




Worldwide Responsible Accredited Production (WRAP) Certification Program Audit Report Cover Page

I. Facility name: <i>(in English & local language, if needed)</i>	Eve Dress-Shirts' Limited		
II. Facility address:	Holding No: 219, Ward-05, Block-A, Ashulia, Savar, Dhaka – 1341, Bangladesh.		
III. Facility WRAP ID #:	12999		
IV. Report type:	<input checked="" type="checkbox"/> Recommendation Report <input type="checkbox"/> CAP Report		
V. Monitoring firm name & address:	Accordia Global Compliance Group House # 15/A, Road # 8, Gulshan 1, Dhaka, Bangladesh.		
VI. Monitoring firm APSCA #:	11600020		
VII. Acknowledgment by official from monitoring firm:	Signature:  <i>By signing this report, I confirm that our independent assessment was made in accordance with WRAP's requirements as outlined in the WRAP Monitors' Handbook and in keeping with the WRAP Policies for Recognition of Monitoring Partners.</i>		
VIII. Name & title of authorizing official:	Richard Ingraio: Partner		
IX. Initial audit date:	18 th May, 2019		
X. Follow-up audit date or desktop review date:	<input type="checkbox"/> 1 st Follow-up	Date:	
	<input type="checkbox"/> 2 nd Follow-up	Date:	
	<input checked="" type="checkbox"/> Desk-top review	Date:	17 th June, 2019
XI. Did auditor(s) explain to facility WRAP's working hour and transparency/integrity policies?	Yes		
XII. Did auditor(s) explain to facility WRAP's Working Hour Action Plan?	Yes	XIII. Was there a Working Hour Action Plan (WHAP) from last certification cycle?	No
XIV. Did auditor(s) explain to facility WRAP's Zero Tolerance Policy for facilities and monitors?	Yes		



Worldwide Responsible Accredited Production (WRAP) Certification Program Corrective Action Plan

**If no non-compliances or observations were raised, simply note no NC
AND lead auditor and facility representative *still* need to sign this document.**

This “Corrective Action Plan” shall be used to summarize all facility non-compliances and observations and to document a corrective action plan that both the auditor and facility management believe is reasonable to ensure compliance, realignment and continuous adherence to WRAP’s Principles and local/national laws.

This form should be used in the following manner:

- Document all non-compliances and observations individually on the form below, prior to the closing meeting and use the form as an agenda during the closing meeting;
- During the closing meeting, ensure that management understands the findings;
- Management shall come up with its own corrective actions for all non-compliances and observations;
- Each non-compliance must be rated as follows:

Major

- Systematic violations of local/national law and/or WRAP Principles, and/or any health and safety condition that might pose significant risk to workers’ basic rights and/or safety
- Failure of management systems, including excessive minor non-compliances that reveal an underlying dysfunction
Note: If there are several minor non-compliances against the same Principle, it may warrant a major non-compliance on internal monitoring (i.e. Q1.4)
- Non-transparency
- Issues that require on-site verification, especially those that can only be fully validated with worker interviews and/or addressed through worker training
- Failure of addressing, within the projected completion date, non-compliances raised during the initial/follow-up audits in this audit cycle

Minor

- Occasional or isolated violations of local/national law and/or WRAP Principles that do not seriously compromise workers’ basic rights and/or safety
- Non-compliances that do not require onsite verification, worker interviews and/or worker training
- Minor situations that do not affect a large number of workers

Observation

- Currently not a non-compliance but could potentially become one if timely actions are not taken (internal monitoring can help identify such issues); for example, certificates/permits that are valid during the audit but look set to expire in the near future with no indication that the facility has taken the steps necessary to ensure timely renewal. In addition, under certain circumstances (outlined in detail under WRAP Principle 6), excessive working hours will also be noted as an observation (instead of a non-compliance)
(outlined in detail under WRAP Principle 6), excessive working hours will also be noted as an observation (instead of a non-compliance)

Corrective Action Plan

Please document only one non-compliance/observation per row.

NC # & rating (Major, Minor or Observation)	WRAP clause number (e.g., Q8.4) and relevant local/national laws	Non-compliances	A. Facility's corrective action plan B. Projected completion date C. Responsible person's name and title
1. Rating Minor	WRAP Clause: 8.20 <u>Law-</u> In accordance Bangladesh Labor Rule 2015 section 59	During the facility tour it was observed that the walk ways were found partially blocked by Semi Finished Garments and workers were found working standing on aisles mark at 1 st and 2 nd Floors.	A. The facility informed they would remove all blockage at production floors and keep walk ways free. B. 18th June, 2019 C. Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department)
2. Rating Minor	WRAP Clause: 8.26a <u>Law-</u> In accordance with Bangladesh labor 2006 section 92 and labor rules 2015 section 87 (1)	During the facility tour it was noted that worker's canteen was remained closed due to the Holy Month of Ramadan.	A. The facility informed they would provide canteen facility around production operation hour. B. 18th June, 2019 C. Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department)
3. Rating Minor	WRAP Clause: 12.6 <u>Law-NA</u>	During the facility tour there physical access control was not found effective at finished goods storages i.e. at 4th floor of building-1 and 3rd & 4th floor of building-2	A. The facility informed they would remove Finished goods carton from to finished goods store and maintain access control. B. 18th June, 2019 C. Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department)

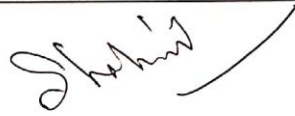
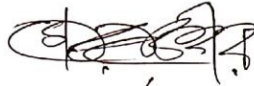

** Please continue to Signature page to acknowledge the result of the audit*

Signature Page

1. Leave one signed copy of CAP and signature pages with management
2. Retain one signed copy for report submission to WRAP
3. **Insert FULL scanned copy of this page immediately following CAP pages**
4. If facility does **NOT** agree with an NC(s)/observation(s), facility must contact WRAP to explain their position

By signing below, both parties acknowledge and agree with the RESULTS of the audit.

Initial Audit Signatures

<i>Date of the audit:</i>	18 th May, 2019
<i>Name of lead auditor:</i>	Md. Shahinul Islam (APSCA No. 21701537)
<i>Signature of lead auditor:</i>	
<i>Name and title of facility representative:</i>	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department)
<i>Signature of facility representative:</i>	 

Onsite Follow-Up Signatures (If Applicable)

<i>Date of the audit:</i>	
<i>Name of lead auditor:</i>	
<i>Signature of lead auditor:</i>	
<i>Name and title of facility representative:</i>	
<i>Signature of facility representative:</i>	



Worldwide Responsible Accredited Production (WRAP) Certification Program Corrective Action Plan

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Corrective Action Plan

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NC # & rating (Major, Minor or Observation)	WRAP clause number (e.g., Q8.4) and relevant local/national laws	Non-compliances	<p>A. Facility's corrective action plan</p> <p>B. Projected completion date</p> <p>C. Responsible person's name and title</p>
<p>1. Rating Minor</p>	<p>WRAP Clause: 8.20 Law- In accordance Bangladesh Labor Rule 2015 section 59</p>	<p>During the facility tour it was observed that the walkways were found partially blocked by Semi Finished Garments and workers were found working standing on aisles mark at 1st and 2nd Floors.</p> <p><u>Desktop follow-up conducted on 17th June, 2019</u></p> <p>Based on facility provided pictorial evidence review it was observed that the facility management removed all blockages, removing Semi Finished Garments bodies and no workers are working standing in the walkways.</p> <p>Pictures taken as evidence reviewed and accepted during desktop follow-up audit.</p>	<p>A. The facility informed they would remove all blockage at production floors and keep walkways free.</p> <p>B. 17th June, 2019</p> <p>Status:- Issue resolved during desktop follow-up on 17th June, 2019</p> <p>C. Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department)</p>
<p>2. Rating Minor</p>	<p>WRAP Clause: 8.26 Law-In accordance with Bangladesh labor 2006 section 92 and labor rules 2015 section 87 (1)</p>	<p>During the facility tour it was noted that worker's canteen remained closed due to the Holy Month of Ramadan.</p> <p><u>Desktop follow-up conducted on 17th June, 2019</u></p> <p>Based on facility provided pictorial evidence review it was observed that the facility management is providing Canteen facility in the Holy Month of Ramadan.</p> <p>Pictures taken as evidence reviewed and accepted during desktop follow-up audit.</p>	<p>A. The facility informed they would provide canteen facility around production operation hour.</p> <p>B. 17th June, 2019</p> <p>Status:- Issue resolved during desktop follow-up on 17th June, 2019</p> <p>C. Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department)</p>
<p>3. Rating Minor</p>	<p>WRAP Clause: 12.6 Law-NA</p>	<p>During the facility tour physical access control was not found effective at finished goods storages i.e. at 4th floor of building-1 and 3rd & 4th floor of building-2.</p> <p><u>Desktop follow-up conducted on 17th June, 2019</u></p> <p>Based on facility provided pictorial evidence review it was observed that the facility management implemented physical</p>	<p>A. The facility informed they would remove Finished goods carton from to finished goods store and maintain access control.</p> <p>B. 17th June, 2019</p> <p>Status:- Issue resolved during desktop follow-up on 17th June, 2019</p>

		<p>access control at finished goods storages and is maintaining records.</p> <p>Pictures taken as evidence reviewed and accepted during desktop follow-up audit</p>	<p>C. Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department)</p>
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<i>Date of the audit:</i>	18 th May, 2019m and Desktop follow-up conducted on 17 th June, 2019
<i>Name of lead auditor:</i>	Md. Shahinul Islam (APSCA No. 21701537)
<i>Signature of lead auditor:</i>	
<i>Name and title of facility representative:</i>	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department)
<i>Signature of facility representative:</i>	

Onsite Follow-Up Signatures (If Applicable)

<i>Date of the audit:</i>	
<i>Name of lead auditor:</i>	
<i>Signature of lead auditor:</i>	
<i>Name and title of facility representative:</i>	
<i>Signature of facility representative:</i>	



Worldwide Responsible Accredited Production Certification Program **Audit Photos**

NOTE:

1. Photos must have date and time on them
2. Photos of each production process must be included

Part A: General view of the facility

 <p>18/05/2019 09:35 AM</p>	 <p>18/05/2019 09:34 AM</p>
 <p>18/05/2019 09:35 AM</p>	 <p>18/05/2019 09:30 AM</p>
<p>Building view & gate</p>	<p>Security guards, gate house & entrance</p>
<p>Inside compound</p>	<p>Loading unloading area</p>



Production process 1: Cutting



Production process 2: Sewing



Production process 3: Finishing



Production process 4: Packing



Raw materials warehouse



Medical room



18/05/2019 08:55 AM

Finished goods warehouse



18/05/2019 08:41 AM

Dining area



18/05/2019 08:41 AM

Kitchen/Food preparation area (Canteen)



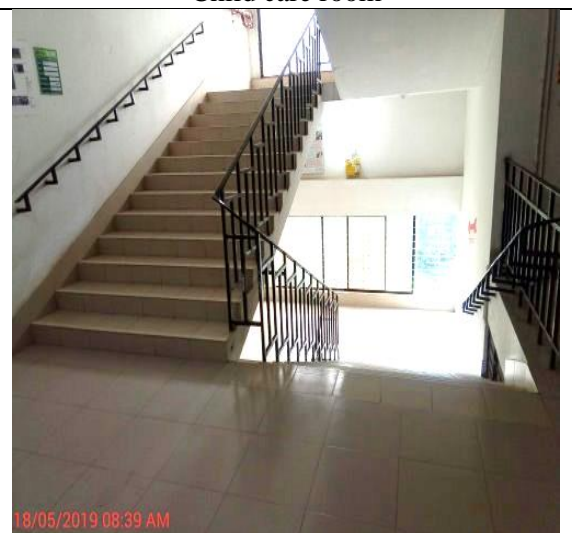
18/05/2019 08:27 AM

Child care room





18/05/2019 08:05 AM

Grievance/Suggestion box



18/05/2019 08:39 AM

Stairs 1

	<p>Not Applicable</p>
<p>Stairs 2</p>	<p>Dormitory/apartment building</p>
<p>Not Applicable</p>	
<p>Dormitory room/apartment room</p>	<p>CCTV</p>

PART B: Health & safety



PPE (Personal protective equipment) 1



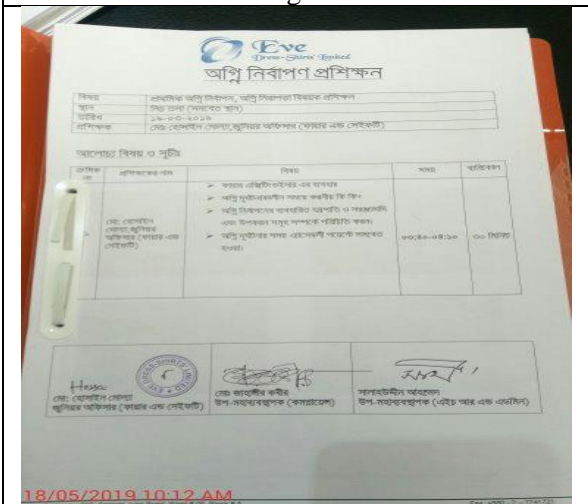
PPE (Personal protective equipment) 2



Electrical switch/box with cover & warning signs



Electrical box cabinet with wiring



Fire safety training noting training date (Photo 1)



Fire safety training noting training date (Photo 2)

(19-03-2019)



First aid responders/emergency safety personnel

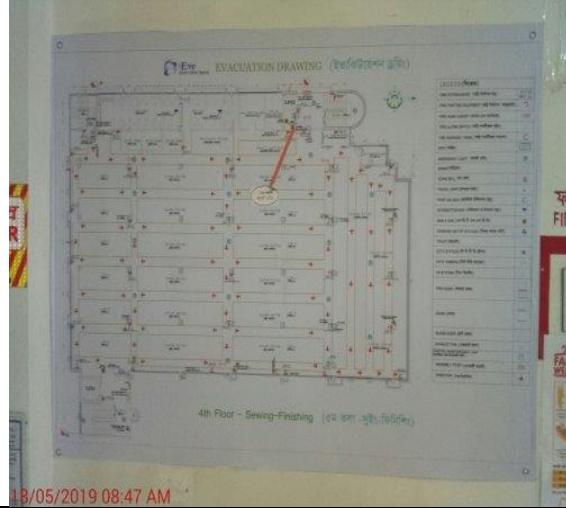
(03-02-2019)



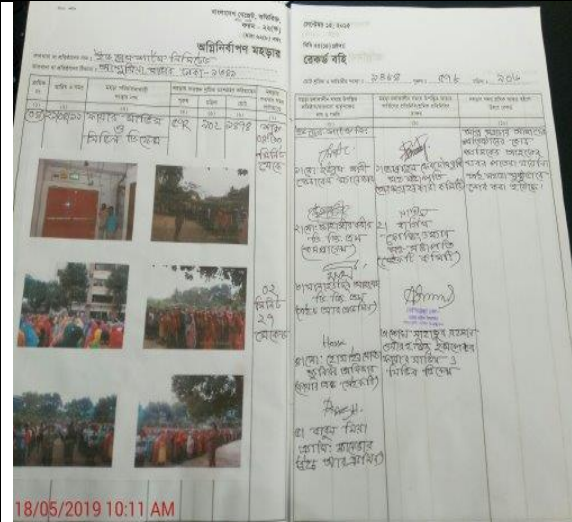
Material safety data sheet (MSDS)



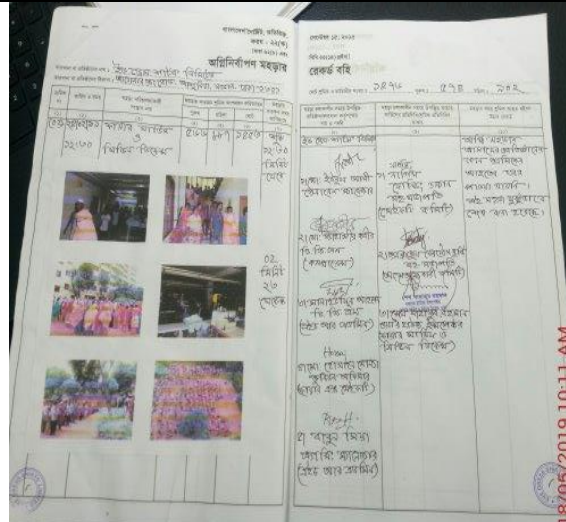
First aid box






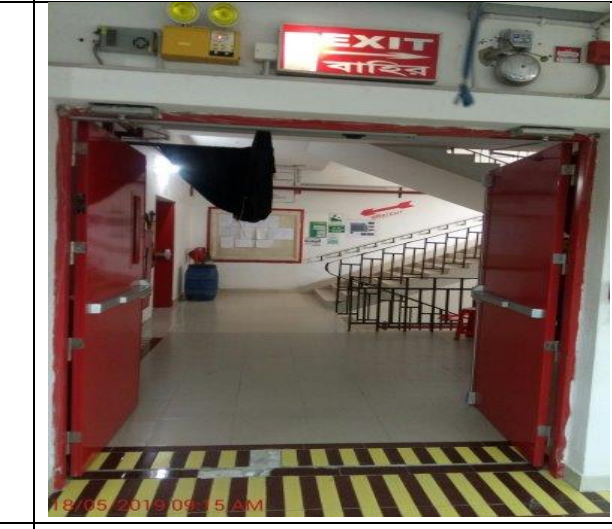


Evacuation plan



Evacuation drill noting drill date



Evacuation drill noting drill date

<p>(Photo 1) (21-04-2019)</p>	<p>(Photo 2) (24-02-2019)</p>
	
<p>Evacuation route 1</p>	<p>Evacuation route 2</p>
	
<p>Emergency exit door 1</p>	<p>Emergency exit door 2</p>
	
<p>Emergency exit sign & emergency lights 1</p>	<p>Emergency exit sign & emergency lights 2</p>

 <p>18/05/2019 09:19 AM</p>	 <p>18/05/2019 08:42 AM</p>
<p>Assembly point</p>	<p>Fire extinguishers 1</p>
 <p>18/05/2019 08:52 AM</p>	 <p>18/05/2019 09:26 AM</p>
<p>Fire extinguishers 2</p>	<p>Fire hydrant</p>
 <p>18/05/2019 08:46 AM</p>	<p>Not Applicable</p>
<p>Fire hose</p>	<p>Sprinkler</p>



18/05/2019 08:40 AM

Smoke detector



18/05/2019 08:46 AM

Fire alarm box



18/05/2019 08:58 AM

Chemical storage/labeling 1(Machine Oil)



18/05/2019 08:58 AM

Chemical storage/labeling 2 (Acetone)



18/05/2019 09:35 AM

Boiler



18/05/2019 09:33 AM

Compressor

	
Machine safety warning label/Device	Sewing machine safety guard
Not Applicable	Not Applicable
Dorm/Apt. evacuation route	Dorm/Apt. emergency exit door
Not Applicable	Not Applicable
Dorm/Apt. emergency exit sign & emergency lights	Dorm/Apt. fire extinguisher

<p style="text-align: center;">Not Applicable</p>	<p style="text-align: center;">Not Applicable</p>
<p style="text-align: center;">Dorm/Apt. fire alarm</p>	<p style="text-align: center;">Dorm/Apt. stairs</p>
	
<p style="text-align: center;">Solar Panel</p>	<p style="text-align: center;">Roof Top</p>
	
<p style="text-align: center;">Generator</p>	<p style="text-align: center;">Notice Board</p>

PART C: Non-compliances

<p>Non-functional canteen shop. WRAP clause 8.26a</p>	<p>Walkway partially blocked with Semi Finished Garments. WRAP clause 8.20</p>
<p>Workers are working standing in walkway. WRAP clause 8.20</p>	<p>Workers are working standing in walkway. WRAP clause 8.20</p>
<p>Walkway partially blocked. WRAP clause 8.20</p>	<p>Physical access control was not found effective at finished goods storages. WRAP clause 12.6</p>



18/05/2019 09:49:30

Physical access control was not found effective at finished goods storages. WRAP clause 12.6



18/05/2019 09:49:30

Physical access control was not found effective at finished goods storages. WRAP clause 12.6

PART D: Proof of non-compliances closure



Obstacle/blockage free walkway and no workers are working standing in the walkway.



