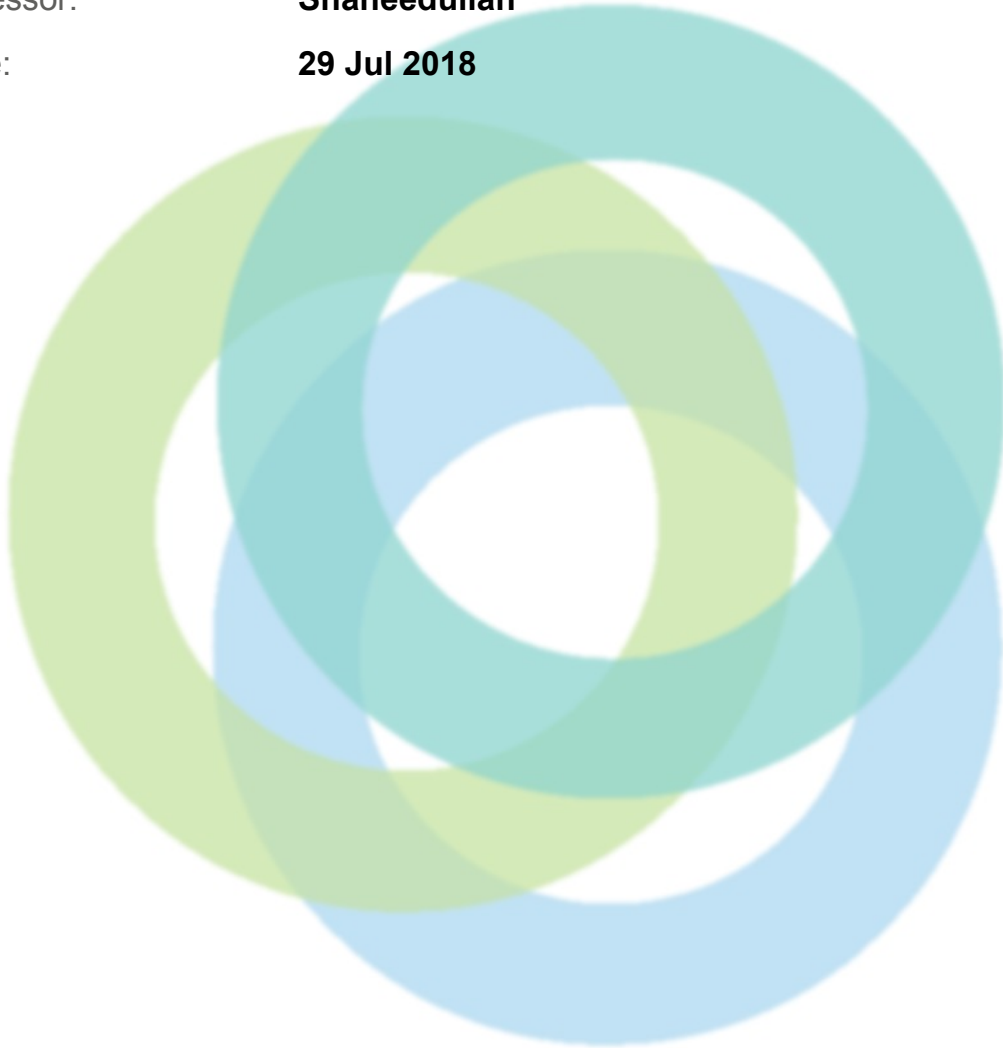




INITIAL FIRE SAFETY ASSESSMENT

Factory Name: **FRIENDS KNITTINGS LTD**
Address: **1406/1, South Salna, Ward No-19 Gazipur Dhaka
Bangladesh**
Assessor: **Shaheedullah**
Date: **29 Jul 2018**





