

SA8000:2014 Social Fingerprint Client Instructions

Updated 14 June 2016

The SA8000:2014 Social Fingerprint tools, including the Self-Assessment, are available from SAI through our SAI Training Center.

These instructions are for clients interested in completing the SA8000 Social Fingerprint Self-Assessment.

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SA8000:2014 Social Fingerprint Client Instructions

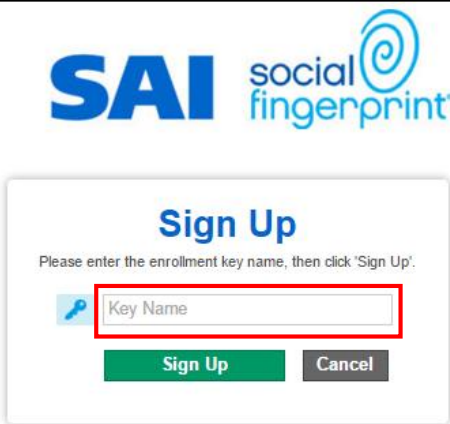
1. Creating an account in the SAI Training Center:

Please only create 1 account for your organisation. You must use the same SAI Training Center account for all future self-assessments in the SA8000 Certification cycles.

1. Please make sure you have popups enabled on your browser and click on the link below, or copy and paste the link directly into your browser:

<https://socialfingerprint.absorbtraining.com/#/signup>

2. You will see the following screen:



Enter the **Key Name** provided on the SAI website or use the unique **Key Name** your Certification Body provided you, and then click on the green Sign Up button.

Please note: Enrollment Keys, Usernames and Passwords are case sensitive

SA8000:2014 Social Fingerprint Client Instructions

3. Fill out the online form to create your SAI Training Center account with your unique information:

This will show the unique key used to sign up for an account.

To use the key **sa8000st**, please sign up for a new account or login to an existing one.

Sign Up

** Required*

First Name *

Last Name *

Company *

Email *

Password *

Re-enter Password *

Phone *

Address *

Address 2

- Select a Country -

- Select a State/Province -

City *

Postal/Zip Code

Job Title *

- Select a Industry Sector -

Sign Up **Cancel**

Login

If you already have a username and password, you can log in here to apply this enrollment key to your existing account.

Username

Password

☐ Keep me signed in * [Forgot Password?](#)

Login

Please refer to SAI's industry sector list from our website [here](#). It is based on the ISIC and NACE industry sector codes.

You can change the language of the software here.

Language: English

4. Once you have filled out your information, click Sign Up and you will be prompted to verify your email address before accessing your account. Sign into your email address and click on the verification link in the email from SAI Training Center.

SA8000:2014 Social Fingerprint Client Instructions

2. Purchasing the SA8000 Social Fingerprint Self-Assessment

1. Log into your SAI Training Center account by clicking the link below or copy and paste it into your internet browser:

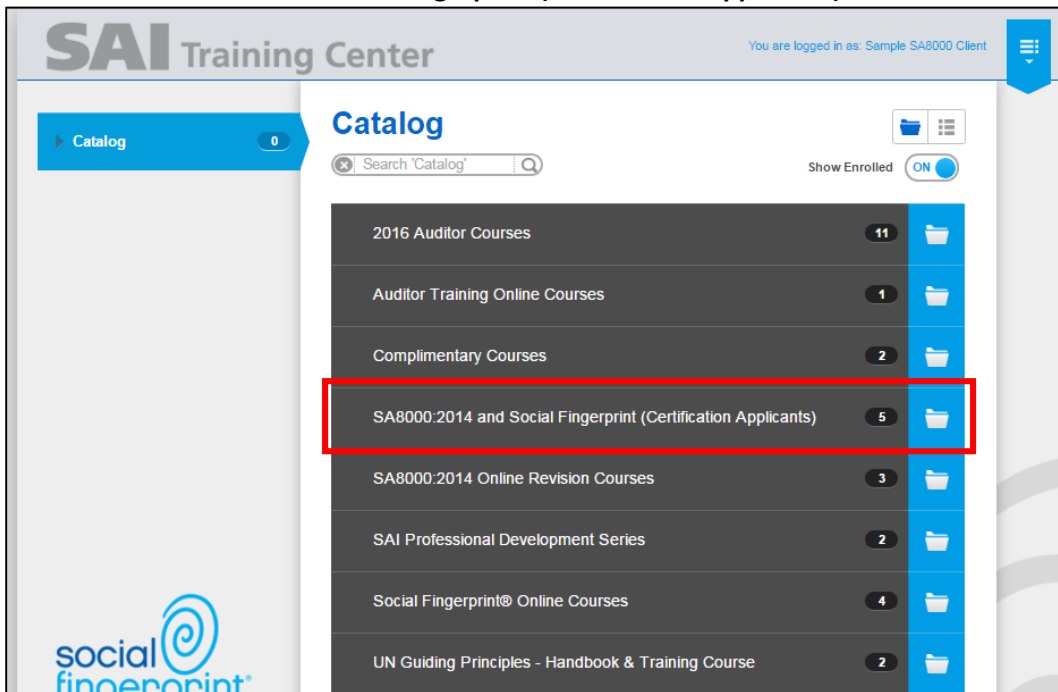
<https://socialfingerprint.absorbtraining.com/#/login>

