

Auditee :	Concorde Garments Ltd.
Audit Date From :	06/01/2021
Audit Date To :	06/01/2021
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	Intertek
Auditor's Name(s) :	Abdullah Al Muktedir, Mohammad Abul Kashem, Md. Salah Uddin(Lead), Nasrin Sultana Munny, Fuara Sultana
Auditing Branch (if applicable) :	Intertek Bangladesh



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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence																																							
A Very Good	<ul style="list-style-type: none">Minimum 7 Performance Areas rated ANo Performance Areas rated C, D or E These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr></table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
A	A	A	A	A	A	A	A	A	A	A	A	A																													
A	A	A	A	A	A	A	A	A	A	B	B	B																													
A	A	A	A	A	A	A	B	B	B	B	B	B																													
B Good	<ul style="list-style-type: none">Maximum 3 Performance Areas rated CNo Performance Areas rated D or E These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr><tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr></table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
A	A	A	A	A	A	B	B	B	B	B	B	B																													
A	A	A	A	A	B	B	B	B	B	B	B	C																													
B	B	B	B	B	B	B	B	B	B	C	C	C																													
C Acceptable	<ul style="list-style-type: none">Maximum 2 Performance Areas rated DNo Performance Areas rated E These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr><tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr></table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
A	A	A	A	A	A	A	A	A	C	C	C	C																													
A	A	A	A	A	B	B	B	B	C	C	C	D																													
C	C	C	C	C	C	C	C	C	C	C	D	D																													
D Insufficient	<ul style="list-style-type: none">Maximum 6 Performance Areas rated E These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr><tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr><tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr></table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	D	E	E	E	E	E	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
A	A	A	A	A	A	A	A	A	A	D	D	D																													
A	A	A	B	B	B	C	C	C	D	D	D	E																													
D	D	D	D	D	D	D	D	E	E	E	E	E																													
E Unacceptable	<ul style="list-style-type: none">Minimum 7 Performance Areas rated E These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr><tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr><tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr></table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.
A	A	A	A	A	A	E	E	E	E	E	E	E																													
A	A	B	B	C	D	E	E	E	E	E	E	E																													
E	E	E	E	E	E	E	E	E	E	E	E	E																													
Zero Tolerance	A Zero Tolerance Issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)	Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.																																							

Main Auditee Information

Name of producer :	Concorde Garments Ltd.		
DBID number :	407469		
Audit ID :	202834		
Address :	Plot no-M/3, Road no- 5, Section-7, Mirpur - 1216		
Province :	Dhaka	Country :	Bangladesh
Management Representative :	Sheikh Aminul Hakim Raj		
Contact person:	Sheikh Aminul Hakim Raj	Sector :	Non-Food
Industry Type :	Textiles, clothing, leather	Product group :	Apparel
Product Type :	Woven (Top)		

Audit Details


Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural <input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced <input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No	
Audit extent (if applicable) :	none	
Audit interferences or contingencies (if applicable) :	none	
Overall rating :	B	
Need of follow-up :		If YES, by :

Rating per Performance Area (PA)

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

Executive summary of audit report

Auditors Name and APSCA Registration Number:

Md. Salah Uddin-APSCA-RA 21703297
 Mohammad Abul Kashem-APSCA-RA 21702386
 Abdullah Muktedir- APSCA-RA 21700582
 Nasrin Sultana Munny-APSCA-RA 21703703
 Fuara Sultana - APSCA- RA 21703441

Concorde Garments Ltd. is a 100% export oriented woven (Top) garments manufacturer located at Plot no-M/3, Road no- 5, Section-7, Mirpur - 1216, Dhaka, Bangladesh. Total land area was approximate 40,587 square feet, production area was approximate 99,282 square feet and warehouse area approximate 13,000 square feet.

This amfori BSCI full audit was conducted by ITS Labtest Bangladesh Ltd. Five auditors in one day (06 January 2021) assessed and verified the facility's operations against the amfori BSCI Code of Conduct and local legislation. Facility management was positive towards this audit and provided full access to the auditors.

Main production processes were Cutting, Sewing, Finishing and Packing. There are total 1849 employees in the facility with 888 female and 961 male employees. Out of the total 1849 employees, 277 are the non-production employees and 1572 are the production employees.

