

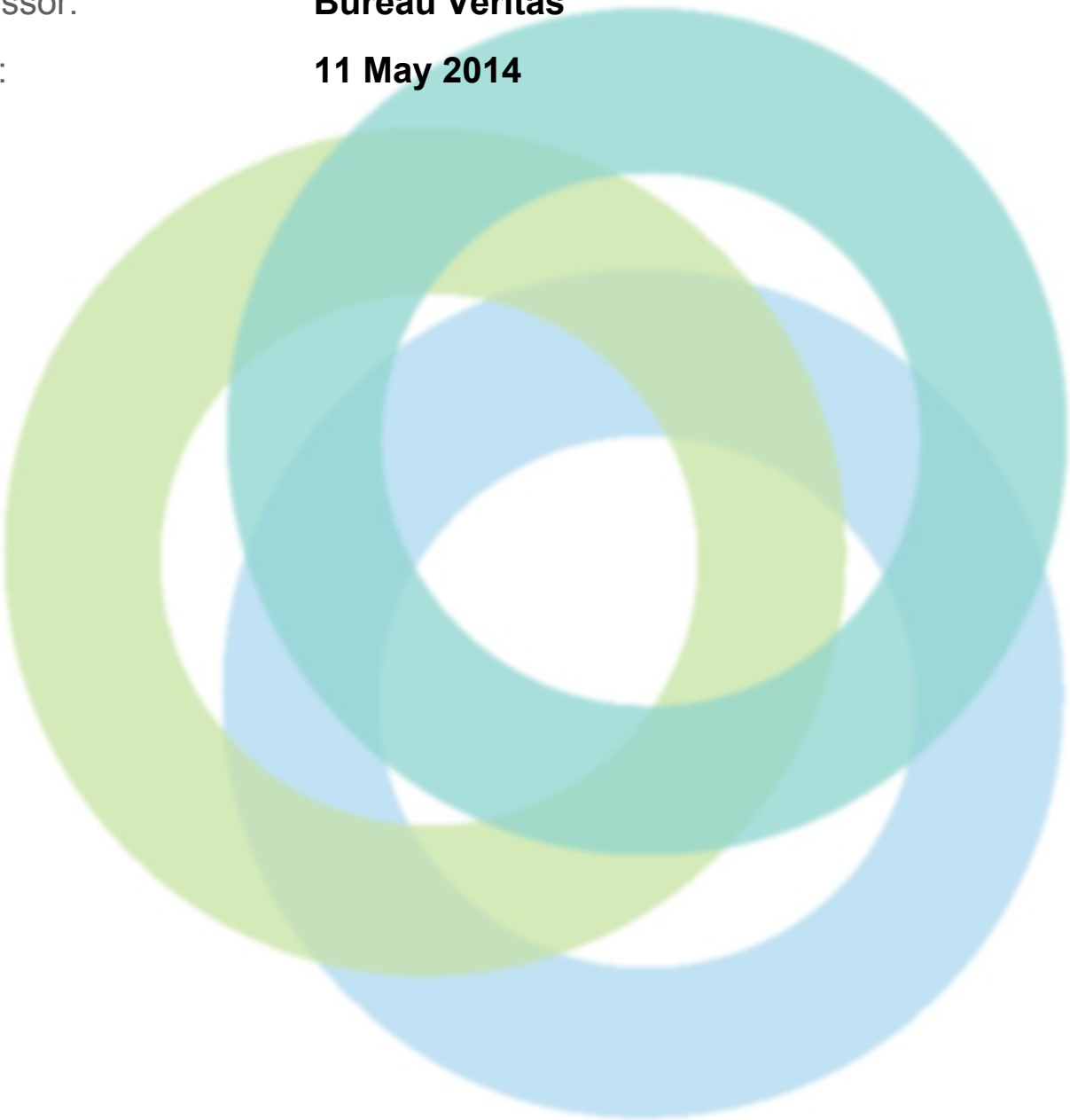
INITIAL FIRE ASSESSMENT REPORT (FAR)

