



# BSCI Audit Summary Report

**NAME OF THE PRODUCER : ALPINE KNIT FABRICS LTD.**

**DBID : 350371**

**DATE OF THE AUDIT : 09/06/2015**

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This is an extract of the BSCI Audit Report, which is available in the BSCI Platform.

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## Producer Information

Name of producer :	Alpine Knit Fabrics Ltd.		
DBID number :	350371		
Audit ID :	32379		
Address :	168 (BJC) Godnail,,Narayangonj		
Province :	Dhaka	Country :	Bangladesh
Management Representative :	Md. Nasir Uddin		
Contact person:	Delwar Hossain		
Sector :	Non-Food	Industry Type :	Textiles, clothing, leather
Product group :	Apparel	Product Type :	All kinds of knitted Garments

## Audit Details

Type of audit :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Re-Audit	
Sub type of audit :	<input type="checkbox"/> Combined audit	<input type="checkbox"/> Special investigation- RUC	<input type="checkbox"/> Special investigation- Other <input type="checkbox"/> Unannounced/ Semiannounced
Audit date :	09/06/2015	Audit Duration :	3.000
Audit methodology :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Primary Production	
Auditing Company :	Globalgroup of Companies Limited		
Auditing Company Branch :	(Bangladesh) Globalgroup Bangladesh		
Auditing company address :	01 Sonargaon Janapath Avenue, Sector# 12,,		
Lead Auditor Name(SA8000 Certificate Number) :	Mahamud Hasan (AD10556)		
Team Member Name(SA8000 Certificate Number) :	Sabiha Akter (5791) , Md. Anower Khaled (AD10336)		

## Audit Results for Part B tier I

Total Score Part B tier I:	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Improvements Needed	<input type="checkbox"/> Non-Compliant
Total Number of deviations in crucial questions :	0 / 35		
Agreed date for closing the Corrective Action Plan ( If applicable ) :	31/01/2016		
Contingencies to be reported :	<input type="checkbox"/> Aborted	<input type="checkbox"/> Partially Conducted	<input type="checkbox"/> Combined With Other Systems
	<input type="checkbox"/> Desktop Review	<input type="checkbox"/> Others	

## Audit Results for Part B tier II (Only relevant if Primary Production Methodology is used)

Please refer to section "Sampled Units Tier II" and "Audit Sample CAP B"

Score Interpretation			
Good	Improvements Needed	Non-Compliant	Under "Grace Period"
Minor deviations are identified in no more than 2 questions per chapter, these questions are not marked as crucial.	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.	Not Available

## Audit Master Data Part A

For more details of the company, see complete Master Data in the on-line Audit Report

General information on the Producer			
Name of producer :	Alpine Knit Fabrics Ltd.		
Address :	168 (BJC) Godnail,,Narayangonj		
Year of foundation :	1996		
Legal status :	Private Limited Company		
Turnover (in euros) :	2651360.000		
Main contact person :	Delwar Hossain		
Language spoken :	Bengali		
Valid GlobalG.A.P Certificate :	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Other Social audit :	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Social audit name :	Not Applicable

## Auditors' notes

### Producer's background

Alpine Knit Fabrics Ltd. is an all kind of knitted garments manufacturing factory located at 168 (BJC) Godnail, Narayangonj-1400, Bangladesh and establishment since 1996.

Total numbers of employees are 302 where 121 are male and 181 are female employees working on there and main process is cutting, sewing, finishing and packing.

Factory has 04 sheds.

Shed-01: Sewing section and Finishing section.

Shed-02: Cutting section, packing section, Sample section, Inspection room, General office, Directors room, Boiler room and Conference room.

Shed-03: Yarn godown, Fabric section, Medical center, Childcare room, Commercial room, Generator room, Maintenance room and accessories store.

Shed-04: Workers dining, Canteen, Prayer room, Admin room and security room

The regular working week is Saturday –Thursday. Friday is the weekend of the factory.

It was the BSCI full audit of first cycle.

