
Auditee :	Bea-Con Knit Wear Ltd. (Factory-2)
Audit Date From :	03/06/2018
Audit Date To :	04/06/2018
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	UL-RS
Auditor's Name(s) :	Zahidun Nabi(Lead), Tahera Aktar Banu, Amatullah Nur A Marzan
Auditing Branch (if applicable) :	



This is an extract of the on line Audit Report. The complete report is available in the amfori BSCI Platform.
Access www.bsciplatform.org, for entitled users only.

All rights reserved. No part of this publication may be reproduced, translated, stored in a retrieval system, or transmitted, in any form or by any means electronic, mechanical, photocopying, recording or otherwise, be lent, re-sold, hired out or otherwise circulated without the amfori consent.

This is an extract of the amfori BSCI Audit Report, which is available in the amfori BSCI Platform. © amfori, 2018 - The English version is the legally binding One.

Rating Definitions



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

Main Auditee Information

Name of producer :	Bea-Con Knit Wear Ltd. (Factory-2)		
DBID number :	367796		
Audit ID :	125332		
Address :	South Salna, Salna Bazar, Gazipur Gazipur 1703		
Province :	Dhaka	Country :	Bangladesh
Management Representative :	Sanjoy Kumar Paul		
Contact person:	Sanjoy Kumar Paul	Sector :	Non-Food
Industry Type :	Textiles, clothing, leather	Product group :	Apparel
Product Type :	Knit Items		

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 type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input checked="" type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	Limited scope (one production unit)		
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	A	A	A	A	A	A	A	A	A	A	A	A

Executive summary of audit report

The initial amfori BSCI code 2014 audit was conducted on announced with window basis for the factory Bea-Con Knit Wear Ltd. (Factory-2). This factory is located at South Salna, Salna Bazar, Gazipur 1703, Bangladesh. The audit was conducted on June 3&4, 2018. The auditor reached at factory morning of June 3, 2018 and greeted by the management team. An opening meeting was conducted with the management representative and workers association member with below persons-

- G. Kapila Perera- General manager- Production Planning
- Sanjoy Kumar Paul- Senior Manager HR Admin and Compliance
- Mir Anisur Rahman- Assistant Manager Fire Safety
- Arup Ratan Bhowmic- Senior Officer HR and Payroll
- Nasima Akter Shikha- Senior Officer Welfare
- Suchitra Datta- Officer Welfare
- Bayzid- Pc member
- Nazma- PC member

The auditor describe all the audit process including workers interview, document review and safety walkthrough. The management permits all the audit process and gives permission to take photo. The management sign UL statement of integrity. Sanjoy Kumar Paul- Senior Manager HR Admin and Compliance is the amfori BSCI management representative. There are 6 member are under his team to implement the BSCI code onsite. This is their second initial audit.

Building description-

There is one 9 storied building, 1 utility building which is linked with 1st floor of 9 storied building and 3 sheds. Building description as below:

Ground Floor : Office Area, Medical center, General & accessories Store, Empty Carton Store, Finished Goods Store,

1st Floor : Sewing Section(line 13), Finishing Section

2nd Floor : Sewing Section (Line 13), Finishing Section

3rd Floor : Sewing Section(Line 13), Finishing Section.

4th Floor : Sewing Section(Line 13). Finishing Section.

5th Floor : Cutting Section, Sewing Input Area

6th Floor : Fabric Store, Fabric Relaxation Area, Fabric Inspection Area

7th Floor : Sewing Section(Line 8), Skill Development Center, Class room, Idle Machine Area, CAD & Sample.

8th Floor : Dining Area & canteen ,Prayer Room, Leftover Store.

Roof top: 100% open

Building #2: 1st Floor- 3 Boiler & Compressor

Ground Floor: 1 Generator & Sub Station

Shade 01 - Security Office , Day Care & Staff Kitchen

Shade 02 - Staff Dining,

Shade 03 - Wastage Store.

