

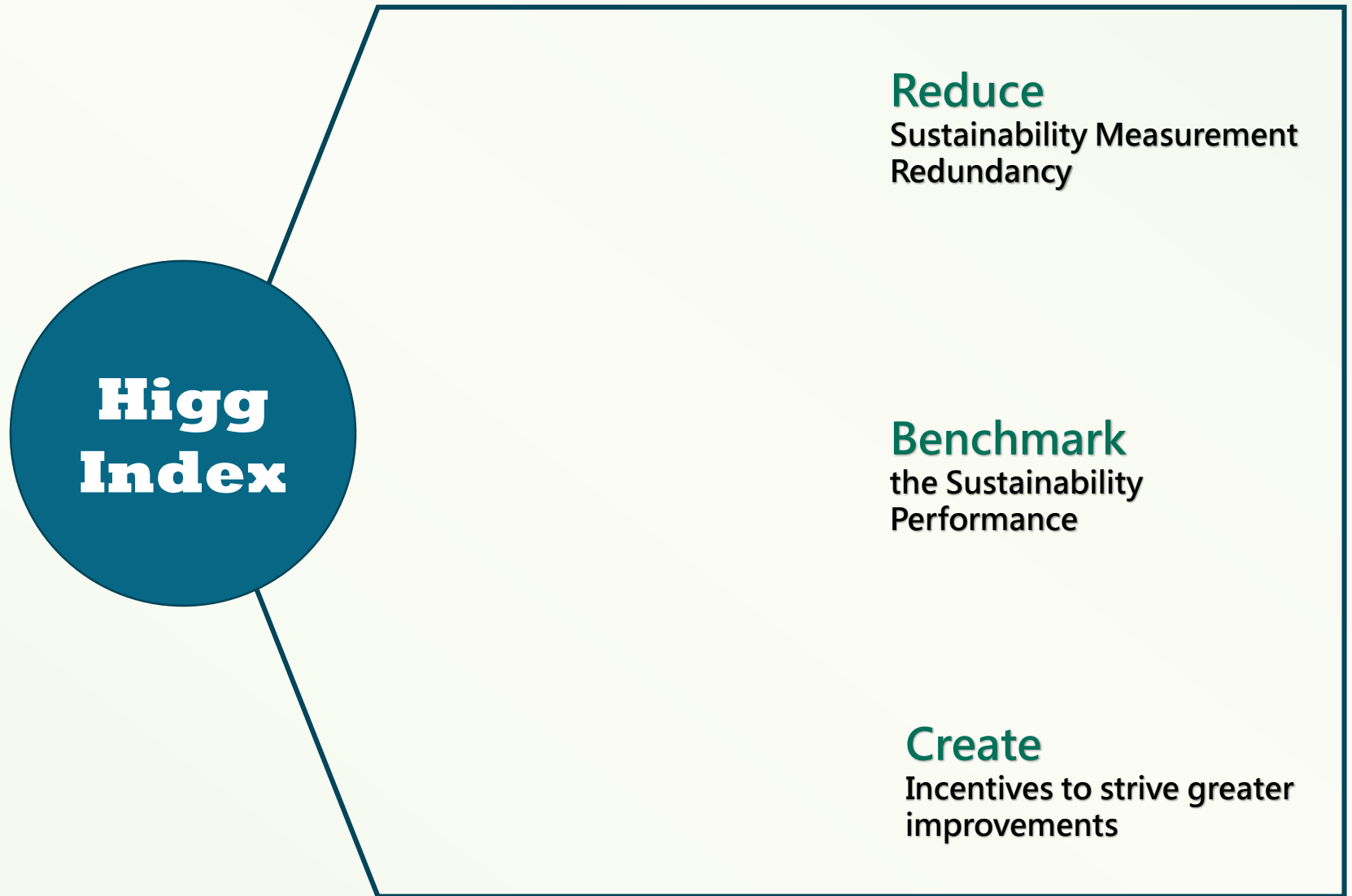
Introduction to the New Online Toolkit for Higg Index Assessment

介紹Higg指數評估網上協作工具

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Project Manager
Clothing Industry Training Authority

