw material supplier (local language)	WXCV		
Subcontracting rank	3 ▾	Choose... ▾	Choose... ▾
Name of parent company (rank N-1)	WXCV		
Country (location of the raw material supplier HQ)	Botswana ▾	Choose... ▾	Choose... ▾
Detailed Address (location of the raw material supplier HQ - english)	WXCV		
Detailed Address (location of the raw material supplier HQ - local language)	WXCV		
City (location of the raw material supplier HQ)	WXCVWXCV		
Province (location of the raw material supplier HQ)	sdfdf		
Name of the raw material supplier's contact	XCVWXCV		
Email of the raw material supplier's contact	test@test.com		
Email of the supplier's contact	test@test.com		
	Remove	**Remove**	**Remove**

22. Please provide any additional relevant comment on production processes and subcontracting here in English:

xcbvdvsdgnfg

IDENTIFICATION

23. Group / Holding name If your company belongs to a group, name of this group :

Holding group

24. Group / Holding address

adresse Holding group

25. Sister companies names:

Sister companies

| <sdvsfdsdfg | Remove |
| sdfgsdfgsdfg | Remove |

Add row

26. Date of foundation

02/01/2012

27. Main Customers (including the ICS member)

Name	Country	% of Turnover	
Pimkie	France	10	Remove
Justice	Hong Kong	12	Remove
Varner	Norway	13	Remove
Promod	France	14	Remove
GDM	France	15	Remove

Add Customer

28. Legal status

Joint Venture ▾

29. Company Management *

	Name	Email	Telephone number	Job Title / Comment
Main Contact person	sdf	test@test.com	sdf	sdf
Factory Manager	sdf	test@test.com	sdf	sdf
Quality Manager	sdf	test@test.com	sdf	sdf
Social Compliance Manager	sdf	test@test.com	sdf	sdf
Environmental Compliance Manager	sdf	test@test.com	sdf	sdf

AUDITS AND CERTIFICATIONS (Social Audits / Customers Audits / Quality / H&S / Environment)

30. Previous ICS audit ? *

Yes ▾

31. If YES, please specify if any change has been done regarding the building ? (New floor, new warehouse...)

New floor

32. Date of last audit

01/07/2017 🖩

33. ICS Member

Other (describe) ▾

Other

34. Social Audits / Customers Audits

	Certification	Valid until	
>	SEDEX-SMETA ▾	17/01/2019 🗓	Remove
>	Other (describe) ▾	16/09/2021 🗓	Remove
	Amfori-BSCI		
>	ICTI ▾	23/06/2021 🗓	Remove

Add

35. Quality Audits

	Certification	Valid until	
>	ISO9001 ▾	15/03/2022 🗓	Remove
>	ISO/TS16949 ▾	26/06/2021 🗓	Remove
>	Other (describe) ▾	15/06/2021 🗓	Remove
	qsdqsdf		

Add

36. Environment Audits

	Certification	Valid until	
>	Gots ▾	01/02/2020 🗓	Remove
>	Environmental certification ▾	25/06/2021 🗓	Remove
>	amfori BEPI ▾	26/06/2021 🗓	Remove

Add

20

37. H&S Audits

	Certification	Valid until	
>	OHSAS18001 ⌄	31/01/2023 🗒	Remove
>	Veterinarian approval referer ⌄	05/06/2021 🗒	Remove
>	Choose... ⌄	jj/mm/aaaa 🗒	Remove

Add

38. Product Certification

	Certification	Valid until	
>	Choose... ⌄	jj/mm/aaaa 🗒	Remove
>	Choose... ⌄	jj/mm/aaaa 🗒	Remove
>	Choose... ⌄	jj/mm/aaaa 🗒	Remove

Add

MANPOWER

39. Number of Management staff
Please provide the share for total management (top and middle management)

	Total Management Staff
Male	10
Female	12
	110%

40. Number of Permanent Workers

	Total Permanent Workers
Male	13
Female	14
	135%

41. Number of Temporary Workers

	Total Temporary Workers
Male	15
Female	16
	155%

42. Number of Contractors (excluding temporary workers recruited via agencies)

	Total Contractors
Male	27
Female	55
	410%

43. Number of Workers recruited via temporary work agencies

	Total Workers recruited via temporary work agencies
Male	11
Female	11
	110%

44. Number of Piecerate Workers (Production based workers)

	Total Piecerate Workers
Male	11
Female	11
	110%

45. Number of Homeworkers

	Total Homeworkers
Male	111
Female	11
	610%

46. Number of Young Workers

	Total Young Workers
Male	11
Female	11
	110%

47. Age of the youngest worker

19

48. Number of Workers with shifts at night

	Total Workers with Shift at night
Male	10
Female	20
	150%

49. Number of migrant workers

	Total Migrant Workers
Male	1
Female	1
	10%

50. Nationalities of migrants

Origin of migrant workers most represented in the factory

fzef	Remove
zef	Remove
zef	Remove

Add

51. Identification of local languages used in the factory (the most used to least used).

Language

Hindi	Remove
English	Remove
	Remove
	Remove

Add

52. Is security handled internally or externally?

Externally

FACTORY AREA

53. Is there any other business license present on the same location ?

Choose...