The audit team conducted an opening meeting where Sheikh Aminul Hakim Raj - Group Senior Manager (Compliance), Abue Sayeed - Sr. Executive (HR), Shahida Ahmed - Sr. Counsellors, Israt Zaman - Welfare officer, Lovelu Haider - Group Power Engineer, Md. Imam -Vice President of Participation Committee were present from factory side. Auditor described the whole audit process, standards, scope, and explained the amfori BSCI code of conduct and local laws to what extent these are related to this audit in the opening meeting. Meanwhile, management assured the auditors to help throughout the audit. Required documents were provided in time, photocopy of the required documents was also given in time. Facility management provided a separate room for conducting employee's interview. Besides, at the time of facility visit attitude of the facility management was good.

40 permanent employees were selected for interviews from different production processes. Among them 21 were male and 19 were female. Auditor reviewed last 12 months payroll records and time cards from which the month of November 2020 (Current paid sample month), July 2020 (Random sample month) and January 2020 (Random sample month) were reviewed. Moreover, attendance register, production records, garments inspection report and many other documents relevant to this audit were reviewed by the auditors.

Facility's working hours are as follows:

- There is 01 general shift which is from 08:00 am to 05:00 pm including 01-hour Interval for rest or meal from 01:00 pm to 02:00 pm.
- Facility has 03 shifts (06:00 am to 02:00 pm, 02:00 pm to 10:00 pm and 10:00 pm to 06:00 am) in security section with including 01-hour Interval for rest or meal in each shift. In general, the employee work for 06 days in a week (Saturday to Thursday) and Friday is weekly holiday. Security sections weekly holiday provided as rotation basis. The factory uses electronic timecard (Card Punch) for recording daily attendance of their employees. All employees were recruited permanently and receive wages by monthly basis in local currency within 7th working day of the following month. During site tour all areas of the facility such as cutting, sewing, finishing and packing etc. were covered during the audit.

The facility premises consist of total 03 buildings and 01 Shed. Detail description is given below:

Building 01 (05 storied):

Ground Floor: Finishing Section, Packing Section, Trims and accessories Store, Fabric Inspection Room, Child Care Center, Fire Hydrant Room, Security Room, Fire Control Room.

1st Floor: Sample Section, Doctor room, Needle store, Inspection room, Sewing Section.

2nd Floor: Sewing Section, Maintenance Room.

3rd floor: Sewing Section, In-House Laboratory, Idle Machine Room.

4th Floor: Sewing Section, Inspection room.

Roof top: Canteen, Dining Room, training room and 30 percent vacant.

Building 02 (prefabricated 03 storied):

Ground Floor: Finishing Section, Spot Removing Room, Thread Sucking Room, Compressor and Generator Room, and Sub-Station Room, Dry room.
1st Mezzanine: Office area
2nd Mezzanine: Office area
1st Floor: Sewing Section
2nd Floor: Cutting Section, Fusing Section
Roof top: Not accessible (Shed)

Building 03 (02 storied):

Ground Floor: Generator Room, Boiler Room, Security room, & Fire pump.
1st Floor: Wastage store.
Roof top: Not accessible (Shed)

Shed 01 (Single storied):

Ground Floor: Fabric Warehouse, Finished Carton Store
Roof top: Not accessible (Shed)

#COVID-19

During #COVID-19 situation the facility has taken some preventive actions. For example, they have installed disinfection chamber at the entrance of the facility also arranged hand washing system at the factory gate and at the facility production floors. They ensured social distancing during entrance and exit. All employee temperature check through infra-red gun. The facility has ensured a cleaning schedule two times a day to disinfect the facility premise including common furniture and equipment.

Improvement areas were identified in Social Management System and Cascade Effect (PA 1), Workers Involvement and Protection (PA 2), No Discrimination (PA 4), (Fair Remuneration (PA 5), Occupational Health and Safety (PA 7), No Precarious Employment (PA 10), Protection of the Environment (PA 12) and Ethical Business Behaviour (PA 13)

Details of the findings are listed in respective section.

For other areas, no non-conformity was noted and description is as below:

PA 3 (The Rights of Freedom of Association and Collective Bargaining):

Facility has a policy and procedure in The Rights of Freedom of Association and Collective Bargaining. They have an effective Elected Participation Committee and they sit with the top management in a regular interval in various issues. Factory management has an open policy for form or joins union independently. PC members are not discriminated and all PC members have right to raise their voice. Workers are free to raise and inform their grievance to the management directly or through the members of PC (Participation Committee).