2. Click on **Catalog**:

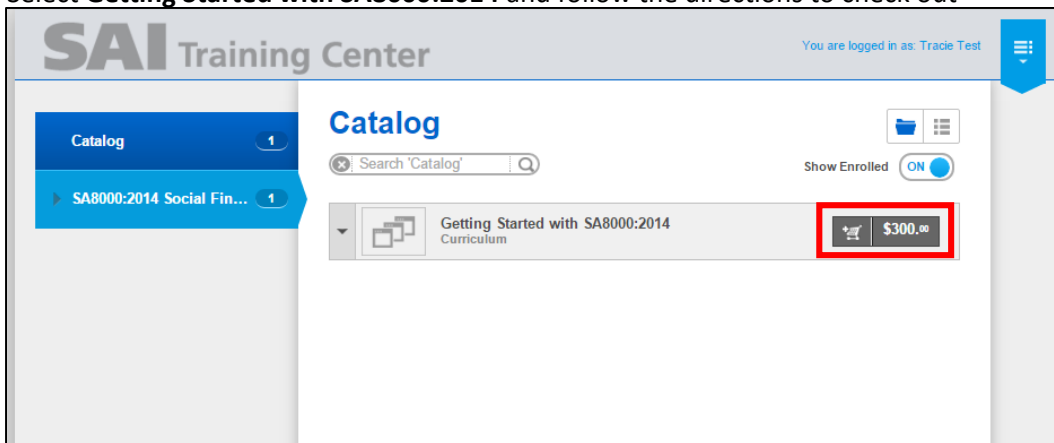


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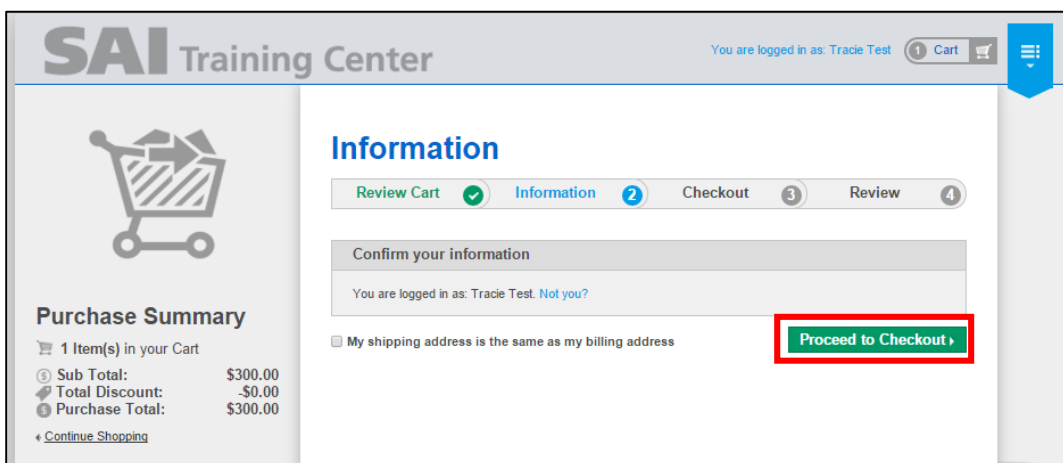
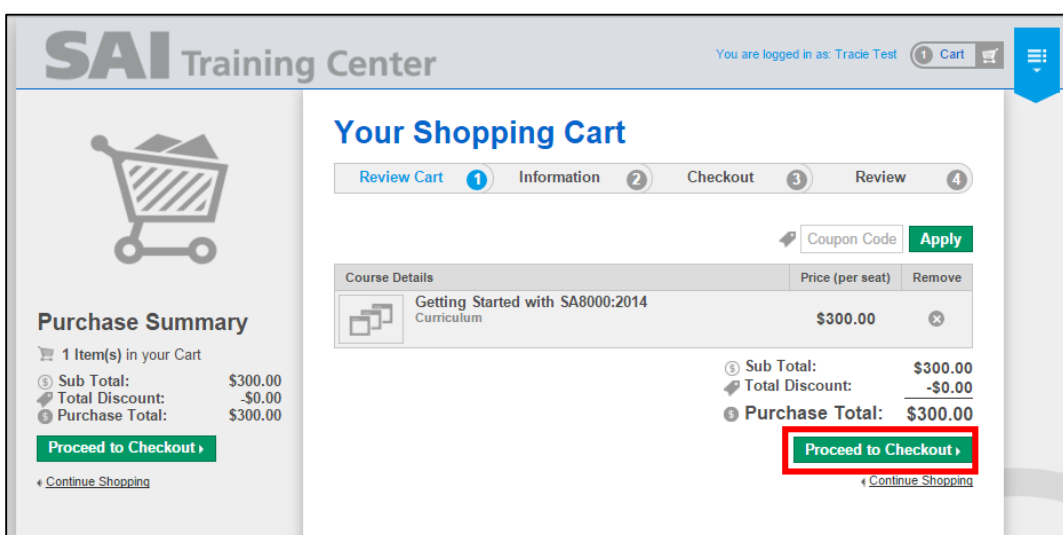
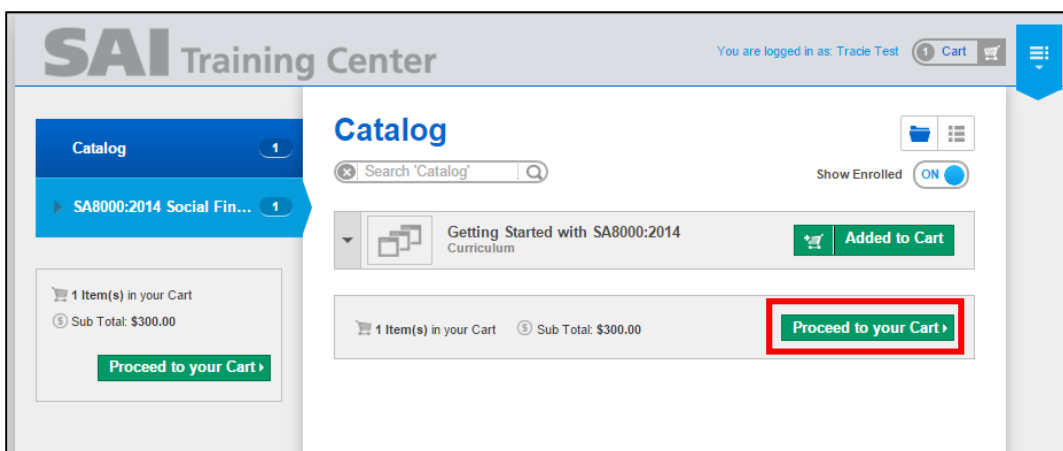
3. Click on **SA8000:2014 and Social Fingerprint (Certification Applicants)**



4. Select **Getting Started with SA8000:2014** and follow the directions to check out



SA8000:2014 Social Fingerprint Client Instructions



SA8000:2014 Social Fingerprint Client Instructions

SAI Training Center You are logged in as: Tracie Test 1 Cart

Checkout

Review Cart ☒ Information ☒ Checkout **3** Review **4**

Purchase Summary

1 Item(s) in your Cart

Getting Started with SA8000:2014
Curriculum
\$300 / Seat
Seats: 1

Sub Total: \$300.00

Checkout

Payment Method

☒ Credit Card

You can review this purchase before it's final.