Factory Name: **SIMBA FASHION LTD**

Address: **SSFB-03 Adamjee EPZ, Siddirgonj, Narayangonj
Siddirgonj Dhaka Bangladesh**

Assessor: **Bureau Veritas**

Date: **11 May 2014**





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:	SIMBA FASHION LTD
Address:	SSFB-03 Adamjee EPZ, Siddirgonj, Narayanganj Siddirgonj Dhaka Bangladesh
Country:	Bangladesh
Province:	Dhaka
City:	Siddirgonj
Zip Code:	
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	05-14-2014
Final Report Date:	06-21-2014
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are 7 buildings in the premises out of which one is main production building and six are ancillary buildings. The buildings are named as: 1) Single story prefabricated production building (with one Mezzanine Floor), 2) Two story Dining building, 3) Two story prayer building, 4) Single story Generator & Guard room, 5) Single story Boiler & Compressor Room, 6) Two story Water reservoir & Pump Room, 7) Single story Wastage Store (Corrugated Iron Shed).
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	Information provided below as per following format: Highest occupied floor level [Height up to roof], Stories above grade, Stories below grade, Occupied level. 1) Single story prefabricated production building (with one Mezzanine Floor): 30 cm or 1 ft above grade [9.12 m or 29.92 ft], 1 (with 01 Mezzanine floor), 0, 1. 2) Two story Dining building: 3.73 m or 12.25 ft above grade [6.78 m or 22.25 ft], 2, 0, 2. 3) Two story prayer building: 3.73 m or 12.25 ft above grade [6.78 m or 22.25 ft], 2, 0, 2. 4) Single story Generator & Guard room: At grade [3.5 m or 11.5 ft], 1, 0, 1. 5) Single story Boiler & Compressor Room: At grade [3.5 m or 11.5 ft], 1, 0, 1. 6) Two story Water reservoir & Pump Room: 3.05 m or 10 ft above grade [6.1 m or 20 ft], 2, 0, 2. 7) Single story Wastage Store (Corrugated Iron Shed): At grade [3.05 m or 10 ft], 1, 0, 1.
Approximate Building Area (SF):	Total area of buildings in the factory premises: 76967.08 sft. Building wise breakdown as follows: 1) Single story prefabricated production building (with one Mezzanine Floor): 66563.02 sft, 2) Two story Dining building: 4073.28 sft, 3) Two story prayer building: 4073.28 sft, 4) Single story Generator & Guard room: 591.79 sft, 5) Single story Boiler & Compressor Room: 589.66 sft, 6) Two story Water reservoir & Pump Room: 176.05 sft, 7) Single story Wastage Store (Corrugated Iron Shed): 900.00 sft.



