Factory Self-Declaration Form

 ETP-F-12 V01 (E)

Factory ID:

Factory name:

Declared date (DD/MM/YY):

|  |  |  |
| --- | --- | --- |
| Description of violation | The violation: |  |
| Date and time: |  |
| Department(s) involved: |  |
| Number of employees involved: |  | Number of total employees: |  |
| Cause of violation (please attach supporting documents if any) |  |
| Responsible parties | External: |  |
| Internal: |  |
| Corrective Action Plan & completion date |  |
| Preventive Action Plan & completion date |  |

Remarks:

1. Factory must provide a hard copy of the completed declaration form(s) to auditors during ICTI Ethical Toy Program audit.
2. Each form should consist of one violation. If a factory has more than one violation, please fill and sign in a new form accordingly.
3. Auditors must record the declared violations in the audit report.
4. Ethical Toy Program has the absolute right of disposition and interpretation to decide whether the declared violations will be exempted.

|  |  |
| --- | --- |
| Name of factory representative (in block letters): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date (DD/MM/YY): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |