

Monitored Party Glass Textile	amfori ID 818-000042-000	Address 3 El montaser st., factories road, shoubra el khema, Cairo, Al Qāhirah, Egypt
Monitoring Activity amfori Social Audit - Manufacturing	Monitoring Type Full Monitoring	Monitoring Partner Intertek
Monitoring Start Date 17/07/2024	Closing Meeting Finished Date 04/08/2024	Submission Date 07/08/2024
Expiration Date 07/08/2026	Announcement Type Semi Announced	
Site Glass textile	Site amfori ID 818-000042-003	

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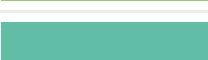
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OVERALL RATING



SECTION RATING

PA1: Social Management System	B	
PA 2: Workers Involvement and Protection	A	
PA 3: The Rights of Freedom of Association and Collective Bargaining	A	
PA 4: No Discrimination, Violence or Harassment	A	
PA 5: Fair Remuneration	B	
PA 6: Decent Working Hours	C	
PA 7: Occupational Health and Safety	A	

PA 8: No Child Labour	A	
PA 9: Special Protection for Young Workers	A	
PA 10: No Precarious Employment	A	
PA 11: No Bonded, Forced Labour or Human Trafficking	A	
PA 12: Protection of the Environment	A	
PA 13: Ethical Business Behaviour	A	

GENERAL DESCRIPTION

Auditors: Mostafa HASSAN, APSCA: CSCA 21700368, Heba LABIB, APSCA: CSCA 21700520

This full audit was semi announced, conducted by Intertek Egypt on 17,18 July 2024, (3.5 audit days applied excluding 0.5day reporting time), (2 auditors first day, 2 auditors second day).

Conducted audit was combined with WRAP audit.

Facility name was adjusted to be Glass Textile private free zone.

Glass factory is manufacturer of Readymade garments from woven fabrics such as bottoms for men and women (pants), facility is located at 3 El Montaser Street, Shobra El Khema, Factories Road, Cairo, Egypt, they have started their operation at the existing location since 1999.

Facility is situated in 1 building with building area of 2400 square meters in 5 floors:

Ground floor: cutting, warehouse, washing sections

First floor: sewing section

Second floor: packing section,

Third floor: sewing sections, clinic room

Fourth floor: canteen, utilities area, pray mosque

Total production area is 12000 square meters.

Building is constructed from concrete, bricks and steel.

Main operations in the facility are cutting, sewing, washing, ironing, quality control and packing.

There are 4 production lines, 600 sewing machines, 6 washing machines, 3 extractors, and 3 samples washing machines

Languages spoken by management are English and Arabic, languages spoken by workers are Arabic. Interviews with employees were conducted in a private room in Arabic language.

Overall responsibility for meeting the standards is taken by Mr. Mohamed MUBARAK / GM Assistant.

All employees are hired directly, no brokers or recruitment agency used to hire employees.

There are total of 700 employees in the facility, 363 males, 337 females, 698 are permanent employees, 2 apprentices, all are local employees (Egyptians).

Total employees present during audit time was 636 employees (331 males, 305 female), difference due to annual leaves and absenteeism.

All employees in the facility are Egyptians, there are no migrant employees in the facility.

Legal minimum age is 15 years old; facility policy is set to 18 years old as minimum age for hiring, the youngest permanent employee found to be working in facility is 18 years old, born on 24/11/2005 hired on 02/12/2023

There are 2 apprentices in the facility (students training scheme), out of which 1 apprentice (student training scheme), age is below 18 years old, age is 17 years old, born on 04/01/2007, joined on 31/10/2023.

All employees in the facility are hired directly, no employees hired using an employment agency.

There is no defined peak season in the facility.

There is no union associated with the facility, no collective bargaining agreement, there is no restriction form employer to let the workers form or join any external union, there is a workers committee in the facility consisting of 5 members, workers representatives are elected, elections were conducted on 27/06/2024, monthly meetings are conducted, latest meeting was conducted on 16/07/2024, there are 1 grievance box in the facility.

12 months of time and payment records were available for review from July 2023 till June 2024.

Working hours in the facility are in one shift from (08:00-16:30), with one hour rest break and one day off per week on Fridays for all sections.

Facility is using proximity card time keeping system, employees are paid regularly on monthly basis on the 5th day of each month through direct deposit to bank account and Cash.