Proposed Utility Building [Under construction]

License document-

Certificate of incorporation: Established on 17-Apr-05, this is for their main factory Bea-Con Knit Wear Ltd. (Factory-1). However the audited factory is set here in the current location in the year 2014.

Trade license: Trade license is valid up to 30-Jun-18, license no 19/42/01-8-16.

Factory License: License no#17131, category K, license is valid up to 30-Jun-18.

Construction approval: Reviewed and found approved on 3-Jun-18 and serial no 328

Fire License: DD/Dhaka/24603/2014, license is valid up to 30-Jun-18, approval given for 286150 square feet.

Boiler license: BB#8285, license is valid up to 13-Nov-18; BB#8286, license is valid up to 13-Nov-18; BB#5625, license is valid up to 18-Aug-18

Competency certificate for boiler operator: certificate no#5858; certificate no#4965.

Electrician's license: license is valid up to 8-Apr-20, license is valid up to 9-Jun-20; license is valid up to 8-Apr-20
Environmental Certificate
Waste water test report.
Group Insurance Records: Certificate number NGL-016/2018, Insurance is valid up to 10-Jan-18
Latest Drinking Water Test Report: Last drinking water test conducted on 21-Aug-17 and parameters are within the limit.
Generator license: The factory applied on dated 7-May-18 and deposited money for permission.
Stack air emission: Last test done on 20-Aug-17.
Indoor air quality test: last test conducted on 20-Aug-17.
Indoor noise level test report: last test done in 20-Aug-17
Temperature & humidity report: last test done in 20-Aug-17.
Indoor light level test report: Last test conducted on 20-Aug-17.
Training document-
Fire safety officer: Mr. Nasir Uddin
Fire Drill record: Last fire drill conducted on 8-Apr-18, total participant no 3730, evacuation time is reported 4.35 minutes. Last fire drill monitored by fire department on dated 30-Jan-18, Md. Aktaruzzaman from Fire service was present on that drill. Total participant no 3748 and evacuation time is reported 4.40 minutes.
Fire drill at late evening: Last fire drill was conducted at 06.40 pm for 2982 employee and evacuation time is reported 6.25 minutes
Training records for fire fighters- Total 18% or 737 are trained in fire emergency. Fire Fighter- 248, Fire rescue-244; First aider-245
Fire service: 520; Last training was conducted on 27-30 July, 2017, Md. Jakir Hossain from fire service was present on that training.
BGMEA: 300, Last training was conducted on 9-11-Mar-15.
Emergency Action plan Policy: Plan effective from March 2014 and reviewed on dated 10-May-16.
Risk Assessment on fire: last fire risk assessment was conducted on dated 3-Feb-18.
Training records on First Aider: Total first aid box, 36 and first aider is 72. Last training conducted for 6 months for dated 9-11-Dec-17. Training was conducted by in-house doctor.
Medical room attendant's personal file: Ms. Tahmida Matin, Ms. Shilpy,
Doctor's personal file: Dr. Sabrin Akter Shanta; Dr. Suraya Binte Rahman
Agreement with the Hospital/ clinic: Medipath Hospital and Diagnostic Center Address: Gazipur Schedule, Gazipur, Bangladesh
Accident & Injury record: Last minor injury reported on dated 26-May-18. Last minor injury reported to factory inspector on dated 14-Mar-18.
Accident injury analysis report: last analysis report reviewed for the month of February, March, April & May 2018. In May there are total 3 minor injury; total 7 in April, 6 in March; 4 in February.
Sickness analysis report for the month of February, March, April & May 2018 was reviewed.
Generator daily log: Reviewed for the month of May 2018
Service maintenance record: Reviewed for generator, boiler, electrical substation etc.
Water and Energy saving awareness training program: Last training was conducted on dated 10-May-18.
Internal audit: Last internal audit conducted on 21&22-Mar-18
Training record on PPE: Last PPE training was conducted on 12-May-18; Training was given by Suchitra Datta-Welfare officer
Machine operation: Last machine safety training was conducted on 8-May-18.
Chemical Handling: The factory use spot lifter and Diesel. Last chemical handling training was conducted on 9-May-18.
New workers orientation training: Last training was conducted on 12-May-18.
