

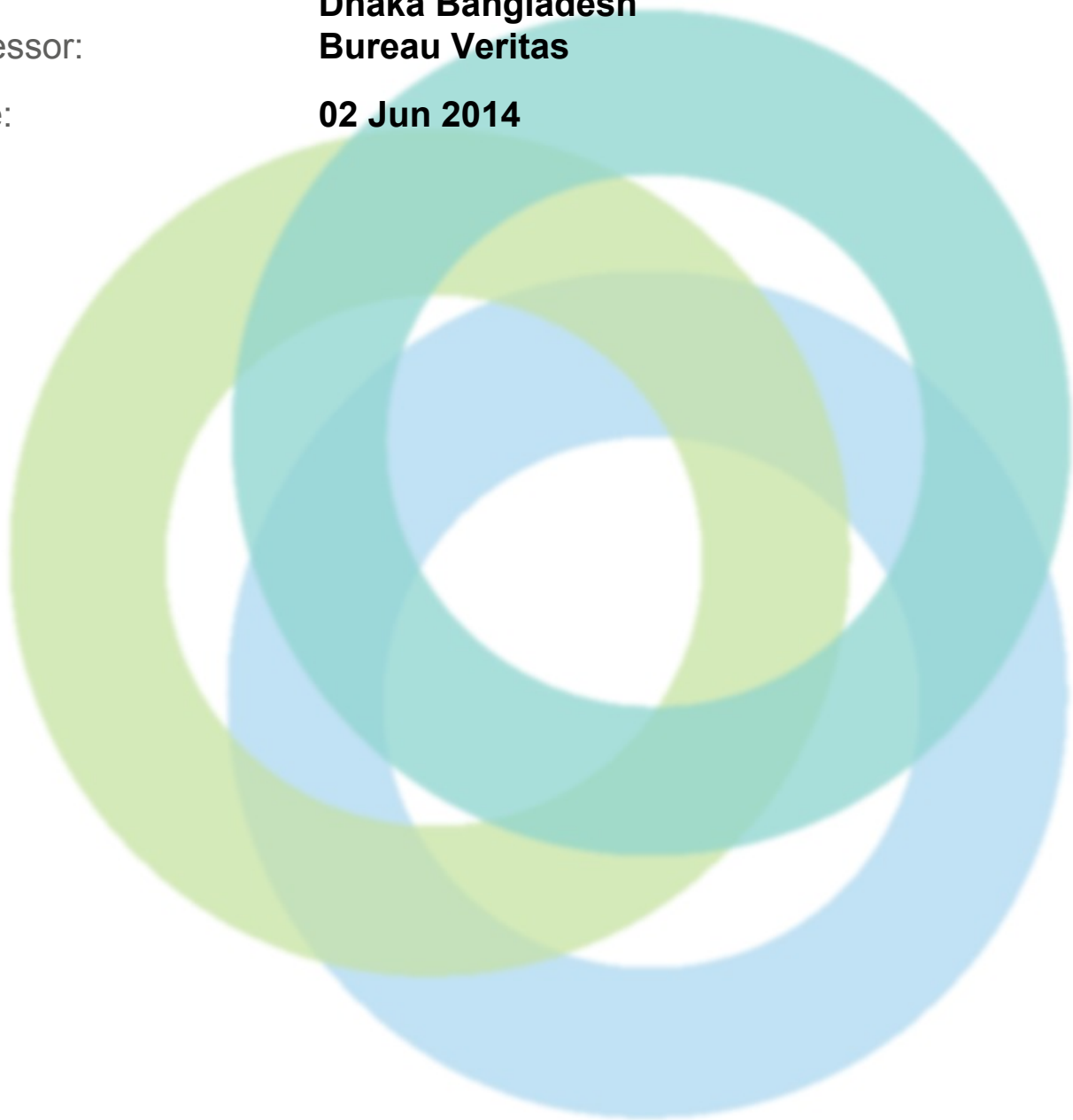
# INITIAL FIRE ASSESSMENT REPORT (FAR)