Obstacle/blockage free walkway and no workers are working standing in the walkway.



Obstacle/blockage free walkway and no workers are working standing in the walkway.



Obstacle/blockage free walkway and no workers are working standing in the walkway.



Obstacle/blockage free walkway and no workers are working standing in the walkway.



Obstacle/blockage free walkway and no workers are working standing in the walkway.



Functional Canteen shop



Functional Canteen shop



Functional Canteen shop



Functional Canteen shop



Effective physical access control at Finished goods store



Effective physical access control at Finished goods store

Handwritten access control record from a notebook, showing entries for various individuals and their activities. The date and time stamp at the bottom right is 19.06.2019 09:03.

Access control record

Printed access control record table with columns: Date, Time, Location, Name, Designation, Section, Entry Purpose, Signature, and Remarks. The date and time stamp at the bottom right is 19.06.2019 08:51.

Access control record



Detailed Report

1. Facility name: (in English & local language, if needed)	Eve Dress-Shirts' Limited		
2. Facility WRAP ID #:	12999	3. Monitor's report #:	EDSL18052019
4. Facility type:	<input type="checkbox"/> New certification	<input checked="" type="checkbox"/> Recertification	<input type="checkbox"/> Lapsed (certificate expired for more than 12 months and no audit activities took place during the period)
5. Audit date(s): e.g.: July 18 - 19, 2018 Provide all that apply	Initial: 18 th May, 2019	1 st On-site follow-up:	2 nd On-site follow-up:
	3 rd On-site follow-up:		
6. Was the audit conducted on consecutive calendar days?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:		
7. Denied access (during this certification cycle):	<input type="checkbox"/> Yes Date: <input checked="" type="checkbox"/> No If Yes, provide date, reason and description:		
8. Type of report:	<input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> CAP		

Facility Details

9. Full address of site audited:	Holding No: 219, Ward-05, Block-A, Ashulia, Savar, Dhaka – 1341, Bangladesh.
10. Is the registered business name and site address the	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, explain & provide registered name & address:

<i>same as listed above?</i>			
11. Does the facility have any sister facilities in the same location or nearby?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, describe:		
12. Facility phone #(s):	+88-01718455444,	13. Facility email address:	iftekhar@evegroupbd.com
14. Contact name & title #1:	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department)	15. Contact name & title #2:	Rajib Kumar Datta (Manager- Compliance, HR & Admin Department)
16. Contact #1 email address:	jahangir@evegroupbd.com ,	17. Contact #2 email:	rajib@evegroupbd.com
18. Contact #1 phone:	Mobile: +88-01718455444	19. Contact #2 phone:	Mobile-88- 01950-553518

Audit Details				
20. Monitoring firm name & address:	Accordia Global Compliance Group House # 15/A, Road # 8, Gulshan 1, Dhaka, Bangladesh.			
21. Was the audit unannounced with a 4-week window?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:			
22. Was WRAP registration payment confirmed prior to the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:			
23. Auditor name(s), role(s) & APSCA auditor #:	Lead auditor: Md. Shahinul Islam	APSCA auditor #: 21701537		
	Audit team member 1: Md. Ripon Uddin	APSCA auditor #: 21701540		
	Audit team member 2: Nazirul Islam Tutul	APSCA auditor #: 21701541		
	Audit team member 3:	APSCA auditor #:		
	Technical experts: NA Trainee auditors*: NA Translator(s) (Must NOT be from facility): Others (incl. titles): NA <i>* Trainee auditors may only observe WRAP audits; they cannot take an active part in the audit. Only WRAP accredited auditors' time is counted toward man-day requirements.</i>			
24. Time in & out of facility for initial audit:	Day 1 In: 7:25am Day 1 Out: 16:40 Three auditors in one day	Day 2 In: Day 2 Out:	Day 3 In: Day 3 Out:	Day 4 In: Day 4 Out:
25. Time in & out of facility for 1st follow-up audit:	Day 1 In: Day 1 Out:	Day 2 In: Day 2 Out:	Day 3 In: Day 3 Out:	Day 5 In: Day 5 Out:

26. Time in & out of facility for 2 nd follow-up audit:	Day 1 In: Day 1 Out:	Day 2 In: Day 2 Out:	27. Total man-days spent at facility: (1 man-day = 8 hours)	Initial: 3.5
				1 st Follow-up
				2 nd Follow-up
28. Who signed and agreed to CAP? (name & title):	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department)			
29. Report written by:	Md. Ripon Uddin	30. Report reviewer & review date:	Chris Hayes 1 July 2019	
31. If an on-site follow-up audit, was a facility tour conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If No, explain?			
32. If an on-site follow-up audit, was a tour in dormitory/apartment conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If No, explain?			
33. Were consultants present during any part of the audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what's the name of the consulting company and how did it participate in the audit? <i>Auditors must inform consultants of WRAP's requirements/rules on what a consultant can and cannot do.</i>			

Site Information	
34. Applicable business and other legally required license numbers:	<p><u>BGMEA Membership:</u>-Reg No: 4173 Valid Till: 31st December, 2019 Issued by BGMEA</p> <p><u>Group Insurance:-</u> Certificate No: 20190268 BGMEA - 4173 Issued by: BGMEA Valid Till: 31st December, 2019</p> <p><u>Factory License:</u> 12706/Dhaka Category-"I" Valid till 30th June, 2019 Issued by Department of Inspection for Factories and Establishments Head</p> <p><u>Trade License:</u> License number: 002919 Valid till: 30th June 2019, Issued by Ashulia Union Parishad.</p> <p><u>Fire License:-1</u> <u>License number:</u> DD/Dhaka/19040/2005 Valid till: 30th June, 2019 Issued by: Bangladesh Fire Service and</p>

	<p style="text-align: center;">Area covered-1, 10445 Sq. feet.</p> <p><u>Fire License:-2</u> <u>License number:</u> DD/Dhaka/24521/2014 Valid till: 30th June, 2019 Issued by: Bangladesh Fire Service and Area covered-45,000 Sq. feet.</p> <p><u>Dhaka Chamber of Commerce:-</u> 3089</p> <p><u>EPB:-</u> BD-04705, Expired on 30th June, 2019</p> <p><u>TIN:</u> 211-201-7199/Co:- 20</p> <p><u>Certificate of Incorporation:</u> C-56540 (3223)/2005</p> <p><u>Export License:</u> Raw-80110, valid up to 30th June, 2019</p> <p><u>Import License:</u> BO-0164257, valid up to 30th June, 2019</p> <p><u>BERC:-</u> LWC-0025 Reference No. BERC/Power/LWC-0025/0036/5051 Valid up 11th April, 2019 Applied for renewal dated on 17th April, 2019</p> <p><u>Substation Permission:</u> ref: 27.01.0000.003.01.137.13.873</p> <p><u>Bond license:</u> 704/Cus-SBW/2006 Valid up to 17th October, 2019 Issued by Customs Bond Commiserate</p> <p><u>Boiler License 1:</u> Ba Bo: 7995, Valid up to 29th May, 2019</p> <p><u>Boiler License 2:</u> Ba Bo: 4196, Valid Till 18th August, 2019</p> <p><u>Water Test Done:</u> - Sample ID-Ton201903580 Sample receiving-10th March, 2019 Date of Sample tested 10-19th March, 2019</p>		
35. Does the business license include other businesses/facilities/sites?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If Yes, explain.		
36. Main products manufactured at site (e.g., knitted tops, women's pants):	Manufacturer of Woven Garments (Tops)		
37. Production processes in audit scope (to be listed on WRAP certificate):	Cutting-Embroidery-Sewing-Finishing-Ironing-Quality-Packing & Export		
38. Main buyers and their production percentages, and facility's export markets:	Russell, MOD, Debenhams, Fruit of the Loom, JHK, JBS Wear, D/2, Sols and BNC	39. Worker turnover rate:	4-5%

<i>(Only if facility agrees to disclose buyers.)</i>																								
<p>40. Number of years facility has been in operation at this address/building(s):</p> <p><i>If a facility is in the same address but moved to a different building, note so here.</i></p>	11 years																							
<p>41. Full description of the facility's surroundings, incl. compound if applicable:</p>	<p>The Eve Dress-Shirts' Limited is located in Ashulia Savar, Dhaka which is an industrial area. There are various types of factories located in this area. It's about 14 km north of Hazrat Shahjalal International Airport, Dhaka City and 1km from Ashulia Bazar.</p> <p>For this area, building approving authority is Ahulia Union Parishad, Ashulia. The factory started production operation in 2006. Total area coverage of fire license 155,445 Sq. feet.</p> <p>The facility is operating its production in three concrete buildings. Utility building is apart from main production building and another seven storied building was found under construction.</p>																							
<p>42. Full description of building(s) (incl. # of buildings, # of floors in each building, production processes on each floor/building, size, and age of building(s):</p> <p><i>If building(s) is(are) shared, list all tenants in the building and specify which floors/sections are covered by this audit.</i></p>	<p>The detailed layout of the buildings and sheds are given below:</p> <p>Building-1 (7 Storied Production Building):-</p> <table border="1" data-bbox="703 961 1588 1877"> <thead> <tr> <th data-bbox="703 961 824 1035"><i>Floors</i></th> <th data-bbox="824 961 1206 1035"><i>Operations/Activity Observed</i></th> <th data-bbox="1206 961 1588 1035"><i>Declared in Approved Layout</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="703 1035 824 1304">Ground Floor</td> <td data-bbox="824 1035 1206 1304">Cutting section, Cutting Pass Check room, Embroidery section, Sample section, Bonded warehouse, Medical room, Admin Office, Fabrics inspection, Compliance room, Time section, Staff dining, room and CAD room</td> <td data-bbox="1206 1035 1588 1304">Cutting section, Cutting Pass Check room, Embroidery section, Sample section, Bonded warehouse, Medical room, Admin Office, Fabrics inspection, Compliance room, Time section, Staff dining, room and CAD room</td> </tr> <tr> <td data-bbox="703 1304 824 1402">1st Floor</td> <td data-bbox="824 1304 1206 1402">Sewing section, Finishing section, Spot removing room and Maintenance room</td> <td data-bbox="1206 1304 1588 1402">Sewing section, Finishing section, Spot removing room and Maintenance room</td> </tr> <tr> <td data-bbox="703 1402 824 1539">2nd Floor</td> <td data-bbox="824 1402 1206 1539">Sewing section, Finishing section, Laboratory room, Spot removing room and Maintenance room</td> <td data-bbox="1206 1402 1588 1539">Sewing section, Finishing section, Laboratory room, Spot removing room and Maintenance room</td> </tr> <tr> <td data-bbox="703 1539 824 1675">3rd Floor</td> <td data-bbox="824 1539 1206 1675">Accessories store, Training room, Packing Section, Office, Bonded Warehouse and Fusing section</td> <td data-bbox="1206 1539 1588 1675">Accessories store, Training room, Packing Section, Office, Bonded Warehouse and Fusing section</td> </tr> <tr> <td data-bbox="703 1675 824 1774">4th Floor</td> <td data-bbox="824 1675 1206 1774">Sewing section, Finishing section, Spot removing room and Maintenance room</td> <td data-bbox="1206 1675 1588 1774">Sewing section, Finishing section, Spot removing room and Maintenance room</td> </tr> <tr> <td data-bbox="703 1774 824 1877">5th Floor</td> <td data-bbox="824 1774 1206 1877">Dining hall, Canteen, Fabrics store, Cutting section and Idle machine store</td> <td data-bbox="1206 1774 1588 1877">Dining hall, Canteen, Fabrics store, Cutting section and Idle machine store</td> </tr> </tbody> </table>			<i>Floors</i>	<i>Operations/Activity Observed</i>	<i>Declared in Approved Layout</i>	Ground Floor	Cutting section, Cutting Pass Check room, Embroidery section, Sample section, Bonded warehouse, Medical room, Admin Office, Fabrics inspection, Compliance room, Time section, Staff dining, room and CAD room	Cutting section, Cutting Pass Check room, Embroidery section, Sample section, Bonded warehouse, Medical room, Admin Office, Fabrics inspection, Compliance room, Time section, Staff dining, room and CAD room	1 st Floor	Sewing section, Finishing section, Spot removing room and Maintenance room	Sewing section, Finishing section, Spot removing room and Maintenance room	2 nd Floor	Sewing section, Finishing section, Laboratory room, Spot removing room and Maintenance room	Sewing section, Finishing section, Laboratory room, Spot removing room and Maintenance room	3 rd Floor	Accessories store, Training room, Packing Section, Office, Bonded Warehouse and Fusing section	Accessories store, Training room, Packing Section, Office, Bonded Warehouse and Fusing section	4 th Floor	Sewing section, Finishing section, Spot removing room and Maintenance room	Sewing section, Finishing section, Spot removing room and Maintenance room	5 th Floor	Dining hall, Canteen, Fabrics store, Cutting section and Idle machine store	Dining hall, Canteen, Fabrics store, Cutting section and Idle machine store
<i>Floors</i>	<i>Operations/Activity Observed</i>	<i>Declared in Approved Layout</i>																						
Ground Floor	Cutting section, Cutting Pass Check room, Embroidery section, Sample section, Bonded warehouse, Medical room, Admin Office, Fabrics inspection, Compliance room, Time section, Staff dining, room and CAD room	Cutting section, Cutting Pass Check room, Embroidery section, Sample section, Bonded warehouse, Medical room, Admin Office, Fabrics inspection, Compliance room, Time section, Staff dining, room and CAD room																						
1 st Floor	Sewing section, Finishing section, Spot removing room and Maintenance room	Sewing section, Finishing section, Spot removing room and Maintenance room																						
2 nd Floor	Sewing section, Finishing section, Laboratory room, Spot removing room and Maintenance room	Sewing section, Finishing section, Laboratory room, Spot removing room and Maintenance room																						
3 rd Floor	Accessories store, Training room, Packing Section, Office, Bonded Warehouse and Fusing section	Accessories store, Training room, Packing Section, Office, Bonded Warehouse and Fusing section																						
4 th Floor	Sewing section, Finishing section, Spot removing room and Maintenance room	Sewing section, Finishing section, Spot removing room and Maintenance room																						
5 th Floor	Dining hall, Canteen, Fabrics store, Cutting section and Idle machine store	Dining hall, Canteen, Fabrics store, Cutting section and Idle machine store																						

6 th floor	Used 30% as office and rest 70% is free	Used 30% as office and rest 70% is free
Roof Top		

Note: - The facility installed two elevators/lifts, one is passenger and another is cargo. Workers allowed to use elevator.

Building-2 (Seven Storied New Building)

Floor	Operation / Activity observed	Declared on Layout
Ground Floor	Child care room, Fire Pump house, Waste room, Security post and Fire Control room	Child care room, Fire Pump house, Waste room, Security post and Fire Control room
1 st Floor	Empty Floor	Empty Floor
2 nd Floor	Empty Floor	Empty Floor
3 rd Floor	Finished goods store	Finished goods store
4 th Floor	Finished goods store	Finished goods store
5 th Floor	Empty Floor	Empty Floor
6 th Floor	Empty Floor	Empty Floor
Roof top	100% open	100% open

Building 3: Six storied concrete building (Utility)

<i>Floors</i>	<i>Operations/Activity Observed</i>	<i>Declared in Approved Layout</i>
1 st Floor	Generator and Sub-station	Generator and Sub-station
2 nd Floor	Sub-store	Sub-store
3 rd Floor	Vacant Floor	Vacant Floor
4 th Floor	Sub-store	Sub-store
5 th Floor	Vacant Floor	Vacant Floor
Roof Top	Full free	Full free

Building-4 (Single storied Building):-

<i>Floors</i>	<i>Operations/Activity Observed</i>	<i>Declared in Approved Layout</i>
Ground Floor	Compressor	Compressor
Roof Top	Full open	Roof Top

Building-5 (Single storied Building):-

<i>Floors</i>	<i>Operations/Activity Observed</i>	<i>Declared in Approved Layout</i>
Ground Floor	Boiler	Boiler
Roof Top	Full open	Roof Top

Building-6(Single storied Building):-

<i>Floors</i>	<i>Operations/Activity Observed</i>	<i>Declared in Approved Layout</i>
Ground Floor	Cooling pump	Cooling pump
Roof Top	Full open	Roof Top

Building-7 (Single storied Building):-

<i>Floors</i>	<i>Operations/Activity Observed</i>	<i>Declared in Approved Layout</i>
Ground Floor	Kitchen	Kitchen
Roof Top	Full open	Roof Top

- Floor Layout taken for all floors of the facility from Chief Inspector Factory labor department.
- Building approved as **Industrial Building**.
- Fire license of the factory covered all floors.
- Building approval taken from Ashulia Union Parishod and also applied to Rajuk.

Building structural Assessment: - Building structural integrity assessment was conducted by Alliance and Accord. Accord details are given below :-

Inspection Standard	Last Inspection Date	Present Status
Building structural integrity assessment by Accord	Initial assessment was conducted on 10 th April, 2014 (initial) and last follow-up was conducted 25 th March, 2018	The facility completed 100% retrofitting in Building integrity assessment
Electrical Safety assessment by done Accord	Initial assessment was conducted on 10 th April, 2014 (initial) and last follow-up was conducted 5 th March, 2019	The facility completed 10% in electrical part.
Fire Safety assessment by done Accord	Initial assessment was conducted on 10 th April, 2014 (initial) and last follow-up was conducted 5 th March, 2019	The facility completed 83% completed in electrical part.

Note:- Alliance conducted initial assessment and later on handed over to Accord and Accord is following-up.

