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Auditee :	<b>J.M. Fabrics Limited</b>
Audit Date From :	<b>10/12/2017</b>
Audit Date To :	<b>12/12/2017</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the BSCI platform</b>
Auditing Company :	<b>TUEV SUD</b>
Auditor's Name(s) :	<b>MD. Ataur Rahman(Lead), Sanzida Sultana Rasna</b>
Auditing Branch (if applicable) :	<b>TUV SUD Bangladesh (Pvt.) Ltd.</b>

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This is an extract of the on line Audit Report. The complete report is available in the BSCI Platform.  
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**Rating Definitions**



Rating	A combination of ratings per performance area where:	Consequence																																													
<p><b>A</b> <b>OUTSTANDING</b></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>B</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	B	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>
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<p><b>B</b> <b>GOOD</b></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>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></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	B	B	B	B	B	B	B	B	C	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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<p><b>C</b> <b>ACCEPTABLE</b></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>
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<p><b>D</b> <b>INSUFFICIENT</b></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>A</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>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	A	A	A	A	A	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	E	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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<p><b>E</b> <b>UNACCEPTABLE</b></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>
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E	E	E	E	E	E	E	E	E	E	E	E	E	E	E																																	
<p><b>Zero Tolerance</b></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 :	<b>J.M. Fabrics Limited</b>		
DBID number :	<b>16992</b>		
Audit ID :	<b>113846</b>		
Address :	<b>South Naya Para, Post Office: Bhawal Mirzapur, Police Station: Gazipur Sadar Gazipur-1703</b>		
Province :	<b>Dhaka</b>	Country :	<b>Bangladesh</b>
Management Representative :	<b>Mr. Eunus Al-Mamun - Deputy General Manager - Human Resource, Admin &amp; Compliance</b>		
Contact person:	<b>Eunus Al-Mamun</b>	Sector :	<b>Non-Food</b>
Industry Type :	<b>Textiles, clothing, leather</b>	Product group :	<b>Apparel</b>
Product Type :	<b>Knit garments (Tops &amp; Bottoms and Lingerie Item).</b>		

**Audit Details**



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input 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 type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input checked="" 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 : 12/12/2018	

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
C	D	A	A	B	A	B	A	A	B	A	A	A

**Executive summary of audit report**

J. M. Fabrics Ltd. is as a private limited company established in 2007 in the location of South Naya Para, Post Office: Bhawal Mirzapur, Police Station: Gazipur Sadar, District: Gazipur-1703, Bangladesh. The company is engaged in the manufacturing of Knitted items (Tops & bottoms and lingerie). The production capacity of the company is 1,430,000 pieces Tops & bottoms per month and 184,200 dozen lingerie items. Total area of the factory is about 283,400 square feet and total production area of the factory is about 502,400 square feet.

The main production processes are listed as follows: Knitting > Dyeing > Cutting > Sewing > Finishing > Packing.  
Buildings description of the audited company (J.M. Fabrics Ltd.) is as follow:

The detailed layout of the premises is as follows: Facility's production runs in 03 buildings and 09 sheds. Descriptions are as below:

**Building 01 (Six storied):**  
Ground floor: Time section, finished goods storing area, idle machine area, accessories store, security post, CCTV surveillance room and sample store.  
1st floor: sewing floor, finishing floor, office room, tea corner, spot remove room, sub store & needle room, inspection room, quality manager room, maintenance room and toilet area.  
2nd floor: Sewing section, finishing section, packing room, spot removing room, sub store & needle room, sewing floor, maintenance room and inspection room.  
3rd floor: Cutting floor, new sewing section, relaxation area, heat seal operation and office.  
4th floor: Sewing section, finishing & packing area, inspection room, conference room, sub store, production office, maintenance room and maintenance room.  
5th floor: Sewing floor, finished & packing area, idle machine room, inspection room, sub store, head of intimate room, office room and maintenance room.  
Roof top: Full open.

**Building 02 (Five storied)**  
Ground floor: Fabrics Store, general Store, chemical distribution store, dyes chemical Store, dyeing office and loading area. 1st floor: Office room and grey fabric Store.  
2nd floor: Office room, knitting floor and collar section.  
3rd floor: Office room and yarn Store.  
4th floor: Conference room, Executive Director room, merchandising & accounts room, human resource, admin & compliance room, IT room, Sample section & seamless project.  
Roof top: Full free.

**Building 03:**  
Ground floor: Effluent treatment plant. 1st floor: Laboratory.

**Shed 01:**  
Ground floor: Dyeing, dyeing finishing and sample store. Mezzanine floor: dyeing lab and grey fabric store.  
Shed 02: is occupied by boiler, office, generator and Effluent treatment plant.  
Shed 03: is occupied by maintenance waste room  
Shed 04: is occupied by Labour shed (temporary)  
Shed 05: is occupied by fire control room, soda ash godown, main chemical store, waste-jhoot godown  
Shed 06: is occupied by waste-jhoot godown & waste cartoon godown  
Shed 07: is occupied by workers dining room, canteen  
Shed 08: is occupied by staff canteen, medical room & child care room.  
Shed 09: is occupied by mini chemical store.

