



ASSESSMENT CRITERIA

TYRE STEWARDSHIP AUSTRALIA FOREIGN END MARKET VERIFICATION PROGRAM

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tyrestewardship.org.au/accreditation/foreign-end-market-verification

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ASSESSMENT CRITERIA

TSA's Foreign End Market Verification program employs Intertek's global expertise and uses their [customised supply chain risk and sustainability platform](#) to independently assess whether overseas customers (of exported tyre seconds, casings, or tyre-derived material) meet local law requirements and minimum standards.

LABOUR

Child Labour

- The facility only employs employees above the age of 15 or the age requirement of local law (whichever is higher).
- Age documentation is reviewed, and copies are kept.
- Juvenile employees (if any) are registered with the local administrative bureau.
- Health examination for juvenile employees (if any) is provided.
- Health examination fees are paid by the facility.
- Occupational health and safety education and training to all juvenile employees are provided.
- Special protection restrictions for juvenile employees on night shift, dangerous work or handling hazardous substances.
- Apprenticeships/ temporary contracts are not being misused to avoid paying normal wages and benefits to employees.
- Facility has a remediation system in place to assist children found to be working directly or indirectly, if applicable.

Forced Labour

- No employees who are imprisoned (not in accordance with ILO Convention 29), bonded, or indentured, utilized by the facility or a broker.
- Employees are in possession of their original identification cards, passports, or other personal documents regardless of whether local law allows retention of these employees' personal documents.
- No monetary deposit from employees is required regardless of whether allowed by local law or not.
- All recruitment fees shall be borne by the employer rather than by the employees, regardless of whether local law allows it.
- Employees are free to decline overtime work
- Employees are free to leave the workplace at the end of the working shift without surveillance
- Employees are free to move around the workplace, such as to the washroom or take water breaks, without restriction.
- Employees are free to terminate employment without being penalized.
- Employees have the right to use or not use the accommodations provided by the facility, such as housing, meals, and/or transportation.

Employment Contracts

- Legal required employment contracts or equivalent job description (in absence of contractual law) are signed with all employees.
- Legal required employment contracts or equivalent job description (in absence of contractual law) comply with local labour laws.
- Legal required employment contracts or equivalent job description (in absence of contractual law) state the employment conditions clearly, including wages, without modifications in absence of employee consent.
- Employees have a copy of the legal required employment contract or equivalent job description (in absence of contractual law).
- Legal required employment contracts or equivalent job description (in absence of contractual law) are valid (not expired).

Working Hours

- Accurate and complete written records of employees' standard and overtime hours should be maintained.
- Attendance records are sufficient to demonstrate compliance.
- Total working hours are within allowable limit under applicable law or agreement.
- Total weekly working hour (Regular + Overtime) shall not exceed 60 hours/week or local law whichever is lesser.
- The waiver for extension of overtime (if any), the waiver terms are accurate, current and valid.
- Employees record and acknowledge the time record on a regular basis.
- The working hours are clearly communicated to employees through written policy and contracts.
- Employees are provided with at least one day off in seven in accordance with local laws.
- Employees are provided with at least one day off following six consecutive days worked.
- Written procedures are in place to determine, manage and control overtime.

Wages & Benefits

- Accurate and complete payroll records should be maintained.
- The wage calculation method is correct and all hours worked are compensated correctly.
- Piece rate calculations are accurate.
- The overtime wage is calculated and paid at the premium rate as legally required or 125% regular wage rate in absence of legal premium rate or CBA premium rate.
- The waiver for extension of working hours (if any) is obtained, the wages for the working hours were calculated and paid correctly.
- Legally required withholdings such as social security, pensions, healthcare, etc) are paid by the employer.
- Severance pay is paid correctly.
- Statutory holiday work is accurately compensated.
- Legally mandated paid time off/ annual leave are provided to employees.
- Legally mandated maternity leave, pay and/ or benefit are provided to employees.
- Legally mandated sick leave, pay and / or benefit are provided to employees.
- Pay stubs or similar documentation detailing pay calculations are available to employees
- Wages are paid on time.
- Wages are paid in legal tender directly to workers.

