

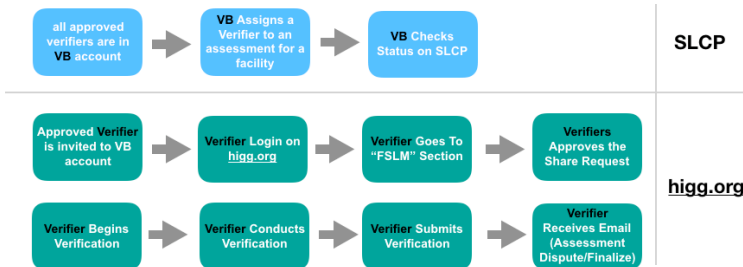


Higg Facility Social & Labor Module Verification Flow Guidance: Verifying Body and Verifier

1. Scope

This guidance is for the approved verifying bodies (VB) and verifiers to complete verification of the Higg Facility Social & Labor Module (Higg FSLM).

2. Process Overview

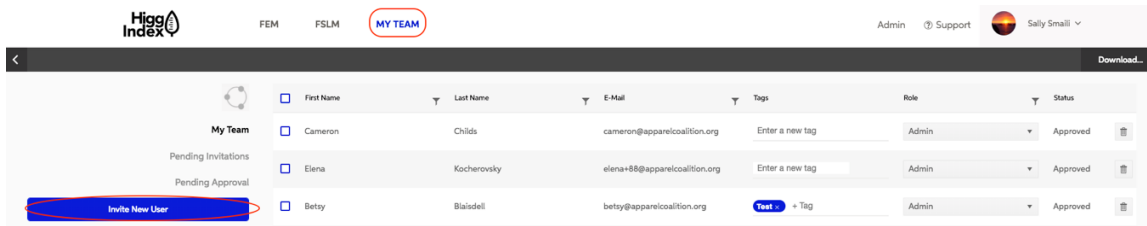


3. Process

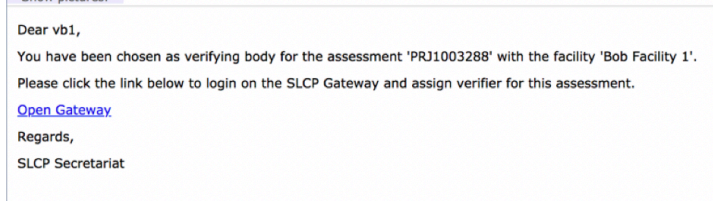
- 1) Verifier Body ensures all approved Higg FSLM verifiers appear in the VB account on the SLCP Gateway. To confirm your verifiers are on the SLCP Gateway, please go to “Overview Verifiers” in your account on the gateway.

The screenshot shows the 'Overview Verifiers' page on the SLCP Gateway. The page header includes the 'SOCIAL & LABOR CONVERGENCE' logo, the user name 'john_vb1 VB', and navigation links for Home, My Profile, Assessments, Overview Verifiers (circled in red), and Get Support. The main content area displays a table of verifiers with columns for VE ID, Given Name, Surname, Email, Gender, Country, Language, and Status. Two verifiers are listed: VE236438 (ve2, John, john_ve2@yopmail.com, Female, China, Minbei (Fuzhou), Active) and VE903093 (ve1, John, john_ve1@yopmail.com, Male, China, Xiang, Active). The page also includes a search bar, a 'Showing 1 to 2 of 2 entries' indicator, and pagination controls.

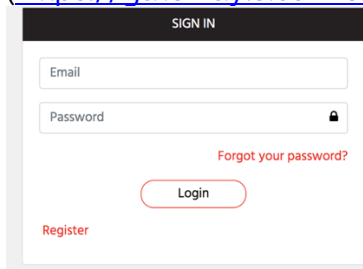
- 2) Verifier Body ensures all approved Higg FSLM verifiers are also added to the VB account on the Higg.org platform. Higg Co/ SAC has set up all approved VB accounts on Higg.org. The VB account admin must invite all approved verifiers to the account. You can refer to the [Higg.org Account Management Guide](#) to learn how to invite a team member to your existing account on Higg.org. To review your list of verifiers and their status on Higg.org, please go to the “My Team” tab on your account home page.