The regular working hours of the factory for all general workers are from 8:00 am to 5:00 pm (with 60 minutes' lunch break in two batches from 01:00 pm to 2:00 pm and 01:30 pm to 2:30 pm. Only Knitting and dyeing sections are run in three shifts; Shift 01: 7.00 am to 3.00 pm; Shift 02: 3.00 pm to 11.00 pm; Shift 03: 11.00 pm to 07.00 am. Security section work activity is carried out in 3 shifts; from 6.00 am to 2.00 pm; 2.00 pm to 10.00 pm; 10.00 pm to 6.00 am (with 60

minutes' meal break by rotation). Normal working days are from Saturday to Thursday. Factory remain closed on Friday for general workers.

General working hours are approved from labour office was evidenced and yearly leaves are noticed by the management complying with govt. requirements. Electronic time keeping system is used for maintaining in and out times of garments (Cutting to Packing) production employees & all non-production employees and manual time keeping system is applied for knitting & dyeing sections workers. Overtime work is volunteer in the factory. Factory management has policy on working hours and overtime works. As per facility management, factory did not have any specific peak or off peak season but production rate became little less in June 2017 and September 2017 because of 02 Eid festival.

Audit process: This full audit was conducted in 03 consecutive days. Auditors were present in the audit was Md. Ataur Rahman (Lead Auditor), Sanzida Sultana Rasna (Team Auditor) and also Mostafizur Rahman Shah as a trainee auditor. The auditors assessed/verified the factory against the BSCI code of conduct 2.0 (BSCI 2014 version) and local legislations on a sampling basis during the audit days. Auditors entered the factory and conducted short opening meeting with the management. From the management, Mr. Eunos Al-Mamun - Deputy General Manager - Human Resource, Admin & Compliance and Mr. Ripon Ahmed – Assistant Manager –Compliance were present at the short opening meeting. The lead auditor explained the audit purpose and scope to the management team. Confidentiality of all information was guaranteed by the auditor.

As it was a semi announced audit, right after short opening meeting, auditors went on a visit of the plant, with permission for photography and interview from the management. The management team permitted to carry out the whole process as per the BSCI requirement. The auditors split into separate individual units to carried out the Plant tour, management and workers interview. After the plant tour & worker interview auditors conducted a detail opening meeting with the persons who were attended in the short opening meeting along with Mr. Saleh Akram – Senior Executive – Human Resource and Admin, Mr. Abul Bashar – Senior Executive – Human Resource and Mr. Golam MutaKabbir – Executive – Compliance. Other processes have done as per the uploaded audit plan. All management staff remained with the assessment team throughout the assessment process and was very cooperative throughout the assessment process.

The auditors conducted documentation check, legal compliance status review, BSCI general requirement verification, wage calculation, environmental aspects check, overtime payment verification, working hours verification, environmental impact assessment and risk assessment for occupational health and safety of the workers were verified. The auditors selected 40 employees randomly for interview. Further 40 attendance/time records and salary sheets of the selected employees from the month period of November 2017 (current month), June 2017 and January 2017 (Random months). It is noted that facility has paid salary to each employee for monthly work and the month counted as 1st to 30th / 31st. Interviews of workers and management staff were held in private, at a secluded place away from management office area.

Closing meeting: The lead auditor conducted the closing meeting after completion of entire audit. All the employees who have attended in the opening meeting along with Md Parvej Sojib - Member of Participation Commitee. At the end of closing meeting Mr. Eunos Al-Mamun - Deputy General Manager - Human Resource, Admin & Compliance and Md Parvej Sojib - Member of Participation Commitee have signed the Findings report on behalf of the company.

Attitude of factory management: The factory management was receptive, positive and extended their full cooperation throughout the audit. They showed positive attitude towards the compliance requirements. Factory management was very much positive to provide the document which was needed to verify during the audit. Further, they have agreed with the non-compliance issues identified during this full audit and given time scale for correction. The factory management has certain that they would correct those issues within the planned time frame that was mentioned in the corrective action plan.

**Ratings Summary**



<b>Auditee's background information</b>			
Auditee's name :	J.M. Fabrics Limited	Legal status :	Private Limited Company
Local Name :	জে. এম. ফ্যাব্রিক্স লিমিটেড	Year in which the auditee was founded :	2007
Address :	South Naya Para, Post Office: Bhawal Mirzapur, Police Station: Gazipur Sadar	Contact person (please select) :	Eunus Al-Mamun
Province :	Dhaka	Contact's Email :	eunus@jmfabric.com
City :	Gazipur-1703	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) :	https://newsiabd.com/
GPS coordinates :	Not Known	Total turnover (in Euros) :	3053461.01
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 :	1,430,000 pieces tops & bottoms and 184,200 dozens per month.
Product Group :	Apparel	Production cost calculation :	Yes
If other, please specify :	None	Lost time injury calculation cost :	No
Product Type :	Knit garments (Tops & Bottoms and Lingerie Item).		