Minimum legal wage is 6000 EGP/month (Gross), minimum wage observed paid in the sample is 6000 EGP/month (Gross), average wage is 6350 EGP/month (Gross), highest wage is 10400 EGP/month (Gross).

Living wage is calculated using GLWC, which is 270 USD (12987) EGP/month.

The facility has the following licenses #

Tax ID no. 752-119-192 issued on 11/05/2023 from Ministry of Finance valid till 10/05/2028

Investment Free zone approval, decree Number 14/2023, issued on 29/12/2022, valid till 30/12/2047

Commercial registration issued from Ministry of Supply and Internal Trade no. 8305, issued on 27/07/1999, valid till 30/12/2047

The facility has a permanent environmental permit issued on 05/04/2023.

Facility is ISO 9001:2018 certified, issued on 04.08.2023 valid till 03.08.2024.

Facility is ISO 45001:2018 certified, issued on 14.07.2024 valid till 13.07.2025.

Facility is ISO 14001:2015 certified, issued on 04.08.2023 valid till 03.08.2024.

Transportation provided free of charge to all employees

There is no accommodation or housing provided by the facility.

Health and safety committee established in facility from 16/member on 01/07/2021, last meeting was conducted 27/06/2024

Semi-annual statistics for injuries and work accidents conducted from 01/01/2024 till 30/06/2024-no work accidents during this period.

Occupational medical examination conducted during 22/02/2024 on 200 workers.

There are 34 workers trained on the first aid, last training was conducted from 13/04/2024 till 18/04/2024.

There are 90 workers trained on the fire fighting, last training was conducted from 30/03/2024 till 04/04/2024.

Occupational health and safety advanced training provided for the health and safety committee member 13/03/2022 till 23/03/2022-certificats are permanent.

Training provided to workers in laundry section and stain removing section on how to handle the chemicals/hazardous waste disposal last training was conducted on 20/02/2024.

The last fire drill conducted during 07/03/2024, with 670 participants and evacuation took 5 min for complete evacuation.

Previous fire drill conducted during 07/09/2023, with 680 participant and evacuation took 5 min for complete evacuation.

Next fire drill will be conducted during September 2024.

Fire alarm system maintained by 3rd party company (United technology system), contract issued on 01/01/2022-permenent contract

Firefighting Equipment maintained by 3rd party company (El-Eman co, for industrial security) contract renewed on 16/04/2024.

Last firefighting Equipment maintenance conducted on 16/04/2024

The facility has 2 boilers, 3 compressors, 1 elevator.

There is a wastewater treatment station in the facility.

There is clinic room in the facility, with daily devoted nurse.

There is no childcare facility provided, instead facility provides employees with money allowance.

There is no government waiver related to wages and hours.

Management was cooperative during the whole audit process and accepted all audit findings. Workers in general point of view considers it as an acceptable facility, showed their satisfaction of the factory management attitude toward them.

SITE DETAILS

Site Site amfori ID
Glass textile **818-000042-003**

GICS Classification

Sector	Industry Group	Industry
Industrials	Capital Goods	Trading Companies & Distributors
Sub Industry		
Trading Companies & Distributors		

amfori Process Classifications

N.A.

GS1 Classifications

N.A.

NACE Classification

N.A.

Water Stress Situation

N.A.

METRICS

Key Metrics

Total workforce	636	Workers
Legal minimum wage in local currency	6,000	Monthly
Lowest wage paid for regular work at the site	6,000	Monthly
Calculated living wage in local currency	12,987	Monthly
Total sample	31	Workers

Other Metrics

Male workers	331	Workers
Female workers	305	Workers
Non-binary workers	0	Workers
Permanent workers - Male	362	Workers
Permanent workers - Female	336	Workers
Permanent workers - Non-binary	0	Workers
Temporary workers - Male	1	Workers
Temporary workers - Female	1	Workers
Temporary workers - Non-binary	0	Workers
Seasonal workers - Male	0	Workers
Seasonal workers - Female	0	Workers
Seasonal workers - Non-binary	0	Workers
Management - Male	23	Workers
Management - Female	14	Workers
Management - Non-binary	0	Workers
Apprentices - Male	1	Workers
Apprentices - Female	1	Workers
Apprentices - Non-binary	0	Workers
Workers on probation - Male	0	Workers
Workers on probation - Female	0	Workers
Workers on probation - Non-binary	0	Workers
Workers with night shift - Male	0	Workers
Workers with night shift - Female	0	Workers
Workers with night shift - Non-binary	0	Workers
Workers with disabilities - Male	25	Workers
Workers with disabilities - Female	10	Workers
Workers with disabilities - Non-binary	0	Workers
Domestic migrant workers - Male	0	Workers
Domestic migrant workers - Female	0	Workers
Domestic migrant workers - Non-binary	0	Workers
Foreign migrant workers - Male	0	Workers

