ESG and sustainability reporting

Social Audit: SMETA and amfori BSCI

Two days to prepare a social audit requested by your customers, under the SMETA methodology or the amfori BSCI system. ETI Base Code, working hours, wages, freedom of association, health and safety, ethics: each requirement is checked against your registers, contracts and payslips. You leave with the list of gaps and the corrective action plan to start before the audit.

Duration : 2 days

Objectives

1. Explain how a 2-pillar or 4-pillar SMETA audit and an amfori BSCI audit run: requester, audit body, steps, follow-up
2. Link the requirements of the ETI Base Code and the amfori Code of Conduct to Moroccan labour law
3. Identify the most frequent gaps: overtime, rest, wages, contracts, subcontracting, safety
4. Prepare the documentation file and the employees for confidential interviews
5. Build a corrective action plan with evidence, owners and deadlines

Programme

Day 1 — morning

• Why your customers ask for a social audit: purchasing policy, code of conduct, supply chain due diligence

• SMETA: Sedex platform, ETI Base Code, 2-pillar or 4-pillar audit (labour standards, health and safety, environment, business ethics)

• amfori BSCI: code of conduct, performance areas, audit process and rating

• Announced, semi-announced or unannounced audit: what changes for preparation

Day 1 — afternoon

• Working time: legal hours, overtime, weekly rest, reliability of hours recording

• Remuneration: legal minimum wage, payslips, bonuses, deductions, overtime premiums

• Child labour and young workers, forced labour, identity documents, employment agencies

• Exercise: check a sample of time records and payslips from your site

Day 2 — morning

• Freedom of association, collective bargaining, employee representatives, grievance mechanism

• Health and safety: risk assessment, protective equipment, fire, first aid, sanitary facilities

• Non-discrimination, harassment, discipline and internal rules

• Environment and business ethics in the 4-pillar audit

Day 2 — afternoon (workshop)

• List of documents the auditor will ask for, and where they are in your organisation

• Role play: confidential employee interviews and closing meeting

• Workshop: corrective action plan based on your gaps, with the closure evidence expected

• Knowledge test and review of the site's readiness

Teaching methods

• Exercises on your time-recording registers, employment contracts, payslips and internal rules
• Audit role play: employee interviews, workshop tour, closing meeting
• Cases drawn from the gaps most often found in social audits
• Delivery in French or Darija for frontline supervisors and employee representatives
• Final test and plenary review of the gaps

Assessment and documents

Knowledge test at the end of the session, follow-up evaluation at D+1. Numbered training certificate, verifiable online, for each participant; training report, list of gaps and corrective action plan from the workshop handed to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

This course closes the ESG reporting path. If your customers also ask you to apply their code of conduct to your own suppliers, see "Supplier Code of Conduct and Responsible Purchasing".

Practical information

Duration	2 days
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Does Afflatus carry out the SMETA or amfori BSCI audit?
No. The audit is carried out by an audit body recognised by the chosen system, at the request of your customer or your company. The course prepares your teams and your documentation; it gives neither a score nor an audit result.

What is the difference between SMETA and amfori BSCI?
Both assess working conditions on site, but they belong to different systems: SMETA relies on the ETI Base Code and shares its reports through the Sedex platform, amfori BSCI on the code of conduct of the amfori association and its own rating. The choice is made by your customer.

Should we prepare a 2-pillar or a 4-pillar audit?
Your customer specifies this. The 2-pillar audit covers labour standards and health and safety; the 4-pillar audit adds the environment and business ethics. The course covers all four, with an emphasis on those you need to prepare.

Who should attend?
HR and payroll, the HSE manager, quality, site management and, if possible, employee representatives. The most frequent gaps concern payroll and working time: the people who keep these registers should be present.