INITIAL FIRE ASSESSMENT REPORT (FAR)

Factory Name:	**KWUN TONG APPARELS LTD (FASHION CITY)**
Address:	**Plot # 59-87, Adamjee Export Processing ZONE, Adamjee Nagar, Siddergonj, Narayangonj, Siddirgonj, Narayangonj Dhaka Bangladesh**
Assessor:	**Bureau Veritas**
Date:	**09 Jun 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:	KWUN TONG APPARELS LTD (FASHION CITY)
Address:	Plot # 59-87, Adamjee Export Processing ZONE, Adamjee Nagar, Siddergonj, Narayangonj, Siddirgonj, Narayangonj Dhaka Bangladesh
Country:	Bangladesh
Province:	Dhaka
City:	Siddirgonj, Narayangonj
Zip Code:	1431
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	06-11-2014
Final Report Date:	06-27-2014
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are 7 buildings in the factory premises out of which four are main production buildings and three are ancillary buildings. The buildings are named as: 1) Factory Building-1 (Single story prefabricated shed with mezzanine floor), 2) Factory Building-2 (Single story prefabricated shed with mezzanine floor), 3) Warehouse (Single story prefabricated shed), 4) Admin Building (Single story prefabricated shed with mezzanine floor), 5) Utility Building (Single story prefabricated shed), 6) Security Guard Building (Single story RCC building), 7) Under construction Raw Material Store (Single story prefabricated shed).
Is the building(s) owned or rented by the Factory:	Rented
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) Factory Building-1 (Single story prefabricated shed with mezzanine floor): 0.3 m or 1 ft above grade [12.2 m or 40 ft], 1, 0, 1. 2) Factory Building-2 (Single story prefabricated shed with mezzanine floor): 0.3 m or 1 ft above grade [12.2 m or 40 ft], 1, 0, 1. 3) Warehouse (Single story prefabricated shed): 0.3 m or 1 ft above grade [12.2 m or 40 ft], 1, 0, 1. 4) Admin Building (Single story prefabricated shed with mezzanine floor): 0.3 m or 1 ft above grade [12.2 m or 40 ft], 1, 0, 1. 5) Utility Building (Single story prefabricated shed): 0.15 m or 0.5 ft above grade [9.15 m or 30 ft], 1, 0, 1. 6) Security Guard Building (Single story RCC building): 0.3 m or 1 ft above grade [3.04 m or 10 ft], 1, 0, 1.
Approximate Building Area (SF):	Total area of all buildings in the factory premises: 214812 sft. Building wise breakdown as follows: 1) Factory Building-1 (Single story prefabricated shed with mezzanine floor): 72874.00 sft (Ground floor: 64229.00 sft, Mezzanine floor: 8645.00 sft), 2) Factory Building-2 (Single story prefabricated shed with mezzanine floor): 72874.00 sft (Ground floor: 64229.00 sft, Mezzanine floor: 8645.00 sft), 3) Warehouse (Single story

