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SOCIAL COMPLIANCE · 30-DAY PLAN

SMETA Readiness Checklist

A 30-day countdown from governance and payroll to the walk-through, worker interviews and sign-off.

Version 1.0 Last updated: November 18, 2026

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-04 · Version 1.0 · 30-day preparation plan

The 30-Day Countdown

WINDOW	FOCUS	KEY OUTPUT	DONE?
Day 30–21	**Governance**	Named audit owner, frozen site boundary, prior findings pulled	□ Done □ Open
Day 20–14	**Payroll and hours**	Records by worker ID, reconciled hours, exception log	□ Done □ Open
Day 13–10	**Health and safety**	Inspection records, PPE log, chemical inventory, drill evidence	□ Done □ Open
Day 9–7	**Walk-through and workers**	Mock tour at shift change, coaching ban issued in writing	□ Done □ Open
Day 6–3	**Management systems**	Grievance, discipline, recruitment and ethics records	□ Done □ Open
Day 2–0	**Final readiness**	Master index staged, roster validated, disclosure list prepared	□ Done □ Open

Site and Scope

- □ Audit scope confirmed in writing: 2-pillar or 4-pillar.
- □ Legal entity, address and headcount match the Sedex site profile.
- □ Site boundary frozen: workshop, warehouse, dormitory, canteen, subcontractors.
- □ Buyer recency requirement confirmed.

Payroll and Working Hours

- □ Timecards, attendance and overtime approvals filed by worker ID.
- □ Hours paid reconcile to hours worked for every month in scope.
- □ Manual edits, missing signatures and off-ledger payments logged.
- □ Social-insurance and leave records match the roster.

Health and Safety

- □ Fire drills, extinguisher and electrical inspections current.
- □ Machine guards fitted, in place and recorded.
- □ PPE issued and used at the workstation, not just stored.
- □ Chemical inventory complete and SDS accessible on the floor.
- □ Exits clear, signage current, emergency lighting tested.
- □ Dormitory and canteen checks recorded.

Worker Interviews

- □ Interviews will run off the floor, in the local language, away from supervisors.
- □ Workers know they can speak confidentially.
- □ No coaching script has been issued; supervisors briefed on process only.
- □ Interview sample reflects the real workforce mix, including agency and seasonal staff.

Management Systems

- □ Grievance channel is live and workers can describe how to use it.

- □ Disciplinary and anti-harassment policies match actual practice.
- □ Recruitment controls and young-worker screening are documented.
- □ Business-ethics and anti-bribery rules are signed by relevant staff.
- □ For 4-pillar: environmental permits, waste manifests and whistleblowing records are staged.

Sign-Off

ROLE	NAME	SIGNATURE	DATE
Audit owner			
Deputy			
HR lead			
EHS lead			
Payroll lead			

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LANTAOWORK READINESS

Readiness is a schedule, not a slogan.

Send your audit window and scope — the working sequence and owner map are returned within one business day.

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