Risk assessment: Department wise risk assessment record was reviewed for the cutting, sewing finishing department. Risk assessment record was also reviewed for the maintenance department and boiler, generator section.
Risk assessment for pregnant employee: Reviewed.
Risk assessment: Risk assessment for Anti-Corruption and anti-Bribery report was done in 1-Jan-17.
Risk assessment for Environment: Reviewed.
Safety committee: 12 Member are in safety committee among them 6 are from workers. Last meeting conducted for safety committee on dated 10-May-18
Grievance policy is reviewed, policy is effective on dated March 2014 and revised on dated 11-Jan-17. The grievance channel are (1) Complaint Box, (2) Hot line number, (3) Open door policy, (4) Floor management, (5) Workers Association, (6) Welfare officer
Organizational chart: For grievance is reviewed.
Grievance committee: Last meeting was conducted on 11-Dec-17, 10 member are in the grievance committee
Grievance register: Reviewed the complaint and verbal grievance log book.
Satisfaction survey: The factory has done the satisfaction survey among the workers. Last satisfaction survey was done on dated 25-Dec-17.
Community grievance: There is community grievance survey done in the 17-May-18
Amfori training for workers: Last training was conducted on dated 24-May-18.
Amfori training for mid-level manager: Last training was conducted on dated 24-Apr-18.
Amfori training for manager: Last training was conducted for the managers on dated 17-Apr-18.
Discrimination training for recruitment staff/ HR: Bangladesh Local law and Recruitment training was conducted on dated 13-Nov-18. Employment contract requirement & legal requirement including discrimination training was conducted on dated 20-Nov-17.
Training for the person related to supplier selection: Last training was conducted on 20-Aug-17
Participation committee election records: Election conducted on 18-Aug-16. The election is approved by the chief factory inspector.
Meeting minutes and its acknowledgement from labor Office: Last participation committee meeting was conducted on 10-Apr-18. The meeting minutes is sent to the labour office.
Workers Service book: Reviewed
Personal file / ID cards/Appointment / Age proof records / Employment Contract Agreement: Reviewed: Reviewed
Time cards / records: Working hour is approved from chief factory inspector. The general working hour starts from 08.00 am to 05.00 pm with 1 hour lunch break from 01.00 pm to 02.00 pm. The workers are provided with swipe card for recording of working hour.
Payroll sheets & Overtime payment records
Copy of pay slips/ Copy of overtime slips
Provident Fund records deposit slip & Festival Bonuses records
[6/3/2018 2:09 PM]
Festival bonus checked 2017 & 2018,
Maternity payment checked 2 sample employee
Transport fitness certificate & Driver license reviewed
3 sample leave record checked
Final settlement records
Annual leave encashment- Reviewed
3 resign employees final settlement record checked.

After end of the audit process a closing meeting was conducted with the management team and association member (Same persons present at opening meeting). The auditor discuss the audit observation and the good things the factory practicing. Finally the auditor, association member and management sign the findings report.

Ratings Summary



Auditee's background information			
Auditee's name :	Bea-Con Knit Wear Ltd. (Factory-2)	Legal status :	Private Limited Company
Local Name :	বি-কন নীটওয়্যার লিমিটেড (ফ্যাক্টরী-২)	Year in which the auditee was founded :	2014
Address :	South Salna, Salna Bazar, Gazipur	Contact person (please select) :	Sanjoy Kumar Paul
Province :	Dhaka	Contact's Email :	beacon2.sanjoy@metrokd.com
City :	Gazipur 1703	Auditee's official language(s) for written communications :	English
Region :	South Asia	Other relevant languages for the auditee :	Bangla (Local Language)
Country :	Bangladesh	Website of auditee (if applicable) :	www.metrokd.com
GPS coordinates :	24.25 N 90.2336 E	Total turnover (in Euros) :	37857490.50
Sector :	Non-Food	Of which exports % :	1.00
Industry :	Textiles, clothing, leather	Of which domestic market % :	0.00
If other, please specify :		Production volume :	15,00,000 pcs
Product Group :	Apparel	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	Yes
Product Type :	Knit Items		