Factory Name: **Needle Drop Ltd.**

Address: **50, Chandapara, Chanpara, Bason Road, National University, Joydebpur, Gazipur. Joydebpur, Gazipur Dhaka Bangladesh**

Assessor: **Bureau Veritas**

Date: **02 Jun 2014**



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FOR BANGLADESH WORKER SAFETY

## 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).



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## GENERAL INFORMATION

### General Information

Factory Name:	Needle Drop Ltd.
Address:	50, Chandapara, Chanpara, Bason Road, National University, Joydebpur, Gazipur. Joydebpur, Gazipur Dhaka Bangladesh
Country:	Bangladesh
Province:	Dhaka
City:	Joydebpur, Gazipur
Zip Code:	1704
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	06-03-2014
Final Report Date:	06-29-2014
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are 5 buildings. 1) Main Building, 2) Generator & Substation Shed, 3) Compressor Shed, 4) Child care, Boiler, & Canteen Shed, 5) Leftover Storage Shed.
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	1) Main Building - Building height: 10.36 m (34 ft), Stories: 3.
Approximate Building Area (SF):	1) Main Building: 44,565 SF (GF through 2nd: 14,855 SF each).
Date of Building Construction:	No record for date of construction was found.
Date of Last Building Renovation/Addition:	No record of renovation or addition was found.
Ancillary Structures in Complex:	1) Generator & Substation Shed; 2) Compressor Shed; 3) Child care, Boiler, & Canteen Shed; 4) Leftover Storage Shed.
Approximate Ancillary Structures Area (SF):	1) Generator & Substation Shed: 700 SF; 2) Compressor Shed: 1,600 SF; 3) Child care, Boiler, & Canteen Shed: 1,575 SF; 4) Leftover Storage Shed: 50 SF.

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Number of Occupants:	Total occupant load: 890. 1) Main Building: 860 (GF: 255, 1st: 487, 2nd: 118); 2) Generator & Substation Shed: 2; 3) Compressor Shed: 28; 4) Child care, Boiler, & Canteen Shed: 0; 5) Leftover Storage Shed: 0.
Number of Ancillary Levels (Stories):	1) Generator & Substation Shed - Building height: 4.50 m (15 ft), Stories: 1; 2) Compressor Shed - Building height: 3.66 m (12 ft), Stories: 1; 3) Child care, Boiler, & Canteen Shed - Building height: 6.10 m (20 ft), Stories: 1; 4) Leftover Storage Shed - Building height: 3.04 m (10 ft), Stories: 1.
Occupancy Type:	1) Main Building - GF: H2 (Storage), G2 (Factory), 1st: F1 (Office), G2 (Sewing section), 2nd: H2 (Storage), G2 (Factory); 2) Generator & Substation Shed: K (Generator, Substation); 3) Compressor Shed: K (Compressor); 4) Child care, Boiler, & Canteen Shed: B2 (Child care), K (Boiler), E3 (Canteen); 5) Leftover Storage Shed: H2 (Storage).
Construction Type:	1) Main Building: Type 1; 2) Generator & Substation Shed: Non-rated; 3) Compressor Shed: Non-rated; 4) Child care, Boiler, & Canteen Shed: Non-rated; 5) Leftover Storage Shed: Non-rated.
Height of Highest Occupied Floor Level Above Grade:	1) Main Building: 7.16 m (23.50 ft); 2) Generator & Substation Shed: at grade; 3) Compressor Shed: at grade; 4) Child care, Boiler, & Canteen Shed: at grade; 5) Leftover Storage 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:	All the openings, penetrations, and ducts through rated walls in the assessed buildings were found to be non-rated. Some major locations are: A non-rated aluminum glass window opening exists in between the Main Building (northeast side of ground floor and 1st floor) and generator shed. Non-rated opening of finished goods storage exists with Generator Shed. A non-rated opening in the electrical accessories storage exists beside the doctor's room.
Source of Findings:	Visual Assessment: Non-rated openings were observed at different locations of different buildings.
Suggested Plan of Action:	Provide fire-resistive rated opening and penetration protection for rated walls and assemblies in accordance with Alliance Standard Sections 4.6 and 4.7. Consult a qualified fire protection engineer to design the required opening protectives and penetration systems.
Suggested Deadline Date:	12 Dec 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 exit enclosures provided with fire-resistive rated construction barriers?
Priority Level:	High
Non-Compliance Level:	3
Description:	There are 3 exit enclosures in the Main Building. Each floor entrance of the Main Building is not properly fire protected since no fire door is installed at the entrance.
Source of Findings:	Visual Assessment: Exit enclosures are not properly provided with fire-resistive rated construction barriers.
Suggested Plan of Action:	Provide fire-resistive rated construction barriers and associated opening protection for exit enclosures in accordance with Alliance Standard Sections 4.5 and 4.6. Consult a qualified fire protection engineer to design the required rated construction barrier.
Suggested Deadline Date:	12 Dec 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:	Occupancy separations are not fire rated and the opening protections are not fire rated as well. Some major locations are: spot removing room on the ground floor with glass and aluminum partitions. The spot lifter uses compressed air guns beside the production area, and the separation is not fire rated. Proper separation is not provided on ground floor of Main Building between bonded warehouse and accessories storage. Proper separation is not provided between warehouse and production floor on 2nd floor of Main Building. The generator room is not provided with proper separation at north-east corner of Main Building.	
Source of Findings:	Visual Assessment: Proper separations were not provided at different locations of different floors of main building.	
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:	18 Dec 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 certificates are available for any building on the factory premises.	
Source of Findings:	Document Review: No occupancy certificates are available.	
Suggested Plan of Action:	Apply to Gazipur City Corporation in an expeditious manner for issuance of the Certificates of Occupancy for each building and ancillary structure according to building use.	
Suggested Deadline Date:	21 Nov 2014	
Standard:	Are certificates of occupancy provided for each building or ancillary structure?	