25 September 2015

Higg Index – A Unified Assessment Tool



Higg Index – Importance

Become

Important Requirements
for International buyers

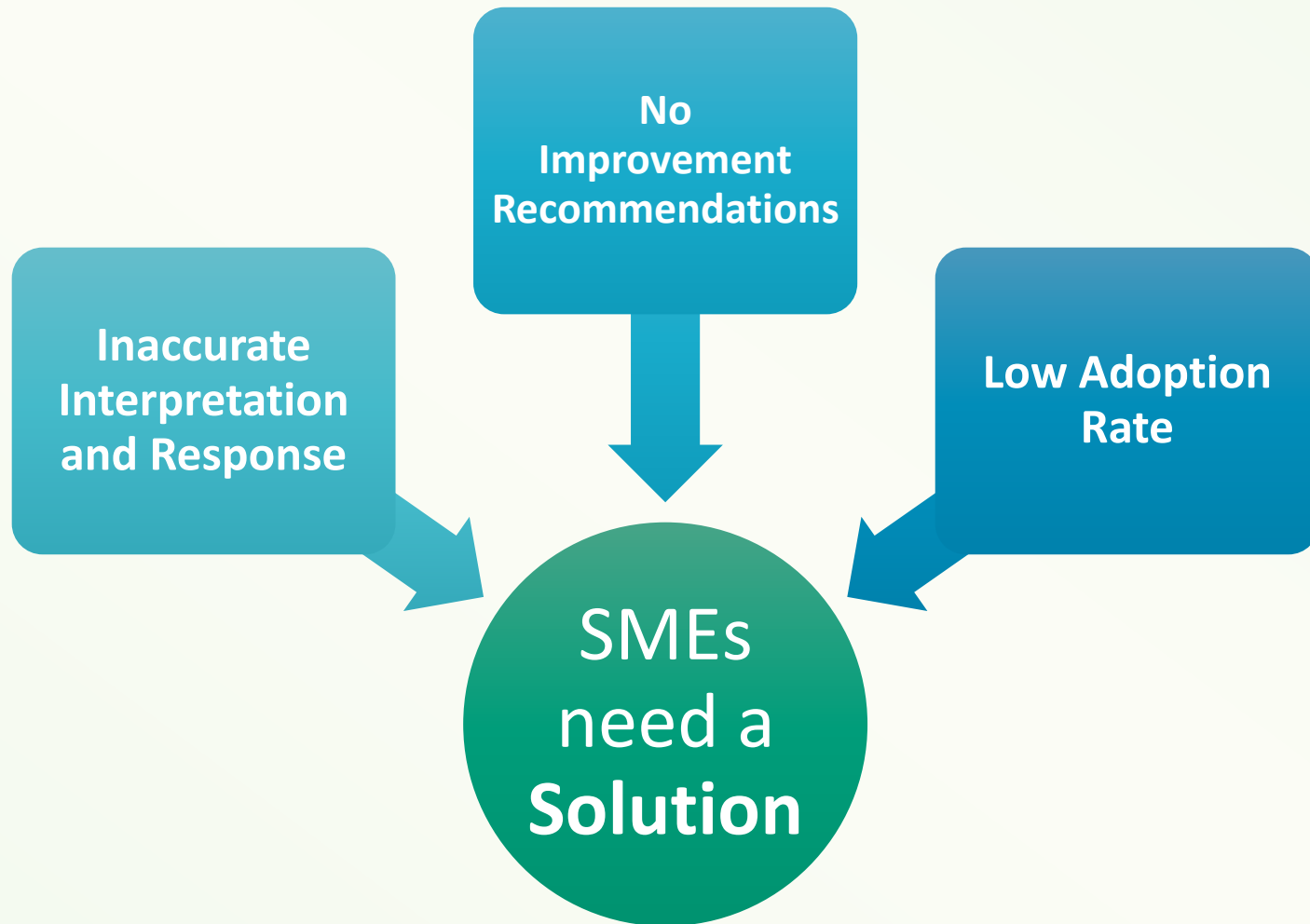


Market Share

**Company
Image**

Reputation

Challenges Encountered by Hong Kong SMEs



How do we assist SMEs?