Introduction to the Report

The following report contains a site profile and summary of non-conformities identified during an onsite assessment commissioned by the Alliance for Bangladesh Worker Safety (Alliance) and conducted by a third-party Qualified Assessment Firm (QAF). The assessment was conducted against the Alliance for Bangladesh Worker Safety Assessment Protocols (APs) and Fire Safety and Structural Integrity Standard, which is harmonized with the factory assessment guidelines developed by Bangladesh University of Engineering and Technology (BUET) for the Bangladesh National Tripartite Plan of Action (NTPA). The goal of the Alliance process is to provide clear and practical technical requirements by which Bangladeshi Ready Made Garment (RMG) Factories producing for Alliance members may be consistently and fairly evaluated for fire, structural, and electrical safety in a non-duplicative manner. Each assessment will prompt action plans that will be used by RMG factories to systematically and sustainably improve safety conditions for garment workers. Beyond tracking and reporting on action steps taken in a transparent manner, the Alliance organization and its members will seek to further support factory improvements through technical assistance, training, implementation support for functional Worker Committees, and in some cases financial assistance and wage support for workers if factories are closed for remediation.

The contents of the report do not constitute a guarantee of compliance with the applicable laws, the Alliance Standard or the absolute or continued safety against fire, electrical and/or structural integrity issues that may lead to injury or loss of life. The report is designed to provide a non-exhaustive summary of risk issues, based on a limited sampling and duration of time onsite by the named QAF. Neither the QAF nor the Alliance can certify or guarantee the quality, outcome, or effectiveness of actions taken in response to the report.

For more information and report feedback please go to: www.bangladeshworkersafety.org.





GENERAL INFORMATION

General Information	
Factory Name:	FRIENDS KNITTINGS LTD
Address:	1406/1, South Salna, Ward No-19 Gazipur Dhaka Bangladesh
Country:	Bangladesh
Province:	Dhaka
City:	Gazipur
Zip Code:	
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	31 July 2018
Final Report Date:	18 September 2018
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are 4 buildings in the factory complex. Out of 4 buildings, 1 is production building and 3 are ancillary buildings. Production building is named as: 1) 4-storied RC main production building (GF: Cutting; 1st Floor : Sewing remaining 2 floors are unoccupied). Ancillary buildings are named as: 1) 6-storied RC daycare building (GF: Daycare, Medical, Office; 1st F: Sample; 2nd and 3rd: Dining; 4th F: Dining and prayer 5th F: Unoccupied. 2) 1-storied RC utility building. 3) 1-storied RC Guard and waiting room.
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	1) 4-storied RC main production building: 4 story above grade.
Approximate Building Area (SF):	1) 4-storied RC main production building: Total area audited by us about =2x38390 sft =76,780 sft.
Date of Building Construction:	1) 4-storied RC main production building: 2015-2018. Finishing work of 2nd floor and 3rd floor is in progress. 2) 6-storied RC daycare building: 2015-2018. Finishing work of 5th floor is in progress. 3) 1-storied RC utility building: 2017-2018. 4) 1-storied RC Guard and waiting room: 2018.
Date of Last Building Renovation/Addition:	Sign of Renovation/Addition has not been noticed.
Ancillary Structures in Complex:	1) 6-storied RC daycare building. 2) 1-storied RC utility building. 3) 1-storied RC Guard and waiting room.
Approximate Ancillary Structures Area (SF):	1) 6-storied RC daycare building: Total area audited by us about =5x5620 sft =28,100 sft. 2) 1-storied RC utility building: 3570 sft 3) 1-storied RC Guard and waiting room: 500 Sft. Total area of Audited ancillary buildings: 32,170 Sft.
Number of Occupants:	1. 4-storied RC main production building (ground & 1st floor audited by us. 2nd and 3rd floor are not occupied): Ground Floor: 40 Persons. 1st Floor: 250 Persons. 2. 6-storied RC day-care building (ground, 1st, 2nd, 3rd & 4th floor audited by us. 5th floor is not occupied): Ground Floor: 20 Persons. 1st Floor: 10 Persons. 2nd Floor: Dining (Capacity-200 persons) 3rd Floor: Dining arrangements are available but at present Occupancy is Nil. 4th Floor: (i) Dining arrangements are available but at present Occupancy is Nil & (ii) Prayer Room: Capacity- 50 persons. 3. 1-storied RC utility building: 3 Persons 4. 1-storied RC guard room and waiting room: 5 Persons