PA 6 (Decent Working Hour):

Facility has maintained working hour under legal limit. Daily working hour is 8 hours shift and sometimes there is 2 hours overtime. Facility takes consent from the workers before doing overtime and overtime is voluntary. Highest over time hour found 12 hours per week in the Month of November 2020, 12 hours per week in the Month of July 2020 and 12 hours per week in the Month of January 2020 which is within the legal limit.

PA 8 (No Child Labour):

Facility has a robust recruitment procedure and polices against No Child Labor. All the employees recruited here are over 18 years of old. The overall observations show that the factory has established a complete 'Child Labor Policy' and as per this 'no child labor' notice is posted inside the factory in prominent places. In addition, age verification certificate, national ID card, birth registration certificate or academic certificate are well maintained in the respective personnel files.

PA 9 (Special Protection for Young Workers):

Facility has a robust recruitment procedure and polices against Special Protection for Young Workers which posted in all prominent places in the premises and communicated to the workers through training and awareness program. However, the production process in the facility allows only adult labours and all the employees recruited here are over 18 years of old. Age of youngest worker was found 19.

PA 11 (No Bonded Labour):

Facility has a robust recruitment procedure and polices against No Bonded Labour. There is no restriction on worker's movement within the premises. The workers are not forced to stay back once they get authorized leave from the management. Facility did not keep any original documentation from workers and workers were free to leave after their working hours.

The audit team conducted a closing meeting where Sheikh Aminul Hakim Raj - Group Senior Manager (Compliance), Abue Sayeed - Sr. Executive (HR), Shahida Ahmed - Sr. Counsellors, Israt Zaman - Welfare officer, Lovelu Haider - Group Power Engineer, Md. Imam - Vice President of Participation Committee were present from factory side. Management assured the auditors to help throughout the audit. Required documents were provided in time, photocopy of the required documents was also given in time. Facility management provided a separate room for conducting employee's interview. Besides, at the time of facility visit attitude of the facility management was good. Factory management is very much familiar with English language so that onsite findings report issued in English language. During the closing, they agreed with all the findings and signed the findings report.

Ratings Summary


Auditee's background information			
Auditee's name :	Concorde Garments Ltd.	Legal status :	Private Limited Company
Local Name :	কনকর্ড গার্মেন্টস লিঃ	Year in which the auditee was founded :	1981
Address :	Plot no-M/3, Road no- 5, Section-7,	Contact person (please select) :	Sheikh Aminul Hakim Raj
Province :	Dhaka	Contact's Email :	com@concordegarments.com
City :	Mirpur - 1216	Auditee's official language(s) for written communications :	Bengali
Region :	South Asia	Other relevant languages for the auditee :	English
Country :	Bangladesh	Website of auditee (if applicable) :	http://www.concordegarments.com
GPS coordinates :	Latitude: 23.819777 Longitude: 90.363731	Total turnover (in Euros) :	31920030.45
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Textiles, clothing, leather	Of which domestic market % :	0.00
If other, please specify :	None	Production volume :	550,000 pieces per month
Product Group :	Apparel	Production cost calculation :	Yes
If other, please specify :	None	Lost time injury calculation cost :	Yes
Product Type :	Woven (Top)		

Auditee's employment structure at the time of the audit		
Total number of workers :	1849	Total number of workers in the production unit to be monitored (if applicable) :
		0
	MALE WORKERS	FEMALE WORKERS
Permanent workers	961	888
Temporary workers	0	0
In management positions	15	2
Apprentices	0	0
On probation	130	120
With disabilities	4	0
Migrants (national citizens)	0	0
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	961	888
Production based workers	0	0
With shifts at night	9	0
Unionised	0	0
Pregnant	-	6
On maternity leave	-	10

Finding Report

Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: C

Deadline date:05/01/2022

GOOD PRACTICES:

None Observed.

AREAS OF IMPROVEMENT:

During audit it was observed that, the auditee partially fulfills the requirements of this performance area. Factory management has engaged a Senior Level Management person to look after and the implement the code in the factory. Factory management has developed a capacity plan to meet the expectations of the delivery in times.

