

Requirements and Considerations for Gateway Facility Profile Creation and Self/Joint-Assessment Completion and Verification

Each facility (unique address) requires its own facility profile on the Gateway. The name of a facility on the Gateway should be the same as on their business license.

These are the general rules when creating a profile on the Gateway. However, dependent upon your country, Business License requirements can vary. As an example, one license may cover multiple addresses or a facility may have multiple operations with one address under separate licenses.

To guide you in the creation of your Gateway profile we created the below table. It provides guidance and clear requirements to facilities in all countries where SLCP is operational. Should you still have a question/ circumstance that is not covered in the below table, please reach out to our [Helpdesk](#).

BUSINESS LICENSE AND PHYSICAL ADDRESS	PROFILE / ASSESSMENT / VERIFICATION
1. Facility has a unique Business License and a unique address.	One Gateway profile which ideally makes one annual SLCP assessment.
2. Facility has a unique Business License and a unique address, but the facility divides the workshops per client. For example, one building for ABC Co. and another for XYZ Co. During the verification, Verifier may only be permitted to one building.	<p>One Gateway profile. Although SLCP does not prohibit separate SLCP assessments in this case, it is a highly discouraged practice, as we promote one verification of all facility operations to be shared with multiple clients/ buyers to reduce audit fatigue.</p> <p>Facility can have one or separate SLCP assessments depending on the facility needs (e.g. whether or not they want to share all their data with all of their business partners, or just a subset of that data).</p> <p>If separate SLCP assessments are used, the self/joint-assessment must explain in detail which parts of the facility are included and the Verifier must confirm/ verify all the details.</p>
3. Facility has a unique Business License and multiple addresses.*	<ul style="list-style-type: none"> • If the workforce is separate for each separate address, i.e. different policies, different time keeping system, etc.: each address must have an independent Gateway profile and SLCP assessment(s). • If the workforce is treated as one, i.e., they are all managed in the same way and the same policies apply to all workers: Facility can register one or separate Gateway profiles and SLCP assessments depending on the facility's

	<p>needs and how they want or need to report to their business partners.</p> <p>* If not applicable to your region, please refer to other items in this table.</p>
<p>4. Facility has multiple Business Licenses and a unique address; each Business License covers all production for the final product to the customer at the one address.</p>	<p>Can be one or separate Gateway profiles and SLCP assessments depending on the facility's needs and how they want or need to report to their business partners. We don't restrict duplicate addresses on the Gateway. We advise only one Gateway profile in line with our objective of reducing audit fatigue.</p> <p>Note for one profile/ assessment/ verification: Questions about facility name and address information as per business license in the Tool will have multiple entries when the facility opts in for one SLCP assessment only. The facility must provide the multiple facility names and addresses (if applicable) as listed in the business licenses. The facility must treat the multiple business licenses as one facility for assessment, meaning the number of workers shall be all business licenses combined.</p> <p>Note for separate profiles/ assessments/ verifications: Should the facility want the report to reflect separate data for separate business licenses, then the option of one SLCP assessment for multiple business licenses will not work for the facility. Also, if the facility manages the different business licensed buildings differently (e.g. different policies and procedures, i.e. different management systems for different business licenses) then the option of one SLCP assessment will also not work for the facility.</p>
<p>5. Facility has multiple Business Licenses and a unique address; one Business License covers only one production process at that address, for example, one is a sewing facility, the other makes zippers.</p>	<p>Can be one or separate Gateway profiles and SLCP assessments depending on the facility's needs and how they want to or need to report to their business partners. We don't restrict duplicate addresses on the Gateway. We advise only one Gateway profile in line with our objective of reducing audit fatigue.</p> <p>See two Notes above which also apply here.</p>
<p>6. Facility changes ownership, other than that, everything is the same (likely the management will be different).</p>	<p>Continue as is. Changes will be reflected in the next SLCP assessment. No new Gateway profile needed, name and Business License may need to be updated.</p>

<p>7. Facility relocates to new address, Business License is the same, workforce is the same.</p>	<p>Recommend facility to check with their business partners to understand their expectations. Due to new address, buyers may want a new SLCP assessment due to potential new Health & Safety risks, e.g. SLCP recommendation is to continue as is (same Gateway ID, just facility address update) and update information in the next SLCP assessment.</p>
<p>8. Facility relocates to new address, Business License is the same, workforce is different.</p>	<p>Create a new Gateway profile and start an SLCP assessment that accurately reflects the new business' operations.</p>
<p>9. Facility relocates to new address, Business License is new, workforce is the same.</p>	<p>Recommend facility to check with their business partners to understand their expectations. Due to new address, buyers may want a new assessment due to potential new Health & Safety risks, e.g. SLCP recommendation is to continue as is (same Gateway ID, just facility address update) and update information in the next SLCP assessment.</p>
<p>10. Facility relocates to new address, Business License is new, workforce is different.</p>	<p>Create a new Gateway profile and start an SLCP assessment that accurately reflects the new business' operations.</p>
<p>11. Facility name, Business License or address is corrected or updated, based on the facility's request or verified assessment (VRF) data.</p>	<p>Gateway profile is updated (same Gateway ID).</p>
<p>12. Facility closed due to various reasons* and reopened recently. Facility relocates to a new address, the facility name, workforce and the management is the same.</p>	<p>Continue as is. Gateway profile is updated with new address.</p> <p>* "Various reasons" can include, but are not limited to, fires, floods, storms, earthquakes, other natural disasters, war, labor disputes, riots, explosions, and other unforeseen or uncontrollable change, which includes governmental shutdowns due to a pandemic.</p>