Discipline, Harassment or Abuse

- Facility has a clear and uniform disciplinary procedure.
- No monetary penalties are used for disciplinary purpose.
- All disciplinary actions taken are documented on file and communicated with the employees.
- Facility has internal system such as suggestion box, to let employees raise issues and concerns to management.

Discrimination

- Facility is free from discrimination.
- Facility has a policy in place to prohibit discrimination.
- A clear and uniform hiring policy to ensure employees are hired based on skill rather than subjective or personal requirements.
- All employees of same skill level and seniority are equally compensated for performing the same job functions.
- All employees have an equal opportunity for promotion, training, termination and retirement.
- All employees have same "terms and conditions of employment", based on their ability.
- All employees have an equal opportunity to work overtime.
- Employees are treated with respect and dignity.

Health & Safety

General Work Facility

- Facility is in overall clean and tidy condition with good maintenance.
- Workplace temperature is maintained at an acceptable level.
- Workplace is well ventilated and well lit.
- Noise level is acceptable.
- Sufficient number of restrooms at the facility.
- Restrooms are clean and properly stocked with supplies.
- Sufficient potable drinking water is available at the facility and is tested periodically.
- Sanitary facilities for food preparation and storage are provided.

Emergency Preparedness

- There is a responsible person for the facility's emergency preparedness and response programs who can explain the programs and their responsibilities.
- Fire service installations, such as fire alarms, smoke detection systems, and fire sprinkler systems, are properly installed throughout the facility and regularly maintained.
- Firefighting equipment such as extinguishers, hose reels, and hydrants is adequate for the facility's operations.
- Firefighting equipment is free from obstruction.
- Fire extinguishers are properly mounted/ fixed, fully maintained, and clearly labelled throughout the facility.
- Employees are trained in the use of firefighting equipment and training records are kept.
- A legally required firefighting team with appropriate training is equipped in the facility sufficiently
- There are enough emergency evacuation exits at the facility.
- Emergency evacuation exit doors are clearly marked and unblocked.
- Emergency evacuation exit doors should not be locked during business hours.
- There is enough reasonable distance between facility emergency evacuation exits to allow people from different parts of the building to evacuate.
- The installation and design of all evacuation exit doors are in compliance with local law.
- Evacuation plans are posted throughout the production floors.
- Aisles, stairs and passageways are kept clear at all times.
- Fire protection facilities are inspected regularly.
- Sufficient number of emergency lights is installed with backup battery.
- Stairways and emergency evacuation exits are equipped with handrails, where needed.
- The fire drill was conducted within the last 12 months or as required by law or client-specific requirement, whichever is stricter.
- Employees involved in the control, clean-up and disposal of hazardous materials receive regular training on emergency response plans and actions and training records are maintained

Occupational Injury

- First aid kits are sufficiently available and fully stocked with supplies in each workplace.
- Eyewash/shower stations with continuous water flow are provided at relevant hazardous chemical areas.
- Complete records are kept for work related injuries and accidents.
- For any work-related injuries in the past three years, the facility has performed investigations to determine root cause(s) and implement corrective actions
- A process in place to provide medical treatment for injured or ill employees.
- The facility conducts regular occupational health examinations for employees when applicable.
- The facility has implemented a mechanism/program to identify, evaluate and control worker exposure to physically demanding work, such as manual handling, heavy lifting, highly repetitive tasks, and other physically demanding jobs to prevent work-related injuries.

Machine Safety

- The facility has a machine safeguarding program.
- The responsible person has a clear understanding of applicable legal requirements and regulations for machine safety.
- The facility follows all local law requirements for machine registration, maintenance and inspection.
- Potentially dangerous parts are properly isolated, maintained and operated with proper machine safeguards.
- Machines and other potentially dangerous parts have emergency stop switches.
- Machine operators are all trained in safe operating procedures and training records are maintained.
- The use of personal protective equipment (PPE), such as face masks, safety gloves, earplugs, etc as required to control machine safety hazards, is provided to the employees for free.
- The facility monitors the employees to ensure the personal protective equipment (PPE) required to control machine safety hazards is correctly used.