	prefabricated shed): 44385.00 sft, 4) Admin Building (Single story prefabricated shed with mezzanine floor): 18830.00 sft (Ground floor: 15330.00 sft, Mezzanine floor: 3500.00 sft), 5) Utility Building (Single story prefabricated shed): 5649.00 sft, 6) Security Guard Building (Single story RCC building): 200.00 sft.
Date of Building Construction:	Factory personnel informed the date of construction as follows: 1) Factory Building-1 (Single story prefabricated shed with mezzanine floor): Started in February-2007 and finished in December-2008, 2) Factory Building-2 (Single story prefabricated shed with mezzanine floor): Started in 2009 and finished in 2010, No record of construction for other structures is found from factory personnel.
Date of Last Building Renovation/Addition:	No record for date of renovation or addition was found from factory personnel.
Ancillary Structures in Complex:	1) Utility Building (Single story prefabricated shed), 2) Security Guard Building (Single story RCC building), 3) Under construction Raw Material Store (Single story prefabricated shed).
Approximate Ancillary Structures Area (SF):	1) Utility Building (Single story prefabricated shed): 5649.00 sft, 2) Security Guard Building (Single story RCC building): 200.00 sft.
Number of Occupants:	Total number of occupants: 3127. 1) Factory Building-1 (Single story prefabricated shed with mezzanine floor): 1377 (Ground floor: 1328, Mezzanine floor: 49), 2) Factory Building-2 (Single story prefabricated shed with mezzanine floor): 1495 (Ground floor: 1446, Mezzanine floor: 49), 3) Warehouse (Single story prefabricated shed): 77, 4) Admin Building (Single story prefabricated shed with mezzanine floor): 168 (Ground floor: 135, Mezzanine floor: 33), 5) Utility Building (Single story prefabricated shed): 5, 6) Security Guard Building (Single story RCC building): 5.
Number of Ancillary Levels (Stories):	1) Utility Building (Single story prefabricated shed): Building height (Highest occupied floor level): 0.15 m or 0.5 ft [Height up to roof: 9.15 m or 30 ft], Stories above grade: 1, Stories below grade: 0, Occupied levels: 1, 2) Security Guard Building (Single story RCC building): Building height (Highest occupied floor level): 0.3 m or 1 ft [Height up to roof: 3.04 m or 10 ft], Stories above grade: 1, Stories below grade: 0, Occupied levels: 1.
Occupancy Type:	1) Factory Building-1 (Single story prefabricated shed with mezzanine floor): [Ground floor: G2 (Sewing, Finishing, Washing, Cutting, Spot Removing Room, PP Room), J2 (Chemical Store), K1 (Chiller, Boiler), F1 (Office), Mezzanine floor: D1 (Medical), F1 (Office, Fire Control Room), G2 (Practical Training Room), H1 (Idle Machine Zone), J1 (Kitchen), E4 (Prayer Room and Dining Room)], 2) Factory Building-2 (Single story prefabricated shed with mezzanine floor): [Ground floor: G2 (Sewing, Finishing, Washing, Cutting, Printing, Sample Section, 3D Section, Spot Removing Room), K1 (Maintenance Room, Substation), F1 (Office), Mezzanine floor: D1 (Medical), F1 (Office, QC Room), H1 (Idle Machine Zone), E4 (Prayer Room and Dining Room), H2 (Store)] and see details.
Construction Type:	1) Factory Building-1 (Single story prefabricated shed with mezzanine floor): Non-rated, 2) Factory Building-2 (Single story prefabricated shed with mezzanine floor): Non-rated, 3) Warehouse (Single story prefabricated shed): Non-rated, 4) Admin Building (Single story prefabricated shed with mezzanine floor): Non-rated, 5) Utility Building (Single story prefabricated shed): Non-rated, 6) Security Guard Building (Single story RCC building): Type 1, 7) Under construction Raw Material Store (Single story prefabricated shed): Non-rated.
Height of Highest Occupied Floor Level Above Grade:	1) Factory Building-1 (Single story prefabricated shed with mezzanine floor): 0.3 m or 1 ft above grade, 2) Factory Building-2 (Single story prefabricated shed with mezzanine floor): 0.3 m or 1 ft above grade, 3) Warehouse (Single story prefabricated shed): 0.3 m or 1 ft above grade, 4) Admin Building (Single story prefabricated shed with mezzanine floor): 0.3 m or 1 ft above grade, 5) Utility Building (Single story prefabricated shed): 0.15 m or 0.5 ft above grade, 6) Security Guard Building (Single story RCC building): 0.3 m or 1 ft 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:	The ground floor of factory building 01 has one spot removing room and one chemical store. The ground floor of factory building 02 has one spot removing room and one substation room. None of the openings for those rooms are fire protected. No unprotected opening and penetration was found through rated walls of other buildings.
Source of Findings:	Photograph: Openings in chemical store, substation room and spot removing room are not fire protected.
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:	There are two spot removing rooms in factory building 01 and 02 where spot lifters are used. Neither are properly fire separated from the production floor. A glass partition is present. No issue of separation between hazards is available in other buildings.
Source of Findings:	Photograph: Glass partition is available in the spot removing room.
Suggested Plan of Action:	Replace the glass partition with 1 hour rated wall/partition or close them, if not required, and provide 0.75 hour rated fire door in the exit. Provide fire-resistive rated construction barriers between hazard types following Table 4.4.1 of the Alliance Standard or Table 4.1.1 from BNBC Part 4.
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 relevant documents found.
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:	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:	In the warehouse, factory building 01 and factory building 02, detectors are installed at a height of 40ft from the floor. Pull stations at egress points of the warehouse are not sufficient. In corridors between factory building 01 and 02, detectors are not installed.
Source of Findings:	Visual Assessment: Detectors are installed at a height of 40 ft in factory building 01 and 02. No detectors are available in the corridors and no pull stations are installed at the egress point in the warehouse.
Suggested Plan of Action:	Install detection devices and pull stations as per occupancy type in accordance with Alliance Standard Part 5 Section 5.7 and NFPA 72.
Suggested Deadline Date:	02 Sep 2014
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:	Are fire department connections provided and clearly identified for the Fire Protection Systems?
Priority Level:	Medium
Non-Compliance Level:	3
Description:	A fire department connection both inlet and outlet connection are provided outside the boundary wall of factory premises. The inlet connection is not connected to exisitng standpipe system.