54. If YES, please specify the business licence

BL-OTHER-NUMBER

55. Please specify the type of building.

Type of building	1 - Building leased by single factory.
Workforce / Machineries	N/A
Subcontracting in the same building	A part of the production of the facility filling in the Factory Profile is

56. Comments

Comment of building

57. Density of workers on the site (number of workers per square meter - automatic calculation)

-0.00

58. Number of workers in accomodation provided by the employment site

	Total workers in accomodation
For men	10
For women	10
	20

59. What is the average number of sqm2 per person in the accomodation rooms (sqm2 of the room/number of occupied beds in the room)?

0.084

60. Does every worker have his/her own assigned bed in the accomodation?

No

61. Dormitory located within Factory area (Yes, No (describe) or N/A)

No

62. Please specify the address of the dormitory

101010

63. For family

Yes

PRODUCTS & PRODUCTION PROCESSES

64. Work shifts

	From	To	From
Work Shift 1	13:55 🕐	13:11 🕐	15:38
Work Shift 2	15:38 🕐	15:44 🕐	15:38
Work Shift 3 - please indicate here any additional shifts	15:38 🕐	15:44 🕐	15:38

65. Work at night

Yes

66. Peak season months

Peak season months

November	˅	Remove
December	˅	Remove
January	˅	Remove

Add

67. Weekly rest days

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☑ Friday
- ☐ Saturday
- ☐ Sunday

68. Main Products

Product Typology	Production Standard Lead Time (in days)	Monthly production capacity (in pieces)	
Ladies garments (tops)	45	300000	Remove
			Remove
			Remove
			Remove
			Remove

Add

69. For garment factories, please indicate the number of sewing lines

12

ENVIRONMENT

70. Does the facility generate wastewater from production processes?

Yes

71. What wastewater/effluent streams are generated at the facility?

wastewater

72. Does the facility have its own Effluent Treatment Plant (ETP) or is it connected to a Common Effluent Treatment Plan (CETP)?

On-site ETP

73. If the ETP/CETP is not located at the factory's address, could you please specify the ETP/CETP exact location?

ETP/CETP exact

74. What is the official ETP capacity designed by the constructor? (in m3/day)

525

75. What is the type of industrial treatment available on-site?

Primary treatments (physico-chemical)

76. Where does the wastewater from the site discharge go to after treatment?

la bas

77. How many points of water sources are available on-site (number of boreholes, number of points of supply sources from municipality etc.)?

6

78. What sources of water are used at the facility (e.g. mains drinking water,mains process water, borehole abstraction, surface water abstraction etc.)?

borewell

79. What energy sources does the facility use (e.g. mains electricity, locally generated electricity, coal, oil, gas etc.)?

coal

80. What are the main non-hazardous waste that the facility generates?

Cotton, fabric cutting, packing waste

81. Does the facility generate hazardous waste? If yes, please indicate the types of hazardous waste.

Sludge, fuse tublights, wast oil

82. Does the facility store, use or handle hazardous or potentially hazardous substances?

Yes

Answered 80/83 questions.

Complete

Translations of the questions and the guideline are available on the ICS database.

ANNEX 3 - FREQUENTLY ASKED QUESTIONS

- *Is it the member's responsibility to handle the network and invite the sub-contractors?*
  - YES, the ICS Member must invite their subcontractors to fill the Factory Profile.
  - The subcontractors will declare their own subcontractors and each level is able to invite their linked subcontractors to complete the Factory Profile.

- *When supplier onboard its sub-contractors, will a link be automatically made in the ICS member's network? Is the factory automatically referenced?*
  - ICS could develop such feature, but this should be decided first by all ICS members. The risks are that the sub-contractor may not work for all ICS members. Right now, it has decided to manually reference it and link the factories in the network.