<b>Auditee's employment structure at the time of the audit</b>			
Total number of workers :	<b>4249</b>	Total number of workers in the production unit to be monitored (if applicable) :	<b>0</b>
	<b>MALE WORKERS</b>	<b>FEMALE WORKERS</b>	
Permanent workers	2045	1758	
Temporary workers	0	0	
In management positions	62	5	
Apprentices	0	0	
On probation	78	301	
With disabilities	0	0	
Migrants (national citizens)	0	0	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	2185	2064	
Production based workers	0	0	
With shifts at night	144	0	
Unionised	0	0	
Pregnant	-	45	
On maternity leave	-	22	

**Finding Report**



**Performance Area 1 : Social Management System and Cascade Effect**

Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: C

Deadline date:31/08/2018

**GOOD PRACTICES:**

None

**AREAS OF IMPROVEMENT:**

Overall comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 02 questionnaires (1.1. & 1.3) have been marked as a partially. The reason behind "partially and yes" marking has mentioned below: 1.1: Factory management has good understanding on BSCI requirements and its significances. Through showing some evidence towards integrating the BSCI Code into the auditee business culture, factory management confirming their positive initiative and necessity of effective management system. 1.2: Factory management has engaged a senior level management person to look after and implement the code in the factory. He has a good understanding on their supply chain as per office order he has a decision-making power to allocate budget to follow up BSCI requirements implementation. He is responsible for selecting and monitoring performance of business partner. 1.3: Factory management has developed a management system for selecting current and future business partners to find out their social performance capability with respect to the BSCI requirements. They have introduced complaint handling procedure of business partners. Through their selecting and monitoring system they have selected business partners. Till they facility management has not communicated BSCI Code of Conduct and Terms of Implementation with all business partners. Factory has categorized by high, medium and low for their business partners are important. 1.4: Factory management has developed a capacity plan to meet the expectations of the delivery in times and it was done properly. Also, facility management has done contingency plan as per required. Factory management has a good understanding of the production rate per production unit and production rate per worker. Factory management has developed monitoring of internal audit to their suppliers and subcontractors. Based on conversation factory management it was observed that factory management has capability to develop social management system in the factory premises. They are aware on short term investments and long term solutions. They have started to train related personnel e.g. merchandiser, marketing and sales to take into consideration not only price and quality but also willingness to respect the BSCI requirements.

**1.1 -** In accordance with BSCI questionnaire point 1.1: Based on the satisfactory evidence it was noted that factory management is partially complying with this question: Finding: It was noted through document review and management interview that, some non-compliances are identified under different Performance Areas, which is the evidence of gaps identified in the overall management system against BSCI COC requirements.

কোম্পানি এই বিভাগে চাহিদা আংশিক অর্জন করেছে কারণ কোম্পানি এই বিভাগের প্রয়োজনীয় কাজগুলো সকল ক্ষেত্রে পূরোপুরি করে উঠতে পারেনি।

**1.3 -** In accordance with BSCI questionnaire point 1.3: Based on the satisfactory evidence it was noted that factory management is not complying with the BSCI requirement as per the questionnaire point 1.3 as BSCI Code of Conduct and Terms of Implementation has not communicated with newly enlisted sub-suppliers.

বিএস সি আই কোড অফ কন্ডাক্ট ও এর চাহিদা সমূহ কারখানার ঠিকাদার দের সাথে যোগাযোগ করা হয়না।

**Remarks from Auditee:**

**Performance Area 2 : Workers Involvement and Protection**

Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: D Deadline date:28/02/2018

**GOOD PRACTICES:**

None

**AREAS OF IMPROVEMENT:**

Overall comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 03 questionnaire (2.3, 2.4 & 2.5) have been marked as a partially. The reason behind "yes and partially" marking has mentioned below. 2.1: Factory management has formed Participation Committee (PC) through collaboration of management and workers. Workers representative has been elected by workers. Records of election process checked and found fair election. This committee meeting is conducted ones in every two months. Where both (workers and management) trying to discuss about improving working conditions. Meeting minutes of PC forward to concern department as per law. Besides Factory management has formed safety committee in combination of worker and management and the meeting has conducted in regular basis. Workers representative of safety committee has selected by worker's representative of Participation Committee (PC). 2.2: There is long-term goal of the factory by which it will reflect a step-by-step approach toward sustainable improvement. Besides current vision, mission and objectives of the company is in line with the BSCI Code. Factory management conducted risk assessments to identify appropriate protective measures for workers. Management have a good understanding of where the risks lie for workers or the magnitude and likelihood of those risks. Member of PC shared that they always communicate with workers about plan to make sure more workers involvement and protections. 2.3: Factory management is providing the training on company's rules, legal rights and other safety issues but still workers were not aware. Factory management has posted BSCI New Version Code inside the production floor. Factory management has provided contracts letter and job description and keep one copy of both document in workers personal file. 2.4: On a regular basis factory management arranges training for owners, directors, newcomers, managers and worker's representatives etc. on the BSCI Code. Training materials were up to date. The person in charge for providing training is qualified. But, all sampled interviewed workers of the factory were found not properly aware about the requirements of BSCI Code of Conduct. 2.5: Factory management has introduced grievance procedure for workers. They have done satisfaction survey among the workers on existing grievance mechanism. All interviewed workers were properly not aware about grievance procedure and also the appealing system against any taken disciplinary action. Grievance mechanism of the facility has included potential conflict of interest define, timeline to address, process of Appeal, etc. Factory management has developed grievance handling procedure for local community and facility has provided a grievance box outside of the factory for local community.

