
Auditee :	APS Apparels Limited
Audit Date From :	21/08/2016
Audit Date To :	21/08/2016
Expiry Date of the Audit :	21/08/2017
Auditing Company :	ALGI
Auditor's Name(s) :	Shah Md. Nazmul Hoque(Lead), Md Ataur Rahman
Auditing Branch (if applicable) :	ALGI Bangladesh



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Rating Definitions



Rating	A combination of ratings per performance area where:	Consequence																																													
<p>A OUTSTANDING</p>	<p>o Minimum 7 performance area rated A o No Performance area rated C, D or E</p> <p><i>These are three examples:</i></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	B	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without needing follow-up audit.</p>
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A																																	
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<p>B GOOD</p>	<p>o Maximum 3 performance area rated C o No performance area rated D or E</p> <p><i>These are three examples:</i></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	B	B	A	A	A	A	A	A	B	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	B	C	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without needing follow-up audit.</p>
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B	B	B	B	B	B	B	B	B	B	B	C	C	C	C																																	
<p>C ACCEPTABLE</p>	<p>o Maximum 2 performance areas rated D o No performance area rated E</p> <p><i>These are three examples:</i></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	C	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	C	D	D	C	C	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up on its progress. The auditee develops a remediation plan within 60 days following the completion of the audit.</p>
A	A	A	A	A	A	A	A	A	A	C	C	C	C	C																																	
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<p>D INSUFFICIENT</p>	<p>o Maximum 6 performance area rated E</p> <p><i>These are three examples:</i></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	D	E	E	D	D	D	D	D	D	D	D	E	E	E	E	E	E	E	<p>The auditee needs follow up on its progress. The auditee develops a remediation plan within 60 days following the completion of the audit.</p>
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D	D	D	D	D	D	D	D	E	E	E	E	E	E	E																																	
<p>E UNACCEPTABLE</p>	<p>o Minimum 7 performance areas rated E</p> <p><i>These are three examples:</i></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	<p>BSCI participants shall closely oversee the auditee's progress as it may represent a higher risk than other business partners</p>
A	A	A	A	A	A	E	E	E	E	E	E	E	E	E																																	
A	A	B	B	C	D	E	E	E	E	E	E	E	E	E																																	
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E																																	
<p>Zero Tolerance</p>	<p>A Zero Tolerance issue was identified (see Annex 5)</p>	<p>Immediate actions are required. The BSCI Zero Tolerance Protocol is to be followed.</p>																																													

Main Auditee Information

Name of producer :	APS Apparels Limited		
DBID number :	8301		
Audit ID :	55349		
Address :	Holding No. 106, Ward No. 05, Baitur Rahman Jame Mosque Road, East Faidabad, Dokshinkhan, Dhaka		
Province :	Dhaka	Country :	Bangladesh
Management Representative :	M M Rahman, (General Manager-HR & Compliance)		
Contact person:	M M Rahman	Sector :	Non-Food
Industry Type :	Textiles, clothing, leather	Product group :	Apparel
Product Type :	All types of Knitted Item		

Audit Details



Audit Range :	<input type="checkbox"/> Full Audit	<input checked="" type="checkbox"/> Follow-up Audit
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced <input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No	
Audit extent (if applicable) :	none	
Audit interferences or contingencies (if applicable) :	none	
Overall rating :	C	
Need of follow-up :	Yes	If YES, by : 21/08/2017

Rating per Performance Area (PA)												
PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	C	A	A	C	C	D	A	A	A	A	A	A

Executive summary of audit report

APS Apparels Limited. is located at Holding No. 106, Ward No. 05, Baitur Rahman Jame Mosque Road, East Faidabad, Dokshinkhan, Dhaka, Bangladesh. Total land area occupied by this factory is 28,800 square feet where production area is about 21,575 square feet. Warehouse area is about 12,772 square feet.

The factory was established in the year of 1999 and specialized in knit items. Main production processes includes cutting, sewing, finishing and packing. On the audit day, there were total 432 employees in the factory of which 21 employees were non production workers.

The facility consists of one building. Building description is as follow:

Building 01 (8 storied):

Basement: Fabric store and accessories store.
 Ground floor: Boiler room, generator room, substation room, child care room, medical room, finished goods store and office.
 1st floor: APS Holdings Ltd (Another factory under same management)
 2nd floor: APS Design Works Ltd (Another factory under same management)
 3rd floor: Sewing & finishing section.
 4th floor: APS Clothing Ltd (Another factory under same management)
 5th floor: Cutting section (Combined) and Office.
 6th floor: Cutting section (Combined) and sample section.
 7th floor: Dining, idle machine room, prayer room and 34% open space.

Based on documents review, management and worker interview, wages are paid monthly in cash within 7 working days of the following month. The regular working hours are from 8.00 AM to 5.00 PM with one hour lunch break. There are three shifts for security guards: Shift A: 6:00 AM to 2:00 PM, Shift B: 2:00 PM to 10:00 PM & Shift C: 10.00 PM to 6.00 AM. Normal working days are from Saturday to Thursday.