Foreign migrant workers - Female	0 Workers
Foreign migrant workers - Non-binary	0 Workers
Workers hired directly - Male	362 Workers
Workers hired directly - Female	336 Workers
Workers hired directly - Non-binary	0 Workers
Workers hired indirectly - Male	19 Workers
Workers hired indirectly - Female	15 Workers
Workers hired indirectly - Non-binary	0 Workers
Unionised workers - Male	0 Workers
Unionised workers - Female	0 Workers
Unionised workers - Non-binary	0 Workers
Workers under CBA - Male	0 Workers
Workers under CBA - Female	0 Workers
Workers under CBA - Non-binary	0 Workers
Pregnant workers	3 Workers
Workers on parental leave - Male	0 Workers
Workers on parental leave - Female	3 Workers
Workers on parental leave - Non-binary	0 Workers
Sample - Male	15 Workers
Sample - Female	16 Workers
Sample - Non-binary	0 Workers

FINDINGS

PA1: Social Management System

Site: Glass textile | Site amfori ID: 818-000042-003

Question: 1.1 Is there satisfactory evidence that the auditee has set up an effective management system to implement the amfori BSCI Code of Conduct?

ENGLISH	LOCAL LANGUAGE
<p>Finding</p> <p>In accordance with amfori BSCI social requirements 1.1, the auditee has set up an effective management system to implement the amfori BSCI Code of Conduct.</p> <p>It was noted that the auditee and management understand the importance and benefits of having an effective management system and related policies and procedures however there is a gap in internal verification regarding social management system and cascade effect, workers involvement and protection, Fair remuneration, working hours, occupational health and safety, ethical behavior, therefore the auditor provided partial rating instead of No rating.</p>	<p>لُوِظَ أَنَّ الْجَهَةَ الْخَاصَّةَ لِلتدْقِيقِ وِالْإِدَارَةَ تَدْرِكُ أَهْمَيَّةَ وِفَوَادِنَ وَجُودَ نَظَامِ إِدَارَةِ فَعَالِ وَالسُّيُّوقِ وَالْإِجْرَاءَاتِ ذَاتِ الْصَّلَةِ، وَلَكِنَّ هُنَّا فَجَوَّةٌ فِي التَّحْقِيقِ الدَّاخِلِيِّ فِيمَا يَتَعَلَّقُ بِنَظَامِ الْإِدَارَةِ الاجْتَمَاعِيَّةِ وَالتَّأْثِيرِ التَّعَاقِبِيِّ، وَمُشَارِكَةِ الْعَمَالِ وَحِمَالِيَّتِهِمْ، وَالْأَجْوَرِ الْعَادِلِ، وَسَاعَاتِ الْعَمَلِ الصَّحِّةِ وَالسَّلَامَةِ الْمَهْنِيَّةِ، السُّلُوكِ الْأَخْلَاقِيِّ</p>

PA 2: Workers Involvement and Protection

Site: Glass textile | Site amfori ID: 818-000042-003

Question: 2.1 Is there satisfactory evidence that the auditee has good management practices that involve workers and their representatives in sound information exchange on workplace issues?

ENGLISH	LOCAL LANGUAGE
<p>Finding</p> <p>In accordance with amfori BSCI Social requirements 2.1, the auditee has established good management practices that involve workers and their representatives in sound information exchange on workplace issues.</p> <p>It was noted that there are 5 elected workers representative, however it was noted that 50% of selected workers were found unaware of their workers representatives and their role</p> <p>Facility has policies and procedures; there are elected workers representatives covering all employees, therefore auditor gave Partial rating instead of No.</p>	<p>لُوِظَ أَنَّ هُنَّا 5 مُمَثِّلُينَ عَمَالِيِّينَ مُنتَخِبِينَ يَمْثُلُونَ الْعَمَالَ ، إِلَّا أَنَّهُ لُوِظَ أَنَّ 50% مِنَ الْعَمَالِ الْمُخَتَارِينَ لَمْ يَكُونُوا عَلَىٰ عِلْمٍ بِمُمَثِّلِيِّ عَمَالِهِمْ وَدُورِهِمْ.</p>

PA 5: Fair Remuneration

Site: Glass textile | Site amfori ID: 818-000042-003

Question: 5.4 Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?

