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Explanation of Terms

**Key Name:** A unique set of words or characters for users to register in the Training Center. The specific Key Name will assign the user to a specific Certification Body region/country.

**Q&A Report:** The Self-Assessment and Independent Evaluation results are compiled into a Q&A Report, available for CB Administrators to download in the Reporting Tool.

**Social Fingerprint® (SF):** A set of tools that helps organizations measure and improve their management systems for social performance. These tools have been integrated into the SA8000 certification process to enhance the SA8000 program.

**Training Center:** The online platform to register for SAI trainings and workshops (such as the SA8000 Basic Course and SA8000 Advanced Course). This platform also houses the Self-Assessment and Independent Evaluations.
1. Introduction and Background

SA8000® places increasing emphasis on the importance of a strong management system. The management system must be regularly assessed to identify improvement opportunities, set priorities, and establish action plans to achieve sustained, successful implementation of SA8000.

Since the 2014 revision, the SA8000 certification process integrated a customized version of the Social Fingerprint® (SF) tools to help organizations continuously measure and improve their management system for social performance. The SF tools also help organizations build their understanding of SA8000’s management system requirements, and provides a framework to develop effective management systems.

The tools included in the certification process are:

- **Self-Assessment**: Completed by the organization applying for an SA8000 certification, the self-assessment helps the organization’s gain an understanding its management system maturity.
- **Independent Evaluation**: Completed by an accredited certification body’s lead auditor, the independent evaluation is a verification of the organization’s management system maturity, and helps the organization identify strengths and weaknesses in its management system.

Completing the Self-Assessment and Independent Evaluation will result in a score of an organization’s management system on a scale from 1 to 5. This score relates to a maturity level on the **Rating Chart**, which can help organizations make an action plan to improve its practices.

These tools are not separate from the SA8000 certification program, and the Self-Assessments and Independent Evaluations are to be completed at specific times during the SA8000 certification cycle. Your Certification Body will be able to help you understand the expectations and requirements of the certification cycle.
2. Creating a Training Center Account

The SA8000 Self-Assessment is only available in the Training Center. All Client organizations pursuing SA8000 must create a Training Center account to access the Self-Assessment.

If possible, please create 1 account for your organization to purchase the Self-Assessment.

The Self-Assessment must be completed prior to the scheduled audit

1. Please make sure you have popups enabled on your browser and click on the link below, or copy and paste the link directly into your browser:
   https://socialfingerprint.absorbtraining.com/#/signup

2. You will see the following screen:

   Enter the KEY NAME provided on the SAI website or use the unique KEY NAME your Certification Body provided you, and then click on the green Sign Up button.

   Please note: Enrollment Keys, Usernames and Passwords are case sensitive
3. Fill out the online form to create your Training Center account with your unique information:

![Sign Up Form]

- **First Name**
- **Last Name**
- **Company**
- **Email**
- **Password**
- **Re-enter Password**
- **Phone**
- **Address**
- **City**
- **Postal/Zip Code**
- **Job Title**

You can change the language of the software here.

This will show the Key Name used to sign up for an account.

4. Once you have filled out your information, click Sign Up and you will be prompted to verify your email address before accessing your account. Sign into your email and click on the verification link in the email from SAI Training Center.

Please refer to SAI’s industry sector list from our website here. It is based on the ISIC and NACE industry sector codes.

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Please contact SAI at sa8000@sa-intl.org regarding any questions or concerns in these instructions.
3. Purchasing the SA8000 Self-Assessment

1. Log into your SAI Training Center account by clicking the link below or copy and paste it into your internet browser: https://socialfingerprint.absorbtraining.com/#/login

2. Click on Catalog:

![Catalog](image)

3. Click on **SA8000:2014 and Social Fingerprint (Certification Applicants)**

![Catalog](image)
4. Select **Getting Started with SA8000:2014** and follow the directions to check out:
Your receipt will be emailed to you. You can also save a copy of your receipt by clicking on this box.
4. To Complete the SA8000 Self-Assessment

1. On the home page of your SAI Training Center account, click on My Courses.

2. Click on SA8000:2014 and Social Fingerprint (Certification Applicants):

3. Click Launch to open Getting Started with SA8000:2014:
4. You must complete Part 1: **Introduction to the SA8000:2014 Social Fingerprint Self-Assessment** first:

   ![Image of the SA8000:2014 Social Fingerprint Self-Assessment](image1.png)

   Download a glossary to help you understand the terms used in this presentation.

5. When you are finished with Part 1, your screen will look like this:

   ![Image of the SA8000:2014 Social Fingerprint Self-Assessment](image2.png)

   Click this to go back and begin Part 2.

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Please contact SAI at sa8000@sa-intl.org regarding any questions or concerns in these instructions.
6. Now you can complete the **SA8000:2014 Self-Assessment**

![SA8000:2014 Self-Assessment](image)

7. Go through the rest of the Self-Assessment, answering all questions in full. Once you are complete, you will see checkmarks on all of the sections. **You must go through all of the modules in order to complete it.** Please make sure all modules have a checkmark and the “CURRICULUM PROGRESS” bar shows STATUS: COMPLETED.

![Profile Questions](image)
8. Upon fully completing the Self-Assessment, you will receive an instant SA8000:2014 Social Fingerprint Self-Assessment Scorecard that gives you a score for each of the 10 categories on a scale of 1-5, as well as an overall score. You can print this for your records.

![SAI Social Fingerprint Rating Chart](image)

Download the SA8000 Social Fingerprint Rating Chart located in Resources to see where your score lands on the rating chart.
9. If you completed the SA8000:2014 Self-Assessment using a unique KEY NAME from a SAAS-Accredited Certification Body, they will contact you regarding next steps in the certification process.

If you created an account using the Key Name from SAI’s website, and would now like to pursue SA8000 certification, or if you have any questions about the SA8000 certification process, please contact sa8000@sa-intl.org.

To see a list of SAAS-Accredited Certification Bodies, please see this link: http://www.saasaccreditation.org/accredcertbodies.
5. Recertification to SA8000

Your organization will have to purchase and complete a new SA8000 Self-Assessment when you pursue Recertification to SA8000.

1. To purchase an additional Self-Assessment, log into your Training Center account: https://socialfingerprint.absorbraining.com/#/login

2. Click on Catalog:

3. Click on SA8000:2014 and Social Fingerprint (Certification Applicants)
4. Select **Recertification to SA8000:**

![Recertification to SA8000 screenshot]

5. Select **Recertification – SA8000 Self-Assessment** and follow the directions to check out (refer to pages 8-10 for the purchase photos):

![Recertification – SA8000 Self-Assessment screenshot]

6. Once you have purchased **Recertification – SA8000 Self-Assessment,** you will receive access to complete **Getting Started with SA8000:2014** again after **10-15 minutes** as the Training Center software updates your account.

While you wait, you can view some slides on SA8000 to refresh your knowledge on the SA8000 Management System categories. To view these slides, navigate back to **My Courses:**
7. Click on **SA8000:2014 and Social Fingerprint (Certification Applicants)**:

8. Select **Recertification to SA8000**:
9. Click **Launch**

10. Approximately 10-15 minutes after purchasing **Recertification – SA8000 Self-Assessment**, you will see **Getting Started with SA8000:2014** will be ready for you to complete again (refer to pages 12-14 for further instructions):