### Chapter summary

Chapter	Chapter Summary
B.1. Management Practice	Two issues raised in this section related to awareness of staffs about legal rights and benefits, and complaint mechanism. BSCI code of conduct found displayed on the factory notice board. Management develops and implements anti-corruption / anti-bribery policy for all kinds of business needs. No evidence of sub-contracting or home working has identify and nothing reported by the employee interview.
B.10. Health and Social Facilities	Two issues raised in this full audit related to first aider not well trained and drinking water test report. First aid kits found adequate in first aid box. Factory has employed full time doctor for the workers. Doctor found available during the visit.
B.11. Occupational Health and Safety (OHS)	Nine issues raised in this section related to training on fire fighting, first aid and rescue, PPE using and training, MSDS, Secondary containment, labeling of chemical, height of ceiling, electrician electrical approval, ebonite sheet, corkwood, Loose and joint wiring and drainage cover.
B.13. Environment	One issue raised related to CO2 air emission. Waste management policy found in practice. Factory wastage found segregated and controlled in a way which could not lead to environmental pollution. No production process identified that can cause immediate effect to the environment.
B.2. Documentation	One issue raised in this section related to companies generator waiver certificate. Otherwise, all the business licenses and permit found updated by the management. Group life insurance covered all the workers. Personal files found up to date with all necessary documents.
	One issue raised related to uniform time recording system. No negative records of excess working hours identified or reported by the employee

Score Interpretation			
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Minor deviations are identified in no more than 2 questions per chapter, these questions are not marked as crucial.	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.	Not Available

B.3. Working Hours	during the audit. As per management statement they only engages workers for over-time work when there is an urgency of shipment and when the work load is high. Friday is weekly holiday.
B.4. Compensation	Management pays the minimum wages as per the local minimum wages declared by the government for the garment industry. No evidence identified that the factory made payment less than local minimum wages. No illegal deduction has been identified through document review and nothing reported by the interview workers. No records of illegal disciplinary measure identified and nothing reported by the workers interview. Workers are paid overtime payment as per law.
B.5.1. Child Labour	Factory has a written policy not to engage underage workers and no child worker has been identified during audit
B.5.2. Young Workers	No young worker has been identified during audit
B.6. Forced Labour / Disciplinary Measures / Prison Labour	The factory does not engage any forced or bonded labor. In Bangladesh no prison labor is allowed out-side the prison according to the law. No negative evidence has identified during audit. Management does not keep any original documents from the workers, confirmed by the interviewed workers. Workers are free to leave their employer at any time giving required notices.
B.7. Freedom of Association and Collective Bargaining	One issue raised related to selected WPC. No trade union has been formed by the workers of the factory. Workers are free to join or form the trade union, no restriction has been imposed to the workers from the management.
B.8. Discrimination, Harassment and Abuse	Nothing identified by the documents verification and also nothing reported by the interviewed workers as discrimination. The payment and overtime record does not show any discriminatory incidents. No evidence of harsh or inhumane treatment has been identified or reported by the employee interview.
B.9. Working Conditions	One issue raised related to noise level assessment. Production floor lighting, temperature found suitable and ventilation system found good in production floor.

Score Interpretation			
Good	Improvements Needed	Non-Compliant	Under "Grace Period"
Minor deviations are identified in no more than 2 questions per chapter, these questions are not marked as crucial.	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.	Not Available

## Part B Tier I - Overall Summary

Chapter	Full Audit Results (32379 and 09/06/2015)				
	G	IN	NC	NA	%
B.1. Management Practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83.33
B.2. Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83.33
B.3. Working Hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80.00
B.4. Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.5.1. Child Labour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.5.2. Young Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.00
B.6. Forced Labour / Disciplinary Measures / Prison Labour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.7. Freedom of Association and Collective Bargaining	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83.33
B.8. Discrimination, Harassment and Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00
B.9. Working Conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	85.71
B.10. Health and Social Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75.00
B.11. Occupational Health and Safety (OHS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76.92
B.12. Dormitories (if not applicable, go to B.13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.00
B.13. Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80.00
Total	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	84.35

Score Interpretation	
Good	Minor deviations are identified in no more than 2 questions per chapter; these questions are not marked as crucial.
Improvements Needed	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.
Non-compliant	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.
Under "Grace Period"	Not Available
Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

