

# Monitoring result for KOHINOOR APPAREL on site

## Site 1

### Monitoring

Monitored Party	: KOHINOOR APPAREL
amfori ID	: 586-000580-000
Site	: Site 1
Site amfori ID	: 586-000580-001
Address	: Saidpur Road Kalma Chowk ( Bharth)- Sialkot 51310 Pakistan : 51310, Sialkot : Punjab : Pakistan
Monitoring Activity	: amfori Social Audit - Manufacturing
Monitoring Type	: Full Monitoring
Submission Date	: 14/01/2022
Expiration Date	: 14/01/2024

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### Overall rating



### Section rating

PA1: Social Management System	C
PA 2: Workers Involvement and Protection	C
PA 3: The Rights of Freedom of Association and Collective Bargaining	A
PA 4: No Discrimination	A
PA 5: Fair Remuneration	A
PA 6: Decent Working Hours	A
PA 7: Occupational Health and Safety	A
PA 8: No Child Labour	A
PA 9: Special Protection for Young Workers	A

PA 10: No Precarious Employment	A
PA 11: No Bonded Labour	A
PA 12: Protection of the Environment	A
PA 13: Ethical Business Behaviour	A

## General description

The Assessment Services TUV Nord auditor (Muhammad Khalid "Lead auditor" APSCA membership # RA 21704123, conducted a Full audit of Kohinoor Apparel. This is a Proprietorship Company and was established in 2019. It encompassed a land area of 8984 square feet. The factory is located at Saidpur Road, Kalma Chowk , Sialkot-Pakistan.

### Audit process:

The auditor conducted the opening meeting, facility tour, worker/worker representative/ management interviews, document review and the closing meeting. Through all the audit stages the Admin/ Compliance department was vigilant in risk assessment and aided in reducing risk at every turn.

Announced Type: Semi-Announced.

Monitoring Type: Full Monitoring.

Monitoring Partner: TÜV NORD CERT GmbH (APSCA Firm Member: 11600051).

Auditor: Lead Auditor: (Muhammad Khalid ,APSCA "21704123")

### Opening Meeting:

The opening meeting is conducted with Mr. Ghulam Mustafa Chaudhry (CEO), Mr. Nadeem Mustafa Chaudhry (Proprietorship), Mr. Pervaiz Nazir (General Manager), Mr. Muhammad Waqar (HR Manager), Moeen Sajid (Compliance Manager), Muhammad Yaseen (HSE Manager), Abid Shah (Worker Representative) present, commenced the audit process. The entire audit process, standards and scope were explained to the people present. The amfori BSCI code of conduct and the amfori BSCI holistic approach were both explained in detail. The management understood all that was explained and cleared their doubts.

They gave assurance that they're at the auditor disposal and proved so by providing all the necessary documents in time along with a separate room to conduct employee interviews.

Overall, at the time of the facility visit, the attitude of the facility management was good.

### Health and Safety tour:

Site tour of the entire premises was taken by the auditor and the following areas were visited: \* Receiving, Cutting, Sublimation, Embroidery, Heat Transfer, Stitching, Pressing, Checking, Finishing and Packing.

Due to COVID-19 safety protocols a disinfectant spray was present near the main entrance alongside designated security personnel who checked the temperature of workers before they entered in the factory. COVID-19 safety instructions were posted on the main gate and at all the needed places in production departments so they were aware of required practices. The management also provided training to all their employees and department in-charges so they can effectively maintain social distancing in the factory as per posted COVID-19 instructions and government SOPs.

Facility Overview: The factory consists of one building (Ground floor + 1st floor + 2nd Floor) Section wise factory lay out was as follows:

Ground Floor is occupied by Admin Office, Security Office, Sublimation, Sampling Hall, Heat Transfer, Embroidery and Washrooms.

First floor is occupied by Cutting, Checking, Pressing, Store, Packing, Thread Cutting, and Washrooms.

Second Floor is occupied by Stitching Section.