ENGLISH

Finding

In accordance with amfori BSCI requirements 5.4, the auditee provides sufficient remuneration that allows workers to meet decent living standards. It was noted that 66% from employees did not achieve the sufficient remuneration that allows workers to meet decent living standards. No policies or procedures related to living wage, 66% of employees were found paid below the calculated living wage. Minimum legal wage is 6000 EGP/month (Gross), minimum wage observed paid in the sample is 6000 EGP/month (Gross), average wage is 6350 EGP/month (Gross, highest wage is 10400 EGP/month. Living wage is calculated using GLWC, which is 270 USD (12987) EGP/month, the facility does not have policies and procedures therefore auditor gave No rating instead of Partial.

LOCAL LANGUAGE

وقد لوحظ أن 90٪ من الموظفين لم يحصلوا على الأجر الكافي الذي يسمح للعمال بتحقيق مستويات معيشية كريمة.

Question: 5.5 Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted without negative impact on their pay, level of seniority, position, or promotion prospects?

ENGLISH

Finding

Act No. 10 of 2018 promulgating the Rights of Persons with Disabilities Act in accordance with the most recent amendment of 18 December 2021. ADA (24): Working hours in all governmental and non-governmental entities are reduced by one hour per day paid to workers with disabilities, or who actually care for a person with disabilities from up to the second degree. LAW NO. 12 OF 1996 PROMULGATING THE CHILD LAW AMENDED BY LAW NO. 126 OF 2008 Article 70(23) A female working for the State, the public sector, the business sector, and private sector, whether with a permanent or temporary contract, shall be entitled to a maternity leave with full salary for three (3) months after delivery. In all cases, a female worker shall not be entitled to this

LOCAL LANGUAGE

لوحظ أن موظفة واحدة في الشهر الثامن من الحمل وعاملة معاققة، عملتا 8 ساعات يومياً خلال الأشهر التي تمت مراجعتها، بينما وفقاً للقانون، تبدأ ساعات العمل للنساء الحوامل من الشهر السادس من الحمل والمعاقين. يجب تخفيض عدد العمال بساعة واحدة (للعمل 7 ساعات يومياً) كمزياً إضافية.

Finding

leave more than three times during her entire service period. The daily working hours for a pregnant woman shall be reduced by at least one (1) hour, as of the sixth month of pregnancy. It is prohibited to employ her for any overtime work during pregnancy and until the end of the first six (6) months following the child's birth.

In accordance with BSCI social requirement 6.2 there is satisfactory evidence that the auditee request of overtime is in line with the requirements of the amfori BSCI Code of Conduct

It was noted that one female employee who is in her 8th month of pregnancy and one disable worker, both worked 8 hours /day during the reviewed months, whereas as per law, working hours for pregnant women starting from the 6th month of pregnancy and disable workers should be reduced with one hour (to work 7 hours/day), as an extra benefits.

Management has policies and procedures for working hours and overtime hours to be in accordance with law, working hours for the rest of employees were in line with law requirement, therefore auditor gave partial rating instead of No

PA 6: Decent Working Hours

Site: Glass textile | Site amfori ID: 818-000042-003

Question: 6.2 CRUCIAL: Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the amfori BSCI Code of Conduct?

ENGLISH

LOCAL LANGUAGE

Finding

In accordance with the Egyptian Labor law no.12/2003, art 85, the employer may not restrict himself by the provisions prescribed in articles (80, 81, 82, and 84) of the present law, if running the work continuously is for copying with unusual work exigencies or exceptional conditions, providing in these cases the concerned administrative quarter shall be notified with the justifications for overtime operation of work and the period required for completing the work, along with obtaining a written approval from it.

In this case the worker shall in addition to his original wage be entitled to a wage for the overtime hours as shall be agreed upon in the individual or

لوحظ أن ساعات العمل في قسم الغسيل تعتمد على 12 ساعة في اليوم والتي تزيد عن 60 ساعة في الأسبوع، ولم تظهر سجلات الدفع لهذين العاملين المختارين من مدفوعات الغسيل دفعات العمل الإضافي، بالإضافة إلى عدم دفع أجور العمل الإضافي للعاملين المختارين. من قسم الخياطة الذين عملوا من 2 إلى 3 ساعات بعد ساعات العمل العادلة ولم يتم دفع أجورهم لهم.

