

MADE51 Application

Instructions

Some questions require information to be filled out in additional answer sheets – you will see the following icon when this is requested.



This is applicable for the:

- List of Dependent Suppliers (tab 3 of the Excel Datasheet)
- List of Independent Suppliers (tab 3 of the Excel Datasheet)
- List of Workers' employment sites (tab 3.7 of the Excel Datasheet)
- List of Products (tab 5 of the Excel Datasheet)
- List of shops (tab 6.1 of the Excel Datasheet)
- List of customer markets (tab 10 of the Excel Datasheet)

These additional answer sheets are collected in the MADE51 Excel Datasheet. To download the Excel Datasheet please go to <https://members.wfto.com/made51>

Please upload the completed MADE51 Application PDF and MADE51 Excel Datasheet on this webform: <https://members.wfto.com/made51>.

In order to consider your application complete, we also ask you to upload the following documents on the webform:

- The enterprise's registration document
- The enterprise's mission statement (or copy of articles of association) stating social objectives
- The enterprise's organizational chart
- The latest annual financial statement/report
- Your product catalogue
- Your current export price list
- A completed copy of MADE51 Costing & Pricing tool (please [download and fill in a copy here](#))
- WFTO Fair Payment tools: Local Living Wage Ladder and Local Context Notes (please [download the Fair Payment tools and guidelines here](#))
- Impact report (if any)
- Website image that promotes producers (if any)
- Costing sheet example (if any)

To optimise the functions of this form, we advise that before beginning that you disable border hover colour fields. To do so Edit → Preferences → Forms → Deselect “Show border hover colour for fields” under Highlight colour (see SAR Guide for more details).

We also recommend you download and use the latest version of Adobe Acrobat Reader for completing this form.

Survey Purpose

The Local Social Enterprise (LSE) is required to complete the MADE51 Application form. The aim of this form is to establish if the LSE has potential to meet the ethical requirements of MADE51 and the motivation to work with refugee artisans. The MADE51 Application form is a register of the key

information on the enterprise, also aiming to identify the areas of strength and weakness and where capacity building is necessary.

Why do we ask these questions about the producers?

It is essential that the LSE treats every producer in the supply chain fairly. This requires that the LSE has a transparent and ethical supply chain. This is why this form asks detailed questions about the producers and people working in the production of the products made by the LSE.

Best Practices

MADE51 seeks to work with Local Social Enterprises that meet at least minimum conditions, and strive for best practice in social, environmental, and financial performance. LSEs should also be prepared to report and measure impact.

<p>Please indicate here whether the LSE is willing to share information in a transparent manner</p> <p><i>It is a requirement of MADE51 that there is social, environmental and financial transparency</i></p>	
<p>Please state the operational country of the Local Social Enterprise</p> <p><i>The country where the refugee artisans are now based</i></p>	
<p>Please state the country of registration of the Local Social Enterprise</p> <p><i>When registered in more than one country state the country of referred to in this questionnaire if applicable and the head office if not</i></p>	

1. Contact Information

<p>Name of organisation as stated in your constitution</p>	
<p>Brand Name (if any)</p>	
<p>Organisation ID (Shown on your account page)</p>	

2. Social Impact

<p>Upload Mission Statement</p> <p><i>Please upload your Organisational Chart on the Webform</i></p>	<p>Upload on webform</p>
<p>Brief history</p> <p><i>Please provide a brief history of your organisation</i></p>	
<p>Upload Registration Document</p> <p><i>Please upload your Registration Document on the Webform</i></p>	<p>Upload on webform</p>
<p>What is the legal status of your organisation?</p>	
<p>Year of foundation</p>	
<p>When did the enterprise become a Guaranteed Member of WFTO?</p>	

If the enterprise is not yet a WFTO Guaranteed member, is it in the process of being verified?	
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2.1 Membership Networks

Is your organisation a member of WLSE country network or other Fair Trade networks?	
Network Name(s)	
Year Joined	
Will you continue with this membership in the next year?	
Business Sector Organisations	
Organisation Name(s)	
Year Joined	
Will you continue with this membership in the next year?	
Other Regional or National Networks	
Network Name(s)	
Year Joined	
Will you continue with this membership in the next year?	
Other Memberships Comments	

2.2 Quality or Product Certifications

Do you have any Quality and Safety Production Certifications?	
Standard(s)	
Since when have you been certified	
Will you continue with this certification next year?	
Scope and Products	
Do you have any Organic Certifications?	
Standard(s)	
Since when have you been certified	
Will you continue with this certification next year?	
Scope and Products	
Do you have any Other Fair Trade Certifications?	
Standard(s)	
Since when have you been certified	
Will you continue with this certification next year?	

