INITIAL FIRE ASSESSMENT REPORT (FAR)

Factory Name:	**SUPREME STITCH LTD**
Address:	**West Shaildube, Kashimpur, Gazipur, Gazipur Dhaka Bangladesh**
Assessor:	**Bureau Veritas**
Date:	**03 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.

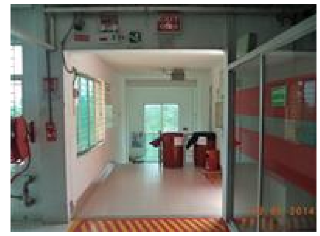
GENERAL INFORMATION

General Information	
Factory Name:	SUPREME STITCH LTD
Address:	West Shaildube, Kashimpur, Gazipur, Gazipur Dhaka Bangladesh
Country:	Bangladesh
Province:	Dhaka
City:	Gazipur
Zip Code:	1700
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	05-03-2014
Final Report Date:	06-25-2014
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are four buildings. 1) Main Production Building (two buildings separated by expansion joint); 2) Wastage Storage Shed; 3) Security Station; 4) Boiler Shed.
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	1) Main Production Building - Building height: 10.21 m (33.5 ft), Highest occupied floor level: 7.16 m (23.5 ft), Stories above grade: 3, Stories below grade: 0, Occupied levels: 3.
Approximate Building Area (SF):	Total area of buildings: 109,676 SF. 1) Main Production Building: 107,942 SF (Ground floor: 35,113 SF, 1st floor: 35,113 SF, 2nd Floor: 37,716 SF).
Date of Building Construction:	Construction completed in August-2008 (All buildings).
Date of Last Building Renovation/Addition:	Main Production Building: 3rd floor construction in progress.
Ancillary Structures in Complex:	1) Wastage Storage Shed; 2) Security Station; 3) Boiler Shed.
Approximate Ancillary Structures Area (SF):	1) Wastage Storage Shed: 1,250 SF; 2) Security Station: 284 SF; 3) Boiler Shed: 200 SF.

Number of Occupants:	Total number of occupants: 865. 1) Main Production Building: 850 (Ground floor: 80, 1st floor: 110, 2nd floor: 660); 2) Wastage Storage Shed: 10; 3) Security Station: 5; 4) Boiler Shed: 2.
Number of Ancillary Levels (Stories):	1) Wastage Storage Shed - Building height: 3.2 m (10.5 ft), Highest occupied floor level: At grade, Stories above grade: 1, Stories below grade: 0, Occupied levels: 1; 2) Security Station - Building height: 3.05 m (10 ft), Highest occupied floor level: At grade, Stories above grade: 1, Stories below grade: 0, Occupied levels: 1; 3) Boiler Shed - Building height: 3.2 m (10.5 ft), Highest occupied floor level: At grade, Stories above grade: 1, Stories below grade: 0, Occupied levels: 1.