Proceed >

absorb

Your Shopping Cart

Review Cart ☒ Information ☒ Checkout **3** Review **4**

Your Cart

1 item in your order

[« Cancel and Continue Shopping](#)

Getting Started with SA8000:2014 \$300.00
Qty: 1

Order Summary

Order Total: \$300.00

1 Your Email

Email

2 Your Billing Address

Name: First Name Last Name

Company (optional) Phone (optional)

Address: Address 1 Address 2 (optional)

ZIP code Go!

United States

3 Payment Method

Card #

Expiration Month Year CSC

4 Almost Done!

Confirm Your Order

SA8000:2014 Social Fingerprint Client Instructions

SAI Training Center You are logged in as: Tracie Test

Order Completed!

Review Cart ✓ Information ✓ Checkout ✓ Review 4

How to access your courses:

Browse My Courses

The course(s) you have purchased are now available in My Courses.

[Start Browsing](#)

Thank you for your purchase.
If you are paying via credit card, you can use your Social Fingerprint online invoice as your receipt.
If you are paying via wire transfer, please send payment to the account below. Please include either SAI official invoice number or Social Fingerprint online invoice number in your remittance.

Account Name: Social Accountability International
15 W 44th Street Sixth Floor
New York, NY 10036

ly completed your purchase. Please check your email inbox for a email receipt. Also, you can view a printable version below.

[Print Receipt](#)

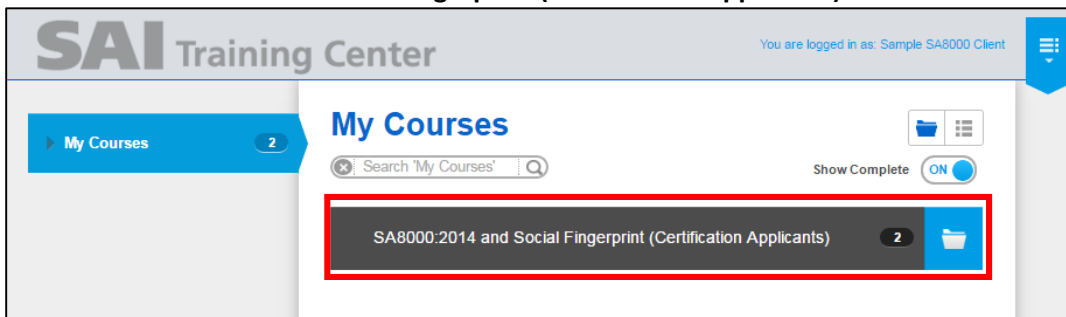
SA8000:2014 Social Fingerprint Client Instructions