**2.3 -** In accordance with BSCI questionnaire 2.3: Based on the satisfactory evidence, the factory management is partially complying with the BSCI requirement. Finding: It was noted through workers interview that; 20% workers were found not well informed regarding their entitled leave, provident fund maturity and service benefits.

শ্রমিকরা তাদের ছুটি, সেবা সংক্রান্ত সুবিধা ইত্যাদি সম্পর্কে ভাল অবগত না।

**2.4 -** In accordance with BSCI questionnaire point 2.4: Finding: 20% of randomly checked sampled workers of the factory were not aware about the requirements of BSCI Code of Conduct.

কারখানার সাধারণ কর্মীরা বিএসসি আই কোড অফ কন্ডাক্ট সম্পর্কে সচেতন নয়।

**2.5 -** In accordance with the BSCI Audit Questionnaire Point 2.5, factory management has partially complied as; Finding: Randomly checked approximately 25% workers are not aware about the grievance procedure of the factory and also the appealing system against any taken disciplinary action.

২৫% শ্রমিক কারখানার নালিশের পদ্ধতি সম্পর্কে সচেতন নয়।

**Remarks from Auditee:**

**Performance Area 3 : The rights of Freedom of Association and Collective Bargaining**

Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: A Deadline date:

**GOOD PRACTICES:**

None

**AREAS OF IMPROVEMENT:**

During audit, it was observed that, the auditee fulfills the requirements of this performance area. During audit, it was noted through interaction with factory management, interview with workers and documents review that, the factory does not have labor union/collective bargaining agreements but they formed a PC (Participation Committee) through election. Interviewed workers were aware about the activities of the PC. Factory management has an open policy for form or joins union independently. PC members are not discriminated and all. PC members have right to raise their voice. Factory management conducts Participation Committee meeting in regular basis. Workers are free to raise and inform their grievance to the management directly or through the members of PC (Participation Committee). Members of PC (Participation Committee) also informed that they are not discriminated from any benefits or free movements in workplace. 3.3 is marked as N/A due to below reason. As per local legal requirements any union or collective bargaining is not mandatory to form. No trade union or workers' association is available in the factory and there is no restriction imposed by the factory management.

**Remarks from Auditee:**



<b>Performance Area 4 : No Discrimination</b>	
Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> Overall comments: During audit, it was observed that, the auditee fulfills the requirements of this performance area. During close door interview no complaint on discrimination revealed from workers. No discrimination on hiring which was evident by reviewing the documentation. Also interviewed workers informed that they are not discriminated in terms of race, caste, religion, age, gender or marital status. Workers are equally treated in the factory in case of promotion, benefits etc. Overtime opportunity for all workers is equal. Factory management has separate policy on discrimination. Factory has posted that policy in different prominent places i.e. notice board and inside the production floor. The factory management has conducted periodic satisfaction surveys on the grievance mechanism, harassment, discrimination etc. to their workers. Factory management has solved the all grievances which lodged by the workers. The facility management has developed anti-discrimination policy it is comply with legal requirements. All grievance register where all grievances is lodged.	
<b>Remarks from Auditee:</b>	
<b>Performance Area 5 : Fair Remuneration</b>	
Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: B	Deadline date:31/08/2018
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 02 questionnaires (5.4 & 5.5) have been marked as a "partially". The reason behind "yes and partially" marking has mentioned below. 5.1: Factory management is providing industry minimum wage BDT. 5300 for assistant operator Payment. 5.2: Wages are paid within 7th working day after completion of each wage period (1st to 30th or 31st). During worker's interview session workers confirmed and expressed their satisfaction for timely payment 5.3: Reviewing their wage structure it was observed factory management is providing wage based on their skilled. No deviation has identified on that. 5.4: Factory management has calculated decent living wage but they have not taken any initiative to meet that. 5.5: Casual, annual and sick leave are provided to all the workers. Factory management has provision to provide Maternity leave and benefits. Factory management is providing all benefits to resigned workers as per law. However, provident fund sharing are not as per local law. 5.6: No illegal deduction was observed from the audit process. Factory management has group insurance policy for the workers. Besides workers are also getting increment as per local law.  5.4 - In accordance with BSCI Questionnaire point 5.4: Finding: Based on the satisfactory evidence it was noted that factory management is not complying with the requirements of BSCI as per questionnaire point 5.4 The factory management did not take initiative to achieve living wages through they are ensuring minimum wage as per law. Noted that, living wages of the region is BDT 13,617 (approx.) and minimum wages for the industry is BDT 5300. কারখানা বেবস্থাপনা জীবনধারণের পক্ষে মজুরি প্রদান করে না।  5.5 - In accordance with the BSCI Audit Questionnaire Point 5.5 along with Bangladesh Labour Act 2006, Section – 264 (8 & 9): Based on the satisfactory evidence, the factory management is partially complying with the BSCI requirement. Finding: It was noted through document review and management & worker interview that, factory has introduced provident fund (PF) facility newly to the employees, but the contribution part of the PF of workers and factory are 5% instead of law requirement 7-8%. Moreover, factory has not formed a trusty board yet including the workers and workers representative to organize the activities of the PF. ফ্যাক্টরি প্রভিডেন্ট ফান্ড এর মালিক ও কর্মীদের শেয়ার ৭-৮% এর পরিবর্তে ৫% হচ্ছে এবং এখলা মালিক ও শ্রমিক এর সম্মুখে ট্রাস্টি বোর্ড গঠন করা হয় নাই।	
<b>Remarks from Auditee:</b>	
<b>Performance Area 6 : Decent Working Hours</b>	
Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> Overall comments: During audit, it was observed that, the auditee fulfills the requirements of this performance area . The reason behind "yes" marking has mentioned below. 6.1: The factory management has displayed notice regarding the working hours, overtime hours, lunch breaks, weekly and festival holidays on notice boards. They have collected working hour approval from concern authority. Regularly working hour of the factory is 48 hours weekly and 08 hours in a day. The person in charge for recruitment, he is aware on legal limit of working hour 6.2 During randomly checked sample months working hour analysis it was observed that overtime hours has not exceeded the legal limit. Workers get weekly holiday. Overtime work is volunteer in the factory. Factory management has policy on working hour. Factory management paying premium rate (200% of basic wage of per hour). Currently 01 shift runs for garments workers and staff and 03 shifts runs for knitting, dyeing and security guards 6.3: Reviewed 12 months' payroll and time records and among 12 months' auditor randomly checked 03 months' payroll and time records. Workers getting 01-hour lunch / rest break for all. All employees have full access of to go toilets without prior notice within working hour. Workers shared that they know about the resting breaks and this resting are as quite effective. 6.4: Though randomly identified, production workers did not work in weekly day off . Factory management shared that, always they would inform and take consent from Participation Committee member and workers if they are going to plan working weekly day off.	
<b>Remarks from Auditee:</b>	