43. Does the facility share a building with other facilities/businesses?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, describe in detail:
44. If Yes to 43, does the facility conduct a joint evacuation drill with other facilities/businesses?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Date of joint evacuation drill: If No, describe in detail:
45. Does the facility share any workers or production processes with other facilities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, describe in detail:

46. Does the facility have the following changes in the past 12 months:	a. Number of workers: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, % change:</i> Number of worker increased only 23 from than last audit. In percentage 1.58%. No crowding noted		
	b. Square footage: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If Yes. Explain:</i>		
	c. Significant structural changes: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If Yes, describe:</i>		
	d. Management/ownership: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If Yes, describe:</i>		
	e. Name change: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If Yes, describe:</i>		
47. Regular work days (e.g., Mon-Sat):	Saturday-Thursday	48. Weekly rest day(s):	Friday
49. List daily shifts, incl. night production:	The facility is operating its production in one shift. 8:00am-5:00pm During Ramadan working is 7:00am-3:30pm	50. Factory's peak season(s):	Round year same
51. List daily legally required breaks:	Number & duration: 1 hour break is legally required after 6 continuous hours work. Break time 1:00pm-2:00pm and During Ramadan break time 1:00pm-1:30pm		
52. What is the lowest wage level paid for a regular work week/month?	<input type="checkbox"/> Below minimum <input checked="" type="checkbox"/> At minimum <input type="checkbox"/> Above minimum		
53. Are all relevant records, incl. wage and attendance records, kept in the audited facility for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:		
54. Are there dorms/apartments provided for workers/management?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
55. If Yes to 54: a. Who's providing the dorms?	<input type="checkbox"/> a. Facility	56. % of workforce residing in dorms/apartments:	N/A
	<input type="checkbox"/> b. Labor brokers/agencies		
	<input type="checkbox"/> c. Other. Specify:		
b. Full description of dormitories/apartments if applicable:	Not applicable as the facility does not provide any sort of dormitory facility		
57. What form of worker representation exists in the facility? (Note: Some form of worker representation must exist to address workplace grievances.)	<input type="checkbox"/> Union (name) <input type="checkbox"/> Worker Committee <input checked="" type="checkbox"/> Other (Elected PC)		
58. Number of production lines and main equipment used?	<p>Production Line: 12</p> <p>Chemical use: Mobil use in Generator Room, Machine Oil, Spot Lifter and acetone in maintenance Room</p> <p>List of Machinery: Single Needle Lock Stitch, Two Needle Lock Stitch, Single Needle Chainstitch, Three Needle Chain Stitch, Eye-Let Hole One Step Zig zag, Over Lock, Thread Sucker Machine, Flat Lock Machine, Top Centre Machine, Button Hole Machine, Bar Tack Machine, Eyelet Hole Machine, Chain Stich Machine, Pocket Design, Cuff collar</p>		

	Machine, Saddle Stich, Auto Strapping Machine, Fusing Machine, Label Heat Seal Machine, Piping Cutter Machine, Metal Detector Machine, Snap B/A Machine, Cutting Machine, Steam Iron, Polo Finisher, Thread Sucking M/C, Belco Tape Cut, etc.
59. Monthly production capacity:	Per month production capacity 200,000pcs /month
60. List social compliance audits conducted in the past 6 months at this facility: (Only if facility agrees to disclose such info.)	Sedex, BSCI buyer COC
61. List any workers unrest/strike in the past 12 months: Provide reasons for such occurrence.	Nothing to note

Personnel Information			
62. # of male permanent worker:	374	63. # of female permanent workers:	858
64. # of male temporary workers:	0	65. # of female temporary workers:	0
66. # of hourly workers:	0	67. # of piece rate workers	0
68. # of domestic migrant workers:	0	69. # of foreign migrant workers:	0
70. # of security personnel:	16 security guard	71. # of home workers:	0
72. Language(s) spoken by management:	Bangla	73. Language(s) spoken by workers:	Bangla
74. Were interviews conducted in a private and confidential manner?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain in detail:	75. Do auditor(s) and/or translator(s) speak ALL languages spoken by workers? Translator(s) must NOT be from facility.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain in detail:
76. Length of workers' contract: (e.g., 3 months or 3 years)	No contracts. Appointment letters with no time limit are signed.	77. # of young workers (legal min. working age up to 18 years old):	0
78. Age of youngest worker:	19 years	79. Date of birth of youngest worker:	25 th December, 1999
80. Date youngest worker was hired:	3 rd March, 2019	81. Youngest worker ID#:	012997

Workforce Composition				
82. Nationality of owner/owner entity:	Bangladeshi		83. Nationality of management:	Bangladeshi
84. Nationality of workers: (Top 5 countries)	Country 1	Bangladeshi	Approximate % of total workforce:	100%
Nationality of workers:	Country 2	NA	Approximate % of total workforce:	NA
Nationality of workers:	Country 3	NA	Approximate % of total workforce:	NA
Nationality of workers:	Country 4	NA	Approximate % of total workforce:	NA
Nationality of workers:	Country 5	NA	Approximate % of total workforce:	NA
85. List ALL other nationalities in the facility (if applicable):	NA		Approximate % of total workforce:	100% workforce Bangladeshi

Foreign Migrant Workers			
	Permanent	Temporary	Agency
86. Male:	NA	NA	NA
87. Female:	NA	NA	NA
88. Total:	NA		

	Initial Audit	First Follow-up	Second Follow-up
89. # of total male production workers:	374	NA	NA
90. # of total female production workers:	858	NA	NA
91. # of management & staff:	216	NA	NA
92. # of others:	26	NA	NA
93. a. Total # of workers:	1474	NA	NA
b. # of workers present during audit:	1426	NA	NA

NOTE: The above table works similar to Excel. To calculate the total number of workers in cell 93a, follow the instructions below:

- A. Put the relevant numbers in cells 89 - 92
- B. Highlight cell 93a
- C. Press F9 key (if using a laptop, press and hold Fn and press F9)

Worker Interviews				
	Permanent	Temporary	Migrant workers	Agency
Initial Audit	17	N/A	N/A	N/A

94. # of individual interviews:	1st Follow-up	N/A	N/A	N/A	N/A
	2nd Follow-up	N/A	N/A	N/A	N/A
95. # of groups interviews:	Initial Audit	3 X 6 =18	N/A	N/A	N/A
	1st Follow-up	N/A	N/A	N/A	N/A
	2nd Follow-up	N/A	N/A	N/A	N/A

NOTE: if there are migrant workers in the audited facility, they must be selected for workers' interviews

Additional Auditor Remarks
<p>Management Personnel are well aware about the requirements of social compliance. During the audit it was found that manager's intention is positive and cooperative towards this audit.</p> <p>Workers found well aware about company policy and procedure, workers found satisfied with mid-management personnel behavior.</p>

Best Practices Observed
<ol style="list-style-type: none"> 1. Subsidized transport facility 2. Gardening 3. The facility has power generation by Solar and getting 8kw 4. Yearly picnic.

Written Policy and Responsible Person(s) Table

WRAP Principles		Does the facility have written policies?	Responsible Person(s)' Name and Title
1	<i>Compliance with Laws and Workplace Regulations</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department) and Md. Salauddin Ahmed (DGM-HR & Admin)
2	<i>Prohibition of Forced Labor</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department), Md. Salauddin Ahmed (DGM-HR & Admin), Rajib Kumar Datta (Manager-Compliance, HR & Admin Department) and Ms. Shefaly Akter (Welfare Officer)
3	<i>Prohibition of Child Labor</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department), Md. Salauddin Ahmed (DGM-HR & Admin), Rajib Kumar Datta (Manager-Compliance, HR & Admin Department) and Ms. Shefaly Akter (Welfare Officer)
4	<i>Prohibition of Harassment or Abuse</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department), Md. Salauddin Ahmed (DGM-HR & Admin), Rajib Kumar Datta (Manager-Compliance, HR & Admin Department) and Ms. Shefaly Akter (Welfare Officer)
5	<i>Compensation and Benefits</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department), Md. Salauddin Ahmed (DGM-HR & Admin) and Md. Babul Mia (Asst. Manager-HR & Admin)
6	<i>Hours of Work</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department), Md. Salauddin Ahmed (DGM-HR & Admin) , Atiquer Rahman (Asst. manager-PEP) and Mr. Younus Mia (GM-Production)
7	<i>Prohibition of Discrimination</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department) and Md.

			Salauddin Ahmed (DGM-HR & Admin), Rajib Kumar Datta (Manager-Compliance, HR & Admin Department) and Ms. Shefaly Akter (Welfare Officer)
8	Health and Safety	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department) and Md. Salauddin Ahmed (DGM-HR & Admin), Ms. Momia Rahman, Ms. Mina Khatun-Nurse, Ms. Reha Khatun-Medical Asst, Rajib Kumar Datta (Manager-Compliance, HR & Admin Department), Mr. Younus Mia (GM-Production), Mr. Hossen Mollah-Jr. Fire Safety Officer and Ms. Shefaly Akter (Welfare Officer)
9	Freedom of Association and Collective Bargaining	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department) and Md. Salauddin Ahmed (DGM-HR & Admin), Rajib Kumar Datta (Manager-Compliance, HR & Admin Department) and Ms. Shefaly Akter (Welfare Officer)
10	Environment	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Rajib Kumar Datta (Manager-Compliance, HR & Admin Department)
11	Customs Compliance	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Md. Titu Rahman (Manager-Commercial)
12	Security	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Md. Salauddin Ahmed (DGM-HR & Admin) and Mr. Shorab Hossain (Security In-Charge)

Non-Compliance Table

WRAP Principles		Area of Non-Compliance (Only <i>check</i> box when there is a non-compliance)	
		WRAP Principles	Local or National Law
1	<i>Compliance with Laws and Workplace Regulations</i>	<input type="checkbox"/>	<input type="checkbox"/>
2	<i>Prohibition of Forced Labor</i>	<input type="checkbox"/>	<input type="checkbox"/>
3	<i>Prohibition of Child Labor</i>	<input type="checkbox"/>	<input type="checkbox"/>
4	<i>Prohibition of Harassment or Abuse</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	<i>Compensation and Benefits</i>	<input type="checkbox"/>	<input type="checkbox"/>
6	<i>Hours of Work</i>	<input type="checkbox"/>	<input type="checkbox"/>
7	<i>Prohibition of Discrimination</i>	<input type="checkbox"/>	<input type="checkbox"/>
8	<i>Health and Safety</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	<i>Freedom of Association and Collective Bargaining</i>	<input type="checkbox"/>	<input type="checkbox"/>
10	<i>Environment</i>	<input type="checkbox"/>	<input type="checkbox"/>
11	<i>Customs Compliance</i>	<input type="checkbox"/>	<input type="checkbox"/>
12	<i>Security</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PRINCIPLE 1

COMPLIANCE WITH LAWS AND WORKPLACE REGULATIONS

Facilities will comply with laws and regulations in all locations where they conduct business.

All facilities will comply with the legal requirements and standards of their industry under the local and national laws of the jurisdictions in which the facilities are doing business, along with any applicable international laws. This will cover all labor and employment laws of those jurisdictions, as well as laws governing the conduct of business in general, including rules and standards of ethics dealing with corruption and transparency, and any relevant environmental laws.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
1.1a Does the facility comply with all relevant local and national laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility obtains current information on local and national laws and regulations concerning WRAP principles through training program and posters posted on production floors in Notice boards and in front of main entries. Responsible Person for communicating changes of laws and regulations and incorporating in the business practices. Factory had copies of Labor Law 2006, and its amendment 2013 and Labor rule 2015 Customs Act 1969 & Bangladesh Environment Conservation Act, 1995 SRO No. 237-Law/2007.
Specifically, the following laws:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Labor and employment laws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details included in WRAP Manual.
c. Ethics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details included in WRAP Manual.
d. Anti-bribery and anti-corruption laws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details included in WRAP Manual.
e. Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details included in WRAP Manual.
1.2a Does the facility obtain current information on all relevant laws and regulations concerning each of the Principles and incorporate this information in its business practices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility obtains current information on local and national laws and regulations concerning WRAP principles through: training programs and posters posted on production floors in notice boards and in front of main entries.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>				
<p>b. Does the facility have written policies and procedures for current information on all relevant laws and regulations on all 12 WRAP Principles?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>WRAP Manual – includes policies & procedures pertaining to all 12 principles of WRAP. Each policy refers to the applicable laws & regulations.</p> <p>WRAP Manual : Principle 1</p>				
<p>c. Does the facility have a qualified person responsible for informing the facility and its workforce of changes to laws and regulations, or access to current publications on all relevant labor laws?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The facility has a qualified person responsible for informing the facility and its workforce of changes to laws and regulations, or access to current publications on all relevant labor laws.</p>				
<p>d. When was the last time a major update in laws and regulations occurred in the last 12 months?</p> <p>List all major changes that are relevant. <i>E.g., an increase in minimum wage effective in January 2019.</i></p>				<p>Last change came for “Bangladesh labor law 2006” in November 14, 2018 as Bangladesh Labor Act Amendment 2018 on Bangladesh labor law 2006. And active from published</p> <p>Also “New Wages Gazette 2018” came in November 25, 2018 and & Revised Wages Gazette 2018 revised on 24th January, 2019</p> <p>New wages gazette effective from December 2018.</p>				
<p>1.3a Does the facility conduct internal monitoring of its management system (internal audits)?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facility undertakes internal monitoring of its management system (internal audits) to satisfy itself that the written procedures and processes are meeting the requirements of local law and WRAP Principles. The facility is conducting internal audit in every two months.</p> <table border="1" data-bbox="993 1455 1487 1793"> <tr> <td data-bbox="993 1455 1182 1524">Last Internal Audit Date</td> <td data-bbox="1182 1455 1487 1524">27th February, 2019</td> </tr> <tr> <td data-bbox="993 1524 1182 1793">Audited by</td> <td data-bbox="1182 1524 1487 1793">Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department) and Mr. Rajib Kumar Datta- Manager- Compliance, HR & Admin Department</td> </tr> </table>	Last Internal Audit Date	27 th February, 2019	Audited by	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department) and Mr. Rajib Kumar Datta- Manager- Compliance, HR & Admin Department
Last Internal Audit Date	27 th February, 2019							
Audited by	Md. Jahangir Kabir (Deputy Manager- Compliance, HR & Admin Department) and Mr. Rajib Kumar Datta- Manager- Compliance, HR & Admin Department							

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
b. Does the scope of these internal audits cover whether their written procedures and processes are meeting the requirements of local/national law and WRAP Principles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per policy and procedure facility conducted internal audit in every two months.
c. How often does the facility conduct the internal monitoring?	Frequency in every two months.			
d. Were the results of the internal monitoring communicated with top management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Result communicated with mid and top management.
e. What were the findings from the last internal monitoring? <i>List all findings regardless of whether they were corrected or not.</i>	During internal audit report review it was noted that there were some findings in the last internal audit. Findings were raised Finding was under P-1 and P-8. Findings were related worker blockage, soft mat, PPE, and generator license and facility management taken corrective action NC identified in internal audit.			
f. Were all the findings corrected? Provide details in the comment section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility management taken corrective action
1.4 During the previous two years, has the facility had any notices of noncompliance levied against it (including any legal proceedings or outstanding allegations concerning the facility's operations)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing observed to note.
1.5a Is there a program to train relevant individuals regarding any new laws or revisions to existing laws and regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers and staff are being trained on the new wage changes and last training. Training on new minimum wages was conducted. Also trainings provided time to time on labor rules and other local laws.
b. Are the materials used for this purpose appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training is provided against the documented Policy and procedure.
1.6 Does the facility have a written operating policy manual that includes the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WRAP Manual includes policy, procedure for each WRAP Principle. It also refers to the relevant applicable laws & regulations. Further detailed procedures (where) required have been listed in the appendix of the Policy Manual.
a. Relevant laws and regulations pertaining to the Principles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. The facility's policies and procedures pertaining to the Principles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policies and procedures pertaining to the

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS				
				Principles have been documented which are used for implementation and to comply with law and workplace regulations.				
c. Routine updates for revisions to existing laws and regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has a policy to review and update the written operating procedures to comply with existing laws and regulations as soon as any revision takes place and therefore maintains close liaison with BGMEA for information on changes.				
<p>Subcontracting</p> <p><i>Note: A facility is subcontracting when it appoints another facility to undertake part of the production processes for the manufacturing of goods. It involves circumstances where goods leave the facility to be partially completed and then sent back so the goods can be completed. Other services may also be subcontracted.</i></p>								
<p>1.7 Does the facility subcontract any of its production operations?</p> <p><i>If the facility used subcontracting in the past 12 months but does not do so now, note this under this question.</i></p> <p><i>List the subcontracted production process(es).</i></p> <p><i>List the name(s) and address(es) of subcontractor(s).</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<p>The facility is sub-contracting its production operation Washing from third party.</p> <table border="1" data-bbox="995 1077 1497 1182"> <thead> <tr> <th>Process</th> <th>Name & Address</th> </tr> </thead> <tbody> <tr> <td>Washing</td> <td>Aroda Landry, Ashulia Savar, Dhaka</td> </tr> </tbody> </table>	Process	Name & Address	Washing	Aroda Landry, Ashulia Savar, Dhaka
Process	Name & Address							
Washing	Aroda Landry, Ashulia Savar, Dhaka							
<p>1.8 Does the facility subcontract any other operations (such as canteen staff, security personnel, shipping services, cleaning staff, logistics, labor suppliers, etc.)?</p> <p><i>List the subcontracted services:</i></p> <p><i>List the name(s) and address(es) of subcontractor(s).</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<p>The facility has following services third party. I.e. Shipping only</p> <table border="1" data-bbox="995 1423 1497 1602"> <thead> <tr> <th>Name of other sub-contract</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Nexoue Cargo Services (Shipping)</td> <td>Khilgaon, Chowdhury Para, Dhaka</td> </tr> </tbody> </table>	Name of other sub-contract	Address	Nexoue Cargo Services (Shipping)	Khilgaon, Chowdhury Para, Dhaka
Name of other sub-contract	Address							
Nexoue Cargo Services (Shipping)	Khilgaon, Chowdhury Para, Dhaka							
<p>1.9 Has the facility informed the subcontractor(s) in writing of their obligations under the local/national labor law and WRAP's requirements?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subcontractors are informed and written documents founds available.				

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>								
<p>1.10 Does the facility keep the receipt of subcontractor's acknowledgment of these requirements?</p> <p><i>List the last time the acknowledgment was received.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Written acknowledgement of agreement found available.</p> <p>Last acknowledgment was received on</p> <table border="1"> <tr> <td>Sub-contract operation/</td> <td>Last acknowledgment date</td> </tr> <tr> <td>Aroda Landry-Washing</td> <td>10th November, 2018</td> </tr> <tr> <td>Nexoue Cargo Services .(Shipping)</td> <td>12th December, 2017</td> </tr> </table>	Sub-contract operation/	Last acknowledgment date	Aroda Landry-Washing	10 th November, 2018	Nexoue Cargo Services .(Shipping)	12 th December, 2017		
Sub-contract operation/	Last acknowledgment date											
Aroda Landry-Washing	10 th November, 2018											
Nexoue Cargo Services .(Shipping)	12 th December, 2017											
<p>1.11 Does the facility regularly review its list of subcontractors to make sure it is up to date?</p> <p><i>List the last time the review was conducted.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The facility regularly review its list of subcontractors to make sure it is up to date.</p> <p>Last review was conducted on</p> <table border="1"> <tr> <td>Sub-contract operation/</td> <td>Last review date</td> </tr> <tr> <td>Aroda Landry-Washing</td> <td>23rd April, 2-19</td> </tr> <tr> <td>Nexoue Cargo Services .(Shipping)</td> <td>2nd April 2019</td> </tr> </table>	Sub-contract operation/	Last review date	Aroda Landry-Washing	23 rd April, 2-19	Nexoue Cargo Services .(Shipping)	2 nd April 2019		
Sub-contract operation/	Last review date											
Aroda Landry-Washing	23 rd April, 2-19											
Nexoue Cargo Services .(Shipping)	2 nd April 2019											
Facility's Suppliers												
<p>1.12 Has the facility informed its top three (3) raw materials suppliers (by the value of business transacted with them in the preceding 12 months), in writing, of the facility's expectation that the supplier runs its operations in accordance with local/national laws and WRAP's Principles?</p> <p><i>List the names of the top three (3) raw materials suppliers.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Supplier documents found available and ok and as per WRAP and law requirement is OK.</p> <table border="1"> <tr> <td>SL No.</td> <td>Name</td> </tr> <tr> <td>01</td> <td>PT Century (Fabrics)</td> </tr> <tr> <td>02.</td> <td>Dio Textiles (Fabrics)</td> </tr> <tr> <td>03.</td> <td>FM International (Accessories)</td> </tr> </table>	SL No.	Name	01	PT Century (Fabrics)	02.	Dio Textiles (Fabrics)	03.	FM International (Accessories)
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PRINCIPLE 1
COMPLIANCE WITH LAWS AND WORKPLACE REGULATIONS
Non-compliances raised against this Principle:

PRINCIPLE 2

PROHIBITION OF FORCED LABOR

Facilities will not use involuntary, forced or trafficked labor.