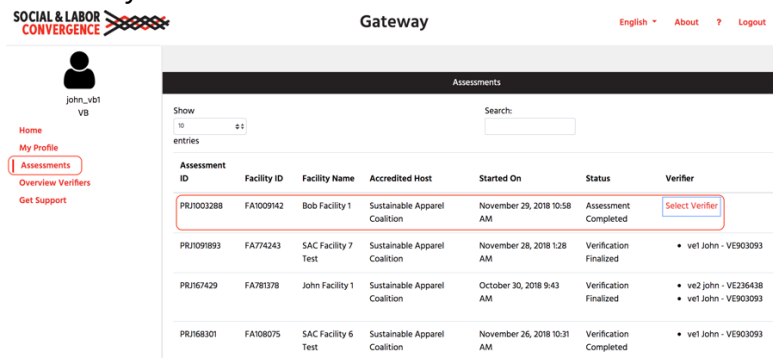
- 3) Verifying body must assign a verifier to assess a facility on the SLCP Gateway.
- Verifying body will receive an email that an assessment is ready to be assigned to a verifier.



- Login to your verifying body account on the SLCP Gateway (<https://gateway.slconvergence.org/home>).



- Go to “Assessments,” find the corresponding assessment and click “Select Verifier.” You can check the assessment ID, facility ID, and facility name to confirm you have chosen the correct assessment.



- Select the verifier who will conduct the assessment and click “Save.” Then the facility will receive an email with a notification that the verifier has been assigned to it.



SOCIAL & LABOR CONVERGENCE

Gateway

English About Logout

Assessment ID	Facility ID	Facility Name	Accredited Host	Started On	Status	Verifier
PRJ003288	FA1009142	Bob Facility 1	Sustainable Apparel Coalition	November 29, 2018 10:58 AM	Assessment Completed	ve2 john - VE236438 vet John - VE903093

- 4) The VB must wait until it receives an email with a notification that the factory has completed the self-assessment and submitted it for verification. Then, the verifier can proceed with verification.
- 5) Selected verifier approves the sharing request on Higg.org (<https://portal.higg.org>)
 - a. Verifier logs in to his or her account on [Higg.org](https://portal.higg.org). Verifiers with multiple accounts must select their organization's account (e.g. if you are a second-party verifier and work for a brand, you must choose the brand account, such as Target; if you are a third-party verifier, you must select the account of the service provider you work for, such as SGS).

john_ve1@yopmail.com
john_ve1@yopmail.com

Johns VB1
john_ve1@yopmail.com

Ve1 john test
Owner

Johns VB1
admin

Training Materials
Account Profile
User Profile

Add Account Sign Out

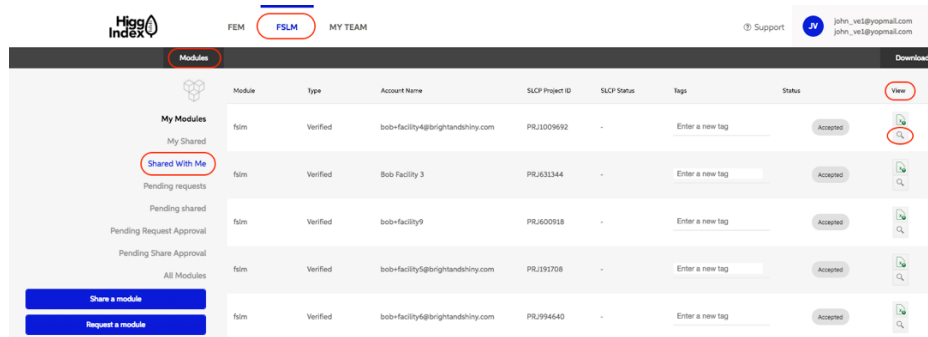
- b. Go to the Higg FSLM section, click "Modules." Click the "Pending Share Approval" tab to approve the sharing request from the factory requesting verification.

