

SLCP Support

Step-by-step guidance: start and complete your SLCP self-/joint-assessment

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Step 4: Start your self-/joint-assessment on the AH platform

In the previous step you registered on the Accredited Host (AH) of your choice. You can now start your self- or joint-assessment on this platform. Note that you should gather all the people and information you need before you start completing the questions in the Tool. You need data from the last 12 months of facility operations. People from e.g., HR, Safety, Management, need to be involved as well as worker and/or union representatives. We recommend compiling a list and alerting all relevant people.

Whether you choose to do a self-assessment or a joint-assessment, the data is considered the same by SLCP.

Self-assessment:	Joint assessment:
<p>When you fill in the Data Collection Tool on your own.</p> <p>NOTE: The report is still a self-assessment if you reach out to a business partner to ask a few questions and/or get some clarification.</p>	<p>When you contract an external organization (paid or unpaid) to assist in completing the Data Collection Tool. The organization can help with, e.g.:</p> <ul style="list-style-type: none"> • Advising on how to interpret questions • Guidance on how to formulate the answers • Reviewing the answers to the questions <p>Examples of who can help:</p> <ul style="list-style-type: none"> ✓ Verifier Body* ✓ Training Body ✓ SLCP signatory brand, agent, or civil society organization
<p>*If a Verifier Body helped you with the joint-assessment, they cannot be the Verifier Body that verifies the joint-assessment.</p>	

You can either fill in the self-/joint-assessment online on the Accredited Host platform or, download the Data Collection Tool (Excel file) from Accredited Host and fill in the Excel file offline and then upload back on the AH platform. **We recommend filling in the Tool online, to avoid issues related to downloading/uploading of data.**

To start your self-/joint-assessment on Higg, login to your Higg.org account and go to the FSLM tab. Click “purchase Higg FSLM” if you have not done so yet, then you can start to work on your Higg FSLM.

The screenshot shows the Higg FSLM dashboard for 'Facility Test Account 2'. The top navigation bar includes 'Higg', 'FEM', 'FSLM', 'BRM', 'PRODUCT TOOLS', 'SUPPLY IMPACTS', and 'MY TEAM'. The user is logged in as 'Hannah Seabury' with the role 'Facility Test Account 2'. The dashboard displays the following information:

- Assessment Status:** Not Started (NS). Progress bars for 'Self-Assessment - Not posted' (0%) and 'Verified - Not posted' (--) are shown.
- Assessment ID:** fslmsurvey:d98f030-5638-4e70-a44c-f439f83c34c6
- SLCP Assessment ID:** --
- Verifying Body:** --
- Verifier Contact:** --
- CAF Version:** 1.4
- Available Actions:** Purchase VFSLM, Share Assessment, Submit/Post Assessment, Delete Assessment.
- Download Assessment:** CSV v2 / scores, Excel EN / ZH.
- Section Scores:** Total points received for each section. [View Details](#)
- Step Scores:** Total points received for each applicable step. [View Details](#)
- Risk Scores:** Total points received for each risk category. [View Details](#)
- Area of Focus and Improvement:** Opportunities for improvement and focus, based on high-level mapping of SLCP Questions to Better Work Zero Tolerance Protocols, ILO Core Conventions, and the level of risk to the employees and facility. This report is not available.
- Legal Compliance:** Total points received for meeting legal compliance. [View Details](#) [CSV](#)
- Flagged Questions:** Questions flagged by verifiers for not being in line with legal requirements. This report is not available.
- Facility Information:**
 - Name: Facility Test Account 2
 - Address: 7 Welbeck Ave, Southampton SO17 1SW, UK
 - Country: United Kingdom
 - Contact: hannah@higg.com
 - OAR ID: --
 - Higg ID: 144648
- Activity History:**
 - Apr 8, 2021: Allocated self-assessment hannah@higg.com
 - Apr 8, 2021: Updated status: Not Started (NS) hannah@higg.com

To start your self-/joint-assessment on FFC, go to the **SLCP Assessment** tab. You can also view information about your assessment while it is in progress here.

The screenshot shows the FFC SLCP dashboard for 'Demonstration Facility North - 93610'. The user is identified as an 'SLCP Member'. The dashboard includes the following elements:

- Navigation:** SLCP Member, Demonstration Facili ... - 93610, Assessments, SLCP, Contact Support.
- SLCP Section:** SLCP Info, SLCP Assessment, Verified SLCP Assessment(s).
- Registration Information:**
 - Your factory has been linked to your SLCP registration
 - Factory SLCP ID: FA1021606
 - Factory Name on SLCP: Demon Facility North and South

Step 5: Choose your Step

When opening the Data Collection Tool in Excel, make sure to enable content/macros. Find guidance on how to do that [here](#).

In the Excel Tool, you find three tabs: Overview, Instructions and SLCP Data Collection Tool. The first two tabs give you valuable information on how to open and navigate the Tool. In the third tab you will find all the questions that you need to complete.

The number of questions you answer in the Data Collection Tool depends on the Tool Step that you choose to complete. You make the choice in the Facility Profile, question FP-STE-1, see screenshot of the Excel Tool below.

