
Auditee :	Jabon Apparels Ltd.
Audit Date From :	24/09/2019
Audit Date To :	24/09/2019
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	TUEV Rheinland
Auditor's Name(s) :	Ikbal Hossain(Lead), A.S.M. Al Kausar, Shawly Chowdhury
Auditing Branch (if applicable) :	TUV Rheinl. Bangladesh



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



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p>A Very Good</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated A • No Performance Areas rated C, D or E <p>These are three examples:</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></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>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></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	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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																													
A	A	A	A	A	A	A	B	B	B	B	B	B																													
<p>B Good</p>	<ul style="list-style-type: none"> • Maximum 3 Performance Areas rated C • No Performance Areas rated D or E <p>These are three examples:</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></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>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>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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B	B	B	B	B	B	B	B	B	B	C	C	C																													
<p>C Acceptable</p>	<ul style="list-style-type: none"> • Maximum 2 Performance Areas rated D • No Performance Areas rated E <p>These are three examples:</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>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>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>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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A	A	A	A	A	B	B	B	B	C	C	C	D																													
C	C	C	C	C	C	C	C	C	C	C	D	D																													
<p>D Insufficient</p>	<ul style="list-style-type: none"> • Maximum 6 Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></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>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></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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A	A	A	B	B	B	C	C	C	D	D	D	E																													
D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p>E Unacceptable</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated E <p>These are three examples:</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></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></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></tr> </table>	A	A	A	A	A	A	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	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
A	A	A	A	A	A	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																													
<p>Zero Tolerance</p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

Main Auditee Information

Name of producer :	Jabon Apparels Ltd.		
DBID number :	394759		
Audit ID :	163397		
Address :	Plot-A/15,BSCIC I/A, Fatullah, Narayanganj		
Province :	Dhaka	Country :	Bangladesh
Management Representative :	Md. Ashrafuzzaman-HR & Admin Manager		
Contact person:	Md. Bastob Hossain	Sector :	Non-Food
Industry Type :	Textiles, clothing, leather	Product group :	Apparel
Product Type :	All kinds of knit item		

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	<input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	none		
Audit interferences or contingencies (if applicable) :	none		
Overall rating :	C		
Need of follow-up :	Yes	If YES, by : 24/09/2020	

Rating per Performance Area (PA)

PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	B	A	A	A	C	D	A	A	B	A	B	B

Executive summary of audit report

A fully announced, full audit has been conducted at "Jabon Apparels Ltd." on April 24, 2019. The Private Limited Company was founded & incorporated with the RJSC in May 27, 2014 and began its operation on January 2014 at Plot- A/147, BSCIC Industrial area, Enayetnagor, Fatullah, Narayanganj, Bangladesh. They continued their business at that location up to August 2018. The current management took ownership on August 2018 shifted to their current location Plot-A/15, BSCIC Industrial area, Shashongaoan, Fatullah, Narayanganj, Bangladesh and began operation in current place since September 2018. At present, there are total 223 employees (permanent) including management, process workers and service workers are working in the factory. Valid business licenses are as follows:

Factory License: 17305/ Narayanganj issued by Department of Inspection for Factories and Establishments (category "F"; valid till 30 June 2020)

Trade License: 779 /2019-2020

Fire License: DD/ Dhaka/ 28575/2018 issued by Bangladesh

Fire Service & Civil Defence Authority which (valid till 30 June 2020)

The facility is engaged in manufacturing and exporting of ready made garments (knit garment). Production capacity of the audited facility is 340,000 pieces per month. The main production processes are listed as follows:
Cutting> Sewing> Finishing (Iron to packing)

Total land area of the factory is about 3500 square feet and total production area of the factory is about 21000 square feet. The audited factory runs its production processes and used for different services in its 01 building. Floor wise site descriptions are furnished below:

Building-1 (seven storied own building):

Ground floor: Fabric Store, Fabric Inspection Room, Sub Station Room and Generator Room.

1st floor: Cutting Section and Sample Section.

2nd floor: Child Care Room, Spot Removing Room and Office.