<b>Performance Area 7 : Occupational Health and Safety</b>	
Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: B	Deadline date:31/03/2018
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b>	
<p>Overall Comments: During audit it was observed that, the auditee partially fulfills the requirements of this performance area as 09 questionnaires (7.1, 7.5, 7.6, 7.10, 7.11, 7.13, 7.16, 7.24 and 7.25) have been marked as a partially. The reason behind "yes and partially" marking have mentioned below. Factory management is trying to develop their health and safety condition. Factory management has a policy on health and safety. Factory management has formed an occupational health and safety committee as the representatives were found in the factory and the documents. The facility continuing the business in line with the regulations on occupational health and safety relevant for its activity. Still there has not occurred any major accident which indicates any contingencies, related to a lack of observance towards the occupational health and safety regulations. Facility has regularly conducted accident and injury analysis to improve the occupational health and safety procedures. Facility has assessed risk for all type of risks. Facility management has allocated adequate human and financial resources to ensure identification of risks. Workers of factory are free to move during any emergency evacuation without seeking any permission. Factory management has providing the training on different types of topics i.e. health and safety, use of Personal protective equipment, firefighting, first aid and emergency drills. Factory management provides the PPEs to all it's workers by its own cost. Maximum section workers were wearing PPE. Facility has developed emergency procedure which has been displayed to the notice boards. Facility also visually displayed the accident and emergency procedure the easy understanding of general workers and guide the first aid providers. Facility has displayed warning signs where needed. Factory management is conducting fire drills in regular interval. Still factory management did not get qualification permit for their electricians yet. Factory management has arranged trained fire fighters form concern authority. Facility has kept firefighting equipment to all required places where needed and also maintenance has been done on regular basis. During the audit, no exit door was found in blocked or locked condition. All exit was found clearly marked and illuminated with back-up power system. Evacuation plans has been posted in local language and it is placed showing the closest escape routes including emergency exits. The width of all exit doors was found within acceptable limits. Factory has trained first aider to provide first aid treatment issue. Factory management is providing pure drinking water to its workers. Safety guard of all machines were found in appropriate place. Though factory management has developed trauma and serious illness procedure and training has been provided to workers. Medical information has displayed where workers can get their information and support. Though factory management providing training and make maintenance schedule to ensure all safety guard in appropriate place. Factory management provided workers dining and canteen area was clean. Workers has shared that, adequate number of seating capacity they are satisfied about food quality in canteen. They can buy food easily with cheap cost. All applicable safeguards are available and properly installed for all machines and sewing operators were using eye guard properly. Factory management gives transport facility to their workers and all transports have proper permit.</p>	
7.1 -	<p>In accordance with BSCI Questionnaire 7.1: It was noted through plant tour that salt sacks were kept in excessive height (10' to 12') at soda ash store located at shed 5 of the factory which may cause injury if it is fallen from top to any employee. অধিক উচ্চতাই মাল রাখা আছে।</p>
7.5 -	<p>In accordance with BSCI Questionnaire point 7.5 and Bangladesh Labour Rules 2015, Rule 55(10 &amp; 14): Based on the satisfactory evidence, the factory management is partially complying with the BSCI requirement. Finding: It was noted through plant tour and management interview that, a) Fire drills are not noticed to the fire department as required by the law. Also, the management has conducted fire drills after 8 months, which is also not complying with the law. বাংলাদেশ শ্রম বিধি ২০১৫, অনুচ্ছেদ ৫৫ (১৪) দ্বারা নির্দেশিত নিয়ম অনুযায়ী কোম্পানিতে অগ্নি মহড়া করার পূর্বে ফায়ার সার্ভিস ও সিভিল ডিফেন্স এ নোটিশ করা হয়নি।</p>
7.6 -	<p>In accordance with Bangladesh Labour (Amendment) Law 2013, Section 78 (a-1) and BSCI Questionnaire 7.6: It was noted through plant tour, 10% workers of Knitting section were found without using ear plug and facemask during working time. কিছু কর্মীরা মুখের মাস্ক পড়ছিলো না।</p>
7.10 -	<p>In accordance with BSCI Questionnaire point 7.10: Based on the satisfactory evidence, the factory management is partially complying with the BSCI requirement. Finding: It was noted through document review, the Factory has recorded and analysis the occupational accidents/injury but did not calculate lost time injury calculation as per BSCI requirement including the actual time of accident and the rejoin time. কারখানার পেশাগত আঘাত / দুর্ঘটনার বিবরণ রেকর্ড করেছে, বি এস সি আই নীতিমালা অনুযায়ী বিশ্লেষণ করা করেছে, কিন্তু দুর্ঘটনা / আঘাতের কারণে নষ্ট হওয়া সময়ের হিসাব করা হয়নি।</p>
7.11 -	<p>In accordance with BSCI Questionnaire 7.11: It was noted through plant tour and management interview that currently factory was using two generators of 1.744 MW with having permission from concern authority. But there was another generator of 1.5 MW which had no permission of being operated. However, factory has applied of 1.5 MW power generating permission to the concern department on 6 May 2017 but have not got the permit yet. b) Concrete sealing was found leakage; thus water was dropping inside the dining area due to raining. ক) কারখানা যথাযথ কর্তৃপক্ষ কর্তৃক অনুমোদন ছাড়া জেনারেটরের ব্যবহার করে। খ) সিলিং পুরোগুরি কনসিল করা ছিল না এজন্য বৃষ্টির পানি ডাইনিং এরিয়র ভিতর পড়ছিলো।</p>
7.13 -	<p>In accordance with Bangladesh Labor Rules 2015 58 (9) and BSCI Questionnaire 7.13: Finding: still 7 out of 7 electricians of the factory did not have any competency certificate (ABC certificate) from the concern authority which is the approval by the government for the industrial electric operators. However, all those electricians were found applied and waiting for their exam. উপযুক্ত কর্তৃপক্ষ থেকে 7 এর মধ্যে 7 ইলেক্ট্রিশিয়ান এর কোন সক্ষমতা সার্টিফিকেট নাই।</p>
7.16 -	<p>In accordance with BSCI questionnaire point 7.16: Based on the satisfactory evidence it was noted that evacuation plan was found mismatching with the actual arrangement. In building 1, 1st floor spot removing room was found but not signified in evacuation plan and also ground floor packing area was using as finished goods storage area. জরুরী বহিগমন পরিকল্পনা আপডেটেড ছিল না।</p>
7.24 -	<p>In Accordance with BSCI Audit Questionnaire 7.24: Finding: It was noted through management interview that the factory did not measure noise and air to check whether it is comfortable to workers recently to check whether it is comfortable to workers, Noted, that the previous report was given on September 2016. Noted factory has already applied for these test to the concern department. কারখানা শব্দ এবং বায়ু পরিমাপ করে না।</p>
7.25 -	<p>In accordance with BSCI Questionnaire Point 7.25: Based on the satisfactory evidence It was noted through plant tour that the factory did not measure humidity, temperature, space allocation and illumination recently to check whether it is comfortable to workers, Noted that the previous report was given on September 2016. Noted factory has already applied for these test to the concern department. কারখানা আর্দ্রতা, তাপমাত্রা, স্থান বরাদ্দ এবং আলোকসম্মতা পরিমাপ করে না।</p>
<b>Remarks from Auditee:</b>	