The screenshot displays the 'SOCIAL & LABOR CONVERGENCE' interface. At the top, a progress bar shows '1.32% : Facility Profile' in red, while other categories like 'Worker Treatment', 'Termination', 'Recruitment & Hiring', 'Worker Involvement', 'Management Systems', 'Working Hours', 'Health & Safety', and 'Above & Beyond' are all at 0.00%. A legend on the right indicates 'Complete' (black) and 'Incomplete' (red). Below this, a question 'FP-STE-1' asks to 'Please choose which tool "Step" your facility would like to complete:'. The 'Step Selection' dropdown menu is highlighted with a red box, and 'Step 1' is selected. An 'info' link is also visible next to the question text.

Step 1 is the default Step selection. You can change this choice to Step 2 or 3.

1. **Step 1 “Essential”** covers key social & labor compliance questions, mostly connected to International Labor Standards (ILS) and National Labor Laws (NLL).
2. **Step 2 “Progressive”** additionally includes questions on management systems and questions that are supportive social & labor compliance questions but less critical. These questions are often found in social industry/ certification/ brand standards.
3. **Step 3 “Advanced”** covers questions that go above and beyond social responsibility industry standards, are not required by national or international law, and seek to elevate workplace well-being and community impact. Step 3 includes all Step 1 and Step 2 questions.

Which Step should I choose?

The Tool has been created with the idea that the most relevant social compliance questions are covered under Step 1. However, most (larger) brands and standards require Step 2 or 3 as these Steps covers questions found in social industry standards or brand codes of conduct. Make sure to check the [List of brands that accept SLCP verified data](#) on our website. The list includes information on which Step the brands require to accept SLCP verified data.

Step 6: Complete your self-/joint-assessment

After selecting the Step, you are now ready to complete your self-/joint-assessment. Below, we use mostly screenshots of the offline Tool to guide you in completing your self-assessment:

- Go [here](#) for guidance on how to complete the Tool on Higg.
- A video that explains how to complete the Tool on FFC can be found [here](#).

While completing your self-/joint-assessment, we encourage you to already contact the Verifier Bodies (VB) for quotes. **Identify through offline conversations which Verifier Body (VB) should conduct your verification.** When an agreement is reached, you can select your preferred VB on the Accredited Host

platform while completing the Tool questions. The VB will only see your answers after you complete your self-/joint-assessment on the AH. The list of SLCP VBs can be found [here](#).

Ok, now it's really time to complete your self-/joint-assessment. First, get familiar with the Tool by understanding how to navigate it.

- You need to complete 100% of the Tool questions under your Step. The menu on top of the Tool indicates the completion % per section of the Tool as well as the total Tool completion %.
- The questions are categorized in sections and sub-sections. Both are introduced with introductions.

The screenshot shows the top navigation bar of the tool. It displays completion percentages for various sections: Facility Profile (1.18%), Worker Treatment (0.00%), Termination (0.00%), Recruitment & Hiring (0.00%), Worker Involvement (0.00%), Management Systems (0.00%), Working Hours (0.00%), Health & Safety (0.00%), Above & Beyond (0.00%), and Wages & Benefits (0.00%). A progress bar on the right shows 0.00% completion. Below this, the 'WORKING HOURS' section is expanded, showing 'Section Instructions' and 'Working Hours' sub-section instructions. Annotations with red boxes and arrows point to these elements, explaining their function.

Individual completion % of each section of the Tool

Indicates the section, sub-section and category you are in when you click a cell in the Tool

Indicates completeness of the Tool from the assessment point of view – Currently 100% incomplete

Section Instructions
Section Description: The purpose of this section is to understand the facility's social and labor practices with respect to Working Hours. Social and labor topics within this section include:
• Working Hours
• Forced Labor
• Overtime
• Facility Comments

Working Hours
Sub-Section Instructions (Select/click on below cell to ensure you see all text of the cell in the formula bar above)
Working hours refers to hours worked in an activity during normal periods of work, plus overtime, time spent at the place of work, when the worker is at the disposal of the employer. Working Hours are a fundamental component to the employment process and limitations (legal or otherwise) should be respected. For industrial enterprises, international standards limit regular (pre-overtime) working hours to 8 hours each day, 48 hours each week, subject to certain exceptions. They also say that workers must have at least one day off in seven. The sub-section below includes questions on items such as working hour records, regular and overtime hours, breaks, and rest days.

Provides instructions for the section of the Tool you are in

Provides instructions on the sub-section of the Tool you are in, referencing applicable ILO Core Conventions. Note: not every sub-section is followed by sub-section instructions

To better understand the questions in each section and how to answer them, you can click on the “More Info” links after each question. Note that all questions need to be answered in English.

