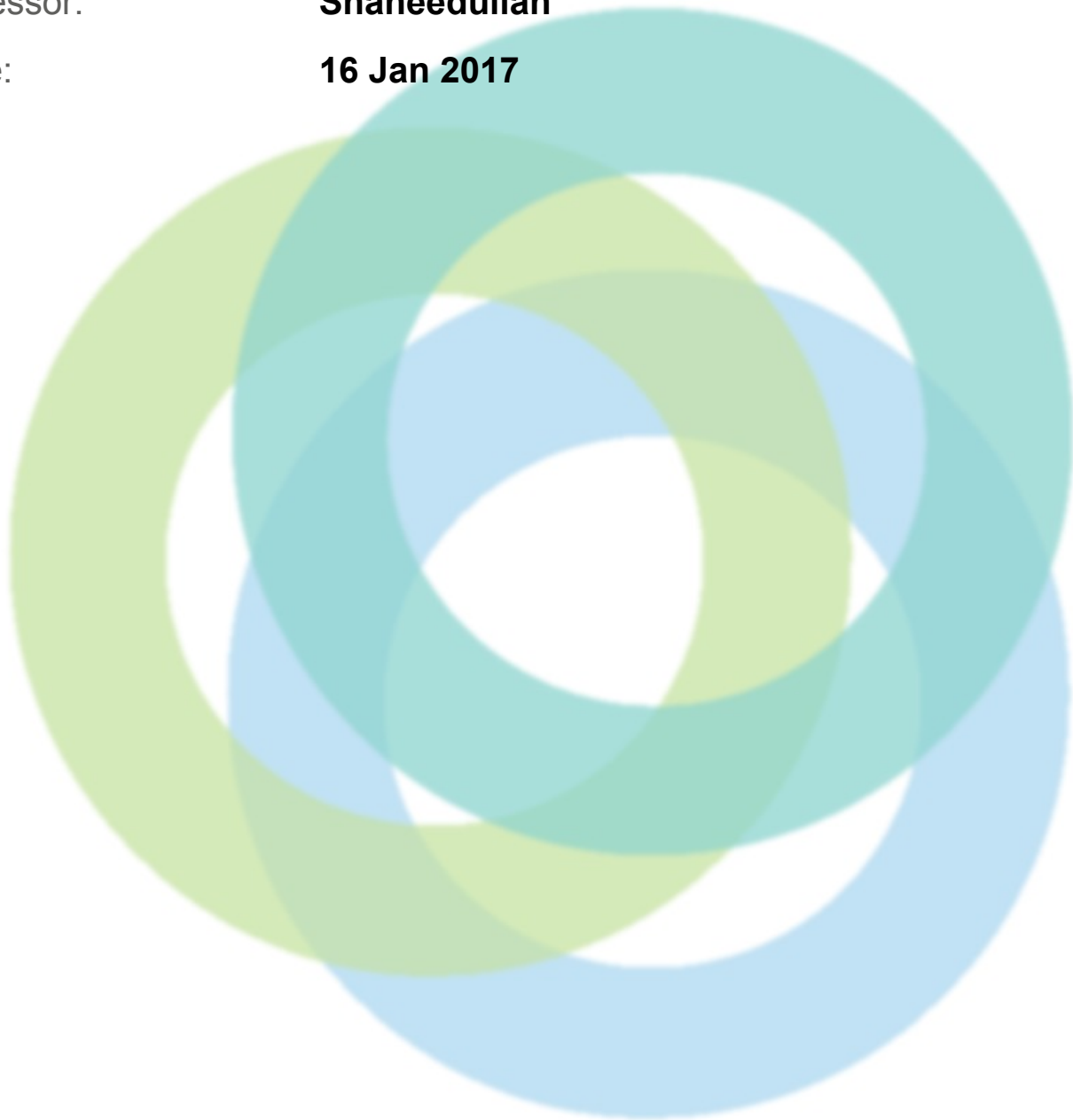




# INITIAL FIRE SAFETY ASSESSMENT

Factory Name: **NAFA APPARELS LTD**  
Address: **Village: Joypura, Union: Shombag Upazila: Dhamrai  
Dhaka Dhaka Dhaka Bangladesh**  
Assessor: **Shaheedullah**  
Date: **16 Jan 2017**





