**SITE VISIT QUESTIONNAIRE REPORT**

**Instructions:** Suppliers are strongly encouraged to use this document when undertaking site visits to mining enterprises (e.g. cooperative or company) that supply minerals or metals to them. All suppliers sourcing from mining enterprises are expected to visit suppliers’ mine sites before entering a business relationship.

If you are already in a business relationship with a supplier, undertake a site visit as soon as possible. We encourage you to undertake a site visit and document your findings using this report template at least once every two years, or earlier if there are changes to their business operations.

If your supplier operates more than one mine site, you should visit all sites and prepare a report for each individual site.

The site visit should be done by staff with knowledge and responsibility for the enterprise’s supply chain or a designated competent third party. This template provides a set of questions and checks to be done when visiting suppliers’ sites. Observations should be recorded on the right-hand side.

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| **About this assessment** | **Information** |
| Name of enterprise being assessed |  |
| Name of mine site being assessed |  |
| Site visit date |  |
| Name of person nominated to visit the site |  |
| Job of person nominated to visit the site |  |
| Name of person(s) that was/were interviewed on site |  |
| **Questions/checks** | **Observations** |
| 1. **Enterprise information** - *Validate the information provided on the Supplier Questionnaire.*
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| Ask to see the following documents: [update according to region/country requirements for cooperatives/mining companies] Does information match the information provided on the Supplier Questionnaire? |  |
| Does the enterprise have Anti-bribery and corruption, Anti-money laundering, Occupational health and safety, Communities Environment and Responsible minerals policies? Ask to see such policies. |  |
| In past two years, were there any cases of regulatory investigation related to bribery and corruption at site? If yes, please provide the details of incident. |  |
| 1. **Mine site information** - *Validate the information provided on the Supplier Questionnaire.*
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| Is the mine site at the address provided on the Supplier Questionnaire?  |  |
| Does the location of the site match the location identified in the mining permit? |  |
| Is the mine permit in the same name of the enterprise managing the site? |  |
| Are there mining contractors operating on site? If yes, list the name of enterprises. |  |
| Are there cooperatives operating on site? How many? List the name(s) of the cooperative(s). |  |
| What minerals are produced on site?  |  |
| What activities are done on site? |  |
| Ask about the general security situation in the area. What are the main threats (e.g. material thefts, criminality). Ask if militias operate in the region. |  |
| Are there security guards on site? Are they private or public security guards?  |  |
| If there are security guards (either private contractors or public security forces) on site, are they armed? If they are armed, ask if they are trained on security and human rights matters. |  |
| If there are security guards on site, ask if the enterprise checks security guards’ background involvement in human rights violations-related incidents. |  |
| Ask if there have been instances when guards used force on site.  |  |
| Ask if the enterprise supports non-state armed groups (e.g. payment to militias to provide security to the site). |  |
| Ask if materials not produced on site are brought onto site. - If not, ask if the site has controls in place to prevent material produced in other sites being brought onto site.- If yes, ask if the site has controls in place to determine and record the origin of minerals from other concessions brought onto the site. |  |
| 1. **Transportation of materials**
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| Verify if material is stored by a third-party before delivering it to us. |  |
| Verify if material is blended by third-party before delivering it to us. |  |
| Ask if material is transported by a third party or by the enterprise. If it is transported by the enterprise, ask if transportation vehicles are owned by the enterprise |  |
| 1. **Taxes, royalties, fees and other payments made to governments** - *Validate the information provided on the Supplier Questionnaire.*
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| Ask to see the receipt of the following government duties: VAT, Tax on transactions, Corporate Income Tax, [Country-specific requirements] |  |
| 1. **Labour practices** - *Validate the information provided on the Supplier Questionnaire.*
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| Verify if there are children or adolescents present on-site. If yes, describe the activities undertaken.  |  |
| Are workers or community members subject to serious human rights abuses (e.g. torture, cruel, inhuman treatment, forced labour)? |  |
| Describe facilities on site (e.g. drinking water, catering provided to workers, toilet facilities). |  |
| Are workers paid wages equal or above minimum wage? Please describe the type of labour agreements between workers and mine site. |  |
| Ask what type of contract arrangements the enterprise has with workers (e.g. do all workers have a formal contract? Are there subcontractors?)  |  |
| Are workers subject to discrimination (e.g. gender, age, race)? |  |
| Ask how workers can report their complaints or concerns to site management. |  |
| 1. **Health, safety, environment and communities** - *Validate the information provided on the Supplier Questionnaire.*
 |
| Verify the enterprise’s process to manage risks to people and risks to the environment associated with operations. |  |
| Observe and describe if PPE is used by workers. |  |
| Describe if there are Occupational health and safety communications visible at site. Do workers appear to follow communications? |  |
| Ask who provides PPE to workers. Ask if workers have to pay for their PPE.  |  |
| If possible, ask workers how they describe the safety situation of the site.  |  |
| Describe Occupational health and safety controls in place. How are these controls enforced? Do workers appear to respect such controls? |  |
| Does site management record all events (e.g. accidents, incidents, events that did not cause injury but could have had an impact on people or the environment)? Does site management record date of the event, who was involved and mitigation actions? Ask to see the Occupational health and safety register. |  |
| Describe Occupational Health and Safety and/or environmental monitoring undertaken on site (e.g. air/water quality, noise/dust levels, hazardous waste discharged) either by company and/or by state services.  |  |
| If visiting a semi-mechanised/non-mechanised site, estimate the depths of pits. |  |
| Ask if/how wastewater from operations is treated before being discharged from the site. |  |
| Is the mine site located in the proximity of environmental protected areas or heritage sites? Are materials produced in these areas? |  |
| Describe the surroundings of the mine site. Are there villages nearby? How are the roads leading to the site (dirt, tarmac road)? |  |
| Do community members access the site? If yes, for what purpose and what is the frequency? |  |
| Ask if workers are from the nearby villages/towns or from other parts of the country/other countries. If they are not from nearby villages/towns, describe their accommodation. |  |
| Ask if there has been any conflict or disputes with community members related to the site’s operations. |  |
| Ask how site management rates the overall relationship with nearby communities. |  |
| **Other comments –** *Please add any other relevant information* |
| Click or tap here to enter text. |