Scope and Products	
Do you have any Social Compliance Audits? Social Compliance Audits (BSCI, SMETA,...) or SA8000 certification	
Standard(s)	
Since when have you been certified	
Will you continue with this certification next year?	
Scope and Products	
Do you have any Other Certifications?	
Standard(s)	
Since when have you been certified	
Will you continue with this certification next year?	
Scope and Products	

2.3 Ownership

Who are the owners of your organisation? <i>Please list with percentage of their ownership.</i>	
Are any of your owners mission-led organisations? <i>E.g community organisation, faith based organisations, producer groups, cooperatives.</i>	
If yes to the above, what is the percentage ownership by the mission led organisations?	
Are you owned by or substantively integrated with another organisation? e.g. a parent company	

2.4 Links with Support Organisations

Is your Organisation linked to a Support Organisation? e.g. Foundation NGO or Development Organisation	
Name of Organisation	
Organisation Legal Status	
Mission of the organisation	
Are you legally separate from this organization?	
Your relation to the organisation	
Joint Projects or Activities	

2.5 Governance and operational structure

<p>Describe the governance and operational structure of your organisation and briefly comment on the way you are organised.</p>	
<p>Upload Organisational Chart <i>Please upload your Organisational Chart on the Webform</i></p>	<p>Upload on Webform</p>
<p>Is there an Advisory Board or Board of Directors?</p>	
<p>If yes, are they active?</p>	
<p>Producers Involvement in Management Decision Making If your Workers and/or Dependent and Independent suppliers are informed and consulted on any major business decisions that may affect them, please provide an overview of the situation.</p>	
<p>Participatory procedures – You implement participatory procedures such as: <i>Please select yes or no for the options below.</i></p>	
<p>Representation on Supervisory Boards</p>	
<p>Employee Shareholding</p>	
<p>Interviews (surveys)</p>	
<p>Direct Consultation</p>	
<p>Committees and Representatives (e.g safety representatives)</p>	
<p>Project Groups</p>	
<p>Feedback Systems (e.g. Comment Box)</p>	
<p>Other</p>	
<p>Do the producers financially contribute/invest in the enterprise?</p>	
<p>If yes, please briefly describe</p>	

Are you committed to monitoring and reporting on the following areas?	
Use of profits	
Refugee artisan wages	
Number of hours of work created	
Relationship of ratio of pay of management to employees	
The engagement of producers, workers and/or members in your decision-making	

2.6 How are Profits Distributed?



No profits over the past 2 years	
Are profits saved in reserves?	
Are profits distributed to shareholders	
If yes, in what percentage? <i>Please indicate the % of profits distributed to shareholders</i>	
Are profits distributed to employees?	
Are profits distributed to producers/artisans?	
Are profits distributed to other stakeholders (e.g. community members)?	
Are profits donated to charity?	
Are profits invested in environmental projects?	
Are profits invested in product innovations?	
Are profits distributed in any other ways? <i>Please state the other uses of the profits and the percentage for each use.</i>	
What mechanisms do you have in place to ensure the majority of your profits are reinvested in your business or used for Fair Trade activities?	

2.7 Impacts on the Producer

Does the enterprise currently measure its impact on producers?	
If yes, please provide details of the tool utilized to measure impact on producers	
If there is a report on measuring impact, please share it with us <i>Please upload the report on the Webform</i>	Please upload on the webform

Does the enterprise promote the producers in marketing efforts? via blogs, social media, website and marketing?	
If yes, please provide an image from the website that speaks about the producers. <i>Please upload the image on the Webform</i>	Please upload on the webform: https://wfto.com/made51
If showcased in other ways, please provide details here	
Is the enterprise planning to or interested in adding new producer groups to its operation?	
If yes, please provide more details	

3. Staff & Suppliers

Dependent Suppliers File Upload <i>Please enter the information for your Dependent Suppliers in Tab 3 of the Excel Datasheet.</i>	 Upload Datasheet on Webform
Relationship between you and your Dependent Suppliers <i>Please describe the trade relationship between the Dependent Supplier, and you, the LSE: What role does the supplier play in the trade between you and individual producers? Who buys the raw materials, who provides/develops the design? Are prices agreed with individual producers or the group? Are the producers paid individually or as a group? If procedures vary between suppliers, please summarize the situation for different Dependent Suppliers.</i>	
Dependent Supplier Additional Comments	
Independent Suppliers File Upload <i>Please enter the information for your Independent Suppliers in Tab 3 of the Excel Datasheet.</i>	 Upload Datasheet on Webform
Relationship between you and your Independent Suppliers <i>Please describe the trade relationship between the supplier, and you, the LSE. If procedures vary between suppliers, please summarise the situation for different suppliers.</i>	

<p>Independent Supplier Additional Comments <i>Only fill in if you have additional information</i></p>	
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3.1 Are any of the enterprise's producers below the legal minimum age according to local labor laws?