Factory Name: **FRIENDS KNITTINGS LTD**

Address: **1406/1, South Salna, Ward No-19 Gazipur Dhaka Bangladesh**

Assessor: **Shaheedullah**

Date: **29 Jul 2018**



ALLIANCE
FOR BANGLADESH WORKER SAFETY

Number of Ancillary Levels (Stories):	1) 6-storied RC daycare building: 6-story above grade. 2) 1-storied RC utility building: 1-story above grade. 3) 1-storied RC Guard and waiting room: 1-story above grade.
Occupancy Type:	1. 4-storied RC main production building (ground & 1st floor audited by us. 2nd and 3rd floor are not occupied): G2 2. 6-storied RC day-care building (ground, 1st, 2nd, 3rd & 4th floor audited by us. 5th floor is not occupied): Ground Floor: F1, B2, D1, E4 1st Floor: G2 2nd Floor: E4 3rd Floor: E4 4th Floor: E4 3. 1-storied RC utility building: K 4. 1-storied RC guard room and waiting room: K
Construction Type:	All audited buildings are Type-2
Height of Highest Occupied Floor Level Above Grade:	1. 4-storied RC main production building (ground & 1st floor audited by us. 2nd and 3rd floor are not occupied): 38'-0"; 4-storied above grade. 2. 6-storied RC day-care building (ground, 1st, 2nd, 3rd & 4th floor audited by us. 5th floor is not occupied): 52'-0"; 6-storied above grade. 3. 1-storied RC utility building: 2'-0"; 1-storied above grade. 4. 1-storied RC guard room and waiting room: 1'-0", 1-storied above grade.



ASSESSMENT FINDINGS

Fire Protection Construction	
Question:	Are openings and penetrations through rated walls and/or assemblies protected?
Priority Level:	High
Non-Compliance Level:	3
Description:	<p>Openings and penetrations have been noticed in our audited buildings. Followings are the description of openings or penetrations indicating specific locations for specific audited buildings. 4-storied RC main production building: 1) Penetrations through the rated stair enclosure walls in each floor on account of installation of standpipe system. 2) Passing of BBT through rated walls from MDB room to the production area in each floor near stair # 5. 3) PVC soil pipes penetrate the floor slab in toilet block on the west side in each floor. 4) Openings for placing of exhaust fan have been noticed in each floor within 10 ft vertical distance from stair case # 1 6-storied RC Day-care building: 1) Non rated glass door has been found installed between the training room and the Day-care & Medical room in ground floor. 2) Electrical cable tray penetrates the floor slab near stair # 1 on the east side of the building and in the DB room attached to the HR, Compliance room. 1-storied RC Utility Building & RC Pump House: The gap between the Compressor room and Pump house have been noticed 6 ft. (less than 10 ft.). Door opening and window opening has been found.</p>
Source of Findings:	Photograph: Openings & Penetrations
Suggested Plan of Action:	Openings and penetrations in the noted locations shall be protected following Alliance Standards. A qualified fire protection engineer shall be engaged to design the required opening or penetration protection systems.
Suggested Deadline Date:	30 Sep 2018
Standard:	Includes doors, windows, ducts, piping, etc. Reference Alliance Standards Part 4 Section 4.6 Opening Protectives and Section 4.7 Penetrations







Question:	Are separations between hazards provided with fire-resistive rated construction barriers.	
Priority Level:	Medium	
Non-Compliance Level:	3	
Description:	In process storages exceeding 250 sft. area have been noticed near packing section and no fire rated separation has been found between finished sub-store with the production activity at 1st floor of the 4-storied main production building. Day-care room and the Medical center in ground floor of the 6-storied RC Day-care building are not found properly fire separated.	
Source of Findings:	Photograph: i)In process storages ii)finished sub-store iii)Day-care room and the Medical center	
Suggested Plan of Action:	Provide fire-resistive rated construction barriers between hazard types. Consult a qualified fire protection engineer to design the required rated construction barrier.	
Suggested Deadline Date:	30 Sep 2018	
Standard:	Reference Alliance Standards Part 4 Section 4.5 Separation	
Question:	Certificates of Occupancy for each building have been issued and are on file.	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	Certificate of occupancy for the audited buildings have not been provided.	
Source of Findings:	Visual Assessment: Facility Survey	
Suggested Plan of Action:	Certificate of occupancy shall be obtained from appropriate authority.	
Suggested Deadline Date:	30 Sep 2018	