During the current follow up audit, payroll and attendance records since the last assessment i.e. from August 2015 to July 2016 were provided for review. The auditor selected 25 samples from July 2016 (recent month), 25 samples from February 2016 (random month) and 25 samples from August 2015 (initial month) for review.

M M Rahman, (General Manager-HR & Compliance) has agreed and signed the CAP.

Ratings Summary



Auditee's background information			
Auditee's name :	APS Apparels Limited	Legal status :	Private Limited Company
Local Name :	None	Year in which the auditee was founded :	1999
Address :	Holding No. 106, Ward No. 05, Baitur Rahman Jame Mosque Road, East Faidabad, Dokshinkhan,	Contact person (please select) :	M M Rahman
Province :	Dhaka	Contact's Email :	gm@aps-group.org
City :	Dhaka	Auditee's official language(s) for written communications :	Bengali
Region :	South Asia	Other relevant languages for the auditee :	English
Country :	Bangladesh	Website of auditee (if applicable) :	www.aps-group.org
GPS coordinates :	None	Total turnover (in Euros) :	84771954.61
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Textiles, clothing, leather	Of which domestic market % :	0.00
If other, please specify :	None	Production volume :	250,000 pieces per month
Product Group :	Apparel	Production cost calculation :	Yes
If other, please specify :	None	Lost time injury calculation cost :	No
Product Type :	All types of Knitted Item		

Auditee's employment structure at the time of the audit			
Total number of workers :	432	Total number of workers in the production unit to be monitored (if applicable) :	0
	MALE WORKERS	FEMALE WORKERS	
Permanent workers	173	259	
Temporary workers	0	0	
In management positions	12	2	
Apprentices	0	0	
On probation	0	0	
With disabilities	0	0	
Migrants (national citizens)	0	0	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	173	259	
Production based workers	0	0	
With shifts at night	1	0	
Unionised	0	0	
Pregnant	-	10	
On maternity leave	-	4	

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: D

Deadline date:20/08/2017

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

The overall observation shows that the factory has set a partial system to implement & monitor the social management system, appointed a Senior Management Representative to implement and maintain company's Social Management system. Factory also has a system to select business partners as per their company policy and procedures but it was not systematic. Further, the factory has a proper production as well as lost time reporting system implementing monthly/daily basis. However, issues identified in this area noted in points below: 1.1, 1.3 & 1.4

সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানায় সামাজিক কর্মক্ষমতা নিরীক্ষণ একটি আংশিক সিস্টেম আছে, BSCI নিয়ম ও প্রবিধান অনুযায়ী কোম্পানির সামাজিক ম্যানেজমেন্ট সিস্টেম বজায় রাখার জন্য একজন সিনিয়র ব্যবস্থাপনা প্রতিনিধি নিযুক্ত করেছেন। কারখানার এছাড়াও ব্যবসায়িক অংশীদার নির্বাচন করার সিস্টেম আছে, কিন্তু তা সঠিক ছিলনা।

1.1 - Current follow up audit conducted on: August 21, 2016
New Finding: Although the factory has set a management system to implement the BSCI social requirements, but this was not proper and did not fully meet the BSCI social management system requirements as well. Further, the factory management system did not show a full commitment towards integrating the BSCI Code into the auditee's business culture, understand the content of the BSCI Code and Terms of Implementation for business partners to be involved in the BSCI monitoring process, understand the need to develop the internal procedure to integrate the BSCI Code into day to day business culture and performance activities.

যদিও কারখানায় একটি ম্যানেজমেন্ট সিস্টেম আছে, কিন্তু কারখানার ব্যবসায়িক সংস্কৃতির মধ্যে BSCI কোড এর প্রতি পূর্ণ অঙ্গীকার প্রদর্শন করা হয়নি।

1.3 - Current follow up audit conducted on: August 21, 2016
Not Corrected: Though the factory has a policy to select & monitors its business partners i.e. sub-contractors, suppliers & sub-suppliers to enforce BSCI business partner's requirements, but they did not have an effective and structured system thus it covered all significant partners to align with the BSCI Code of Conduct. It was also noted that the factory has not a proper system or effective way to monitor the social performance of all business partners as per BSCI relevant requirements.

যদিও কারখানা বর্তমান ও ভবিষ্যত গুরুত্বপূর্ণ ব্যবসায়িক অংশীদার পর্যবেক্ষণ করে, কিন্তু এই সিস্টেম BSCI প্রয়োজন মেটাতে পারে না। এছাড়াও লক্ষণীয় যে কারখানা সংশ্লিষ্ট কর্মীদের সরবরাহকারী এবং সাবকন্ট্রাকটরের উপরে পর্যবেক্ষণ করতে BSCI প্রয়োজনীয়তা উপর তাদের প্রশিক্ষণ দেয় না।

1.4 - Current follow up audit conducted on: August 21, 2016
New Finding: Factory provided the workforce capacity planning records which include that the production plan was noted to be 09/10 hours/day. Since the planning considering 9/10 hours as working hours in a day instead of considering 8 hours then workers has to do mandatory overtime.

