



## Internal assessment checklist

Dated: 15<sup>th</sup> to 26<sup>th</sup> January 2024

		Checked		Audit result	Last update	Next update
		OK	NG			
<b>Management System</b>						
1	Social Compliance Committee	✓		New Committee organization on 03.08.23 was sighted , Mr Kato as the new chairman , Added Mr Kakehi as our new GM remain unchanged.	Aug-23	
2	Social Compliance Policy	✓		Announcement letter of Social and environmental policy is updated on 01/01/2024 to add "Other rules and Regulations" phase.	Mar-22	
3	ACCO Brands "code of conduct"	✓		Code of conduct for Jan 2022 is the latest version from ACCO Brands. Based on this COC as guideline to improved our facility.	Jan-22	
4	Employee Handbook	✓		E'ee Handbook Revision 6th dated 01/01/2023 remain unchanged	Jan-23	
<b>Employee Handbook</b>						
5	Awareness of management, supervisors and workers. Correctness of Employee Handbook and Procedures	✓		training schedule from 20 & 21.06.2023 and training record were sighted.	Jun-23	
6	Wages and Benefits (4-6)	✓		training schedule from 20 & 21.06.2023 and training record were sighted.	Jun-23	
7	Grievance Procedure (8.1)	✓		training schedule from 20 & 21.06.2023 and training record were sighted.	Jun-23	
8	Disciplinary Actions Procedure (8.2)	✓		training schedule from 20 & 21.06.2023 and training record were sighted.	Jun-23	
9	Discrimination and Harassment (8.3)	✓		training schedule from 20 & 21.06.2023 and training record were sighted.	Jun-23	
10	Sexual Harassment in the Workplace (8.4)	✓		training schedule from 20 & 21.06.2023 and training record were sighted.	Jun-23	
11	Suggestions box	✓		No management meeting was held for greivances in Nov & Dec 2023 due to no recent greivances being received. There were 3 greivances in Jan 2024 and the meeting will be held in early Feb.	Oct-23	Feb-24
<b>Human Resources (HR)</b>						
12	Guideline for Recruitment Process Procedure	✓		Guideline for Recruitment process dated 05.04.2022 remain unchanged.	Apr-22	
13	HR Induction Checklist	✓		Checklist for new joined staff dated on 09th Oct 2023. (No recruitment for Month of Nov & Dec 2023)	Oct-23	
14	Guidelines for Update Compliance Act, Regulation and Customer Requirements Procedure	✓		Guideline for update Compliance act, regulation and customer requirements dated 01.03.2022 remain unchanged.	Mar-22	
15	Legal Registers (HR)	✓		In 2023 legal Registers has been review and remain unchanged	Oct-23	
16	Guideline for Recruitment Process Through Potential Agency Procedure	✓		Guideline for recruitment process through potential agency procedure dated 01.02.2023 remain unchanged.	Mar-22	
17	Potential Vendor/Supplier Evaluation Form	✓		Checklist for Potential Vendor/Supplier (SECOM & SYNCRO) dated 01.02.2023 in use properly (No new vendor/supplier since updated)	Feb-23	
18	Work not <b>more</b> then 60 hours	✓		Based on attendance data for Shachiata / Packing contractor / secom for Oct-Dec 23 has been review and they follow the 60 hours regulation	Dec-23	
<b>Environmental, Health &amp; Safety (EHS)</b>						
19	EHS Department Monthly Activity List	✓		EHS activity list has been update on 03.01.2024 (revision - 01/2024). Facility will monitoring closely base on the schedule, has been sighted	Jan-24	
20	PPE Management Schedule for training	✓		PPE Management plan and training on 23.01.2024 was sighted.	Jan-24	
21	Hazard Identification Risk Assessment Risk Control (HIRARC)	✓		HIRARC already done on "revision 2 dated 8.11.23" next review on 2025 (Every 3yrs except for the update on previous review)	2022	2025
22	CHRA monitoring	✓		CHRA alrady done on 2022 next review on 2027	2022	2027
23	Roof maintenance	✓		checklist shall be review every 6 month by committee. Latest checklist on 03.10.2023 has been sighted.	Jun-23	Feb-24
24	Shower at Ink area	✓		Checklist for Jan 2024 is sighted	-	
25	Eye wash instruction at ink area	✓		Checklist for Jan 2024 is sighted	-	
26	Forklift inspection checklist and training	✓		Forklifts inspection has inspected daily was started on 10.02.2023. daily inspection has been update on 25.1.24 were sighted. Training was conduct on 19 & 26 August 2023.	-	
27	Diesel pump level inspection	✓		Diesel pump volume marking and level checklist on 09.01.2024 has been sighted	-	