Standard:	Are certificates of occupancy provided for each building or ancillary structure?
Fire Protection Systems	
Question:	Does the building have a Standpipe System?
Priority Level:	High
Non-Compliance Level:	3
Description:	The height of the highest occupied floor level of 4-storied RC main production building and 6-storied RC Day-care building is 38 ft. and 52 ft. respectively above grade and that is greater than the required 33 ft height above grade for standpipe system of fire protection. So Class III standpipe System required in this premises. Proposed drawings for standpipe system are available but not yet approved from Alliance. Fire pump has been noticed and installation work has been found in progress.
Source of Findings:	Visual Assessment: Facility Survey
Suggested Plan of Action:	A class III standpipe system shall be installed throughout the facility in accordance with the NFPA 14. Prior to the installation, The design drawings of Standpipe System shall be prepared following NFPA 14. Listed fire pump shall be installed that must satisfy with the NFPA 20. After completion of installation work, proper as built drawings shall be prepared and submitted to the Alliance for review.
Suggested Deadline Date:	30 Sep 2018
Standard:	Does the building have a standpipe system installed where required. Alliance Standard Part 5 Section 5.4.2
Question:	Are notification and initiation devices for the fire alarm system installed at required locations based on occupancy type?
Priority Level:	High
Non-Compliance Level:	3
Description:	Design drawings of CFDS in our audited buildings are not approved from Alliance. Installation process have been found in progress. The installed smoke detectors in the toilet block, generator room and substation room shall be replaced by heat detector. Design drawings have been for review are not credible. Indicative legends are not available. No sectional elevation and schematic diagram have been noticed. Smoke detectors have been found installed attached with the partition wall in the finished sub store at 1st floor and on the south side of the 4-storied factory building. Manual pull stations are required in the CT Pad and packing section at 1st floor of the 4-storied factory building.
Source of Findings:	Visual Assessment: Facility Survey
Suggested Plan of Action:	The design drawings of CFDS and all relevant documents of installed devices shall be submitted to the Alliance for review. After completion of installation work, proper as built drawings shall be prepared and submitted to the Alliance for review. Battery calculation and drawing shall be updated. Installation work must comply with NFPA 72.
Suggested Deadline Date:	30 Sep 2018
Standard:	Pull stations at egress points, smoke detectors in air handling equipment, visual and audible devices spaced appropriately based on occupancy type. Reference NFPA 72



Question:	Does the building have a fire pump?	 
Priority Level:	High	
Non-Compliance Level:	2	
Description:	A set of 1000 gpm @ 8 bar electrically driven fire pump along with a standby diesel engine driven fire pump have been found for the fire protection system of the total factory premises but installation process has not yet been completed. Relevant certificates of fire pump have not been found reviewed from Alliance.	
Source of Findings:	Document Review: Documents are not available, Photograph: Fire Pump	
Suggested Plan of Action:	All relevant documents of fire pump including hydraulic calculation shall be submitted to Alliance for review.	
Suggested Deadline Date:	30 Sep 2018	
Standard:	Alliance Standard Part 5 Fire Protection Systems	
Question:	Trouble or alarm notifications were not indicated on the fire alarm control panel.	
Priority Level:	High	
Non-Compliance Level:	2	
Description:	A Fire Alarm Control Panel (FACP) has been installed in the fire command room of the factory complex but the system is not functioning on account of non completion of installation work. Troubles as well as alarm notifications have not been noticed indicated on the FACP.	
Source of Findings:	Visual Assessment: Facility Survey	
Suggested Plan of Action:	The installation work shall be completed as per Alliance approved design drawings and shall be ensured that troubles or alarm notifications indicated on the automatic Fire Alarm Control Panel (FACP).	
Suggested Deadline Date:	30 Sep 2018	
Standard:	Alliance Standard Part 13 Section 13.10 Maintenance of Fire Protection Equipment	
Question:	Are fire department connections provided and clearly identified for the Fire Protection Systems?	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Fire departments inlet connections (Siamese connections) and pillar hydrants are not found installed in the factory complex.	
Source of Findings:	Visual Assessment: Facility Survey	
Suggested Plan of Action:	Fire department inlet connections (Siamese connections) and pillar hydrants shall be installed and clearly identified for the fire protection system in accordance with the Alliance Standards.	
Suggested Deadline Date:	21 Oct 2018	
Standard:	Alliance Standard Part 5 Section 5.5.4 Fire Department Connections	