Date of Building Construction:	Factory personnel informed the date of construction as follows: 1) Single story prefabricated production building (with one Mezzanine Floor): Finished in 1979.
Date of Last Building Renovation/Addition:	Factory personnel informed the date of last building renovation as follows: 1) Two story Dining building: Finished in April-2014.
Ancillary Structures in Complex:	1) Two story Dining building, 2) Two story prayer building, 3) Single story Generator & Guard room, 4) Single story Boiler & Compressor Room, 5) Two story Water reservoir & Pump Room, 6) Single story Wastage Store (Corrugated Iron Shed).
Approximate Ancillary Structures Area (SF):	1) Two story Dining building: 4073.28 sft, 2) Two story prayer building: 4073.28 sft, 3) Single story Generator & Guard room: 591.79 sft, 4) Single story Boiler & Compressor Room: 589.66 sft, 5) Two story Water reservoir & Pump Room: 176.05 sft, 6) Single story Wastage Store (Corrugated Iron Shed): 900.00 sft.
Number of Occupants:	Total number of occupants: 1480. 1) Single story prefabricated production building (with one Mezzanine Floor): 1474, 2) Two story Dining building: 2, 3) Two story prayer building: 0, 4) Single story Generator & Guard room: 2, 5) Single story Boiler & Compressor Room: 1, 6) Two story Water reservoir & Pump Room: 1, 7) Single story Wastage Store (Corrugated Iron Shed): 0.
Number of Ancillary Levels (Stories):	Information provided below as per following format: Highest occupied floor level [Height up to roof], Stories above grade, Stories below grade, Occupied level. 1) Two story Dining building: 3.73 m or 12.25 ft above grade [6.78 m or 22.25 ft], 2, 0, 2. 2) Two story prayer building: 3.73 m or 12.25 ft above grade [6.78 m or 22.25 ft], 2, 0, 2. 3) Single story Generator & Guard room: At grade [3.5 m or 11.5 ft], 1, 0, 1. 4) Single story Boiler & Compressor Room: At grade [3.5 m or 11.5 ft], 1, 0, 1. 5) Two story Water reservoir & Pump Room: 3.05 m or 10 ft above grade [6.1 m or 20 ft], 2, 0, 2. 6) Single story Wastage Store (Corrugated Iron Shed): At grade [3.05 m or 10 ft], 1, 0, 1.
Occupancy Type:	1) Single story prefabricated production building (with one Mezzanine Floor): G2 (Knitting, Cutting, Sewing), H2 (Storage), F1 (Office), B2 (Day care), D1 (Doctor Room), 2) Two story Dining building: E4 (Dining), J1 (Kitchen with LPG cylinder), 3) Two story prayer building: E4 (Assembly), K (Toilet), 4) Single story Generator & Guard room: K1 (Generator), F1 (Office), 5) Single story Boiler & Compressor Room: K1 (Boiler & Compressor), and see the description.
Construction Type:	1) Single story prefabricated production building (with one Mezzanine Floor): Non-rated, 2) Two story Dining building: [Ground floor: Type 1, 1st floor: Non-rated], 3) Two story prayer building: [Ground floor: Type 1, 1st floor: Non-rated], 4) Single story Generator & Guard room: Non-rated, 5) Single story Boiler & Compressor Room: Non-rated, 6) Two story Water reservoir & Pump Room: [Ground floor: Type 1, 1st floor: Non-rated], 7) Single story Wastage Store (Corrugated Iron Shed): Non-rated.
Height of Highest Occupied Floor Level Above Grade:	1) Single story prefabricated production building (with one Mezzanine Floor): 30 cm or 1 ft above grade, 2) Two story Dining building: 3.73 m or 12.25 ft, 3) Two story prayer building: 3.73 m or 12.25 ft, 4) Single story Generator & Guard room: At grade, 5) Single story Boiler & Compressor Room: At grade, 6) Two story Water reservoir & Pump Room: 3.05 m or 10 ft, 7) Single story Wastage Store (Corrugated Iron Shed): 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 exit between the main building and the store is not fire rated. Boiler room and generator rooms are not separated and are adjacent to main building with fire rated doors.
Source of Findings:	Photograph: Opening protectives are not fire rated at noted locations.
Suggested Plan of Action:	Install fire rated doors and windows or fill in unprotected openings with fire resistive rated assemblies.
Suggested Deadline Date:	02 Sep 2014
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:	Daycare is located on the ground floor and no direct access to any exit is provided. Also separation between daycare with store room and daycare with doctor's room is provided by a Thai aluminum glass partition.
Source of Findings:	Photograph: Unprotected daycare room was found on ground floor of the main building.
Suggested Plan of Action:	Install fire rated construction barriers at daycare to obtain fire separation with the store room and the doctor's room according to BNBC requirements, and provide direct fire rated exit access.
Suggested Deadline Date:	25 Nov 2014
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:	No occupancy certificate is available for any building on the factory premises.
Source of Findings:	Document Review: No occupancy certificate is available for any building on the factory premises.
Suggested Plan of Action:	Apply to BEPZA for issuance of occupancy certificates and pursue the matter to expedite.
Suggested Deadline Date:	22 Jul 2014
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:	1
Description:	There is a pump installed which is connected to hoses to supply water in case of fire incidence. The pump does not fulfill the requirement of NFPA 20.
Source of Findings:	Photograph: Fire pump is available.
Suggested Plan of Action:	Install the pump following the requirements of NFPA 20 as mentioned in Alliance Standard.
Suggested Deadline Date:	25 Nov 2014
Standard:	Alliance Standard Part 5 Fire Protection Systems
Question:	Are fire department connections provided and clearly identified for the Fire Protection Systems?
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Fire department (Siamese) inlet connection is provided but not no fire department outlet connection was found.
Source of Findings:	Photograph: No fire department outlet connection was found.
Suggested Plan of Action:	Provide fire department connection as required by the Alliance Standard. Install fire department connections where required and in compliance with the Standard. Fire department outlet connections shall be provided to allow fire department pumper vehicles to draw water from ground-level or underground water storage tanks. Connections shall match the Fire Service and Civil Defense hose thread standard.
Suggested Deadline	26 Nov 2014