ASSESSMENT FINDINGS

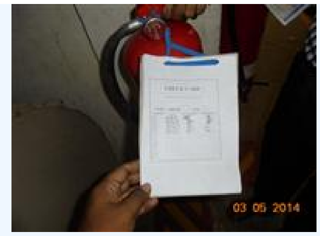
Fire Protection Construction

Question:	Are exit enclosures provided with fire-resistive rated construction barriers?	 
Priority Level:	High	
Non-Compliance Level:	3	
Description:	There are six exit stairways on each floor. Certified fire rated doors are not provided at all exits. All exits are required to have fire doors and required exit enclosures must be fire protected.	
Source of Findings:	Photograph: Exit enclosures are not fire protected.	
Suggested Plan of Action:	Provide 1 hr fire-resistive rated construction barriers at exit enclosures. Fit outward opening, side-swinging, self-closing, non-lockable fire doors of 1 hr rating in all stairwell enclosures.	
Suggested Deadline Date:	25 Aug 2014	
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:	On ground floor of main building, there are no fire-resistive rated construction barriers between the knitting section and the fabric store. These different occupancies need to be fire separated according to the Alliance Standards Part 4 Section 4.5 and BNBC Table 3.2.1 (pg-10352).	
Source of Findings:	Visual Assessment: Occupancy separations are not fire rated at noted location.	
Suggested Plan of Action:	Provide fire-resistive rated construction barriers 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:	17 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 in the factory premises.
Source of Findings:	Document Review: There was no occupancy certificate for any of the buildings among the documents shown by the factory concerned people.
Suggested Plan of Action:	Apply to PWD for issuance of occupancy certificate and pursue the matter to expedite.
Suggested Deadline Date:	14 Jul 2014
Standard:	Are certificates of occupancy provided for each building or ancillary structure?
Question:	Occupancy Type
Priority Level:	
Non-Compliance Level:	
Description:	1) Main Production Building - Ground floor: H2 (Fabric store), K1 (Generator & Transformer), B2 (Child care), D1 (Medical), G2 (Knitting), 1st floor: G2 (Cutting, finishing), F1 (Office), H2 (Finished goods store), E4 (Prayer room), 2nd floor: G2 (Sewing), E3 (Dining), H2 (Finished goods store); 2) Wastage Storage Shed: H2 (Store); 3) Security Station: F1 (office); 4) Boiler Shed: K (Utility).
Source of Findings:	Visual Assessment: During site tour, occupancy types were observed.
Suggested Plan of Action:	
Suggested Deadline Date:	
Standard:	Provide Occupancy Type for each building and structure. Reference Alliance Standards Part 3 Use and Occupancy
Question:	Construction Type
Priority Level:	
Non-Compliance Level:	
Description:	1) Main Production Building: Ground floor to 1st floor: Type 1, Part of 2nd floor: Type 1, Part of 2nd floor: Non-rated; 2) Wastage Storage Shed: Non-rated; 3) Security Station: Type 1; 4) Boiler Shed: Non-rated.
Source of Findings:	Visual Assessment: Types of the construction were observed.
Suggested Plan of Action:	
Suggested Deadline Date:	

Standard:	Provide construction type for each building and ancillary structure. Reference Alliance Standards Table 3.3.1
Question:	Height of Highest Occupied Floor Level Above Grade
Priority Level:	
Non-Compliance Level:	
Description:	1) Main Production Building: 7.16 m (23.50 ft); 2) Wastage storage shed: At grade; 3) Security station: At grade; 4) Boiler Shed: At grade.
Source of Findings:	Visual Assessment: Heights of the highest occupied floor level were measured.
Suggested Plan of Action:	
Suggested Deadline Date:	
Standard:	Provide maximum height of highest occupied floor level above grade for each type of building and ancillary structure.
Fire Protection Systems	
Question:	Are fire department connections provided and clearly identified for the Fire Protection Systems?
Priority Level:	Medium
Non-Compliance Level:	3
Description:	Fire department (Siamese) inlet and outlet connections are not provided to allow fire department pumper equipment to supplement the fire protection systems as per clause 5.5.4.
Source of Findings:	Visual Assessment: Fire department connections were not found in the factory premises.
Suggested Plan of Action:	Install fire department connections where required and in compliance with the Standard. According to Alliance Standard 5.5.4 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 Defence hose thread standard.
Suggested Deadline Date:	17 Nov 2014
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 and iii) internal inspection of extinguishers at 5 year interval.
Source of Findings:	Photograph: Fire extinguishers' monthly checklist was found.
Suggested Plan of Action:	Fire extinguishers are to be inspected, tested, and maintained in accordance with NFPA 10 Chapter 7 as demanded in Alliance Standard Part 13 Section 13.10.3.
Suggested Deadline Date:	17 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:	2
Description:	Automatic fire alarm and detection system is available in the factory, but currently there is no monitoring company in Bangladesh. Fire service and civil defence is not also capable of monitoring fire alarm and detection systems of the factories.
Source of Findings:	Visual Assessment: No central station for monitoring service was found.
Suggested Plan of Action:	Arrange for direct connection of the fire alarm system to a central monitoring station or Fire Service and Civil Defence as per Alliance Standard Part 5 Section 5.7.5 Monitoring. Until that time that monitoring can be set up, arrange a monitoring system using 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:	30 Jun 2014
Standard:	Alliance Standard Part 5 Section 5.7.5 Monitoring