<p>Do you know applicable legal requirements and age definitions with regard to child labour? <i>Please describe your practices.</i></p>	
<p>Do you have a procedure in place to verify the age of all your Workers and have the age of all your Workers on file? <i>Please describe your practices.</i></p>	
<p>Do you employ children below the age of 15 or under the legal minimum age of your country? If the laws of your country define exceptions, such as allowing children below the minimum age to work during school vacations, you have a mechanism to monitor that their participation in production is within legal limits, and to monitor their health, safety, and wellbeing and school attendance.' <i>Please describe your practices.</i></p>	
<p>If any children < 15 yrs. are present in your production premises although they are not employed by you (e.g. because they accompany their parents), do you have adequate mechanisms to monitor their participation in production (which must be minimal and within legal limits), their safety and wellbeing? <i>Please describe your practices.</i></p>	
<p>Children who you have taken out of your production process because of violation of the no Child Labour principle cannot be left on their own. Do you monitor them and do you take appropriate measures to ensure due schooling and to prevent that they end up as child labourers again? <i>Please describe your practices.</i></p>	

3.2 Protection of young Workers:

If you employ young Workers (15- 17 years) you ensure that their working conditions conform to applicable national regulations. You must not submit Workers of less than 18 years of age to any work which is likely to jeopardise their health, safety, morals or their school attendance.

<p>Do you know the legal requirements and work restrictions applicable to young Workers?</p> <p><i>Please describe your practices.</i></p>	
<p>Does your management staff know and monitor restrictions for young Workers?</p> <p><i>Please describe your practices.</i></p>	
<p>Do young Workers perform only light, age appropriate work within legal restrictions? This includes not exposing them to work in an unhealthy environment, excessively long working hours, night hours, the handling of, or exposure to, chemicals or operation of dangerous equipment.</p> <p><i>Please describe your practices.</i></p>	

3.3 Your Producers' / Homeworkers' children below 15 years of age are allowed to help their parents in production within certain limits:

Their work shall not interfere with schooling, i.e. it may only take place during non-school hours and holidays, and must allow time for homework and play. The work shall be appropriate for their age and physical condition. They should be supervised by their parents and not work long hours and/or under dangerous or exploitative conditions. Involvement of younger children under the age of 13 shall be minimal.

<p>Children under the age of 13 shall not be substantially involved in the production (even if helping their parents, learning the craft), and this should be monitored during your visits.</p> <p><i>Please describe your practices.</i></p>	
<p>Dependent Suppliers shall not contract children (under 15 years of age) as producers and this should be monitored during your visits.</p> <p><i>Please describe your practices.</i></p>	

<p>If children (under the age of 15) help their parents in production, this should be kept to the minimum, should never be dangerous and should not interfere with schooling, i.e. only after school and during holidays, not for long hours. Their work should always be only under supervision of their parents.</p> <p><i>Please describe your practices.</i></p>	
<p>Younger family members (15-17 years) and young producers under the age of 18 shall not be exposed to any dangerous or exploitative work.</p> <p><i>Please describe your practices.</i></p>	
<p>Do you monitor child labour and safe conditions for young Workers adequately?</p> <p><i>Please describe your practices.</i></p>	

3.4 No forced Labour and human trafficking: You and your Dependent Suppliers do not restrict producers' freedom of movement or employment and are not involved in human trafficking.

<p>You shall not withhold payments or original legal documents of your Workers. Workers shall be free to leave your premises (suitable security measures are accepted) and to terminate employment.</p> <p><i>Please describe your practices.</i></p>	
<p>Your Dependent Suppliers shall not use forced labour and shall not be involved in human trafficking.</p> <p><i>Please describe your practices.</i></p>	

3.5 How does the enterprise place orders?

<p>Does the enterprise place orders with each artisan who works independently?</p>	
<p>Does the enterprise place orders with groups of artisans</p>	
<p>Does the enterprise place orders with cooperatives or associations of artisans?</p>	
<p>Does the enterprise place orders through in-house production?</p>	

Please provide more details about how orders are placed	
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3.6 Management & Administration Employees

This section refers to those who are directly employed by the enterprise and are not actively working on production. Please enter the number of female and male employees working at the given levels in the fields below.