Facilities will maintain employment strictly on a voluntary basis. Facilities will not use any forced, prison, indentured, bonded or trafficked labor. This will include ensuring that any workers they hire will be under labor contracts that fully comply with all relevant legal requirements and do not impose any form of coercion (including imposing substantial fines or loss of residency papers by workers leaving employment or restricting a worker's ability to voluntarily end his/her employment). In addition, when hiring workers through an employment broker or agency, facilities will ensure that the workers' passports are not withheld, all written contracts are in the native language of the workers, and recruitment fees are not borne by the workers themselves.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
2.1 Does the facility maintain a written procedure to avoid employing involuntary, forced, prison, indentured, bonded, or trafficked labor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written Policy included in WRAP Manual.
2.2 Does the facility have a program and materials used to train relevant individuals, including all individuals responsible for the hiring process, on the facility's policies and procedures prohibiting forced, prison, indentured, bonded, or trafficked labor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified through review of training report and training material facility does have program and materials to train relevant individuals, including all individuals responsible for the hiring process, on the facility's policies and procedures prohibiting forced or involuntary labor.
2.3 Are all workers working at the facility voluntarily, including overtime hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interviews, document review and visual walkthrough of the facility did not reveal any form of indentured, bonded, or forced labor.
2.4 Are there any indications that workers' movements are being restricted at any time, including, but not limited to, legal breaks, lunch break, and the use of toilet?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility has defined a policy on freedom of movement and allows employees to visit toilets, medical center, drinking water stations and to say their prayers as and when necessary. Also it was verified workers is free to leave facility during the lunch break. During the worker interview verified.
2.5a Are there exaggerated security measures or logistics restricting freedom of movement in use at the facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Security guards only posted at locations where needed for security purposes. Security forces are employed only for

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
				guarding the property and personnel of the company.
b. Are there exaggerated security measures or logistics restricting freedom of movement in the dorms/apartments?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No dorms
2.6 Were there any overt signs of fear or exaggerated obedience displayed by workers during the facility inspection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The atmosphere in the facility appeared normal and no sign of fear or exaggerated obedience displayed by employees was noticed.
2.7 Do security personnel and management act in a non-threatening manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attitude of security guards was judged to be professional and courteous. Walk through of the facility did not reveal any excessive security being deployed.
2.8 Are security guards posted for routine security reasons, in a proportionately logical number?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Security guards posted for normal security reasons in a proportionately logical number, security guards found well aware about company security, force labor, child labor, harassment and abuse policy. Walk through of the facility did not reveal any excessive security being deployed.
2.9 Are the doors and gates of the facility locked only after business hours and for housing security reasons and in compliance with applicable fire codes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors and gates remain open during the operational hours. Only areas where any additional security is required and normally kept under lock and key, e.g Bonded Warehouse was found locked, all other exits/doors were observed to be open. Factory runs through Saturday to Thursday and during overtime hours as needed.
2.10 Does the facility prohibit all relevant individuals, including any person under the facility's direction (such as security guards), from coercing workers in any way, or unnecessarily limiting workers' freedom of movements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The management personnel in the facility are well aware of the facility's policy on forced labor and the need to eradicate the presence of forced labor in the facility in any form. The management staffs, supervisors and line in-charges have signed undertaking that they have received the facility policy, understood and shall obey it. Management prohibits all section in-charges and department heads from unevenly persuading or unnecessarily limiting employee's

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
				freedom of movement except that it may affect the routine production of the facility or any danger to the assets of facility or safety of the workers Security forces are employed only for guarding the property and personnel of the company. During the audit no evidence noted of coercing employees in any way or unnecessary limiting employees' freedom of movement.
2.11 Are workers freedom of movement unimpeded upon their shift's conclusion?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified during the worker interview and floor visit.
2.12 Is it mandatory for workers to use facility provided services, such as canteen, dorms, or transportation? <i>If Yes, provide details, assessing any fees associated with that, including how such fees are deducted.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has canteen service as per legal requirement. And workers can use voluntarily.
2.13 Does the facility require all hiring documents (e.g., an employment application or contract) to: a. Include a statement affirming that applicants are seeking employment voluntarily and are not under threat of any penalty, coercion or debt security?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The appointment letter includes all terms & conditions related to the job and include a statement that the worker has read and understood all terms and accept to join on voluntarily basis. The appointment letter is signed both by the workers and the factory. Verified randomly selected 35 personnel file.
b. Be signed by each applicant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
c. Be maintained in the worker's personnel file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, verified during personnel file review and workers interview.
2.14 Does the facility obtain proof that anyone seeking employment is legally entitled to work in the country of manufacture in accordance with national immigration laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Voter ID Card, Age certificate and in some case birth certificate also available in all personnel files. Age verification done by Medical officer of the facility.
2.15a Does the facility conduct adequate due diligence on labor brokers/agents used by the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No brokers/agents are used in the factory for labor supply. All workers are recruited directly. So Not applicable.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
<i>Describe the policies and procedures used for vetting labor brokers/agents:</i>				
<p>b. Does the facility obtain an executed statement from all labor brokers/agents used by the facility stating that the brokers/agents are not supplying labor that is involuntary, forced, prison, indentured, bonded, or trafficked?</p> <p>Name(s) and contact info of any brokers/agents supplying labor to the facility and their business license:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No brokers/agents used in the factory for labor supply. All workers are recruited directly. So Not applicable.
<p>c. Do migrant workers (whether domestic or foreign) pay fees or give collateral to brokers/agents/local government in the receiving country?</p> <p><i>If yes, state the relevant laws.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As the facility does not have any migrant workers
<p>d. If yes to c, describe the kinds of fees or collateral involved and how they are processed.</p>	NA			
<p>e. Were the basic terms of employment communicated to the migrant workers before they left their home country?</p> <p><i>Provide details about how this was done.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As the facility does not have any migrant workers
<p>2.16 Are all security service agreements free of any language or terminology that may imply the existence of involuntary, forced, prison, indentured, bonded, or trafficked labor conditions?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Security guards' job description is free of any language or terminology that may imply the existence of forced, indentured or involuntary labor conditions. Documented training record available.
<p>2.17 Do job descriptions or individual contracts for security workers limit their tasks to routine security matters such as protection of facility property or facility personnel?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Based from the review of security personnel files and security agreement, it is confirmed that the duties and responsibilities of the security officers are maintained for personnel and property security matters only.
<p>2.18 Does the facility issue wages/compensation directly to workers, or in an</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility issues wages/compensation directly to employees.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
unambiguous system that clearly shows that the worker controls the destination of his/her wages and access to his/her wages?				
2.19 Does the facility hold identification papers, travel documents, passports or other valuable personal items of their workers? <i>If yes, provide details of relevant policies and procedures, including whether they involve any monetary deposit on the part of workers.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility only maintains photocopies of age verification document of their employees.
2.20 Does the facility require any worker deposits or have any payment withholding/ deduction practices, either directly or on behalf of labor brokers/agents? <i>If yes, provide explanations on what these deposits or withholdings/deductions are for.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such system noted during the audit period, also verified during workers interview.
2.21a Is any prison labor used in this facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such system noted during the audit period, also verified in workers interview.
b. Does the facility subcontract to prison?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing observed.
2.22a. Do workers understand the terms of their employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes Appointment letter issued to the workers as job contract and it is in local Bangla language. The facility maintains copies of appointment letters signed by both employee and employer. The copies of which are kept in the employee's individual personnel files.
b. Are all work contracts in the language(s) understood by workers and signed by both parties (employer and workers)? <i>For countries with at-will employment and/or no formal contracts, include a statement to that effect.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes Appointment letter issued to all workers as job contract and it is written in local Bangla language. Contract is signed by both parties (employer and employees workers) and providing main copy to worker.
c. Do contract provisions meet legal requirements and include all necessary information in a transparent and accurate manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bangladesh labor rule 2015 includes the format of the appointment letter/job contract which every factory need to follow and factory is following it.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
<i>This includes, but is not limited to, wages, hours of work, days off, annual leave, disciplinary procedures that can result in termination, and, if relevant, dormitory terms and conditions.</i>				Appointment letter also includes: wages, hours of work requirements, days off and annual leave, and disciplinary procedures that can result in termination requirements.
d. Are copies of contracts provided to workers and kept in personnel files?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contracts Copies are provided to employees and kept in personnel files as well.
e. Is there evidence that the facility has a practice of replacing or changing original contract terms to terms less favorable for the worker without the worker's knowledge and/or consent (i.e., contract substitution and supplemental agreements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such evidence was found during audit that the facility has a practice of replacing or changing original contract terms to terms less favorable for the worker without the worker's knowledge and/or consent.

PRINCIPLE 2: PROHIBITION OF FORCED LABOR

Non-compliances raised against this Principle:

Nil

PRINCIPLE 3

PROHIBITION OF CHILD LABOR

Facilities will not hire any employee under the age of 14 or under the minimum age established by law for employment, whichever is greater, or any employee whose employment would interfere with compulsory schooling.

Facilities will ensure they do not engage in any form of child labor, including, but not limited to, the internationally recognized worst forms of child labor. Facilities may not employ any person at an age younger than the law of the jurisdiction allows and in any case not below the age of 14, even if permitted by local law. In addition, facilities will adhere to local legal requirements regarding mandatory schooling. Further, if, where permitted by local law, a facility employs young workers (defined as workers whose age is between the minimum age of employment and 18 years), the facility will also comply with any applicable legal restrictions on the nature and volume of work performed by such young workers, as well as any other requirements imposed by law, including ensuring that such young workers do not perform any hazardous work (e.g., chemical handling or operating heavy machinery).

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
3.1 Does the facility maintain a written procedure to avoid employing child labor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written Policy is in place under WRAP Manual. Minimum age of is 18 years old.
3.2 Are policies and procedures regarding child labor effectively communicated to all workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written policy is in place.
3.3 Do the programs and materials used to train relevant individuals on the child labor policies and procedures, including all individuals responsible for the hiring process, cover the requirements to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented policy is used as training material especially while briefing the individuals responsible for hiring so that no aspect of policy is missed. Further a sample personnel file is shown to all during training to make them familiar with required documentation.
a. Obtain appropriate age documentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Review age documentation for authenticity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Interview all prospective workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
3.4 Does the facility explicitly prohibit all forms of child labor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, and no worker found under 18 years old in the facility.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
<p>3.5 Does the facility obtain proof of age documentation from potential workers and review the documentation for authenticity prior to hiring through:</p> <p>a. Interview process (interview checklist maintained)?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee files contain all correspondence related to the work history of the employees, i.e. application form to salary increment letters. So the file maintains information regarding how long an employee has been working at the facility, verified during inspection of randomly selected personnel files. Randomly checked 35 personnel file.
<p>b. Compare photo on age document with physical appearance of person?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify during recruitment, Head of HR & Medical Officers are responsible.
<p>c. Others (Please list)</p> <p><i>Apply extra diligence in territories where child labor is common.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nothing to note.
<p>3.6 Does the facility retain proof of age documentation for each worker and maintain the information in the worker's personnel file for the length of time as required by law?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain the copies of age verification in employees' personnel files.
<p>3.7 Is there any evidence that suggests child labor is being utilized at the facility?</p> <p><i>If a reasonable suspicion exists that there are age-borderline workers, be extremely cautious and attentive to assessing this compliance. If you suspect the age of any individual(s) you observe in the facility, you MUST seek to include them in the review process for age authentication, including worker interview.</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing observed during floor visit, documents review and personnel file review.
<p>3.8 Does the facility require a completed and signed employment application or contract that includes the date of birth (inclusive of the worker signature, worker identification number, and signature date)?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All workers need to submit an application form and also sign appointment letter that shows employee photo, employee ID and also employee date that includes the date of birth or age.
<p>3.9 If young workers (<i>legal minimum working age up to 18 years old</i>) are employed, does the facility ensure that:</p> <p>a. It has written policies and procedures related to recruitment and employment practices of young workers?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No young workers employed

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
b. Worker's assigned tasks are appropriate for their age, including, but not limited to, operating of heavy machinery, hazardous work environment, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No young workers employed
c. Overtime/night work complies with local/national law?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No young workers employed
d. Medical check/registration with local bureau (if applicable) are conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No young workers employed
e. It accurately maintains the list of young workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No young workers employed

Principle 3: PROHIBITION OF CHILD LABOR

Non-compliances raised against this Principle:

Nil

PRINCIPLE 4

PROHIBITION OF HARASSMENT OR ABUSE

Facilities will provide a work environment free of supervisory or co-worker harassment or abuse, and free of corporal punishment in any form.

Facilities will ensure a workplace that is respectful of a worker's rights and dignity. This includes ensuring that no corporal punishment or physical coercion be used. Facilities will not engage in or tolerate sexual harassment, indecent or threatening gestures, abusive tone or language or any other kind of undesired physical or verbal contact, such as bullying. In particular, facilities will ensure proper training at all levels - including management, supervisors and workers - to secure a workplace free of harassment or abuse.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
4.1a Does the facility maintain a written procedure on the prohibition of harassment, abuse, and corporal punishment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy on Prohibition of Harassment and Abuse is in place and also translated in the local language. The facility does not engage in or support the use of corporal punishment, mental or physical pressure and any kind of verbal abuse.
b. Are the definition(s) of the non-compliant behavior(s) and management policy(ies) consistent with the intent to prohibit all forms of this behavior?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy on Prohibition of Harassment and Abuse is posted in facility in local language. This posting defines non-compliant behaviors and proscribed actions.
4.2a Does the facility have an effective and mandatory program to train relevant individuals, including all individuals responsible for the supervision of workers, on the facility's policies and procedures prohibiting all forms of harassment, abuse, and corporal punishment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has the periodic training and awareness session programs for concerned individuals on Policies of prohibitions of harassment and abuse, grievance procedure, and disciplinary actions procedures. Training programs are held on a regular basis. The new recruits are also given induction training on the policy. The relevant training records are kept by the compliance staff. Last training conducted 25 th April, 2019
b. Does the facility provide the trainings to its workers on the facility's policies and procedures prohibiting all forms of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training system found in place.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
harassment, abuse, and corporal punishment?				
4.3 Does the policy include reasonable punitive repercussions for non-compliance and repeated non-compliance? <i>Note: The policy must apply to the behavior of all workers with special emphasis placed upon supervisory personnel.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy note that any person who violates the prohibition of harassment and abuse will be strictly dealt with according to the procedure set out as per the HR manual procedure on disciplinary action. This policy is applicable to all employees, including managers, executives, supervisors, workers, and third party service providers.
4.4 Has the facility's management signed statements affirming their understanding of the facility's anti-harassment and abuse policies? <i>Note: If the facility has not required signed statements in the past, evidence of statements signed on a prospective basis, i.e., from a certain date forward, is acceptable.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the documents review, it was found that the facility's management signed statements affirming their understanding of the facility's anti-harassment and abuse policies through the training. Training documents found maintained on monthly basis. Last training conducted 18 th April, 2019
4.5 Does the facility effectively prohibit all forms of harassment, abuse, and corporal punishment through written policies, procedures, and training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy states that all forms of harassment, abuse and corporal punishment are prohibited. Policy is effectively implemented and maintained also training program includes same.
4.6 Does the facility communicate the policy on the prohibition of harassment and abuse to workers and third-party services (e.g., security guards, kitchen services)? <i>When was the last time of such communication internally and externally?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility communicates the policy on the prohibition of harassment and abuse to workers. Documents found available. Last communication was done on 4 th May, 2019
4.7a Does the facility encourage workers to report instances of harassment or abuse, without fear of retribution, through effective communication of facility policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Various type of awareness poster is visible in production floor. Also included in training file.
b. If any incidents of harassment or abuse were reported, were they resolved in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nothing found to note during workers interview and documents verification
c. Describe the process.	Harassment and abuse complaints worker can report through complaint/suggestion boxes, suggestion boxes have been placed; suggestion and complaint box opened once a week i.e.			

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
				every Sunday. If any type of complaint came from worker then the complaint is noted in the complaint register. The company has an open door policy. Not only complaint or suggestion boxes, worker can directly report middle management or even top management. Also training is conducted encouraging the employees to report any problem they face in the factory. This was verified during interviews. Workers are aware of Grievance procedure. Last training was conducted on 17 th March, 2019
4.8 While inspecting the plant, were any signs noted of physical abuse (including but not limited to shared physical characteristics evident in many workers), such as: a. Bruising?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing raised to note. Also verified in worker interview.
b. Obvious physical injuries (casts, or other corrective wraps, an exaggerated repetition of the same medical condition)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing raised to note. Also verified in worker interview.
c. Isolated workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing raised to note. Also verified in worker interview.
d. Overt sights of corporal or psychological punishment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing raised to note. Also verified in worker interview.
4.9 Through interviews with workers, were there any complaints about: a. Verbal abuse?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing raised to note. Also verified in worker interview.
b. Sexual harassment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing raised to note. Also verified in worker interview.
c. Threatening gestures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing raised to note. Also verified in worker interview.
d. Monetary deduction discipline?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing raised to note. Also verified in worker interview.
e. Bullying?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing raised to note. Also verified in worker interview.
f. Intimidation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing raised to note. Also verified in worker interview.
g. Other?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing raised to note. Also verified in worker interview.

PRINCIPLE 4: PROHIBITION OF HARASSMENT OR ABUSE

Non-compliances raised against this Principle:

Nil

PRINCIPLE 5

COMPENSATION AND BENEFITS

Facilities will pay at least the minimum total compensation required by local law, including all mandated wages, allowances and benefits.