Benefits

Save time and cost

- Accurately interpret and understand the Higg Index requirements
- Obtain free-of-charge sustainability advisory recommendations to improve their sustainability performance

Advance to higher level of competitiveness

- Get prepared to pass the mandatory Higg Index verification (early of 2016)
- Gaining a higher score in the Higg Index assessment

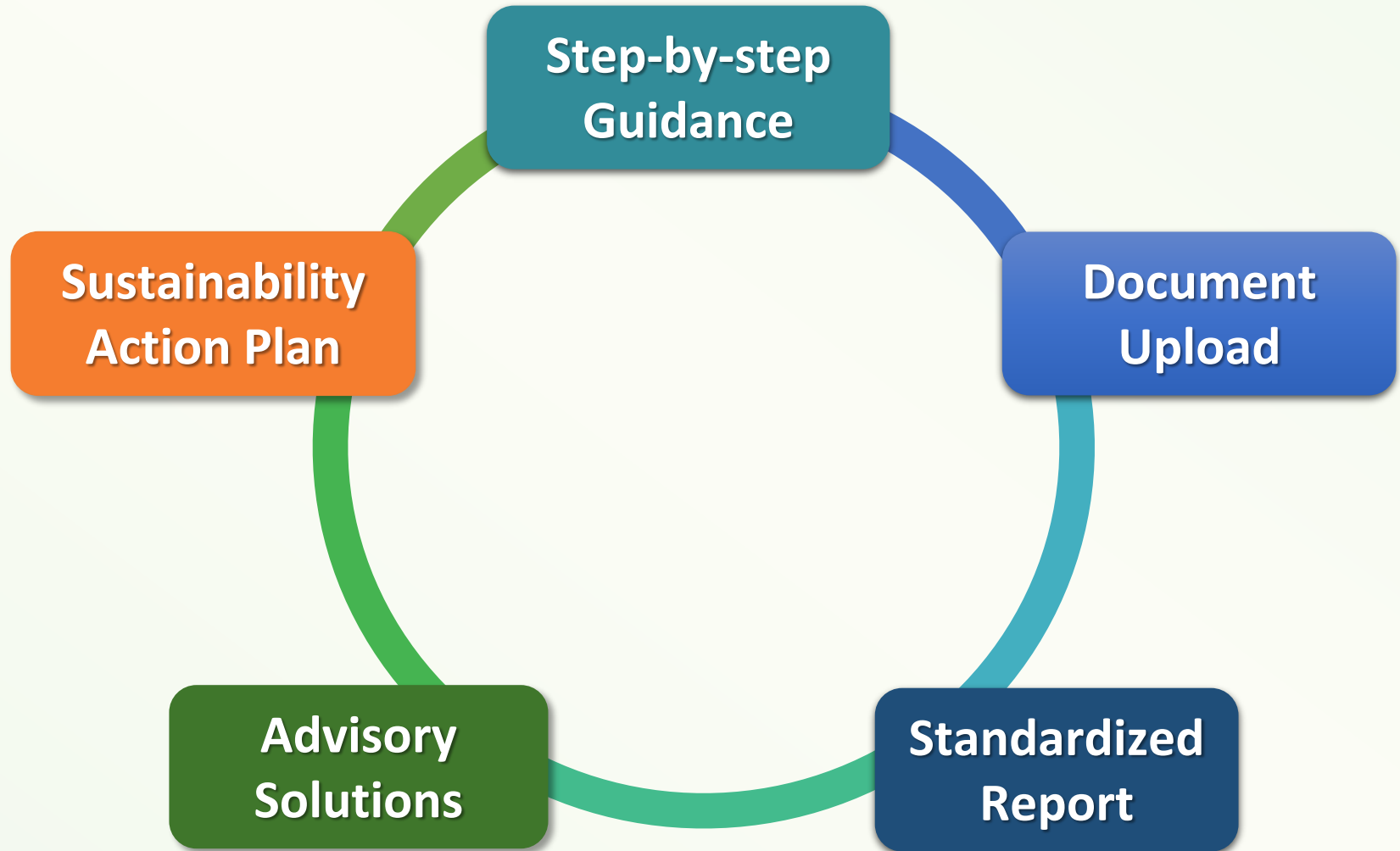
Effectively manage their compliance towards different buyers' requirements

- Adopting the Higg Index, which comprises of commonly accepted buyers' requirements