Women Executive Directors	
Men Executive Directors	
Women 2nd Level Managers	
Men 2nd Level Managers	
Total Management and Administration Employees	
Men and Women Management Positions Additional Comments	

3.7 Workers: employment sites

Employment Sites File Upload <i>Please enter the information for your Workers in Tab 3.7 of the Excel Datasheet.</i>		Upload Datasheet on Webform
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3.8 Workers: payment and selection

How are the enterprise's Workers paid?	
Please add comments about the payment system (salary or piece-rate) for Workers if needed	
How is compensation for Workers determined?	
If other, please describe	
If based on national minimum wage, what is the amount?	
If other, please describe	
How often are Workers paid?	
If other, please describe	

What methods are used to pay Workers?	
Do you maintain documentation of payments to your Workers? <i>With every payment Workers should receive a payslip which includes all details of the salary calculation, including deductions, in line with legal requirements, if any.</i>	
Do you select workers based on skills level?	
Do you select workers based on producer's involvement in other programming?	
Do you select iworkers based on their participation in an artisan group?	
Do you select workers based on a preference to work with refugees?	
Do you select workers based on a particular type?	
Please provide more details about how workers are selected	
What additional benefits does the enterprise provide to Workers? Please select yes or no for the options below.	
Health insurance/medical support	
Sick leave	
Retirement schemes	
Social security in case of disability or death of the income earner	
Savings scheme	
Interest-free employee loans	
Free meals	
Accommodation	
If other, please describe other Workers benefits	

3.9 Dependent and Independent Suppliers: payment and selection

<p>Is your selection process for Dependent and Independent Suppliers transparent and not discriminatory? Please describe your practices.</p>	
<p>Do you maintain documentation of payments to Dependent and Independent Suppliers?</p> <p><i>Please describe your practices</i></p>	
<p>Do you pay your Dependent and Independent Suppliers on receipts of the products and on time, as agreed? If you have persistent payment problems, how do you inform your trade partner and work on possible solutions?</p> <p><i>Please describe your practices</i></p>	

3.10 Fair Payment

<p>Local Living Wage Ladder: please compile living wage estimates, minimum wages and alternative employment opportunities in the sectors and regions covered by your business. Please provide this information by completing the WFTO Fair Payment tools, in particular the “Local Living Wage Ladder” and “Fair Payment Local Context Notes”. You can upload the completed tools in the webform. The “Local Living Wage Ladder” tool should be updated and shared with your Workers, Suppliers and Partners as a basis for negotiating wages and prices with the local reality in mind.</p>	
<p>Do you have a complete and up to date “Local Living Wage Ladder” document which indicates your own and reference wage levels?</p> <p><i>Please describe your practices</i></p>	
<p>Do you have a complete and up to date “Local Context Notes” document with useful information for understanding the recorded wage levels?</p> <p><i>Please describe your practices</i></p>	
<p>Upload “Local Living Wage Ladder” and “Local Context Notes” tools.</p> <p><i>Please upload the completed Fair Payment tools on the Webform</i></p>	<p>Upload on Webform: https://wfto.com/made51</p>
<p>Minimum Wage: Your pay your Workers at least the legally required Minimum Wage. If your wage analysis shows that you do not pay legally required minimum wages, this needs to be addressed with top priority on your way towards Local Living Wages</p>	


<p>Does your salary administration demonstrates that all Workers earn at least the Minimum Wage that applies to them?</p> <p><i>Please describe your practices</i></p>	
<p>Please state the minimum wage for Workers, your source to confirm the minimum wage, and the date this minimum wage was instituted</p>	
<p>Please give the URL source for the minimum wage information</p>	
<p>Do your piece rate Workers (on and off site) earn the Minimum Wage? Do you have you have a documented and transparent calculation method to convert their piece rate income into a monthly salary, based on a standard working day and without overtime?</p> <p><i>Please describe your practices</i></p>	