Auditee's employment structure at the time of the audit		
Total number of workers :	3717	Total number of workers in the production unit to be monitored (if applicable) :
		0
	MALE WORKERS	FEMALE WORKERS
Permanent workers	1667	2050
Temporary workers	0	0
In management positions	100	80
Apprentices	100	210
On probation	0	0
With disabilities	0	0
Migrants (national citizens)	0	0
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	1667	2050
Production based workers	0	0
With shifts at night	17	0
Unionised	0	0
Pregnant	-	29
On maternity leave	-	30

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: C

Deadline date:01/08/2018

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

The factory has set a management system guided by local law and there subscribe set standards (WRAP & Amfori BSCI code 2014). The factory management informed they already sign the amfori code and TOI to implement. The factory as appointed a senior manager Mr. Sanjoy Kumar Paul- Senior Manager- Admin, HR and Compliance to implement this code. His Job descriptions is mentioned in the appointment letter and in the letter of authorization as BSCI management representative. As per the authorization he is responsible for amfori code establishment, maintain and implement. He was also given additional power to budget allocation up to 20000 BDT, reporting about implementation, liaison with internal and external stakeholders, decision making independency etc. There are 6 member under his team to implement the BSCI code onsite. This is their second initial audit and factory is familiar with this code. The factory is cutting, sewing and finishing production process. The factory do not use any subcontract reported by Mr. Sanjoy. He informed as they are group of company they have also supporting unit for fabric supplier, printing and embroidery. Fabric and embroidery unit is already under the BSCI audit. There are 4 sub supplier from which the auditee took the accessories. The management distribute the TOI and Code of conduct and the evidence is shown to the auditor. The factory showed a production planning document which showing the plan of May 2018 considering 8 hours. The auditor reviewed the time cards for 3 months of February, March and April 2018 and found overtime is not exceeding the legal limit. The weekly overtime is found 60 hours per week and the overtime is not repeatedly added onto regular working hours. However, gaps have been detected in implementation:
The auditor has offered onsite report in local language but management informed as they are fluent in English, translation is not required.

- 1.1 - Based on satisfactory evidence the main auditee partially respect this performance area because- The factory has agreed to implementation of amfori BSCI code is given to several staff members. There are gaps identified in their daily practice which can be avoided by adhering to the code in there day to day practice. Few issues are detected by the auditor and solved by the management on the audit day. Like aisle and arrow marking is done on the audit day. In addition covered bin provided on the audit day by the management. [In accordance with amfori BSCI code 1.1]
- 1.3 - Based on satisfactory evidence the main auditee partially respect this performance area because- The management has a supplier selection policy and procedure. There is training for the person who responsible to follow this. The factory has 4 accessories supplier who still not sign the BSCI code and TOI as per the expectation of BSCI. [In accordance with amfori BSCI Code 1.3] Note: The management distribute the TOI and Code of conduct and the evidence is shown to the auditor: The factory distributed this over mail. But they unable to confirm that TOI and COC is signed by the sub suppliers.

