

SLCP支持

逐步指南: 开始和完成您的SLCP自我/联合评估
2022年10月14日

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第四步:在 AH 平台上完成您的自我/联合评估

在上一步中，您在您选择的经认可的托管平台(AH)上完成注册。您现在可以在这个平台上开始您的自我或联合评估。请注意，在开始完成工具中的问题之前，您应该收集所有需要的人员和信息。您需要过去12个月工厂运营的数据。来自人力资源、安全、管理等部门的人员以及工人和 / 或工会代表都需要参与。我们建议编制一份清单并提醒所有相关人员。

无论您选择进行自我评估还是联合评估，SLCP都认为数据是相同的。

自我评估	联合评估
<p>当您自己填写数据收集工具时。</p> <p>注意：如果您联系业务合作伙伴询问一些问题和/或获得一些澄清，该报告仍然是一种自我评估。</p> <p>*</p>	<p>当您与外部组织（有偿或无偿）签约以协助完成数据收集工具时。该组织可以提供帮助，例如：</p> <ul style="list-style-type: none"> ➢ 就如何解释问题提供建议 ➢ 如何回答问题的指导 ➢ 审查问题的答案 <p>谁可以提供帮助的示例：</p> <ul style="list-style-type: none"> ➢ 验证公司 ➢ 培训公司
<p>您可以在经认可的托管平台上在线填写自我/联合评估，也可以从经认可的托管平台下载数据收集工具（Excel文件）并离线填写文件，SLCP签约品牌、代理商或合同社会组织。我们建议在线填写工具，以避免与下载、上传数据相关的问题。</p>	<p>您可以在经认可的托管平台上在线填写自我/联合评估，也可以从经认可的托管平台下载数据收集工具（Excel文件）并离线填写文件，SLCP签约品牌、代理商或合同社会组织。我们建议在线填写工具，以避免与下载、上传数据相关的问题。</p>

如果验证公司帮助您进行联合评估，他们不能成为验证此次联合评估的验证公司。
要在 Higg 开始进行自我/联合评估，请登录您的 Higg.org 帐户并转到 FSLM 选项卡。如果您还没有购买 Higg FSLM，请单击购买 Higg FSLM”，然后您就可以开始使用您的 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 main content area is divided into several sections:

- Available Actions:** Includes 'Purchase VFSLM', 'Share Assessment', 'Submit/Post Assessment', and 'Delete Assessment'.
- Assessment Status:** Shows 'Not Started (NS)' with a progress bar at 0%.
- Assessment Details:** Includes Assessment ID, SCLP Assessment ID, Verifying Body, and Verifier Contact.
- Facility Information:** Lists details such as Name, Address, Country, Contact, OAR ID, and Higg ID.
- Activity History:** Shows recent activities like 'Allocated self-assessment' and 'Updated status: Not Started (NS)'.
- Section Scores, Step Scores, Risk Scores:** Provide summary information and links to view details.
- Area of Focus and Improvement, Legal Compliance, Flagged Questions:** Offer insights into areas needing attention and compliance status.

The 'View/Edit FSLM' button is highlighted with a red box.

要在 FFC 开始进行自我联合评估，请转到 SCLP 评估选项卡。您还可以在此处查看有关您的评估的信息。

The screenshot shows the FFC Fair Factories Clearinghouse SCLP member dashboard for 'Demonstration Facility North - 93610'. The dashboard includes a sidebar with navigation options like 'Assessments', 'SCLP', and 'Contact Support'. The main content area displays the following information:

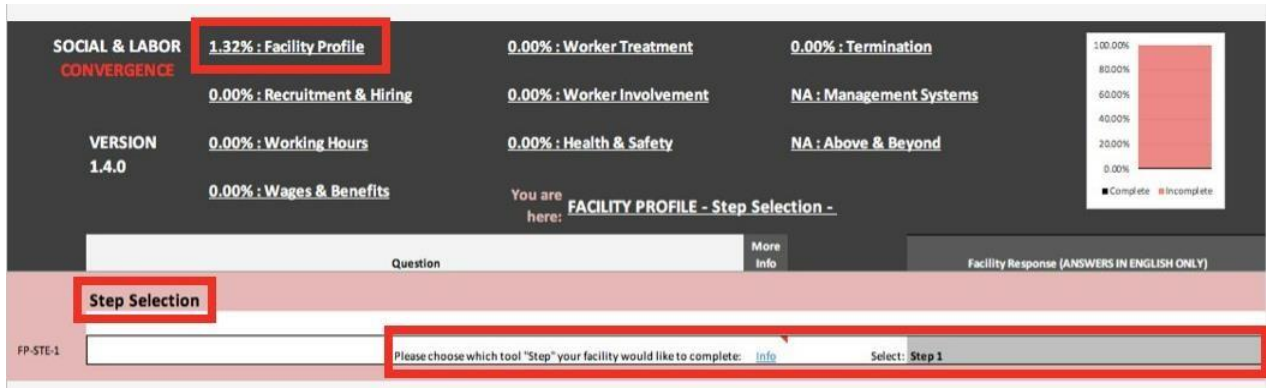
- SCLP Member:** Demonstration Facility North - 93610
- SCLP Info, SCLP Assessment, Verified SCLP Assessment(s):** These buttons are highlighted with red boxes.
- Registration Information:**
 - Your factory has been linked to your SCLP registration
 - Factory SCLP ID: FA1021606
 - Factory Name on SCLP: Demon Facility North and South

第五步:选择您的 Step

在 Excel 中打开数据收集工具时，请确保启用内容宏。在 [此处](#) 查找有关如何执行此操作的指导。

在 Excel 工具中，您可以找到三个选项卡：概述、说明和数据收集工具。前两个选项卡为您提供了有关如何打开和浏览该工具的宝贵信息。在第三个选项卡中，您将找到您需要完成的所有问题。

您在数据收集工具中回答的问题数量取决于您选择完成的工具步骤。您在工厂概况中做出选择，问题，请参见下面的工具的拷屏 Excel



Step 1 是默认的步骤选择。您可以将此选项更改为 Step 2 或 Step 3。

- 1) **Step 1 “基本”**涵盖关键的社会和劳工合规问题，主要与国际劳工标准 (ILS) 和国家劳动法 (NLL) 相关。
- 2) **Step 2 “渐进式”**地包括有关管理体系的问题，以及次重要的支持性社会和劳工合规问题。这些问题经常出现在社会行业/认证/品牌标准中。
- 3) **Step 3 “高级”**涵盖了超出社会责任行业标准，国家或国际法律未要求的问题，旨在提高工作场所的福祉和社区影响。Step 3 包括 Step 1 和 Step 2 的所有问题。

我应该选择哪个 Step?

该工具的创作理念是，第 1 步涵盖了最相关的社会合规问题。但是，大多数（较大的）品牌和标准都需要 Step 2 或 Step 3，因为这些 Step 涵盖了社会行业标准或品牌行为准则中的问题。请务必查看我们网站上[接受经验验证数据的品牌列表](#)。该列表包含有关品牌需要哪个 Step 来接受验证数据的信息。

SLCP

第六步:完成您的自我/联合评估

选择 Step 1 您现在可以完成自我联合评估。下面，我们主要使用离线工具的拷屏来指导您完成自我评估：

- 点[此处](#)获取有关如何在 Higg 完成工具的指导。
- 可以在[此处](#)找到解释如何在 Higg 完成工具的视频。

在完成自我/联合评估时，我们鼓励您联系验证公司获取报价。通过线下沟通确定应由哪个验证公司 (V) 进行验证。达成协议后，您可以在经认可的托管平台上选择验证公司，同时完成工具问题。只有在您完成在经认可的托管平台进行的自我联合评估后，验证公司才会看到您的答案。

SLCP 验证公司列表可在[此处](#)找到。

现在可以完成你的自我/联合评估了。首先，通过了解如何浏览工具来熟悉它。

- 您需要完成100%的工具问题。工具顶部的菜单会显示“工具”每个部分的完成百分比以及工具总完成百分比。
- 问题分为章节和小节。两者都是通过说明部分来解释的。

The screenshot shows the tool's navigation menu and a detailed view of the 'WORKING HOURS' section. Callouts provide the following information:

- Individual completion % of each section of the Tool:** Points to the menu items showing completion rates like '1.18% : Facility Profile' and '0.00% : Worker Treatment'.
- Indicates the section, sub-section and category you are in when you click a cell in the Tool:** Points to the breadcrumb 'You are here: WORKING HOURS - Working Hours - Records'.
- Indicates completeness of the Tool from the assessment point of view - Currently 100% incomplete:** Points to a bar chart on the right showing 0% completion.
- Provides instructions for the section of the Tool you are in:** Points to the 'Section Instructions' box.
- 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:** Points to the 'Working Hours' sub-section instructions box.

