

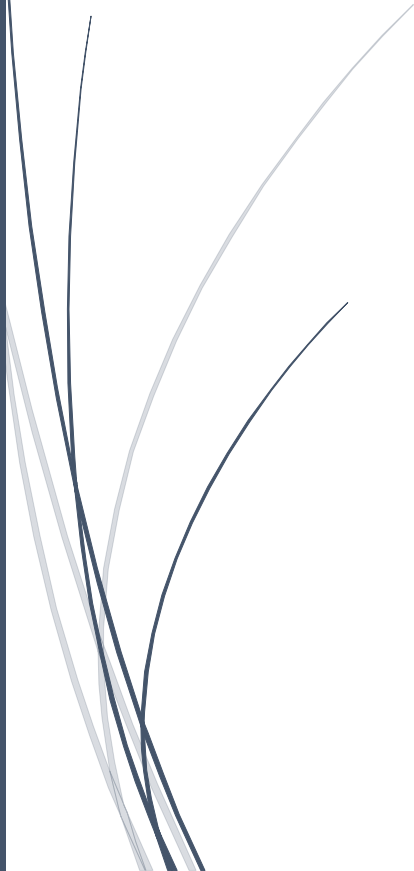


सूक्ष्म , लघु और मध्यम उद्यम मंत्रालय
MINISTRY OF
**MICRO, SMALL & MEDIUM
ENTERPRISES**



MSME SUSTAINABLE (ZED) ASSESSMENT CHECKLIST

BRONZE CERTIFICATION



ABOUT THE CHECKLIST

This checklist is meant to be used by the assessors for the assessment of applicant MSME unit(s). The checklist is based on the MSME Sustainable (ZED) Certification Model & Standard and provides the following benefits:

- Provides a tool to the assessor(s) to objectively assess an MSME on the requirements of the ZED model and standard
- Assists Assessor(s) to plan the assessment effectively and cover all requirements
- Assists in ensuring a uniform approach towards assessment by different assessors
- Provides reference to objective evidence captured during assessment

The checklist can also be used by the MSMEs to assess their readiness for the certification.

ASSESSMENT REQUIREMENTS AND APPROACH

After taking the ZED Pledge, an MSMEs can apply for certification at any of the following three levels:

- Certification Level 1: BRONZE (5 Parameters)
- Certification Level 2: SILVER (14 Parameters)
- Certification Level 3: GOLD (20 Parameters)

Conformance to the requirements of the parameters, at a specific level would determine if the applicant MSME can attain the certification.

Based on the objective evidence, the fulfilment of the requirements by the applicant MSME will be determined. In case of non-fulfilment of any requirement, Non-Conformity(ies) raised will be mentioned in the columns assigned, along with the objective evidence. The Non-Conformity(ies) have no sub-category. This checklist also helps the applicant MSME to easily capture the Non-Conformity(ies) so as to identify Root Cause and propose appropriate Corrective and Preventive Actions for the closure of Non-Conformity(ies).

The checklist, therefore, provides a simple tool to objectively conduct the assessment and record the assessment findings.

ASSESSMENT CHECKLIST

1. LEADERSHIP

S. No.	Requirement	Document/Evidence Uploaded	Conformance (Yes/No)	Assessor Remark
1.1	<ul style="list-style-type: none">Roles & Responsibilities at all levels are clearly defined			
1.2	<ul style="list-style-type: none">Regulatory compliances are reviewed periodically			

2. SWACHH WORKPLACE

S. No.	Requirement	Document/Evidence Uploaded	Conformance (Yes/No)	Assessor Remark
2.1	<ul style="list-style-type: none">Processes for cleaning & hygiene are in place addressing the nature of product, processes, customer & regulatory requirements			
2.2	<ul style="list-style-type: none">All equipment, tools, work spaces & areas are maintained clean, uncluttered & organized as defined & required			

3. OCCUPATIONAL (WORKPLACE) SAFETY

S. No.	Requirement	Document/Evidence Uploaded	Conformance (Yes/No)	Assessor Remark
3.1	<ul style="list-style-type: none">Safety risks are identified and measures are taken to eliminate or minimise them			
3.2	<ul style="list-style-type: none">Relevant PPEs are used by the employees			
3.3	<ul style="list-style-type: none">Safety trainings are imparted to all relevant people			

4. MEASUREMENT OF TIMELY DELIVERY

S. No.	Requirement	Document/Evidence Uploaded	Conformance (Yes/No)	Assessor Remark
4.1	<ul style="list-style-type: none">Mechanism to record deliveries is in place			
4.2	<ul style="list-style-type: none">Adherence to process delivery contracts is measured			

5. QUALITY MANAGEMENT

S. No.	Requirement	Document/Evidence Uploaded	Conformance (Yes/No)	Assessor Remark
5.1	▪ Quality requirements for products and processes are established and monitored			
5.2	▪ Training is imparted to all relevant people			

ASSESSMENT SUMMARY