3. To complete the SA8000 Social Fingerprint Self-Assessment

1. On the home page of your SAI Training Center account, click on **My Courses**

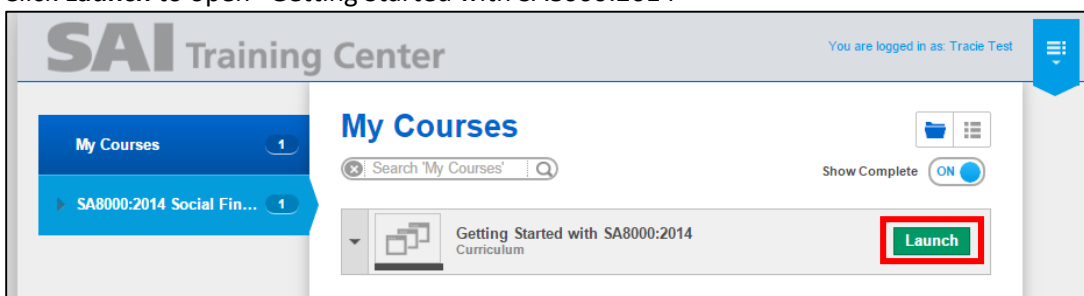


2. Click on **SA8000:2014 and Social Fingerprint (Certification Applicants)**:

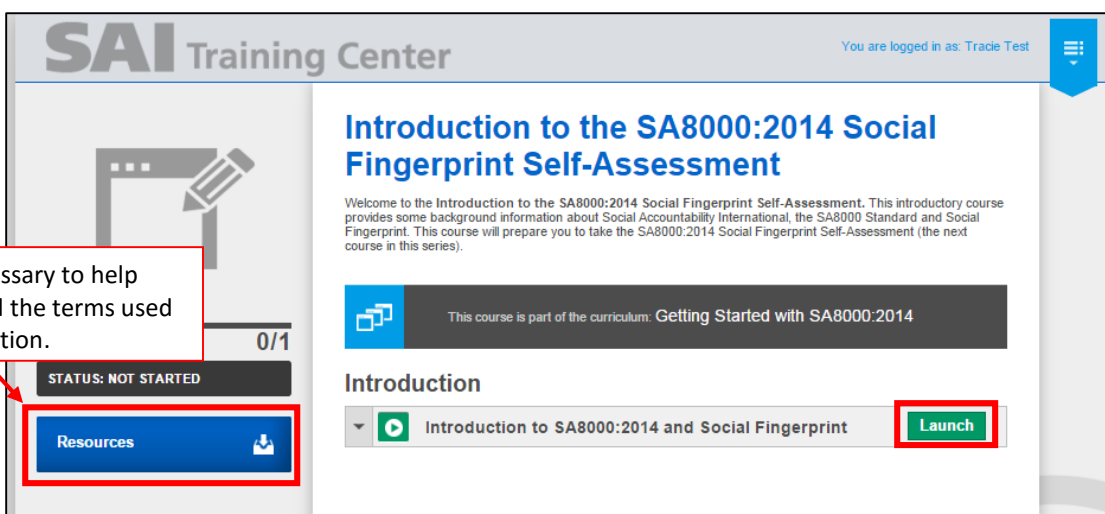
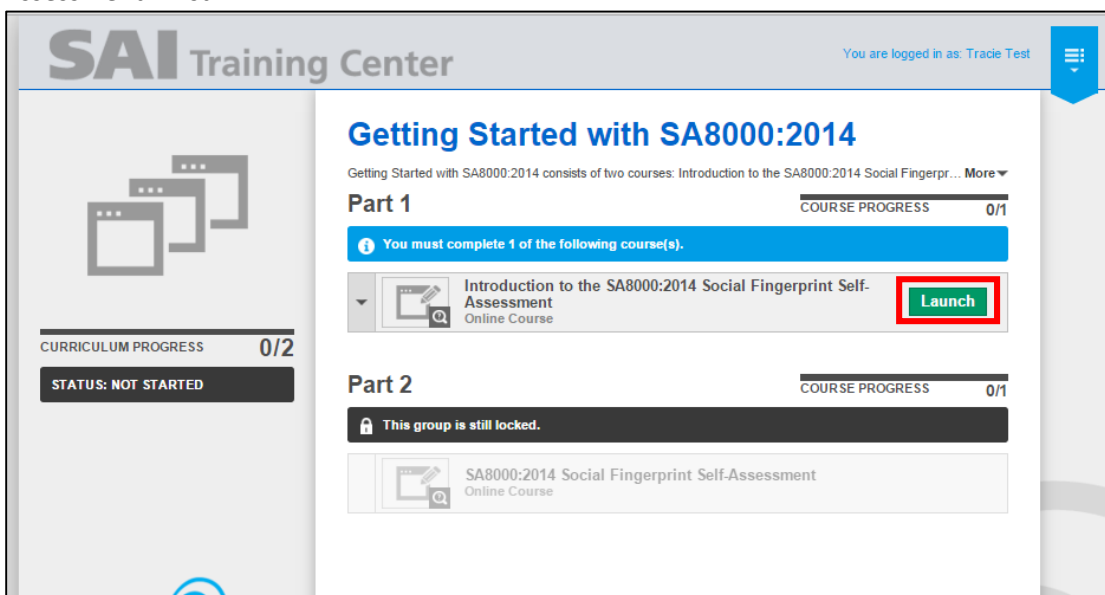


SA8000:2014 Social Fingerprint Client Instructions

- Click **Launch** to open “Getting Started with SA8000:2014”



- You must complete Part 1: “Introduction to the SA8000:2014 Social Fingerprint Self-Assessment” first



SA8000:2014 Social Fingerprint Client Instructions

5. When you are finished with Part 1, your screen will look like this:

SAI Training Center You are logged in as: Tracie Test

Introduction to the SA8000:2014 Social Fingerprint Self-Assessment

Welcome to the Introduction to the SA8000:2014 Social Fingerprint Self-Assessment. This course provides some background information about Social Accountability and Social Fingerprint. This course will prepare you to take the SA8000:2014 Social Fingerprint Self-Assessment (the final course in this series).