Invitations to Factories:
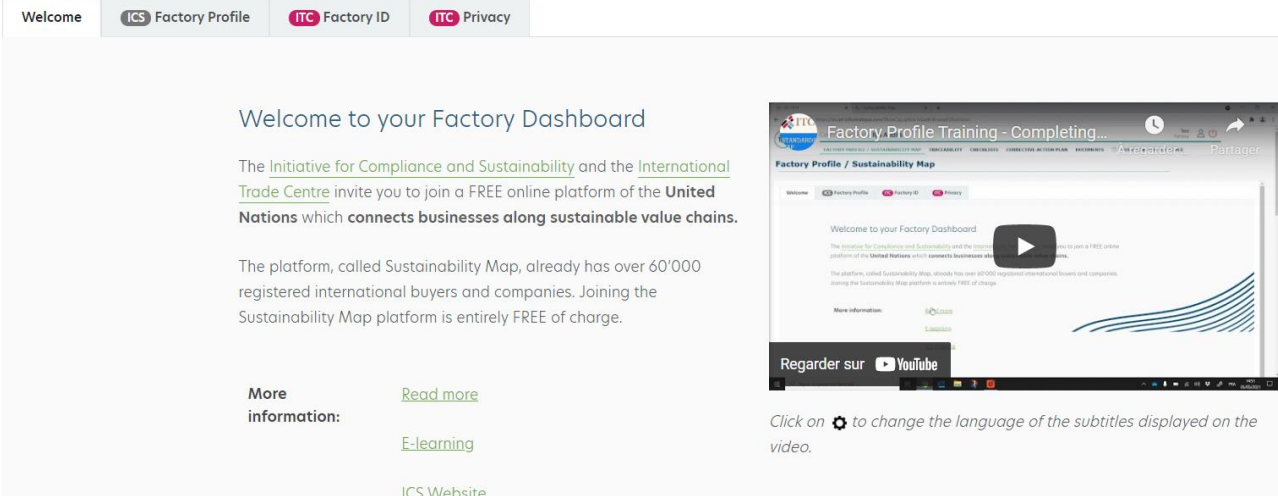
- **Can members choose the contacts that should receive the invitations to fill in the FP? If audit companies are intermediaries, will they receive the notification as well?**
    - The factory and supplier contacts will receive the notification and invitation but NOT intermediaries. The notification explains the project and steps.

- **Guidelines and documents are available on the ICS database account homepage with different steps and links.**
    - When the Factory Profile had already been filled in => the factory can update it (when the database could extract information from the correct Excel version).
    - It is now possible to extract data from a FP uploaded under the former Excel format (in the additional documents) => this will fill in the information directly on the ICS Database.

- **Is it possible to get the factory profile in Chinese so it is easier for the factories (do not know the English) to fill?**
    - The guideline as the excel template enclosed provide the translation.
    - It is not at all a technical issue but a matter to be decided with all the brands analyzing the factory profile data because while proposing questions in local languages, answers will be provided in local languages and brands will receive data to analyze in local languages so they would have to be able to understand and use data.

- **Is the online FP feature linked to the FP sent before an audit is launched?**
    - YES: the online FP replaces the Excel FP. Factories are invited to fill in the online FP directly before an audit. If the factory contacts already had a login/password => they will be able to access the online FP feature with the same account.

- **Is the online FP mutualized between ICS members linked to the factory?**
    - YES: all FP online data is mutualized and shared between linked members.

- **Is it the audit company the one who sends the FP invitation to the factory to be audited? If yes, since when?**
    - No, it is currently the member's task to send the FP invitation to the factories before an audit or independently of an audit.

- **Do we know when the factory filled in the online FP?**
    - Yes.
    - ICS will develop pages for suppliers and agents that members will be able to link to factories in the ICS Database (not yet developed).

- **Are factories the only ones able to invite their sub-contractors to fill in their own FP? Or can members do it as well?**
    - Members can do it as well from the list of sub-contractors in the extracted data from the FP.

- *Which contact emails will receive the FP invitation?*

  - It is very important to update and verify the contact details of factories in your network. Both factory and supplier contacts will receive the invitation.

- *If no audit is planned, is the FP automatically sent?*

  - Yes, the reminders are sent on a defined frequency whatever is the audit timing and ICS members can remind the factories to fill it in.

- *Will it be possible to filter the map according to the products/sectors?*

  - Not currently possible but will be developed in the future.

- *Can a member send a FP invitation to any factory (audited or not)?* Yes.

- *Should I invite my factories to Sustainability Map if the factories are not going public?*

  - The project is organized for the purpose of Transparency and Traceability.
  - The Sustainability Map platform offers a FREE and NEUTRAL platform to the factories to promote their commitments to sustainability.
  - It is organized to allow them to request the same commitment to their subcontractors – either if they themselves go public or not.
  - In addition, the Sustainability Map platform offers resources with Sustainability Gateway, that promotes e-learning and resources on a global network, and Standard Maps, that helps with the understanding on different standards' requirements.

  -
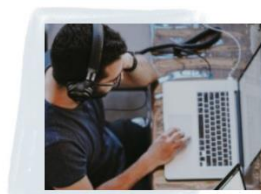
    Learn in our Knowledge Centre

    Take a look at our E-learning courses, publications and the up-coming International Executive Programme in collaboration with leading world universities and top companies.

    Improve your sustainability skills

  - Gambian entrepreneur empowers women through organic cotton production

    Learn more →

    Elsie's Women Empowerment Farm is known as the first women-owned farm producing organic cotton in the Gambia, and as the name might suggest, women's economic empowerment is at the heart of this enterprise. Moreover, as a member of the Young Female Farmers Association, Elsie A. Williams works together with the association to boost women's role in agriculture.

    'My vision was to revitalize cotton production in The Gambia,' says the farm owner. 'When we are successful with this, much more people will have jobs. I told myself to take the responsibility and mobilise other women, as I cannot do this alone.'

    Read the full story in our blog