4. Refugee Artisans / Refugee-Made Product Line

<p>Does the enterprise already work with Refugee Artisans?</p>	
<p>If not, why are you seeking to work with refugee producers?</p>	
<p>Are there other actors/organizations/partners involved in the work with this group of refugee producers?</p>	
<p>If yes, please describe each actor and their role</p>	
<p>How does the enterprise work with this group of refugee producers?</p>	
<p>When did the enterprise begin to work with this group? (year/month)</p>	
<p>Do you regularly make an assessment of the training needs of your Workers and Dependent Suppliers? A Training Plan should be written and updated based on these assessments, including an approved budget.</p> <p><i>Please describe your practice in regards to training.</i></p>	
<p>Have you implemented the trainings as per training plan?</p> <p><i>Please summarize your training activities.</i></p>	

<p>If you have Independent Suppliers, do you work with them on improvement of management & production capacities? E.g. quality trainings and visits; regular exchange, helping suppliers to find additional buyers, supporting supplier's visits to LSE and key markets.</p> <p><i>Please describe your practices.</i></p>	
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5. Products


<p>Product Bulk Upload</p> <p><i>Please enter the information for your products in Tab 5 of the Excel Datasheet.</i></p>	 Upload on Webform
<p>Describe in more detail the products you make</p>	
<p>What is currently the enterprise's bestselling product?</p>	
<p>Are there environmental concerns with the product line?</p>	
<p>Describe Environmental Concerns with the Product Line</p>	
<p>Does product creation require use of Cutting trees for timber?</p>	
<p>Does product creation require use of Heavy Electrical Machinery?</p>	
<p>Does product creation require use of Chemical Dyes or Treatments?</p>	
<p>Does product creation require Heavy Water Use?</p>	
<p>Does product creation require use of Fire or Gas?</p>	
<p>What Other Resources are used in the Product Creation?</p>	

6. Markets & Sales

<p>What was the enterprise's total annual sales in the last financial year (amount/currency)</p>	
<p>Domestic % of total sales</p>	
<p>Regional % of total sales</p>	
<p>International % of total sales</p>	

In which market segment does the enterprise currently position its products?	
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6.1 For domestic and regional markets, what channels does the enterprise use to sell its products?

Does the Enterprise use Retail Outlets to sell its products?	
Shops Upload  <i>Please enter the information for your Dependent Suppliers in Tab 6.1 of the Excel Datasheet.</i>	Upload to Webform
Does the Enterprise use Sales Events to sell its products?	
Does the Enterprise use Online Sales to sell its products?	
Does the Enterprise use Other Online Sales Platforms to sell its products?	
Does the Enterprise use Social Media Channels to sell its products?	
The enterprise only currently sells internationally?	

6.2 For international markets, what channels does the enterprise use to sell its products?

Does the enterprise use International trade fairs to sell its products?	
Does the enterprise use direct marketing to sell its products?	
Does the enterprise use a distributor/agent to sell its products?	
Does the enterprise use a website to sell its products?	
Does the enterprise use other online sales platforms for international markets to sell its products?	
Does the enterprise use social media channel markets to sell its products?	
The enterprise does not currently sell internationally?	

6.3 Trade fairs and sales platforms

Please list trade fairs that the enterprise has participated in in the past 3 years	
Which online sales platform(s) is the enterprise using?	

6.4 Distribution of Sales to different channels

Please describe what is the enterprise's distribution of sales through these different sales channels? <i>You can give approximate percentages (e.g. 25% of all sales are through trade fairs, etc.)</i>	
Wholesale % of total sales	
Retail % of total sales	

6.5 What shipping methods does the enterprise have experience in?

Where does the enterprise ship from?	
Does the enterprise have experience in air shipment?	
Does the enterprise have experience in sea shipment?	
Does the enterprise have experience in post?	
Does the enterprise have experience in courier?	
Does the enterprise export directly?	
Does the enterprise export through an intermediary?	

6.6 Which marketing materials does the enterprise currently use?

Does the enterprise currently use Product Catalogue Marketing?	
Does the enterprise currently use Brochure Marketing?	
Does the enterprise currently use Flyer Marketing?	
Does the enterprise currently use Post Card Marketing?	
Does the enterprise currently use Enterprise Profile Sheet Marketing?	
Does the enterprise currently use Other Marketing Material Methods?	
What other marketing materials does the enterprise currently use?	

6.7 Branding Materials

Does the enterprise have professionally-designed branding materials?	
Do you normally put branded labels on your products?	

Please provide more details	
Does the enterprise have high quality/professional photos of their products?	
Please add any additional comments here	

7. Product Design

The LSE will support and manage product development and the design of new products with the refugee artisans.