The facility has total 03 first aiders and 03 first aid boxes, 03 fire fighters among them 05 are trained up from fire service and civil defense, 6 AFFF fire extinguishers, 04 DCP ABC Fire Extinguishers 4 CO2 fire extinguishers, 03 fire alarm, 18 smoke detectors, 12 emergency lights.

### Interview and attitude of workers:

10 workers were randomly selected, from different production sections, for an interview. It was noted that they were all content with working in the factory. Their relationship with the management appeared to be cordial. Workers informed the auditor, that the factory does not discriminate between workers in any manner, be it in terms of pay, promotion or training. The management treats all of them equally with respect and dignity. No evidence of corporal punishment, threats of violence or other forms of physical, mental, sexual, verbal harassment and abuse was found. They were also content with the housekeeping in the production area. It was noted that the factory management is very co-operative in solving workplace related issues on time.

Wages are paid on time and overtime is voluntary and overtime opportunities are provided fairly.

Workers stated that there are several channels of communication with management in this factory. No negative comment was received. Payroll review:

10 permanent employees, were randomly selected from different production section for interview. On sample basis payroll records and time records of the month of November 2021 (current paid month), April 2021 (random paid month) and December 2020 (initial paid month) were reviewed. Moreover, attendance register, production records, product inspection report and broken needle register were reviewed by the auditor.

There are total 37 employees in the facility with 01 female and 36 male employees. Their normal working hour is 09:00 AM to 06:00 PM for all section. Security section operates in three shifts. Shift A starts from 07:00 AM to 03:00 PM, Shift B starts from 03:00 PM to 11:00 PM and Shift C starts from 11:00 PM to 07:00 AM. Employees are allowed for one-hour meal break. They maintain attendance records through electronic time record system. Sunday is weekly holiday. However, employees of security section enjoy rest day by rotation.

The factory maintains attendance records through an electronic system. Their employees receive wages on a monthly basis in local currency (PKR). And the factory's minimum wage is PKR 20000 per month which meets the legal minimum wage of the Province.

Overtime is compensated at 200% of the normal wages, in accordance with legal requirements. Kohinoor Apparels is running two Social welfare Hospitals and one School for Orphan Students.

Contractor License/ Permit, Agency Labour Contract, Government Waivers, Collective and Bargaining Agreements & Canteen was not applicable.

**Closing Meeting:**

At the end of all the audit processes, a closing meeting was conducted by the assessment auditor in the presence of Mr. Ghulam Mustafa Chaudhry (CEO), Mr. Muhammad Mustafa Chaudhry (Proprietorship), Mr. Pervaiz Nazir (General Manager) , Muhammad Waqar (HR Manager), Moeen Sajid (Compliance Manager) Mr. Muhammad Yaseen (Worker Representative) and Muhammad Yaseen (Health and Safety Manager) The auditor thanked the facility management for being cooperative and taking out time from their busy schedules to help in every stage of the audit process. Afterwards the auditor thoroughly explained all the findings during the closing meeting. The facility management was receptive to the observations and assured to take the necessary steps to correct them at the earliest.

Mr. Nadeem Mustafa (Proprietor) and Mr. Abid Shah (Worker Representative) agreed and signed the summary of findings.

**Attitude of factory management:**

As mentioned earlier the factory management was receptive and extended their full support throughout the audit. They showed a positive attitude towards the compliance requirements and were very thorough in providing the document needed for verification.

Furthermore, they have agreed with all the non-compliance issues identified during the audit and given a time scale for correction. The factory management is certain that they would be able to correct the issues within the planned time frame mentioned in the corrective action plan report.

## Site Details

Site : Site 1

Site amfori ID : 586-000580-001

### GICS Classification

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Sector : Consumer Discretionary

Industry Group : Consumer Durables & Apparel

Industry : Textiles, Apparel & Luxury Goods

Sub Industry : Apparel, Accessories & Luxury Goods

### GS1 Classifications

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N.A.

### Product Process Classifications

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N.A.