Date:		
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:	Currently there is no monitoring company in Bangladesh and Fire Service and Civil Defense is not capable of monitoring.	
Source of Findings:	Visual Assessment: No central station monitoring service for fire alarms and detection systems was available.	
Suggested Plan of Action:	Arrange for direct connection of the fire alarm system as per the Alliance Standard. Until that time when monitoring can be set up, a person shall be assigned to contact the fire department in the event of fire alarm activation. An annunciator shall be located in a constantly attended location (such as a fire control room) to alert this person.	
Suggested Deadline Date:	09 Jul 2014	
Standard:	Alliance Standard Part 5 Section 5.7.5 Monitoring	
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:	There is no test and maintenance plan and record for testing and maintaining of available stand pipe system as per NFPA 25 Chapter 6 Table 6.1.1.2.	
Source of Findings:	Visual Assessment: No test and maintenance plan and record is available for stand pipe system.	
Suggested Plan of Action:	Establish an inspection, maintenance, and testing program for the standpipe and hose system. Program must comply with the requirements of NFPA 25 Chapter 6 Table 6.1.1.2.	
Suggested Deadline Date:	22 Nov 2014	
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:	Signage for the available standpipe system not installed at required locations as per requirement of NFPA 14 Chapter 6.	
Source of Findings:	Visual Assessment: During site tour, no signage for the available standpipe system was noticed.	
Suggested Plan of Action:	Install required identification signs. Signage must comply with NFPA 14 Chapter 6.	
Suggested Deadline Date:	22 Nov 2014	
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:	There is a pump installed. Inspection, maintenance, and testing procedures of the available fire pump is not documented and up to date as per NFPA 25.	
Source of Findings:	Document Review: Documents were not found.	
Suggested Plan of Action:	Establish an inspection, maintenance, and testing program for the fire pump. Program must comply with NFPA 25.	
Suggested Deadline Date:	25 Nov 2014	
Standard:	Reference NFPA 25 Chapter 8 Fire Pumps	
Means of Egress		
Question:	Exit access corridors serving an occupant load exceeding 30 are separated by walls having a fire-resistance rating of 1 hr.	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	Corridors on the ground floor serving production area, the office, and the day care are not protected by 1 hour fire-resistance construction. On one side of the corridor there is a wall and on the other side of the corridor there are openings in wall that are not provided with 0.75 hour rated opening protective assemblies as required by Alliance Standard.	
Source of Findings:	Photograph: Exit access corridor is not fire protected.	
Suggested Plan of Action:	Provide fire-resistive rated assemblies at the required exit access corridors. The rated assembly should be approved and/or designed by a qualified fire protection engineer. Exit access corridors serving an occupant load exceeding	