为了更好地理解每个部分中的问题以及如何回答这些问题，您可以在每个问题后单击“更多信息”。请注意，所有问题都需要用英语回答。

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

VERSION 1.4.0
0.00% : Working Hours
0.00% : Wages & Benefits

0.00% : Health & Safety
0.00% : Above & Beyond

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:
Minimum Age		
RH-CHI-2 What is the age of the youngest worker in the facility?	Info	Select:
RH-CHI-4 Are any workers under the legal minimum age for employment?	Info	Select:
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:
Historical Child Labor		
RH-CHI-8 Do records indicate that any workers were under the legal minimum working age when hired?	Info	Select:

Questions related to each category

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

VERSION 1.4.0
0.00% : Working Hours
0.00% : Wages & Benefits

0.00% : Worker Treatment
0.00% : Worker Involvement
0.00% : Health & Safety
0.00% : Termination
0.00% : Management Systems
0.00% : Above & Beyond

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:
RH-REC-8	Info	Select:
Forced Labor		
Prison Labor		
RH-FOR-1	Info	Select:
Forced Labor by Government		
RH-FOR-3	Info	Select:
Discrimination		
Sub-Section Instructions		
Overall International Labor Standards		

Consult applicable legal requirements before answering this question.
If there are no applicable legal requirements, answer No applicable legal requirements.

If workers pay any recruitment fees or related costs, the intent of this question is to understand if the fees/costs are in line with legal requirements (i.e. fee amounts or types of fees etc.).

If (i) workers have outstanding debts for recruitment fees and related costs, and (ii) the employer is using the debt to coerce workers or is manipulating the debt, and (iii) workers do not feel free to leave the job as a result of the debt, record this under the question, Can workers who owe debts to the facility and/or a third party freely leave their jobs?

Answer "Not Applicable" if workers do not pay any recruitment fees and related costs at any stage during recruitment and employment. If workers first had to pay for fees or costs before receiving reimbursement, consider whether this was in line with legal requirements.

religion, political opinion, national extraction or social origin, which results in unequal treatment. Other

回答时，工厂回答字段前的提示显示工具要求的输入类型：

- 选择是下拉菜单

The screenshot shows a form titled "Facility Response". Below the title is a "Select:" label followed by a dropdown menu. The dropdown menu is open, showing two options: "Yes" and "No".

- 这是一个最多 6000 个字符的自由文本/叙述框

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

- 数字处要求工厂输入数字而不是文本

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

- 要选择的“X”处是下拉菜单

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 are five rows, each starting with "'X' to select:" followed by a dropdown menu. The first dropdown menu is open, showing an "X" option.

- 日期处要求输入年-月-日模式的日期

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

在回答一些条件性的问题时可能会出现。有时，工厂回答会激活一个之前没有出现的相关问题。该工具还可以一次显示多个问题，这些问题可能并不总是紧跟在已回答的问题之后，而是在工具的更下方。最重要的例子是在工厂概况中，这些答案将显示其他章节中的问题。这就是为什么在 您选择 Step 后立即填写工厂概况很重要的原因。

为快速了解已填写的内容和未填写的内容，浅灰色和深灰色会向您显示已经有答案或仍需要答案的内容。

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.

在**每个部分**的末尾都有一个区域来描述与该部分中列出的问题有关的任何疑虑或困难。您最多可以提供 6,000 个字符的自由文本形式的信息。这些评论将不会得到验证。

提交数据

回答完所有工具问题后，就可以填写工具完成日期了。您在工厂概况问题 FP-BAS-26 提交自我/或联合评估的日期 (YYYY-MM-DD) 下填写此内容。现场验证必须在完成自我联合评估后的 2 个月内进行。这意味着验证要在问题 FP-BAS-26 中输入的日期后的 2 个月内发生。

现在所有工具问题都完成了，您可以在线提交数据或将 Excel 工具上传到 AH 平台。经认可的托管平台会检查您的数据以确保：

- 答案仅以英文填写；
- 必须填写不允许留空的问题；
- 工具完成 100%；
- 自由文本答案字段中最多 6,000 个字符；和
- 具体问题以数字或日期的形式正确回答。

根据您的答案，您可能需要在数据被接受之前更正一些信息。

在[电子学习模块](#)中了解有关数据收集工具以及如何完成的更多信息。