

EcoVadis改进行动计划(CAP) 使用指南

什么是改进行动计划 (CAP: Corrective Action Plan)?

CAP, 改进行动计划是接受评估的公司与客户共享信息并且有效沟通的一种工具, 它有助于用户共同定义和追踪改进行动 (CA: Corrective Action) 的进度, 从而改善并提升接受评估公司的企业社会责任表现。通过CAP 您能够:

- ✓ 在线构建改进行动计划
- ✓ 实时沟通改进行动并完成改进行动 (CA's)
- ✓ 针对指定改进行动发送问题, 获得反馈

创建改进行动计划(CAP)的两个途径:

1. 客户提出要求
2. 由分数卡持有者创建

浏览及创建改进行动计划(CAP)

步骤 1 登录到您的EcoVadis版面, 点击 “Corrective Action Plan”

点击红框里的<< Add >> 浏览客户要求改进行动

或者点击此<< Add >> 创建您自己想进行的改进行动

您有 4 个请求的改进行动 (Click Add)

*即使您没有从客户收到任何改进要求, 您仍然可透过点击<Add>添加贵公司想作出的改进行动

步骤 2 了解您的改进行动

Improvement Area	Status	Priority	Count
No endorsement of external CSR initiatives or principles (e.g. Global Compact)	ALL	POL	1
Corrective action plan	ALL	RES	1
No information on ISO 14001/ EMAS certification	ENV	ACT	1

需要进行改进行动的警示等级
(A: 高级警示
B: 中级警示
C: 低级警示)

管理指标
[POL: 政策
ACT: 行动
RES: 结果]

灰色圆圈代表由被评估公司或客户自行制定的改进行动

数字代表客户要求的改进行动

步骤 3 开始您在改进领域的工作 (客户要求)

The screenshot shows a table with 36 Improvement Areas. The first row is 'No endorsement of external CSR initiatives or principles (e.g. Global Compact)' with a count of 1. The second row is 'Corrective action plan' with a count of 1. A callout points to a '+' icon in the second row.

The detailed view shows 'IMPROVEMENT AREA INFORMATION' with the title 'Corrective action plan'. It includes a 'PERSON IN CHARGE' field and a 'DEADLINE' field. An 'ADD DOCUMENTS' button is highlighted. Below this is a 'Private Communication Stream' with a message from 'pf@ecovadis.com' dated 10 October 2013. At the bottom, there are buttons for 'SAVE AS DRAFT', 'ACCEPT', 'REJECT', and 'CANCEL'. The 'ACCEPT' button is highlighted.

Callouts in Chinese provide instructions: '点击 '+' (Click '+'), '上传文件 (Upload files), '此项改进行动的名称 (Name of this improvement action), '制定截止日期 (Set the deadline), '您客户的要求 (Your customer's requirements), '此项改进行动的负责人 (Responsible person for this improvement action), and '点击 'ACCEPT' 保存您的改进行动 (Click 'ACCEPT' to save your improvement action).

或者 您也可以创建自己的改进行动

The screenshot shows the 'Corrective Action Plan' management interface. On the left, there is a search and filter section. A callout points to an 'Add' button. On the right, there is a 'SUPPLIER CUSTOM CORRECTIVE ACTION' form with fields for 'Priority', 'Theme', 'Supplier Public Information', 'Person in Charge', and 'Deadline'. A callout points to an 'ADD CUSTOM' button.

Callouts in Chinese provide instructions: '点击 'Add' (Click 'Add') and '点击 'ADD CUSTOM' 创建自己的改进行动 (Click 'ADD CUSTOM' to create your own improvement action).

步骤 4 请点击 'Publish ALL' 发布您的改进行动以确保您的客户可以看到您的改进行动

The screenshot shows a table with improvement areas. The first row is 'No formalized environmental policy' with a status of 'Draft'. The second row is 'Corrective action plan' with a status of 'In Progress' and a count of 1. A callout points to a 'Publish ALL' button.

Callout in Chinese: '请点击 'Publish ALL' 发布您的改进行动以确保您的客户可以看到您的改进行动 (Click 'Publish ALL' to publish your improvement action to ensure your customers can see your improvement action).

重要需知

- 改进行动计划中上传的所有文件将会自动包含在您的下一次重新评估中
- 您在改进行动计划中发布的内容不会改变当前的成绩。分数卡结果只会当您公司进行下一次重新审核时更新。

帮助

- ✓ 改进行动计划简介视频
- ✓ [EcoVadis Help Center](#) (帮助中心: 10种语言)