Module	Type	Account Name	SLCF Project ID	SLCF Status	Tags	Status	View
fsim	Verified	bob+facility4@brighstandshy.com	PRJ1009692	-	Enter a new tag	Accept Share	
fsim	Verified	Bob Facility 3	PRJ63344	-	Enter a new tag	Accept Share	

- c. Click the "Shared with Me" tab and click magnifying glass icon under the "View" category to access the factory's assessment.



- d. Please note: A verifier must be assigned to a shared FSLM on the SLCP Gateway to then see it on the Higg.org platform. Other Higg.org users not assigned to a shared FSLM assessment through the SLCP Gateway cannot see or access a shared FSLM on Higg.org.



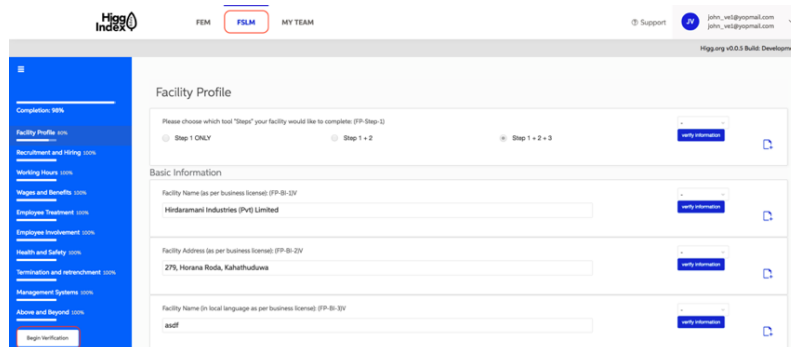
6) Begin Verification

Click the gray “Begin Verification” button at the bottom of the left column. Then the facility will receive an email with a notification that the verifier has started the verification.

Before conducting the verification at a facility, the verifier must confirm:

- 1. His or her account is set up on Higg.org**
- 2. He or she can access the shared Higg FSLM**
- 3. He or she can see the “Begin Verification” button on the FSLM assessment**

If any of these is not accessible, please contact the Higg Co/ SAC Support team to fix the issue before the verification starts.



7) Conduct the Verification

Verifier can start the verification.



- Select “Accurate/Inaccurate/No-response” in the dropdown list for each question in the Higg FSLM assessment.

Number of Floors: (FP-B5-14)V
1 Floor

Floors have been added since original construction: (FP-B5-15)V
Yes

Accurate
Inaccurate
No Response

Verify Information

- Input verification comments and correct the response in the “Verifier Information” section if the original response is incorrect.
 - In the verifier information pop-up window, the verifier can add the related legal requirements such as ILO conventions and click “Flag” to flag critical issues in the verification information form. NOTE: Only the facility profile section does not have these options.

Does the facility verify minimum age requirements prior to hiring employees? ...

Corrected Response
Does the facility verify minimum age requirements prior to hiring employees?
No

Original Response
Does the facility verify minimum age requirements prior to hiring employees?
Yes

Verification Data
gfgfgf

legal flag
gdfgdg

- The verifier can upload a file by clicking the attachment icon at the right button of each question.
- There is a filter tab shown on the top of the assessment page. The verifier can filter by All, Accurate, Inaccurate, No response, and Unverified sections. The verifier also can have inclusive filters. For example, filter both Accurate and Inaccurate.
 - All: verify all questions or see all questions’ verified results
 - Accurate: see all questions that verifier has marked as accurate
 - Inaccurate: see all questions that verifier has marked as inaccurate
 - No response: see all questions that verifier has marked as no response
 - Unverified: all questions that haven’t been verified. Once the question is verified, it will be removed from the Unverified view to the related section based on its verified result

Higg Index FEM FSLM MY TEAM Support john_w@p@gmail.com john_w@p@gmail.com Higg.org v0.0.5 Build: Development