Facilities will ensure proper compensation for their employees for all the work done, by providing in a timely manner all the wages and benefits that are in compliance with the local and national laws of the jurisdiction in which they are located. This will include any premiums for overtime work or work done during holidays, as well as any other allowances or benefits, including any mandatory social insurance, required by local law.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
5.1 Does the facility maintain a compensation and benefits policy that includes all of the following:				
a. A detailed description of the workers' compensation and benefits at the time of employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy Name: Policy and Procedure for Compensation and Benefits. Policy No.: Principle 5.
b. Both written and verbal explanations of wage calculations provided at the time of employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written and verbal explanations of wage calculations provided at the time of employment.
c. A requirement that changes relating to compensation rates or methods of wage calculations shall be communicated timely and effectively?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility wages policy (WRAP manual policy principle 5) that includes: compensation rates or methods of wage calculations and the process how these will be communicate if any legal changes occur
d. All compensation and benefits at least meet the local requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It meets legal minimum requirements.
5.2 Does the facility compensate workers consistently with their terms of employment and in accordance with local/national laws and regulations related to the following:				
a. Minimum wage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility compensates employees consistently with their terms of employment and in accordance with local/national laws and regulations. Minimum wages are meeting the legal minimum. Minimum legal wage is grade 7: 8000 BDT as per government gazette 25 th November, 2018 and Minimum legal wage is grade 7: 5300 as per government gazette 5 th December, 2013
b. On time wage payments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per legal requirement wages need to pay monthly basis.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
c. Overtime premium?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Premium shall be 200% of basic salary.
d. On time payment for resignation/ termination/dismissal/severance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Before resignation/dismiss/termination etc. factory paying workers their payments as per legal requirements.
e. Benefits, including but not limited to, entitled leave, maternity leave, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes.
5.3 Do the facility's trainee and probation policies comply with the local/national laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trainee policy complies with legal requirement.
5.4a Does the facility meet their obligations on social insurance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes the facility meet their obligations on social insurance
b. Does the facility cover all eligible workers under social insurance? <i>If No, provide explanations.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes as per legal requirement the facility is giving 100% workers social insurance
c. Does the facility make the required payments to the government without delay?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes no delay noted.
5.5a Does the facility post legal minimum wage rates, overtime premium rates, benefits policies, social insurance, and additional payment information in the language(s) understood by the facility workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Salary structure as per law has been communicated to all workers and a notice was found in all workers' personnel files. Compensation policy and new salary structure was also displayed on notice board in local language.
b. Are workers provided with adequate communication of their legally mandated minimum compensation rights, including overtime premiums?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees provided with adequate communication of their legally mandated minimum compensation rights, including overtime premiums through the appointment letter, orientation program, training/awareness program, notice board etc.
5.6 Does the facility utilize and maintain an organized record keeping system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance is done by using proximity card and it's software based.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
<p>5.7a Does the facility produce and retain payroll records to support compensation, including overtime and benefits?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Payroll is generated using software. Hard copy of payroll with revenue stamp is retained by Department of HR and Compliance.</p> <p>Payroll checked for selected 35 workers January-2019, April, 2019 and September-2018</p>
<p>b. Does the facility keep such records for such time as required by local/national laws?</p> <p><i>Please state the record retention time required by local/national laws.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The facility keeps such records for such time as required by local/national laws.</p> <p>The facility retention time is three years.</p>
<p>c. In the case the facility pays its workers through wire transfers, does the facility produce and retain proof of bank statements showing all the transactions in a verifiable way?</p> <p><i>Note: The name of the worker, salary amount, and the date of the transaction must appear on the bank slip showing the transaction, as well as the recipient's bank name and account.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The facility pays its workers through cash salary.</p>
<p>5.8a Does the facility provide all workers with a pay record or stub that lists the components of the wages paid, including all deductions?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pay slip is issued to all workers with detailed breakdown of salary including deductions if any.</p>
<p>b. Do all workers sign off on wage pay records/stub, including when done by direct transfer into the worker's bank account?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Workers sign in the salary sheet, job card and pay slips.</p>
<p>c. List all deductions show on workers' paystub.</p>	Unauthorized absent deduction and BDT-10 deducts for revenue stamp			
<p>5.9 Are there any piece rate workers in the facility?</p> <p><i>If so, review a sampling of the documentation for piece rate workers as compared to wage rate workers to ensure compliance with this Principle.</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The facility does not have any piece rated worker</p>

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
5.10 Does the facility have a written and coherent policy on piece rate compensation and does the piece rate compensation at least satisfy the minimum compensation prescribed by law?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility does not have any piece rated worker
5.11 Do workers sign off on material counts for piece rate systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility does not have any piece rated worker

Wages Analysis

What is the payroll frequency?	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-weekly	<input checked="" type="checkbox"/> Monthly
Wage periods reviewed	April-2019	January-2019	September-2018
Wage periods reviewed for follow-up audit	N/A	N/A	N/A
Sample size	35	35	35
Sample size for follow-up audit	N/A	N/A	N/A
Legal minimum wage for regular hours (Specify whether the rate is hourly, daily, weekly or monthly.) <i>If there is an increase in the minimum wage during the reviewed periods, provide both the old and the new wage rates.</i>	5300/- (As per the salary gazette December-2013) 8000/- (As per the salary gazette December-2018)		
Actual minimum wage paid at this facility for regular hours (Specify whether the rate is hourly, daily, weekly or monthly.) <i>If actual minimum wage paid is below the minimum wage, provide explanations.</i>	5300/- (As per the salary gazette December-2013) 8000/- (As per the salary gazette December-2018)		
Lowest gross wage paid in sample <i>If lower than the minimum wage, provide explanations:</i>	5,471.73/- (In the month of September-2018)		
Highest gross wage paid in sample	15,849.50/- (In the month of April-2019)		
Legal overtime premium for weekdays:	Double of the Basic		
Legal overtime premium for rest days:	Not Applicable		
Legal overtime premium for holidays:	Not Applicable		

Social Insurance analysis:

(If there is a waiver, attach it at the end of this Principle.)

Type(s) of social insurance(s) required by local law	Coverage (# of workers and % of total)
Group insurance	100%

PRINCIPLE 5: COMPENSATION AND BENEFITS

Non-compliances raised against this Principle:

Nil

PRINCIPLE 6

HOURS OF WORK

Hours worked each day, and days worked each week, should not exceed the limitations of the country’s law. Facilities will provide at least one day off in every seven-day period, except as required to meet urgent business needs.

Facilities are required by local law to adhere to any limits set on regular working hours as well as any limits set on overtime work. Long term participation in the WRAP Certification Program is contingent upon meeting the limitations set by local law. WRAP recognizes that this can be a particularly challenging requirement, especially when taking into account local enforcement norms and customs. In light of this reality, WRAP will permit full compliance with local laws on working hours to be achieved incrementally, provided that a given facility meets the following conditions: is fully transparent about its working hours; ensures that those hours are all being worked voluntarily, in conditions that protect worker safety and health; compensates all employees in keeping with WRAP Principle 5; and shows improvement toward meeting the working hours requirements from one audit to the next.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
6.1 Does the facility have procedure to ensure compliance with national and local laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility have procedure to ensure compliance with national and local laws
6.2 Does the facility have an effective program and relevant materials to train all individuals, including all individuals responsible for production coordination and scheduling, to ensure that workers work no more than the legal maximum hours, including overtime ceilings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility policy on working hours, the legal maximum working hours, overtime hours and days of rest has been displayed on all the notice boards in the native language Bangla. Also it has been printed in the employee handbooks. Periodic awareness training is held for all supervisory personnel responsible for production coordination and scheduling as well as those who are in supervisory roles to ensure that the workers are not worked more that the legal maximum hours per day, per week and per month. Documented training record available for workers regarding the policy.
6.3 Are all workers made aware, at the time of hiring, of facility policies and procedures that specify the legal limitations on the following: a. The maximum hours of work per day, week and month, both regular and overtime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training system found in place.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
b. The maximum number of consecutive days they can legally be required to work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 days in a week.
6.4 Does the facility retain complete and accurate time records onsite that reflect the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility retains complete and accurate time records, maintained in software.
a. The days and dates workers worked?				
b. The number of hours worked each day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per the legal requirement each day working hours are eight.
6.5 Does a crosscheck of other facility records, <i>such as production records and CCTV (if applicable)</i> , show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During audit CCTV surveillance recording checked and no such was found.
a. Any 7 th day work?				
b. Inconsistencies with time records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All records checked during audit found consistencies with time records.
6.6 Are overtime hours worked in compliance with local/national laws?				
Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular and overtime hours worked in compliance with local/national laws, verified during working hour verification.
a. Daily?				
b. Weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular and overtime hours worked in compliance with local/national laws, verified during working hour verification.
c. Monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No monthly limit set by law
d. Quarterly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No quarterly limit set by law
e. Yearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No yearly limit set by law
6.7a Does the facility have a written, rational, and well-communicated policy defining ‘urgent business needs’?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Definition of urgent business needs: Strike, road blockade in the city or country, Electricity failure, Stoppage of port, Urgent

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
<p><i>Note: The definition of ‘urgent business needs’ cannot be vague or open-ended. It must be limited to delays/interruptions in production caused by natural calamities, non-repetitive production deadlines or unforeseen circumstances beyond the facility’s control. A coherent and consistent rationale must be evident in the definition and infrequent deployment of ‘urgent business needs’.</i></p>				<p>Shipment, political situation, Natural calamity like flood, heavy rain, earthquake, cyclone, or any unforeseen circumstances, or to meet urgent shipment</p>
<p>b. Were there occurrence(s) of urgent business needs in the past 12 months?</p> <p><i>If yes to b, list the number of instances and the occasions occurred: E.g., November 5 - 13, 2018</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Nothing observed during audit</p>
<p>c. If yes to b, list department(s) & # of workers involved:</p>	<p>Department(s): Nothing observed during audit # of workers in each department: Nothing observed during audit</p>			
<p>d. If yes to b, provide reasons for such occurrence(s):</p>	<p>Nothing observed during audit</p>			
<p>6.8a Other than cases of “urgent business needs”, do workers get at least one day off after six consecutive working days?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Every worker entitled to enjoy one day off after six consecutive working days</p>
<p>b. If no to a, in the past 12 months, how many instances occurred where workers worked more than 6 consecutive days?</p> <p><i>List the number of instances and the occasions occurred: E.g., November 5 - 13, 2018</i></p>	<p>Nothing observed during audit.</p>			
<p>c. If no to a, list department(s) & # of workers involved:</p>	<p>Department(s): Nothing observed during audit # of workers in each department: Nothing observed during audit</p>			
<p>d. If no to a, provide reasons for such occurrence(s):</p>	<p>Not applicable</p>			
<p>6.9 Does the facility provide one day off after 13 consecutive working days, if applicable?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Every worker entitled to enjoy one day off after six consecutive working days</p>
<p>6.10 Are notifications of maximum regular and overtime hour policies visibly posted in</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Posted in notice board.</p>

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
the language(s) understood by the facility's workers and management personnel?				

Hours of Work Analysis

Review periods	# of samples reviewed	Average weekly hours (incl. overtime)	Highest weekly hours (incl. overtime)	Frequency of occurrence of max hours (# of workers from samples & # of weeks worked at max hours per period)
April-2019	35	49.95 Hours	60 Hours	Maximum 12 hour overtime done by 1 worker in one week out of 35 sample
January-2019	35	49.43 Hours	58 Hours	Maximum 10 hour overtime done by 2 worker in one week out of 35 sample
September-2018	35	49.91 Hours	58 Hours	Maximum 10 hour overtime done by 2 worker in one week out of 35 sample
Average weekly hours incl. overtime across all samples (This number should be used to fill out Q7d in WHAP, if applicable)		49.76 Hours		
Follow-up Audit				
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
Average weekly hours incl. overtime across all samples (This number should be used to fill out Q7d in WHAP, if applicable)		N/A		

Legal regular work week for this country/industry	06 days		
Range of weekly overtime hours over sample, quote highest and lowest)	Review period 1	Review period 2	Review period 3
	H -12.00 L _0_	H -10.00 L _0_	H -10.00 L _0_
Range of daily overtime hours over sample, quote highest and lowest	Review period 1	Review period 2	Review period 3
	H _2.00 L _0_	H _2.00 L _0_	H _2.00 L _0_
Lowest total weekly hours worked in sample	48 hrs	Department(s)	Sewing-Opt Admin-Security Guard
Highest total weekly hours worked in sample	60 hrs	Department(s)	Embroidery-Opt
	2 hours in a Day		

<p>Legally permitted overtime hours (list daily, weekly, monthly, quarterly, yearly whichever is applicable)</p>	<p>The Labor Ministry and Employment Circular of Bangladesh No.40.00.0000.016.32.009.10-257 dated 17th December 2017 that allowed factories to work 4 hrs OT from 17th April 2018 to October 2018</p> <p>The Labor Ministry and Employment Circular of Bangladesh No.40.00.0000.016.32.009.10-166 (ongsho-1) dated 28th November 2017 that allowed factories to work 4 hrs OT from 17th October 2018 to 16th April 2019.</p>
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PRINCIPLE 6: HOURS OF WORK	
<p>Non-compliances raised against this Principle :</p> <p>Nil</p>	

PRINCIPLE 7

DISCRIMINATION

Facilities will employ, pay, promote, and terminate workers on the basis of their ability to do the job, rather than on the basis of personal characteristics or beliefs.

Facilities will ensure that all terms and conditions of employment are based on an individual's ability to do the job, and not on the basis of any personal characteristics or beliefs. Facilities will ensure that any employment decision – involving hiring, firing, assigning work, paying or promoting – is made without discriminating against the employees on the basis of race, color, national origin, gender, sexual orientation, religion, disability, or other similar factors (pregnancy, political opinion or affiliation, social status, etc.).

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
7.1 Does the facility have procedures and practices to ensure compliance and remediation with the facility policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has developed procedures and practices to ensure that facility's antidiscrimination policy is effective
7.2 Is the facility's written policy visibly posted in the language(s) understood by the workers and management personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has prominently posted the policy written in local language on factory notice boards, printed in employee handbook and holds regular training programs to create awareness among all employees, including the management personnel.
7.3 Does the facility have an effective program and materials used to train relevant individuals, including all individuals responsible for the supervision of workers and the hiring process, on the facility's policy and procedures prohibiting discrimination?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular training programs are arranged to train relevant individuals such as management staff, supervisory personnel and Admin, HR & Compliance staff on the anti-discrimination policy and practices of the facility. The training materials prepared by responsible persons were reviewed and found appropriate. During hiring of employees discrimination policy and procedures explained and orientation given for the new employees. And sign statement also collected through training
7.4 Are the facility's policy, practices and procedures on discriminatory behavior effectively communicated to all workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The management posts facility policy on all factory notice boards, prints in employee handbook and provides awareness training programs to all staff and workers to create awareness on facility's policy, practices, and procedures on discriminatory behavior. It is observed

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
				that policy, practices and procedures have been communicated effectively to all employees.
7.5 Does the facility effectively communicate the requirements of this Principle to third parties (subcontractors, labor brokers/agencies, industrial parks, export processing zones, free trade zones, etc.) that may recruit and screen applicants on its behalf in writing?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The factory is not situated in any such area. Company recruits employees directly and not through any third party.
7.6 Has the facility had any discrimination charges filed against it by workers, regulatory agencies or any outside agency during the past two years? <i>If so, please provide details.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No discrimination charge was filed against the facility by employees, regulatory agencies or any outside agency since its inception.
7.7 Does the facility explicitly prohibit mandatory pregnancy testing as a condition of employment or continued employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As a part of its policy on prohibition of discrimination, mandatory pregnancy testing as a condition of employment or continued employment has been prohibited by the management.
7.8 Are workers with the same job and seniority paid the same rate, irrespective of race, color, national origin, gender, age, sexual orientation, religion, disability, or other characteristics?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the review of salary records and other related documents it was observed that the employees are remunerated and promoted on the basis of their ability to perform the job without regard to gender, age and other characteristics. Facility provides yearly 5% salary increment as per law to those, who are eligible. Worker Selection Interview form record available for all newly recruit workers. Record kept by HR & Compliance Department
7.9 Do all workers have an equal opportunity to work overtime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overtime is done on the basis of necessity department wise, and those department/sections required overtime normally do the overtime.
7.10 Do all workers sign statements (statements may be included in an employment application or contract), written in the language(s) understood by workers, affirming their receipt and understanding of the facility's anti-discrimination policies and procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the documents review it was verified that employees sign statements, written in the native language(s) of the employees, to affirm understanding of the facility's antidiscrimination practices through the training methods. Last training conducted 18 th April, 2019.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
7.11 Are pregnant women engaged in work that creates a risk for their pregnancy or reproductive health?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such situation observed during audit. Factory practice is pregnant workers will work general duty willingly and if they feel ill or any other problem nurse take care and send them to the medical officer and as per doctor's suggestion further decision made if that workers require leave or rest etc. And pregnant worker can anytime go to medical room if they feel ill and can take rest.
7.12a Does the facility have written policies and procedures related to termination and layoff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility have written policies and procedures related to termination and layoff. Document checked during audit.
b. Do these policies and procedures comply with local/national laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Termination policy complies with legal requirement and it explains the full legal process.
c. Does the facility provide training to all workers on termination and layoff policies and procedures, particularly to newly hired workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Document found available.
7.13 Can workers terminate employment by giving proper notice (defined by local laws or by contract terms) at any time and without penalty?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers can terminate employment by giving proper notice at any time and without penalty.

PRINCIPLE 7: DISCRIMINATION

Non-compliances raised against this Principle:

Nil

PRINCIPLE 8

HEALTH & SAFETY

Facilities will provide a safe and healthy work environment. Where residential housing is provided for workers, facilities will provide safe and healthy housing.

Facilities will provide a safe, clean, healthy and productive workplace for their employees. Facilities shall prioritize worker health and safety above all else, and proactively address any safety issues that could arise. This will include a wide variety of requirements, such as, ensuring, among other things, the availability of clean drinking water (at no charge to workers), adequate medical resources, fire exits and safety equipment, well-lighted and comfortable workstations, and clean restrooms. Further, facilities shall adequately train all their workers on how to perform their jobs safely.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
HEALTH & SAFETY OVERVIEW				
8.1 Does the facility comply with all relevant health and safety laws and regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the factory tour and employee interview it was observed that the facility is following the applicable laws and regulations regarding health & safety and ensuring a safe and hazard-free workplace. Emergency fire alarms, fire exits, fire extinguishers and other firefighting appliances, first aid boxes, personal protective equipment, sanitary toilets, etc. were found in proper places and adequate quantities. And the records verified indicated that the factory is fully compliant.
8.2 Are all relevant government health, safety, fire safety and building safety certificates/permits, insurance policies and any relevant correspondence or documents from government officials in order? <i>Please identify and report any irregularities.</i> <i>Please list any relevant certificate (fire, safety, building, etc.) license numbers and expiration dates. If a certificate or permit has expired or is about to expire, mention whether or not the facility has applied for a renewal.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All relevant government health, safety, and fire safety certificates / permits, insurance policies and any relevant correspondence or documents from government officials in order. All license found up-to-date.</p> <p><u>Factory License:</u> 12706/Dhaka Category-“I” Valid till 30th June, 2019 Issued by Department of Inspection for Factories and Establishments Head</p> <p><u>Trade License:</u> License number: 002919 Valid till: 30th June 2019, Issued by Ashulia Union Parishad.</p> <p><u>Fire License:-1</u> <u>License number:</u> DD/Dhaka/19040/2005 Valid till: 30th June, 2019 Issued by: Bangladesh Fire Service and</p>

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
				<p>Area covered-1, 10445 Sq. feet.</p> <p>Fire License:-2 License number: DD/Dhaka/24521/2014 Valid till: 30th June, 2019 Issued by: Bangladesh Fire Service and Area covered-45,000 Sq. feet.</p>
<p>8.3 Does the facility undertake internal monitoring of its health and safety systems, including fire safety, to ensure it is following written procedures/processes and meeting the requirements of all relevant laws?</p> <p><i>Please describe the nature of the internal monitoring procedures, including frequency and coverage</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facility undertakes internal monitoring of its health and safety systems, including fire safety, to ensure it is following the written procedures and processes and meeting the requirements of all relevant laws.</p> <p>Frequency of internal audit is once in every two months.</p>
<p>8.4a Has risk assessments been carried out throughout the facility, including fire risk assessments?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Section wise risks assessment including fire risk assessment performed and communicated throughout the factory. Last risk assessment was conducted on 20-25th April, 2019</p>
<p>b. How often does the facility perform risk assessments?</p>	<p>The facility performs risk assessments in every month. During the documentation review it was noted that the facility management is performing risk assessment process wise and three monthly basis.</p>			
<p>c. Were the findings communicated with management and health & safety committee?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes the finding found in the risk assessment were communicated with management and health & safety committee.</p>
<p>d. Were actions taken to correct the findings? <i>Note: If a facility had findings from risk assessments but has since corrected them, no NC should be raised.</i></p> <p>Please describe the actions taken and resulting improvement/correction.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Action taken on finding found in the risk assessment, corrected and documented.</p>
<p>8.5 Is a regular occupational health check arranged for workers involved in hazardous job duties, if any?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The facility has regular occupational health check arranged for workers involved in job duties i.e. Generator, Boiler operators, Compressor, Embroidery, Canteen boy and Spot lifter. List of identified risks is available in risk assessment records with the action. Health checkup is doing yearly basis.</p>