Standardized Report

- Easy to read format for internal and external communication

New Online Toolkit - Features



Assessment Procedures



Dashboard

Funded by SME Development Fund

Organizer

Implementation agents



Higg Index Advisory Tool

[Home](#)[cylee@swot.com.hk](#)[Logout](#)

Home

Create New Response for Module

[Facility Module - Environment: Apparel/Footwear](#)
[Facility Module - Social/Labor: Apparel/Footwear beta](#)

1

Account

[Change User Info](#)
[Change Company Info](#)

My Module Responses

[Search](#)

Module

Status

Assessment Period

Description

From

2014-07-01

2

3

4

Search Result

[Open](#)[Report](#)[Action Plan](#)[Copy](#)[Delete](#)

	Module	Assessment Date From	Assessment Date To	Description	Status	Scored	Last Modify Date
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2015-08-30	2015-08-26	My first environmental Higg Index trial 7	Completed	160.0	2015-09-23
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2015-09-01	2015-09-30	created in training	InProgress	50.0	2015-09-22
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2015-09-01	2015-09-21	demo for env module	InProgress	15.0	2015-09-21
<input type="radio"/>	Facility Modules - Social/Labor: Apparel/Footwear beta	2015-08-17	2015-08-10	my first social/labor Higg Index practice 2	InProgress	65.0	2015-09-21