Question:	Is the fire alarm and detection system monitored by a central station monitoring service or directly connected to the Fire Service and Civil Defense?
Priority Level:	Medium
Non-Compliance Level:	2
Description:	A Fire Alarm Control Panel (FACP) has been installed in the 1-storied RC guard room & waiting room. Design drawings of CFDS in our audited building are not approved from Alliance. Installation process has been found in progress.
Source of Findings:	Photograph: Fire Alarm Control Panel (FACP), Visual Assessment: Facility Survey
Suggested Plan of Action:	An automatic and addressable fire alarm system shall be provided throughout the buildings in accordance with the Alliance Standards Section 5.7 and shall be monitored by a central station monitoring service or directly connected to the fire service and civil defense. Prior to the installation, all documents, including a listing of the CFDS shall be submitted to the Alliance for review.
Suggested Deadline Date:	30 Sep 2018
Standard:	Alliance Standard Part 5 Section 5.7.5 Monitoring
Question:	Fire extinguishers are inspected, tested, and maintained as required.
Priority Level:	Medium
Non-Compliance Level:	1
Description:	A list of fire extinguishers has been provided by the factory concern towards initial inspection but It does not comply with NFPA 10 Chapter 10, and no records towards testing and maintenance have been provided.
Source of Findings:	Document Review: Documents are not available
Suggested Plan of Action:	An inspection, testing, and maintenance program shall be established for all fire extinguishers and prepare proper documentation. Program must comply with NFPA 10.
Suggested Deadline Date:	09 Sep 2018
Standard:	NFPA 10 Chapter 7
Question:	Are inspection, maintenance, and testing procedures of the standpipe and hose system documented and up to date? Including inspection and testing of hoses if provided.
Priority Level:	Low
Non-Compliance Level:	1
Description:	Since the installation of Standpipe is in progress, document towards inspection, maintenance, and testing procedures of the Standpipe System can not be provided.
Source of Findings:	Document Review: Documents are not available
Suggested Plan of Action:	After completion of Standpipe system, establish an inspection, maintenance, and testing program for the standpipe and hose system. The program must comply with the requirements of NFPA 25.
Suggested Deadline Date:	30 Sep 2018





Standard:	Reference NFPA 25 Chapter 6 Standpipe and Hose Systems Table 6.1.1.2	
Question:	Is signage for the standpipe system installed at required locations and on required components?	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	No appropriate signs for the components of the Standpipe System have been noticed.	
Source of Findings:	Visual Assessment: Facility Survey	
Suggested Plan of Action:	The appropriate identification signs of the Standpipe System at all required locations and on the required components shall be provided in accordance with the NFPA 14 Chapter 6.	
Suggested Deadline Date:	30 Sep 2018	
Standard:	Reference NFPA 14 Chapter 6	
Question:	Are inspection, maintenance, and testing procedures of the fire pump documented and up to date?	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	Since the installation of fire pump has not yet been completed , inspection, maintenance, and testing procedures of the fire pump are not documented and updated.	
Source of Findings:	Document Review: Documents are not available	
Suggested Plan of Action:	Install a fire pump having the required capacity and head for the water supply of the Standpipe System to be installed in the facility, After installation of Fire Pump, establish a proper inspection, maintenance, and testing records of the fire pump, in accordance with the Alliance Standards.	
Suggested Deadline Date:	30 Sep 2018	
Standard:	Reference NFPA 25 Chapter 8 Fire Pumps	
Means of Egress		




