

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
<p>1. Facility has a unique Business License and a unique address.</p>	<p>One Gateway profile which ideally makes one annual verified assessment (VRF)</p>
<p>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>	<p>One Gateway profile. Although SLCP does not prohibit separate 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. Facility can have one or separate 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). If separate 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>
<p>3. Facility has a unique Business License and multiple addresses.</p>	<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 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 assessments depending on the facility's needs

	and how they want or need to report to their business partners.
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>Can be one or separate Gateway profiles and 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: Question about business license information in the Tool (key fp-bi-1) will have multiple entries when the facility opts in for one assessment only. The facility must provide the multiple business license names as the response. The facility must treat the multiple business licenses as one facility, 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 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 assessment will also not work for the facility.</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>Can be one or separate Gateway profiles and 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>
6. Facility changes ownership, other than that, everything is the same (likely the management will be different).	Continue as is. Changes will be reflected in the next assessment. No new Gateway profile needed, name and Business License may need to be updated.
7. Facility relocates to new address, Business License is the same, workforce is the same.	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 H&S risks, e.g. SLCP recommendation is

	to continue as is (same Gateway ID, just facility address update) and update information in the next assessment.
8. Facility relocates to new address, Business License is the same, workforce is different.	Create a new Gateway profile and start an assessment that accurately reflects the new business' operations.
9. Facility relocates to new address, Business License is new, workforce is the same.	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 H&S risks, e.g. SLCP recommendation is to continue as is (same Gateway ID, just facility address update) and update information in the next assessment.
10. Facility relocates to new address, Business License is new, workforce is different.	Create a new Gateway profile and start an assessment that accurately reflects the new business' operations.
11. Facility name, Business License or address is corrected or updated, based on the facility's request or verified assessment (VRF) data.	Gateway profile is updated (same Gateway ID).