3rd floor: Finishing section(Quality, iron and packing)

4th floor to 6th floor: Sewing Section

Rooftop: Doctors Room, Canteen, Dining and Network Tower (02 nos.)

Audit Process:

Three auditors arrived at the factory at 09:05 AM on the first day of the audit. An opening meeting was held immediately with the factory management and workers representatives as per "Audit Plan (Before Audit)". During the opening meeting auditors explained the scope and process of audit, briefly presented on amfori BSCI, its upgraded system and approach of audit. After concluding the opening meeting, a floor visit was conducted with factory management. Subsequently, the supplied documents as per audit requirements had been thoroughly reviewed. For worker's interview, the auditors selected workers from different production processes and different age groups. Confidentiality and comfort of the interviewees were ensured. Auditors verified documents from September-2018 to till audit date as available in the factory. The total audit procedure was completed in 1 day as per "Audit Plan (As Audited)"

The facility remains open from Saturday to Thursday while Friday is a weekly holiday. The regular working hours are from 09:00 am to 06:00 pm with one-hour break from 01:00 pm to 02:00 pm. Facility obtained approval of general working hours from the Labour Office and yearly leaves are posted on notice board by the management complying with government holidays requirements. Employees receive wages in cash and paid on monthly basis. Overtime work is voluntarily basis in the factory. Factory management has policy on working hours and overtime works. The facility has peak season from January to June as reported by the factory management. All employees working time are recorded in manual system (handwriting).

Total 18 permanent employees [08 male and 10 female] were sampled for interview. They reported the normal working hours were from Saturday to Tuesday with 8 hours/day. They would work for overtime depending on production pressure. In addition, they were paid 200% of normal wage for the overtime work. No overtime working on statutory holidays was arranged. They also reported that the working environment was clean, organized. They were

positive toward the management and the company. No unusual circumstance was found.

Management Cooperation:

Facility management was cooperative with the audit team throughout the audit. They grant the auditors access to all areas, let auditors perform worker interview in separate confidential area without their presence, take photos, provide all required information and documents promptly.

Closing Meeting:

At the end of the audit process, a closing meeting was held on 24 September 2019. Mr. Ashrafuzzaman-Manager (HR & Admin) is responsible for the onsite findings report. Workers representative was also present in closing meeting and signed in the finding report. Onsite finding report has been issued in the English language. During the closing meeting, factory management agreed with all the findings and signed the finding report. Auditors informed the management about the submission of remediation plan to the amfori BSCI participant through amfori BSCI platform, against the findings raised on the audit within 60 days.

Remarks: Below documents & photos are not applicable for this factory.

1. Contractor license/permit
2. Agency labor contract
3. Collective bargaining agreements
4. Dormitories
5. High-risk health and safety areas
6. Inconsistencies between time and production records
7. Environmental license

Auditor APSCA Registration Number:

Lead Auditor: Mr. Ikbai Hossain -21701992

Team Auditor: Ms. Shawly Chowdhury-21701993

Team Auditor: Mr. A.S.M. Al Kausar-21701669

Ratings Summary



Auditee's background information			
Auditee's name :	Jabon Apparels Ltd.	Legal status :	Private Limited Company
Local Name :	জাবন এপারেলস লি:	Year in which the auditee was founded :	2014
Address :	Plot-A/15,BSCIC I/A, Fatullah,	Contact person (please select) :	Md. Bastob Hossain
Province :	Dhaka	Contact's Email :	jabonapparelsLtd@gmail.com
City :	Narayangonj	Auditee's official language(s) for written communications :	Bangla
Region :	South Asia	Other relevant languages for the auditee :	English
Country :	Bangladesh	Website of auditee (if applicable) :	None
GPS coordinates :	23°37'23.6"N 90°28'43.42"E	Total turnover (in Euros) :	2961008.21
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Textiles, clothing, leather	Of which domestic market % :	0.00
If other, please specify :		Production volume :	340000 Pieces per month
Product Group :	Apparel	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	No
Product Type :	All kinds of knit item		