নয়/দশ ঘন্টার উৎপাদন পরিকল্পনা তৈরি করা হয়েছে কিন্তু এটা বাস্তবসম্মত না এবং এর ফলে শ্রমিকদের সাধারণ ৮ ঘন্টার সাথে অতিরিক্ত কাজের চাপ তৈরি হয়।

Remarks from Auditee:

None

Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: A

Deadline date:30/09/2015

Good practices

None

Areas of improvement

Based on satisfactory evidence through documents review and management interview, the main auditee partially respect this PA (Performance area 1: Social Management System) because: Finding: In accordance with BSCI Performance Area (Social Management System) No. 1.3: "Is there satisfactory evidence that the auditee has a good overview of the significant business partners and their level of alignment with BSCI Code of conduct?" Issue: The facility has no management and monitoring system of its own significant business partners, like accessories supplier. Note that the facility has supplier monitoring system for production value added process. Recommendation: It is recommended that there should have a management and monitoring system of its own significant business partners, like, raw materials supplier.

Remarks from Auditee

Performance Area 2 : Workers Involvement and Protection	
1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: C	Deadline date:20/08/2017
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The overall observation shows that the factory has formed different committees among the workers representatives and management staff including 'Participating Committee', Health & Safety Committee' and 'Grievance Handling Committee'. Management system shows that they are trying to make a bridge between workers and management on labor practices, monitoring factory work place conditions, grievance mechanism etc. However, issues identified in this area are described in points below: 2.1, 2.2 & 2.5</p> <p>সামগ্রিক পর্যবেক্ষণ দেখায় যে, কারখানা শ্রমিক প্রতিনিধি, অংশগ্রহণ কমিটি, নিরাপত্তা কমিটি ও শ্রমিক অংশগ্রহণকারী কমিটি সহ ব্যবস্থাপনা কর্মীদের মধ্যে বিভিন্ন কমিটি গঠন করা হয়।</p> <p>2.1 - Current follow up audit conducted on: August 21, 2016 New Finding: The factory has formed a Participation Committee parallel means of Workers Union among the workers and management representative through selection processes instead of election. General workers as well as PC members were not properly aware about the PC roles and responsibilities. Furthermore, the system implementing towards other committee's were found less effective, since the communication channel among the committee's were not functioning.</p> <p>যদিও কারখানায় একটি পার্টিসিপেশন কমিটি- পিসি গঠন করা হয়েছে; উপরন্তু, সাধারণ শ্রমিকের পাশাপাশি পিসি সদস্য পিসি ভূমিকা ও দায়িত্ব সম্পর্কে অবগত ছিল না। এমনকি, কমিটির সদস্যগণ কারখানার অন্যান্য কমিটি সম্পর্কে মোটেই সচেতন ছিলনা।</p> <p>2.2 - Current follow up audit conducted on: August 21, 2016 New Finding: The factory has not defined a long-term goal or a written statement of factory's mission and vision for protecting workers in line with the aspirations of the BSCI Code of Conduct.</p> <p>কারখানা কর্তৃপক্ষ বিএসসিআই-র নীতিমালা অনুযায়ী শ্রমিকদের নিরাপত্তার জন্য একটি সুদূর প্রসারী লক্ষ্য স্থির করেনি।</p> <p>2.5 - Current follow up audit conducted on: August 21, 2016 Not Corrected: Though the factory has a policy and written procedures in place, complain boxes available in the relevant areas, factory has formed different committees; as stated they also have open door policy, but there are lack of grievance mechanism in place towards how workers can drop their grievances/ suggestions through the suggestion boxes, awareness of open door policy. Further, management staff responsible for grievance handling were not well aware about the grievance regulation & investigation processes; the workers were also not aware about the grievance resolution process & the process of appealing against any disciplinary action. Noted that grievance log was not maintained with sufficient information as per BSCI standard.</p> <p>কারখানায় একটি কার্যকর এবং কার্যকরী অভিযোগ প্রক্রিয়া ছিল না; তদ্ব্যতীত অভিযোগ সমাধান প্রক্রিয়া এবং কোনো শাস্তিমূলক ব্যবস্থার বিরুদ্ধে আবেদন প্রক্রিয়া সম্পর্কে শ্রমিকেরা ভাল সচেতন নয়।</p>	
Remarks from Auditee: None	
Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: A	Deadline date:30/09/2015
Good practices	
None	
Areas of improvement	
<p>Based on satisfactory evidence through documents review and management interview, the main auditee partially respect this PA (Performance area 2: Workers Involvement and Protection) because: In accordance with BSCI Performance Area (Workers Involvement and Protection) No. 2.5: "Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?" Issue: The facility has no proper written procedure for the grievance mechanism. Note that grievance mechanism of the facility is not included responsible person, potential conflict of interest define, timeline to address, process of Appeal, regular survey, etc. Recommendation: It is recommended that the facility should have written procedure for the grievance mechanism, including responsible person, potential conflict of interest define, timeline to address, process of Appeal, regular survey, etc.</p>	
Remarks from Auditee	

