



Sustainability Procurement On-Site Audit Form

Audit Date:

Organization Name:

Auditor:

No.	Question	3	2	1
Environment				
1	Does the organization have an environmental management policy and plan, and has it been communicated to employees?			
2	Are measurable environmental targets defined?			
3	Is environmental performance monitored and measured?			
4	Are potential environmental risks identified and assessed?			
5	Are air, water, and soil pollution controlled and reduced?			
7	Is solid waste disposed of correctly?			
8	Are there activities or awareness programs for waste reduction and management?			
9	Does the organization restore areas affected by its operations?			
10	Is there awareness in selecting products to reduce greenhouse gas emissions?			
Social & Human Rights				
1	Does the organization oversee employment/labor practices in compliance with labor law?			
2	Can the organization provide evidence that it does not discriminate against employees (e.g., by gender, religion, ethnicity, age, etc.)?			
4	Are there activities demonstrating awareness of employee health and safety impacts?			
6	Is adequate safety training provided to employees?			
7	Are safety equipment and workplace conditions regularly inspected and maintained?			
8	Is there an emergency response plan in place?			

No.	Question	3	2	1
9	Are there activities that build good relationships with the community?			
10	Are there activities that support community development?			
11	Does the organization continuously learn and improve its social and community practices?			
Governance				
1	Is there a transparent decision-making process for procurement?			
2	Are rigorous criteria and standards established for procurement decisions?			
3	Is internal auditing of the procurement process conducted effectively?			
4	Are internal audit results reported to management?			
5	Are corrective actions identified from internal audits followed up?			
6	Is external auditing carried out according to plan?			
7	Are external audit results reported to management?			
8	Are there policies and guidelines on anti-corruption?			
9	Are there complaint channels available for employees or stakeholders?			

Scoring Criteria and Score Levels		
Score	Description	Action Required
1	Not in place / Not implemented	Develop an improvement plan to establish the missing system
2	Partially implemented but no supporting evidence available	Develop a documentation plan to ensure proper records
3	Fully implemented with complete evidence available; data is analyzed for continuous improvement	