## 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](http://www.bangladeshworkersafety.org).





## GENERAL INFORMATION

General Information	
Factory Name:	NAFA APPARELS LTD
Address:	Village: Joypura, Union: Shombag Upazila: Dhamrai Dhaka Dhaka Dhaka Bangladesh
Country:	Bangladesh
Province:	Dhaka
City:	Dhaka
Zip Code:	
Audit Duration:	3 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	Jan 28 2017
Final Report Date:	Feb 8 2017
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are 9 buildings in the complex, 3 main and 6 ancillary buildings.
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	1) RMG steel production shed: 2 stories; 2) Knitting shed A: 1 story; 3) Knitting shed B: 1 story.
Approximate Building Area (SF):	Total complex area: 198,135 SF. Total main building area: 124,470 SF. 1) RMG steel production shed: 69,370 SF; 2) Knitting shed A: 26,550 SF; 3) Knitting shed B: 28,550 SF.
Date of Building Construction:	All main buildings: 2008.
Date of Last Building Renovation/Addition:	N/A
Ancillary Structures in Complex:	There are 6 ancillary buildings. 1) RC Admin building; 2) RC daycare center; 3) Steel yarn storage building; 4) Steel Generator shed; 5) RC Compressor room; 6) RC RMS room.
Approximate Ancillary Structures Area (SF):	Total ancillary area: 73,665 SF. 1) RC Admin building: 29,000 SF; 2) RC daycare center: 5,200 SF; 3) Steel Yarn storage building: 37,600 SF; 4) Steel Generator shed: 1,200 SF; 5) RC Compressor room: 400 SF; 6) RC RMS room: 265 SF.

Factory Name: **NAFA APPARELS LTD**  
Address: **Village: Joypura, Union: Shombag Upazila: Dhamrai Dhaka Dhaka Dhaka Bangladesh**

Assessor: **Shaheedullah**

Date: **16 Jan 2017**








**ALLIANCE**  
FOR BANGLADESH WORKER SAFETY

Number of Occupants:	Total occupants: 1,347. 1) RMG steel production shed: 823 (GF: 535, 1st: 288); 2) Knitting shed A: 87; 3) Knitting shed B: 84; 4) RC Admin building: 325 (GF: 5, 1st: 270 capacity, 2nd: 50 capacity); 5) RC daycare center: 18 (GF: 5, 1st: 13); 6) Steel yarn storage building: 7 (GF: 7, 1st: 0); 7) Steel Generator shed: 2; 8) RC Compressor room: 1; 9) RC RMS room: 0.
Number of Ancillary Levels (Stories):	1) RC Admin building: 3 stories; 2) RC daycare center: 2 stories; 3) Steel yarn storage building: 2 stories; 4) All other ancillary buildings: 1 story.
Occupancy Type:	1) RMG steel production shed: G2 (RMG); 2) Knitting shed A: G2 (RMG); 3) Knitting shed B: G2 (RMG); 4) RC Admin building: H2, and E4; 5) RC daycare center: K, A1 and B2; 6) Steel yarn storage building: H2; 7) Steel Generator shed: K. 8) RC Compressor room: K. 9) RC RMS room: K.
Construction Type:	All buildings: Type-2.
Height of Highest Occupied Floor Level Above Grade:	1) RMG steel production shed: 4.24 m (13.92 ft); 2) Knitting shed A: at grade; 3) Knitting shed B: at grade; 4) RC Admin building: 8.73 m (28.6 ft); 5) RC daycare center: 3.25 m (10.6 ft); 6) Steel Yarn storage building: 4.04 m (13.25 ft); 7) Steel Generator shed: at grade; 8) RC Compressor room: at grade; 9) RC RMS room: at 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:	The rated walls on the South side of Level 1 (accessory storage) and the on the West side of Level 2 (leftover room) of the RMG production shed have non-rated window and door openings, and steel door respectively. Penetrations have been noticed through the floor slab, BBT, at level 2, near Stair 4 on the North, and through the roof slabs in the compressor room and boiler room, compressed air and steam pipes respectively, at ground level on the N-W, RMG production shed.	
Source of Findings:	Photograph: i) Glass door and window, accessory storage. ii) Steel door, leftover room. iii) Floor penetration, BBT. iv) Penetration, roof slab, boiler room.	
Suggested Plan of Action:	Provide fire-resistive rated opening or penetration protection for rated walls and assemblies in accordance with Alliance Standard Sections 4.6 and 4.7. Consult a qualified fire protection engineer to design the required opening or penetration protection systems.	
Suggested Deadline Date:	07 May 2017	
Standard:	Includes doors, windows, ducts, piping, etc. Reference Alliance Standards Part 4 Section 4.6 Opening Protectives and Section 4.7 Penetrations	
Question:	Are exit enclosures provided with fire-resistive rated construction barriers?	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	There are 4 stairs in the RMG production shed (2 interior and 2 exterior), 2 exterior stairs in the yarn storage building, 3 interior stairs in the administrative building, 2 exterior stairs in the day care building. All of the stairs have been noticed provided with 10 in. brick masonry walls. The fire-resistive rated construction barriers having fire-rated doors, installed already, and in a few cases in the process of installation, on the required locations at the entrance to	