Remarks from Auditee:

Agreed

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A

Deadline date:01/08/2018

GOOD PRACTICES:

Annual picnic day

AREAS OF IMPROVEMENT:

The factory has trying to established a good management system to build the relation with the workers. The main factor to establish the relation is the elected association member. The factory has an elected workers association member who are elected Election conducted on 18-Aug-16. The election is approved by the chief factory inspector. The document is reviewed. There is regular meeting with association member, safety committee member, grievance committee members. The factory set there long term goal to implement the amfori BSCI code. There written vision, mission is also written. The employment contract is reviewed for the employee who are fixed and also there is security guards who are rented from a service provider. The job description is found kept in the person file. The factory provide the training for the rules and regulation for the employee. The management also given training for the newly recruited workers for local law and regulation and company policy. In the notice board the instructions are posted. There are trainer who given training to workers. Like the fire safety officer given training to employee on fire safety and his training certificate is reviewed. There is a system or organization chart for grievance. There is grievance committee on this. The written Grievance policy is reviewed, policy is effective on dated March 2014 and revised on dated 11-Jan-17. The grievance channel are (1) Complaint Box, (2) Hot line number, (3) Open door policy, (4) Floor management, (5) Workers Association, (6) Welfare officer. Organizational chart: For grievance is reviewed. Last meeting was conducted on 11-Dec-17, 10 member are in the grievance committee. Grievance register is reviewed the complaint and verbal grievance log book. The factory has doe the satisfaction survey among the workers. Last satisfaction survey was done on dated 25-Dec-17. There is community grievance box installed outside of the factory and community grievance survey done in the 17-May-18. Amfori training for workers: Last training was conducted on dated 24-May-18. Amfori training for mid-level manager: Last training was conducted on dated 24-Apr-18. Amfori training for manager: Last training was conducted for the managers on dated 17-Apr-18. Discrimination training for recruitment staff/ HR: Bangladesh Local law and Recruitment training was conducted on dated 13-Nov-18. However, gaps have been detected in implementation:

- 2.5 - Based on satisfactory evidence the main auditee partially respect this performance area because- The grievance solving mechanism system is not involved by the workers association. Grievance is not recorded as per the amfori BSCI expectation like what type of Grievance is not mentioned. Moreover timelines to address grievances need to communicated with the workers clearly as communication gap is identified on this regards [In accordance with amfori BSCI Code 2.5]

Remarks from Auditee:

Agreed

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory respect the workers right to elect their representative and conduct a government recognized election in the year 2016. They are freely elected and approved by the labor department of Bangladesh. However there is no trade union for this factory. The management do not discriminate the association member because of their representative. Last participation committee meeting was conducted on 10-Apr-18. The meeting minutes is sent to the labor office. The association member are not subject of fine, dismiss or barred to arrange the meeting at the auditee site.</p>	
Remarks from Auditee:	
Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>There is written anti-discrimination policy as per the local law. As per the written policy the factory will not discriminate the employee based on age, sex, gender, skin color, political opinion, religion and the points mentioned in ILO convention. The worker's salary is increased based on their performance. There is industrial engineering department who done the evaluation and given recommendation to increase the salary. There is disciplinary written procedure as per the law. Any disciplinary notice to employee are kept in personal files. The employee can need to reply and show the cause. Than finally the management kept this document if they take any disciplinary action. No illegal disciplinary action reported. Sample workers contract are reviewed and no illegal clause are found there. The factory fill the data and kept the records of grievance in the register.</p>	
Remarks from Auditee:	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A	Deadline date:01/08/2018
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory fall under the minimum wage gazette 2013 of garments industry in Bangladesh. As per this gazette the factory pay employee minimum 5300 BDY for a grade 7 helper. There are 1 to 7 graded employee and the factory pay this employee as per the minimum wage per grade mentioned in the gazette. The factory pay salary in cash. All employee are full time and fixed monthly rate basis employee. No piece rate or contract employee reported. However there are few security guard who are from a service provider. The wage is given as per the grade which reflect the skill of the employee. All the social benefit of the employee are given. The factory management provide mandatory group insurance to the employee. Beside this there is leave, maternity leave benefit, festival bonus and annual leave cash payment is provided. There is no peak and off peak season reported. The auditor review the payroll document for the month of February, March & April 2018. The factory planned to pay the salary of May 2017 by June 5&5, 2018. The factory provide the pay slip. The factory is liked with one of the project to provide the living wage. The factory has good understand in this requirement and working for this. However, gaps have been detected in implementation:</p> <p>5.4 - Based on satisfactory evidence the main auditee partially respect this performance area because- The factory has done the living wage survey through this project. The factory has done the gap analysis among the participant of the survey. The food basket data is taken on 6-Mar-18 for the nearest area where most of the workers are live. However there are around gap with 1950-5949 between living wage and actual remuneration provided by the factory. [In accordance with amfori BSCI Code 5.4]</p>	
Remarks from Auditee:	
Agreed	
Performance Area 6 : Decent Working Hours	
Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The general working hour starts from 08.00 am to 05.00 pm with 1 hour lunch break from 01.00 pm to 02.00 pm. The employee swipe their card to electronically record their working hour. The auditor review 36 sample employees time cards and found maximum weekly working hour is 48 hours per week. The over time is 2 hours per day maximum and 12 hours per week. This is in accordance with local law. There is no related production planning considering 8 hours. Thus the overtime is found not repeatedly added onto regular working hours in the month of February, March & April 2018. The employees are given sufficient 1 hour break during the lunch time and this is acceptable as per law. There is no weekend work observed for the production workers. However one employee was present in the festival holiday which is properly compensated.</p>	
Remarks from Auditee:	