<b>Performance Area 8 : No Child Labour</b>	
Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> Overall Comments: During audit, it was observed that, the auditee fulfills the requirements of this performance area. The reason behind "yes" marking has mentioned below.  8.1: No child workers were observed in the factory premises. All workers are hired by the Human Resource Department only and minimum hiring age of the factory is 18 years of old. The factory has a policy on prohibition of child labour which stated that the factory does not permit child labour. 8.2: The factory management preserves copy of Birth Certificates, Educational Certificates and National ID Card in each worker's personal file for better verification of age of them. All workers having identification card. Person incharge in human resource is adequately trained on age verification process. 8.3: Factory management has a systematic analysis of circumstance of child labour occur. 8.4: factory management has good understanding on child labour eradicated and if found then how we rehabilitated into society. Facility management has developed child labour policy and child labour remediation policy which is appropriate.	
<b>Remarks from Auditee:</b>	
<b>Performance Area 9 : Special protection for young workers</b>	
Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> Overall Comments: During audit, it was observed that, the auditee fulfills the requirements of this performance area. During the plant tour, no young-looking workers were observed in the factory premises. Minimum hiring age of the factory is 18 years of old. Factory management has verified the age of the workers during recruitment. However, factory management has developed a detailed written policy and procedure if they ever find any young workers. They have clearly mentioned in their policy that they would comply with local law in terms of working hour, health and safety requirements for young workers. Point 9.6 is not applicable as there is no young-looking workers were observed in the factory.	
<b>Remarks from Auditee:</b>	
<b>Performance Area 10 : No Precarious Employment</b>	
Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: B	Deadline date:31/03/2018
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> Overall Comments: During audit it was observed that, the auditee partially fulfills the requirements of this performance area as 10.1 & 10.2 questionnaires are marked as partially. The reason behind "Yes & Partially" marking have mentioned below. Factory management respects social security of workers. They maintained work cycles properly. Through interview with workers and documents review, it was identified that no workers been deprived by factory management. Factory management has included workplace disciplinary practices including appealing procedures in the workers contract forms. However, workers job descriptions are described in the employment conditions and already communicated to the newly joined workers. But, workers nominee for was not filled up. The factory management recruits the workers through advertisement or internal reference. Workers are selected based on the result of the examination taken on working skill of workers during the recruitment process. Factory management has not recruited any worker on temporary or contract basis. Factory management issues appointment letter to the all workers and ID card to all the employees of the factory. But, the ID cards were not in local language. The personal files of workers are maintained by the factory. Workers service book is updated. Workers job contract included with description of duties and responsibilities in the personal file. Factory management is providing workers' handbook to its worker. Factory management has good understanding additional risk for arrangements of apprenticeship schemes, seasonal workers.  <b>10.1 -</b> In accordance with the Bangladesh Labour Rules 2015, Section - 118 (Form- 41) and BSCI Questionnaire 10.2: Facility does not maintain nominee form for every worker as per the law for the nominated person of the worker who can receive undischursed payment and other dues in the absence of him/her, at the time of his/her employment in the workforce. শ্রমিকদের মনোনীত ব্যক্তির তথ্য বর্তমান আইনানুযায়ী ফর্ম এর মাধ্যমে সংরক্ষণ করা হচ্ছেনা।  <b>10.2 -</b> In accordance with the Bangladesh Labour Rules 2015, Section 19(5) and BSCI Questionnaire 10.2: It was noted through plant tour that provided ID cards to the workers were found not in local language, moreover ID card was not as per the requirement. শ্রমিকদের আইডি কার্ড স্থানীয় ভাষায় পাওয়া যায়নি।	
<b>Remarks from Auditee:</b>	