	30 are to be separated by walls having a fire resistance rating of 1 hr unless provided with automatic sprinkler protection throughout the story or building. Window and glass block assemblies are to have a fire rating following NFPA 257.	
Suggested Deadline Date:	02 Sep 2014	
Standard:	Alliance Standard Part 6 Section 6.3 and Part 4 Section 4.5. Does not apply if an automatic sprinkler system is installed throughout the building.	
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:	3	
Description:	There are steel leaf doors and sliding gates with locking arrangements at each egress location. This violates the Alliance Standard.	
Source of Findings:	Photograph: Required exit door which has been designated as an exit had locking arrangement.	
Suggested Plan of Action:	Remove all hasps, locks, slide bolts, or other locking devices at the noted locations.	
Suggested Deadline Date:	04 Jul 2014	
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:	3	
Description:	Among five exit doors, there are collapsible doors, steel leaf doors, sliding gates, and wooden swinging doors with locking arrangements at each egress location. This violates the Alliance Standard.	
Source of Findings:	Visual Assessment: Among five exit doors there are collapsible doors, steel leaf doors, sliding gates, and wooden swinging doors.	
Suggested Plan of Action:	Replace all collapsible, sliding, roll-down gates, and shutters at means of egresses with side-hinged swinging type doors of proper width and rating.	
Suggested Deadline Date:	02 Sep 2014	
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	
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:	2
Description:	Occupant loads are not posted in conspicuous spaces near the main exits or exit access doorways as required.
Source of Findings:	Visual Assessment: Occupant loads were not posted in any assembly or production floor.
Suggested Plan of Action:	Post the occupant load for every assembly and production floor in a facility in a conspicuous space near the main exit or exit access doorway for the space.
Suggested Deadline Date:	02 Jul 2014
Standard:	Alliance Standards Part 6 Section 6.4.4 Posting of Occupant Load
Question:	All paths of egress are provided with compliant means of illumination.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Not all paths of egress were provided with compliant means of illumination. Some exit signs were not illuminated.
Source of Findings:	Photograph: Not all paths of egress were provided with compliant means of illumination.
Suggested Plan of Action:	Install appropriate means of illumination at the noted locations. The source of illumination shall provide not less than 50 lux at the illuminated surface with a contrast of not less than 0.5. Approved self-luminous signs, which provide evenly illuminated letters having a minimum luminance of 0.2cd/m2, may also be used.
Suggested Deadline Date:	05 Dec 2014
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 record found of verifying emergency power for means of egress illumination, as required in accordance with the Alliance Standard.
Source of Findings:	Document Review: No relevant document or record verifying emergency power for means of egress illumination was available.





Suggested Plan of Action:	Develop a testing and maintenance program that ensures the operation of all 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 minutes once per year.
Suggested Deadline Date:	08 Jul 2014
Standard:	Alliance Standards Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape Lighting
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:	Illuminated exit signs are placed at entrances to exits, but not placed along the path of egress.
Source of Findings:	Photograph: Illuminated exit signs are not placed where there is a change in direction.
Suggested Plan of Action:	Install illuminated exit signs 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.
Suggested Deadline Date:	25 Nov 2014
Standard:	Alliance Standard Part 6 Section 6.11 Exit Signs
Question:	Illuminated exit signs are provided with battery backup or emergency power and are continuously illuminated.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Exit signs are not provided with battery backup or emergency power.
Source of Findings:	Visual Assessment: No backup or emergency power is provided for illuminated exit signs.
Suggested Plan of Action:	Provide an emergency power source, either by battery backup or by connecting to the emergency power system, for illuminated exit signs.
Suggested Deadline Date:	25 Nov 2014
Standard:	Alliance Standards Part 6 Section 6.11 Exit Signs and Part 10 Section 10.12 Illumination of Exit Signs and Means of Escape