## In House Production Structure

Department	Function in production	Number of Workers	Number of shifts	Shift 1		Shift 2		Shift 3	
				From	To	From	To	From	To
Mgmt/General Admin	Management Staff	17	1	9:00 AM	6:00 PM				
Packing	Packing	7	1	9:00 AM	6:00 PM				
Product Development	Sample	6	1	9:00 AM	6:00 PM				
Production	Cutting	21	1	9:00 AM	6:00 PM				
Production	Sewing	177	1	9:00 AM	6:00 PM				
Production	Finishing	24	1	9:00 AM	6:00 PM				
Services	Loader & Cleaner	8	1	9:00 AM	6:00 PM				
Services	Security	10	3	6:00 AM	2:00 PM	2:00 PM	10:00 PM	10:00 PM	6:00 AM
Quality Control	Quality Assurance	32	1	9:00 AM	6:00 PM				

## In House employment Structure at the time of the audit

Total number of workers :	302		
Male		Female	
Permanent workers	121	Permanent workers	181
In management position	15	In management position	2
On probation	0	On probation	0
National migrants	0	National migrants	0
Salaried workers	121	Salaried workers	181
Temporary workers (odd jobbers)	0	Temporary workers (odd jobbers)	0
Apprentices	0	Apprentices	0
With disabilities	0	With disabilities	0
Cross-border migrants	0	Cross-border migrants	0
Production based workers	0	Production based workers	0
		Pregnant	0
		On maternity leave	1

## Outsourced structure

Unit	Function in the chain	Contact person	Business relation -ship since	Location/ Address				Distance to the company in km	Main product	Certificates and social audits (if applicable)	Number of workers	Part of the ISMS (if applicable)	Part of the audit sample
				Address	City	State	Country						
M.S Lucky Enterprise	subsupplier	Mr. Azad	2011	178 Arambug Motijhil	Dhaka	Dhaka	Bangladesh	17	Hang tag, label		15	No	No
V-tec Packaging Ind. Ltd.	subsupplier	Mr. Sheraj	2009	12 Issa Khan Road	Narayanganj	Dhaka	Bangladesh	2h	Carton		15	No	No
Quality Accessories Ind. Ltd.	subsupplier	Mr. Biplob	2009	Fatullah	Narayanganj	Dhaka	Bangladesh	5h	Sewing Thread		10	No	No
Meghna Plastic Ind. Ltd.	subsupplier	Mr. Ripon	2008	Kanchpur	Narayanganj	Dhaka	Bangladesh	7h	Hanger		50	No	No
Banani Lace Ind. Ltd.	subsupplier	Mr. Nazim	2012	Demra	Dhaka	Dhaka	Bangladesh	5h	Elastic		110	No	No
Joya Accessories Ltd.	subsupplier	Mr. Tapash	2011	B. B Road	Narayanganj	Dhaka	Bangladesh	5h	Poly		30	No	No

## Dormitories (if applicable)

No Data Available for Dormitories
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## Corrective Action Plan (CAP) B Tier I

Chapters and Subchapters	Crucial	Score	CAP	Responsible Person	Deadline date
B.1. Management Practice					
B.1.6. Management Practice	No	( - ) [Minus]	It was noted through floor staff interview that they are not aware about their legal rights and duties under labour legislation. [উৎপাদন কর্মীদের শ্রম আইনের অধীনে তাদের আইনগত অধিকার ও কর্তব্য সম্পর্কে সচেতন নয়] It is recommended that management shall ensure all staffs are aware about their legal rights and benefit.	Md. Nasir Uddin - Manager (Accounts & Compliance)	30/11/2015
B.1.8. Management Practice	No	( - ) [Minus]	It was noted through workers interview and floor tour that facility has set up complaint/suggestion boxes in the toilets but it is not fully functioning. Workers are not aware on the necessity to drop any suggestions/complain in the boxes. [কর্মীরা বাঞ্ছা অভিযোগ / কোন পরামর্শ ড্রপ করা নিয়ে সচেতন নয়] It is recommended that the facility management shall ensure a functional and transparent system that workers can complaint confidentially and get the fare feedback from the management.	Md. Nasir Uddin - Manager (Accounts & Compliance)	30/11/2015
Chapter Score		<input checked="" type="checkbox"/> Good <input type="checkbox"/> Improvements Needed <input type="checkbox"/> Non-Compliant			
Number of deviations in crucial questions		0 of 3			
Fulfillment Percentage		83.33%			
B.2. Documentation					
B.2.1. Documentation	No	( - ) [Minus]	It was noted through document review that facility has no generator waiver certificate. Facility management already applied for the certificate on 29/03/15 but not yet received. [জেনারেটর দাবিত্যাগ সার্টিফিকেট পাওয়া যায়নি] [Bangladesh Energy Regulatory Commission act 2003 It is recommended that facility shall obtain generator waiver certificate from concern authority.	Md. Nasir Uddin - Manager (Accounts & Compliance)	31/01/2016
Chapter Score		<input checked="" type="checkbox"/> Good <input type="checkbox"/> Improvements Needed <input type="checkbox"/> Non-Compliant			
Number of deviations in crucial questions		0 of 1			
Fulfillment Percentage		83.33%			
B.3. Working Hours					
B.3.1. Working hours	No	( - ) [Minus]	It was noted that uniform in and out time record found in manual time card. They are not recording fraction of hours in the time card. So that the time recording system cannot be guaranteed for proper monitoring of working time. Moreover, Workers were not sign on their time recording card. [সময় রেকর্ডিং সিস্টেম কাজ করার সঠিক সময় নিরীক্ষণের জন্য নিশ্চিত করা যাবে না.] It is recommended that management shall ensure a proper time recording system which will guarantee proper monitoring and counting of the working time.	Md. Nasir Uddin - Manager (Accounts & Compliance)	30/11/2015
Chapter Score		<input checked="" type="checkbox"/> Good <input type="checkbox"/> Improvements Needed <input type="checkbox"/> Non-Compliant			
Number of deviations in crucial questions		0 of 3			
Fulfillment Percentage		80.00%			
B.7. Freedom of Association and Collective Bargaining					
B.7.5. Freedom of Association and Collective Bargaining	No	( - ) [Minus]	It was noted through management and worker interview that factory formed the Worker Participation Committee (WPC) based on selection without any form of election. (Bangladesh Labor Law 2006, Section 205) [কারখানা কর্মী অংশগ্রহণ কমিটি (WPC) নির্বাচনের কোনো রূপ ছাড়া বাছাই উপর ভিত্তি করে গঠিত] It is recommended that factory shall form WPC through election process as well they have introduce them with all	Md. Nasir Uddin - Manager (Accounts & Compliance)	30/11/2015

Score Interpretation	
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Improvements Needed	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.
Non-compliant	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.
Under "Grace Period"	Not Available
Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re-audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

			workers.		
Chapter Score		<input checked="" type="checkbox"/> Good <input type="checkbox"/> Improvements Needed <input type="checkbox"/> Non-Compliant			
Number of deviations in crucial questions		0 of 3			
Fulfillment Percentage		83.33%			
B.9. Working Conditions					
B.9.4. Working Conditions	No	( - ) [Minus]	It was noted through document review that facility did not assess noise level test from concern authority. [কর্তৃপক্ষের কাছ থেকে শব্দ স্তর পরীক্ষা মূল্যায়ন করা হয়নি] It is recommended that facility shall assess noise level test from concern authority.	Md. Nasir Uddin - Manager (Accounts & Compliance)	31/12/2015
Chapter Score		<input checked="" type="checkbox"/> Good <input type="checkbox"/> Improvements Needed <input type="checkbox"/> Non-Compliant			
Number of deviations in crucial questions		0 of 1			
Fulfillment Percentage		85.71%			
B.10. Health and Social Facilities					
B.10.1.1. First aid	No	( - ) [Minus]	It was noted through first aider interview that the first aider were not adequately trained. They were found not trained what to do in case of electric shock, broken injury, faintness etc. and also they were not well trained on using of first aid kits. [প্রাথমিক চিকিৎসক গণ পর্যায়ে প্রশিক্ষিত করা হয় নি] It is recommended that management shall ensure the first aider are properly train as well as using of first aid kits.	Md. Nasir Uddin - Manager (Accounts & Compliance)	31/10/2015
B.10.2.1. Social Facilities	No	( - ) [Minus]	It was noted through drinking water test report review that the supplied water sample is contaminated with total coliforms, faecal coliforms, Escherichia coli and Pseudomonas spp. (Bangladesh Standard for Drinking Water ECR'97) [সরবরাহ করা পানি নমুনা মোট coliforms, গাদ coliforms, ইশেরিয়া coli এবং সিউডোমোনেস SPP সঙ্গে দূষিত পাওয়া গেছে] It is recommended that management shall ensure personal hygiene meet potable water as per quality standards.	Md. Nasir Uddin - Manager (Accounts & Compliance)	31/10/2015
Chapter Score		<input checked="" type="checkbox"/> Good <input type="checkbox"/> Improvements Needed <input type="checkbox"/> Non-Compliant			
Number of deviations in crucial questions		0 of 1			
Fulfillment Percentage		75.00%			
B.11. Occupational Health and Safety (OHS)					
B.11.2.1. Training	No	( - ) [Minus]	It was noted through management interview that factory did not organize any training on fire fighting, first aid and rescue from concerned authority of Fire Services and Civil Defense Authority. (Factories Rules 1979, Chapter IV, Safety Section 52(9)). [কারখানায় আগুন সার্বিস ও সিভিল ডিফেন্স কর্তৃপক্ষ সংশ্লিষ্ট কর্তৃপক্ষের কাছ থেকে অগ্নিনির্বাপক, ফার্স্ট এইড ও রেসকিউ কোনো প্রশিক্ষণ সংগঠিত করা হয়নি] It is recommended that management shall organize Fire Fighting, Rescue and first aid training from Fire Service and Civil Defense Authority.	Md. Nasir Uddin - Manager (Accounts & Compliance)	31/12/2015
B.11.2.2. Training	No	( - ) [Minus]	It was noted through facility tour and worker interview that workers are not properly trained in using personal protective equipment. [শ্রমিকদের সঠিকভাবে ব্যক্তিগত প্রতিরক্ষামূলক সরঞ্জাম ব্যবহার করে প্রশিক্ষণ দেওয়া হয় না] It is recommended that management shall ensure all workers are aware about the using benefit of PPE.	Md. Nasir Uddin - Manager (Accounts & Compliance)	31/10/2015
B.11.3.3. Personal Protective Equipment	No	( - ) [Minus]	It was noted through facility tour that spot removing operator were not using eye protection glass. Moreover, Management did not provide ear muff for the generator room (Bangladesh Labor Law 2006, Chapter- 5, Section - 79) [স্পট অপারেটর চোখের সুরক্ষা চশমা ব্যবহার করা হয় নি] It is recommended that management shall ensure all workers are using and provide appropriate PPE	Md. Nasir Uddin - Manager (Accounts & Compliance)	30/11/2015

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Under "Grace Period"	Not Available
Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

			where applicable.		
B.11.4.3. Chemicals	No	( - ) [Minus]	It was noted through facility tour that no labeling and MSDS found for diesel and Machine oil. (Bangladesh Labor Law 2006, Chapter- 5, Section – 53) [কোন লেবেল এবং MSDS ডিজেল ও মেশিন তেল জন্য পাওয়া যায় নি] It is recommended that management shall ensure all hazards chemical are communicating through labeling and marking is done according to national and internationally recognized requirements.	Md. Nasir Uddin - Manager (Accounts & Compliance)	30/11/2015
B.11.4.4. Chemicals	No	( - ) [Minus]	It was noted through facility tour that the factory did not provide secondary containment for storage the machine oil at accessories store and diesel storage in front of the maintenance room. [কারখানা রক্ষণাবেক্ষণ রুম সামনে ডিজেল এবং এক্সসেসরিজ স্টোর এ মেশিন তেল সংরক্ষণের জন্য মাধ্যমিক সংবরণ প্রদান করা হয়নি] It is recommended that management shall ensure all hazardous chemical are storage properly.	Md. Nasir Uddin - Manager (Accounts & Compliance)	30/11/2015
B.11.5.1. Accident and Emergency Procedures	No	( - ) [Minus]	It was noted through facility tour that Height from floor to ceiling at packing section was found 8.2 feet and ceiling fan was found installed for keeping the room cool but it can be caused danger if any worker raise their hand suddenly during their working time in that section. (Bangladesh Labour Law, 2006, Section-63) [ডাইনিং এবং নমুনা অধ্যায় এ মেঝে থেকে ছাদ উচ্চতা আনুমানিক 8.2 ফুট পাওয়া যায় এবং সিলিং ফ্যান শীতল ঘর থাকার জন্য ইনস্টল করা হয় কিন্তু কোনো কর্মী যদি তাদের কাজ সময়ে হঠাৎ তাদের হাত বাড়াতে হলে বিপদ হতে পারে] It is recommended that management shall provide safe working place for the workers.	Md. Nasir Uddin - Manager (Accounts & Compliance)	31/10/2015
B.11.6.1. Electricity	No	( - ) [Minus]	It was noted through management interview and electrician personal data file review that they have no electrical approval from the concern authority of electrification board. (Electricity Rules 1937, Section – 48) [ইলেকট্রিশিয়ান বিদ্যুতায়ন বোর্ডের কর্তৃপক্ষের কাছ থেকে কোন বৈদ্যুতিক অনুমোদন নাই] It is recommended that factory shall appointed qualified electrician for maintaining safe electrical installations.	Md. Nasir Uddin - Manager (Accounts & Compliance)	31/10/2015
B.11.6.4. Electricity	No	( - ) [Minus]	It was noted through facility tour that a) Ebonite / non flammable cover missing on the electric distribution board. (The Factories Rules, 1979, Chapter-4, Section-41) [ইলেকট্রিক ডিস্ট্রিবিউশন বোর্ডে অনুপস্থিত এবোনিট / অ-অগ্নিদাহ্য কভার] b) All False ceiling make as Corkwood. [সব মিথ্যা ছাদ সোলা দিয়ে তৈরি করা] c) Loose and joint wiring found on the false ceiling. [মিথ্যা ছাদ এর উপর আলগা এবং যুক্ত তার পাওয়া গেছে] It is recommended that management shall ensure no flammable materials with any electric line and all electrical wiring are safe.	Md. Nasir Uddin - Manager (Accounts & Compliance)	30/11/2015
B.11.8.1. Escape Routes and Emergency Exits	No	( - ) [Minus]	It was noted through facility tour that no drainage cover found in front of the dining and prayer room pathway. [ডাইনিং এবং প্রার্থনা রুমের সামনে চলাচলের পথে কোন নিষ্কাশন কভার পাওয়া যায়নি] [Bangladesh labour law:2006, Chapter:06, Section:73] It is recommended that facility shall ensure all drainage are covered.	Md. Nasir Uddin - Manager (Accounts & Compliance)	30/09/2015
Chapter Score			<input type="checkbox"/> Good <input checked="" type="checkbox"/> Improvements Needed <input type="checkbox"/> Non-Compliant		
Number of deviations in crucial questions			0 of 6		
Fulfillment Percentage			76.92%		
B.13. Environment					
B.13.5. Environment	No	( - ) [Minus]	It was noted through document review and management interview that company did not develop any mechanisms to ensure reduction of emissions, particularly CO2 emission. [কোম্পানি নির্গমন হ্রাস নিশ্চিত করার প্রক্রিয়া গড়ে ওঠেনি, বিশেষ করে CO2 নির্গমন] [Bangladesh Environment Conservation	Md. Nasir Uddin - Manager (Accounts & Compliance)	31/12/2015

Score Interpretation	
Good	Minor deviations are identified in no more than 2 questions per chapter; these questions are not marked as crucial.
Improvements Needed	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.
Non-compliant	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.
Under "Grace Period"	Not Available
Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

		Rules 1997] It is recommended that facility management shall develop mechanisms to ensure reduction of emissions.		
Chapter Score		<input checked="" type="checkbox"/> Good <input type="checkbox"/> Improvements Needed <input type="checkbox"/> Non-Compliant		
Number of deviations in crucial questions		0 of 0		
Fulfillment Percentage		80.00%		
Total Audit Results for Part B Tier I				
Total Score		<input type="checkbox"/> Good <input checked="" type="checkbox"/> Improvements Needed <input type="checkbox"/> Non-Compliant		
Total number of deviations in crucial questions		0 of 35		
Overall fulfillment percentage		84.35%		

Score Interpretation	
Good	Minor deviations are identified in no more than 2 questions per chapter; these questions are not marked as crucial.
Improvements Needed	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.
Non-compliant	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.
Under "Grace Period"	Not Available
Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

## Part C: Audit Findings

Chapter	
C.1. Policy	
C.2. Planning and Implementation	
C.3. Management Review	
C.4. Control of Subcontractors / Suppliers / Sub-suppliers	
C.5. Control of Homeworkers	
C.6. Compensation	
C.7. Child Labour	
C.8. Outside Communication	
Total	

Score Interpretation	
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Improvements Needed	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.
Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re-audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

## Workers Interview Sheet

Workers Interview Sheet			
Workers	Male workers number	Female workers number	% of the total workforce
Total	8	12	6.62
Workers aged < 18 years interviewed	0	0	0.00
Apprentices interviewed	0	0	0.00
Disabled persons interviewed	0	0	0.00
Full time workers interviewed	8	12	6.62
Part time workers interviewed	0	0	0.00
Seasonal workers interviewed	0	0	0.00
Migrant workers interviewed	0	0	0.00
Pregnant workers interviewed		0	0.00

Interview methods used	number (how many)
Number of Individual interviews conducted	10
# of people interviewed in Group(s)	10
# of Interviews conducted on site	20
# of Interviews conducted off site	0
Was an interpreter used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Language(s) used for worker interviews	Bengali

No. of interview	Essentials (If the number of rows is not enough, please add pages as needed and include with the attachments).
1	The workers (5 in a group) were satisfied with the working condition and the factory provided induction training for new workers and regular safety trainings for all workers. All interviewees confirmed that no any serious accident or injury occurred in the factory. The normal working hours were 8 hours per day, 48 hours per week. There was only one shift in the factory, they worked 8 hours per day including 2 overtime hour (9:00-1:00, 2:00-6:00), they always had one day off per six days. Interviewee told they were paid their minimum wage BDT 5300/month, the factory 200% of normal wage for their overtime wage on workdays, rest days and statutory holidays. The factory provided annual leave and statutory holidays for workers.
2	Interviewed employees (5 in a group) reported that the management did not restrict their rights to organize themselves in any way. Also reported that they were allowed to bargain collectively and there was no restriction placed on this right either. Besides, the interviewee said they could complain to their supervisors directly. The employee work from 09:00 - 6:00 for 6 days with 1 hour lunch break. The employee was happy to work at the facility. The employee stated that there was good communication between employees and management. The employee were paid at least legal minimum wage and they were paid on time.
3	As per worker's statement they are getting compensation within 07 working days along with attendance bonus, overtime payment, etc. Fire evacuation drill is initiated in every month. Orientation training is conducted during recruitment. No evidence of force labor discrimination, harassment is seen. Salary is being disbursed within seven working days. All mandatory benefit is being ensured. Working hour is as per law.
4	This worker stated that they need to have ID card, family book and birth certificate, so that they could be recruited. No deposit when hired by the factory, all the employees were required to sign two contracts, and leave one copy for themselves. All overtime work was voluntary, employees could leave the factory freely after work and also could ask for private leave freely while working.
5	They could raise the suggestions through the worker representative or suggestion box. Fire evacuation drill was conducted on this month. There was no region discrimination. There was no strike in past 2 years. The worker participate the health and safety training on machine safety and PPE usage before starting to work. Drinking water was provided free of charge. Workers could take personal break freely and resign freely. Workers could leave the factory after working hour. Right of association was not restricted.
6	Normal working hours: 09:00-01:00 and 02:00-06:00. Friday was guaranteed as the rest day. They worked overtime voluntarily and they could leave overtime arrangement with verbal informing. Wage was calculated by hourly rate, the overtime working paid rate according with statutory requirement. There was no deduction, economic compensation or withholding made from wage.
7	Free Drink water available, the use of toilet was no limited, to meet the production need overtime working at 06:00 pm-08:00 pm. One day off per week, never worked continual 7 days per week. Id card was free, all the tools were provided by factory, PPE was free, no deduction as working rules, labor contract signed and one copy kept by worker. Personal social insurance was purchased by company. Wage was paid by cash and pay slip on 07th at the next month.
8	Workers could leave the facility freely during non-working hours. Overtime hours were compensated at the rate of

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Not Rated	Only applicable for re-audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

	200% normal rate of wages. Workers get their salary within 7th working day of the next following month. The factory provides casual leave, sick leave, maternity leave with benefit etc. which is in compliance with local law.
9	We never seen any worker is working in the factory whose age is less than 18 years of old. At the time of joining, the factory management takes copy of National ID Card or Birth Certificate for confirmation of age. We are never forced to work in the factory. We never seen any discrimination based on the sex, caste, religion, region, etc. Not aware how to drop complaint/suggestion through suggestion box.
10	Our regular working hour is 8 hours. Normally we need to do 02 hours overtime per day. Our weekly holiday is on Friday. We get payment on time and get pay slip while payment is being done. Different types of leave e.g. casual, sick, annual, maternity leave with benefits are being provided to us. There is no illegal deduction from their salary.
11	We have different Social Policy for us which includes prohibition of Child Labor, Forced Labor, Discrimination, Working Hour, Compensation, etc. We know our legal right e.g. entitlement of leave, weekly holiday, working hour, minimum wage etc. We get copy of appointment letter. After recruitment we need to submit copy of either National ID card/Nationality Certificate.
12	One first aider interviewed and found lack of knowledge about first aid kits and first aid treatment. All the employee getting wages as per law . The employees receives salaries on monthly basis on or before the 7th day of the following month. Interviewed employee reported that they are free to leave after their working shift also reported that there was no serious accident or untoward incident occurred in the factory since the establishment. No discrimination or sexual harassment was reported by the interviewed employees.

Score Interpretation	
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Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR

## Child and Young Workers Record Sheet

No Data Available for >Child and Young Workers Record Sheet

Score Interpretation	
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Improvements Needed	Deviations are identified in less than half of the total number of questions per chapter. No deviations are found in questions marked as crucial.
Non-compliant	Deviations are identified in half or more of the total number of questions per chapter. One deviation in a question marked as crucial is sufficient to assess the entire chapter as non-compliant.
Under "Grace Period"	Not Available
Not Applicable	Requirements do not match to the company structure
Not Rated	Only applicable for re audits; if a question was rated "+" in the previous full audit or re-audit the auditor will mark the question NR



## Overall Producer Pictures



External photo(s) of the production unit(s)  
 Front view of the facility.JPG



Photo of the inside of the main production hall  
 Emergency Telephone Number.JPG



Photo of the inside of the main production hall  
 NC B 11 4 4 No secondary containment.JPG



Photo of the canteen (if applicable)  
 Workers Canteen.JPG



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



Photo of the inside of the main production hall  
 NC B 11 5 1 Height from floor to ceiling.JPG



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



Photo of the inside of the main production hall  
 Exit Light.JPG



Photo of the inside of the main production hall  
 NC B 11 6 4 corkwood sheet.JPG



Photo first aid facilities  
 First aid box.JPG



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



Photo of the inside of the main production hall  
 NC B 11 6 4 Loose and joint wiring.JPG



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



Photo of the inside of the main production hall  
 Fire alarm switch.JPG



Photo of the inside of the main production hall  
 NC B 11 6 4 No ebonite sheet.JPG



Photo of the nursery (if applicable)  
 Childcare center.JPG



Photo of the inside of the main production hall  
 Fire equipment.JPG



Photo of the inside of the main production hall  
 NC B 11 8 1 no drainage cover.JPG



Photo of the nursery (if applicable)  
 Medical center.JPG



Photo of the inside of the main production hall  
 Fire extinguisher.JPG



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



Photo of the Personal Protection Equipments (if applicable)  
 Using PPE.JPG



Photo of the inside of the main production hall  
 Fire fighter.JPG



Photo of the inside of the main production hall  
 PA system.JPG





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



Photo of the inside of the main production hall  
 First aid procedure.JPG



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

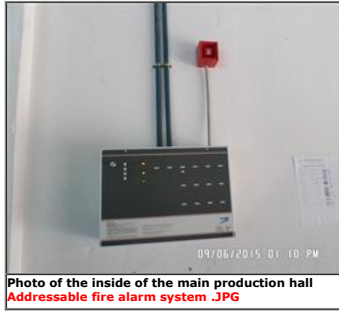


Photo of the inside of the main production hall  
 Addressable fire alarm system.JPG



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



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

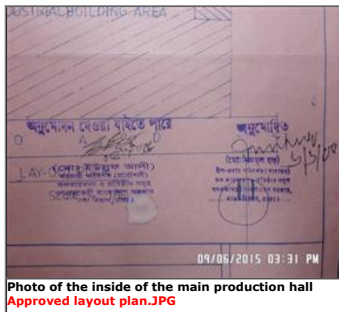


Photo of the inside of the main production hall  
 Approved layout plan.JPG



Photo of the inside of the main production hall  
 Hose reel.JPG



Photo of the inside of the main production hall  
 Risk Assessment.JPG



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



Photo of the inside of the main production hall  
 Medicine rack.JPG



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