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>						
8.6 Does the responsible person(s) work with health & safety committee to address findings from the facility's risk assessments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has responsible person to work with health & safety committee to address findings from the facility's risk assessments.						
8.7 Has the facility properly tracked health, safety, and fire incidents in the past 12 months?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility properly tracks health, safety, and fire incidents. Accident & Injury register is maintained.						
8.8 Does the facility have an effective program and materials to train relevant individuals, including all individuals responsible for the supervision of workers, on all of the relevant occupational health and safety issues?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has a program and materials to train relevant individuals, including all individuals responsible for the supervision of workers, on all of the relevant occupational health and safety. Documented training record available						
8.9 Does the facility have a written safety program, including written emergency procedures to handle natural disasters, fire safety, and emergencies and industrial accidents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has a written safety program, including written emergency procedures to handle natural disasters, fire safety, and emergencies and industrial accidents. Documented record available like injury/accident register, clinic log etc.						
8.10 Are the following safety documents maintained by the facility:										
a. Health and safety reports?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records were found available to review						
b. Heavy machinery inspection (boilers, compressors, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance record available. The details are maintained by Mr. Azizul Haque (Electrical Engineer) and supplier is doing inspection in every six months.						
c. Maintenance reports?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Production related machinery maintenance records are maintained.						
d. Fire extinguisher records, noting the date of inspection and expiration?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly monitoring documented record available attached to every fire extinguisher.						
e. Emergency evacuation drill records (at least semi-annual, roughly six months apart) for all shifts, including night shift, and child care, noting the date and detailed results? <i>List at least three (3) drill dates, two (2) in the past and one (1) planned for the future for every shift, if applicable.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility conducts fire drill and emergency evacuation drill in every month internally and conduct every six months by BFSCD. Last two drills given below:- <table border="1" data-bbox="808 1675 1534 1879"> <thead> <tr> <th>Date of Drill</th> <th>Evacuation time</th> <th>Evacuated Persons</th> </tr> </thead> <tbody> <tr> <td>21st April, 2019 (Internal)</td> <td>2 min 27 seconds</td> <td>1484 including management staff, office staff and visitor</td> </tr> </tbody> </table>	Date of Drill	Evacuation time	Evacuated Persons	21 st April, 2019 (Internal)	2 min 27 seconds	1484 including management staff, office staff and visitor
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21 st April, 2019 (Internal)	2 min 27 seconds	1484 including management staff, office staff and visitor								

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>						
<i>List the time it took for all personnel to evacuate.</i>				<table border="1" data-bbox="808 268 1544 541"> <tr> <td data-bbox="808 268 1036 401">30th March, 2019 (Internal)</td> <td data-bbox="1036 268 1252 401">2 min 18 seconds</td> <td data-bbox="1252 268 1544 401">1462 including management staff, office staff and visitor</td> </tr> <tr> <td data-bbox="808 401 1036 541">28th January, 2019 by BFSCD</td> <td data-bbox="1036 401 1252 541">1 min 57 seconds</td> <td data-bbox="1252 401 1544 541">906 including management staff, office staff and visitor</td> </tr> </table> <p data-bbox="808 573 1544 646">The facility planned to conduct next evacuation drill and emergency evacuation Last of week May-2019</p>	30 th March, 2019 (Internal)	2 min 18 seconds	1462 including management staff, office staff and visitor	28 th January, 2019 by BFSCD	1 min 57 seconds	906 including management staff, office staff and visitor
30 th March, 2019 (Internal)	2 min 18 seconds	1462 including management staff, office staff and visitor								
28 th January, 2019 by BFSCD	1 min 57 seconds	906 including management staff, office staff and visitor								
f. Work injury reports?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Injury & Accident register maintained. Documented records found available.						
g. Clinic logs, noting date and reason for visit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Patient visit records maintained and verified in the medical room during floor visit. Found track properly with dates and doctor's advice and reasons with seal and sign.						
8.11 Have any government agencies inspected the facility for compliance with safety and health regulations during the past two years? <i>If yes, please list the findings.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No government agencies inspected the facility during past years.						
8.12 Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for the following: a. Heat stress/extreme temperatures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility addresses the occupational health and safety needs required by the relevant laws and regulations for the Heat stress/extreme temperatures. Temperature is monitoring two times every day.						
b. Paint spray/spot cleaning booths?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Worker working in spot cleaning booth use safety mask, gloves and goggle. MSDS were displayed in local language.						
c. Welding safety?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Welding allowed inside the factory premises						
d. Respiratory safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Face Mask supplied to concerned workers						
e. Blood borne pathogen program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blood borne pathogen program in place. The facility has agreement with Filria & General Hospital						
f. Hearing (noise control program)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise control program is in place, PPE is used. Documented record available.						
g. Indoor air quality?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Face Mask supplied to concerned workers						

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
h. Cotton dust ventilation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ventilation fans installed and verified during the facility tour.
i. Sanitary waste disposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the facility tour covered bin boxes were found available in the female toilets for disposing sanitary napkin.
GENERAL BUILDING REQUIREMENTS				
8.13 Does a visual inspection of the facility's building(s) suggest any potential concerns about physical integrity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		No concern about the physical integrity of the facility was observed during facility tour.
8.14 Are there any cracks on any of the building structures observed during the audit? <i>If so, please include photos in Photo Section.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		No cracks observed during the audit on any of the building structures.
8.15 What is the overall general appearance of this facility: <div style="text-align: right; padding-right: 20px;"> Excellent <input type="checkbox"/> Good <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Unacceptable <input type="checkbox"/> </div>				Generally the factory was well maintained and kept clean. Emergency exits are marked, machine layout is good with sufficient space between operating lines. All floors had sufficient lighting, ventilation and space for workers to work in a safe and healthy manner. The factory has fulltime cleaners who are continuously cleaning the floors and toilets
8.16 Is the overall general appearance of the maintenance shop acceptable and not in a condition that could cause serious injury or harm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall general appearance of the maintenance shop acceptable, it was noted required PPE were available in maintenance shop.
8.17 Is trash properly disposed of both inside and outside the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The process waste (cartons, plastic bags, Drum etc.) are collected by 3 rd party daily basis from factory front side Shed. Written agreement is available with third party company that removes the waste.
8.18 Are the toilets and washrooms in the facility: a. In sanitary and serviceable condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilets and washrooms in the facility were found in sanitary and serviceable condition and meeting minimum quantity required by relevant law.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS						
b. Meeting minimum quantity required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <tr> <td data-bbox="808 289 1154 359">Number of Male Employee is 374</td> <td data-bbox="1154 289 1549 359">Number of Female Employee is 858</td> </tr> <tr> <td data-bbox="808 359 1154 390">Toilet for Male is 90</td> <td data-bbox="1154 359 1549 390">Toilet for Female is 117</td> </tr> <tr> <td data-bbox="808 390 1154 422">Law required 8</td> <td data-bbox="1154 390 1549 422">Law required 20</td> </tr> </table>	Number of Male Employee is 374	Number of Female Employee is 858	Toilet for Male is 90	Toilet for Female is 117	Law required 8	Law required 20
Number of Male Employee is 374	Number of Female Employee is 858									
Toilet for Male is 90	Toilet for Female is 117									
Law required 8	Law required 20									
c. Stocked adequately with soap and toilet paper?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes						
8.19 Are exits unlocked during times when the facility is occupied to allow free, unobstructed exit from the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the facility tour found all exits/stair were unlocked.						
8.20 During the facility visit, were any aisles blocked or restricting easy access to emergency exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Aisles found free. No blockage for easy access to emergency exits.</p> <p>But, during the facility tour it was observed that the walkways were found partially blocked by Semi Finished Garments and workers were found working standing on aisles mark at 1st and 2nd Floors. (8.20)</p> <p><u>Desktop follow-up conducted on 17th June, 2019</u> Based on facility provided pictorial evidence review it was observed that the facility management removed all blockages, removing Semi Finished Garments bodies and no worker are working standing in the walkways</p> <p>Pictures taken as evidence reviewed and accepted during desktop follow-up audit.</p>						
8.21a Has the facility appropriately identified areas that, for fire safety purposes, should be designated as “non-smoking”?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoking is not allowed in the factory and the facility appropriately identified areas that, for fire safety purposes.						
b. Is the facility properly enforcing the “non-smoking” policy for areas so designated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is enforced effectively.						
8.22a Does the facility maintain first aid supplies as required by law or if no legal requirement exists, as recommended by a local medical provider or relevant authority?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>First aid boxes found as per legally required</p> <table border="1"> <tr> <td data-bbox="808 1661 1078 1730">Number of Workers</td> <td data-bbox="1078 1661 1549 1730">Number of First Aid Box</td> </tr> <tr> <td data-bbox="808 1730 1078 1761">1232</td> <td data-bbox="1078 1730 1549 1761">25</td> </tr> </table>	Number of Workers	Number of First Aid Box	1232	25		
Number of Workers	Number of First Aid Box									
1232	25									

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>						
b. Are these first aid supplies available and accessible to all areas of the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Aid Boxes are available at all locations each box had as per supplies as required by the 11st. Medical assistant is responsible to monitor first aid boxes.						
8.23 Is there clean drinking water that is easily accessible at the facility? <i>List potability test report numbers, if applicable. If not, describe how the facility determines the drinking water is suitable for consumption.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean drinking water is provided which is filtered from the central filtration system. Water is regularly tested from Government of the People's Republic of Bangladesh. Water Test Done: - Sample ID-Ton201903580 Sample receiving-10 th March, 2019 Date of Sample tested 10-19 th March, 2019						
8.24 Is drinking water provided <i>at no cost</i> to workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drinking water free to all workers verified during worker interview.						
8.25 Is the facility's crèche/child-care area operated and maintained in a safe and healthy manner and its location meets the law requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Childcare room is located at ground floor of the facility building-2. It was found properly maintained as per law requirement. Childcare governess found Ms. Janna Ara Begum as designated baby sitter. Her personnel file checked and found ok.						
8.26a Is the facility's canteen/cafeteria operated and maintained in a safe and healthy manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>During the facility tour Dining and Canteen were found at same place i.e. at 5th floor the facility building-1. Mr. Alamgir (Canteen boy).</p> <table border="1"> <thead> <tr> <th>Total employees(excluding management staff)</th> <th>Legally required seating (30% dining and canteen together)</th> <th>Available capacity</th> </tr> </thead> <tbody> <tr> <td>Total worker 1232 (including cleaner, loader) excluding management staffs and security guards.</td> <td>370</td> <td>540</td> </tr> </tbody> </table> <p>During the facility tour it was noted that worker's canteen was remained closed due to the Holy Month of Ramadan. (8.26a)</p> <p>Desktop follow-up conducted on 17th June, 2019 Based on facility provided pictorial evidence review it was observed that the facility management is providing Canteen facility in the Holy Month of Ramadan.</p> <p>Pictures taken as evidence reviewed and accepted during desktop follow-up audit.</p>	Total employees(excluding management staff)	Legally required seating (30% dining and canteen together)	Available capacity	Total worker 1232 (including cleaner, loader) excluding management staffs and security guards.	370	540
Total employees(excluding management staff)	Legally required seating (30% dining and canteen together)	Available capacity								
Total worker 1232 (including cleaner, loader) excluding management staffs and security guards.	370	540								

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
b. Does the canteen/cafeteria have the required licenses to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per the legal requirement no license is required to operate canteen/cafeteria
c. Does the staff have the required health certificates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes canteen operator has required health certificate verified and found ok.
PERSONAL PROTECTION EQUIPMENT (PPE)				
8.27 Does the facility conduct hazard assessments to determine if any PPE is required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented hazard assessment available also displayed in production floor for workers awareness.
8.28 If PPE is required, is it provided to affected workers <i>at no cost</i> ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers get PPE free of cost. Needle guard, eye guard, face mask, metal hand gloves in cutting section, is available.
8.29 Is the PPE appropriate and adequate for the workers' job and in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During facility tour it was observed that the PPE provided to workers were appropriate and adequate for the workers' job and in good condition. It was further confirmed during worker interviews. Last training was conducted on 6 th May, 2019
ELECTRICAL SAFETY				
8.30 Is there a qualified electrician in the facility responsible for maintaining electrical safety? If not, what is the facility doing to ensure electrical safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr. Azizul Haque (Electrical Engineer) is working full time for the factory and over all responsible for Electrical maintenance of the facility.
8.31 Does a visual inspection of the wiring indicate the following:				During facility visit it was found that cables were covered in channels, tubes/conduits.
a. Good general condition of cabling?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During facility visit it was found that cables were not tangled and were kept tidy and organized.
b. No exposed or loose wires?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During facility tour no exposed or loose wire was seen.
c. Proper insulation/grounding/earthing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper insulation and grounding/earthing were found properly installed and electrical safety audit was done by Lead Engineering Solution and verified by Accord
8.32 Does a visual inspection of the electrical boxes and cabinets verify:				
a. Complete enclosures with covers provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All electrical boxes and cabinets were covered to prevent any live exposed parts.

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
b. Switches and outlets maintained in good working order?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Switches and outlets in the cabinets and boxes found in good working condition
c. All knockouts/trips in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In electrical boxes the knockouts were in place and the trip switches found in work's condition.
d. Adequate labeling with safety warning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate labeling was found during audit and with safety warning
WORKER SAFETY AWARENESS				
8.33a Does the facility maintain a safety committee comprised of workers and management, which holds regular meetings and keeps minutes of proceedings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total member of Health and Safety Committee is 10 comprised of workers and Management. Members from workers were 5 and Management was 5. Last meeting was held on 4 th May, 2019 The committee was formed on 31 st January, 2018
b. Does the committee discuss the findings from risk assessments and find solutions? When was the last time the discussion take place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety committee is meeting in every two months and discussing about findings find in the assessment. Last meeting was held on 4 th May, 2019
8.34 Does the facility conduct health & safety and fire safety orientation training for all new workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire safety and health safety training is part of orientation program. Training conducted for new employees and all employees. Last fire safety training for new employees was held on 19 th March, 2019 (Internal). The facility management applied to FSCD for fire safety training dated on 29 th August, 2017
8.35 Does the training cover the following regarding fire safety:				
a. Workers are informed of the locations of fire alarm pull and button stations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in regular training program and workers are informed of the locations of fire alarm pull and button stations
b. Workers are informed of the locations of fire extinguishers in and near their work area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in regular training program and all fire extinguisher marked by color for easy visible.
c. Workers have specific training concerning the dangers of smoke inhalation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in regular training program.

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>										
d. Workers are informed of the location of nearest exits and assembly points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in regular training program.										
8.36 Is worker training conducted for first aid and safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented training record was found available										
8.37 Are the first aid responders/emergency safety personnel properly trained and identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facility has identified fire fighter and first aid responders as per legal requirement. Dress code also maintained as per legally described fire fighters have yellow apron written backside "Fire" in red color. And first aid responders have white written backside "First aid" in black color.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Total number of Workers</td> <td>1232</td> </tr> <tr> <td>Total number of Fire Fighter</td> <td>90</td> </tr> <tr> <td>Rescue Members</td> <td>90</td> </tr> <tr> <td>Total number of First Aid Responders</td> <td>90</td> </tr> </tbody> </table>	Description	Number	Total number of Workers	1232	Total number of Fire Fighter	90	Rescue Members	90	Total number of First Aid Responders	90
Description	Number													
Total number of Workers	1232													
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Total number of First Aid Responders	90													
8.38 Have selected workers been trained on the proper use of firefighting equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Selected employees been trained on the proper use of firefighting equipment, documented training record available.</p> <p>Facility has provided external fire training from Fire service.</p> <p>Total certified fire fighter 280 from Fire Service Civil Defense and from BGMEA-60 certified</p>										
8.39 Have all workers who have any contact with chemicals and hazardous materials been trained on how to safely handle and dispose of specific chemicals and hazardous materials and how to eliminate fire risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented training record available trained on how to safely handle and dispose of specific chemicals and hazardous materials and how to eliminate fire risk.										
8.40 Are MSDS available (in appropriate language(s)) for all chemicals used by the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSDS available for machine oil, mobile and found diesel. Displayed in respective area local language.										
FIRE SAFETY														
8.41 Does the facility have an emergency evacuation plan, in the language(s) understood by workers, posted in view of the facility's workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evacuation plan posted in production floor in native language. Number of evacuation plan in each floors four exits. Workers are well aware about evacuation plan. Verified in workers interview.										

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>								
8.42 Does a facility tour verify that emergency exits are:												
a. In adequate number and locations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the facility tour it was observed that the facility has enough emergency exits. There are four in main building and two emergency exits in main production garments and rest all buildings have four emergency exits								
b. Unimpeded, including the path leading to exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All paths were found unobstructed leading to exit.								
c. Opening outwards? <i>If emergency exits do not open outwards, provide an explanation.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All emergency exit doors were found opening outwards.								
d. Leading to a safe assembly point?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assembly area was found marked in the factory premises and located back side of the factory.								
8.43 Can assembly point(s) accommodate ALL workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assembly area found organized and can accommodate all employees.								
8.44 Does a facility tour verify that safety equipment is:												
a. Visible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility placed the safety equipment visibly, free from obstacle.								
b. Appropriate in functionality and number?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility place Co2 type fire extinguishers near electrical installation and ABC type fire Extinguishers all hazardous area.								
c. Properly distributed throughout the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguishers were properly distributed throughout the factory.								
d. Easily accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Firefighting equipment was easily accessible to employees.								
e. Properly mounted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All fire extinguishers were mounted properly and at a suitable height so that it is easy for workers to access								
f. Unblocked and free of obstruction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access to firefighting equipment was not blocked or obstructed.								
g. Fire extinguishers are appropriate for the class(es) of fires possible in the area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proper types (ABC, CO ₂ and foam) of fire extinguishers were available in relevant areas. <table border="1" data-bbox="829 1730 1523 1871"> <thead> <tr> <th>Particulars</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>ABC</td> <td>273</td> </tr> <tr> <td>CO₂</td> <td>143</td> </tr> <tr> <td>Foam</td> <td>5</td> </tr> </tbody> </table>	Particulars	Quantity	ABC	273	CO ₂	143	Foam	5
Particulars	Quantity											
ABC	273											
CO ₂	143											
Foam	5											

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS										
				<table border="1" data-bbox="829 268 1523 447"> <tr> <td>Smoke + Heat Detector</td> <td>967</td> </tr> <tr> <td>Fire Alarm</td> <td>73</td> </tr> <tr> <td>Fire Alarm call point</td> <td>68</td> </tr> <tr> <td>Exit Illumination Light</td> <td>85</td> </tr> <tr> <td>Hydrant pump</td> <td>1 set</td> </tr> </table> <p>Also found others like helmet, bucket, stretcher, rope, hose auto and manual, water drum, hand gloves etc. and all complies with Legal Requirements.</p>	Smoke + Heat Detector	967	Fire Alarm	73	Fire Alarm call point	68	Exit Illumination Light	85	Hydrant pump	1 set
Smoke + Heat Detector	967													
Fire Alarm	73													
Fire Alarm call point	68													
Exit Illumination Light	85													
Hydrant pump	1 set													
8.45 Are the fire-fighting water hoses and connections in usable condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All hoses are inspected regularly. Inspection record available.										
8.46 Does the facility have appropriate measures to ensure adequate water pressure for fire-fighting water hoses and sprinkler systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydrant and Water pressure in hosepipes is checked regularly and records maintained. Also checked during audit at ground floor. Found appropriate measures adequate in water pressure for fire-fighting water hoses pipe.										
SPRINKLER VALVES														
8.47 Do sprinkler valves appear in good working order? <i>If local/national laws do not require facilities to have sprinklers, state so.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility building is seven storied and height 68 feet; as per the legal requirement if the building height exceeds 75 feet then sprinkler required.										
8.48 Are all sprinkler heads kept unobstructed from storage or other materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility building is seven storied and height 68 feet; as per the legal requirement if the building height exceeds 75 feet then sprinkler required.										
FIRE ALARM BOXES														
8.49a Are fire alarms unobstructed and identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the floor visit fire alarms found clear, unobstructed and identified.										
b. Does the facility have a test schedule for all fire alarm boxes? <i>State how the facility maintains this schedule.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of regular preventive maintenance schedule at facility all fire alarm boxes are checked monthly.										
c. Do fire alarms have flashing lights?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarms have flashing lights.										
d. Are fire notification mechanisms audible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire notification mechanisms audible verified during audit.										
8.50 Are combustible scrap, debris, and waste materials stored in covered metal receptacles, and removed from the work site promptly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The cut pieces, paper, and plastic are stored in waste room waste materials stored in covered metal receptacles, and removed from the work site promptly.										