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: A	Deadline date:20/08/2017
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The overall observations shows that the factory has established a complete Freedom of Association policy and procedures in place to ensure workers right to associate & organize collectively. 3.3 was marked as N/A since no worker was found who is directly involved with any trade union. সামগ্রিক পর্যবেক্ষণ দেখায় যে, কারখানায় শ্রমিকদের মেলামেশা ও সম্মিলিতভাবে সংগঠিত করার জন্য একটি সম্পূর্ণ 'সংগঠনের স্বাধীনতা' নীতি ও পদ্ধতি প্রতিষ্ঠিত হয়েছে।</p> <p>3.1 - Current follow up audit conducted on: August 21, 2016 Not Corrected: The factory has formed a Participation Committee parallel means of Workers Union among the workers and management representatives through selection processes instead of democratic election. পার্টিসিপেশন কমিটি- নির্বাচনের মাধ্যমে গঠন করা হয়নি।</p>	
Remarks from Auditee:	
None	
Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: B	Deadline date:31/12/2015
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
<p>Based on satisfactory evidence through documents review and management interview, the main auditee does not respect this PA (Performance area 3: The rights of Freedom of Association and Collective Bargaining) because: In accordance with BSCI Performance Area (The rights of Freedom of Association and Collective Bargaining) No. 3.1: "Is there satisfactory evidence that the auditee respects the right of workers to form unions in a free and democratic way?" Bangladesh Labor Law 2006 (Correction), Section 205 (6), In the case of an establishment where there is no trade union, representatives of the workers on a participation Committee shall be elected in the prescribed manner from amongst the workers engaged in the establishment for which the Participation Committee is constituted. Issue: The facility has formed PC by selection instead of election.</p>	
<u>Remarks from Auditee</u>	
Performance Area 4 : No Discrimination	
1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Remarks from Auditee:	
Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
None	
<u>Remarks from Auditee</u>	

Performance Area 5 : Fair Remuneration	
1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: C	Deadline date:20/08/2017
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The overall observations shows that the factory has ensured and pay all kinds remuneration to the workers as per law. All workers were provided with written and understandable information about their employment conditions with respect to wages before they enter employment, and provide the particulars of their wages for each pay period. The factory pays the wages within 7th working days of the following month. Moreover, the overall compliance level of the factory was found complete and consistent except some deviations were noted in this area: 5.4 & 5.6</p> <p>সামগ্রিক পর্যবেক্ষণ দেখায় যে, কারখানা আইন অনুযায়ী শ্রমিকদের পারিশ্রমিক পরিশোধ করেছে। সকল শ্রমিকদের মজুরি পরবর্তী মাসের সাত কর্মদিবসের মধ্যে প্রদান করা হয়। প্রত্যেক শ্রমিককে তাদের কর্মসংস্থানের অবস্থা সম্পর্কে লিখিত ও বোধগম্য তথ্য প্রদান করা হয়েছে। কিন্তু কারখানা জীবনধারণের মজুরী প্রদানের কোন উদ্যোগ নেয় নাই এবং অনুপস্থিতির জন্য কর্তন নির্ধারিত ৩০ দিনের হিসাবের পরিবর্তে প্রতি মাসের সর্বমোট দিনের সংখ্যা ভিত্তিতে করা হয়।</p> <p>5.4 - Current follow up audit conducted on: August 21, 2016 Not Corrected: Although the factory ensures country minimum wages to all employees, but they did not take any initiative to achieve living wage as per industry and region standard. Noted that the living wages of the region is BDT 11,200 (approx.) and minimum wages for the industry is BDT 5,300 (assistant operator).</p> <p>কারখানার অঞ্চলের জন্য নির্ধারিত জীবনধারণের মজুরি কারখানা করতিক নির্ধারিত হয় না, এবং ন্যূনতম মজুরি ও জীবন ধারণের মজুরির মধ্যে পার্থক্য কমানো নিয়ে কোন উদ্যোগ নেই। যাহোক, কারখানা মালিক সকল শ্রমিকদের জন্য ন্যূনতম মাসিক মজুরি নিশ্চিত করেছে।</p> <p>5.6 - Current follow up audit conducted on: August 21, 2016 New Finding: Noted that deductions on workers absenteeism are calculated based on calendar days of the month instead 30 days fixed. অনুপস্থিতির জন্য কর্তন নির্ধারিত ৩০ দিনের হিসাবের পরিবর্তে প্রতি মাসের সর্বমোট দিনের সংখ্যার ভিত্তিতে করা হয়।</p>	
Remarks from Auditee:	
None	
Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: A	Deadline date:31/03/2016
Good practices	
None	
Areas of improvement	
<p>Based on satisfactory evidence through documents review and management interview, the main auditee partially respect this PA (Performance area 5: Fair Remuneration) because: In accordance with BSCI Performance Area (Fair Remuneration) No. 5.4: Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living? Issues: The Facility has measured decent standard living wage BDT. 6776. 406 out of 476 employees do not meet their living wage as per fair remuneration which has measured by the facility. Recommendation: It is recommended that facility should meet their decent standard living wage according to fair remuneration.</p>	
Remarks from Auditee	

