

STEP 3 - TEMPLATE NO. 10 - Template for recording Interviews in management manufacturing

Recording of interviews with management in manufacturing

Instructions: This template can be used to record interviews with management. The first column contains the type of questions from the interview guide, the second column can be used to codify (when possible) some of the answer in order to compare responses across large sets of interview records, the last column provides space to put in the notes from the interview.

Questions	Response codification	Description / notes
1. General		
Enterprise		
Stratification	Choose an item.	
Type	Choose an item.	
Category / size	Choose an item.	
Owner		
Product		
Operations	Choose an item.	
2. Work conditions		
2.1. Structure		
Permanent workers		
Temporary workers		
Daily workers		
Distribution		
2.2. Organisation		

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Day team / night team		
Number of workers at night		
Production		
2.3. Recruitment and association		
workers' organization / union		
Recruitment agency		
Enterprise committee		
Social security		
2.4. Absenteeism, sickness, maternity		
Absenteeism		
Maternity		
Turnover		
2.5. Training		
Technical	Choose an item.	
Needs		
2.6. Wage and benefits		
Wage	Choose an item.	
Other benefits		
3. OSH		
3.1. Hazard identification and risk management		
Safety and health committee		
Safety and health manager		

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Risks assessment		
Training		
Provision of PPEs		
3.2. Accidents and incidents		
Recording of accidents and incidents within the enterprise		
Reporting of accidents and incidents		
Type of frequent accidents	Choose an item.	
Frequency of accidents		
Procedure in the event of an accident		
Takeover of the entity responsible for compensation of occupational injuries and disease		
Takeover of occupation health services		
Follow-up of consequences on productivity / costs		
3.3. Emergency		
First aids		
Fire		
Evacuation		
3.4. Enforcement and supporting functions		

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Labour inspection		
Entity responsible for compensation of occupational injuries and disease		
Occupation health services		
4. Suppliers and subcontractors		
Use of subcontractors (core business)		
Size of the subcontractors	Choose an item.	
Support to the subcontractors		
Other subcontractor		
Raw material supplier	Choose an item.	
5. Buyers		
International clients		
Local clients		
Positioning		
Certifications		
Certification cost		
Support to clients		
Relation with the buyers		
Production cost		
6. Perception		

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Challenges		
Future projects		
Other		