	the respective stairs from the floors, but no listing documents of the fire doors reviewed by the Alliance provided.	
Source of Findings:	Document Review: i) Reviewed listing document has not been provided., Photograph: i) Fire doors installed. , Visual Assessment: The facility survey.	
Suggested Plan of Action:	All documents, including a listing of the fire doors installed shall be submitted to the Alliance for review.	
Suggested Deadline Date:	07 May 2017	
Standard:	Reference Alliance Standards Part 4 Section 4.5 Separation	
Question:	Are separations between hazards provided with fire-resistive rated construction barriers.	
Priority Level:	Medium	
Non-Compliance Level:	3	
Description:	In the RMG production shed, the accessory storage in the South, level 1 and the leftover storage in the West, level 2, in the Yarn relaxation area, where the construction barriers in both the cases do not have the required rating, there are glass window and door openings in the accessory storage, and there are steel doors in the leftover storage room.	
Source of Findings:	Photograph: i) Accessory storage. ii) Leftover storage room.	
Suggested Plan of Action:	Provide fire-resistive rated construction barriers (with associated opening protection) between hazard types in accordance with Alliance Standard Sections 3.4 and 4.5. Consult a qualified fire protection engineer to design the required rated construction barrier.	
Suggested Deadline Date:	07 May 2017	
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:	3	
Description:	Certificates of occupancy have not been provided.	
Source of Findings:	Document Review: No document has been provided.	
Suggested Plan of Action:	Apply to appropriate authority in an expeditious manner for issuance of the Certificates of Occupancy for each building and ancillary structure according to building use.	
Suggested Deadline Date:	21 Mar 2017	



Standard:	Are certificates of occupancy provided for each building or ancillary structure?	
<b>Fire Protection Systems</b>		
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:	2	
Description:	It was noticed during the audit that the factory is installing an automatic fire alarm and detection system in the facility. The design documents, including a listing of the products, are yet to be submitted for review by the Alliance.	
Source of Findings:	Document Review: No reviewed documents have been provided., Visual Assessment: The facility survey.	
Suggested Plan of Action:	All fire alarm installations or modifications shall be documented with shop drawings and submitted for review by the Alliance prior to commencement of installation.	
Suggested Deadline Date:	07 May 2017	
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:	Fire extinguishers are inspected, tested, and maintained as required.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	The document provided for review is a monthly checklist performed on Jan 9 2017, but testing and maintenance records were not provided.	
Source of Findings:	Document Review: The provided document has been reviewed.	
Suggested Plan of Action:	Establish an inspection, testing, and maintenance program for all fire extinguishers and prepare proper documentation. Program must comply with NFPA 10.	
Suggested Deadline Date:	07 Aug 2017	
Standard:	NFPA 10 Chapter 7	