ولوحظ أنه تم احتساب أجور العمل الإضافي لثلاثة عمال مختارين على أساس الراتب الأساسي الذي يقل عن الحد الأدنى القانوني للأجور وليس الراتب الإجمالي وفقاً للقانون.

Finding

collective labor contract providing such wage shall not be less than the wage the worker is entitled to plus (35%) for the day working hours and (70%) for the night working hours.

If using the worker takes place on his day of rest, the worker shall be entitled to the equivalent of his wage for that day, and the employer shall grant him another day in lieu of that day of rest during the following week.

In all cases, the actual working hours shall not exceed ten hours per day

In accordance with the amfori BSCI social requirements 6.2: the auditee request of overtime is in line with the requirements of the amfori BSCI Code of Conduct.

It was noted that working hours in washing section is based on 12 hours/day which exceed 60 hours/week, payment records for those 2 selected workers from laundry payment were not showing overtime payment, in addition to overtime wages not paid for 2 selected workers from sewing section who worked from 2 to 3 hours after regular hours which were not paid to them.

It was noted that overtime wages for 3 selected workers were calculated based on basic salary which is less than the minimum legal wage not total salary as in accordance with law.

The facility has policies and procedures therefore auditors gave partial rating instead of NO.

PA 7: Occupational Health and Safety

Site: Glass textile | Site amfori ID: 818-000042-003

Question: 7.3 Is there satisfactory evidence that the auditee set up an effective management system that ensures they regularly carry out risk assessments for safe, healthy and hygienic working conditions?

ENGLISH

LOCAL LANGUAGE

Finding

In accordance with amfori BSCI requirement 7.3 there is satisfactory evidence that the auditee regularly carries out risk assessments for safe, healthy and hygienic working conditions.

It was noted that the facility has a detailed risk assessment updated on 01/01/2024, however it does not take into consideration the special needs of the most vulnerable workers such as disable workers, pregnant women and new mothers, the

لُوِظَ أَنَّ الْمَنْشَأَ لَدِيهَا تَقْيِيمَ مُفْصَلٍ لِلْمَخَاطِرِ تُمْ تَحْدِيْثَهُ فِي 01/01/2024، إِلَّا أَنَّهُ لَا يَأْخُذُ فِي الْإِعْتَبَارِ الْإِحْتِيَاجَاتِ الْخَاصَّةِ لِلْعَمَلِ الْأَكْثَرِ ضَعِيفًا مِثْلِ الْعَمَلِ ذُوِيِّ الْإِعْاقَةِ وَالنِّسَاءِ الْحَوَالِ وَالْأُمَّهَاتِ الْجَدِّدَ

Finding	
facility has policies and procedures, training is provided, risk assessments covering all other risks are established, accordingly auditor gives partial rating instead of No	

Question: 7.17 Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?

ENGLISH	LOCAL LANGUAGE
<p>Finding</p> <p>In accordance with the Egyptian Labor Law no 12/2003 art.209, the establishment and its branches shall take all precautions and measures to provide the means of vocational safety and health and ensuring labor environment security for protection from mechanical dangers resulting from colliding the worker's body with a solid body, particularly the following:</p> <ul style="list-style-type: none"> a. All danger arising from work tools and machines comprising tagging and lifting equipment, articles, apparatuses and means of transport, handling and power transmission. b. All danger arising from construction, building, and digging works, and risks of collapse and downfall. <p>In accordance with the Egyptian law no.55 for the year 1977, the institution should always maintain its foundation license and the current administration authorization documents and its executive regulations concerning the establishment and operation of thermal machines and steam boilers.</p> <p>In accordance with the amfori BSCI social requirements 7.17: the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers</p> <p>It was noted that 40% of sewing machines were found missing eye guard, finger guard, pulley cover, license for 1 out of 2 boilers in the facility was found expired on 29/04/2024, permit for the second boiler was found expired on 03/06/2024</p> <p>The facility has policies and procedures, facility applied for renewal, no work accidents noted therefore auditors gave partial rating instead of NO.</p>	<p>لُوْجَهَتْ أَنَّهُ تَمَّ العَثُورُ عَلَى 40% مِنْ مَاكِيَنَاتِ الْخِيَاطَةِ مَفَوِّدَةٍ وَاقِيَّةِ الْعَيْنِ، وَوَاقِيَّةِ الْأَصْبَاعِ، وَغَطَاءِ الْبَكْرَةِ، وَتَمَّ العَثُورُ عَلَى رَخْصَةِ غَلَائِيَّاتٍ وَاحِدَةٍ مِنْ أَصْلِ 2 فِي الْمَنْشَأَةِ مَنْتَهِيَّةِ الصَّلَاحِيَّةِ بِتَارِيخِ 29/04/2024، وَتَمَّ العَثُورُ عَلَى رَخْصَةِ الْغَلَائِيَّةِ الثَّانِيَّةِ مَنْتَهِيَّةِ الصَّلَاحِيَّةِ بِتَارِيخِ 03/06/2024</p>