## Metrics

### Key Metrics

Total workforce	36 Workers
Legal minimum wage in local currency	20000 Monthly
Lowest wage paid for regular work at the site	20000 Monthly
Calculated living wage in local currency	24500 Monthly
Total sample	10 Workers

### Other Metrics

Male workers	35 Workers
Female workers	1 Workers
Permanent workers - Male	36 Workers
Permanent workers - Female	1 Workers
Temporary workers - Male	0 Workers
Temporary workers - Female	0 Workers
Seasonal workers - Male	0 Workers
Seasonal workers - Female	0 Workers
Management - Male	6 Workers
Management - Female	0 Workers
Apprentices - Male	0 Workers
Apprentices - Female	0 Workers
Workers on probation - Male	0 Workers
Workers on probation - Female	0 Workers
Workers with night shift - Male	3 Workers
Workers with night shift - Female	0 Workers
Workers with disabilities - Male	0 Workers
Workers with disabilities - Female	0 Workers
Domestic migrant workers - Male	0 Workers
Domestic migrant workers - Female	0 Workers
Foreign migrant workers - Male	0 Workers
Foreign migrant workers - Female	0 Workers
Workers hired directly - Male	36 Workers
Workers hired directly - Female	1 Workers
Workers hired indirectly - Male	0 Workers
Workers hired indirectly - Female	0 Workers
Unionised workers - Male	0 Workers
Unionised workers - Female	0 Workers
Workers under CBA - Male	0 Workers
Workers under CBA - Female	0 Workers
Pregnant workers	0 Workers
Workers on parental leave - Male	0 Workers
Workers on parental leave - Female	0 Workers
Sample - Male	9 Workers
Sample - Female	1 Workers

## Findings

### PA1: Social Management System

Though the Auditee does have an effective management system to implement the Amfori BSCI Code of Conduct as per the requirements. Factory has established their internal management system which includes most of the procedures however some procedures are not aligned with the Amfori BSCI code of conduct. Also this issue raised because of violation of Amfori BSCI social management system in other performance area's therefore auditee partially respects this section of Amfori BSCI COC.

اگرچہ آڈیٹی کے پاس امفوری بی ایس سی آئی کوڈ آف کنڈکٹ کو ضروریات کے مطابق نافذ کرنے کے لیے ایک موثر انتظامی نظام موجود ہے۔ فیکٹری نے اپنا اندرونی انتظامی نظام قائم کیا ہے جس میں زیادہ تر طریقہ کار شامل ہیں تاہم کچھ طریقہ کار کے ساتھ ہم آہنگ نہیں ہیں۔ امفوری بی ایس سی آئی کوڈ آف کنڈکٹ نیز یہ Amfori مسئلہ دیگر کارکردگی میں امفوری بی ایس سی آئی سوشل مینجمنٹ سسٹم کی خلاف ورزی کی وجہ سے اٹھایا گیا۔ اس لیے علاقے کا آڈیٹی جزوی طور پر کے اس حصے کا احترام کرتا ہے BSCI COC

Factory had not signed commitment letters with their business partners to be in compliance with BSCI code of conduct and Terms of Implementation for business partners to be involved in the BSCI monitoring process. However factory is monitoring their suppliers and business partners as per their quality management system.

فیکٹری نے بی ایس سی آئی کی نگرانی کے عمل میں شامل ہونے کے لیے کاروباری شراکت داروں کے لیے بی ایس سی آئی کے ضابطہ اخلاق اور نفاذ کی شرائط کی تعمیل کرنے کے لیے اپنے کاروباری شراکت داروں کے ساتھ وابستگی کے خطوط پر دستخط نہیں کیے تھے۔ تاہم فیکٹری اپنے کوالٹی مینجمنٹ سسٹم کے مطابق اپنے سپلائرز اور کاروباری شراکت داروں کی نگرانی کر رہی ہے

### PA 2: Workers Involvement and Protection

Through the workers interviews it was noted that workers were not aware about the legal rights and duties under Labor legislation i.e worker yearly bonus, casual and sick leaves, annual leaves, group life insurance and employee old age benefits cards. Local Law Ref: Industrial Relations Act 2012, Section 91, Rights and duties of employers and workers.