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
If not, explain how they are stored.				
Emergency Evacuation				
8.51 Are lighting and alarm systems adequate and fitted with back-up systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting and alarm systems adequate and linked with back-up systems. Verified during the floor visit.
EMERGENCY LIGHTING				
8.52a. Is appropriate lighting in place in the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate lighting found in place.
b. Is the emergency power system working and in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency power system found working in good condition.
c. Does the facility regularly conduct a test to ensure the emergency power system is functioning correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility regularly conducts a test to ensure the system is functioning properly.
STAIRWELLS				
8.53a. Are all stairwell handrails in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All stairwell handrails found in good condition and from every floor has four exits.
b. Are all stair treads in good condition and does its width meet local law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All stair treads found in good condition.
c. Are all stair widths in compliance with the requirements of all relevant laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All stair widths in compliance with requirements of all relevant laws.
d. Are the stairways provided with appropriate artificial and emergency lighting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It was noted stairways provided with artificial and emergency lighting.
e. Are stairwells completely clear of obstructions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairwells found completely clear of obstructions.
f. Does the facility ensure stairwells are not used for storage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairwells are completely clear of obstructions and not used as storage.
CHEMICAL SAFETY				

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
8.54 Does the facility have a chemical safety program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has a chemical safety program was found in place.
8.55 Where applicable, does the facility properly store hazardous/toxic materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Defined in the chemical handling policy & procedure
8.56 Does the facility have the required government storage and usage permits for chemicals, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility is Woven garments manufacturing factory and as per legal requirement cut to pack factory not required chemical storage permits.
8.57 Does the facility maintain documentation for chemical labeling (including fire safety), chemical usage warnings, and proper handling instructions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility maintains documentation for chemical labeling chemical usage warnings, and proper handling instructions.
8.58 Does the facility ensure that all solvent wastes and flammable liquids are properly stored (including being kept in closed containers when not in use) at all times and kept away from potential ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All flammable liquids (diesel, machine oil) and solvent waste are stored separately and in closed containers when not in use. Further always kept away from potential ignition sources.
8.59 Are the chemical storage areas free of ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The chemical uses areas (spot removing room and machine oil) of the facility are free from ignition sources.
8.60 Are all lamps and lights away from combustible chemicals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility did not use lamps and lights in combustible Chemicals storing area.
BOILER/COMPRESSOR/ GENERATOR ROOMS				
8.61a Is the location of the boiler/compressor/ generator room consistent with all relevant requirements? (If no local or national laws apply, please describe the location of the boiler and compressor room.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boiler is located at building-4, Generator is located at building-3 and Compressor is located at building-5. Maintenance Team is responsible to maintain boiler and compressor room as well as third party is also doing every month. Location of the boiler and compressor room is consistent with all relevant requirements.
b. Are boilers/compressors/generators separated from production floor/office space as required by the relevant laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boiler is located at building-4, Generator is located at building-3 and Compressor is located at ground building-5 and it was found apart from the main production building.
8.62 Are there housekeeping and maintenance procedures in place for the boiler and compressor rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housekeeping and maintenance procedures in place for the Utility rooms.

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
<i>Please describe the nature and execution of these procedures.</i>				
8.63 Are there any fuel leaks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such condition observed.
8.64 Are the boilers and compressors inspected and serviced periodically? <i>Provide evidence or description of inspection and servicing procedures.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boiler and Compressor inspection is done and serviced periodically
8.65 Are the boiler licenses valid and authentic?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Boiler License 1:</u> Ba Bo: 7995, Valid up to 29 th May, 2019 <u>Boiler License 2:</u> Ba Bo: 4196, Valid Till 18 th August, 2019
8.66 Is the boiler operator certificate valid and authentic?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has one boiler operator, name and certificate is given below:- <u>Operator:-</u> Iqbal Hossain (Boiler Operator) Certificate No. 2010/122/3160/2010
MACHINE SAFETY				
8.67 Do machines have required safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required safety measures was found available during audit.
8.68 Do machines have relevant safety warnings in the language(s) understood by workers/machine operators?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Machineries have relevant safety warnings in the local language spoken by workers/machine operators
8.69 Do machine operators have the required licenses?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Machine operators does not require any license only training is required for operators. But only boiler operator need certificate which already details given 8.66
8.70 Have machine operators received adequate training to operate these machines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular training is conducting to operators how to operate machine.
SHARED BUILDING (IF APPLICABLE)				
8.71 Does the facility conduct joint risk assessments with other operations in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No shared building
8.72 Does the facility conduct joint emergency evacuations with other operations in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No shared building

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
DORMITORIES/APARTMENTS (IF APPLICABLE) <i>If No to Q8.73a & b, the rest of the questions in this section can be left blank.</i>				
8.73 Are there dorms/apartments provided for: a. Workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		No Dorm found in the facility premises.
b. Management?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		No Dorm found in the facility premises.
c. If Yes to a and/or b, are the dormitories/apartments separated from the production building(s) and warehouse(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.74 Are all national and local government health, safety, and fire safety certificates / permits, insurance policies and any relevant correspondence or documents from government officials in order for the dormitories/apartments? <i>Please identify and report any irregularities.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list any relevant certificate (fire, safety, building, etc.) license numbers and expiration dates.</i>
8.75 Does the dormitory/apartment have a written safety program, including written emergency procedures to handle natural disasters, fire safety, and emergencies and industrial accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.76 What is the overall general appearance of the dormitory/apartment? <div style="text-align: right; padding-right: 20px;"> Excellent Good Fair Unacceptable </div>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<i>Please explain your assessment designation</i>
8.77 Does a visual inspection of the dormitory/apartment building(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
suggest any potential concerns about physical integrity?				
8.78 Has the facility posted an emergency evacuation plan of the dormitories/apartments in the language(s) understood by the residents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.79 Does the facility conduct regular emergency evacuation drills (at least semi-annual) for the dormitories/apartments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.80 Does a dormitory/apartment tour verify that safety equipment is:				
a. Visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Appropriate in functionality and number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Properly distributed throughout the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Properly mounted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Unblocked and free of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Fire extinguishers are appropriate for the class(es) of fires expected in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.81 Are exits unlocked during times when the dormitories/apartments are occupied to allow free, unobstructed exit from the dormitories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.82 During the dormitory visit, were any aisles blocked or restricting easy access to emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.83 Does a dormitory/apartment tour verify that emergency exits are:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
a. In an adequate number and locations?				
b. Unimpeded, including path leading to exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Open outwards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Leading to a safe assembly point that can accommodate all residents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE ALARM				
8.84a Are fire alarms unobstructed and identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Does the facility have a test schedule for all fire alarm boxes? <i>State how the facility maintains this schedule.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Do fire alarms have flashing lights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Are fire notification mechanisms audible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EMERGENCY LIGHTING				
8.85a. Is appropriate lighting in place in the dormitory/apartment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the emergency power system working and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Does the facility regularly conduct a test to ensure the emergency power system is functioning correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STAIRWELL				
8.86 Are all stairwell handrails in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<i>AUDIT QUESTIONS</i>	YES	NO	NA	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
8.87 Are all stair treads in good condition and does its width meets local/national law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.88 Are the stairways in the dormitories provided with artificial and emergency lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.89a Are stairwells completely clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Does the facility ensure stairwells are not used for storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.90 Are the assembly points located in safe locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.91 Is there clean drinking water that is easily accessible? <i>List portability test report numbers, if applicable.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.92 Are the toilets and washrooms in sanitary and serviceable condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.93 Is trash properly disposed of both inside and outside the dormitory/apartments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PRINCIPLE 8: HEALTH & SAFETY

Non-compliances raised against this Principle:

1. During the facility tour it was observed that the walkways were found partially blocked by Semi Finished Garments and workers were found working standing on aisles mark at 1st and 2nd Floors. WRAP Clause 8.20

Desktop follow-up conducted on 17th June, 2019

Based on facility provided pictorial evidence review it was observed that the facility management removed all blockages, removing Semi Finished Garments bodies and no workers are working standing in the walkways.

Pictures taken as evidence reviewed and accepted during desktop follow-up audit.

2. During the facility tour it was noted that worker's canteen was remained closed due to the Holy Month of Ramadan. WRAP Clause 8.26a

3. **Desktop follow-up conducted on 17th June, 2019**

Based on facility provided pictorial evidence review it was observed that the facility management is providing Canteen facility in the Holy Month of Ramadan.

Pictures taken as evidence reviewed and accepted during desktop follow-up audit.

PRINCIPLE 9

FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING

Facilities will recognize and respect the right of employees to exercise their lawful rights of free association and collective bargaining.

Facilities will respect the freedom of each employee to choose for him- or her-self whether or not to join a workers' association. Facilities cannot discriminate against workers based on whether or not they choose to associate. Both the facility and the workers shall ensure they conduct themselves in accordance with all relevant laws in this regard. Facilities will ensure an effective mechanism is in place to address any workplace grievances.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
9.1 Does the facility have procedures that recognize and respect the right of workers to exercise their lawful rights of free association and collective bargaining?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The management has documented policy, procedures and practices to recognize and respect the lawful rights of free association and collective bargaining of workers.
9.2 Does the facility have a documented grievance mechanism? <i>Describe the mechanism in full, including how grievances are collected, by Workers' committee/representative/union members, round-table discussion, open door, suggestion box and/or helpline/hotline.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility implemented policy and procedure for handling Grievance and appointed a qualified Md. Jahangir Kabir (Deputy Manager-Compliance, HR & Admin Department) and Md. Salauddin Ahmed (DGM-HR & Admin), Rajib Kumar Datta (Manager-Compliance, HR & Admin Department) and Ms. Shefaly Akter (Welfare Officer) They are handling grievance mechanism in following way. Grievance comes to Welfare office verbally and written grievance is coming through complain box. Boxes are checking in every week with PC member and if any complaint comes in the box, HR department call a meeting where Asst. general manager management is attending and solution and decision come through the meeting. Complaints are coming through 1. Through complaint box

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS										
				2. Grievance Mechanism Survey 3. Orally/hot line When get a complaint they start investigation. The facility comes up in solution through PC meeting Director, DGM-HR, Admin & Compliance, and GM- production are attend in the meeting.										
9.3 Is the grievance mechanism known to all workers? <i>Please provide reference numbers to any evidence of the grievance mechanism being used.</i>	☒	<input type="checkbox"/>	<input type="checkbox"/>	The facility has grievance mechanism known to all workers and verified during workers interview.										
9.4 Are there any penalties associated with using the grievance mechanism?	<input type="checkbox"/>	☒	<input type="checkbox"/>	No										
9.5 Does the facility have a union, association, workers' committee or collective representation of workers? <i>Note: Facility is required to indicate whether or not an informal or formal association of workers exists. If a lawful association of workers exists, include a representative of such association in the interview process.</i> <i>Some form of worker representation must exist to address workplace grievances.</i>	☒	<input type="checkbox"/>	<input type="checkbox"/>	Currently Company has 17 members, from management-6 and worker-11 PC formed to settle the issues of the workers and to convey any complaint/demand to the top management. <table border="1" data-bbox="1019 1203 1461 1581"> <tr> <td>Election Date:</td> <td>30th October, 2017</td> </tr> <tr> <td>President</td> <td>Mr. Iftekhar Matin (Executive Director)</td> </tr> <tr> <td>Vice President</td> <td>Ms. Jannatul Ferdous (Quality Inspector)</td> </tr> <tr> <td>Last Meeting</td> <td>5th May, 2019</td> </tr> <tr> <td>Interval</td> <td>In every 2 months.</td> </tr> </table>	Election Date:	30 th October, 2017	President	Mr. Iftekhar Matin (Executive Director)	Vice President	Ms. Jannatul Ferdous (Quality Inspector)	Last Meeting	5 th May, 2019	Interval	In every 2 months.
Election Date:	30 th October, 2017													
President	Mr. Iftekhar Matin (Executive Director)													
Vice President	Ms. Jannatul Ferdous (Quality Inspector)													
Last Meeting	5 th May, 2019													
Interval	In every 2 months.													
9.6 If a union, association, workers' committee or collective association which represents the workers exists, does the facility consult with the worker representatives on any issues that are a requirement by law such as facility disclosures, mass lay-offs, restructuring of the business etc.?	☒	<input type="checkbox"/>	<input type="checkbox"/>	Facility consults with the worker representatives on any issues that are a requirement by law.										

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
9.7 If the workers have a union, association, workers' committee or collective association that addresses workplace issues, does this workers' group operate free from coercion or illegal restrictions to its operations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No coercion noted
9.8a If a union, association, workers' committee or collective association exists, is there any bargaining agreement or labor-management negotiation on workplace issues? <i>Specify what agreement exists.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented records verified during audit.
b. If there is a bargaining agreement, does it meet the legal minimum requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comply with legal requirements.
9.9a. If there is a union, are workers aware of the existence of the union? <i>Name(s) of union(s)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No union found at the facility.
b. Are organization meetings held in the factory premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No union found at the facility.
9.10a Are there formal communication procedures between worker representatives/committee members and management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Found in place, verified during interview.
b. What are the procedures for workers' representatives/committee members meeting with management to discuss work-place issues?	Meeting interval is once in every two month.			
c. Are workers' representatives/committee members consulted in establishing safe working conditions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers' representatives/committee members consulted in establishing safe working conditions, verified during interview and floor visit.
d. Does management respond to workers' representatives/committee members?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Management respond to workers' representatives/committee members, verified during floor visit and interview.
9.11 Does the facility enter into discussions with the workers' representatives in an open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discussion with the worker representative is in open manner. After the meeting, minutes circulated in the notice board.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
manner and within the terms of local/national law?				
9.12 Are the minutes of facility/worker representative meetings documented and available to the workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting minutes are displayed on the notice board to communicate with all workers. Also, facility has PA system to communicate easily to all workers.
9.13 Are workers' representatives elected on a free and confidential basis by the workers without interference from management? <i>If no, what is the election process?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers' representatives elected on a free and confidential basis by the workers without interference from management, verified during workers interview.
9.14 Does the facility discriminate, harass or abuse against workers who form or participate in lawful associations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verified through workers interview that the management does not discriminate against those workers who join any committee/association.
9.15 Does the facility discriminate, harass or abuse against those who choose not to join any association?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verified through workers interview that the management does not discriminate against those workers who choose not join any specific committee/association.
9.16 Does the facility communicate its policies and practices pertaining to this Principle to: a. facility workers that may perform recruitment or screening of applicants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility communicates policies and practices to all workers. It was also verified during audit.
b. Third Parties (e.g., free zone office services, labor brokers/agencies) that may perform recruitment or screening of applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recruitment Committee, consulting with the Compliance Department, hires all workers directly, with no Third party involvement.

PRINCIPLE 9: FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING
Non-compliances raised against this Principle:
Nil

PRINCIPLE 10

ENVIRONMENT

Facilities will comply with environmental rules, regulations and standards applicable to their operations, and will observe environmentally conscious practices in all locations where they operate.

Facilities will ensure compliance with all applicable legally mandated environmental standards, and should demonstrate a commitment to protecting the environment by actively monitoring their environmental practices. In particular, facilities will ensure proper waste management, including monitoring the disposal of any waste material - whether solid, liquid or gaseous - to ensure such disposal is done safely and in a manner consistent with all relevant laws.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
10.1 Does the facility have an environmental management system relevant to its industry?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility have an environmental management system relevant to its industry and it was found in place.
10.2 Does the facility have a program and materials to train relevant individuals on each practice of the environmental management system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training program available for material safety. Documented training record available. All workers related with chemical handling are well aware about chemical safety program.
10.3 Does the facility assess its ability to prevent and control harmful releases of industrial waste into the environment as a part of the environmental management system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facility assesses its ability to prevent and control harmful releases of industrial waste into the environment as a part of the environmental management system.</p> <p>Documents verified:</p> <ul style="list-style-type: none"> - Water use permission - Total Diesel Consumption - Total Purchased Electricity Consumption - Indoor Air Level Quality Report - Noise Level Quality Monitoring Report - Humidity Level Quality Monitoring Report - Temperature Level Quality Monitoring Report - Consumption Report of Oil, Gas, Water, Electricity - Third Party Waste Disposal Agreement

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
				<ul style="list-style-type: none"> - Waste inventory and tracking records - Temperature monitoring records.
10.4 Does the facility have proper installation and equipment to prevent and control harmful releases of industrial waste into the environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility maintain a detailed plan for handling accidental release or discharge of environmentally dangerous materials
10.5 Does the facility keep a detailed plan for handling accidental release or discharge of environmentally dangerous materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility maintain a detailed plan for handling accidental release or discharge of environmentally dangerous materials
10.6 Does the facility maintain records of emission events?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility's environmental management system address where and how solid, chemical, sanitary, and wastewater substances are disposed of. Separate segregated space available for waste. Written agreement available with M/S M. R Traders and Contractor for proper disposal of waste.
10.7 Does the facility's environmental management system address where and how solid, chemical, sanitary, and wastewater substances are disposed of?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility's environmental management system address where and how solid, chemical, sanitary, and wastewater substances are disposed of. Separate segregated space available for waste. Written agreement available with Five Star Enterprise to deposit waste properly as per legal requirements.
10.8 Does a review of the following records reveal any irregularities? <ul style="list-style-type: none"> • local government environmental inspection reports • certificates/permits • notices of deficiencies • corrective action notices or plans held by the facility • any correspondence from government officials <i>If so, please comment on how the facility has addressed them.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Environmental clearance license is not applicable for the facility as the facility is Woven Garment manufacturing and no washing process they have.
10.9 Does the facility adequately communicate to all facility workers the relevant local and national laws and regulations as well as pertinent facility procedures concerning the environment Principle?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility's environmental management system address where and how solid, chemical, sanitary, and wastewater substances are disposed of. Separate segregated space available for waste. Written agreement available with second party to deposit waste properly as per legal requirements.

PRINCIPLE 10: ENVIRONMENT

Non-compliances raised against this Principle:

Nil

PRINCIPLE 11

CUSTOMS COMPLIANCE

Facilities will comply with applicable customs laws, and in particular, will establish and maintain programs to comply with customs laws regarding illegal transshipment of finished products.