<b>Performance Area 11 : No Bonded Labour</b>	
Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> Overall Comments: During audit, it was observed that, the auditee fulfills the requirements of this performance area is fully complied with all requirements of BSCI questionnaire. The reason behind "Yes & Not rated "marking has mentioned below. 11.1, 11.2, 11.3, & 11.4: Factory management does not engage any force labour, bonded labour. They developed a well procedure of no bonded labour. Manager and supervisor level were aware on bonded labour policy. Employees are free to leave factory and no restriction on workers to free movement in the premises. No pressure from security guards to hold workers once they get authorized leave from management. During interview, workers confirmed that all their dues correctly paid in case they want to leave factory for better opportunity. During documents review no evidence of any punishment were found and randomly selected sampled workers are found aware on disciplinary procedure of the factory. No migrant worker was available in the factory.	
<b>Remarks from Auditee:</b>	
<b>Performance Area 12 : Protection of the Environment</b>	
Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: A	Deadline date:31/03/2018
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 2 questionnaire (12.4 & 12.5) have been marked as a partially. The reason behind "Yes and partially" marking have mentioned below. 12.1: Factory management has assessed environmental impact assessment by one of the third-party service provider company. As per the assessment report, no significant impact was identified by existing production process. 12.2: Environmental policy and procedure is up to date. Workers aware of the company policy and procedures for waste management. 12.3: No legal permit of environmental aspect is required from department of environment as this is not required based on nature of production process. 12.4: The facility has not managed all kinds of waste including packaging materials as required like stored by type and hazard in separate designated area. Factory management has understanding on waste management system. No burning waste in open fires. 12.5: Factory management understand the importance of proper water management. Factory management has mentioned that they will introduce a system to preserve natural water resource (recycling practices, preserve rain water etc.) to ensure better environment in the premises and reduce pressure on ground water but implementation of same were not identifiable. Management is trying to increase awareness of water waste reduction through some awareness session. Still, water was found dropping in different washing points of the factory without reason. <b>12.4 -</b> In accordance with BSCI Questionnaire Point 12.4 and The Environment Clearance Certificate Condition No 8: Based on the satisfactory evidence it was noted that factory management partially complying with the requirement. Finding: Though factory have designated wastage area, still factory management is storing solid waste in open area without maintaining wastage types and hazard.  Note: During the closing meeting of the audit, the auditee committed to close the issue immediately. Immediate next day, factory management proactively communicated with respective auditors and informed that they have corrected the points. As evidence, they have sent a mail with the consent of RSP holder with corrected pictures against the non-conformity pictures. Through review of those pictures, it was found that factory management has taken necessary corrective action for the wastage issue. Considering the promptness in taking action, Audit team have decided to mark this question as Yes.  The non-conformity and corrected pictures are attached in the "Attached Documents" in the name of "NC Closure Pictures".  কারখানার বর্জ্য সঠিক ভাবে সংরক্ষণ করা হচ্ছে না। <b>12.5 -</b> In accordance with BSCI Questionnaire Point 12.5: Based on the satisfactory evidence it was noted that factory management partially complying with the requirement. Finding: Awareness training conducted to the employees for water waste reduction, still water was found dropping in different washing points of the factory without reason.  কমীরা পানি ব্যবহারের প্রশিক্ষণ পেলে ও বিভিন্ন ওয়াশিং পয়েন্ট থেকে কারণ সারা পানি অপচয় হতে দেখা যায়।	
<b>Remarks from Auditee:</b>	