1. Create

Create New Response

Module

Facility Modules - Environment: Apparel/Footwear 2.0

Assessment Period

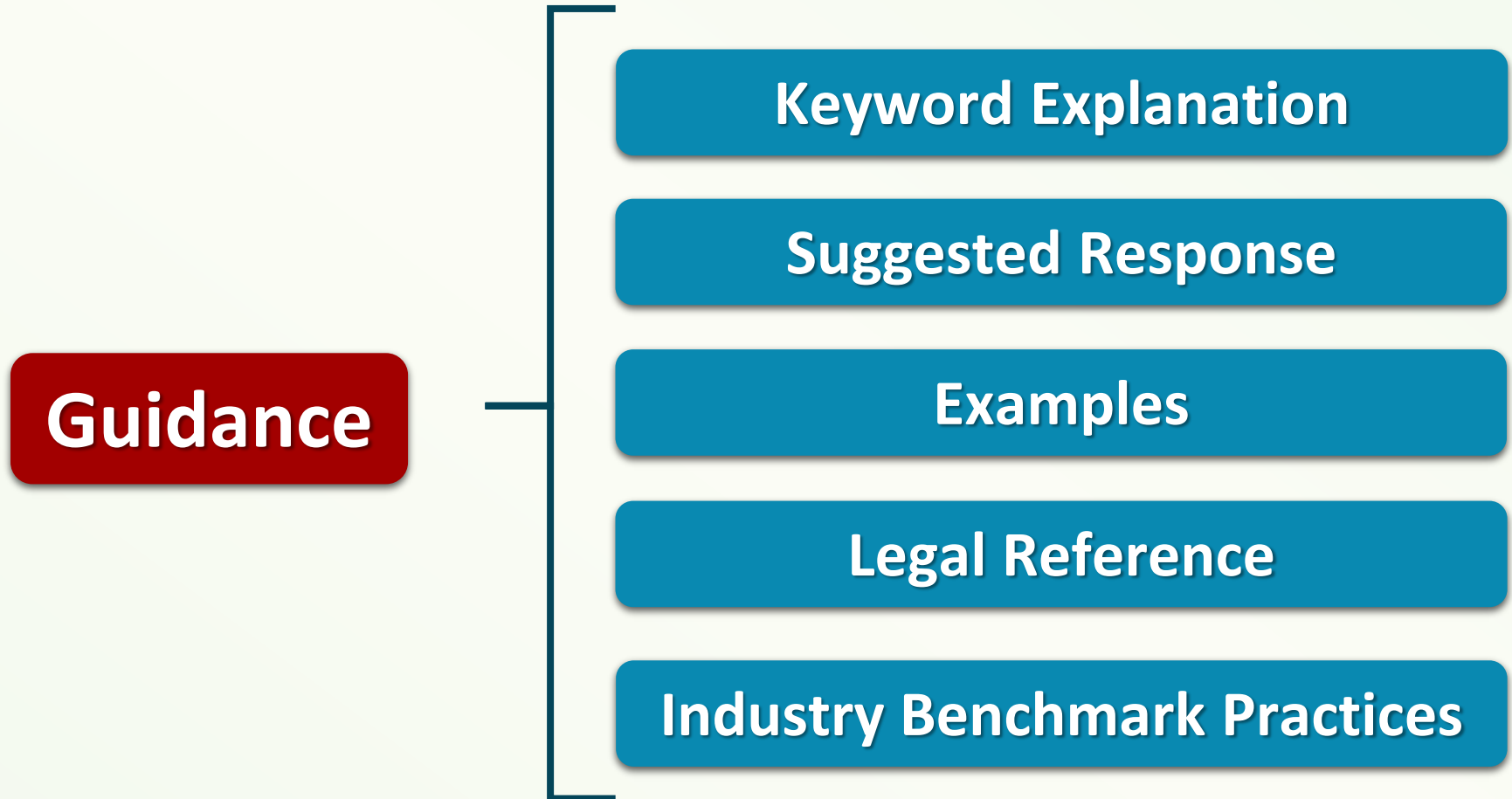
From To

Description

September 2015

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2. Assessment





2. Assessment


Funded by SME Development Fund


Organizer

Implementation agents

工業貿易署
Trade and Industry Department

SFBC

製衣業訓練局
CLOTHING INDUSTRY TRAINING AUTHORITY

HKPC[®]

Higg Index Advisory Tool

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Module Response - Facility Modules - Environment: Apparel/Footwear 2.0

SummaryEdit

Module Score:185 / 410

Assessment Period:From 2015-08-30 To 2015-08-26

Response Progress:100.0%

Description:My first environmental Higg Index trial 7

Section	Score
FAC-1 EMS	30 / 100
FAC-1.1 Level 1	30 / 30
FAC-1.2 Level 2	0 / 30
FAC-1.3 Level 3	0 / 40
FAC-2 GHG	0 / 0
FAC-2.1 Level 1	0 / 0
FAC-2.2 Level 2	0 / 0
FAC-2.3 Level 3	0 / 0
FAC-3 Water Use	40 / 100
FAC-3.1 Level 1	30 / 30
FAC-3.2 Level 2	10 / 30
FAC-3.3 Level 3	0 / 40
FAC-4 Waste Water	0 / 0
FAC-5 Emission to Air	70 / 100
FAC-5.1 Level 1	0 / 30
FAC-5.2 Level 2	30 / 30
FAC-5.3 Level 3	40 / 40

FAC-3 - Water Use

FAC-3.1 - Level 1

Score: 5 / 30

FAC-3.1.0 Does this facility site only use Domestic Water? (This question is not scored)

Hint

☒ Yes
☐ No

Your responses indicate that you must answer the Water Use section in order to complete the module.

FAC-3.1.1 Do you measure and track total water consumption for your site (including domestic and process water)? (25 points)

Hint

Score: 0 / 25

☐ Yes
☒ No

FAC-3.1.2 How much water do you use each year at your site? (5 points)

Hint

Score: 5 / 5

If you do NOT measure this impact, leave the Usage blank and select "Not Measured" from the dropdown.

Usage	Unit of measure
678	hgal

Save and Next

2. Assessment

FAC-1.2.1

[Hint](#)

Score: 0 / 15

Do you have a formal environmental management system or program aimed at continually improving your site's environmental impacts? (15 points)

☒ Yes

☐ No

(i) Please summarize the key elements of your environmental management system or program.

[+ Recommended Content](#)

Description of the policy laid out in the EMS or areas of focus (key environmental aspects) of the EMS, if it is not based on a recognized EMS framework.

[+ Example](#)

The EMS is based on the ISO 14001 framework, with a Plan-do-check-act cycle that guides decision-making. The policy includes 6 key commitments covering legal compliance and continuous improvement of key environmental aspects (energy, water use, wastewater, air emissions and waste, customers/internal requirements on EMS, etc.).

(ii) How are employees being trained about your program?