Performance Area 7 : Occupational Health and Safety	
Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A	Deadline date:01/08/2018
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory has established a health and safety system based on mainly local law. However they have also implemented amfori BSCI code for clients requirement. The factory is adhere with ACCORD and they have achieved the certificate for building, electrical and fire safety. There is emergency response team like fire fighter, safety committee, first aid team. The factory conduct risk assessment and establish safety mechanism. There is sufficient fire safety equipment with regular checking. The factory provide free first aid and medical treatment based on employees need. There is rest room for employee with cleaning facility. There is social facility like child care they provide. Water is provided as per the country regulation. The factory do not provide any dormitory for the workers. However below gaps has been identified in implementation-</p>	
7.1 -	Based on satisfactory evidence the main auditee partially respect this performance area because- There is no document showing that while drafting the occupational health and safety policy workers and their representative are involved. There is also discussion and meeting minutes that showing association members are recommending to revise the policy of PPE [In accordance with amfori BSCI Code 7.1]
7.3 -	Based on satisfactory evidence the main auditee partially respect this performance area because- Hazardous identification risk assessment document is not done as per the expectation of amfori BSCI requirement. There is no document reflecting what are the risk posed by the factory during its part of production process. This can be from the production process, machineries or any other action performed by the factory, workers and its related party. The department wise risk assessment document do not have any date when the risk assessment is conducted and there is no update schedule for the next risk assessment based on changes. [In accordance with amfor BSCI code 7.3]
7.5 -	Based on satisfactory evidence the main auditee partially respect this performance area because- There is lack of effectiveness of emergency training for the employee who particularly work in CAD section, packing section. Those employee unable to understand the importance of clear aisles for emergency evacuation. [In accordance with amfori BSCI Code 7.4]
Remarks from Auditee:	
Agreed	
Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory has a written child labor policy and as per the policy they do not hire any employee below 18 years and old. The factory has set a robust management system. While employee need, floor in charge give requisition for recruitment and then this is reviewed by industrial engineering department. This approved by the HR and given internal announcement to employee if there any referral. While candidate came there is sorting based on skill. Than this is passed to the medical to verify the age by medical physician. The reviewed personal file data is reviewed and found there is age proof certificate and fitness form. None of the sample is certified with below 18 years. The factory has also child labor remediation plan.</p>	
Remarks from Auditee:	
Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
N/A. No young workers were reported. The auditor noted that no young workers engagement onsite (9.1 - 9.6 are not applicable)	
Remarks from Auditee:	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory do not hire any employee in short term, piece rate or temporary. All employee are full time and monthly salary basis. There are 36 sample workers personal files reviewed and found there are employment contracts. There is poster in the notice boards on factory policy and workers workers' rights and obligations. The written recruitment and dismissal procedures and records are reviewed. No subcontract reported. There is no seasonal workers for the factory. All the documents for employment are found in accordance with local law.</p>	
Remarks from Auditee:	

Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>There is written force labor policy. During the audit there is no prison or migrant workers reported. The workers are interviewed and they do not report any force labor. Overtime is in accordance with local law and maximum 2 hours and no production quota or force labour is imposed. There is training for management on force labour and local law requirement. The disciplinary procedure and disciplinary cases is reviewed and found as per law. As the factory does not engage in any form of Prison, servitude, forced, bonded, indentured, trafficked or non-voluntary labor. No migrant workers are hired (11.2 is graded N/A). Based on satisfactory evidence it was noted that the main auditee entirely respects this Performance Area.</p>	
Remarks from Auditee:	
Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A	Deadline date:01/08/2018
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory is a manufacturing process of cutting, sewing and finishing process. There is no such operation here reported which involve chemical use. The main chemical are reported diesel for generator and spot removing chemical. The factory do not required any clearance certificate from the department of environment. However environmental risk assessment is done. The factory use underground water to use in their daily operation. The main wastages are reported fabrics cut piece, sewing thread, poly bags etc. The factory sold this to a service provider who re use this wastages. The factory has done the significant impacts and environmental aspect by themselves and set there environmental management plan. There is stake emission report done last year. The factory use the underground water for their daily use. The factory has taken permission from the local authority to extract the water from the ground. The daily water extraction report for the month of April and May 2018 is reviewed. However, gaps have been detected in implementation:</p> <p>12.4 - Based on satisfactory evidence the main auditee partially respect this performance area because- Approximate 10 wastage sack and 6 empty container kept without protection beside the second gate of this facility. [In accordance with amfori BSCI code 12.4]</p>	
Remarks from Auditee:	
Agreed	
Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 125332] Audit Date: 03/06/2018 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>There is written anti-corruption policy and corruption risk assessment . The strictly prohibited any type of corruption, extortion or embezzlement, or in any form of bribery in its activities. If there any such case the management informed they done investigation by top management and discourage any unethical behavior. There is training records to communicate this policy in different level and system of reward integrity. The personal information is taken care with responsibility. The information provided by the factory is found accurate factual and true. The behaviors of management does not indicate any unethical point.</p>	
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	03/06/2018	125332	C	A	A	A	A	A	A	A	A	A	A	A	A	B

Producer Photos



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



Photo of the canteen (if applicable)
Canteen for expatriate staff.JPG



Photo of the inside of the main production hall
Idea box.JPG



Photo first aid facilities
First aid kit.JPG



Photo of the canteen (if applicable)
Eating place for employees.JPG



Photo of the inside of the main production hall
Inside view of the production building cutting section.JPG



Photo first aid facilities
Medicines and medical items inside the infirmary.JPG



Photo of the code of conduct on display
BSCI Code of Conduct was in local language.JPG



Photo of the inside of the main production hall
Inside view of the production building finishing section.JPG



Photo first aid facilities
Onsite infirmary.JPG



Photo of the inside of the main production hall
Complain box.JPG



Photo of the inside of the main production hall
Inside view of the production building Packing section.JPG



Photo first aid facilities
Sick bed inside the infirmary.JPG



Photo of the inside of the main production hall
Covered bin inside the toilets.JPG



Photo of the inside of the main production hall
Inside view of the production building Pressing section.JPG



Photo of fire safety equipment
Evacuation Plan.JPG



Photo of the inside of the main production hall
Hotline number.JPG



Photo of the inside of the main production hall
Inside view of the production building Sewing section1.JPG