






Producer Name		APS DESIGN WORKS Ltd.
DBID:		354410
Audit Date:		13.12.2018
Audit Type:		BSCI Follow up Audit
Overall Rating		C
Audit Company:		TUV Rheinland

Performance Area 1: Social Management System and Cascade Effect Score- D


Issue number	Findings	Planned actions / Current status	Person in charge	Target date / completion date	Supportive documents or photo
1.1	Findings (1) The factory is in progress to integrate the BSCI code of conduct in day-to-day business. Still, some gaps were identified on implementation in some performance areas including management system, fair remuneration, Working Hours and Health and safety etc .	IN-PROGRESS: we have already started work with all these issues. We are developing our management system according to BSCI code of conduct ,Fair remuneration, Working Hours and Health and safety issue corrected and fire pump install completed .	H M Farhad GM(Admin, HR & Compliance)	31/03/2019	  
1.4	<p>Findings (1) Facility did not have production capacity planning but has not done excessive overtime found 15 hours daily and 70 hours weekly in all the 3 sample month (January, July, November 2018).</p> <p>Findings (2) Facility does not assess production capacity considering lost time calculation (i.e. personal break, machine break down, work related injury etc), work force efficiency, absenteeism rate, holidays etc.</p> <p>Findings (3) Facility does not establish contingency plan to handle the emergency situation or in case of something slow down/interrupt the production.</p> <p>Findings(4) Facility does not have any assessment of how much more overtime premium would be added to cost in case it is needed to match a delivery order.</p> <p>Findings(5) Facility does not discuss with HR personnel, compliance personnel, workers representative about the production capacity planning.</p>	<p><u>Corrected</u> : We are now making our capacity planning within limit of 08 hrs time frame 8 hours in a day. Worker aren't do mandatory overtime.</p> <p>CORRECTED: We made a production planning policy considering machine breakdown, natural disaster, absenteeism, strike, lock out, electrical problem, sourcing problem, quality problem, recheck etc.</p> <p>We already made a contingency plan to handle the emergency situation. CORRECTED: We have done already. CORRECTED: HR personnel, compliance personnel, PC(participant committee) have already started to attend in production meeting where production plan is discussed.</p>	Mrs. Shakila Manager (IE & Planing)		 

Performance Area 2: Workers Involvement and Protection Score-A


Performance area 3: The rights Freedom of Association and collative Barganing Score-A

Performance area 4: No Discrimination Score-A

Performance Area 5 : Fair Remuneration Score- A








Issue number	Planned actions / Current status	Planned actions / Current status	Person in charge	Target date / completion date	Supportive documents or photo
5.4	Findings Factory management they did not identify possible gaps between actual remuneration and the fair remuneration figure in the factory. But factory did not take potential actions to fill the gap. So that still gap has been identified to ensure fair remuneration to the employees.	Corrected : We are following the wages scale as per Bangladesh labor law properly. As per BSCI requirements we have paid from January 2019.	H M Farhad GM(Admin, HR & Compliance)		

Performance Area 6 : Decent Working Hours Score-C

Issue number	Planned actions / Current status	Planned actions / Current status	Person in charge	Target date / completion date	Supportive documents or photo
6.2	Findings It was noted through documents review, management and employees interview that maximum overtime hour found 5 hours per day, 22 hours per week in the randomly selected months of January -2018; July -2018 & November-2018.[Law Reference: The Bangladesh Labour Law 2006, Section 102 and latest OT exemption circular for export oriented garment industry which was published on October 24, 2018]	Corrected ; From now we are giving every employee weekly holidays as per law .salary sheet & time card we have made properly so that every salary sheet can verify in the audit day.	Mrs. Shakila Manager (IE & Planing)		

Performance Area 7 : Occupational Health and Safety Score-D

Issue number	Planned actions / Current status	Planned actions / Current status	Person in charge	Target date / completion date	Supportive documents or photo

7.1	Findings The facility is in progress of complying health & safety Rules regulations. During audit few gaps were found related to risk assessment ,Assembly Point ,Floor Layout Plan ,Hose reel ,water pressure etc.	corrected : We have completed all of this <u>issue</u> .	Md.Bahadur Alom (Manager HR & Compliance)	 
7.3	Temporary used compressor machine at ground floor found without any risk assessment and fencing .	Corrected : We have removed compressure machine .	Md.Bahadur Alom (Manager HR & Compliance)	
7.8	Findings Factory has an emergency assembly point in front of the factory building. But, the area is not suitable to use during emergency as that is much closed to the busy road and lots of vehicles moved and parked in assembly point.	CORRECTED: We have already taken approval from local authority for using road in on emergency basis. We have not enough space out side of the factory for assembly point. When we conduct any fire drill or emergency we take permission from local union, Thana, Fire service office.	H M Farhad GM(Admin, HR & Compliance)	
7.11	01 out of 3 generator at ground floor beside main gate and 01 temporary compressore lay out plan found missing at current approved machine layout plan [Law Reference: Bangladesh Labour Rules 2015, Rule 353(1)]	Corrected : We have removed .	H M Farhad GM(Admin, HR & Compliance)	
7.14	Findings Water pressure of randomly checked 02 out 02 fire hose pipe were not found satisfactory level. Note that during audit fire hydrant system installation works observed ongoing but not completed (functional) yet. [Law Reference: Bangladesh Labour Rules- 2015, Rule-55 and BNBC, Part 4, section D-15, and 5.8.2.]	CORRECTED: We have already repaired all hose pipe & keeping high pressure of water. On the other hand fire hydrant system installation is going on. It will be completed within 2 months.	H M Farhad GM(Admin, HR & Compliance)	   

Performance area 8: No Child Labour Score-A

Performance area 9: Special protection for young worker Score-A

Performance area 10: No Precious Employment Score-A

Performance aera : 11 No Bounded Labour Score-A

Performance Area 12 : Protection of the Environment Score-A

Issue number	Planned actions / Current status	Planned actions / Current status	Person in charge	Target date / completion date	Supportive documents or photo
12.5	<p>Findings It was noted that facility did not have any procedure to prevent water lose and have a system to preserve natural water resource (recycling practices, preserve rain water etc.) to ensure better environment in the premises.</p>	<p>IN-PROGRESS: We are trying to install the process for harvesting rain water. We are reusing domestic water for cleaning floor, washing car and other purpose.</p>	<p>Shamim-Al-Mamun (Executive Environment)</p>		

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