FLA SUSTAINABLE COMPLIANCE (SC) SELF-ASSESSMENT TOOLS FOR FACTORY MANAGERS
THE FLA SUSTAINABLE COMPLIANCE SELF-ASSESSMENTS ARE QUANTITATIVE TOOLS FOR FACTORY MANAGERS COMPRISED OF A RANGE OF MULTIPLE-CHOICE QUESTIONS THAT ASSESS FACTORY PERFORMANCE ON LABOR COMPLIANCE ISSUES. EACH TOOL MEASURES THE FOLLOWING FACTORS:

- It inquires on a factory’s **policy**, **procedure** and **training**.
- It assesses whether policies and procedures are **implemented** and how well these are **communicated** to staff and workers.

The self-assessment then follows with questions on **documentation** to verify the record keeping process of the factory.

In every questionnaire there are a couple of questions to evaluate to what degree **workers are integrated** in decision making processes, and some questions that will show the managers’ **awareness and attitude** to the specific compliance issue.
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The FLA self – assessment tools are online questionnaires that may be accessed through the FLA Assessment Portal.

The FLA Management Self-Assessments are available for all FLA members and their suppliers.

They are password protected. If you are not in possession of a password click on the NEW USER link on the FLA assessment portal.
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FILL IN THE QUESTIONNAIRE - IF THE PERSON FILLING IN THE QUESTIONNAIRE KNOWS THE FACTORY WELL AND HAS BASIC INFORMATION ON THE FACTORY READILY AVAILABLE IT TAKES ABOUT 30 TO 40 MINUTES TO ANSWER A QUESTIONNAIRE.

The questionnaire may be saved and continued at another time.

While filling in the questionnaire the respondent might be asked to upload certain documents – e.g. if I say I do hand out pay slips to workers the system will ask for a copy of a pay slip to be uploaded on the portal.
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RECEIVE THE RESULTS EMAIL - MAXIMUM ONE WORKING DAY AFTER THE QUESTIONNAIRE HAS BEEN SUBMITTED THE RESPONDENT WILL RECEIVE AN EMAIL WITH A SUMMARY OF HIS RESULTS. IF- UNDER PERSONAL SETTINGS - THE FACTORY HAS NAMED AN FLA MEMBER COMPANY AS ITS CLIENT, THE CLIENT WILL ALSO RECEIVE THE RESULTS EMAIL.

The email contains a chart classified by factors on a scale of 1 to 5. The bars are color-coded in red, yellow and green – showing the factories strength and problems at a glance. The results email explains the results displayed in the bar charts and suggests next steps.
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ACCESS RESULTS ONLINE - THE RESULTS MAY BE ACCESSED ANY TIME THROUGH 'MY ASSESSMENT AREA' ON THE ASSESSMENT PORTAL. THERE A FACTORY AND ITS BUYERS CAN VIEW ALL ITS RESULTS, REVIEW THE ANSWERED QUESTIONNAIRES IN DETAIL, UPLOAD OUTSTANDING DOCUMENTS AND OBSERVE LONG TERM DEVELOPMENT.
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THE FOLLOWING SUSTAINABLE COMPLIANCE SELF-ASSESSMENT TOOLS FOR FACTORY MANAGERS ARE AVAILABLE TO DATE:

GRIEVANCE PROCEDURE
WORKING HOURS
FAIR WAGES
HIRING
AND RETRENCHMENT

IF YOU WOULD LIKE TO USE ANY OF THESE TOOLS PLEASE CONTACT ANY FLA STAFF OR WRITE TO ASSESSMENTPORTAL@FAIRLABOR.ORG.