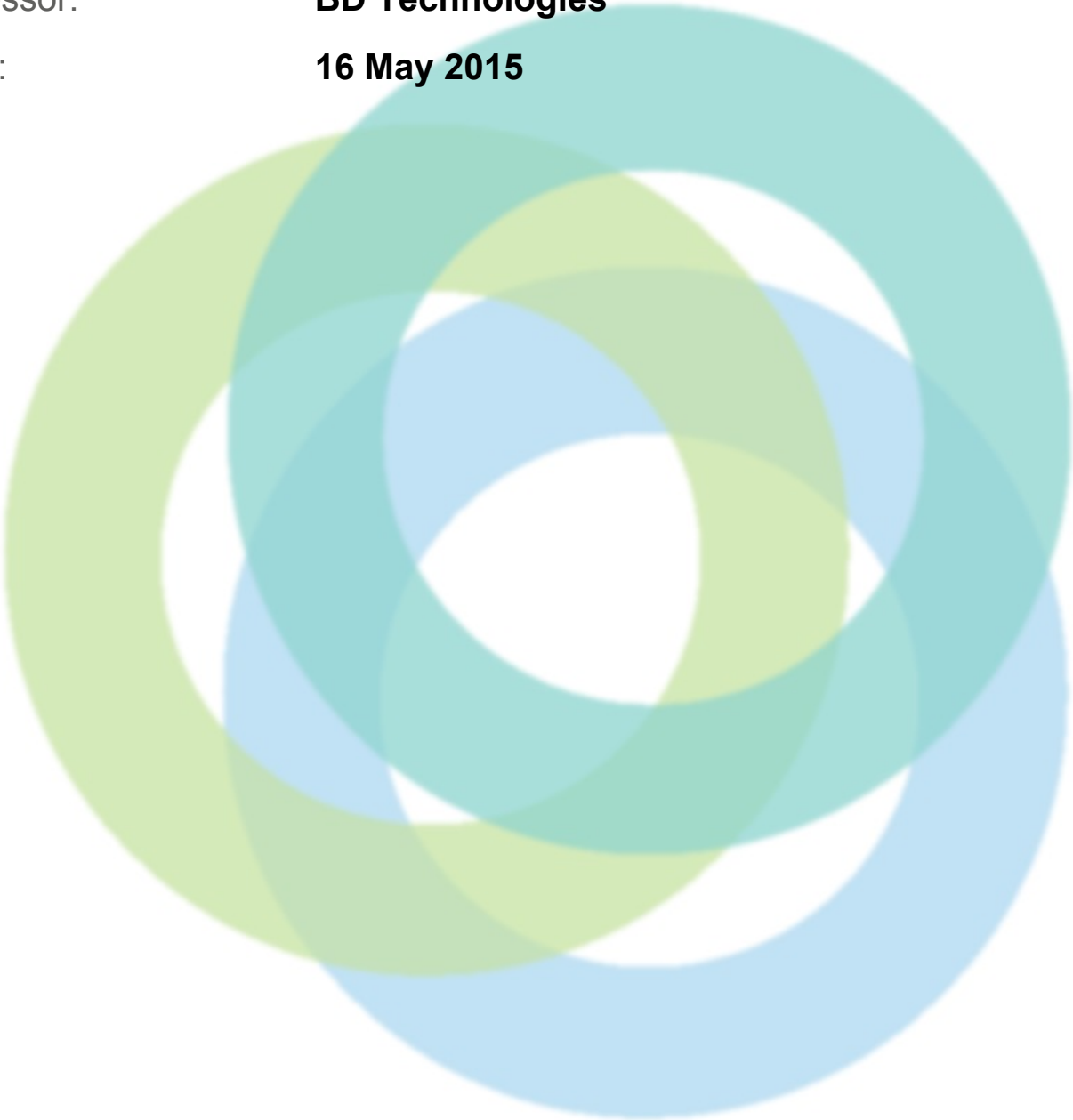


# INITIAL FIRE ASSESSMENT REPORT (FAR)

Factory Name: **Intimate Apparels Ltd**  
Address: **Plot 91-93, Karnaphuli EPZ, Chittagong Chittagong  
Chittagong Bangladesh**  
Assessor: **BD Technologies**  
Date: **16 May 2015**