Question: 7.19 Is there satisfactory evidence that the auditee has emergency procedures, in writing, to deal with cases of trauma or serious illness?

ENGLISH	LOCAL LANGUAGE
<p>Finding</p> <p>In accordance with BSCI Social requirements 7.19 the auditee has emergency procedures, in writing, to deal with cases of trauma or serious illness including for when the patient has to be transferred to an appropriate medical facility.</p> <p>It was noted that there are no emergency procedures, in writing, to deal with cases of trauma or serious illness including for when the patient has to be transferred to an appropriate medical facility, no procedures exist therefore auditor gave No rating instead of Partial</p>	<p>لُوِظَ أَنَّهُ لَا تُوجَد إِجْرَاءاتٌ طَارِئَةٌ ، خَطِيَّا ، لِلْتَّعَالِمِ مَعَ حَالَاتِ الصَّدْمَةِ أَوِ الْأَمْرَاضِ الْخَطِيرَةِ بِمَا فِي ذَلِكَ عِنْدَمَا يَكُونُ الْمَرْبِضُ قَدْ نُقْلَ إِلَى مَرْفَقٍ طَبِّيٍّ مُنَاسِبٍ</p>

PA 13: Ethical Business Behaviour

Site: Glass textile | Site amfori ID: 818-000042-003

Question: 13.2 Is there satisfactory evidence that the auditee keeps accurate information regarding its own activities, structure and performance?

ENGLISH	LOCAL LANGUAGE
<p>Finding</p> <p>In accordance with the amfori BSCI social requirements 13.2: the auditee keeps accurate information regarding its own activities, structure and performance.</p> <p>It was noted that the facility is not keeping 1 set of payment records facility keeps 3 separate sheets for payment records, one sheet for amount transferred through bank, 1 set for cash payment and extra overtime wages, 1 set for incentives, in addition facility is using electronic time keeping system (proximity card) for recording working hours however in case of working on rest day separate manual records are kept and not included in the same time records.</p> <p>The facility has policies and procedures, all workers confirmed their working hours, overtime was found correctly paid as in accordance with law, there is no sign of falsified records provided, auditors were able to verify all working hours therefore auditors gave partial rating instead of NO.</p>	<p>لُوِظَ أَنَّ الْمَنْشَأَةَ لَا تَحْفَظُ بِمَجْمُوعَةٍ وَاحِدَةٍ مِنْ سُجَلَاتِ الدَّفْعِ، تَحْفَظُ الْمَنْشَأَةَ بِثَلَاثَ أُورَاقٍ مُنْفَصَلَةٍ لِسُجَلَاتِ الدَّفْعِ، وَرَقَةٍ وَاحِدَةٍ لِلْمَبْلَغِ الْمُحَولِ مِنْ خَلَالِ الْبَنَكِ، مَجْمُوعَةٍ وَاحِدَةٍ لِلْدَّفْعِ النَّفْدِيِّ وَأَجُورِ الْعَمَلِ الإِلَاضِفِيِّ، مَجْمُوعَةٍ وَاحِدَةٍ لِلْحَوَافِزِ، بِالإِضَافَةِ إِلَى التَّسْهِيلَاتِ اسْتِخْدَامِ نَظَامِ حَفْظِ الْوَقْتِ الْإِلَكْتَرُونِيِّ (بَطَاقَةِ الْقَرْبِ) لِتَسْجِيلِ سَاعَاتِ الْعَمَلِ أَمَّا فِي حَالَةِ الْعَمَلِ فِي يَوْمِ الرَّاحَةِ يَتَمُّ الاحْتِفَاظُ بِسُجَلَاتٍ يَدِيَّةٍ مُنْفَصَلَةٍ وَلَا تَدْرَجُ فِي نَفْسِ سُجَلَاتِ الْوَقْتِ.</p>