Please give a brief description of how the enterprise designs its products	
How many design cycles does the enterprise typically have in a year? <i>How many times in a year does it develop new products? Please give a number and more details if necessary</i>	
Does the enterprise have a dedicated in-house designer responsible for product design?	
If yes, please provide their name and position	
If not, who currently designs the products for the enterprise?	
Does the enterprise have outside design assistance? <i>i.e. Does the company work with external designers?</i>	
If yes, please provide more details	
Does the enterprise have experience working with foreign/international designers?	
If not, would it be open to working with foreign/international designers?	
Does the enterprise have experience working on custom designs for clients?	
If not, would it be open to working on custom designs for clients?	
Is the enterprise willing and able to design a refugee-made line?	

7.1 Elements included in the design of refugee-made line

Please select the following elements that the enterprise would be able to include in the design of its

refugee-made line. The refugee-made product lines should meet the UNESCO definition for artisanal products (<http://uis.unesco.org/en/glossary-term/craLSEr-artisanal-products>)

Draw upon the culture and heritage of refugees?	
Incorporate a hand-crafted element?	
Complement the enterprise's aesthetic and existing product range?	
Potential to be marketed internationally and exported?	

8. Raw Materials

Raw materials should be in ready-supply so as not to impact of the scalability and expansion of the line, and should be collated, harvested, and treated in a socially and environmentally responsible manner.

Detail the raw materials used in production	
What do you use for your main products (not your packaging)? Please select yes or no for the options below.	
Natural or biodegradable materials	
Natural dyes	
Upcycled materials	
Recycled materials	
What do you use for your packaging? Please select yes or no for the options below.	
Natural or biodegradable materials	
Upcycled materials	
Recycled materials	
Please briefly describe where and how these raw materials are sourced.	
Do you work on finding out the origin of the main ingredients/raw materials/components/constituents of your products, starting with your most used ingredients/raw materials/components?	

<p>Do you aim to understand major sustainability risks / potential unethical practices in your supply chains of these ingredients/raw materials/components?</p> <p><i>Please describe your practices</i></p>	
<p>Do you have an overview of all subcontracted/outsourced processing of products and analyse the risk of major sustainability problems or unethical practices of these subcontractors? You should also consider your relation with the subcontractor and your relative importance /leverage to potentially demand better practices.</p> <p><i>Please describe your practices. If you outsource processes that you used to do yourself, you include justification for this</i></p>	
<p>Do have a Fair Trade sourcing policy? This should aim to source the main ingredients/components /constituents of your product from Fair Trade sources where possible and otherwise predominantly from verified sustainable and ethical sources (including any outsourced production of the products).</p> <p><i>Please describe your practices</i></p>	
<p>If not sourcing from/subcontracting to Fair Trade units or verified sustainable suppliers, please justify your sourcing practices.</p> <p><i>Please also explain how you are planning to gradually replace unsustainable components/raw materials by better alternative sources, starting with high risk materials and main components/materials.</i></p>	
<p>Are there seasonal fluctuations in the supply of the raw materials?</p>	
<p>If yes, please describe</p>	
<p>Is there potential to involve refugees in the sourcing or processing of raw materials?</p>	
<p>If yes, provide more details about your previous response:</p>	

<p>What do you consider the greatest challenges the enterprise faces in sourcing Raw Materials?</p>	
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9. Production Management and Quality Assurance

The enterprise has the capacity to effectively manage product development, production systems and quality control.

<p>Please briefly describe how the enterprise manages production</p>	
<p>Is there a staff person dedicated to managing the enterprise's production?</p>	
<p>Please provide their name and position</p>	
<p>What is the current production capacity? <i>For example: How many pieces of the bestselling product can be produced in a month? (name product and quantity)</i></p>	
<p>How do you rate the enterprise's ability to scale up production if demand for its products grows?</p>	
<p>Please provide more details about the enterprise's ability to scale production</p>	
<p>Do you keep a register/file of quality claims and complaints made by your trade partners and how you addressed & resolved them? <i>Please describe your practices</i></p>	
<p>Do you have a quality management system in place to manage production according to specifications and quality expectations? <i>Please describe your practices</i></p>	
<p>What is the current rejection rate? (in %)</p>	
<p>If higher than 30% , please explain why the reject rate is reaching these levels</p>	
<p>Does the enterprise use any production aids to manage quality and consistency in production? <i>Examples could include templates, patterns, jigs or molds</i></p>	

If yes, please describe	
What is the ratio of hand-made/machine-made production within the current product range? <i>Please give approximate percentages and/or details</i>	
Please list the machines/equipment currently used in the product manufacturing	
What do you consider are the greatest challenges that the enterprise faces in the area of Production Management?	