**Performance Area 13 : Ethical Business Behaviour**

Full Audit [Audit Id - 113846] Audit Date: 10/12/2017 PA Score: A

Deadline date:31/03/2018

**GOOD PRACTICES:**

None

**AREAS OF IMPROVEMENT:**

Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 13.1 questionnaire has been marked as a partially. The reason behind "yes & partially" marking has mentioned below. Factory management has developed an Anti-Bribery Policy. During audit, no corruption or bribery related issues were noticed from the interviewed workers. Factory management has not communicated anti-bribery policy of the factory with all of the business partners to ensure the non-involvement in any type of bribery. Factory management has introduced reward system to maintain ethical behavior. Factory management has identified the potential areas of corruption. They were well understood about severity of unethical behavior.

**13.1 -** In accordance with BSCI Questionnaire Point 13.1: Based on satisfactory evidence it was note that auditee partially respect the BSCI Questionnaire 13.1 as Finding: Facility management has not communicated anti -corruption policy with their newly enlisted business partners.

ঘুম বিরোধী নীতি নতুন ব্যবসায়িক পার্টনারদের সাথে যোগাযোগ করা হয় না।

**Remarks from Auditee:**

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	10/12/2017	113846	C	D	A	A	B	A	B	A	A	B	A	A	A	C

**Producer Photos**



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



Photo of fire safety equipment  
Fire alarm call point.JPG



Photo of the inside of the main production hall  
Grey fabric area.JPG



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



Photo of fire safety equipment  
Fire extinguisher.JPG



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



External photo(s) of the production unit(s)  
Factory overview 2.JPG



Photo of fire safety equipment  
Fire fighters with identification.JPG



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



External photo(s) of the production unit(s)  
Factory overview 3.JPG



Photo of fire safety equipment  
Fire fighting equipment.JPG



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



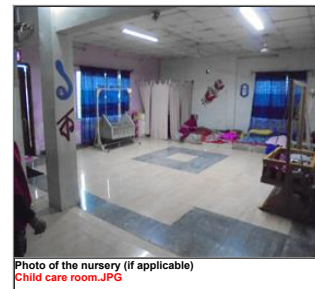
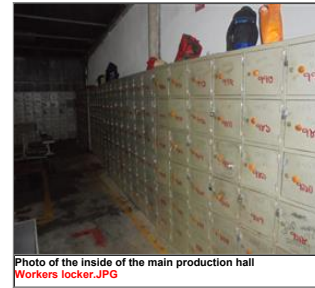
External photo(s) of the production unit(s)  
Factory overview.JPG



Photo of fire safety equipment  
Fire hose reel.JPG



Photo of the inside of the main production hall  
Prayer room.JPG







External photo(s) of the production unit(s)  
Water treatment plant.JPG



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



Photo of the sanitary facilities  
Drinking water.JPG



Photo first aid facilities  
First aid box with first aider.JPG



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



Photo of the sanitary facilities  
Toilet.JPG



Photo first aid facilities  
First aid box.JPG



Photo of the inside of the main production hall  
Compressor room.JPG



Photo of the personal protection equipments (if applicable)  
Worker with PPE in chemical store.JPG



Photo first aid facilities  
Medical room.JPG



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



Photo of non-conformity  
Ear plug and face mask missing in knitting section operator.JPG



Photo of chemical storage room (if applicable)  
Chemical store.JPG



Photo of the inside of the main production hall  
Electronic attendance keeping machine.JPG



Photo of non-conformity  
Identity card in English instead of local language.JPG



Photo of fire safety equipment  
Evacuation plan.JPG



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



Photo of non-conformity  
Rain water dripping from shilling.JPG



Photo of fire safety equipment  
EXIT sign.JPG



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



Photo of non-conformity  
Salt sacks stacked in excessive height.JPG



Photo of fire safety equipment  
Fire alarm bell.JPG



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



Photo of non-conformity  
Water falling with no reason.JPG