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| **INSTRUCTIONS FOR COMPLETING THIS FORM:*** The information provided in this application will be considered confidential and will not be disclosed to a third-party without the written consent of the applicant, except for approval/recognition purposes. IQNet Ltd reserves the right to disclose its files to the Audit Requestor commissioning the audit, to Sedex Head Office and any of its appointed verifiers, for the purpose of demonstrating IQNet Ltd’s compliance with the requirements applicable to its audit activities.
* The application shall be completed by persons with the level of authority necessary to represent the organisation’s commitment.
* Additional pages may be attached as needed.
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| **A. APPLICATION FOR** |
| [ ]  SMETA Audit: \* Refer to **Note 1** | [ ]  Upload in Sedex Database and follow up of other IQNet Ltd ethical audit report. \* Refer to **Note 1** |
| [ ]  2 Pillar SMETA Audit | Type of Audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Standard/Scheme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dates of the audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  4 Pillar SMETA Audit (additional extended Environment requirements and Business Practices) |
| [ ]  Other Code (additional requirements) |
| [x]  Upload SMETA Audit Report in Sedex Platform\*\* Refer to **Note 1** |
| **Note 1:** All SMETA Audits shall be recorded in Sedex Advance Platform. For the upload of any audit report in Sedex Platform, the audited Organization needs to be already registered in Sedex Platform and IQNet Ltd appointed as auditor. Different fees shall apply where the organization is or not a Sedex Member. |

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| **B. GENERAL INFORMATION** |
| Name of Organization |  |
| First Year of Operation |  |
| Address (Head-office or main site) |  |
| City and Province | Postcode | Country |
|  |  |  |
| VAT No. / Fiscal Code / Tax payer Code\*\* Refer to **Note 2** |  |
| Main contact person |  | Position |  |
| Surname |  | First Name |  |
| Direct phone no. |  | E-mail |  |
| Address(if different from above) |  |
| **Note 2:** A copy of the Organization Registration Certificate (or an equivalent document) attesting the establishment as a legal entity and the activities performed shall be provided upon request. |

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| **C. AUDIT REQUESTOR OF THIS AUDIT**(Refer to **Note 3)** | Main Contact Person(Name and Position) | Contact Details(Phone and e-mail) |
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| **Note 3:** The Sedex A and AB members (or other Audit Requestor) to which the Organization is supplying shall be specified in order to allow IQNet Ltd to determine whether there are any special requirements in relation to the audit (e.g. semi-announced audits, recognized auditors, other specific criteria). |

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| **D. SCOPE OF ACTIVITY** (to be SMETA audited or object of the audit to be uploaded in Sedex) |
| Describe the activities carried out by your organization with respect to products (including services) in the sites subject to the assessment |  |

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| **E. ORGANIZATION STRUCTURE** |
| **Sites to be audited**List full address of each site to be audited(Refer to **Note 4)** | **Number of personnel**(Refer to **Note 5)** | **No. of Shifts** | **Peak seasons**(month of peak season and estimate worker total during peak season) | **% Female workers** | **Main native languages**spoken by workers | **Processes / functions**List the activities/processes carried out at each site |
|  | Full time:Part-time:Temporary:Seasonal:Labour agency:Subcontracted:Home-workers: |  |  |  |  |  |
|  | Full time:Part-time:Temporary:Seasonal:Labour agency:Subcontracted:Home-workers: |  |  |  |  |  |
|  | Full time:Part-time:Temporary:Seasonal:Labour agency:Subcontracted:Home-workers: |  |  |  |  |  |
|  | Full time:Part-time:Temporary:Seasonal:Labour agency:Subcontracted:Home-workers: |  |  |  |  |  |
| **Note 4:** For SMETA audits, please mention the sites for which a SMETA audit is requested.For the upload of other audit reports, please mention the sites which were covered by the audit to be uploaded.**Note 5:** All personnel of the organization, including full-time, part-time, temporary, seasonal, home workers and/or sub-contracted workers (e.g. through labour providers), on-site subcontractors and suppliers (e.g. security guards, canteen workers, cleaning workers). |

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| **Organization Work Schedule** | **No of employees** | **Start Time** | **End Time** | **Break** (from – to) |
| Shift 1 |  |  |  |  |
| Shift 2 |  |  |  |  |
| Shift 3 |  |  |  |  |
| Shift 4 |  |  |  |  |

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| **F. INFORMATION RELEVANT TO SMETA AUDITS** |

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| **Which of the above sites have already had a SMETA audit?** |  [ ]  All | Auditing Body if applicable:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  [ ]  None |
|  [ ]  Some (Please specify): |

|  |  |  |
| --- | --- | --- |
| **Type of SMETA Audit Required:** |  [ ]  Initial Audit | **Target Audit Date: \_\_\_\_\_\_\_\_\_\_\_\_**(Please provide the timeframe when the audit is requested) |
|  [ ]  Periodic audit |
|  [ ]  Follow-up Audit |
| **Are you already registered in Sedex Advance Platform?** |  [ ]  YesPlease specify the Site Reference: ZS……………….. | [ ]  NoPlease note that this is a mandatory condition for a SMETA audit to be uploaded in Sedex Platform and should be achieved before the audit takes place. |
| **Have you already filled in the Self-Assessment Questionnaire (SAQ)?** |  [ ]  Yes | [ ]  NoPlease note that where the SAQ is not made available before the audit, it may result in the increase of the audit duration, charged to your organization. |
| **Is IQNet Ltd already appointed in Sedex Platform as your auditor (ZC1079222)?** |  [ ]  YesPlease specify the audit code: ZAA…………………….. | [ ]  NoPlease note that this is a mandatory condition for a SMETA audit to be uploaded in Sedex Platform and should be achieved before the audit takes place. |

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| **Use of Consultants:**In the last 2 years, have you received consultancy for SMETA or any other social audit? | [ ]  YesPlease specify the name of your consultant: ……………………………………… | [ ]  No |

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| **Other particular aspects:**Are there particular aspects which may influence the audit (e.g. need for translation, security conditions, etc.)? | [ ]  YesPlease specify: ………………………..…………………………………………..………………………………………….. | [ ]  No |

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| **By submitting this application for the Organization acknowledges:*** the information provided in this application may be disclosed to related Sedex Members and Sedex in order to confirm and enable the conduct of the requested activities.
* where it requests the SMETA audit report to be uploaded in Sedex Platform, it shall ensure it is registered on Sedex and fill in the Self-Assessment Questionnaire before conducting the audit.
* to ensure that it has informed and gained acceptance of the Sedex A or AB member (or another audit requestor) to which it is supplying about the conduct of the audit and the chosen auditing body.
* in the last 6 months, the organization, the organization’s directors and management staff, comply and, therefore, have not been involved, sanctioned or sentenced by administrative or legal Authorities jointly and finally, on serious or very serious grounds, for any of the following:
	+ Illicit association, corruption in economic transactions, trafficking of influence, bribery, fraud, illegal exaction, offense against the inland revenue or the social security; offences against the state or against individuals; offences against freedom, against freedom of opinion, against religious or sexual orientation or expression; offences against the fundamental rights of persons; embezzlement and crime of receiving or similar conducts; special disqualification from a profession, job, industry or trade.
	+ Prohibition to act as Director/Manager or similar.
	+ Offences or sanctions in the employment area, against fundamental workers’ rights.
	+ Fraudulent bankruptcy or winding-up by the court.
	+ Ban from public contracting laws due to an administrative sanction.
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**Place, Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and Position of Organization’s Representative:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature and Stamp:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_