<b>EHS Daily Checklists</b>						
28	Main Fire Alarm Panel Daily Checklists (HQ1, HQ2, MF)	✓		Alarm check list & Emergency exit checklist for Jan 24 was sighted and updated	-	
29	Emergency Exit Door Daily Checklists (HQ1, HQ2, MF)	✓		Emergency exit & fire extinguisher checklist for Jan 24 was sighted and updated	-	
30	Safety Data Sheet Checklist (HQ1, HQ2, MF)	✓		Safety data sheet checklist was sighted and updated	-	
31	N95 Face Mask Daily Checklist	✓		Ink dept. PPE(N95) checklist until Dec 23 was sighted and it was updated	-	
32	Lockout Tag out (LOTO) Checklist	✓		LOTO for moulding has been updated on Jan 24 were sighted	-	
33	Schedule Waste (SW410) Labelling Daily Checklist	✓		Labelling Daily Checklist for 25.01.24 has been review and it was updated	-	
<b>Emergency Evacuation</b>						



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34	Emergency Evacuation Plans	✓		Emergency Evacuation Plans issued in March 2022 is sighted and remain unchanged	-	
35	Emergency Evacuation Pathway	✓		evacuation pathway was sighted on 25.01.2024	-	
36	Emergency Evacuation Lighting	✓		Emergency lights in moulding and NW has been checked and result was in good condition and checklist until Jan 24 is updated.	-	
37	Emergency Evacuation Door Signage	✓		Checked in HQ & NW. All emergency doors with Evacuation door signage were sighted on Jan 24	-	
38	No obstruction in the aisle between lines and easy access to Evacuation, Training to be conducted at least annually	✓		Training has been done on 01.02.2023 (refer CA 041) <b>next update is Feb 24</b>	Feb-23	Feb-24
<b>EHS Internal Inspections/Procedures</b>						
39	Chemical Checklist	✓		Chemical checklist has been update on 29.12.23 was sighted ( <b>Production areas to be checked every 3months, Ink room to be checked every month</b> )	-	
40	Chemical Register Procedure (16.05.2022)	✓		Procedure dated on 16.5.22 was sighted and remain unchanged	-	
41	Schedule Waste (SW410) Handling Procedure	✓		Procedure dated on 16.05.22 was sighted and remain unchanged	-	
42	SDS with local language	✓		Completed translation in Malay End of June 2022 and remain unchanged	-	
43	SDS revised after 5 years	✓		Has been review on Jan 24, all within 5 years	-	
44	To check secondary containers for chemical	✓		No risk of spilling was sighted on 25.01.2024	-	
45	<b>Environmental Impact Assessment</b>	✓		<b>Assessment dated 06.11.23 was sighted. Next update will be Nov'26</b>	Nov-23	Nov-26
<b>EHS External Training</b>						
46	Fires Safety Drill and Evacuation Training	✓		schedule the fire drill in New Wing and Moulding night shift done on January 2024	-	
47	First Aider Numbers and Training / First Aid kit checking monthly	✓		First Aid training completed on Feb 2023. First aid kit stock check result on Dec 23 was sighted.	-	
<b>EHS External Inspections</b>						
48	Fire Safety Inspection	✓		Fire protection system maintenance checklist has been update <b>on Jan 24</b> was sighted.	Jan-24	
49	Boundary Noise Monitoring	✓		Report dated 18.3.22 was sighted. remain unchanged	Mar-22	
50	Noise Risk Assessment (NRA)	✓		NRA has been conducted on 03.05.2023 For Main Factory. remain unchanged	May-23	2027

Internal assessment has been done by

Mr Yoshikazu Kato (Chairman)

**Date:**