ورکر انٹرویو کے ذریعے یہ بات نوٹ کی گئی کہ ورکرز لیبر قانون سازی کے تحت قانونی حقوق اور فرائض کے بارے میں آگاہ نہیں تھے یعنی ورکر کا سالانہ بونس، آرام دہ اور بیمار پتے، سالانہ پتے، گروپ لائف انشورنس اور ملازم کے بڑھاپے کے فوائد کارڈ۔ مقامی قانون کا حوالہ: صنعتی تعلقات ایکٹ 2012، سیکشن 91، آجروں اور کارکنوں کے حقوق اور فرائض

### PA 5: Fair Remuneration

Through the documents review it was noted that company is paying PKR 20000 / month as required by minimum wage act of Pakistan, and they have appropriately calculated the Basic Need Wage, however they did not calculated basic living wages as per bsci protocol and no action taken for living wage paying to the worker.

دستاویزات کے جائزے کے ذریعے یہ نوٹ کیا گیا کہ کمپنی پاکستان کے کم از کم اجرت کے ایکٹ کے مطابق 20000 روپے فی مہینہ ادا کر رہی ہے، اور انہوں نے بنیادی ضرورت کی اجرت کا مناسب حساب لگایا ہے، تاہم انہوں نے بی ایس سی آئی پروٹوکول کے مطابق بنیادی اجرت کا حساب نہیں لگایا اور نہ ہی کوئی کارروائی کی گئی۔ مزدور کو اجرت کی ادائیگی کے لیے

### PA 7: Occupational Health and Safety

During factory visit it was noted that 20% workers were not using eye glass or eye protector on swing machine; therefore lackness of training against the use the safe guard on machines during operation.

فیکٹری کے دورے کے دوران یہ بات نوٹ کی گئی کہ 20% کارکنان سوننگ مشین پر آئی گلاس یا آئی پروٹیکٹر استعمال نہیں کر رہے تھے۔ لہذا آپریشن کے دوران مشینوں پر محفوظ گارڈ کے استعمال کے خلاف تربیت کی کمی

Through the facility tour it was noted that electrical panel was not labeled with voltage and danger signs. Local Law reference :In accordance to electricity rules 1937, 49. Construction, insulation and earthing of apparatus. (1) All apparatus shall be sufficient in power and size and of sufficient mechanical strength for the work it may be required to do, and so far as is practicable, shall be so constructed, installed, protected, worked and maintained as to prevent danger.

سہولت کے دورے کے ذریعے یہ نوٹ کیا گیا کہ بجلی کے پینل پر ولٹیج اور خطرے کے نشانات کا لیبل نہیں لگایا گیا تھا۔ مقامی قانون کا حوالہ: بجلی کے قواعد 1937، 49 کے مطابق آلات کی تعمیر، موصلیت اور ارتھنگ (1) تمام آلات طاقت اور سائز میں کافی ہوں گے اور اس کام کے لیے کافی میکانکی طاقت کے حامل ہوں گے جو اسے کرنے کی ضرورت ہو، اور جہاں تک قابل عمل ہو، خطرے سے بچنے کے لیے اس کی تعمیر، تنصیب، حفاظت، کام اور دیکھ بھال کی جائے گی۔

During visit it was noted that eye guards was not installed on 20% Stitching machines in stitching section on 2nd floor. Ref. Factories Act 1934 Section 26. Fencing of machinery. - (1) In every factory the following shall be securely fenced by the safeguards of substantial construction which shall be kept in position while the parts of machinery required to be fenced are in motion or in use, namely - (a) every moving part of a prime mover, and every fly wheel connected to a prime mover; (b) the headrace and tailrace of every water wheel and water turbine; (c) any part of a stock-bar which projects beyond head stock of a lathe; and (d) unless they are in such position or of such construction as to be as safe to every person employed in the factory as they would be if they were securely fenced - (i) every part of an electric generator, a motor or rotary convertor; (ii) every part of transmission machinery; and (iii) every dangerous part of any machinery: Provided that, in the case of dangerous parts of machinery that cannot be securely fenced by reason of the nature of operation, such fencing may be substituted by other adequate measures, such as - (i) devices automatically preventing the operation from coming into contact with the dangerous parts; and (ii) automatic stopping devices.