Facilities will ensure that all merchandise is accurately marked or labeled in compliance with all applicable laws. In addition, facilities will keep records

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
11.1 Does the facility keep copies of all applicable customs/trade program laws and regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Customs Compliance Act.
11.2 Do the facility's policies and procedures on customs compliance cover the following requirements:				
a. Facility complies with all applicable customs/trade program laws and maintains practices to comply with customs/trade program laws regarding illegal transshipment of products (in the event possible illegal transshipment activity, appropriate host government agency shall be notified)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company policy is documented and is part of Policies On Compliance & Human Rights It addresses all requirements of WRAP Principle 11
b. Facility monitors its productions on a per style basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The style and PO numbers are stated on all documents used to control from receipt of raw materials to delivery of finished goods.
c. Facility traces country of origin using records such as production, shipping, verification reports, quality control reports, and individual piecework sheets, for all inputs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy lists documents maintained throughout the confirmation of order till delivery of finished goods.
d. Facility verifies production on an on-going basis at subcontracting facilities, including keeping records of such verification?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Production verified

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
e. Facility maintains a machine inventory and updates it annually?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Customs Compliance Act.
f. Facility ensures that the proper category designation is determined for all goods destined for the US market?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company policy is documented and is part of Policies On Compliance & Human Rights It addresses all requirements of WRAP Principle 11
11.3 Does the responsible person ensure that origin determining documents are maintained for at least the period of record retention required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and title: Md. Titu Rahman (Manager-Commercial)
11.4 Does the facility stay current with possible illegal transshipment activity in the host country through communication with appropriate bodies such as the host government, trade association, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per factory policy responsible person maintains documents.
11.5 Does the facility maintain an organized system of production documentation that contains the following records: a. Records of the country of origin for all goods produced in the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility maintain an organized system of production documentation that contains the following records.
b. A production profile (indicating name, address, production process, production type, and machine inventory) of any subcontracting facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Production profiles maintained.
c. Production/purchase orders (with information such as conditions of production, payment, and finished product specifications)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoice Number-EDS73 D 117-118, Debenhams Retail Ltd. 10 Brock Street, Regent, Place, London, NW1 3FG, United Kingdom
d. Raw material invoices (indicating country of origin of manufacturing facility)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoice Number-EDS73 D 117-118, Debenhams Retail Ltd. 10 Brock Street, Regent, Place, London, NW1 3FG, United Kingdom
e. Payment proof of raw material, local transportation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoice Number-EDS73 D 117-118, Debenhams Retail Ltd. 10 Brock Street, Regent, Place, London, NW1 3FG, United Kingdom

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
f. Shipping/receiving documents (outgoing and incoming records of components/ inputs sent to or received from another facility)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoice Number-EDS73 D 117-118, Debenhams Retail Ltd. 10 Brock Street, Regent, Place, London, NW1 3FG, United Kingdom
g. Worker work records – accurate records of worker work hours that can be linked to the production of specific products?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoice Number-EDS73 D 117-118, Debenhams Retail Ltd. 10 Brock Street, Regent, Place, London, NW1 3FG, United Kingdom
h. Quality control records (which may include facility name and address, purchase order number, style number, date of the quality check, buyer, name, stamp or signature of an inspector, comments on production)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility management maintains Quality Control record in a specified format, which include facility name and address, purchase order number, style number, date of the quality check, buyer’s name, stamp or signature of inspector, comments on production.
i. Export documents (including, packing list, manifest, bill of lading/airway bill from truck, ship, plane or train indicating the export date, exporting entity, destination, shipping lines, importing entity, and any charges incurred)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoice Number-EDS73 D 117-118, Debenhams Retail Ltd. 10 Brock Street, Regent, Place, London, NW1 3FG, United Kingdom
j. Number of units produced marked with a traceable mark?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3129 pcs mentioned in one packing list
k. Documented confirmation of the correct category and country of origin for goods through verification of correct country of origin such as binding rulings from the US Customs Service, confirmation with purchasing company, knowledgeable/trained staff, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
11.6a Do the facility’s production records include verification of subcontractor performance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility production records include verification of subcontractor performance found for Washing
b. What records are used? Date and location of the verification Product(s) verified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
Purchasing company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility sub-contracting its production, Washing
Style number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Phase of production	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reference indicator for worker(s) performing operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Name/stamp or signature of verifying staff				

PRINCIPLE 11: CUSTOMS COMPLIANCE

Non-compliances raised against this Principle:

Nil

PRINCIPLE 12

SECURITY

Facilities will maintain facility security procedures to guard against the introduction of non-manifested cargo into outbound shipments (i.e. drugs, explosives biohazards and/or other contraband).

Facilities will ensure adequate controls are in place to safeguard against introduction of any non-manifested cargo. In this regard, WRAP recognizes the United States Customs and Border Protection (CBP)'s C-TPAT Guidelines for Foreign Manufacturers as a best practice program, and has adopted those guidelines under this Principle.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
<p>12.1 Does the facility have practices to guard against the introduction of contraband (e.g., drugs, explosives, biohazards, and/or other contraband)? <i>Any non-manifested cargo shall be referred to as contraband.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Procedure available in Security Policy File and Security gate. Policy included weapons, ammunition, explosives, narcotics and other contraband items are included in it. Such items are never covered by any document and are always illegal. Awareness poster displayed with every security point.</p>
CONTAINER INSPECTION				
<p>12.2a Does the facility have documented procedures in place to verify the physical integrity of the container structure prior to loading?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Documented procedure in place to verify the physical integrity of the container structure during the loading time. Check point of container clearly identified and security guard found well aware about container inspection. Policy included, Container integrity maintained to protect against the introduction of unauthorized material and/or persons. At point of stuffing, procedures must be in place to properly seal and maintain the integrity of the shipping containers. A high security seal use to all loaded containers bound for the U.S. All seals meet or exceed the current PAS ISO 17712 standards for high security seals. Container /Covered van inspection record available.</p>
<p>b. Does the procedure include the reliability of the locking mechanisms of the doors?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Locking mechanism described in the procedure.</p>

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
<p>c. Does the facility conduct a seven-point inspection process for all containers/trucks and keep records of all inspections:</p> <p>If the answer to any of these points is no, please state the alternative method used.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Front wall</p> <p>Left side</p> <p>Right side</p> <p>Floor</p> <p>Ceiling/Roof</p> <p>Inside/Outside doors</p> <p>Outside/Undercarriage</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Documented seven point inspection records available. Security guard found well aware about Seven Point Check.</p> <p>Record Checked: Date:11th May, 2019</p>
TRAILER INSPECTION				
<p>12.3a Does the facility have procedures in place to verify the physical integrity of the trailer structure prior to loading, including the reliability of the locking mechanisms of the doors?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Facility using container for transportation of finished goods.</p>
<p>b. Is the facility following a five-point inspection process recommended for all trailers?</p> <p>Fifth wheel area - check natural compartment/skid plate</p> <p>Exterior - front/sides</p> <p>Rear - bumper/doors</p> <p>Front wall</p> <p>Left side</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<p>Facility using container for transportation of finished goods.</p>
CONTAINER AND TRAILER SEALS				

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
12.4a Does the facility affix a high-security seal to all loaded trailers and containers bound for the U.S.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High security seal used on all loaded containers bound for the U.S. All seals meet or exceed the current PAS ISO 17712 standards for high security seals. Seals are printed with unique identifier such as company name, logo, bar-coding or holography.
b. Do the seals meet or exceed the current ISO 17712 standards for high-security seals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High security seal used on all loaded containers bound for the U.S. All seals meet or exceed the current PAS ISO 17712 standards for high security seals. Seals are printed with unique identifier number.
c. Does the facility have documented procedures stipulating how seals are to be controlled and affixed to loaded containers and trailers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented procedure available for the security safety of container and trailer.
d. Does the facility have documented procedures for recognizing and reporting compromised seals and/or containers/trailers to US Customs and Border Protection or the appropriate local authority?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has Procedure for Missing/lost cargo report is filed with local Police Station and the customer is immediately informed and informed US Customs (if buyer is USA Based) dept. Therefore they will be informed in case of such incident. So far, no such incident has ever occurred.
e. Does the facility have designated workers for the distribution of seals for integrity purposes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr. Emdadul Haque (Asst. Manager-Material Management) is responsible for the distribution of seals for integrity purpose.
CONTAINER AND TRAILER STORAGE				
12.5a Is the security of containers and trailers located within the facility maintained? Are they in a secure area to prevent unauthorized access and/or manipulation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has secured loading unloading bay in front of the facility. 24 hour security guard present in loading unloading bay.
b. Does the facility have documented procedures in place for reporting and neutralizing unauthorized entry into containers/trailers or container/trailer storage areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented procedure in place for reporting and neutralizing unauthorized entry into containers or container storage area.
PHYSICAL ACCESS CONTROLS				
12.6 Does the facility have a physical access control procedure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the facility tour physical access control was not found effective at finished

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
				<p>goods storages i.e. at 4th floor of building-1 and 3rd & 4th floor of building-2. (12.6)</p> <p><u>Desktop follow-up conducted on 17th June, 2019</u></p> <p>Based on facility provided pictorial evidence review it was observed that the facility management implemented physical access control at finished goods storages and is maintaining records.</p> <p>Pictures taken as evidence reviewed and accepted during desktop follow-up audit</p>
WORKERS				
<p>12.7a Does the facilities have an worker identification system in place for positive identification and access control purposes?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facilities have an employee identification system in place for positive identification and access control purposes, all packer identified with separate</p> <p>Packer Identification: Photographs displayed in restricted and provided</p> <p>Security Identification: Sky blue shirt and royal blue pant provided to security guards.</p> <p>Loader: Olive color Separate ID Card only</p>
<p>b. Does the facility ensure that workers are only given access to those areas needed for the performance of their duties?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Employees have access in the areas where needed.</p>
<p>c. Does the facility control the issuance and removal of worker, visitor, and vendor identification badges?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facility has control of issuance and removal of employee, visitor and vendors identification badges.</p> <p>Documented procedure available for issuance, removal and changing of access device.</p> <p>Unique Numbering system is in place for Visiting ID Card and Workers ID Card.</p>
<p>d. Does the facility have documented procedures for the issuance, removal, and changing of access devices (e.g., keys, key cards, etc.)?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facility has an employee identification system in place for positive identification and access control purposes. Packing and</p>

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
				finished goods access control system found in place.
VISITORS				
12.8a Do visitors present photo identification for documentation purposes upon arrival? <i>All visitors should be escorted and should visibly display temporary identification.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guards at main gate ask all visitors and vendors for their identity, if they get approval from the concerned personnel then escort them to the reception area where there is a small meeting room for such purposes.
b. Are visitors required to register at the main entrance and provided with proper visitor badges?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written procedure available to check all incoming deliveries including mail. Security guard found well aware about the policy. Practice found in place.
DELIVERIES (INCLUDING MAIL)				
12.9 Does the facility have documented procedures in place to check mails and parcels upon arrival?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written procedure available to check all incoming deliveries including mail. Security guard found well aware about the policy. Practice found in place.
CHALLENGING AND REMOVING UNAUTHORIZED PERSONS				
12.10 Does the facility have documented procedures in place to identify, challenge and address unauthorized/unidentified persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guards at main gate ask all visitors and vendors for their identity, if they get approval from the concerned personnel then they escort them to reception where there is a small meeting room for such purposes.
Personnel Security				
12.11 Does the facility have documented procedures in place to screen prospective workers and to check current workers periodically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented procedure in place, facility has system to screen prospective employees and to periodically check current employees. Pre- employment verification, background checks are to be performed. Management has procedures in place to remove identification, facility, and system access for terminated employees.
PRE-EMPLOYMENT VERIFICATION				
12.12 Does the facility verify application information, such as employment history and references, prior to employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented procedure and record in place to verify applicant information, working experience history, reference, address.
BACKGROUND CHECKS / INVESTIGATIONS				

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
12.13a Does the facility conduct background checks and investigations for prospective workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented procedure and record in place to verify applicant information, working experience history, reference, address.
b. Once employed, are periodic checks and reinvestigations performed based on cause, and/or the sensitivity of the worker's position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented procedure and record in place to verify applicant information, working experience history, reference, address.
PERSONNEL TERMINATION PROCEDURES				
12.14 Does the facility have procedures in place to remove identification, facility, and system access for terminated workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented policy found in place regarding Termination of Personnel, Procedure included, if any person is terminated from service, he/ she is to complete some formalities: Termination of any employee of company fills Clearance Form and is acknowledged by all concerned departments. Accounts Department responsible to make full and final settlement of respective employee, Departmental Head hand over charge including records, keys and others, Termination of employment, HR & Compliance Department responsible to issue circular to all departments and one circular is pasted at Main Entrance, Immediately HR & Compliance Department issue termination letter to employee and communicate to all concerned departments for clearance form, The Identity Card provided by company/ institution will be positively returned and recorded, Any key with him or her will be returned and recorded, All the documents with him should positively be returned and recorded.
DOCUMENTATION PROCESSING				
12.15 Are documented procedures in place to ensure that all information used in the clearing of merchandise/cargo, is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information? <i>Documentation control must include safeguarding computer access and information.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented Procedure in place, policy included, to ensure that all information used in the clearing of merchandise/cargo, is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information. Documentation control includes safeguarding computer access and information.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
MANIFESTING PROCEDURES				
12.16 Are documented procedures in place to help ensure the integrity of cargo and that information received from business partners is reported accurately and in a timely manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented procedure in place, Procedure included, ensuring the integrity of cargo, procedures must be in place to ensure that information received from business partners is reported accurately and timely. Cargo should be reconciled against information on the cargo manifest. The cargo accurately described, and the weights, labels, marks and piece count indicated and verified. Departing cargo verified against purchase or delivery orders. Drivers delivering or receiving cargo to be positively identified before cargo is received or released.
SHIPPING AND RECEIVING				
12.17a Is cargo that is being shipped reconciled against information on the cargo manifest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record available.
b. Is all cargo accurately described, and are the weights, labels, marks, and piece count indicated and verified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The cargo is accurately described, and the weights, labels, marks and piece count indicated and verified. Departing cargo verified against purchase or delivery orders. Drivers delivering or receiving cargo to be positively identified before cargo is received or released.
c. Does the facility verify departing cargo against purchase or delivery orders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The cargo is accurately described, and the weights, labels, marks and piece count indicated and verified. Departing cargo verified against purchase or delivery orders. Drivers delivering or receiving cargo to be positively identified before cargo is received or released.
d. Are drivers delivering or receiving cargo positively identified before cargo is received or released?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The cargo is accurately described, and the weights, labels, marks and piece count indicated and verified. Departing cargo verified against purchase or delivery orders. Drivers delivering or receiving cargo to be positively identified before cargo is received or released.
e. Are documented procedures in place to track the timely movement of incoming and outgoing goods?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented procedure found in place.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
CARGO DISCREPANCIES				
12.18a Are all shortages, overages, and other significant discrepancies or anomalies resolved and/or investigated appropriately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shortages, overages, and other significant discrepancies or anomalies must be resolved and/or investigated appropriately. Customs and/or other appropriate law enforcement agencies must be notified if illegal or suspicious activities are detected - as appropriate.
b. Are customs and/or other appropriate law enforcement agencies notified if anomalies, illegal or suspicious activities are detected, as appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Customs and other appropriate law enforcement agencies notified if anomalies, illegal or suspicious activities are detected, as appropriate
FENCING				
12.19a Is there perimeter fencing enclosing the areas around cargo handling and storage facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perimeter fencing enclosed the areas around cargo handling and storage facilities. Interior fencing within a cargo handling structure to be used to segregate domestic, international, high value, and hazardous cargo. All fencing to be regularly inspected for integrity and damage. Gates through which vehicles and/or personnel enter or exit is under monitoring. The number of gates to be kept to the minimum necessary for proper access and safety. Buildings constructed of materials that resist unlawful entry. The integrity of structures maintained by periodic inspection and repair.
b. Is interior fencing within a cargo handling area used to segregate domestic, international, high value, and hazardous cargo?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cargo / covered van handling area segregated by stand and chain.
c. Is all fencing regularly inspected for integrity and damage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of regular facility monitoring process.
GATES AND GATE HOUSES				
12.20 Are gates through which vehicles and/or personnel enter or exit manned and/or monitored? <i>The number of gates should be kept to the minimum necessary for proper access and safety.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Main entry gate is under coverage of security guard.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
PARKING				
12.21 Are private passenger vehicles prohibited from parking in or adjacent to cargo handling and storage areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private car entry prohibited to cargo handling and storage areas. Separate space for private car parking is available.
BUILDING STRUCTURE				
12.22a Are buildings constructed of materials that resist unlawful entry?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buildings constructed of materials that resist unlawful entry.
b. Is the integrity of structures maintained by periodic inspection and repair?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The integrity of structures maintained by periodic inspection and repair.
LOCKING DEVICES AND KEY CONTROLS				
12.23 Are all external and internal windows, gates and fences secured with locking devices? <i>Management or security personnel must control the issuance of all locks and keys.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All external and internal windows, gates and fences secured with locking devices. Management or security personnel control the issuance of all locks and keys. Officer of the factory is responsible to keep all keys.
LIGHTING				
12.24 Is there adequate lighting provided inside and outside the facility including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All external and internal windows, gates and fences secured with locking devices. Management or security personnel control the issuance of all locks and keys. Officer of the factory is responsible to keep all keys.
ALARMS SYSTEMS AND VIDEO SURVEILLANCE CAMERAS				
12.25a Are alarm systems and video surveillance cameras utilized to monitor premises and prevent unauthorized access to cargo handling, packing, and storage areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CCTV surveillance cameras utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas
b. Are sufficient video surveillance (CCTV) records, minimum of 24/7 and 30 consecutive days, kept for the above areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It was noted during CCTV server room visit the facility has total 28 CCTV cameras with 30 consecutive days' surveillance recording.
PASSWORD PROTECTION				
12.26a Does the facility have automated systems for individually assigned accounts that require a periodic change of passwords?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automated systems are in place to use individually assigned accounts that require a periodic change of password. IT security policies, procedures and standards are in place and provided to employees in the form

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
				of training. A system must be in place to identify the abuse of IT including improper access, tampering or the altering of business data. Mr. Asiful Haque (AGM-MSI)
b. Does the facility have documented IT security policies, procedures, and standards in place and provide them to workers in the form of training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented policy and procedure is in place.
ACCOUNTABILITY				
12.27 Does the facility have a system in place to identify the abuse of IT including improper access, tampering or altering of business data? <i>All system violators must be subject to appropriate disciplinary actions for abuse.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has a system in place to identify the abuse of IT, documented record available.
SECURITY TRAINING AND THREAT AWARENESS				
12.28a Does the facility have a threat awareness program in place and established and maintained by security personnel to recognize and foster awareness of the threat posed by terrorists and contraband smugglers at each point in the supply chain?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A threat awareness program established and maintained by security personnel to recognize and foster awareness of the threat posed by terrorists at each point in the supply chain. Employees aware of the procedures the company has in place to address a situation and how to report it. Additional training provided to employees in the shipping and receiving areas, as well as those receiving and opening mail. Additionally. Last training was conducted on 5 th May, 2019
b. Does the facility make workers aware of the procedures the company has in place to address a security situation and how to report it?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reporting system found in place.
c. Does the facility give additional training to workers in the shipping and receiving areas, as well as those receiving and opening mail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specific training offered to assist employees in maintaining cargo integrity, recognizing internal conspiracies, and protecting access controls.
d. Does the facility undertake additional, specific training to assist workers in maintaining cargo integrity, recognizing internal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training system found in place regarding maintaining cargo integrity, recognizing internal conspiracies and protecting access controls.

<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
conspiracies, and protecting access controls?				
e. Do these programs offer incentives for active worker participation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training program included incentives to active employee participation.

PRINCIPLE 12: SECURITY

Non-compliances raised against this Principle:

During the facility tour physical access control was not found effective at finished goods storages i.e. at 4th floor of building-1 and 3rd & 4th floor of building-2. (12.6)

Desktop follow-up conducted on 17th June, 2019

Based on facility provided pictorial evidence review it was observed that the facility management implemented physical access control at finished goods storages and is maintaining records.

Pictures taken as evidence reviewed and accepted during desktop follow-up audit



This report provides a summary of the findings and other applicable information found/gathered during the audit conducted on the dates mentioned only. The audit process requires that information be gathered and considered from records review, worker interviews, management interviews, and visual observation. More information is gathered during the audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited facility prior, during or post-audit is in full compliance with WRAP Principles. WRAP Principles should not be used to prevent companies from exceeding these requirements. Companies applying WRAP Principles are expected to comply with all relevant laws, and where the provisions of law and WRAP Principles address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit, unless the report is generated as part of an unannounced audit visit. Release permission must be provided by the owner prior to release to any third parties.