

IQNet Ltd	Application for Proposal Sedex SMETA Audit	F 002-SDX
IQNet Ltd Bollwerk 31 CH-3011 Bern Switzerland Phone: +41 31 310 24 40 Fax: +41 31 310 24 49 E-mail: headoffice@iqnet.ch		

INSTRUCTIONS FOR COMPLETING THIS FORM:

- The information provided in this application will be considered confidential and will not be disclosed to a third-party without the written consent of the applicant (except for accreditation/recognition purposes).
- The application shall be completed by persons with the level of authority necessary to represent the organisation's commitment.
- Additional pages may be attached as needed.

A. APPLICATION FOR :	
<input type="checkbox"/> SMETA Audit: <input type="checkbox"/> 2 Pillar SMETA Audit <input type="checkbox"/> 4 Pillar SMETA Audit (additional extended Environment requirements and Business Practices) <input type="checkbox"/> Upload SMETA Audit Report in Sedex Platform* * Refer to Note 1	<input type="checkbox"/> Upload in Sedex Database and follow up of ethical audit report. * Refer to Note 1 Type of Audit: _____ Standard/Scheme: _____ Dates of the audit: _____ IQNet Partner Conducting the Audit: _____

Note 1: For the upload of any audit report in Sedex Platform, the audited Organization needs to be already registered in Sedex Platform and IQNet Ltd appointed as auditor.

B. GENERAL INFORMATION			
Name of Organization			
First Year of Operation			
Address (Head-office or main site)	City and Province	Postcode	Country
VAT No. / Fiscal Code / Tax payer Code* * Refer to Note 2			
Main contact person	<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other	Position	
Surname		First Name	
Direct phone no.		E-mail	
Fax no.			
Address (if different from above)			
Note 2: A copy of the Organization Registration Certificate (or an equivalent document) attesting the establishment as a legal entity and the activities performed will be provided upon request.			

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C. Audit Requestor of this Audit (Refer to Note 3)	Main Contact Person (Name and Position)	Contact Details (Phone and e-mail)

Note 3: The Sedex A and AB members (or other Audit Requestor) to which the Organization is supplying shall be specified in order to allow IQNet Ltd to determine whether there are any special requirements in relation to the audit (e.g. semi-announced audits, recognized auditors, other specific criteria).

D. SCOPE OF ACTIVITY (to be SMETA audited or object of the audit to be uploaded in Sedex)	
Describe the activities carried out by your organization with respect to products (including services) in the sites subject to the assessment	

E. ORGANIZATION STRUCTURE						
Sites List full address of each site to be audited, including the main site (Refer to Note 4)	Number of personnel Full-time + Temporary (Refer to Note 5)	No. of Shifts	Peak seasons (month of peak season and estimate worker total during peak season)	% Female workers	Main native languages spoken by workers	Processes / functions List the activities/processes carried out at each site

Note 4: For SMETA audits, please mention the sites for which a SMETA audit is requested. For the upload of other audit reports, please mention the sites which were covered by the audit to be uploaded.
Note 5: All personnel of the organization, including full-time, part-time, temporary and/or sub-contracted workers (e.g. through labour providers), on-site subcontractors and suppliers (e.g. security guards, canteen workers, cleaning workers)

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F. INFORMATION RELEVANT FOR SMETA AUDITS

Which of the above sites have already had a SMETA audit?	<input type="checkbox"/> All	Auditing Body if applicable: _____
	<input type="checkbox"/> None	
	<input type="checkbox"/> Some (Please specify)	

Type of SMETA Audit Required:	<input type="checkbox"/> Initial Audit <input type="checkbox"/> Periodic audit <input type="checkbox"/> Follow-up Audit	Target Audit Date: _____ (Please provide the timeframe when the audit is requested)
Are you already registered in Sedex Platform?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Please note that this is a mandatory condition for a SMETA audit to be uploaded in Sedex Platform and should be achieved before the audit takes place.
Have you already filled in the Self-Assessment Questionnaire (SAQ)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Please note that where the SAQ is not made available before the audit, it may result in the increase of the audit duration, charged to your organization.
Is IQNet Ltd already appointed in Sedex Platform as your auditor (ZC1079222)?	<input type="checkbox"/> Yes Please specify the audit code:	<input type="checkbox"/> No Please note that this is a mandatory condition for a SMETA audit to be uploaded in Sedex Platform and should be achieved before the audit takes place.

IQNet Ltd Representative:	<input type="checkbox"/> Yes Please specify:	<input type="checkbox"/> No
Have you been in contact or selected an IQNet Ltd Representative to perform the audit activities?		

Use of Consultants:	<input type="checkbox"/> Yes Please specify the name of your consultant:	<input type="checkbox"/> No
In the last 2 years, have you received consultancy for SMETA or any other social audit?		

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Organization Work Schedule	No of employees	Start Time	End Time	Break (from – to)
Shift 1				
Shift 2				
Shift 3				
Shift 4				

Other particular aspects: Are there particular aspects which may influence the audit (e.g. need for translation, security conditions, etc.)?	<input type="checkbox"/> Yes Please specify:	<input type="checkbox"/> No
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By submitting this application for the Organization acknowledges:

- the information provided in this application may be disclosed to related Sedex Members and Sedex in order to confirm and enable the conduct of the requested activities.
- where it requests the audit report to be uploaded in Sedex Platform, it shall ensure it is registered on Sedex and fill in the Self-Assessment Questionnaire before conducting the audit.
- to ensure that it has informed and gained acceptance of the Sedex A or AB member (or another audit requestor) to which it is supplying about the conduct of the audit and the chosen auditing body.
- in the last 6 months, the organization, the organization's directors and management staff, comply and, therefore, have not been involved, sanctioned or sentenced by administrative or legal Authorities jointly and finally, on serious or very serious grounds, for any of the following:
 - Illicit association, corruption in economic transactions, trafficking of influence, bribery, fraud, illegal exaction, offense against the inland revenue or the social security; offences against the state or against individuals; offences against freedom, against freedom of opinion, against religious or sexual orientation or expression; offences against the fundamental rights of persons; embezzlement and crime of receiving or similar conducts; special disqualification from a profession, job, industry or trade.
 - Prohibition to act as Director/Manager or similar.
 - Offences or sanctions in the employment area, against fundamental workers' rights.
 - Fraudulent bankruptcy or winding-up by the court.
 - Ban from public contracting laws due to an administrative sanction.

Place, Date: _____

Name and Position of Organization's Representative: _____

Signature and Stamp: _____