Auditee's employment structure at the time of the audit		
Total number of workers :	223	Total number of workers in the production unit to be monitored (if applicable) :
		0
	MALE WORKERS	FEMALE WORKERS
Permanent workers	111	112
Temporary workers	0	0
In management positions	21	3
Apprentices	0	0
On probation	11	29
With disabilities	0	0
Migrants (national citizens)	0	0
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	111	112
Production based workers	0	0
With shifts at night	3	0
Unionised	0	0
Pregnant	-	0
On maternity leave	-	1

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: D

Deadline date:23/09/2020

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

Overall observation revealed that facility has nominated Mr. Ashrafuzzaman-Manager (HR & Admin) as the amfori BSCI Management Representative whose primary responsibility is to implement and ensure the validation of amfori BSCI values in the organization. Facility has a well-developed business partner selection and monitoring procedure. Facility periodically reviews the performance of their significant business partners and monitors their social performance through secondary party audit and has shared amfori BSCI Code of Conduct and amfori BSCI Terms of Implementation with all business partners. Despite all these, executional gaps and shortfalls had been identified. Latest date of training on amfori BSCI CoC: 01/09/2019 Latest date of training on legal rights and benefits: 01/08/2019

- 1.1 - Factory is in progress to integrate the amfori BSCI code of conduct in day-to-day business. Still some gaps were identified on implementation in some performance areas including Management System, Workers Involvement and Protection, The Right of Freedom of Association and Collective Bargaining, Fair Remuneration, Working Hour, Occupational Health and Safety, No Precarious Employment, No Bonded Labour, Protection of the Environment and Ethical Business Behavior etc.
- 1.2 - The facility has appointed a senior person for monitoring & implementing amfori BSCI values & principle, but from interview it has been found that appointed person needs more awareness about amfori BSCI COC and legal requirement.
- 1.4 - (i) Facility did not develop a workforce capacity plan in order to meet the expectations of the delivery order and/or contracts. No reliable methodology was developed for reducing the unnecessary overtime work. Moreover, management has no contingency plan in case something slows down or interrupt production. (ii) Facility has in total 06 security guards. There are two shifts (08:00 AM to 17:00PM and 20:00 PM to 05:00 AM) of security guards. Review of relevant documentation and management interview shows 3 hours overtime duty of security guards on a regular basis. During review of payroll and daily attendance from August, 2019, April 2019 & October 2018 it was noted that weekly total working time exceeded 60 hours limit. Daily working time was found up to 11 hours and weekly 66 hours.

Remarks from Auditee:

None

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: B

Deadline date:23/09/2020

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

Overall observation revealed that the management of the company is in progress of adapting to a procedure for bringing the workers and management into sync for improving work-place efficiency. The management has set long term goals for the betterment of workers in accordance with amfori BSCI CoC. Facility arranges training on regular interval to increase the competency among manager, workers and workers representatives to successfully anticipate their responsibilities in business operation. Last date of training provided to mid-level management was found on 10/09/2019 and on legal rights and benefit found on 01/08/2019. However, some shortfalls had been observed in implementation.

- 2.1 - The facility formed workers participation committee through selection process instead of election. Besides, PC (Participation Committee) members and general workers are not aware about the activities of PC as well as roles and responsibilities of PC. [Reference: Bangladesh Labour Law- 2006 (Amendment-2013), section-205 (6)]
- 2.5 - Factory did not have written grievance handling procedure to address verbal complaint from workers and outsider stakeholders. They only kept records which came from complain box. However during document review it was observed that facility kept no records of grievance before July 2019.

Remarks from Auditee:

None

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

Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: A

Deadline date:23/09/2020

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

Overall observation revealed that the management of the company is in progress of adapting to a procedure for bringing the workers and management into sync for improving work-place efficiency. Factory has established sound management practice which involves worker and their representatives for information exchange on workplace issues. Facility also arranges training on regular interval to increase the competency among manager, workers and workers representatives to successfully anticipate their responsibilities in business operation. However, some shortfalls had been observed in implementation.