## 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:	Intimate Apparels Ltd
Address:	Plot 91-93, Karnaphuli EPZ, Chittagong Chittagong Chittagong Bangladesh
Country:	Bangladesh
Province:	Chittagong
City:	Chittagong
Zip Code:	4204
Audit Duration:	8 Hours
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	16th May,2015
Final Report Date:	31st May, 2015
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are three buildings, 2 main production buildings and 1 ancillary. 1) Main Building-1; 2) Main Building-2; 3) Ancillary Building-3.
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	1) Building-1: 3-story; 2) Building-2: 5-story.
Approximate Building Area (SF):	1) Building-1: 93,090 SF (GF-2nd: 31,030 SF each); 2) Building-2: 92,665 SF (GF-4th: 18,533 SF each.
Date of Building Construction:	1) Building-1: 2008 2) Building-2: February 2013 - July 2014; 3) Building-3: Childcare and Security/Fire Control room - 2008.
Date of Last Building Renovation/Addition:	None
Ancillary Structures in Complex:	One Ancillary Structure. 1) Building-3: Doctor/Childcare room and Security room/Fire Control room.
Approximate Ancillary Structures Area (SF):	1) Building-3: 818 SF.

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Number of Occupants:	Total number of occupants: 3363. 1) Building-1: 2450 (GF: 500, 1st: 975, 2nd: 975); 2) Building-2: 908 (GF: 166, 1st: 80, 2nd: 480, 3rd: 180, 4th: 2, roof: unoccupied) 3) Building-3: 5.
Number of Ancillary Levels (Stories):	1) Building-3: 1-story.
Occupancy Type:	Industrial G-2, E, F-1 and H-2.
Construction Type:	1) Building-1: Non-rated; 2) Building-2: Type-2; 3) Building-3: Type-2.
Height of Highest Occupied Floor Level Above Grade:	Building-2: 18.4 m (60.5 ft).



## ASSESSMENT FINDINGS

### Expansion Details

Question:	Has the building expanded since the initial inspection? In the text box, please provide details on the changes and/or expansions that have taken place in the building(s) since the initial inspection. Report new construction, updated numbers of floors or buildings, etc.
Priority Level:	High
Non-Compliance Level:	
Description:	New expanded building is Building-2. It's a 5-story RCC building, number of levels are 5 and the construction is completed. Building-2 construction date: February,2013- July,2014.
Source of Findings:	Visual Assessment: Based on visual assessment and management discussion of this factory.
Suggested Plan of Action:	
Suggested Deadline Date:	
Standard:	N/A

### Fire Protection Construction

Question:	Are shafts provided with the minimum fire-resistance rating?
Priority Level:	High
Non-Compliance Level:	3
Description:	The Lift shaft is not properly separated from the production floor (GF to 4th) in Building-2.
Source of Findings:	Photograph: Unprotected lift shaft (typical of others), Visual Assessment: According to visual assessment of this factory 16th May, 2015.
Suggested Plan of Action:	Provide fire-resistive rated construction barriers for shafts in accordance with Alliance Standard Section 4.5.7. Consult a qualified fire protection engineer to design the required rated construction barrier.
Suggested Deadline Date:	30 Aug 2015
Standard:	Reference Alliance Standards Part 4 Section 4.5.7.1 through 4.5.7.3
Question:	Are exit enclosures provided with fire-resistive rated construction barriers?





Priority Level:	High
Non-Compliance Level:	2
Description:	For Building-2, most of the doors seem to be fire rated doors, but they are not properly certified or labeled with all accessories. Door accessories are door leap, door frame, door closer, push bar, door hinge, door lock etc. Need certificate of all listed components with the fire door from certification body like UL, FM Global, UL Lab, Intertech.
Source of Findings:	Visual Assessment: According to Visual Assessment and document review of this factory on 16th May, 2015.
Suggested Plan of Action:	Consult with the Alliance office to see if existing fire doors are acceptable. Otherwise, provide associated opening protection for exit enclosures in accordance with Alliance Standard Sections 4.6. Consult a qualified fire protection engineer to design the required opening protection.
Suggested Deadline Date:	30 Aug 2015
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:	2
Description:	Occupancy Certificates of these factory buildings were not found.
Source of Findings:	Document Review: According management discussion and document review of this factory 16th May, 2015.
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:	19 Jul 2015
Standard:	Are certificates of occupancy provided for each building or ancillary structure?

**Fire Protection Systems**

Question:	Does the building have a fire pump?
Priority Level:	High
Non-Compliance Level:	2
Description:	Building-2 has a fire pump, but approved fire hydrant design drawings and hydraulic calculations were not available.
Source of Findings:	Visual Assessment: According to visual assessment of this factory on 16th May, 2015.