10.Export

Does the enterprise currently export its products?	
Please list your most important customer markets (countries) in order of importance  <i>Please enter the information for your customer markets in Tab 10 of the Excel Datasheet.</i>	Upload on webform: https://wfto.com/made51
Please briefly describe how the enterprise manages export logistics	
Is there a staff person dedicated to managing the enterprise's export logistics?	
Please provide their name and position	
Are there written standard procedures in place for managing export logistics?	
If yes, please give a brief description	
Does the enterprise use standard packing units for export packaging?	
Are there minimum order quantities or order values?	
If yes, please provide more details	

What would you consider are the greatest challenges for the enterprise in the area of Export Logistics?	
What was the enterprise's largest ever export order?	
What was the lead-time for producing this order?	

11. Costing & Pricing

The LSE will effectively cost and price products in a transparent way that includes all relevant costs and margins and ensures that the refugee artisans earn a fair wage. MADE51 provides a costing and pricing system for LSEs to use.

Please briefly describe how the enterprise determines costing and pricing	
Please briefly describe how the enterprise calculates the cost of labour	
Does the enterprise feel confident in determining artisan payments?	
Does the enterprise feel confident in factoring in all relevant costs?	
Does the enterprise feel confident in factoring in a reasonable profit margin?	
Does the enterprise feel confident in pricing products?	
<p>Is the enterprise using the MADE51 Costing & Pricing tool?</p> <p><i>Please note this tool is mandatory for pricing products to be included in the MADE51 collection. The download link is indicated at the start of this form.</i></p>	

<p>Using the two best-selling products, please provide a break down on how the enterprise costs the products</p> <p><i>Please provide the product name and SKU. As well, please give actual numbers for the raw material cost, the labour cost, operating cost, profit margin and factory cost for both products.</i></p>	
<p>Please upload an example of a costing sheet</p> <p><i>Please upload a costing sheet example in the Webform</i></p>	<p>Upload to webform: https://wfto.com/made51</p>
<p>Please describe the products price range</p> <p><i>Please state highest and lowest priced item</i></p>	
<p>Does the enterprise have price lists for local retail?</p>	
<p>Does the enterprise have price lists for local wholesale?</p>	
<p>Does the enterprise have FOB export price lists?</p>	
<p>Does the enterprise have price lists for foreign wholesale markets?</p>	
<p>Does the enterprise have price lists for other markets?</p>	
<p>If other please describe the markets</p>	
<p>What countries are covered by the wholesale price list?</p>	

<p>What do you consider are the greatest challenges for the enterprise in the area of Costing & Pricing?</p>	
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12. Marketing

The LSE will collaborate with MADE51 to market the new refugee-made product lines to their existing customer base in domestic, regional and export markets. For international export market entry, the LSE will include the refugee-made product line in their current marketing efforts.

<p>How does the enterprise manage their marketing activities?</p> <p><i>Please describe your practices</i></p>	
<p>Does the enterprise have a marketing plan?</p>	
<p>If yes, when was it last updated?</p>	
<p>What do you consider the greatest challenges the enterprise faces in the area of Marketing?</p>	

13.Sales

The LSE has the capacity to sell the product line through its current channels and export the refugee-made product line internationally

Last Financial Year	
Gross Sales/Turnover	
Net Profit/loss after tax	
Currency (1)	
Year Prior to Last Financial Year	
Sales Turnover	
Net Profit/loss after tax	
Currency (2)	
What is the total number of clients on the enterprise's customer list?	
Who are your three most important clients and where are they located?	
Number of domestic clients	
Number of regional clients	
Number of international clients	
Does the enterprise track how much of overall sales are through Fair Trade buyers?	
Fair Trade buyers (% of total sales)	
What do you consider the greatest challenges the enterprise faces in the area of Sales?	

14.Financial Administration

The LSE will manage the financial administration in a transparent and accountable manner

Please briefly describe how the enterprise manages financial administration	
Does the enterprise work with an accountant?	
If yes, is he/she	
Are the financial records recorded manually in files?	
Are the financial records recorded in spreadsheets?	
Are the financial records recorded in accounting software?	