Source of Findings:	Photograph: A fire department connection was found outside the boundary wall of factory premises.	
Suggested Plan of Action:	Provide connection between the inlet and existing standpipe system to provide fire department pumper equipment to supplement the fire protection systems.	
Suggested Deadline Date:	06 Feb 2015	
Standard:	Alliance Standard Part 5 Section 5.5.4 Fire Department Connections	
Question:	Fire extinguishers are inspected, tested, and maintained as required.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Extinguishers are inspected monthly by factory's concerned people. But no document was found in support of i) annual maintenance of extinguishers by a servicing agent; ii) annual testing of nozzle of CO2 extinguisher; or iii) foam change record every three year. These are required as per NFPA 10.	
Source of Findings:	Document Review: No document regarding inspection, maintenance, and testing procedures of fire extinguisher were found in the documents shown by the factory personnel.	
Suggested Plan of Action:	Fire extinguishers are to be inspected, tested, and maintained in accordance with NFPA 10 requirements.	
Suggested Deadline Date:	25 Nov 2014	
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:	1	
Description:	An automatic fire alarm and detection system is available in the factory, but currently there is no monitoring company in Bangladesh. Fire Service and Civil Defense is not capable of monitoring the fire alarm and detection systems of the factories.	
Source of Findings:	Photograph: No relevant documents were found.	
Suggested Plan of Action:	Arrange for direct connection of the fire alarm system to a central monitoring station or Fire Service and Civil Defense. Until that time when monitoring can be setup, arrange a monitoring system using the factory's own central detection system and personnel. 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:	08 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:	No test and maintenance plan and record for testing and maintaining of stand pipe system as per requirement of NFPA 25 Chapter 6 Table 6.1.1.2.	
Source of Findings:	Document Review: No document regarding inspection, maintenance and testing procedure for standpipe and hose system was found among the documents shown by the factory personnel.	
Suggested Plan of Action:	Establish a NFPA 25 compliant inspection, maintenance, and testing program for the standpipe and hose system.	
Suggested Deadline Date:	06 Jan 2015	
Standard:	Reference NFPA 25 Chapter 6 Standpipe and Hose Systems Table 6.1.1.2	
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:	Exit access corridors between factory buildings 01 and 02 and warehouse are not one hour rated, because no fire door is fitted at these locations. In the warehouse, there are openings available at 7 ft height towards the exit access corridors.	
Source of Findings:	Visual Assessment: No fire door is fitted in the exit door of warehouse and the factory buildings 01 and 02 and some openings are available in the wall of the warehouse at 7 ft height.	
Suggested Plan of Action:	Provide fire-resistive rated assemblies at the required exit access corridors. Use 0.75 hour rated opening protective system in the opening and or, if not required then close these openings.	
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.	

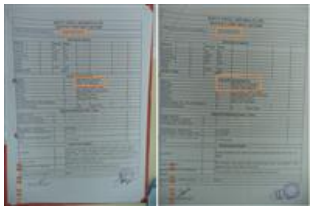
Question:	Doors are not locked in the direction of egress under any conditions. All hasps, locks, slide bolts, and other locking devices have been removed where required.
Priority Level:	High
Non-Compliance Level:	3
Description:	There are steel swinging doors with locking arrangements at most of the egress locations, which violates the Alliance Standard.
Source of Findings:	Photograph: Steel swinging doors were found with locking devices.
Suggested Plan of Action:	Remove all hasps, locks, slide bolts, or other locking devices at the noted locations. Doors may be locked where the latch and lock are disengaged with one motion and where the occupant load does not exceed 49 persons. Turning a door handle and disengaging a lock are considered two motions.
Suggested Deadline Date:	15 Aug 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:	In factory buildings 01 and 02 and the warehouse, most of the exits are steel rolling type or swinging type doors, which violate the Alliance Standard.
Source of Findings:	Photograph: Steel rolling type doors are used in exits.
Suggested Plan of Action:	Replace all roll-down gates and shutters in means of egresses with side-hinged swinging type doors of proper width and rating in accordance with the Alliance Standard.
Suggested Deadline Date:	02 Sep 2014
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates

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:	In all buildings the door widths are greater than 0.8m; but, in factory buildings 01, 02 and the warehouses' five doors (passage ward) are not fire rated.
Source of Findings:	Photograph: Doors are more than 0.8 m in width but some required doors are not fire rated in factory buildings 01 and 02 and the warehouse.