Performance Area 6 : Decent Working Hours	
1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: C	Deadline date:20/08/2017
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The overall observation shows that the factory has a working hour policy posted in all prominent places in the premises. As per records provided by the factory, the factory uses electronic system to track the workers daily in and out time. As per provided records, the highest working hours is 10 hours/day and 60 hours/week which is within the legal limit of working hours. The maximum continuous working days were noted to be 6. However, as per production plan the factory workers has to be done mandatory overtime with regular hours work.</p> <p>সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানা একটি কাজের ঘন্টা নীতি চহুরে সব স্থানে পোষ্ট হয়েছে। কারখানা ইন এবং আউট সময় নির্ধারণের জন্য ইলেকট্রনিক সিস্টেম ব্যবহার করে। প্রদত্ত রেকর্ড অনুযায়ী, সর্বোচ্চ কর্মঘন্টা 10 ঘন্টা / দিন এবং 60 ঘন্টা / সপ্তাহে যা কাজ ঘন্টার আইনি সীমা মধ্যে আছে। সর্বাধিক একটানা কাজের দিন 6 দিন উল্লেখ করা হয়েছে।</p> <p>6.1 - Current follow up audit conducted on: August 21, 2016 Corrected: Factory general working hours were found within the legal limit and no evidence was noted on excessive overtime (more than legal work hours).</p> <p>6.2 - Current follow up audit conducted on: August 21, 2016 New Finding: Though no evidence was found that the workers are working more working hours than the legal limit, but the production planning records including working hours were found not properly realistic and achievable basing on their working hours scheduling for workers. They are planning considering 09/10 hours as working hours in a day instead of considering 8 hours. Thus, if the factory plans to produce product considering 09/10 hours/day workers has to do mandatory extra overtime.</p> <p>উৎপাদন পরিকল্পনা বাস্তব সম্মত না।</p>	
Remarks from Auditee:	
None	
Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: B	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
<p>4. Based on satisfactory evidence through documents review and management interview, the main auditee does not respect this PA (Performance area 6: Decent Working Hours) because: In accordance with BSCI Performance Area (Decent Working Hours) No. 6.1: "Is there satisfactory evidence that the auditee does not require more than 48 regular working hours per week, without prejudice to the exceptions recognised by the ILO?" Bangladesh Labour Law 2006, section: 102: "102.Provided that the total hours of work of an adult worker shall not exceed sixty hours in any week and the average fifty-six hours per week in any year" In the month of September, 2014 (Peak Month), 15 out of 25 randomly selected employees worked lowest 73 hours to highest 78 hours in a week. 15 out of 25 sample employees maximum working hour in a day reached to that mentioned highest 13 hours. Recommendation: It is recommended that the facility should respect local law regarding working hour.</p>	
<u>Remarks from Auditee</u>	

Performance Area 7 : Occupational Health and Safety

1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: D

Deadline date:20/08/2017

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

The overall observation shows that the factory has established a complete 'health & safety' policy & procedures. The production floor was quite clean & spacious. Evacuation maps were available in almost all areas. Sufficient drinking water was provided in the production floors. Fire extinguishers were also properly charged and ready for use. However, the overall health & safety condition of the factory was found to be satisfactory, and the issues identified during the visit which are detailed in the below point.

সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানা একটি সম্পূর্ণ স্বাস্থ্য ও নিরাপত্তা নীতি ও পদ্ধতি প্রতিষ্ঠা করেছে। উৎপাদন স্থান বেশ পরিষ্কার ছিল। উদ্ভাসন পরিকল্পনা প্রায় সব অঞ্চলে পাওয়া যায়।

পানীয় জল সকল উৎপাদন মেঝেতে ছিল। অগ্নি নির্বাপক যন্ত্র সঠিকভাবে চার্জ এবং ব্যবহারের জন্য প্রস্তুত করা ছিল। কারখানার সামগ্রিক স্বাস্থ্য ও নিরাপত্তা শর্ত ভাল পাওয়া গেছে।

7.3 - Current follow up audit conducted on: August 21, 2016

Not Corrected: A complete and regular risk assessment has not been conducted in the premises including potential risk from machines, production processes, all sections/areas, diseases as well as OHS issues. Furthermore, workers as well as management staff did not well aware on identifying the potential risk factor in the premises.

বর্ধি পর্যালোচনা এবং ব্যবস্থাপনা সাক্ষাতকালে জানা যায় যে, নিয়মিত একটি সম্পূর্ণ এবং সঠিক ঝুঁকি মূল্যায়ন (মেশিন, প্রক্রিয়া, রোগ থেকে সম্ভাব্য ঝুঁকি সেইসাথে OHS বিষয় সহ) কারখানায় পরিচালিত করা হয়নি।

7.4 - Current follow up audit conducted on: August 21, 2016

New Finding: Factory did not have an effective & functioning 'safety committee' including management & workers to ensure active cooperation between two parties to develop and implement a system towards ensuring OHS issues in the premises. Furthermore, workers as well as management staff were not properly aware on OHS issues.