- 1.1 - In accordance with BSCI Performance Area (Social Management System and Cascade Effect) No. 1.1 (Is there satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct). Finding: It was noted that the management system of the facility needs improvement to implement amfori BSCI Code of Conduct in their business practice in the mentioned performance areas where improvement areas are identified. Facility management needed to implement the amfori BSCI system manual for producers properly. Note: The facility management has other effective system, policies and procedures in place to implement the amfori BSCI COC in their business practice, so partial rating has given in this questionnaire.
- 1.3 - In accordance with BSCI Performance Area (Social Management System and Cascade Effect) No. 1.3 (Is there satisfactory evidence that the auditee has a good overview of the significant business partners and their level of alignment with the BSCI Code of Conduct?). Finding: It was noted that- (a) Facility management has not been prepared supply chain mapping so auditor could not identify factories in listed all sub-suppliers. (b): BSCI Code of Conduct and Terms of Implementation have not been communicated with all the suppliers. (c): Facility management has not monitored social performance their suppliers as per BSCI code of conduct. Note: Facility has documented partial information for business partners and has a policy and procedure for supplier selection, so partial rating is given in this section.

Remarks from Auditee:
Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: B

Deadline date:06/08/2021

GOOD PRACTICES:

None Observed.

AREAS OF IMPROVEMENT:

During audit it was observed that, the auditee partially fulfills the requirements of this performance area. Factory management has formed PC (Participation Committee) through election basis. Factory management has health & safety committee in combination of worker and management. Factory management is providing the training on company rules, legal rights and other safety issues during orientation program. Factory management has posted amfori BSCI New Version Code inside the production floor. Factory management has grievance policy & procedure for the entire employee. Randomly interviewed maximum employees of the factory were found not aware about the requirements of amfori BSCI Code of Conduct but randomly checked sampled interviewed employees were found aware on legal rights and obligation.

- 2.2 - In accordance with BSCI Performance Area (Workers Involvement and Protection) No. 2.2 (Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct?). Finding: It was noted that there is no long-term goal of the facility by which it will reflect a step by step approach in a time frame toward sustainable improvement. Note: As facility management has developed mission & vision as per requirement, so partial rating is given in this section.
- 2.4 - In accordance with BSCI Performance Area (Workers Involvement and Protection) No. 2.4: (Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?). Finding: It was noted that randomly checked 25 out of 40 sampled workers and midlevel management of the factory was not well-aware about the requirements of BSCI Code of Conduct. Note: Facility management has provided training to the workers, so partial rating is given in this section.

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

Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: A

Deadline date:

GOOD PRACTICES:

None Observed.

AREAS OF IMPROVEMENT:

Facility meet the requirements in this area and the compliance statement has given in the general information.

Remarks from Auditee:

Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: C	Deadline date:06/08/2021
GOOD PRACTICES: None Observed.	
AREAS OF IMPROVEMENT: During audit it was observed that, the auditee partially fulfills the requirements of this performance area. During close door interview no complaint on discrimination revealed from employees. No discrimination on hiring which was evident by reviewing the documentation. Also interviewed employees informed that they are not discriminated in terms of race, caste, religion, age, gender or marital status. Employees are equally treated in the factory in case of promotion, benefits etc. Overtime opportunity for all employees is equal. Factory management has separate policy on discrimination. Factory has posted that policy in different prominent places i.e. notice board and inside the production floor.	
<p>4.1 - In accordance with BSCI Performance Area (No Discrimination) No: 4.1 (Is there satisfactory evidence that the auditee takes the necessary measures to avoid or eradicate discrimination in the workplace?); Finding: It was noted that facility management has conducted internal assessment on the most frequent grounds used for discrimination as well as the most common activities through which discrimination may arise, but few other common grounds / activities like allocation of overtime, allocation of PPE, access to toilet, drinking water and safety of vulnerable workers were not considered during the assessment. Note: Facility management has policy, procedure on harassment, discrimination, so partial rating has given in this questionnaire.</p>	
Remarks from Auditee:	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: A	Deadline date:05/01/2022
GOOD PRACTICES: None Observed.	
AREAS OF IMPROVEMENT: During audit it was observed that, the auditee partially fulfills the requirements of this performance area. Casual, annual and sick leave are provided to all the employees. Factory management has provision to provide Maternity leave and benefits. Factory management has group insurance policy and group insurance certificate for the workers. Besides employees are also getting increment as per local law.	
<p>5.4 - In accordance with BSCI Performance Area (Fair Remuneration) No. 5.4: (Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?); Findings: It was noted that the facility management did not take initiative to achieve living wages though they are ensuring minimum wage as per law. Noted that living wages of the region is BDT 11,220 (approx.) and minimum wages for the industry is BDT 8000. Note: As facility has tried to calculate decent standard of living of their workforces, thus this point has been rated as partial.</p>	
Remarks from Auditee:	
Performance Area 6 : Decent Working Hours	
Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: A	Deadline date:
GOOD PRACTICES: None Observed.	
AREAS OF IMPROVEMENT: Facility meet the requirements in this area and the compliance statement has given in the general information.	
Remarks from Auditee:	

Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: A

Deadline date:06/08/2021

GOOD PRACTICES:

None Observed.

AREAS OF IMPROVEMENT:

During audit it was observed that, the auditee partially fulfills the requirements of this performance area. During audit it was observed that, factory management is trying to develop their health and safety condition. Factory management has a policy on health and safety. Factory management has done risk assessment for production process related including transmittable and non-transmittable disease and new mother in the work environment. Workers of factory are free to move during any evacuation without seeking any permission. Factory management has providing the training on different types of topics i.e. health and safety, use of PPE, fire-fighting, first aid and fire drill. Factory management is conducting fire drill in regular basis. Factory management is recording all injury history in the injury register as well as factory management has developed Accident procedure. Factory management has qualified electrician to look after the electrical system. Factory management has arranged trained fire fighters form concern authority. During audit no exit door were found blockade condition. Evacuation plan found updated. The width of all exit doors was found in acceptable limit. Factory has trained first aider to provide first aide treatment issue. 7.23 is marked as NA since factory management do not have provision for transportation facility and it is not mandatory by law.

- 7.1 -** In accordance with BSCI Performance Area (Occupational health and safety) No. 7.1 (Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?) and Bangladesh Labour Rules 2015, Rule 68 (4):(The owner of the institute shall conduct the physical fitness test of the workers on his/her own cost, by a registered Physician, for the activities that are described in Sub-section (1) and (2) and he/she would receive a Medical Certificate of each worker as per Form-26, certifying his fitness for performing the activities.) Finding: It was noted that the facility has done occupational health checkup for required employees working in hazardous condition annually and but did not maintain health certificate and list of medical tests in form 26 and 26 (a) as per legal requirement. Note: Since the facility has health and safety policy, injury analysis, health and safety training so partial rating were given.
- 7.10 -** In accordance with BSCI Performance Area (Occupational Health & Safety) No. 7.10 (Is there satisfactory evidence that the auditee has and properly uses procedures and systems for reporting and recording occupational accidents and injuries?) and Bangladesh Labour Law, 2006, section: 80 (3) (A copy of the entries in the register referred to in sub-section (2) shall be sent by the employer of the establishment, within fifteen days after the 30th day of June and the 31st day of December in each year, to the chief Inspector.) Finding: During follow up audit it was noted that, factory management did not send the summary of the injury register within 15 (fifteen) days after the 30th day of June 2020 to the chief Inspector. Note: As facility management has maintained injury register, so partial rating has been given in this section.
- 7.17 -** In accordance with amfori BSCI Performance Area (Occupational Health and Safety) No.7.17 (Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?). A) Bangladesh Labour Law 2006, Section 63(1) D (3): (63. Fencing of machinery. (1) In every establishment the following machinery, while in motion or in use, shall be securely fenced by the safeguards of substantial construction, namely: (d) Unless the following machinery are in such position or of such construction as to be safe to every person employed in the establishment as they would be if they were securely fenced- (3) Every dangerous part of any machinery). Finding: It was noted that, eye guard found in displaced condition with approximately 05% overlock machine and needle guard found in displaced condition with approximately 10% sewing machines in sewing section located at 1st floor of the building 02. Note: As safety guard with other machines was found in proper place, so partial rating has been given in this question.
- 7.19 -** In accordance with BSCI Performance Area (Occupational Health & Safety) No. 7.19 (Is there satisfactory evidence that the auditee has emergency procedures, in writing, to deal with cases of trauma or serious illness?): Finding: It was noted that factory management has made an emergency procedure to deal with trauma and serious illness, but factory did not provide any training to the workers on the emergency procedure of trauma and serious illness. Note: As facility management has made an emergency procedure to deal with trauma and serious illness, so partial rating is given in this section

Remarks from Auditee:
Performance Area 8 : No Child Labour

Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: A

Deadline date:

GOOD PRACTICES:

None Observed.