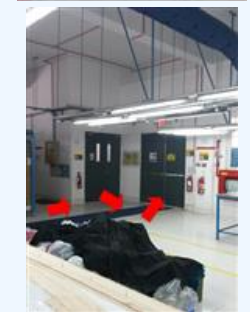
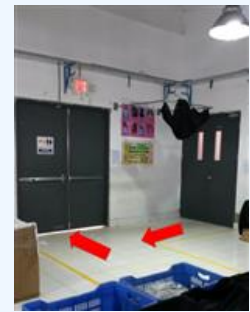
Suggested Plan of Action:	Prepare design drawings and hydraulic calculations and submit them to the Alliance office for review and approval.
Suggested Deadline Date:	22 Nov 2015
Standard:	Alliance Standard Part 5 Fire Protection Systems
Question:	Fire extinguishers are inspected, tested, and maintained as required.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Fire extinguishers inspection, testing, and maintenance reports were not found.
Source of Findings:	Document Review: According to document review of this factory on 16th May, 2015.
Suggested Plan of Action:	Establish an inspection, testing, and maintenance program for all fire extinguishers comply with the requirements of NFPA 10.
Suggested Deadline Date:	22 Nov 2015
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:	2
Description:	Building-2 has standpipe and hose system connections, but inspection, maintenance, and testing records are not found.
Source of Findings:	Document Review: According to Document review and management interview of this factory on 16th May, 2015.
Suggested Plan of Action:	Establish an inspection, testing, and maintenance program for the standpipe system. Program must comply with NFPA 25.
Suggested Deadline Date:	22 Nov 2015
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:	2



Description:	Signage for the standpipe system was not installed at required locations in Building-2.	
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on 16th May, 2015.	
Suggested Plan of Action:	Install signage at required locations and on required equipment. Signage must comply with NFPA 14.	
Suggested Deadline Date:	19 Jul 2015	
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:	2	
Description:	Inspection, maintenance, and testing reports of the fire pump are not available.	
Source of Findings:	Document Review: According to document review of this factory on 16th May, 2015.	
Suggested Plan of Action:	Establish an inspection, maintenance, and testing program for the fire pump as per NFPA 25.	
Suggested Deadline Date:	22 Nov 2015	
Standard:	Reference NFPA 25 Chapter 8 Fire Pumps	
<b>Means of Egress</b>		
Question:	Interior exit stairways and ramps terminate at an exit discharge except where terminating at a rated exit passageway.	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	Staircase-13 (South-West corner) and Staircase-14 (South-East corner) are discharged through the production floor on ground floor of Building-2.	