This course is part of the curriculum: Getting Started with SA8000:2014

Introduction

- ☒ Introduction to SA8000:2014 and Social Fingerprint [Launch](#)

6. Now you can complete the SA8000:2014 Self-Assessment

SAI Training Center You are logged in as: Tracie Test

Getting Started with SA8000:2014

Getting Started with SA8000:2014 consists of two courses: Introduction to the SA8000:2014 Social Fingerprint Self-Assessment... [More](#)

Part 1

COURSE PROGRESS 1/1

You have completed the requirements for this group.

- ☒ Introduction to the SA8000:2014 Social Fingerprint Self-Assessment [Launch](#)

Part 2

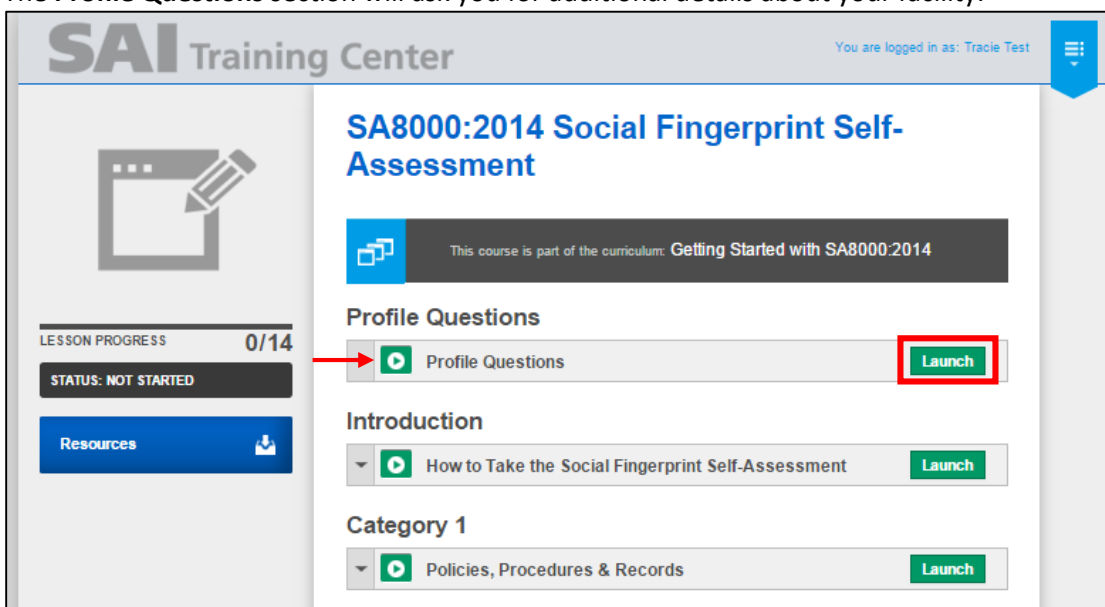
COURSE PROGRESS 0/1

You must complete 1 of the following course(s).

- ☐ SA8000:2014 Social Fingerprint Self-Assessment [Launch](#)

SA8000:2014 Social Fingerprint Client Instructions

7. The **Profile Questions** section will ask you for additional details about your facility.



For each question, you must click the blue **Submit Response** button as shown:

The screenshot shows the "Question 1" form. The "Secondary Contact Name" field contains the text "Bob Smith". The "Submit Response" button is highlighted with a red box.

When clicked, the question will turn gray:

The screenshot shows the "Question 1" form. The "Secondary Contact Name" field contains the text "Bob Smith". The "Reset" button is highlighted with a red box. A text box explains the function of the "Reset" button: "Clicking this button will clear the field. Only click this if you need to correct the information written."

SA8000:2014 Social Fingerprint Client Instructions

Once you answer all of the profile questions, click **Submit Survey**

The screenshot shows a window titled 'Profile Questions' with a close button in the top right. Below the title bar, it says '0 of 8 Questions Remaining'. A 'Submit Survey' button with a download icon is highlighted with a red box. The main content area shows 'Question 1' with a 'Written response' label. The question is 'Secondary Contact Name' and the answer entered is 'Bob Smith'. There is a 'Reset' button at the bottom right.