AREAS OF IMPROVEMENT:

Facility meet the requirements in this area and the compliance statement has given in the general information.

Remarks from Auditee:
Performance Area 9 : Special protection for young workers

Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: A

Deadline date:

GOOD PRACTICES:

None Observed.

AREAS OF IMPROVEMENT:

Facility meet the requirements in this area and the compliance statement has given in the general information.

Remarks from Auditee:

Performance Area 10 : No Precarious Employment

Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: A

Deadline date:06/08/2021

GOOD PRACTICES:

None Observed.

AREAS OF IMPROVEMENT:

During audit it was observed that, the auditee partially fulfills the requirements of this performance area. Factory management recruits the employees through advertisement or internal reference. Employees are selected based on the result of the examination taken on working skill of employees during the recruitment process. Factory management has not recruited any employee on temporary or contract basis. Factory management issues appointment letter to all the employees of the factory. The personal files of employees are well maintained by the factory in connection with employment contract & all required papers. The details of improvement areas are as follows:

- 10.2 -** In accordance with BSCI Performance Area (No Precarious Employment) No. 10.2: (Is there satisfactory evidence that the auditee engages workers based on recognized and documented employment relationships?) and Bangladesh Labour Rules, 2015, Rule 108 (1): (The Owner or the Manager shall provide a Leave Book to each worker in accordance with Form-9) Findings: It was noted that the facility had a practice to maintain leave forms but did not provide a copy of leave book to all the employees. Further to checking it was noted that the leave records kept in the file was not updated with all the details like when last annual leave was encashed and what is the balance that should be carried forward to next year. Hence employees were not informed the latest status of their leave. Note, as the facility management provided leaves to their employees and maintained other required formalities of recruitment, so partial rating was given to this section.

Remarks from Auditee:

Performance Area 11 : No Bonded Labour

Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: A

Deadline date:

GOOD PRACTICES:

None Observed.

AREAS OF IMPROVEMENT:

Facility meet the requirements in this area and the compliance statement has given in the general information.

Remarks from Auditee:

Performance Area 12 : Protection of the Environment

Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: A

Deadline date:05/01/2022

GOOD PRACTICES:

None Observed.

AREAS OF IMPROVEMENT:

During audit it was observed that, the auditee partially fulfills the requirements of this performance area. Factory management has assessed sources of (generator & boiler) air emission and sound level. The factory management has ensured separate designated area for storing wastage by type. There is a monitoring system to the use of water quantity and has given awareness training to the employees for water waste reduction.

- 12.5 -** In accordance with BSCI Performance Area (Protection of the Environment) No. 12.5 (Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources?): Findings 01: Facility has not done any risk assessment on water waste. Findings 02: Facility has no water waste reduction policy and procedure. Findings 03: Facility has no mechanism to preserve local water resource. Note: As facility has provided training on water waste, so partial rating has been given in this section.

Remarks from Auditee:

Performance Area 13 : Ethical Business Behaviour

Full Audit [Audit Id - 202834] Audit Date: 06/01/2021 PA Score: A

Deadline date:06/08/2021

GOOD PRACTICES:

None Observed.

AREAS OF IMPROVEMENT:

During audit it was observed that, the auditee partially fulfills the requirements of this performance area. Factory management has developed an Anti-Bribery Policy. During audit no corruption or bribery related issues were noticed from the interviewed employees. Factory management has included all the business partners in the anti-bribery policy of the factory to ensure the non-involvement in any type of bribery. Facility has a reward system to maintain ethical behavior.

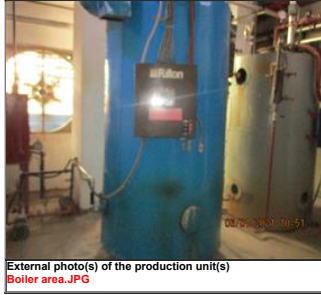
- 13.1 -** In accordance with BSCI Questionnaire Point (Ethical Business Behavior) 13.1: (Is there satisfactory evidence that the auditee actively opposes any act of corruption, extortion or embezzlement, or in any form of bribery in its activities as a business enterprise?) Finding: it was noted that a): The facility did not communicate anti -corruption policy with their business partners. b): The factory management did not identify the potential areas of corruption and possible solution of mitigate anti-corruption issue. c): The facility has not provided any training to the persons related to ethical behavior. d): It was noted that there is no reward system to maintain ethical behavior. Note: As facility has anti-corruption policy , so partial rating has been given in this section.

