

## Self-Declaration Form Sample

ETP-F-12 V01 (E)

Factory ID: **C099999**

Declared date (DD/MM/YY):

Factory name: **Best Manufacturing Ltd.**

**15/01/18**

Description of violation	The violation:	Less than 1 rest day in a predefined week		
	Date and time:	10/03/18 (Sun) to 16/03/18 (Sat)		
	Department(s) involved:	Post processing workshops (e.g. assembly, sewing)		
	Number of employees involved:	400	Number of total employees:	1400
Cause of violation (please attach supporting documents if any)	<p>A sudden change in the buyer's shipment date &amp; misjudgement from the factory's production planning department. Around 400 workers from post processing workshops (e.g. assembly, sewing) need to work for 12 consecutive days from 04/03/18 to 15/03/18. If we were to schedule a rest day on 16/03/18 (Sat) to meet IETP's working hour requirement, the factory would have to suffer a high cost for the freight transport.</p> <p>Attached is the buyer notice of change of shipment.</p>			
Responsible parties	External:	XXXX Retailer Company Ltd.		
	Internal:	Production Planning Department of Factory		
Corrective Action Plan & completion date	To ensure one rest day is scheduled between 17/03/18 (Sun) to 23/03/18 (Sat). The plan is completed on 23/03/18.			
Preventive Action Plan & completion date	Work with buyers on a sudden shipment change responsive system; plan better based on the latest statistics of workers' weekly working hour & rest days saved on company's digital database. The plan is completed on 30/04/18.			

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):

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