Question:	Aisles are provided with the minimum unobstructed clear width of 0.9 m (36 in) based on occupant loads.	   
Priority Level:	High	
Non-Compliance Level:	3	
Description:	No aisles have been noticed in the following locations: i) Packing area at 1st floor of the 4-storied RC main production building. ii) Fabric store in ground floor of the 4-storied RC main production building. iii) Finished goods store (temporarily used as idle machine store) in ground floor of the 4-storied RC main production building. iv) Training room and HR compliance room in ground floor of the 6-storied RC day-care building.	
Source of Findings:	Photograph: Aisles are not found in the noted area	
Suggested Plan of Action:	Minimum 0.9 m (36 inch) Aisles shall be provided with the minimum unobstructed clear width of the noted area, according to the Alliance Standard Part 6 Section 6.5 Egress Width.	
Suggested Deadline Date:	16 Sep 2018	
Standard:	Higher occupancy loads will require a greater width to accommodate the increased load. Alliance Standard Part 6 Section 6.5 Egress Width	
Question:	Doors along the path of egress have a minimum width of 0.8 m (32 in) and have required ratings.	  
Priority Level:	High	
Non-Compliance Level:	2	
Description:	The width of all the doors along the path of egress has been found greater than the minimum width 0.8 m (32 in) in our audited buildings. Listed tag and labels show that Installed fire doors are UL listed and 2 hours fire rated but there is no approval from Alliance.	
Source of Findings:	Document Review: Alliance approval is not found, Photograph: door leaf, door hinge, door frame etc	
Suggested Plan of Action:	All relevant documents of fire doors shall be submitted to the Alliance for review.	
Suggested Deadline Date:	16 Sep 2018	
Standard:	Alliance Standard Part 6 Section 6.5.6 Minimum Widths. Increased occupant loads will require a door width greater than 0.8 m.	
Question:	Landings are provided on both sides of doors used along the path of egress. Doors do not swing out over stairs.	
Priority Level:	High	
Non-Compliance Level:	2	
Description:	Landings are not provided on both sides of the exit doors along the path of egress at the entrance of Sub-station in 1-storied RC Utility building. Doors have been found swing over the stairs.	
Source of Findings:	Photograph: Landings are not provided	
Suggested Plan of Action:	Landings shall be provided on both sides of the exit door in the noted location following Alliance Standards.	
Suggested Deadline Date:	09 Sep 2018	



Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	
Question:	All occupied roofs are provided with parapets or guards with a minimum height of 1067 mm (42 in.).	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	No parapet has been found in our audited 4-storied RC main production building. The parapet of 6-storied RC day-care building has been measured 45 inch.	
Source of Findings:	Photograph: No parapet on the 4-storied RC main production building	
Suggested Plan of Action:	Minimum 42 in. parapet shall be provided in our audited 4-storied RC main production building following Alliance Standards.	
Suggested Deadline Date:	30 Sep 2018	
Standard:	Alliance Standard Part 6 Section 12 Handrails and Guards	
Question:	All paths of egress are provided with compliant means of illumination.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	No emergency lights have been found through the aisles in each floor of the 6-storied RC day-care building.	
Source of Findings:	Visual Assessment: Facility Survey	
Suggested Plan of Action:	Emergency light shall be provided in the noted locations following Alliance Standards.	
Suggested Deadline Date:	19 Sep 2018	
Standard:	Alliance Standards Part 6 Section 6.7 Egress Illumination and Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape	
Question:	Emergency power for means of egress illumination is verified at least once per year. If battery operated lights are used, these lights are tested on a monthly basis. Functional testing of battery powered lights is provided for a minimum 90 min once per year.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	No document towards monthly testing or annual functional testing of battery (IPS) powered Fog lights has been provided.	
Source of Findings:	Document Review: Documents are not available	
Suggested Plan of Action:	A testing and maintenance program of emergency power for means of egress illumination shall be developed that ensures the operation of all exit signs are verified at least once per year. If battery-operated signs are used, these Lights shall be tested on monthly basis. Functional testing of battery powered signs shall be provided for a minimum 90 min Once per year.	
Suggested Deadline Date:	16 Sep 2018	
Standard:	Alliance Standards Part 10 Section 10.12 Illumination of Exit Signs and Means	