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:	No plan or record is available of conducting periodic tests for the emergency battery backup for illumination of the exit signs.	
Source of Findings:	Document Review: No relevant document was found.	
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 signs must be tested on a monthly basis. Functional testing of battery powered signs must be provided for a minimum 90 minutes once per year or, if battery backup is used, signs are required to be tested on a monthly basis.	
Suggested Deadline Date:	08 Jul 2014	
Standard:	Alliance Standard Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape.	
Question:	Exit signs have appropriate illumination levels and contrasting graphics.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	Some exit signs do not have appropriate illumination levels and contrasting graphics as required.	
Source of Findings:	Visual Assessment: Some exit signs do not have appropriate illumination levels.	
Suggested Plan of Action:	Make sure all required exit signs are illuminated continuously at all times. Exit signs may be illuminated either by lamps external to the sign or by lamps contained within the sign. The source of illumination shall provide not less than 50 lux at the illuminated surface with a contrast of not less than 0.5. Approved self-luminous signs which provide evenly illuminated letters having a minimum luminance of 0.2cd/m2 may also be used.	
Suggested Deadline Date:	25 Nov 2014	
Standard:	Alliance Standard Part 10 Section 10.12.1 Exit Signs	
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:	1
Description:	Document for training on fire fighting, first aid and rescue is available for more than 25% of total occupants. Certificate found for some trained occupants and rest of the occupants certificate not found during audit.
Source of Findings:	Document Review: Certificates by Bangladesh Fire Service and Civil Defense Directorate for training on fire fighting, first aid and rescue were available for part of the occupants.
Suggested Plan of Action:	Get at least 25 percent worker (370 person) trained and certified in fire fighting, first aid and rescue training by the proper authority.
Suggested Deadline Date:	25 Nov 2014
Standard:	Alliance Standard Part 13 Human Element Programs
Question:	Are there additional areas of non-compliance to report?
Priority Level:	Medium
Non-Compliance Level:	3
Description:	Kitchen room with LPG (liquefied petroleum gas) cylinder next to dining shed shares a common separation wall where a non-rated opening is available.
Source of Findings:	Visual Assessment: Hazardous kitchen room is available in the factory premises.
Suggested Plan of Action:	LPG cylinders must be removed from kitchen room as per Alliance Standard 3.4.2.1.11.
Suggested Deadline Date:	26 Aug 2014
Standard:	Not Applicable
Question:	An emergency evacuation plan has been developed and communicated to all employees.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	No record of developing and communicating any emergency evacuation plan has been found. But factory authority claims that they have done this.
Source of Findings:	Document Review: No relevant documents regarding emergency evacuation plan or development were found.





Suggested Plan of Action:	Develop an emergency evacuation plan which includes 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. Refer to the guidelines provided in the BNBC Appendix.	
Suggested Deadline Date:	08 Jul 2014	
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	
Question:	Training programs are implemented and documented in accordance with the Alliance Safety Training Curriculum.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	No record of a training program in accordance with the Alliance Safety Training Curriculum on fire safety was available.	
Source of Findings:	Document Review: No record of training program was available on fire safety.	
Suggested Plan of Action:	Implement training program with proper documentation in accordance with the Alliance Safety Training Curriculum on fire safety.	
Suggested Deadline Date:	08 Jul 2014	
Standard:	Alliance Standards Part 13	
Question:	Fire Department pre-planning has been completed.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	Fire department pre-planning was not found.	
Source of Findings:	Document Review: No document regarding fire department pre-planning was found.	
Suggested Plan of Action:	Complete fire department pre-planning activities with the local Fire Service and Civil Defense.	
Suggested Deadline Date:	08 Jul 2014	
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	
Question:	A hot-work permit program has been established.	
Priority Level:	Low	
Non-Compliance Level:	2	



Description:	A hot-work permit program has not been established. A hot-work permit program is required as per Alliance Standards. However, hot-work is not currently going on in the factory.
Source of Findings:	Document Review: No hot-work permit was presented by the factory personnel.
Suggested Plan of Action:	Develop a hot-work permit program. The program must comply with the requirements of NFPA 51B. In general, this program should address process of request and approval by authorities, necessary checks prior to approval, standby fire watch and fire fighting equipment, sounding of alarm procedures, duration and expiry of permit and re-approval procedures, etc.
Suggested Deadline Date:	25 Nov 2014
Standard:	Alliance Standards Part 13 Section 13.4 Hot Work Permit and NFPA 51B
Question:	A written housekeeping policy is established and enforced.
Priority Level:	Low
Non-Compliance Level:	1
Description:	A written housekeeping policy was not found, which is required as per the Alliance Standard.
Source of Findings:	Visual Assessment: No documented housekeeping policy was found.
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. As a general rule the maximum tolerable deposit thickness for loose fluffy lint is 13mm (½ in.) over a maximum of 46.5m ² (500ft ²). Limit dense deposits to 6mm (¼ in.) and oil saturated deposits to 3.2mm (⅛ in.).
Suggested Deadline Date:	17 Feb 2015
Standard:	Alliance Standards Part 13 Section 13.6 Housekeeping