কারখানায় একটি কার্যকর নিরাপত্তা কমিটি গঠন করা ছিল না। উপরন্তু, শ্রমিকদের পাশাপাশি ব্যবস্থাপনা কর্মীদের OHS বিষয় সঠিকভাবে অবগত করা ছিল না।

7.6 - Current follow up audit conducted on: August 21, 2016

Corrected: All workers were found wearing proper PPE's in the floor.

7.7 - Current follow up audit conducted on: August 21, 2016

New Finding: a) Generator oil (diesel drums) was kept along with waste carton and scarp plastic in the diesel storing room. b) IPS system , batteries and open electric wires were kept just closed to the water hoses point.

ক) ডিজেল অন্যান্য স্ক্র্যাপ জিনিসপত্রের সাথে ছিল, খ) আইসিএস সিস্টেম, ব্যাটারি ও বিনুতের খোলা তার ফায়ার হোস পাইপের সাথে ছিল।

7.10 - Current follow up audit conducted on: August 21, 2016

New Finding: Though the factory has a mechanism to record workers accidents & injuries and diseases of the factory but the way of investigation and root cause analysis of diseases was not proper and effective.

আঘাত ও অসুখের মূল কারণ আর তদন্ত ভালোভাবে হয়না যা পেশাগত স্বাস্থ্য ও নিরাপত্তা ব্যবস্থা উন্নত করবে।

7.11 - Current follow up audit conducted on: August 21, 2016

New Finding: a) Factory using a generator (540.8 kw) without having permission from the concerned authority. Noted that the factory have applied to the concerned authority but still it is in process.

b) Factory did not install 'lightening arrester' at the production building.

c) Both-side handrail did not provide in the staircases.

d) Exits of mezzanine floor were found less height, potential hazard (less height column) was also observed in the mezzanine floor.

ক) কারখানা যথামত কতৃপক্ষ থেকে অনুমোদন ছাড়া জেনারেটরের ব্যবহার করে।

খ) বজ্র নিরোধক ব্যবস্থা কারখানা ভবন লাগানো হয়নি।

গ) সিঁড়িতে একপাশে হাতল ছিল।

ঘ) মেজানাইন ফ্লোরের বহির্গমন দরজা ও কলামের উচ্চতা কম ছিল।

7.13 - Current follow up audit conducted on: August 21, 2016

New Finding: 01 out of 01 electrician of the factory did not have update competency certificate (ABC certificate) obtained from the concerned authority.

০১ জন বৈদ্যুতিক অপারেটরের মধ্যে ০১ জনের পারদর্শিতা সার্টিফিকেট নিয়মিত ছিল না।

7.14 - Current follow up audit conducted on: August 21, 2016

Partially Corrected: The factory has installed fire door at all exit points in the premises. However, sprinkler & hydrant system is under process to be installing. Water hose pipe & coverage on top floor was found to be remained the same.

New Finding: Fire fighting equipment (fire extinguisher, hoses point) and fire alarm call point was found kept blocked in many places.

স্প্রিংকলার ও জলাদার ইনস্টল করা হচ্ছে।

অগ্নি নিরাপত্তা সরঞ্জামাদি ভিবিইল যোগায় আবদ্ধ ছিল।

7.17 - Current follow up audit conducted on: August 21, 2016

New Finding: Safety sensor of auto cutting machine was found disabled.

অটো কাটিং মেশিন-র নিরাপত্তা সেন্সর অকার্যকর ছিল।

7.19 - Current follow up audit conducted on: August 21, 2016

New Finding: The factory did not have an effective and functioning procedure or system, in writing, to deal with cases of trauma or serious illness.

ট্রমা বা গুরুতর অসুস্থতার ক্ষেত্রে কারখানায় লিখিত আকারে একটি কার্যকর এবং কার্যকরী পদ্ধতি বা ব্যবস্থা ছিল না।

Remarks from Auditee:

None

Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: D	Deadline date:31/03/2016
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
<p>Based on satisfactory evidence through documents review and site observation, the main auditee partially respect this PA (Performance area 7: Occupational Health and Safety) because: In accordance with BSCI Performance Area (Occupational Health and Safety-Risk assessment) No. 7.3: "Is there satisfactory evidence that the auditee regularly carries out risk assessments for safe, healthy and hygienic working conditions? Issue: The facility has conducted risk assessment regularly; however it is not included HIV,Aids, transmittable and non-transmittable diseases in the work environment. Recommendation: It is recommended that the facility should conduct risk assessment regularly; including transmittable and non-transmittable diseases in the work environment. In accordance with BSCI Performance Area (Occupational Health and Safety) No. 7.6"Is there satisfactory evidence that the auditee enforces the use of PPE to provide protection to workers alongside other controls and safety systems?" Bangladesh labor law 2013 (Correction), Section 78(Kha)(1) In an applicable case, an employer shall not engage any workers in work without providing and ensuring use of personal safety equipment, and in doing so, a record book shall be maintained as designated by the owner. (2) In spite of supply of personal safety equipment if those are not used by workers concerned, they are to be held liable thereof. (3) For ensuring professional health and safety forworkers at workplace, each of workers shall have to be aware on the risk of the work through trainings." Issue: Approximately 7-8 % over lock machine operators were not using face mask at the time of working and 10% eye guards of over lock machines were found displaced from their position.Moreover, 02 out of 06 Iron machine operators were found not using rubber mat during operation. Recommendation: It is recommended that facility should monitor employees and impart training to the employees so that employees are encouraged to use personal protective equipment at regular basis in their workplace. In accordance with BSCI Performance Area (Occupational Health and Safety) No. 7.9' Is there satisfactory evidence that the auditee makes visible potential hazards to the workers and visitors through signs and warnings?" Bangladesh Labor Law 2006, Section-62 (4): In every establishment every window, or other exit affording means of escape in case of fire, other than the means of exit in ordinary use, shall be distinctively marked in Bangla and in red letters of adequate size or by some other effective and clearly understood sign. It was noted through from facility visit that, 01 out of 02 exit sign was found missing in Dinning section located at 7th floor. 02 out of 02 exit sign was found missing in inspection room and store located at 1st floor Recommendation: It is recommended that the facility should install exit signs at mentioned areas. In accordance with BSCI Performance Area (Occupational Health and Safety) No. 7.14"Is there satisfactory evidence that the auditee has installed an adequate amount of properly working firefighting equipment?" In accordance withfacility fire license, facility should follow Bangladesh National Building Code 2006 as per which facility should install fire doors and sprinkler system in to the facility. Issue: No fire resistance door and sprinkler system was found installed in the facility. Note that the facility building 9 storied building and there are 2 exits in each floor. However other firefighting equipment's are available and functional as per law. Recommendation: It is recommended that there should be installed fire resistance door and sprinkler and inter connected smoke detector system in the facility. Issue: 02 out of 02 fire hose pipe water pressure was found low at 6th floor of Building 1 during random checking. Note that Dinning section were not covered the whole section by hose pipe. Recommendation: It is recommended that the facility should install hose pipe connection in the mentioned areas with proper pressure.</p>	
<u>Remarks from Auditee</u>	
Performance Area 8 : No Child Labour	
1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<u>Remarks from Auditee:</u>	
Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
None	
<u>Remarks from Auditee</u>	

Performance Area 9 : Special protection for young workers	
1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Remarks from Auditee:	
Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
Note that point 9.1,9.2 & 9.6 are marked as N/A as no young worker was found in the facility and facility did not recruit any young worker yet, however they have enough policy and procedure to ensure young workers are protected in sense of health and safety, legal benefits, legally permitted working hour, grievance & training.	
<u>Remarks from Auditee</u>	
Performance Area 10 : No Precarious Employment	
1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Remarks from Auditee:	
Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
None	
<u>Remarks from Auditee</u>	
Performance Area 11 : No Bonded Labour	
1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Remarks from Auditee:	
Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: A	Deadline date:
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
None	
<u>Remarks from Auditee</u>	

Performance Area 12 : Protection of the Environment	
1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: A	Deadline date:20/08/2017
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The overall observation shows that the factory has developed a precise policy and procedure on environment management system. The waste collection and disposal record is properly maintained. The factory team who involved on waste handling are trained on waste management system. Factory has also assessed environment impact on it's regular activities.</p> <p>সামগ্রিক পর্যবেক্ষণ দেখায় যে, কারখানা পরিবেশ ব্যবস্থাপনা সিস্টেমে একটি সুনির্দিষ্ট নীতিমালা ও পদ্ধতি উদ্ভাবন করেছে। বর্জ্য সংগ্রহ ও বিক্রয় রেকর্ড যথাযথভাবে রক্ষণাবেক্ষণ করা হয়।</p> <p>12.1 - Current follow up audit conducted on: August 21, 2016 Corrected: The factory has assessed 'Impact on Environment' throughout the premises and kept records properly.</p> <p>12.4 - Current follow up audit conducted on: August 21, 2016 New Finding: Wastes produced in the premises were not keep in a separate way by its types of hazard.</p> <p>কারখানায় উত্পাদিত বর্জ্য পৃথক ভাবে রাখা হয়নি।</p>	
Remarks from Auditee:	
None	
Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: A	Deadline date:31/12/2015
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
<p>Based on satisfactory evidence through documents review and management interview, the main auditee partially respect this PA (Performance area 12: Protection of the Environment) because: In accordance with BSCI Performance Area (Protection of the Environment) No. 12.1: "Is there satisfactory evidence that the auditee continuously identifies the significant impacts and environmental implications associated to its activity?" Issue: The facility has not conducted environmental impact assessment associated to its activity. Note that the facility use chemical in spot removing section, moreover there are boiler and generator used in the facility, which may impact or emission of environment. Recommendation: It is recommended that the facility should identify the significant impacts and environmental implications associated to its activity.</p>	
<u>Remarks from Auditee</u>	
Performance Area 13 : Ethical Business Behaviour	
1- Followup Audit [Audit Id - 55349] Audit Date: 21/08/2016 PA Score: A	Deadline date:20/08/2017
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The overall observation shows that the factory has maintained a proper record keeping system and was provided all necessary documents to the audit team for review. Currently the management has a policy on 'business ethics and anti-corruptions' which is posted in all prominent places in the premises and was communicated to the employees through awareness program and notice boards. However, issue identified in this section is described in point below: 13.1</p> <p>সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানায় একটি সঠিক রেকর্ড পালন সিস্টেম বজায় রাখা হয়েছে এবং পর্যালোচনার জন্য অডিট টিমকে সব প্রয়োজনীয় কাগজপত্র সরবরাহ করা হয়েছিল। তারপরও, এই অধ্যায়ে যে সমস্যাটি চিহ্নিত হয়েছে তা হল।</p> <p>13.1 - Current follow up audit conducted on: August 21, 2016 Not Corrected: The facility has written anti-bribery & anti-corruption policy and procedures in place but no training was provided to the workers and management staff regarding the anti-corruption and factory ethical standard. Also noted that anti bribery agreement was not signed by their suppliers. দুর্নীতিবিরোধী নীতি আছে কিন্তু কারখানা শ্রমিক ও ব্যবস্থাপনা কর্মীদের কোল প্রশিক্ষণ দেয়া হয় না এবং ঘুষ বিরোধী চুক্তি তাদের সরবরাহকারীদের দ্বারা সাইন ইন করা হয়নি।</p>	
Remarks from Auditee:	
None	
Full Audit [Audit Id - 35771] Audit Date: 24/08/2015 PA Score: A	Deadline date:30/09/2015
<u>Good practices</u>	
None	
<u>Areas of improvement</u>	
<p>Based on satisfactory evidence through documents review and management interview, the main auditee partially respect this PA (Performance area 13: Ethical Business Behaviour) because: In accordance with BSCI Performance Area (Ethical Business Behaviour) No. 13.1: "Is there satisfactory evidence that the auditee actively opposes any act of corruption, extortion or embezzlement, or in any form of bribery in its activities as a business enterprise?" Issue: The facility did not include ethics and integrity as part of the training to workers. Recommendation: It is recommended that the facility should include ethics and integrity as part of the training to workers.</p>	
<u>Remarks from Auditee</u>	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Follow-up Audit	21/08/2016	55349	D	C	A	A	C	C	D	A	A	A	A	A	A	C
Full Audit	24/08/2015	35771	A	A	B	A	A	B	D	A	A	A	A	A	A	C