Source of Findings:	Photograph: Ground floor Staircase-13 (South-West corner) and Staircase-14 (South-East corner) of the factory building-2., Visual Assessment: According to visual assessment of this factory on 16th May, 2015.
Suggested Plan of Action:	Route exits directly to the exterior or provide an exit passageway in accordance with Alliance Standard Section 6.15 for non-compliant arrangements. Consult a qualified fire protection engineer to design and/or approve the required exit passageway.
Suggested Deadline Date:	30 Aug 2015
Standard:	Alliance Standard Part 6 Section 6.14 Exit Enclosures
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:	Doors along the path of egress are more than 0.8 m (32 in) and most of the doors seem to be fire rated doors, but they are not properly certified or labeled with all accessories.
Source of Findings:	Visual Assessment: According to visual assessment of this factory on 16th May, 2015.
Suggested Plan of Action:	Consult with the Alliance office to see if existing fire doors are acceptable. Otherwise, provide associated opening protection for exit enclosures in accordance with Alliance Standard Sections 4.6. Consult a qualified fire protection engineer to design the required opening protection.
Suggested Deadline Date:	30 Aug 2015
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:	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:	Testing records of emergency power for means of egress illumination were not found.	
Source of Findings:	Visual Assessment: According to visual assessment, management interview and documents review of this factory on 16th May, 2015.	
Suggested Plan of Action:	Develop a testing and maintenance program that ensures the emergency power for all egress lighting is verified at least once per year. If battery-operated lights are used, these lights shall be tested on a monthly basis. Functional testing of battery powered lights shall be provided for a minimum 90 min once per year.	
Suggested Deadline Date:	05 Jul 2015	
Standard:	Alliance Standards Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape Lighting	
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:	2	
Description:	Testing records of emergency power for exit signs were not found.	
Source of Findings:	Document Review: According to visual assessment, management interview and documents review of this factory on 16th May, 2015.	
Suggested Plan of Action:	Develop a testing and maintenance program that ensures the emergency power for exit signs is verified at least once per year. If battery-operated signs are used, these signs shall be tested on a monthly basis. Functional testing of battery powered signs shall be provided for a minimum 90 min once per year.	
Suggested Deadline Date:	05 Jul 2015	
Standard:	Alliance Standard Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape.	
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:	2	
Description:	Stair designation signs are not provided at each floor entrance from the stair to the floor in English and Bengali.	
Source of Findings:	Visual Assessment: According to visual assessment of this factory on 16th May, 2015.	
Suggested Plan of Action:	Install signage adjacent to each stair door indicating the stair name and the floor level in both English and Bengali.	
Suggested Deadline Date:	05 Jul 2015	
Standard:	Alliance Standard Part 6 Section 6.9 Stairs	
<b>Fire Safety Programs</b>		
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:	The factory has already applied and paid to FSCD for fire training program on behalf of 215 workers. From them, they have collected 55 Certificates. The rests of the workers are in process. Current worker total is 908, they need 227 certified workers in fire fighting, first aid, and rescue training. The required number of people are not trained and certified in fire fighting, first aid, and rescue training by the appropriate authority.	
Source of Findings:	Document Review: According to management interview, workers interview and document review of this factory on 16th May, 2015.	
Suggested Plan of Action:	Provide training and certification for the required number of people (25% 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:	22 Nov 2015	
Standard:	Alliance Standard Part 13 Human Element Programs	
Question:	Fire Drills are conducted at required intervals based on building use type.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Fire Drills are not conducted comply with the BNBC at required intervals based on building use type.	
Source of Findings:	Document Review: According to document review and management interview of this factory on 16th May, 2015.	



Suggested Plan of Action:	Conduct fire drills on a quarterly basis as outlined in BNBC Part 4 Appendix A for all garment facilities. Fire drills shall be conducted under the direction of a Fire Safety Director. All other requirements for fire drills shall be conducted in accordance with BNBC Part 4 Appendix A.
Suggested Deadline Date:	05 Jul 2015
Standard:	Alliance Standards Part 13 Section 13.3 Fire Drills
Question:	Training programs are implemented and documented in accordance with the Alliance Safety Training Curriculum.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Training programs are not implemented and documented in accordance with the Alliance Safety Training Curriculum.
Source of Findings:	Document Review: According to management interview and document review of this factory on 16th May, 2015.
Suggested Plan of Action:	Implement training programs and document in accordance with the Alliance Safety Training Curriculum.
Suggested Deadline Date:	05 Jul 2015
Standard:	Alliance Standards Part 13
Question:	A Fire Safety Director position has been filled.
Priority Level:	Low
Non-Compliance Level:	2
Description:	Fire Safety Director was not found.
Source of Findings:	Visual Assessment: According to visual assessment and document review of this factory on 16th May, 2015.
Suggested Plan of Action:	Create a Fire Safety Director position and fill the position with an individual that has sufficient training to be able to carry out the required duties in accordance with Alliance Standard Section 13.1.
Suggested Deadline Date:	22 Nov 2015
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:	Fire Department pre-planning has not been completed.
Source of Findings:	Document Review: According to Document review and management interview of this factory on 16th May, 2015.
Suggested Plan of Action:	Complete fire department pre-planning activities with the local Fire Service and Civil Defense. 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:	05 Jul 2015
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 available, but it does not comply with the Alliance Standard.
Source of Findings:	Document Review: According to document review of this factory on 16th May, 2015.
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:	12 Feb 2016
Standard:	Alliance Standards Part 13 Section 13.6 Housekeeping
Question:	Smoking is only allowed at designated areas.
Priority Level:	Low
Non-Compliance Level:	2
Description:	Smoking areas were not designated and "No Smoking" signs were not provided at the entrance of the factory or in the factory premises.
Source of Findings:	Visual Assessment: According to visual assessment, management interview and workers interview of this factory on 16th May, 2015.
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:	21 Jun 2015

Factory Name: **Intimate Apparels Ltd**  
Address: **Plot 91-93, Karnaphuli EPZ, Chittagong Chittagong Chittagong Bangladesh**

Assessor: **BD Technologies**

Date: **16 May 2015**



**ALLIANCE**  
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Standard:	Alliance Standards Part 13 Section 13.5 Smoking
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