All Accurate Inaccurate No Response Unverified

Facility Profile

Please choose which tool “Steps” your facility would like to complete: (FP-Step-1)
Step 1 ONLY Step 1 + 2 Step 1 + 2 + 3

Screen Shot 2018-12-02 at 5:26:38 PM.png

Basic Information

Facility Name (as per business license) (FP-B1-1)V
Hindaramani Industries (Pvt) Limited

Facility Address (as per business license) (FP-B1-2)V
279, Horana Roda, Kahathuduwa

Facility Name (in local language as per business license) (FP-B1-3)V
asdf

Accurate
Verify Information

Accurate
Verify Information

Inaccurate
Verify Information



8) Submit verification

Once the verification is complete, the verifier can click “Submit Verification” on the bottom left.

9) Verifying body checks the verification status on both SLCP Gateway and Higg.org platform

Check FSLM Status on SLCP Gateway

- a. Once verifier submits the verification, the facility will receive an email with a notification that the verification is ready for review.
- b. If the facility disputes the verification, the verifier will receive an email with a notification of the dispute. The verifying body can login to its account on the SLCP Gateway and check the verification status indicated as “Verification Disputed” in the “Assessment” section.

Dear Higg Index Customer,
Bob Facility 3's module is being disputed by the facility.

Sincerely,
Higg Index Support

Assessment ID	Facility ID	Facility Name	Accredited Host	Started On	Status	Verifier
PKJ1057022	FA12436	Sri Lanka Facility 1	Sustainable Apparel Coalition	December 3, 2018 12:41 PM	Verification Disputed	UL Verifier - VB01452

- c. If the facility finalizes the assessment, the verifier will receive an email notification. The verifying body can login to its account on the SLCP Gateway and check the verification status indicated as “Verification Finalized” in the “Assessment” section.



Dear Higg Index Customer,
Bob Facility 3 has accepted your verification.

Sincerely,
Higg Index Support

SOCIAL & LABOR CONVERGENCE Gateway English About ? Logout

john_vbt VB

Home
My Profile
Assessments
Overview Verifiers
Get Support

Assessments

Show 10 entries Search:

Assessment ID	Facility ID	Facility Name	Accredited Host	Started On	Status	Verifier
PRJ600918	FA956385	Bob facility 9	Sustainable Apparel Coalition	December 3, 2018 8:44 AM	Verification Finalized	• ve1 John - VE903093
PRJ63344	FA680347	Bob Facility 3	Sustainable Apparel Coalition	December 2, 2018 4:37 PM	Verification Finalized	• ve1 John - VE903093

Check FSLM Status on Higg.org Platform

- Click the “Shared with Me” section under the Modules tab of the FSLM section to check the status of FSLM modules. See a module’s SLCP Project ID, SLCP status, view, and download a verified FSLM in Excel. You can also click “Download” to download the list of the modules shared with your account.

Higg Index FEM FSLM MY TEAM Support john_vbt@gmail.com john_vbt@gmail.com

Modules

Module	Type	Account Name	SLCP Project ID	SLCP Status	Tags	Status
My Modules	None	bob-facility4@higgindex.com	PRJ2209632	-	Enter a new tag	Accepted
Shared With Me	None	Bob Facility 3	PRJ63344	-	Enter a new tag	Accepted
Pending requests	None	bob-facility9	PRJ600918	-	Enter a new tag	Accepted
Pending shared	None	bob-facility4@higgindex.com	PRJ2209632	-	Enter a new tag	Accepted
Pending Request Approval	None	bob-facility4@higgindex.com	PRJ2209632	-	Enter a new tag	Accepted
Pending Share Approval	None	bob-facility4@higgindex.com	PRJ2209632	-	Enter a new tag	Accepted
All Modules	None	bob-facility4@higgindex.com	PRJ2209632	-	Enter a new tag	Accepted
Share a module	None	Bob Test Facility 9	PRJ2209632	-	Enter a new tag	Accepted

For assistance with the SLCP Gateway, contact SLCP2018LOps@apparelcoalition.org.
For assistance with Higg.org, contact support@apparelcoalition.org.