	Of Escape Lighting	
Question:	Ramps do not have a running slope greater than 1 in 8 (12.5 percent) and have handrails on both sides of the ramp.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	There is a ramp at the entrance of generator room in our audited 1-storied RC utility building. The height of the ramp from EGL is 2 ft. and length is 11 ft. So, the running slope is greater than 1 in 8 (12.5 percent) and no handrails have been noticed.	
Source of Findings:	Photograph: Ramp at the entrance of generator room	
Suggested Plan of Action:	The slope of the ramp in the noted location shall be maintained within 1 in 8 (12.5 percent) and handrails shall be provided on both sides of the ramp following Alliance Standards.	
Suggested Deadline Date:	16 Sep 2018	
Standard:	Alliance Standard Part 6 Section 10 Ramps	
Question:	Occupant loads are posted for every assembly and production floor in a conspicuous space near the main point of egress.	
Priority Level:	Medium	
Non-Compliance Level:	1	
Description:	Occupant loads are not posted in our audited 4-storied RC main production building, 6-storied RC day-care building and the rest audited buildings.	
Source of Findings:	Visual Assessment: Facility Survey	
Suggested Plan of Action:	Occupant loads shall be posted at each floor adjacent to the exit doors following Alliance Standard Section 6.4.4.	
Suggested Deadline Date:	09 Sep 2018	
Standard:	Alliance Standards Part 6 Section 6.4.4 Posting of Occupant Load	
Question:	Emergency power for exit signs is tested at least once per year. If battery operated, these lights are tested on a monthly basis. Functional testing of battery powered signs is provided for a minimum 90 min once per year.	
Priority Level:	Medium	
Non-Compliance Level:	1	
Description:	No Records in respect of monthly as well as once per year functional testing of battery (IPS) back up lights for exit signs have been found.	
Source of Findings:	Document Review: Documents are not available	
Suggested Plan of Action:	Develop a testing and maintenance program that ensures the emergency power for exit signs is tested at least once per year. If battery operated signs are used, these lights are tested on a monthly basis. Functional testing of battery powered signs is provided for a minimum 90 min once per year.	
Suggested Deadline Date:	09 Sep 2018	
Standard:	Alliance Standard Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape.	







Question:	Every door in a stair enclosure serving more than 5 stories is provided with re-entry unless it meets the requirements of Alliance Standards Part 6 Section 6.8.3.1.	
Priority Level:	Medium	
Non-Compliance Level:	1	
Description:	Our audited RC day-care building is 6-storied. No signage of re-entry of doors have been found posted and no arrangements for the provision of re-entry of doors have been noticed in our present assessment.	
Source of Findings:	Visual Assessment: Facility Survey	
Suggested Plan of Action:	Provide at least 2 re-entry doors allowing re-entry access to another exit with identification signs of re-entry doors in accordance with the Alliance Standards.	
Suggested Deadline Date:	16 Sep 2018	
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	
Fire Safety Programs		
Question:	Are the required number of people trained and certified in fire fighting, first aid, and rescue training by the appropriate authority.	
Priority Level:	High	
Non-Compliance Level:	2	
Description:	No documents are available towards the completion of fire training in each segment of fire fighting, first aid, and rescue training by the appropriate authority like FS&CD, BGMEA or BKMEA.	
Source of Findings:	Document Review: Documents are not available	
Suggested Plan of Action:	Provide training and certification for the required number of people (18% of total workers, 6% in each segment) in fire fighting, first aid, and rescue training by an appropriate authority in accordance with the Alliance Safety Training Curriculum.	
Suggested Deadline Date:	30 Sep 2018	
Standard:	Alliance Standard Part 13 Human Element Programs	
Question:	Are there additional areas of non-compliance to report?	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Manual on/off switch system of emergency industrial Fog lights have been noticed in our audited 4-storied RC main production building, 6-storied RC day-care building and the rest audited buildings. No emergency lights or emergency Fog lights have been noticed in each intermediate landings of our audited buildings. Gap beneath the exit doors of 6-storied RC day-care building have been noticed greater than 1/2 inch.	
Source of Findings:	Photograph: i) Manual on/off switch system of emergency industrial Fog lights. ii) Gap beneath the exit doors.	
Suggested Plan of Action:	Industrial emergency fog lights shall be provided with automatic electrical connection in lieu of manual on/off switch system. Emergency lights shall be provided in the intermediate landings of each stairs of our audited buildings.	