Producer Photos



External photo(s) of the production unit(s)
Factory building.JPG



Photo of non-conformity
Handrail not installed in both sides.JPG



Photo of the inside of the main production hall
Electronic attendance recording device.JPG



External photo(s) of the production unit(s)
Factory gate.JPG



Photo of non-conformity
Less height column.JPG



Photo of the inside of the main production hall
Evacuation plan.JPG



External photo(s) of the production unit(s)
Rooftop.JPG



Photo of non-conformity
Safety sensor not functional.JPG



Photo of the inside of the main production hall
Fabric store.JPG



Photo first aid facilities
First aid box.JPG



Photo of non-conformity
Wastage not properly segregated.JPG

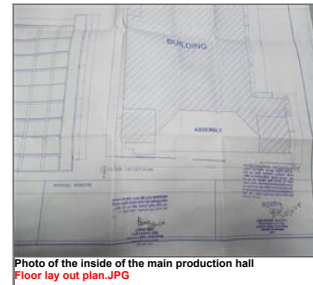


Photo of the inside of the main production hall
Floor lay out plan.JPG



Photo first aid facilities
Medical room.JPG



Photo of the canteen (if applicable)
Canteen.JPG



Photo of the inside of the main production hall
Generator.JPG



Photo of fire safety equipment
Exit sign.JPG



Photo of the canteen (if applicable)
Dining area.JPG



Photo of the inside of the main production hall
Hand washing facility.JPG



Photo of fire safety equipment
Fire fighting equipment.JPG

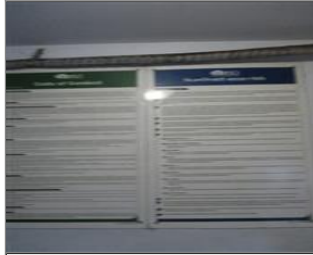


Photo of the code of conduct on display
BSCI CoC.JPG



Photo of the inside of the main production hall
LT panel.JPG



Photo of fire safety equipment
Fire hose pipe.JPG



Photo of the inside of the main production hall
Accessories store.JPG



Photo of the inside of the main production hall
Policy board.JPG



Photo of fire safety equipment
Fire rated door.JPG



Photo of the inside of the main production hall
Boiler.JPG



Photo of the inside of the main production hall
Sewing section.JPG



Photo of non-conformity
Batteries kept closed to hose pipe.JPG



Photo of the inside of the main production hall
Building construction plan.JPG



Photo of the inside of the main production hall
Substation.JPG



Photo of non-conformity
Diesel drums kept with wastage.JPG



Photo of the inside of the main production hall
Complaint box.JPG



Photo of the nursery (if applicable)
Child care room.JPG



Photo of non-conformity
Fire extinguisher blocked.JPG



Photo of the inside of the main production hall
Cutting section.JPG



Photo of the inside of the main production hall
Finishing section.jpg