## PA 7: Occupational Health and Safety

دورے کے دوران یہ بات نوٹ کی گئی کہ دوسری منزل پر سلائی کے حصے میں 20% سلائی مشینوں پر آئی گارڈز نصب نہیں تھے۔ حوالہ فیکٹریز ایکٹ 1934 سیکشن 26. مشینری کی باڑ لگانا۔ (1) ہر کارخانے میں مندرجہ ذیل کو خاطر خواہ تعمیرات کے تحفظات کے ذریعے محفوظ طریقے سے باڑ لگانی جانے گی جسے کا ہر حرکت پذیر حصہ ایک پرائم (a) - اس حالت میں رکھا جائے گا جب کہ باڑ لگانے کے لیے درکار مشینری کے پرزے حرکت میں ہوں یا استعمال میں ہوں، یعنی سٹاک بار کا کوئی بھی حصہ جو لیتھ کے پیڈ سٹاک (c) پر واٹر وہیل اور واٹر ٹربائن کا پیڈریس اور ٹیل ریس؛ (b) موور، اور پرائم موور سے منسلک ہر فلائی ویلا؛ جب تک کہ وہ ایسی پوزیشن یا اس طرح کی تعمیر میں نہ ہوں کہ فیکٹری میں کام کرنے والے ہر فرد کے لیے اتنا ہی محفوظ (d) سے آگے پروجیکٹ کرتا ہے۔ اور ٹرانسمیشن مشینری کا ہر حصہ؛ اور (ii) برقی جنریٹر، موٹر یا روٹری کا ہر حصہ کنورٹر (i) - ہو جتنا کہ وہ محفوظ طریقے سے باڑ لگانے کی صورت میں ہوں گے کسی بھی مشینری کا ہر خطرناک پرزہ: بشرطیکہ، مشینری کے خطرناک پرزوں کی صورت میں جنہیں آپریشن کی نوعیت کی وجہ سے محفوظ طریقے سے باڑ (iii) ایسے آلات جو خود کار طریقے سے آپریشن کو خطرناک (i) - نہیں لگائی جا سکتی، اس طرح کی باڑ کو دیگر مناسب اقدامات سے تبدیل کیا جا سکتا ہے، جیسے کہ خودکار رکنے والے آلات (ii) حصوں کے ساتھ رابطے میں آنے سے روکتے ہیں اور

## PA 12: Protection of the Environment

It was noted that factory had not submitted the initial environment examination/ environmental impact assessment to the environmental protection department, and no such "No Objection certificate" attained by the factory from the environmental protection department as per legal requirement. In accordance with Performance Area 12: Protection of the Environment 12.3 and In accordance with the IEE & EIA Regulations, 2000, Punjab Environmental Protection Act 1997

یہ نوٹ کیا گیا کہ فیکٹری نے ماحولیاتی تحفظ کے محکمے کو ابتدائی ماحولیاتی امتحان/ماحولیاتی اثرات کی تشخیص جمع نہیں کروائی تھی، اور قانونی ضرورت کے مطابق ماحولیاتی تحفظ کے محکمے سے فیکٹری نے ایسا کوئی "نو اobjection سرٹیفکیٹ" حاصل نہیں کیا تھا۔ پرفارمنس ایریا 12: ماحولیات کا تحفظ 12.3 کے مطابق ریگولیشنز، 2000، پنجاب انوائرمینٹل پروٹیکشن ایکٹ 1997 کے مطابق EIA اور IEE اور