- 3.1 - The facility formed workers participation committee through selection process instead of election. [Reference: Bangladesh Labour Law- 2006 (Amendment-2013), Section-205 (6)]

Remarks from Auditee:

None

Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Overall observation proved that the internal company policies & procedures have been set up in a manner which meets the fundamental conditions of this area. It can be concluded that the facility does not practice discrimination in hiring, promoting or offering the training opportunities to the workers as per the company's internal policy. Written procedure on disciplinary action has been set to preclude any misconduct which may take place amongst employees of different grade.	
Remarks from Auditee:	
None	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: A	Deadline date:23/09/2020
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
The overall observation indicates that auditee has ensured provision of minimum wage to the workers as per law. Auditors covered the wage records of the three months -October 2018, April 2019 and August 2019 as per audit scope. The sample comprised of 18 records from different areas of the facility. The facility has assigned a dedicated personnel for handling workers payroll and other benefits. Workers' wages are calculated on monthly basis and payment cycle is determined by the calendar month. The workers received their monthly wage in cash payment within 7th working day of the following month. Last payment date is September 07, 2019 for the month of August 2019. Review of all workers salary sheet also reveals that deductions has only been made for unauthorized absent, attendance bonus 200 BDT found for full attendance, salary is provided as per workers salary grade and overtime rate calculation found correct. Their compliance team is responsible for monitoring the overall requirements of this performance area. However, gaps have been identified in implementation.	
5.4 - Facility management is not well aware about collection and calculation of fair remuneration. In addition, facility does not take any initiative to identify the possible gaps between actual remuneration and fair remuneration figure and does not take potential actions to fill the gap.	
Remarks from Auditee:	
None	
Performance Area 6 : Decent Working Hours	
Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: C	Deadline date:23/09/2020
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Overall observation proved that the auditee has established a working hour policy in accordance to local law. The auditee maintains 48 regular working hour per week verified through working hour approval. Facility runs in one general shift from 8:00 AM to 5:00 PM inclusive of one hour (1:00 PM to 2:00 PM) personal break. Security guards work in two shifts, which are 8:00 AM to 5:00 PM, 8:00 PM to 5:00 AM. Friday is the weekly holiday. The facility maintains workers' time records by manual paper card time keeping system. Auditors covered the workers' working hour records from September 2018 till audit date. Auditors selected working-hour records of 18 workers as samples, which have been selected from different areas/departments of the facility. Scrutinizing the working hour records have revealed some overtime work-hours that exceeded the legal limit. Overtime work in the factory is voluntary. Overtime is paid at a premium rate (200% of usual wage). However, gaps have been identified in implementation.	
6.2 - (i) Facility did not develop a workforce capacity plan in order to meet the expectations of the delivery order and/or contracts. No reliable methodology was developed for reducing the unnecessary overtime work. Moreover, management has no contingency plan in case something slows down or interrupt production. (ii) Facility has in total 06 security guards. There are two shifts (08:00 AM to 17:00PM and 20:00 PM to 05:00 AM) of security guards. Review of relevant documentation and management interview shows 3 hours overtime duty of security guards on a regular basis. During review of payroll and daily attendance from August, 2019, April 2019 & October 2018 it was noted that weekly total working time exceeded 60 hours limit. Daily working time was found up to 11 hours and weekly 66 hours.	
Remarks from Auditee:	
None	

Performance Area 7 : Occupational Health and Safety	
Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: D	Deadline date:23/09/2020
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>It appeared from overall observation that the company management is in progress for fulfilling most essential conditions of this performance area to an extent. Building approval is taken from Executive Engineer of Narayanganj BSCIC on August 10, 2014. In-house safety training had been provided to existing and new workers. Factory had documented emergency preparedness procedure for handling of accidents and emergency situations. Workers accidental insurance is ensured. No visible defect found at the factory buildings and sheds. During site-tour, it was noted that working environment with respect to ventilation and lighting of the factory were acceptable. 02 Emergency Exit found in each floor, were clearly marked with signs and light with secondary power backup. Emergency light found 37. There were aisles marking and evacuation plot plan. The number of firefighting equipment (Fire extinguisher=48, Fire hose pipe=07, Fire alarm call point=14, Smoke detector=26) and first aid box (Total=07) were available in the factory. 01 Doctor and 01 Nurse is available full time at the facility. In case of emergency medical need, facility can take services from Shaheen General Hospital. An agreement was available for review, validity found till January 21, 2019. Question-7.23 is rated as 'N/A' as factory did not provide transport facility to the workers. However gaps have been identified in implementation. Latest date of Training on First Aid – 23/09/2019 Latest date of Training on Health & Safety – 03/09/2019 Latest date of Training on Chemical Handling – 02/09/2019 Latest date of Training on Fire Fighting (Internal) – 03/08/2019 Latest date of Maintenance of Fire Extinguisher – 12/09/2019 Latest date of Maintenance of Electrical Distribution Box – 12/09/2019</p>	
7.1 -	i) Facility is in progress of complying health & safety rules and regulations. During audit few gaps have been noted related to workers health checkup, safety committee, trained firefighter, record keeping of injuries, building approval plan, layout plan, electrical safety, fire detection system, dining and canteen etc. ii) Hand rail was arranged at one side instead of both side of the stair from ground floor to 6th floor. [Law Reference: Bangladesh Labour Rules 2015, Rule 54(5)]
7.3 -	No health test was done for child care attendees, canteen boy, cleaners, for workers who works in the spot removing room, generator room, boiler room, compressor room and for those who does electric works. [Law Reference: Bangladesh Labor Rule- 2015, Rule- 68 (4)]
7.4 -	Factory has a safety committee but the safety committee was not formed as per Bangladesh Labour Rules 2015. [Reference: Bangladesh Labor Rules 2015, Rules 81(6)]
7.10 -	(i) No record or register were maintained for minor injuries which were treated by first aider. [Reference: The Bangladesh Labor Rules 2015, Rule-73 (1)] (ii) Facility has no procedure in place for reporting near misses.
7.11 -	i) Facility does not collect building approval form concern authority for mobile network tower (2 nos.). [Reference: Building Construction Act 1952, Section-3] ii) Mismatch found between approved floor layout plan and current floor layout. In the current layout plan, it was found that dining canteen and doctor room but currently used as 02 nos. Mobile operating network tower, dining & canteen and doctor room. [Reference: Bangladesh Labour Law 2015, Rule 353(1)]
7.13 -	i) All sewing machine power cables found connected to Wooden Channel Box which increases fire hazard. ii) 01 out of 02 electricians does not have required work permit from concern authority. [Reference: Rule 48 of Electrical Rules 1937]
7.14 -	i) The facility did not install addressable (auto smoke detection) fire alarm system and fire hydrant system in the factory. However, the facility has manual fire alarm and standby smoke detector SDB and MDB area. [Reference: BNBC, Part 4, section D-15, and 5.8.2] ii) Water pressure/flow of 01 out of 03-fire hosepipe was not in acceptable condition. Note that during audit, auditors randomly checked 03 fire hose pipes at 4th floor, 3th floor and ground floor of the main production building, where water pressure observed comparatively low condition at 4th floor than ground floor of factory building. [Reference: Bangladesh Labour Rules- 2015, Rule-55]
7.17 -	i) No lift or elevator was found available in the 7 storied factory building. [Reference: Building Constructions Rules-1996, Section- 25] ii) The facility uses a generator of capacity 180 KVA. However, there was no permission obtained from the concerned authority for usage of the generator. [Reference: Bangladesh Energy Regulatory Commission License Rules 2006, Section 9(1.b)] iii) Facility did not obtain 'No Objection Certificate' for using 02 nos. electric boiler from the concerned authority. [Reference: Boilers Act 1923, Section 7] iv) Around 15% of the over lock and bartack machine workers in the sewing section had their eye guards displaced. Around 20% of the sewing machines had their needle guards displaced. [Reference: Bangladesh Labour Law 2006, section 63(1) D (3)] v) No inspection or maintenance records were found for the boiler machines and generator. vi) There were no competent Boiler operator(s) for operating any of the 2 electric boilers of the factory. [Reference: Boilers Act, 1923, Section-6]
7.21 -	It was noted during plan tour, the seating arrangement of dining & canteen are found without any solid ceiling as it is located at the top floor of the factory building, which is not comfortable for worker. [Reference: Bangladesh Labour Rules 2015, Rule 87 & 92]
7.24 -	The facility did not perform any noise level assessment and air emission assessment
Remarks from Auditee:	
None	
Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>It appeared from overall observation, that the company management had fulfilled all the mandatory conditions of this performance area. Facility has established written policy stating not to engage underage workers. Also facility has developed child labor remediation policy if in case of child labor found in this facility. No child labor was identified during the audit dates. Nothing reported about historical child labor by the interviewed workers. Factory checks the age of the potential worker before recruitment through the age proof records. Management maintains age related documents (i.e. birth certificate, national ID card, school certificate etc) in the workers' personnel file. Management does not engage any apprenticeship program.</p>	
Remarks from Auditee:	
None	

Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Overall observation proved that company management had fulfilled the general terms and conditions of the performance area. Facility has established young workers policy as per law. Young worker has not been recruited by the facility management. Also no young worker was identified during the audit. Question-9.6 is rated as 'N/A' as no young worker was available in the factory.	
Remarks from Auditee:	
None	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: B	Deadline date:31/03/2020
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Overall observation proved that company management had fulfilled the general terms and conditions of the performance area. The auditee had recruited all of its process and service workers on permanent basis. Workers' Job-Contracts included description of duties and responsibilities which were maintained in their personal files. All the information of Appointment Terms & Conditions complied with the law. No unlawful apprenticeship scheme, seasonal workers or contractual process workers had been identified in the factory during audit. However, gaps have been identified in implementation. However, gaps have been identified in implementation.	
10.2 - Facility did not update the 4th part of the service book in all workers personal file. [Reference: Bangladesh Labour Law 2006, Section 07]	
10.3 - Facility did not ensure prescribed nominee form as per law in the employees' personal files to receive payment and other dues in the absence of employee. [Reference: Bangladesh Labor Rule-2015, Rule-118]	
Remarks from Auditee:	
None	
Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: A	Deadline date:31/03/2020
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
Overall observation shows that the auditee has fulfilled the requirements of this performance area. Facility does not engage any forced or bonded labor. In Bangladesh no prison labor is allowed to work out-side the prison according to the law. No negative evidence has been identified during audit regarding forced labor and interviewed workers were happy to work in the factory. Management does not keep any original documents from the workers that confirmed by the interviewed workers. Workers are free to leave their employer at any time giving required notices. Question-11.2 is rated as 'N/A' as factory did not engage or recruit any migrant worker. However, gaps have been identified in implementation.	
11.4 - 60% interviewed workers are not aware about the disciplinary procedure, appeal procedure and relevant consequences of any disciplinary case of the factory.	
Remarks from Auditee:	
None	
Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: B	Deadline date:23/09/2020
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
It appeared from overall observation that the auditee has a written environmental policy and procedure to ensure local environment law into the business performance. The main production processes of this factory i.e. cutting, sewing and finishing does not cause major environmental impact. This means that environmental permit is not mandatory for this factory. No significant environment risk was noted at production processes. Mr. Ashrafuzzaman-Manager (HR & Admin) is responsible for continuous improvements of environmental performance. However, gaps have been identified in implementation.	
12.1 - Facility did not identify significant impacts and environmental implications associated to its activities by qualified person to prevent or minimize harming the surrounding communities, resources, supply chain etc.	
12.5 - i) No program has been developed and implemented to promote water conservation and water use reduction. ii) No awareness training is provided to the workers yet on water waste reduction.	
Remarks from Auditee:	
None	

Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 163397] Audit Date: 24/09/2019 PA Score: B	Deadline date:23/09/2020
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Overall observation proved that company management is in progress of fulfilling the general terms and conditions of the performance area. The facility management was fully cooperative and transparent during audit in terms of providing requested documents. The facility had implemented strict Anti-Corruption and Anti-Bribery policy. Trainings and workshops were provided to the workers. Latest date of training on anti-corruption and anti-bribery is on 10.09.2019. However, gaps have been identified in implementation.</p>	
13.2 -	Time keeping system of the factory was found manual (attendance register and paper time card). The IN-TIME and OUT-TIME was found same every day. So, accurate data of workers entry and exit has not been maintained. For example, every day, IN-TIME of is 09:00 am and OUT-TIME is 06:00 pm or IN-TIME. No fraction of time is being maintained.
13.4 -	Facility has kept the employees file in confidential way but did not have any policy or procedure for workers personal data protection, exchange, handling etc.
Remarks from Auditee:	
None	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	24/09/2019	163397	D	B	A	A	A	C	D	A	A	B	A	B	B	C

