

The Step by Step Documentation

Tracing Fair Stone has been designed to ensure transparency of the Fair Stone Supply Chain and to supervise the production and delivery process of the Fair Stone-labelled products shipped from overseas to Europe and America. All participants in the Fair Stone project are obliged to use this software for each consignment of Fair Stone. To ensure an easy and effective way for the *Step by Step* Documentation we integrated the reporting into the Tracing Fair Stone system. To document their progress, suppliers can simply answer the questions regarding each implementation step through our software. The Fair Stone team will be automatically informed when the steps are entered.

I. Start the Tracing Fair Stone program

Enter:

<http://www.tracingfairstone.com/>

The login window will open. Sign-in with your assigned Username and Password and click to **Login**.

Fair Stone will send you a login data after registration.

II. Start the Step by Step Reporting

Click on [Step by Step Reporting](#).

The following helpful documents are uploaded there:

- Step by Step Manual I (first year)
- Step by Step Manual II (second year)
- Risk Assessment (blank sheet and example)
- Attendance Record (blank sheet)
- Workshop Documentation

You can now choose your factory.

The screenshot shows the 'Step by Step Reporting' section of the website. It includes a search bar for orders, a list of navigation links (Orders (Current), Orders (Archive), Print Orders), and a 'Basic Data' section with links for Partner, Partner Persons, Partner Details, Factory Attachment, and Step by Step Reporting. A dropdown menu for 'select Factory' is visible, with a red arrow pointing to it. The footer contains copyright information and navigation links (Home, Imprint, Help, Tutorial).

III. Year 1

After choosing the () you have to select the () (Year 1, 2 or 3 of the implementation) and the ().

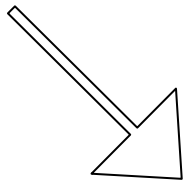
The documentation has to be done latest on **30th of September**.

To facilitate the implementation, reports shall be submitted in three parts.

The Fair Stone Partner (your importer) is allowed to use the Fair Stone label for consignments from your factory once you fulfil *Step I*.

After answering all questions please click on **Save**. You do not need to answer all questions at once. Please make sure to save all the changes you entered.

Orders (Archive)	Attendance Record (blank sheet)
Print Orders	Workshop Documentation
Basic Data	Step by Step Manual I
Partner	Step by Step Manual II
Partner Persons	
Partner Details	
Factory Attachment	Stone test FS123, -
Step by Step Reporting	Year 1
	Step III
	Are there sufficient workers trained in First Aid?
	Yes / Ja
	Are there sufficient First Aid boxes available?
	Yes / Ja
	Does every worker has an individual written labour contract?
	Yes / Ja
	Does every subcontracted worker has an individual written labour contract?
	Yes / Ja
	Have you uploaded one relevant labour contract for workers and one for subcontracted workers?
	No / Nein
	Have you uploaded all relevant photos?
	No / Nein
	Do you keep an attendance record for each worker?
	No / Nein
	Have you uploaded one attendance record sheet for this year?
	No / Nein
	Save



IV. Year 2

In the second year the sequence of the steps is not specified. The implementation steps are divided in three different areas:

Management System,

Occupational Safety and Health,

and Labour Issues.

The documentation has to be done latest on **30th of September**.

The screenshot displays the 'WIN = WIN fair stone' web application. The header features the company logo and three images: a stone slab, workers in a quarry, and a ship. The main content area is titled 'Step by Step Reporting' and includes a search bar for orders, a list of order management options (Current, Archive, Print), and a 'Basic Data' section with links for Partner, Factory Attachment, and Step by Step Reporting. The 'Step by Step Descriptions' section lists various reports like Risk Assessment and Attendance Record. A dropdown menu is open, showing 'Please select Area' with options for Management System, OSH, and Labour Issues. The footer contains copyright information and navigation links.

V. Year 3

The third year is a kind of "self-audit".

You can check how far you are in the implementation process.

The documentation has to be done latest on **30th of September**.

Then your factory has to be independently audited by the third party and certified.

Please be aware that your factory can be audited earlier than after 3 years. It should be audited as soon as possible.

After the successful external audit your importer, the Fair Stone Partner, is allowed to name you: *Certified Fair Stone Supplier*.

WiN = WiN
fair stone

Search Orders:

Orders (Current)
Orders (Archive)
Print Orders

Basic Data
Partner
Partner Persons
Partner Details

Factory Attachment
Step by Step Reporting

Step by Step Reporting

Step by Step Descriptions
Risk Assessment (blank sheet)
Risk Assessment (example)
Attendance Record (blank sheet)
Workshop Documentation
Step by Step Manual I
Step by Step Manual II

Stone test | FS123, -

Year 3

Please select Area

- Please select Area
- Preconditions
- Management - Organisation of Standard Implementation
- OSH: Risk Assessment
- OSH: Training and Instructions
- OSH: Maintenance and Inspection
- OSH: First Aid
- OSH: Fire Prevention
- OSH: Exits
- OSH: PPE
- OSH: Workplace Safety
- OSH: Silica Dust and Mineral Dust
- OSH: Noise and Vibration
- OSH: Hazardous Substances
- OSH: Machinery and Equipment
- OSH: Electrical Appliances
- OSH: Storage
- OSH: Transportation and Lifting Gear

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