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:	It was noticed during the audit that the factory is installing an automatic fire alarm and detection system in the facility. The design documents, including a listing of the products, are yet to be submitted for review by the Alliance.
Source of Findings:	Photograph: i) The fire alarm control panel.
Suggested Plan of Action:	Provide listing documentation for review by the Alliance. Once approved and installed, arrange for direct connection of the fire alarm and detection system to a central station monitoring service or the Fire Service and Civil Defense as per Alliance Standard Section 5.7.5. Until that time, a person trained to contact the Fire Service and Civil Defense in the event of fire alarm activation shall be provided. An annunciator shall be located in a constantly attended location (such as a fire control room) to alert this person.
Suggested Deadline Date:	21 Mar 2017
Standard:	Alliance Standard Part 5 Section 5.7.5 Monitoring



**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:	2
Description:	Aisles have been observed with the minimum unobstructed clear width of 1.07m (42 in.) in the buildings assessed except the administrative building. Aisle markings were not been noticed on the level 1 or level 2 throughout the Admin Building.
Source of Findings:	Photograph: i) No aisles mark in rack area, level 1. , Visual Assessment: The facility survey.
Suggested Plan of Action:	Provide proper aisle clear width minimum of 0.9 m (36 in) and provide marking. Keep aisles free of storage. Relocate equipment if necessary to provide proper width. The path of egress travel along a means of egress shall not be interrupted by any obstruction. The capacity of the means of egress shall not be reduced along the path of travel.
Suggested Deadline Date:	07 May 2017
Standard:	Higher occupancy loads will require a greater width to accommodate the increased load. Alliance Standard Part 6 Section 6.5 Egress Width



Question:	Exit discharge is directly to the exterior of the building, unless the requirements of 6.17.2 are met, at grade or provides direct access to grade. Exit discharge shall not reenter a building.
Priority Level:	High
Non-Compliance Level:	2
Description:	The exit discharge is directly to the exterior of the buildings for the structures assessed except the discharge on the North exterior which discharges to an egress court. The egress court spreads out to the West and the requirements of Section 6.17.2 are not met. The width of the court at its narrowest point was measured to be 6 ft 3 in. and there are unprotected openings by the exhaust fan and louvers in the exterior wall of the generator building. There is also a building under construction.
Source of Findings:	Photograph: i)The court along the generator building. ii) The court along the the building under construction., Visual Assessment: The facility survey.
Suggested Plan of Action:	Provide an Egress Court in accordance with Alliance Standard Section 6.17.2 for non-compliant arrangements. Consult a qualified fire protection engineer to design and/or approve the required egress court.
Suggested Deadline Date:	07 May 2017
Standard:	Alliance Standard Part 6 Section 6.17 Exit Discharge. See Section 16.7.2 and 16.7.3 for exceptions.
Question:	Travel distance to reach an exit does not exceed the maximum distance allowed by Occupancy Type.
Priority Level:	High
Non-Compliance Level:	2
Description:	The maximum travel distance to reach an exit in the knitting building on the West, where a single exit door is provided, is approx 224 ft (68.30 m). This is greater than the allowable 148 ft (45 m).
Source of Findings:	Photograph: i) The single exit door on the West exterior., Visual Assessment: The facility survey.
Suggested Plan of Action:	Install an additional exit on the West exterior of the building, keeping remoteness as far as practicable in accordance with the Standards. Consult a qualified fire protection engineer to this effect.
Suggested Deadline Date:	07 May 2017
Standard:	Alliance Standard Part 6 Section 13 Travel Distance and BNBC Part 4 Section 3.15.1