Training occasion (context)	Training frequency	content of training in relation to EMS	Personnel trained
+ Example			
staff orientation or annual training	Annually	Topics include cleaner production laws and regulations, Environmental policy and EMS program and monitoring, auditing and data collection, case studies, awareness training, etc.	department heads, EHS team members and operational heads
<div></div>	<div></div>	<div></div>	<div></div>

2. Assessment

Section	Score
SL-F-1 Section 1	68 / 322
SL-F-1.1 Recruitment	11 / 70
SL-F-1.1.1 Staff Recruitment	5 / 11
SL-F-1.1.2 Recruitment Process	3 / 16
SL-F-1.1.3 Young Workers	0 / 10
SL-F-1.1.4 Additional Practices	0 / 7
SL-F-1.1.5 Foreign Workers	2 / 12
SL-F-1.1.6 Induction	1 / 14
SL-F-1.2 Compensation	8 / 45
SL-F-1.2.1 Wage Policy	1 / 19
SL-F-1.2.2 Wage Deductions	1 / 6
SL-F-1.2.3 Benefits	6 / 20
SL-F-1.3 Hours of Work	17 / 53

SL-F-1 - Section 1: Facility's Labor and Workplace Performance Management

SL-F-1.3 - Hours of Work (SL-F-1.3.2 - Production and capacity planning) Score: 2 / 20

Hint

Score: 0 / 3

- ☐ The system monitors production capacity and output weekly (1 point)
- ☐ The system monitors production capacity and output daily (2 points)
- ☐ The system monitors production capacity and output hourly (3 points)
- ☐ None of the above
- ☐ Other. Please describe

Hint - SL-F-1.3.2.5

GSCP: The Facility should develop overtime approval procedure to ensure the overtime situation is under controlled.

SL-F-1.3.2.5 Facility request point

Hint

Score: 0 / 3

- ☐ Urgent overtime requests / approvals are made to/from executive level (1 point)
- ☐ The process requires supervisors to request overtime within a specific time of the day (2 points)
- ☐ None of the above
- ☐ Other. Please describe

Please upload your supporting document(s) if any

選擇檔案 未選擇任何檔案 (in PDF format)

3. Report Generation

Standardized Report

Module Response - Facility Modules - Environment: Apparel/Footwear 2.0

Module Score:	160 / 410	Assessment Period:	From 2015-08-30 To 2015-08-26
Response Progress:	100.0%	Description:	My first environmental Higg Index trial 7

Report Criteria

Please select the section(s) which you would like to include the details in the report:

- ☐ FAC - Facility Modules - Environment: Apparel/Footwear
 - ☐ FAC-1 - Environmental Management System or Program
 - ☐ FAC-2 - Energy Use & Green House Gas (GHG) Emissions
 - ☐ FAC-3 - Water Use
 - ☐ FAC-4 - Waste Water / Effluent
 - ☐ FAC-5 - Emissions To Air
 - ☐ FAC-6 - Waste Management
 - ☐ FAC-7 - Chemicals Management

[Generate Report \(docx\)](#)[Download Supporting Documents](#)

3. Report Generation

Standardized Report

Environmental Module of Higg Index Assessment
For
ABC Company Ltd.

Generated by
Higg Index Advisory Tool

Facility Modules - Environment: Apparel/Footwear

FAC-3 Water Use

FAC-3.1 Level 1

FAC-3.1.0: Does this facility site only use Domestic Water? (This question is not scored) 0.0 / 0.0

Yes

FAC-3.1.1: Do you measure and track total water consumption for your site (including domestic and process water)? 0.0 / 25.0

No

Select the sources for water used at your site. You may select more than one source, and you may select "Other" more than once.	Select the sources for water used at your site. You may select more than one source, and you may select "Other" more than once.	What is the frequency of measurement?	What is the method of tracking and measuring usage?	Additional information (optional)
Other (please specify) good good	uy	Continuously	Invoices	uy