	Gap beneath the exit door shall not exceed 1/2 inch following Alliance Standards. Emergency steps shall be taken to solve this issue.	
Suggested Deadline Date:	16 Sep 2018	
Standard:	Not Applicable	
Question:	An emergency evacuation plan has been developed and communicated to all employees.	
Priority Level:	Medium	
Non-Compliance Level:	1	
Description:	Emergency evacuation plan has not been developed in accordance with the Alliance Standards.	
Source of Findings:	Document Review: Documents are not available	
Suggested Plan of Action:	Develop an emergency evacuation plan which includes all components required by the Alliance Standards and communicate the plan to all employees.	
Suggested Deadline Date:	16 Sep 2018	
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	
Question:	Emergency egress maps are posted at the entrance to each exit stair or main point of egress.	
Priority Level:	Medium	
Non-Compliance Level:	1	
Description:	Emergency egress maps have not been found posted in our audited buildings.	
Source of Findings:	Visual Assessment: Facility Survey	
Suggested Plan of Action:	Emergency egress maps shall be developed in accordance with NFPA 101 Section 7.10.8.5 and with the appropriate representation following ASTM E 2238- 02 and shall be posted in all required locations, at the entrance to each stair or main point of egress.	
Suggested Deadline Date:	16 Sep 2018	
Standard:	Alliance Standards Part 13 Section 13.4 Evacuation Plan	
Question:	Training programs are implemented and documented in accordance with the Alliance Safety Training Curriculum.	
Priority Level:	Medium	
Non-Compliance Level:	1	
Description:	Documents confirming the implementation and documentation of training programs in accordance with the Alliance safety training curriculum has not been found.	
Source of Findings:	Document Review: Documents are not available	
Suggested Plan of Action:	Implementation and documentation of the Training programs shall be Completed in accordance with the Alliance Safety Training Curriculum.	
Suggested Deadline Date:	30 Sep 2018	



Standard:	Alliance Standards Part 13	
Question:	Fire Department pre-planning has been completed.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	No document was available towards completion of Fire department pre planning.	
Source of Findings:	Document Review: Documents are not available	
Suggested Plan of Action:	Fire department pre-planning activities shall be Completed with the National Fire Service and Civil Defense (FS&CD).	
Suggested Deadline Date:	30 Sep 2018	
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	
Question:	Are all applicable permits up to date including Fire License & Boiler License.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	The status of applicable permits reviewed is shown as under: i) The Fire License- Valid till 30.06.2018. Factory management has already applied for renewing the license. ii) The BERC certificate of waiver from the requirement of a license- Certificates are not available but Factory management has already applied for the permit. iii) Boiler License- No Boiler has been found in the factory complex during our initial audit . iv) Boiler operator certificate: Since there is no boiler in the factory complex, Boiler operator certificate is not available. iv) Trade License- Valid till 30.06.2018 but factory management has already applied for renewing the license. v) ABC license for the electrician: Credible Documents are available for class C category in favor of Md. Bashir Uddin. vi) Factory License: Valid till 30.06.2019.	 
Source of Findings:	Document Review: Review of available documents, Photograph: Fire License, BERC application, Trade License, ABC license for the electrician, Factory License	
Suggested Plan of Action:	The applicable permits of Generator license shall be obtained from the appropriate authority as expeditiously as possible, and that are filed accordingly in accordance with the Alliance Standards.	
Suggested Deadline Date:	30 Sep 2018	
Standard:	Alliance Standard Part 13 Human Element Programs	



Question:	A hot-work permit program has been established.	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	Documents are available for hot work policy and hot work permit program but does not comply with the NFPA 51 B as well as Alliance Standards.	
Source of Findings:	Document Review: Documents are not available	
Suggested Plan of Action:	Develop a hot work permit program. The program must comply with the requirements of NFPA 51B	
Suggested Deadline Date:	09 Sep 2018	
Standard:	Alliance Standards Part 13 Section 13.4 Hot Work Permit and NFPA 51B	



Question:	Smoking is only allowed at designated areas.	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	No documents have been provided for "No Smoking" policy. No designated areas for smoking have been noticed in the factory complex. Sign of "No Smoking" have been found posted in the audited buildings.	
Source of Findings:	Document Review: Review of available documents, Photograph: Posting of "No smoking" signage	
Suggested Plan of Action:	Smoking is prohibited in garment factory buildings or similar uses. "No Smoking" signs shall be Posted both in English and Bengali at all building entrances. No Smoking policy shall be developed by the factory management. If the Owner designates a smoking area outside the building, information on the location of these areas shall be posted on the "Smoking Zone" signs in accordance with the Alliance Standards.	
Suggested Deadline Date:	09 Sep 2018	
Standard:	Alliance Standards Part 13 Section 13.5 Smoking	