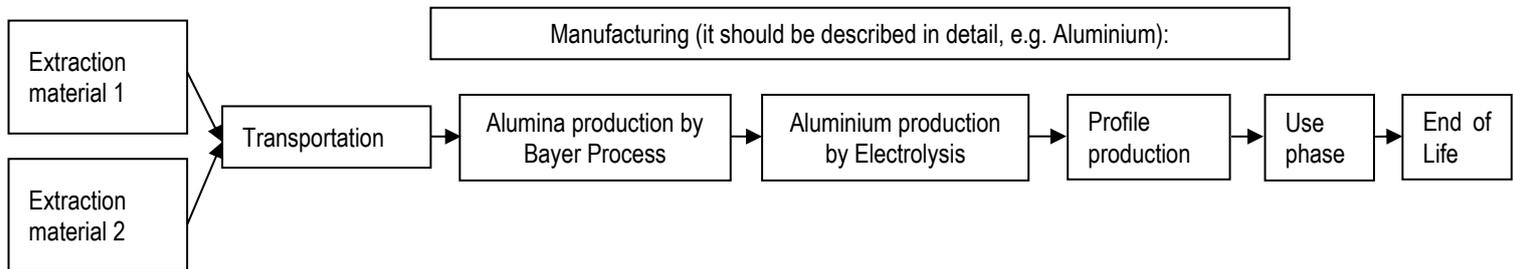


Product Social Impact Assessment – Step By Step guidance for data collection and processing

1. Identifying the main process units of the product life cycle and drawing the flow-chart:



2. Identifying the company responsible for the respective production step and involving them
3. Identifying the location of each process unit: address or at least country and region
4. Analysis of the product life cycle according to the process unit's location, i.e. defining the life cycle stages that are most relevant (see the [Handbook](#) for definition of relevance)
5. After defining relevance, adjust the excel file(s) for data request by leaving only the relevant social topics and indicators for the life-cycle stage.

Quantitative Assessment

1. Sending the quantitative excel file with all relevant topics and indicators and the description of the product life cycle to the identified plants involved internally (i.e. process units at own company) as well as externally (i.e. process units at other companies)
2. Identification of the total worked time (hours) or total mass (kg) or total value (\$) that relate to every life cycle step (this is important to be able to allocate company specific data to the product)
3. If there is no time to collect worked time (hours) or total mass (kg) or total value (\$) for a respective life cycle step, it can be estimated by using the number of employees working in the respective unit, the working time of each employee in the respective year, and the production volume of the product in question in that unit in a year (see the [Handbook](#) for the detailed calculation)
4. Filling out of the Raw Data sheet in the excel file for the process units at own company. Because the data must be already allocated to the product assessed here (see allocation method in the [Handbook](#)), it is important that it is clearly declared which allocation method (worked hours is preferable) has been used.
5. When data are not available for a specific life cycle step or indicator, this should be declared as "n.d." (no data) in the excel. This life cycle step can be left out in the assessment. An explanation of the reason why data are not available should be provided.
6. Applying the referencing value for each indicator according to the [Handbook](#) (ideal scenario, worst scenario) and introducing the value in the excel file.
7. Complete the excel file with the data for external process units (they have to be collected by suppliers)

Scales-based Assessment

1. Sending the scales-based excel file with all relevant topics and indicators and the description of the product life cycle to the identified plants involved internally (i.e. process units at own company) as well as externally (i.e. process units at other companies)
2. A score ranging from "-2" to "+2" can be assigned to each indicator depending on the received data and according to the evaluation scheme that can be found in the [Handbook](#)
3. Complete the excel file with the data for external process units (they have to be collected by suppliers)