4. Improvement Recommendation

INPUT

Assessment Results



SMART TOOLKIT



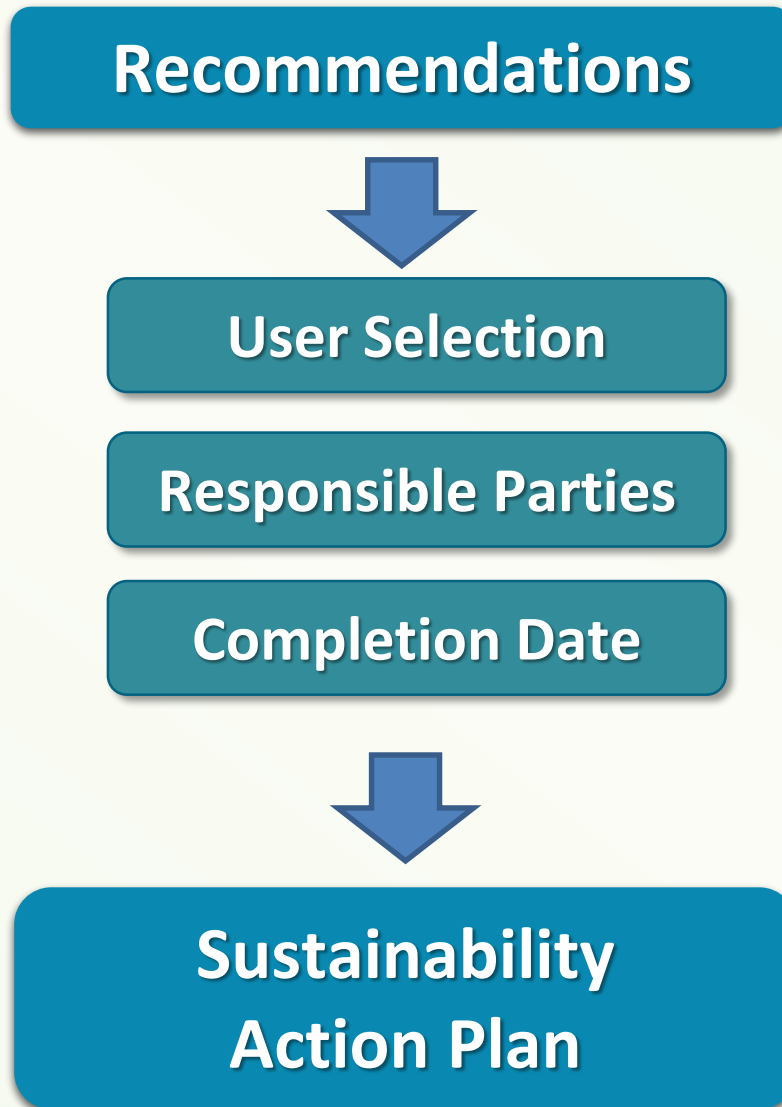
OUTPUT

Goals

Activities

Verification
Preparation
(Environmental Module)

5. Action Plan



5. Action Plan

Action Plan Report

Environmental Module of Higg Index Assessment
For
ABC Company Ltd.

Generated by
Higg Index Advisory Tool

Facility Modules - Environment: Apparel/Footwear

Question code	Description	Recommendations / Best Practices	Supporting Document(s)	Verification Preparation	Designated Person / Department	Completion Date
FAC-6.1.2	How much solid waste is generated at your site each year?	(i) Refer to "Annual waste disposal/recycling record", find out the total amount of solid waste generated at the site and the corresponding unit of measure.	(i) Annual waste disposal/recycling record			
FAC-6.2.1	Do you set, and review at least annually, ("improvement targets to reduce the quantity of waste generated for your site?	1. Construct a "Waste management plan" with formal reduction target(s) and baseline for significant waste streams. The report should be kept properly for future review and involve the following components: (i) Target name and target type (absolute or normalized) (ii) Base year and target year (iii) Percentage(%)	(i) Waste reduction target and strategies; or (ii) Waste management plan	Management should: - Provide resources to review waste reduction and recycling targets annually - Engage with suppliers to identify waste avoidance/recycling/reuse opportunities		