Safety Hazards

- The facility has implemented programs to identify, evaluate and control worker exposure to safety hazards.
- Special appliances such as boilers, unfired pressure vessels, and furnaces have been properly registered. Inspected and maintained.
- Electrical cords and outlets are in good condition.
- Special equipment operators are properly trained in safe operating procedures and licensed, where applicable.
- The use of personal protective equipment (PPE) as required to control safety hazards, is provided to the employees for free.
- The facility monitors the employees to ensure personal protective equipment (PPE) required to control safety hazards is correctly used.
- Production employees have a basic understanding of the workplace safety hazards, hazard control programs and safe work procedures.
- Gas cylinders are stored in a well-ventilated and in an adequate manner (upright and secured against fall).
- Facility has adequate procedures and controls in place to effectively manage potential ignition sources (e.g. hot work that generates sparks or open flames & smoking).
- Facility has the building permits and fire safety permits as per the legal requirement.

Chemical and Hazardous Material

- The responsible person able to explain the legal requirements for waste classification, handling, labelling, storage, transportation, disposition and how they are implemented at the site.
- The facility has a valid business permit to engage in the collection, storage, use and disposal of hazardous wastes.
- The chemicals used at the facility are legally permitted under local law requirements.
- Safety data sheets (SDS) are complete and available.
- Chemicals are properly stored, grounded and disposed of as per instruction.
- Hazardous wastes are properly stored, grounded and disposed of as per instruction.
- Containers are stored properly, or secondary containment is used to avoid leakages.
- Hazardous chemicals or substances are labelled properly.
- Personal protective equipment (PPE), such as skin protectors, safety glasses, face shields, respirators, eye protection, hand protection, etc, as required to control exposure to chemical and hazardous materials, is provided to the employees for free.
- The facility monitors the employees to ensure the personal protective equipment (PPE) for control of exposure to chemical and hazardous materials is used correctly.
- The facility has relevant washing amenities and protocols in case of contamination.
- Employees who work with chemicals or hazardous wastes have been trained on the hazards of the materials and the precautions needed to protect their health and safety.
- Complete training documentation is maintained for employees who work with chemicals or hazardous wastes.
- The facility has a documented emergency plan in place and conduct regular emergency drills for all employees who work with chemicals or hazardous wastes.

Dormitory and Canteen

- The dormitory is in overall clean and tidy condition.
- There is no residence housed in the production building without proper approval.
- Spacious and adequate living space per resident in the dormitory.
- Dormitories are clean and well maintained, with adequate temperature and lighting
- Fire escapes are sufficient and available for the dormitory.
- Sufficient exit signs are posted in the dormitory.
- Evacuation plans are posted throughout the dormitory.
- Emergency lighting is provided and sufficient in the dormitory.
- Fire service installations such as fire alarms, smoke detection system and fire sprinkler system are properly installed in the dormitory.
- Fire firefighting equipment such as fire extinguisher, fire hose reels, fire hydrants are adequate for the nature of operations.
- Sufficient number of fire extinguishers, valid and correct type is placed in the dormitory.
- Employees are provided with clean washing and toilet facilities and access to potable water in the dormitory.
- Kitchens and dining area are clean and well maintained.
- There is sufficient seating for employees in the canteen/dining hall area.
- A valid health check for the cook and a valid hygiene certificate for the kitchen are maintained.