Producer Photos



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



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



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



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



Photo of the inside of the main production hall
Danger Warning Sign Posted on Electrical Distribution Box.JPG



Photo of the canteen (if applicable)
Canteen.JPG



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



Photo of the inside of the main production hall
Demonstration of Fire Alarm.JPG



Photo of the sanitary facilities
Seperate toilet for Female Workers.JPG



External photo(s) of the production unit(s)
Security Post.JPG



Photo of the inside of the main production hall
Drinking Water Point.JPG



Photo of the sanitary facilities
Seperate toilet for Male Workers.JPG



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



Photo of the inside of the main production hall
Electronic Time Keeping System.JPG

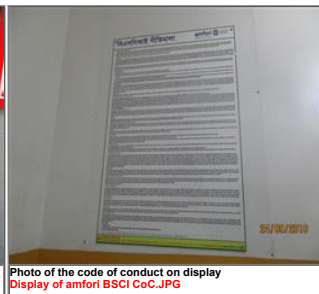


Photo of the code of conduct on display
Display of amfori BSCI CoC.JPG



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



Photo of the inside of the main production hall
Emergency Evacuation Plan.JPG



External photo(s) of the production unit(s)
Electric Boiler.JPG



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



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



External photo(s) of the production unit(s)
Generator Room.JPG



Photo of the inside of the main production hall
Folding Area.JPG



Photo of the inside of the main production hall
Fire Equipment Inspection Card.JPG



External photo(s) of the production unit(s)
Lightning Protective System.JPG



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



Photo of the inside of the main production hall
Gong Bell.JPG



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



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



Photo of the inside of the main production hall
Illuminated Exit Sign.JPG



External photo(s) of the production unit(s)
Substation Room.JPG



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



Photo of the inside of the main production hall No Smoking Sign.JPG



Photo of non-conformity NC 7.1 Hand rail was arranged at one side instead of both side of the stair.JPG



Photo of fire safety equipment Fire Alarm Call Point.JPG



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

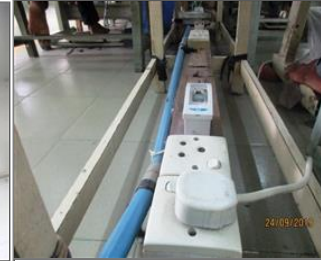


Photo of non-conformity NC 7.13 Sewing machine power cables found connected to Wooden Channel Box.JPG



Photo of fire safety equipment Fire Alarm Sounder.JPG



Photo of the inside of the main production hall Risk Assessment Posted in Production Area.JPG



Photo of non-conformity NC 7.14 Water pressure flow of randomly checked fire hosepipe in 3rd floor of main production building was not in acceptable condition.JPG



Photo of fire safety equipment Fire Extinguisher.JPG



Photo first aid facilities First Aid Box Medicine.JPG



Photo of non-conformity NC 7.14 Water pressure flow of randomly checked fire hosepipe in 4th floor of main production building was not in acceptable condition.JPG



Photo of fire safety equipment Fire Fighting Equipment.JPG



Photo first aid facilities First Aid Box.JPG



Photo of non-conformity NC 7.14 Water pressure flow of randomly checked fire hosepipe was not in acceptable condition on the ground floor of the main production building.JPG



Photo of fire safety equipment
Fire Hose Reel.JPG



Photo first aid facilities
Medical Room.JPG



Photo of non-conformity
NC 7.17 Eye guard of over lock machine found
displace.JPG.png



Photo of fire safety equipment
Smoke Detector.JPG



Photo first aid facilities
Medicine Cabinet.JPG



Photo of non-conformity
NC 7.21 Seating arrangement of dining and canteen are
found without any solid ceiling.JPG



Photo of fire safety equipment
Visual Fire Alarm System.JPG



Photo first aid facilities
Seperate Bed for Female Patient.JPG