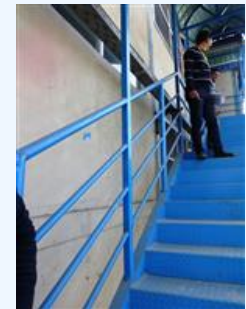


Question:	Doors are not locked in the direction of egress under any conditions. All hasps, locks, slide bolts, and other locking devices have been removed where required.
Priority Level:	High
Non-Compliance Level:	2
Description:	It has been noticed that the exit doors, including the pocket doors on the exterior are kept open during the working hours, but locking devices, such as hasps, locks, slide bolts, etc. are provided on the doors in the direction of egress. These conditions exist in the RMG production shed and at the Knitting shed at grade.
Source of Findings:	Photograph: i) The exit door # 1, RMG production shed. ii) The pocket door # 5, RMG product. shed., Visual Assessment: The facility survey.
Suggested Plan of Action:	Remove all hasps, locks, slide bolts, and other locking devices on exit doors and pocket doors in the noted locations in accordance with the Alliance Standards Part 6 Section 6.8.
Suggested Deadline Date:	28 Feb 2017
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates
Question:	All doors in a means of egress are of the side-hinged swinging type.
Priority Level:	High
Non-Compliance Level:	2
Description:	All doors in the means of egress are of the side-hinged swinging type, that are fire doors at the entrance to the stairways, and side-hinged swinging type of non-rated doors and steel pocket doors installed on the exteriors at grade in the RMG production shed and knitting shed.
Source of Findings:	Photograph: i) The steel pocket door on the exterior.
Suggested Plan of Action:	Provide side-hinged swinging type of doors fitted with panic bars, latches, and door closers in the noted locations and in the other similar locations in accordance with the Alliance Standards.
Suggested Deadline Date:	07 May 2017
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates





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:	It has been noticed that landings are not provided on both sides of exit doors. The door on the North exterior of Knitting shed swings out over the stair, as well as, the pocket door on the West of RMG production shed, on the outside of the exit door on the South exterior, and stair # 1 of the RMG production shed.
Source of Findings:	Photograph: i) The exit door without landings. ii) The pocket exit door without landings.
Suggested Plan of Action:	Revise the door location, and associated wall ratings, back from the stair enclosure (toward the occupied floor) so that the door does not swing out over the stairs for compliance with Alliance Standard Section 6.8.5. Provide landings on both sides of the exit doors in the noted locations and in the other similar locations in accordance with the Alliance Standards. Consult a qualified fire protection engineer to this effect.
Suggested Deadline Date:	07 May 2017
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates
Question:	Exterior exit stairs are separated from the building with the required rating. The rating of the exterior wall shall extend 3.05 m (10 ft) beyond the ends of the stair structure.
Priority Level:	High
Non-Compliance Level:	2
Description:	The exterior exit stair # 3, on the North of the RMG production shed is not provided with proper separation.
Source of Findings:	Photograph: i) The exterior exit stair, RMG production shed.
Suggested Plan of Action:	Provide a fire-resistive rated assembly between the exterior exit stairs (and 10 ft beyond the ends of the stairs) and the building to achieve the required separation. Enclose any openings (windows, etc.) with required fire rated construction within that 10 ft wall section. The rated assembly should be designed and/or approved by a qualified fire protection engineer.
Suggested Deadline Date:	07 May 2017
Standard:	Alliance Standard Part 6 Section 6.3.1.2. Three stories or less 1-hr rating. Four stories of more 2-hr rating





Question:	Are there additional areas of non-compliance related to the Means of Egress?
Priority Level:	Medium
Non-Compliance Level:	3
Description:	The fabric relaxation area, a fabric storage room, at level 2 on the South, in the RMG production shed, that is not appropriately separated from the production floor with fire resistive rated barriers. It is reported by the factory that the fabric relaxation room in the South, level 2, is a temporary in process storage area of fabrics, in the RMG production shed. But it has been noticed that it occupies an area approx. 4,780 (SF), the total building area of the story measured approx. 28,340 (SF), the storage area is approx. 16.87% of the story, the story is non-sprinkle red, and that the requirements of Alliance Standards Part 3 Section 3.4.2 Sub Sections 3.4.2.1.5 and 3.4.2.1.6 are not met. Sub Sections 3.4.2.1.5 and 3.4.2.1.6 are not met.
Source of Findings:	Photograph: i) The fabric relaxation area. ii) The arrangement of stored fabrics - 1. iii) The arrangement of stored fabrics - 2.
Suggested Plan of Action:	Provide complaint arrangement of the fabric relaxation room in accordance with the Alliance Standards Part 3 Section 3.4.2 Sub Section 3.4.2.1.5 J& 3.4.2.1.6. Otherwise separate the area following the Standards. Consult a qualified fire protection engineer to this effect.
Suggested Deadline Date:	07 May 2017
Standard:	Not Applicable
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:	3
Description:	Occupant loads have not been posted for the assembly points or for the production floor areas near the main point of egress in any building assessed.
Source of Findings:	Visual Assessment: The facility survey.
Suggested Plan of Action:	Post the occupant load for all assembly and production floor areas in a conspicuous space near the main exit or exit access doorway for the space in accordance with Alliance Standard Section 6.4.4.
Suggested Deadline Date:	07 Mar 2017
Standard:	Alliance Standards Part 6 Section 6.4.4 Posting of Occupant Load