Management Systems

Management Systems

- The facility has a valid business licence/registration/permit to operate.
- A formal Health & Safety committee has been established at the facility.
- The facility has a comprehensive written social compliance policy, including but not limited to the following:
 - Commits the company to the continuous improvement of labour standards in the supply chain
 - Commits the company to compliance with relevant legal requirements
 - Endorsed by senior management
 - Made publicly available
- The facility has comprehensive processes and procedures in a written manual to support the implementation of the written social compliance policy, including but not limited to the following:
 - Hiring procedure
 - Employment practice procedures
 - Working hours and wages management procedures
 - General facility, dormitory (if any) and canteen (if any) management
 - Emergency preparedness procedures
 - Employee safety procedures
 - Machine safety procedures
 - Chemicals management procedures
- The facility provides appropriate training to all relevant employees on:
 - Emergency preparedness procedures in the event of a fire or other emergency
 - Occupational injury procedures in the event employees are injured or become ill on the job
 - Chemicals or hazardous materials hazards and safety procedures to protect health
 - Safe machine operating procedures for all machine operators
 - Safe operating procedures for all special equipment operators
- The facility has a system to identify and monitor applicable labour laws, regulations and customers social compliance requirements.

Environment

Environment

- The facility has a written environmental policy from top management.
- The facility has a nominated individual (or depending on the size of the enterprise, a team) responsible for co-coordinating the site's efforts to improve environmental performance.
- The facility has all required environmental related permits, licences and / or registrations (including Environmental Impact Assessment (EIA) Report, EIA approval, construction safety permit, pollution emission permit, permit for disposal of solid waste and hazardous waste, permit on removing/idle pollution treatment, other legally required permits, etc.) and they are current.
- The site operation complies with relevant Environmental permit/ licence conditions.
- The facility can demonstrate any environmental certification or environmental management systems (e.g. ISO14001) that they have in place.
- The facility conducts a periodical risk assessment to evaluate the significant environmental impacts of their site and its processes.
- The responsible person can describe the legal requirements for the disposal and/or recycling of solid waste and how's it's implemented at the site.
- The responsible person can describe the applicable legal requirements for wastewater / stormwater monitoring and treatment.
- The responsible person can describe the applicable legal requirements for air emissions monitoring and treatment.
- Hazardous & non-hazardous solid waste is disposed using licensed vendor per local legislation.
- The facility has taken measures to prevent/minimize the soil and groundwater contamination (if any) as required by law if potential soil and groundwater contamination detected
- The facility has legal required pollution treatment with proper maintenance.
- The facility has made progress in reducing or eliminating pollution, waste and conserving resources.
- The discharged wastewater / stormwater meet the discharge limits for regulated constituents.
- The air emissions meet the discharge limits for regulated constituents.

Distribution

Distribution

- The facility processes all of the tyres or tyre-derived material it imports and does not simply re-distribute the tyres or tyre-derived material to other facilities for processing.
- The facility has reliable customers for all the products it generates and can provide a list of customers and a sample of invoices/delivery dockets for each product the facility makes.
- The facility maintains records of incoming tyres and outgoing products.

Disclaimer:

This document is provided for the convenience of Foreign End Market Verification (FEMV) program users only. We reserve the right to revise and amend this document from time to time without prior notice. The FEMV Assessment scope, Assessment report, and summary of the findings will include, but not be limited to, the content indicated in this document.

Additional Information and resources:

For more information on the Tyre Stewardship Australia's Foreign End Market Verification, please visit:

<https://www.tyrestewardship.org.au/accreditation/foreign-end-market-verification/>

For more information on Intertek Auditing services, please visit:

<https://www.intertek.com/business-assurance/>

Statement on Areas of Criticality

A successful audit depends on assessing key areas that demonstrate compliance with legal, ethical, and operational standards. Focus is placed on your organization's cooperation, access, and transparency, ensuring auditors can review facilities, workers, and documentation without obstruction. Regulatory and legal compliance is examined through the verification of licences, permits, and employment records. Labour rights and protections are assessed, including employment conditions, fair treatment, wage compliance, and safeguards against forced or underage labour. Health, safety, and risk management considerations include workplace safety, emergency preparedness, fire prevention, and harm mitigation. Additionally, operational and supply chain integrity is evaluated to ensure ethical business practices across customer operations and distribution processes.



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