8. Go through the rest of the Self-Assessment, answering all questions in full. Once you are complete, you will see checkmarks on all of the sections. **You must go through all of the modules in order to complete it. Please make sure all modules have a checkmark and the “CURRICULUM PROGRESS” bar shows STATUS: COMPLETED.**

The screenshot shows the 'CURRICULUM PROGRESS' bar on the left, indicating 'LESSON PROGRESS 13/14' and 'STATUS: IN PROGRESS'. The main content area lists various sections, each with a checkmark in a red box and a 'Launch' button. The sections are: Profile Questions, Introduction, Category 1 (Policies, Procedures & Records), Category 2 (Social Performance Team), Category 3 (Identification & Assessment of Risk), Category 4 (Monitoring), Category 5 (Internal Involvement & Communication), Category 6 (Complaint Management & Resolution), Category 7 (External Verification & Stakeholder Engagement), Category 8 (Corrective & Preventative Actions), Category 9 (Training & Capacity Building), and Category 10 (Management of Suppliers & Contractors).

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9. Upon fully completing the Self-Assessment, you will receive an instant SA8000:2014 Social Fingerprint Self-Assessment Scorecard that gives you a score for each of the 10 categories on a scale of 1-5, as well as an overall score. You can print this for your records.

SAI social fingerprint	
SA8000:2014 Social Fingerprint Self-Assessment	
Category	Points
Policies, Procedures & Records	3.3
Social Performance Team	4.0
Identification & Assessment of Risk	4.4
Monitoring	3.8
Internal Involvement & Communication	3.8
Complaint Management & Resolution	3.7
External Verification & Stakeholder Engagement	3.9
Corrective & Preventative Actions	4.2
Training & Capacity Building	3.5
Management of Suppliers & Contractors	3.5
Average Overall Score	
3.8	

Print

Download the **SA8000 Social Fingerprint Rating Chart** located in **Resources** to see where your score lands on the rating chart.