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:	The occupiable roofs of the yarn storage building and the administrative building have are provided with 36 in. parapets.
Source of Findings:	Photograph: i) The roof parapet, Yarn storage building. ii) The roof parapet, administrative building.
Suggested Plan of Action:	Provide parapets or guards with a minimum height of 1067 mm (42 in.) for all occupiable roof areas in accordance with Alliance Standard Section 6.12.
Suggested Deadline Date:	07 Aug 2017
Standard:	Alliance Standard Part 6 Section 12 Handrails and Guards
Question:	Illuminated exit signs are placed at entrances to exits and along the path of egress anywhere the continuation of egress is not obvious or there is a change in the direction of the path of travel.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	In the RMG production shed and in the knitting shed, directional signs are installed in some locations along the path of egress, but there are changes in the direction of the path of travel where additional directional signs are required to be installed.
Source of Findings:	Photograph: i) The large area in a story, RMG production shed., Visual Assessment: The facility survey.
Suggested Plan of Action:	Install additional illuminated exit signs along the path of egress anywhere the continuation of egress is not obvious or there is a change in the direction of the path of travel in the noted locations and in other similar locations in accordance with the Alliance Standards.
Suggested Deadline Date:	07 Aug 2017
Standard:	Alliance Standard Part 6 Section 6.11 Exit Signs





Question:	Changes in elevation of walking surfaces do not exceed 6.35 mm (1/4 in) unless provided with a beveled slope of 1 in 2 that does not exceed 12.7 mm (1/2 in).
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Changes in the elevation of the walking surfaces have been found greater than ½ in. due to the door sills at the entrances to the exit doors in the RMG production shed, knitting shed, and in the administrative building. The door sills were measured to be 1.5 in. and 6 in. respectively at the fire doors and at the steel pocket doors installed in the means of egress.
Source of Findings:	Photograph: i) The fire door sill, bottom part of door frame. ii) The sill that is approx. 6 in., Visual Assessment: The facility survey.
Suggested Plan of Action:	Limit abrupt changes in elevation for walking surfaces to 1/4 in. or less unless provided with a beveled slope of 1 in 2 that do not exceed 1/2 in. in accordance with Alliance Standard Section 6.3.4.
Suggested Deadline Date:	07 Aug 2017
Standard:	Alliance Standard Part 6 Section 6.3.4 Walking Surfaces
Question:	Walking surfaces along the path of egress are uniformly slip resistant.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Walking surfaces along the path of egress have been found uniformly slip resistant in the interior of the buildings and structures, but in the egress court at grade on the North of the RMG production shed, uneven tripping surfaces have been noticed up to the assembly point.
Source of Findings:	Photograph: i) The uneven surface in the egress court., Visual Assessment: The facility survey.
Suggested Plan of Action:	Provide measures to ensure that walking surfaces, are uniformly slip resistant.
Suggested Deadline Date:	07 Aug 2017
Standard:	Alliance Standard Part 6 Section 6.3.6 Slip Resistance