Remarks from Auditee:

Summary

Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	06/01/2021	202834	C	B	A	C	A	A	A	A	A	A	A	A	A	B

Producer Photos



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



Photo of fire safety equipment
Fire pump.JPG



Photo of the inside of the main production hall
Facility aisles at production area.JPG



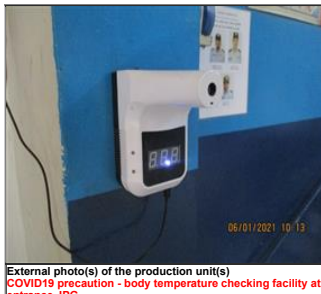
External photo(s) of the production unit(s)
Compressor area.JPG



Photo of fire safety equipment
Fire rescuer identified.JPG



Photo of the inside of the main production hall
Finished goods storage area.JPG



External photo(s) of the production unit(s)
COVID19 precaution - body temperature checking facility at entrance.JPG



Photo of fire safety equipment
Firefighter identified.JPG



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



External photo(s) of the production unit(s)
COVID19 precaution - handwashing facility at entrance.JPG



Photo of fire safety equipment
Firefighting equipment.JPG



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



External photo(s) of the production unit(s)
COVID19 precaution - vehicle disinfecting spray.JPG



Photo of fire safety equipment
Smoke detector.JPG



Photo of the inside of the main production hall
Metal detection machine.JPG



External photo(s) of the production unit(s)
Fabric storage area.JPG



Photo of non-conformity
NC - eye safety guard was found displaced.JPG



Photo of the inside of the main production hall
No smoking sign posted.JPG



External photo(s) of the production unit(s)
Facility building.JPG



Photo of non-conformity
NC - needle guard displaced.JPG



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



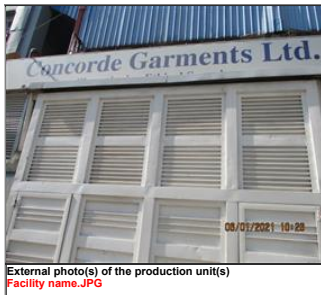
External photo(s) of the production unit(s)
Facility gate.JPG



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



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



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



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



Photo of the inside of the main production hall
Personal box for employees.JPG



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



Photo of the code of conduct on display
BSCI COC posted.JPG



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



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



Photo of the inside of the main production hall
Accessories storage area.JPG



Photo of the inside of the main production hall
Public address system.JPG



External photo(s) of the production unit(s)
Waste storage area.JPG



Photo of the inside of the main production hall
Attendance recording system.JPG



Photo of the inside of the main production hall
Roof top.JPG



Photo first aid facilities
First aid box with kits.JPG



Photo of the inside of the main production hall
CCTV Camera monitoring.JPG



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



Photo first aid facilities
First aid box.JPG



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



Photo of the inside of the main production hall
Spot removing area.JPG



Photo first aid facilities
First aid kit identified.JPG



Photo of the inside of the main production hall
Drinking water station.JPG



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



Photo of first aid facilities
Medical room.JPG



Photo of the inside of the main production hall
Electric wiring box.JPG



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



Photo of fire safety equipment
Fire alarm call point.JPG



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



Photo of the personal protection equipments (if applicable)
PPE was being used by employee at cutting section.JPG



Photo of fire safety equipment
Fire alarm.JPG



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



Photo of the personal protection equipments (if applicable)
PPE was being used by employee at spot removing area.JPG



Photo of fire safety equipment
Fire control panel.JPG



Photo of the inside of the main production hall
Exhaust fan installed.JPG



Photo of the personal protection equipments (if applicable)
PPE was being used by employee at thread sucking area.JPG



Photo of fire safety equipment
Fire door installed at exit way.JPG



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



Photo of the sanitary facilities
Grievance box.JPG



Photo of fire safety equipment
Fire extinguisher.JPG



Photo of the inside of the main production hall
External emergency staircase.JPG



Photo of the sanitary facilities
Toilet area.JPG



Photo of fire safety equipment
Fire hose box.JPG



Photo of the inside of the main production hall
Eye wash station.JPG