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SOCIAL COMPLIANCE · HEALTH AND SAFETY

Health and Safety Document Index

A retrieval-ready index of the records an auditor will ask for, with a drill log that proves they can be produced.

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DISCLAIMER

A preparation worksheet, not an audit certificate or legal advice. SMETA scope, report validity and corrective-action requirements are set by Sedex, the appointed audit firm and your buyers. Confirm every field against your own compliance policy and the current official SMETA guidance before you rely on it.

SPEC-SMETA-03 · Version 1.0 · Retrieval-ready evidence index

How to Use the Index

List every document the auditor is likely to request, by the area it covers.

Record where the original lives. A screenshot on a phone is not an original.

Run a retrieval drill: any requested record should appear in under 3 minutes.

Update the status column on the day of the drill, not the day before the audit.

Document Index

#	DOCUMENT	OWNER	STORAGE	UPDATED	NEXT REVIEW	STATUS
1	Fire drill records					□ Current □ Due □ Expired □ Missing
2	Extinguisher inspection					□ Current □ Due □ Expired □ Missing
3	Machine guarding inspection					□ Current □ Due □ Expired □ Missing
4	Electrical inspection					□ Current □ Due □ Expired □ Missing
5	First-aid training records					□ Current □ Due □ Expired □ Missing
6	PPE issuance log					□ Current □ Due □ Expired □ Missing
7	Chemical inventory and SDS access					□ Current □ Due □ Expired □ Missing
8	Accident and incident records					□ Current □ Due □ Expired □ Missing
9	Evacuation maps and emergency lighting					□ Current □ Due □ Expired □ Missing

#	DOCUMENT	OWNER	STORAGE	UPDATED	NEXT REVIEW	STATUS
10	Dormitory inspection					□ Current □ Due □ Expired □ Missing
11	Canteen inspection					□ Current □ Due □ Expired □ Missing
12	Building and occupancy permits					□ Current □ Due □ Expired □ Missing

4-Pillar Additions

DOCUMENT	OWNER	STORAGE	UPDATED	STATUS
Environmental permits				□ Current □ Due □ Expired □ Missing
Waste manifests				□ Current □ Due □ Expired □ Missing
Wastewater and emissions records				□ Current □ Due □ Expired □ Missing
Anti-bribery training log				□ Current □ Due □ Expired □ Missing
Whistleblowing records				□ Current □ Due □ Expired □ Missing

Retrieval Drill Log

Run the drill at shift change. That is when the people who know where records live are hardest to reach.

DATE	DOCUMENT REQUESTED	TIME TO RETRIEVE	RETRIEVED BY	PASS (UNDER 3 MIN)?

DATE	DOCUMENT REQUESTED	TIME TO RETRIEVE	RETRIEVED BY	PASS (UNDER 3 MIN)?

Emergency preparedness exists on paper more often than it does on the floor. Test the drill route, the exit discipline and whether a worker can explain what to do without a supervisor prompting the answer.

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If it takes ten minutes, it is not a record.

Send your site layout and shift pattern — the retrieval drill and document list are scoped within one business day.

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