Additional Resources

FLA

Legal
Reference

Code of
Vendor
Conduct

SA8000

ISO14001

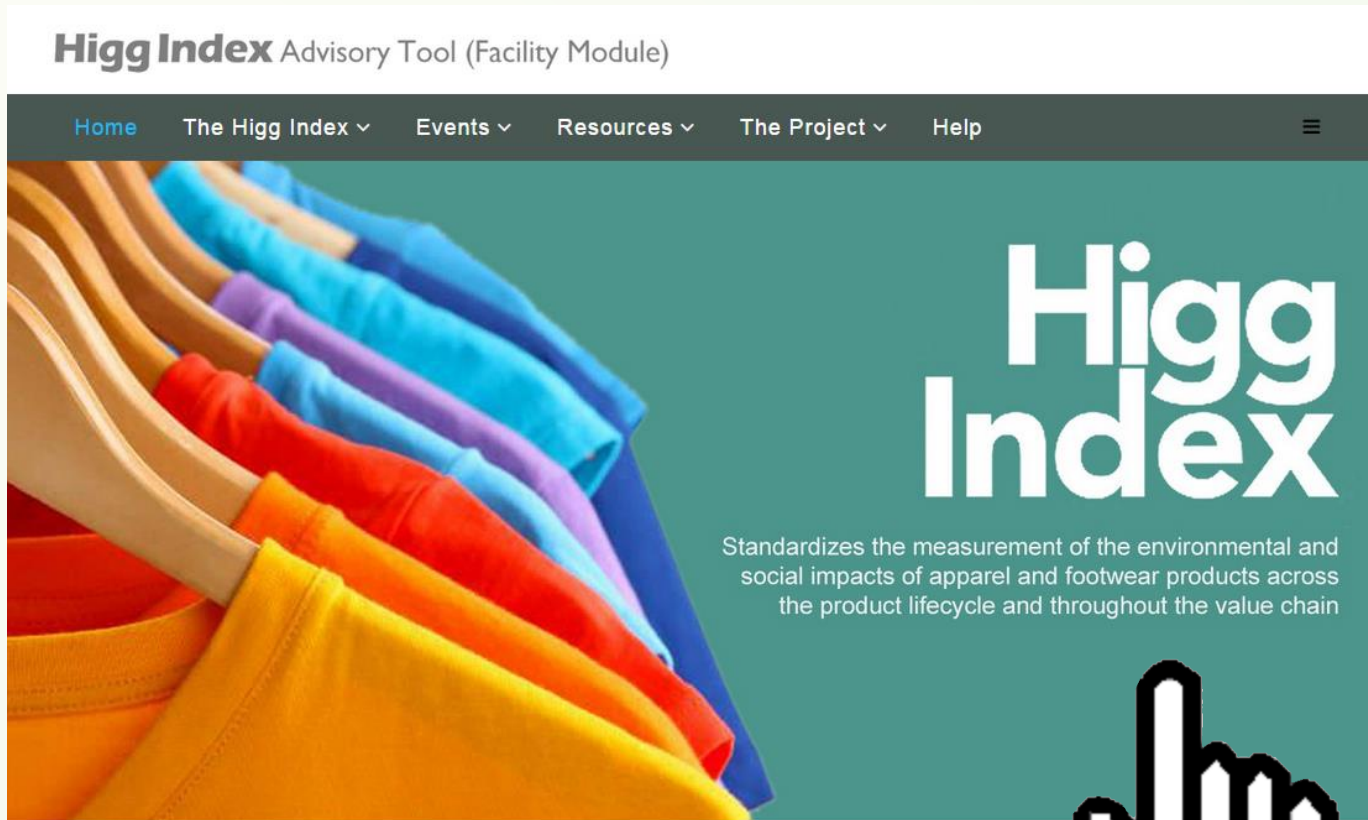
IECQ QC
080000
HSPM

OIA Eco
Index

GSCP

Gov't
Guidelines

Web Tour of the New Online Toolkit



higgweb.sfbc.org.hk

Workshops for the Online Toolkit



Six Workshops to provide tutorial to assist SMEs in using the new online tool for Higg Index assessment

Cover topics:

- Demonstration of the Toolkit
- Key steps to generate the Higg Index Report and Action Plan for Improvement

Venue:	Clothing Industry Training Authority
Language:	Cantonese
Quota:	<u>50</u> per session
Fee:	Free-of-charge

Workshops for the Online Toolkit

Series	Date	Time
1 st	October 28, 2015	14:00-17:30
2 nd	November 11, 2015	14:00-17:30
3 rd	To Be Confirmed	14:00-17:30
4 th	To Be Confirmed	14:00-17:30
5 th	To Be Confirmed	14:00-17:30
6 th	To Be Confirmed	14:00-17:30

Note: The schedule is tentative only. Please refer to the latest announcement from the above website.

Helpdesk

Hong Kong Productivity Council



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Clothing Industry Training Authority



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