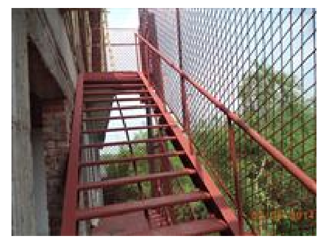
Means of Egress

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 were collapsible doors and steel leaf doors with locking arrangements at each egress location. This is not in compliance with Alliance Standard Section 6.8.2.
Source of Findings:	Photograph: Collapsible gate with locking arrangement.
Suggested Plan of Action:	Remove all hasps, locks, slide bolts, or other locking devices at the noted locations. According to section 6.8.2.2 doors may be locked where the latch and lock are disengaged with one motion where the occupant load does not exceed 49 persons. Turning a door handle and disengaging a lock is considered two motions. According to section 6.8.2.2 doors may be provided with locking hardware from the ingress side provided that a panic bar is installed on any door with an occupant load exceeding 49 persons.
Suggested Deadline Date:	16 Jul 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:	3
Description:	Door widths are more than 0.8 m, but some doors are not fire rated.
Source of Findings:	Photograph: Fire doors are required.
Suggested Plan of Action:	Provide 1 hr fire protective opening assemblies in 1 hr rated exit enclosure. Provide 1.5 hr fire protective opening assemblies in 2 hr rated exit enclosure. Exits connecting three or fewer stories shall be enclosed with a minimum 1-hr fire-resistance rating. Exits connecting four or more stories shall be enclosed with a minimum 2-hr fire-resistance rating. Exits shall be enclosed with the same fire-resistance rating as the floor penetrated but will not need to exceed 2 hr.
Suggested Deadline Date:	25 Aug 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:	All doors in a means of egress are of the side-hinged swinging type.
Priority Level:	High
Non-Compliance Level:	3
Description:	Some of the doors in the means of egress are collapsible and sliding type and some are open (no door provided). This violates Alliance Standard Part 6 Section 6.8.1.
Source of Findings:	Photograph: Doors pattern.
Suggested Plan of Action:	Replace all non-compliant doors and frames in the means of egress with doors that are listed, approved, automatic-closing, side-swinging, fire rated doors in compatible fire rated frames with latching panic hardware.
Suggested Deadline Date:	25 Aug 2014
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:	3
Description:	The exterior wall has openings within 10 ft of the end of the exterior staircase. The main building is 3 stories and the 3rd floor is under-construction. The staircase connects the under-construction areas of the 3rd floor also.
Source of Findings:	Photograph: Exterior exit staircase.
Suggested Plan of Action:	Provide required fire rated construction at the stairs and 10 ft beyond the ends of the exterior stairs. Enclose any openings (windows, etc.) with required fire rated construction within those 10 ft wall sections.
Suggested Deadline Date:	25 Aug 2014
Standard:	Alliance Standard Part 6 Section 6.3.1.2. Three stories or less 1-hr rating. Four stories of more 2-hr rating

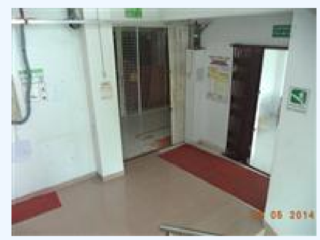


Question:	Exit discharge is directly to the exterior of the building, unless the requirements of 6.17.2 are met, at grade or provides direct access to grade. Exit discharge shall not reenter a building.
Priority Level:	High
Non-Compliance Level:	2
Description:	One of the exit discharges leads to an exterior passageway alongside the building. The exterior passageway is approximately 5 ft wide and the exterior wall of the building on one side of the exterior passageway has unprotected

	openings.
Source of Findings:	Photograph: Exterior wall through the egress court was found unprotected.
Suggested Plan of Action:	Seal the opening in the wall or provide opening protective assemblies to ensure 1 hour fire resistance of the walls.
Suggested Deadline Date:	25 Aug 2014
Standard:	Alliance Standard Part 6 Section 6.17 Exit Discharge. See Section 16.7.2 and 16.7.3 for exceptions.
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 any assembly and production floor as required by Alliance Standard Section 6.4.4
Source of Findings:	Visual Assessment: occupant loads were not found posted in any assembly and 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:	30 Jun 2014
Standard:	Alliance Standards Part 6 Section 6.4.4 Posting of Occupant Load
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:	Record of verifying emergency power for means of egress illumination was not found as required in accordance with Alliance Standards Part 10 Section 10.12.2.3.
Source of Findings:	Visual Assessment: 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 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:	30 Jun 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 test for the emergency battery back up of illuminated exit signs was found as required by Alliance Standard Section 10.12.1.4.	
Source of Findings:	Visual Assessment: 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 90 min once per year.	
Suggested Deadline Date:	30 Jun 2014	
Standard:	Alliance Standard Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape.	
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 are glossy tiles, which are slippery and may cause occupants to fall during quick evacuation under emergency conditions. This is not in compliance with Alliance Standard Section 6.3.6.	
Source of Findings:	Photograph: Walking surfaces along the path of egress are composed of glossy tiles.	
Suggested Plan of Action:	Replace glossy tiles from the walking surface along the path of egress (aisles and staircase) with non-slippery homogeneous tiles.	
Suggested Deadline Date:	17 Nov 2014	
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 both sides of any stairway. Intermediate handrails are not required as the stair width do not exceeds 2.2 m (87 in.).
Source of Findings:	Photograph: Handrails are not provided on both sides of any stairway.
Suggested Plan of Action:	Provide handrails on both sides of each stairway. Provide handrails of heights between the range 865 mm (34 in.) and 965 mm (38 in.).
Suggested Deadline Date:	17 Nov 2014
Standard:	Alliance Standard Part 6 Section 6.9 Stairs and 6.12 Handrails and Guards



