



Sedex Virtual Assessment Corrective Action Plan Report (CAPR)

Version 1.0



1. Assessment Overview

Site Assessed	
1.1 Sedex Company Reference: (only available on Sedex System)	ZC: 419591141
1.2 Sedex Site Reference: (only available on Sedex System)	ZS: 419608282
1.3 Business name (Company name):	NingBo HanChi Metal Product Co LTD
1.4 Site name:	NingBo HanChi Metal Product Co LTD 宁波市汉驰金属制品有限公司
1.5 Site address: (Please include full address)	Actual address: No. 12, Changsheng Road, Gulutou Village, Lizhou Street, Yuyao City, Zhejiang Province 浙江省余姚市梨洲街道古路头村昌盛路 12 号 Business License address: Gulutou Village, Lizhou Street, Yuyao City, Zhejiang Province 浙江省余姚市梨洲街道古路头村 Based on the management interview, above two addresses were the same location, just the address in business license was not specific enough. 基于管理层访谈，以上两个地址是同一地点，只是营业执照地址不够详细。
1.6 Country:	China
1.7 Site contact and job title:	Pan Feng / General Manager
1.8 Site phone:	0086-13567208716
1.9 Site email:	andypanfen@hotmail.com
1.10 Name and Title of person who signed CAPR (if different from above)	Pan Feng / General Manager
1.11. Sedex Virtual Assessment Pillars: (2 pillar or 4 pillar):	2 Pillar
1.12 Sedex Virtual Assessment type:	Initial



Report Owner (payer):
NingBo HanChi Metal Product Co LTD

Assessment details	
Date(s) of Assessment:	June 20, 2022
Lead Auditor Name	Tony Yang
Team Auditor Name(s):	Nil

Interviewer Name(s):	Tony Yang
Report Writer:	Tony Yang
Report Reviewer:	Claudia He
Auditor-days:	1.0 (1 auditor X 1.0 day)

2. Site Details

Site Details		
3.1. GPS location (live stream):	No. 12, Changsheng Road, Gulutou Village, Lizhou Street, Yuyao City, Zhejiang Province	Latitude: 30°0'42" N Longitude: 121°9'52" E
3.2. Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	Business license: 91330281MA2CK7C65N Validity of Operation: From October 12, 2018 to Long term	
3.3. Site function: (please delete as necessary)	Factory processing / manufacturer	
3.4. Process overview: (Include products being produced, main operations, number of production lines, main equipment used)	Main products: Household items Main production processes: Raw materials -> Stamping -> Sheet metal -> Welding -> Polishing -> Coating-> Inspection -> Packing -> Finished products Main equipment: Stamping machine, polishing machine, etc. Production line: N/A	
3.5.. Months of Peak Season:	No obvious peak season.	
3.6. Brief description of site:	NingBo HanChi Metal Product Co LTD was established on October 12, 2018 and located at No. 12, Changsheng Road, Gulutou Village, Lizhou Street, Yuyao City, Zhejiang Province. Main products: Household items One shift for all employees: 08:00-17:00 (1 hour for meal and rest) There were 33 employees in the factory. Based on the management interview, document review and onsite observation, the factory has owned current land and building.	

	Main building in factory area: One single-storey (Partial two-storey) building as its office, production and warehouse. Floor area: About 1,000 m2
3.7 Number of production buildings	One
3.8. Is accommodation provided?	No
3.9 If yes, please confirm if these are onsite, offsite, or both, and the number of buildings	N/A
3.10. Worker Representation/ Union at site: (Please delete as necessary)	Yes
3.11. Night production: (Please delete as necessary)	No
3.12. Further information available: (Please delete as necessary)	No
3.13. General observations and summary of the site:	The factory was established on October 12, 2018. The main products in the factory were: Household items. The manufacturing processes covered: Raw materials -> Stamping -> Sheet metal -> Welding -> Polishing -> Coating-> Inspection -> Packing -> Finished products. Pan Feng / General Manager was responsible for compliance with the Code. There were total 33 employees in the factory. The youngest worker in the factory was 26 years old who was born on September 29, 1995 and joined in the factory in March 2020. 12 workers were selected for interview, they were interviewed as 4 groups of 3 workers. No obvious peak season. Standard working time was 5 days per week and 8 hours a day. Based on provided payroll records, all workers were paid by hourly rate, the minimum wage guarantee system was established for all workers. Building was in good conditions based on onsite observation. No child labour or young worker was identified during the audit. No forced labour was identified during the audit. One Worker Committee representative was attended the opening and closing meeting during this audit. The factory had established procedures on environment protection. Pan Feng / General Manager was appointed to response the compliance of environment requirement.

Assessment attendance	
Senior Management (Please delete as necessary)	Yes
Union / Worker representative (Please delete as necessary)	Yes
HR management (Please delete as necessary)	Yes
EHS management (Please delete as necessary)	Yes
If union/worker representatives were not present, please explain why:	N/A