Suggested Plan of Action:	Provide 0.75 hour rated fire doors in passage ward exit for factory building 01 and 02, and the warehouse.	
Suggested Deadline Date:	02 Sep 2014	
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:	There were no documents of periodical testing of emergency power for means of egress.	
Source of Findings:	Document Review: No document regarding verification of emergency power for means of egress was found among the documents shown by the factory personnel.	
Suggested Plan of Action:	Develop a testing and maintenance program that ensures the operation of all exit signs and egress lightings and is verified at least once per year. If battery-operated signs are used, these lights 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:	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 of conducting periodic tests of the emergency battery backup for illumination of the exit signs.	
Source of Findings:	Document Review: No document regarding testing of emergency power for exit signs was found among the documents shown by the factory personnel.	
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 of 90 minutes once per year.	

Suggested Deadline Date:	08 Jul 2014	
Standard:	Alliance Standard Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape.	
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:	In factory building 01 and 02 there are two RCC inside stairs in each building which connect ground floor to mezzanine floor, and do not have handrails on both sides. In every stairway, mounted height of handrail on one side is 838 mm (33 inches), and an intermediate handrail is not required because none of the stairway widths are greater than 2.2 m. The 3rd stair is external steel stair and provided with handrails on both sides.	
Source of Findings:	Photograph: Handrails are not installed on both sides of the stairways.	
Suggested Plan of Action:	Provide handrails on both side of each stairway. Provide intermediate handrail when the stair width exceeds 2.2m (87 inch). Provide handrails at a height between the range of 865 mm (34 in.) and 965 mm (38 in.).	
Suggested Deadline Date:	25 Nov 2014	
Standard:	Alliance Standard Part 6 Section 6.9 Stairs and 6.12 Handrails and Guards	
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 conspicuous spaces near the main exits or exit access doorways as required.	
Source of Findings:	Visual Assessment: Occupant loads are not posted at any exit.	
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:	08 Jul 2014	
Standard:	Alliance Standards Part 6 Section 6.4.4 Posting of Occupant Load	
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:	Floor level and stair name or designation are not indicated on posted signs.	
Source of Findings:	Visual Assessment: Stair designation signs are not provided at each floor entrance.	
Suggested Plan of Action:	Install signage adjacent to each stair door indicating the stair name and the floor level at the noted locations.	
Suggested Deadline Date:	08 Jul 2014	
Standard:	Alliance Standard Part 6 Section 6.9 Stairs	
Fire Safety Programs		
Question:	An emergency evacuation plan has been developed and communicated to all employees.	
Priority Level:	Medium	
Non-Compliance Level:	3	
Description:	Workers are aware of the evacuation procedure upon sounding of the alarm. However, no procedure defining evacuation process was available.	
Source of Findings:	Document Review: Among the documents shown by the factory personnel, no emergency evacuation plan was 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 of BNBC in Appendix.	
Suggested Deadline Date:	08 Jul 2014	
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	
Question:	Fire Drills are conducted at required intervals based on building use type.	
Priority Level:	Medium	
Non-Compliance Level:	3	
Description:	Fire drills are conducted monthly in all buildings, but not under the direction of a Fire Safety Director though document of an appointed Fire Safety Chief is available. This does not meet the requirements of the Alliance Standard.	
Source of Findings:	Document Review: Fire drills are conducted monthly in all buildings under the direction of DGM Compliance.	
Suggested Plan of	Fire drills shall be conducted on a quarterly basis, as outlined in BNBC Part 4	

Action:	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 requirements.	
Suggested Deadline Date:	08 Jul 2014	
Standard:	Alliance Standards Part 13 Section 13.3 Fire Drills	
Question:	Are there additional areas of non-compliance to report?	
Priority Level:	Medium	
Non-Compliance Level:	3	
Description:	There is one kitchen available on the mezzanine floor of factory building 01.	
Source of Findings:	Photograph: A kitchen was found next to dining area on the mezzanine floor of factory building 01.	
Suggested Plan of Action:	Either install ventilation and fire protection system in accordance with NFPA 96 at the kitchen or relocate the cooking operation as per the Alliance Standard Part 5 Section 5.10.	
Suggested Deadline Date:	01 Aug 2014	
Standard:	Not Applicable	
Question:	Training programs are implemented and documented in accordance with the Alliance Safety Training Curriculum.	
Priority Level:	Medium	
Non-Compliance Level:	1	
Description:	No document of any training program in accordance with the Alliance Safety Training Curriculum was found.	
Source of Findings:	Document Review: No relevant documents were found.	
Suggested Plan of Action:	Impart training in accordance with Alliance Safety Training Curriculum and keep record with proper documentation.	
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 has not been completed.	

Source of Findings:	Document Review: No fire department pre-planning documentation was found.
Suggested Plan of Action:	Complete fire department pre-planning activities with the local Fire Service and Civil Defense in accordance with the Alliance Standard.
Suggested Deadline Date:	28 Jul 2014
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 was not available but a housekeeping register was.
Source of Findings:	Document Review: A housekeeping register 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 46.5m2 (500ft2). 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