Question:	Handrails are provided on both sides of each stairway. Intermediate handrails are provided when the stair width exceeds 2.2 m (87 in.). Handrails are not mounted lower than 760 mm (30 in.) or higher than 1100 mm (44 in.).
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Handrails are not provided on the wall side, stair # 1, on the open side at level 1 through level 2, on the wall side at level 3 through roof level, stair # 3 on the S-W, on both sides of each stairway at grade through the plinth in the administrative building. The open guard pattern has also been noticed such that a sphere 203 mm (8 in.) can pass through in the exterior stair # 2 of the Yarn store building.
Source of Findings:	Photograph: i) No handrail, wall side, stair # 1, admn. building. ii) No handrail, open side, stair # 3, admn. building. III) No handrail, on both sides, stair in admn. building, at plinth through the grade.
Suggested Plan of Action:	Provide handrails on both sides of each stairway. Mount new handrail at a height consistent with existing height (between 30 in. and 44 in). The spacing between vertical members will not exceed 200 mm (8 inch).
Suggested Deadline Date:	07 Aug 2017
Standard:	Alliance Standard Part 6 Section 6.9 Stairs and 6.12 Handrails and Guards
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:	1
Description:	The only ramp that is used in the path of travel is at the front of the steel storage building, that connects the plinth at grade. The slope is compliant, but it is not provided with handrails on both sides.
Source of Findings:	Visual Assessment: The facility survey.
Suggested Plan of Action:	Install handrails on both sides of the ramp in accordance with the Alliance Standards.
Suggested Deadline Date:	07 Aug 2017
Standard:	Alliance Standard Part 6 Section 10 Ramps
Question:	Stair designation signs are provided at each floor entrance from the stair to the floor in English and Bengali. Signs indicate the name of the stair and the floor level. Signs are posted adjacent to the door.
Priority Level:	Low





Non-Compliance Level:	3
Description:	Stair designation signs were not noticed at each entrance from the stair to the floor in English and Bengali in any of the stairs of the buildings and structures.
Source of Findings:	Visual Assessment: The facility survey.
Suggested Plan of Action:	Install signage adjacent to each stair door at the entrance from the stair to the floor indicating the stair name and the floor level in both English and Bengali.
Suggested Deadline Date:	07 Mar 2017
Standard:	Alliance Standard Part 6 Section 6.9 Stairs

### 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:	According to the documents provided, the required training program has been started in fire fighting, first aid, and rescue of the people of the facility by the FS & CD, and BGMEA, with 130 people trained (FS&CD: 80 nos. and BGMEA: 50 nos.). With a total 1029 people working in the facility, the minimum required number of trained people for 18% would be 185 people total.
Source of Findings:	Document Review: The document provided has been reviewed.
Suggested Plan of Action:	Provide training and certification for the required number of people (18% of total workers) in fire fighting, first aid, and rescue training by an appropriate authority in accordance with the Alliance Safety Training Curriculum.
Suggested Deadline Date:	31 Jul 2017
Standard:	Alliance Standard Part 13 Human Element Programs

Question:	Training programs are implemented and documented in accordance with the Alliance Safety Training Curriculum.
Priority Level:	Medium
Non-Compliance Level:	3
Description:	No document has been provided towards implementation and documentation of training program in accordance with the Alliance Safety Training Curriculum, the training program is not implemented.
Source of Findings:	Document Review: No document has been provided.
Suggested Plan of	Implement training programs and document in accordance with the Alliance




Action:	Safety Training Curriculum.	
Suggested Deadline Date:	28 Feb 2017	
Standard:	Alliance Standards Part 13	
Question:	An emergency evacuation plan has been developed and communicated to all employees.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	The document provided towards development of an evacuation plan did not appear to include the duties and responsibilities of various people/groups, interfacing between groups and fire brigade, headcount and identification of trapped victims, physically disabled people and their rescue, etc. and all other components required by the Alliance Standards. The provisions to assist the physically disabled persons are not also included in the evacuation plan and communicating the plan to all employees.	
Source of Findings:	Document Review: The document provided has been reviewed.	
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:	28 Feb 2017	
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:	2	
Description:	No emergency egress maps were found posted in the facility at the main point of egress of the buildings and structures assessed.	
Source of Findings:	Document Review: The document provided has been reviewed.	
Suggested Plan of Action:	Create and post emergency egress maps at the entrance to each exit stair or main point of egress as per Alliance Standards Section 13.4.	
Suggested Deadline Date:	28 Feb 2017	
Standard:	Alliance Standards Part 13 Section 13.4 Evacuation Plan	
Question:	Fire Drills are conducted at required intervals based on building use type.	
Priority Level:	Medium	