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:	Floor level is mentioned in one stair out of six stairs and stair name or designation is not mentioned in Bengali and English also.
Source of Findings:	Photograph: Stair designation sign.
Suggested Plan of Action:	Install signage adjacent to each stair door indicating the stair name and the floor level in English and Bengali at the noted locations.
Suggested Deadline Date:	30 Jul 2014
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:	Document or certificate by appropriate authority for training on fire fighting, first aid and rescue is available but insufficient.
Source of Findings:	Document Review: Only 30 people were found trained and certified among the documents shown by the factory concerned person.

Suggested Plan of Action:	Get at least 25 percent of the workers trained and certified in fire fighting, first aid and rescue training by the proper authority.
Suggested Deadline Date:	17 Nov 2014
Standard:	Alliance Standard Part 13 Human Element Programs
Question:	An emergency evacuation plan has been developed and communicated to all employees.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Through the interview it was noted that the workers are aware of the evacuation procedure upon commencing of the alarm. However, no procedure defining evacuation process was available.
Source of Findings:	Document Review: Emergency evacuation plan was not found among the documents shown by the factory personnel.
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. Follow the guideline of BNBC.
Suggested Deadline Date:	30 Jun 2014
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director
Question:	Storage areas underneath the cutting tables are clear of combustibles.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Fabrics are stored underneath the cutting tables.
Source of Findings:	Visual Assessment: Fabrics are stored underneath the cutting tables.
Suggested Plan of Action:	Remove all combustibles stored underneath the cutting tables at the noted locations.
Suggested Deadline Date:	07 Jul 2014
Standard:	Alliance Standard Part 17 Section 13.7.2 Cutting tables.
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 training program is available on fire safety.	
Source of Findings:	Document Review: Alliance Safety Training Curriculum was not found among the documents shown by factory personnel.	
Suggested Plan of Action:	Impart training in accordance with Alliance Safety Training Curriculum and keep record with proper documentation.	
Suggested Deadline Date:	30 Jul 2014	
Standard:	Alliance Standards Part 13	
Question:	Fire Department pre-planning has been completed.	
Priority Level:	Low	
Non-Compliance Level:	3	
Description:	Fire department pre-planning was not found.	
Source of Findings:	Document Review: No document regarding fire department pre-planning was found among the documents shown by factory personnel.	
Suggested Plan of Action:	Complete fire department pre-planning activities with the local Fire Service and Civil Defence	
Suggested Deadline Date:	30 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:	Written housekeeping policy was not found.	
Source of Findings:	Document Review: No document regarding housekeeping policy was found among the documents shown by factory personnel.	
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:	09 Feb 2015	
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:	Hot work permit program is not established yet. It is required as per Alliance Standards Part 13 Section 13.4. However, hot-work is not going on in the factory right now.	
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.	
Suggested Deadline Date:	17 Nov 2014	
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:	Smoking is prohibited as per verbal information of factory personnel and signs are not posted in Bengali at main building entrances. Therefore, no designated smoking area is created outside the buildings.	
Source of Findings:	Visual Assessment: Smoking is prohibited in the factory premises as per verbal information.	
Suggested Plan of Action:	Smoking shall be prohibited in any garment factory building, separate storage building, or any building or area where the Inspector of the Factories Rules (1.6.3.7) Part 53 requires that smoking be prohibited. If an Owner creates a designated smoking area outside the buildings, information on the location of these designated areas shall be posted on the signs required in 13.5.2	
Suggested Deadline Date:	08 Jul 2014	
Standard:	Alliance Standards Part 13 Section 13.5 Smoking	