SOCIAL & LABOR CONVERGENCE 1.18% : Facility Profile 0.00% : Recruitment & Hiring 0.00% : Worker Treatment 0.00% : Termination

VERSION 1.4.0 0.00% : Working Hours 0.00% : Health & Safety 0.00% : Above & Beyond 0.00% : Management Systems

You are here: **RECRUITMENT & HIRING - Child Labor - Age Documentation**

Provides additional clarifying information to both facility and Verifier

Facility to select or enter a response in English in line with its current operations

Question	More Info	Facility Response (ANSWERS IN ENGLISH ONLY)
Age Documentation		
RH-CHI-1 Does the facility verify minimum age requirements prior to hiring workers?	Info	Select: <input type="text"/>
Minimum Age		
RH-CHI-2 What is the age of the youngest worker in the facility?	Info	Select: <input type="text"/>
RH-CHI-4 Are any workers under the legal minimum age for employment?	Info	Select: <input type="text"/>
Remediation		
RH-CHI-7 Does the facility have a remediation system in place for when children (those under the legal minimum working age) are found to be working in the facility?	Info	Select: <input type="text"/>
Historical Child Labor		
RH-CHI-8 Do records indicate that any workers were under the legal minimum working age when hired?	Info	Select: <input type="text"/>

Questions related to each category

SOCIAL & LABOR CONVERGENCE 1.18% : Facility Profile 0.00% : Worker Treatment 0.00% : Termination

0.00% : Recruitment & Hiring 0.00% : Worker Involvement 0.00% : Management Systems

VERSION 1.4.0 0.00% : Working Hours 0.00% : Health & Safety 0.00% : Above & Beyond

0.00% : Wages & Benefits

You are here: **RECRUITMENT & HIRING - Recruitment Practices - Recruitment Fees**

Question	More Info	Facility Response (ANSWERS IN ENGLISH ONLY)
Recruitment Fees		
RH-REC-5	Info	Select: <input type="text"/>
RH-REC-8	Info	Select: <input type="text"/>
Forced Labor		
Prison Labor		
RH-FOR-1	Info	Select: <input type="text"/>
Forced Labor by Government		
RH-FOR-3	Info	Select: <input type="text"/>
Discrimination		
Sub-Section Instructions		
Overall International Labor Standards		

When answering, the prompt before the Facility Response field shows the type of entry the Tool is asking for:

- **Select** is a drop down

The screenshot shows a form titled "Facility Response". Below the title is a "Select:" dropdown menu. The dropdown is open, showing two options: "Yes" (highlighted in blue) and "No".

- **Response Here** is a free text/ narrative box with max. 6,000 characters

The screenshot shows a form titled "Facility Response". Below the title is a large text input field labeled "Response Here:".

- **Number Here** requires the facility to enter a number and not text

The screenshot shows a form titled "Facility Response". Below the title is a numeric input field labeled "Number Here:".

- **"X" to select** is a drop down

The screenshot shows a form titled "Facility Response". Below the title is a question: "Does the facility follow any of the following practices related to worker pregnancy? (SELECT all that apply with a 'X')". Below the question is a list of five "X" to select options, each with a dropdown menu. The first dropdown is open, showing an "X" option.

- **Date Here** requires YYYY-MM-DD format

The screenshot shows a form titled "Facility Response". Below the title is a date input field labeled "Date Here:".

When answering some conditional questions may appear. At times, a facility response opens a related question that was not there before. The Tool may also unhide multiple questions at once and they may not always be immediately following the answered question but further down in the Tool. The most important example is in the Facility Profile where those answers will unhide questions in other Sections. That is why filling in the Facility Profile immediately after your Step Selection is important.

To quickly know what has been filled in and what not, light and dark grey colors show you what already has an answer or what still needs an answer.

Light grey indicates you provided an answer to the question.

Dark grey indicates you must still provide an answer. You are permitted to leave 5% of the Tool blank. There are, however, some questions that you **must** answer. The AHs will enforce this when you submit the assessment data on their platform.

Question	More Info	Facility Response (ANSWERS IN ENGLISH ONLY)
Interference and Discrimination		
WI-FOA-47 Are workers and workers' representatives free to meet without the presence of management? Info	Select:	Yes
WI-FOA-50 Is a job applicant's current or previous trade union membership or trade union activities a factor during the hiring process?	Select:	No
WI-FOA-52 Were terminations of trade union official(s) (if any) in line with applicable legal requirements? Info	Select:	

At the end of each section there is an area to describe any concerns or difficulties with questions listed in the section. You can provide information in free text form with a maximum of 6,000 characters. These comments will not be verified.

Submitting your data

After answering all Tool questions, it is time to fill in the Tool completion date. You fill this in under Facility Profile question FP-BAS-26 *Date of self/ or joint-assessment submission (YYYY-MM-DD)*. **The onsite verification must happen within 2 months of completion of the self/joint-assessment.** This means that the verification cannot happen more than 2 months after the date entered in question FP-BAS-26.

Now that all Tool questions are completed, you can submit your data online or upload the Excel Tool on the AH platform. An **Accredited Host checks your data** to make sure that:

- answers are given in English language only;
- questions that are not allowed to be left blank are filled in;
- the Tool is 100% complete;
- max 6,000 characters are in a free text answer field; and
- specific questions are answered correctly as numbers or dates.

Depending on your answers you may need to correct some things before the data is accepted.

Can't get enough? Find out more about the Data Collection Tool and how to complete in [e-learning module 3](#).