What other ways are the financial records recorded?	
Please name the accounting software used	
Are financial records readily accessible for the past 3 years?	
Does the enterprise have audited annual financial statements or reports?	
If yes, are these available for the past 3 financial years?	
How up to date are the financial records?	
Are you able to provide monthly reports on income and expenditure?	
Does the enterprise have a foreign exchange account?	
If yes, for which country/currency?	
Does the enterprise have access to loans or credit facilities?	
If yes, please describe	
Does your organisation owe any debts? <i>Do you have any debts owed to your Producers or Suppliers of Fair Trade Products or raw materials that are more than 6 months old?</i>	
If yes, please describe	
In the last five years, has the business or any of the executives of the business, been convicted of a crime or fraudulent activities that undermine the principles of Fair Trade? Are there any cases pending?	
If yes, please describe	
What do you consider the greatest challenges the enterprise faces in the area of Financial Administration?	

15. Management

Does the enterprise have a Business Plan or Growth Strategy?	
If yes, was this developed in-house or externally? Please briefly describe	
When was the Business Plan or Growth Strategy last updated?	

<p>What do you consider are the greatest challenges the enterprise faces in the area of Management?</p>	
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16.Human Resources

<p>Please briefly describe how the enterprise manages human resources</p>	
<p>Is there a dedicated person responsible for human resource management in your enterprise?</p>	
<p>Please provide their name and position</p>	
<p>Are there job contracts for all employees?</p>	
<p>What do you consider are the greatest challenges that the enterprise faces in the area of Human Resource Management?</p>	

17.Environmental Protection

<p>Do you know and meet legal requirements regarding protection of ground water and open water bodies for your own operations?</p> <p><i>Please describe your practices</i></p>	
<p>Do you know and comply with minimum legal air pollution requirements for your own operations?</p> <p><i>Please describe your practices</i></p>	
<p>Do you know and meet legal requirements in waste management and prevention of soil contamination?</p> <p><i>Please describe your practices</i></p>	

<p>Do you know and meet legal requirements for protecting ecosystems and endangered/threatened species?</p> <p><i>Please describe your practices</i></p>	
<p>Do you only use chemicals that are legal for the respective use in your country and do you avoid using any chemicals internationally identified as "highly hazardous" or banned by International Conventions?</p> <p><i>Please describe your practices</i></p>	
<p>Do you have a written policy to understand and minimise the main negative environmental impacts of your activities with regard to water conservation, protection of water bodies and natural ecosystems, bio-diversity, energy usage, air pollution and waste? The policy is according to your scale of operations and the severity of your impacts.</p> <p><i>Please describe your practices</i></p>	
<p>Please provide any more details about the environmental policy</p>	
<p>Do have a written up-to-date analysis of major environmental impact and risks of your production processes (incl. List of potentially toxic chemicals used)? The document should demonstrates your plans and efforts to reduce negative impact and to prevent accidental damage to the environment.</p> <p><i>Please describe your practices</i></p>	
<p>How do you demonstrate efforts to monitor and minimise raw material use and waste production?</p>	

17.1 Which production processes are in use that generate pollution?

<p>Does the sourcing of raw materials in the production process generate pollution?</p>	
<p>Does the processing of materials in the production process generate pollution?</p>	
<p>Does manufacturing in the production process</p>	

generate pollution?	
Do production inputs (paints, dyes etc) in the production process generate pollution?	
Does waste treatment/disposal in the production process generate pollution?	
Are there any other production processes that generate pollution?	
Please provide more details about pollution generated from production processes	
Does the enterprise recycle waste?	
If yes, please provide more details	
What do you consider the greatest challenges you face in the area of Environmental Protection?	

18.Capacity-Building

In which areas of the enterprise do you see the greatest need for improvement/capacity building?

Please rank 1-5 where 1 indicates confidence and no need for improvement and 5 indicated great need for improvement or capacity-building

Social Impact	
Product Design	
Raw Materials Sourcing and Processing	
Production Management and Quality Assurance	
Export Logistics	
Costing & Pricing	
Marketing	
Sales	
Financial Administration	
Management	
Human Resource Management	
Environmental Protection	

19. Readiness to join MADE51

Is the enterprise ready and willing to be a part of an export readiness program and to receive coaching in order to build its capacity to successfully market the refugee-made product line?	
Do you have any other comments, questions, suggestions or information you would like to share with us?	

Thank you for completing the MADE51 application.

Please now upload this document after you have saved it together with the other documents using the webform at <https://wfto.com/made51>.