Non-Compliance Level:	2
Description:	The document provided towards conducting the Fire drills did not appear that it had been conducted in accordance with the Alliance Standards; the required interval was not mentioned.
Source of Findings:	Document Review: The document provided has been reviewed.
Suggested Plan of Action:	Conduct fire drills on a quarterly basis as outlined in BNBC Part 4 Appendix A. Fire drills shall be conducted under the direction of a Fire Safety Director.
Suggested Deadline Date:	28 Feb 2017
Standard:	Alliance Standards Part 13 Section 13.3 Fire Drills
Question:	A Fire Safety Director position has been filled.
Priority Level:	Low
Non-Compliance Level:	2
Description:	The factory has appointed Md. Tipu Sultan an officer in the Fire and Safety Department, but no supplementary document has been provided towards entrusting him the duties and responsibilities in accordance with the Alliance Standards.
Source of Findings:	Document Review: The document provided has been reviewed.
Suggested Plan of Action:	The factory shall issue the necessary supplementary order regarding the duties entrusted upon him (the person appointed already) in accordance with the Alliance Standards Part 13 Section 13.1 and he shall undergo sufficient training to become capable to discharge the duties accordingly.
Suggested Deadline Date:	31 Jul 2017
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director
Question:	Fire Department pre-planning has been completed.
Priority Level:	Low
Non-Compliance Level:	2
Description:	No document has been provided towards fire department pre-planning.
Source of Findings:	Document Review: No document has been provided.
Suggested Plan of Action:	Complete Fire Department pre-planning activities with the local Fire Service and Civil Defence in accordance with Alliance Standard Section 13.1.1(2).
Suggested Deadline Date:	28 Feb 2017
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director



Question:	A written housekeeping policy is established and enforced.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	A written housekeeping policy is established, but it did not appear to include the policies on housekeeping to ensure the scheduled cleaning for floor, wall, ceiling, promptly rescheduling of skipped cleanings etc.	
Source of Findings:	Document Review: The documents provided has been provided.	
Suggested Plan of Action:	Establish written corporate and plant policies on housekeeping to ensure scheduled cleaning for floor, wall, ceiling, supply and return air ventilation systems. Promptly reschedule skipped cleanings. Provide a documented line of authority for authorizing a cleaning delay and rescheduling.	
Suggested Deadline Date:	31 Oct 2017	
Standard:	Alliance Standards Part 13 Section 13.6 Housekeeping	
Question:	A hot-work permit program has been established.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	The factory has a "Hot work policy and procedure", but it did not appear to comply with the requirements of NFPA 51B, the "Hot Work Permit" form does not seem to be used.	
Source of Findings:	Document Review: The document provided has been reviewed.	
Suggested Plan of Action:	Develop a hot work permit program. The program must comply with the requirements of NFPA 51B.	
Suggested Deadline Date:	31 Jul 2017	
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:	2	
Description:	The factory has developed a "No Smoking Policy" with the strict prohibition of smoking in the factory complex, but posting of the "No smoking" signs has been noticed only in a few locations. They are not in each of the buildings and structures in the complex, and they are written in "Bengali" only.	
Source of Findings:	Photograph: The "No Smoking" sign., Visual Assessment: The facility survey.	



Suggested Plan of Action:	Smoking is prohibited in garment factory buildings or similar uses. Post "No Smoking" signs in English and Bengali at all building entrances. If the Owner designates a smoking area outside the building, information on the location of these areas shall be posted on the "No Smoking" signs.
Suggested Deadline Date:	15 Feb 2017
Standard:	Alliance Standards Part 13 Section 13.5 Smoking
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) Fire License: Valid up to June 30 2017. ii) Factory License: Valid up to June 30 2017. iii) Boiler License: Validity was expired on Sep 13 2016. iv) Boiler attendant certificate Class II: The certificate was issued in favor of Md. Gias Uddin on Dec 23 2004. v) The BEREC certificate of waiver from the requirement of a license: Not available. 1 (one) gas generator, capacity 1030 KW, and 2 (two) diesel generators each approx.650 KW are in operation in the factory. vi) The electrical supervisor certificate, Class-A, B, & C: Not available.
Source of Findings:	Document Review: The documents provided have been reviewed.
Suggested Plan of Action:	Apply to appropriate authority in an expeditious manner for issuance of all applicable licenses and keep them up to date.
Suggested Deadline Date:	28 Feb 2017
Standard:	Alliance Standard Part 13 Human Element Programs