You are logged in as: Tracie Test

SA8000:2014 Social Fingerprint Self-Assessment

This course is part of the curriculum: **Getting Started with SA8000:2014**

LESSON PROGRESS

14/14

STATUS: COMPLETED

Resources

Profile Questions

☒ Profile Questions

Launch

Introduction

☒ How to Take the Social Fingerprint Self-Assessment

Launch

SA8000:2014 Social Fingerprint Client Instructions

SA8000:2014 Social Fingerprint Rating Chart										
Rating	Policies, Procedures & Records	Social Performance Team (SPT)	Identification & Assessment of Risks	Monitoring	Internal Involvement & Communication	Complaint Management & Resolution	External Verification & Stakeholder Engagement	Corrective & Preventative Actions	Training & Capacity Building	Management of Suppliers & Contractors
5	All components of Level 4 AND: SA8000 policies and procedures regularly reviewed and updated. SA8000 implementation tied to business strategy and planning. Demonstrated continual improvement and process review.	All components of Level 4 AND: Senior management regularly reviews the SPT's effectiveness. Team members' involvement in SPT is part of their performance review.	All components of Level 4 AND: Risk assessment process regularly reviewed and updated for continual improvement, with emphasis on transparency. Risk assessment results used in business strategy and planning.	All components of Level 4 AND: Monitoring process regularly reviewed and updated for continual improvement. Monitoring results used to review performance to meet objectives set as part of overall business strategy and planning.	All components of Level 4 AND: Communication procedures regularly reviewed and updated, based on evaluations of workers' understanding of SA8000. Worker input incorporated into annual improvement plans in order to improve SA8000 implementation.	All components of Level 4 AND: Complaint management system regularly reviewed and updated to ensure that it is trusted and widely accessible. Complaints routinely reviewed to identify root causes and areas for continual improvement.	All components of Level 4 AND: Regular, proactive engagement and communication with interested parties for continual improvement of SA8000 implementation.	All components of Level 4 AND: Corrective and preventive action process regularly reviewed and updated for continual improvement. Risk assessment used to predict potential issues and pre-empt them.	All components of Level 4 AND: Training plan regularly reviewed and updated for continual improvement and to ensure that it is building the necessary capacity amongst personnel. Capacity building facilitated for business partners to prevent issues from occurring.	All components of Level 4 AND: Business partners' SA8000 implementation connected to sourcing decisions, with incentives for high performance. Local groups engaged to improve supply chain transparency.
4	Routine implementation of SA8000 policies and procedures, as evidenced by records. Policies and procedures communicated internally and externally. Management review conducted.	Peer-selected Social Performance Team with balanced representation of managers and workers responsible for SA8000 implementation.	SPT responsible for risk assessment of internal processes and significant business partners. Risk assessment includes root cause analysis and consultation with interested parties. SPT recommends actions to senior management to address risks and root causes.	SPT responsible for routine monitoring of SA8000 implementation, including facilitating formal internal audits.	Regular communication about SA8000 between managers and all workers. Evaluation of workers' understanding of SA8000.	Formal complaint management system in place. System includes multiple ways to lodge a complaint and is confidential, non-retaliatory and available to interested parties. Complaint resolutions are reviewed by senior management and results are available upon request to interested parties.	Full cooperation with external auditors. Stakeholder identification and mapping conducted to proactively engage with interested parties for SA8000 implementation.	SPT facilitates corrective actions and preventive actions, monitoring timelines and allocation of resources. Root cause analyses identify necessary preventive actions to avoid recurrence.	On-going training for all personnel on SA8000 implementation and specialized training for SPT. Training records maintained and effectiveness of training measured. Capacity building facilitated for business partners to fix problems.	Communication with business partners about SA8000 and expectations for performance. Supply chain mapping and risk assessment conducted to prioritize certain business partners for further engagement. Labour risks considered in selection of new business partners.
3	Written policies and procedures on labour issues developed and communicated internally. Records maintained.	A team of several managers and at least one worker representative responsible for labour practices.	One or more designated managers responsible for risk identification, assessment and prioritization related to internal processes.	Procedures in place to monitor labour practices in the workplace. Monitoring conducted irregularly.	Regular, formal communication about labour standards between managers and directly employed workers.	Written complaint management procedures in place to receive and respond to complaints from internal and external sources. Procedures identify various channels personnel can use to lodge a complaint.	Procedures in place to cooperate with external auditors, as well as to identify and respond to interested parties.	Procedures in place for corrective actions. Corrective action process primarily the responsibility of HR and OHS departments. Records of actions maintained.	Training plan in place for all personnel to receive some training on labour issues, with specialized training for those managing labour practices. Training conducted irregularly.	Business partners informed of labour standard requirements and must convey acceptance. Supply chain mapped to identify high risk areas and monitor the most significant business partners' activities.
2	Some separate policies and procedures related to specific labour issues. Limited record-keeping.	Individuals in HR or OHS department primarily responsible for labour practices, with focus on legal or customer code compliance.	Risk assessments conducted for specific areas, such as OHS, as required by law or customer codes.	Monitoring conducted for specific areas, such as OHS, in response to regulatory body or customer requests.	Informal communication, mostly verbal, about labour standards between management and some workers.	All complaints addressed on a case-by-case basis, usually by direct supervisor.	External auditors provided with access to workplace as required. Approach to interested parties is primarily reactive.	Progress on corrective actions driven by customers or regulatory bodies.	Some mention of labour policies, such as OHS, during new employee orientation.	Business partners informed of labour standards requirements, but engagement is primarily reactive or driven by customers.
1	No policies, procedures or records related to labour standards.	No formally assigned responsibility for labour practices.	No formal identification and assessment of risks.	No formal monitoring of labour practices.	No communication channels related to labour standards.	No formal complaint management system.	Little or no engagement with external auditors or interested parties.	Little or no plan to improve labour practices.	No mention of labour practices or standards in training. Workers and managers receive job-related training.	Little or no consideration of labour risks in the supply chain.

10. If you completed the SA8000:2014 Social Fingerprint Self-Assessment using a unique Key Name from a SAAS-Accredited Certification Body, they will contact you regarding next steps in the certification process.

If you created an account using the Key Name from SAI's website, and would now like to pursue SA8000 certification, or if you have any questions about the SA8000 certification process, please contact sa8000@sa-intl.org.

To see a list of SAAS-Accredited Certification Bodies, please see this link: <http://www.saasaccreditation.org/accredcertbodies>.