**Fire Protection Systems**



Question:	Trouble or alarm notifications were not indicated on the fire alarm control panel.
Priority Level:	High
Non-Compliance Level:	3
Description:	A centralized automatic fire alarm and smoke detection system with a control panel is not available. Only standalone smoke detectors are available.
Source of Findings:	Visual Assessment: No centralized alarm and detection system was found in the factory premise.
Suggested Plan of Action:	Install an automatic fire alarm and detection system for the facility. System shall comply with the Alliance Standard and NFPA 72. Consult a qualified fire protection engineer and/or authorized fire alarm company to design and install the system.
Suggested Deadline Date:	12 Dec 2014
Standard:	Alliance Standard Part 13 Section 13.10 Maintenance of Fire Protection Equipment
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:	3
Description:	Standalone detectors are available. There is no fire alarm control panel. Manual switch or pull stations for occupant notification are installed at egress point of production floors.
Source of Findings:	Visual Assessment: Standalone detectors are insufficient in all sheds and buildings. There is no fire alarm control panel.
Suggested Plan of Action:	Install initiating devices and notification appliances as required by the Alliance Standard and NFPA 72. Connect devices to an automatic fire alarm and detection system for the facility. All fire alarm installations shall be submitted for review by the Alliance prior to commencement of installation.
Suggested Deadline Date:	12 Dec 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:	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:	3





Description:	An automatic fire alarm and detection system is not available in the factory. Currently there is no monitoring company in Bangladesh. Fire service and Civil Defence is not capable of monitoring fire alarm and detection systems of the factories.
Source of Findings:	Visual Assessment: Fire alarm and detection system is not monitored centrally.
Suggested Plan of Action:	Install a new automatic fire alarm and detection system. Once installed, arrange for direct connection of the fire alarm and detection system to a central station monitoring service or the Fire Service and Civil Defence as per Alliance Standard Section 5.7.5. Until that time, a person trained to contact the Fire Service and Civil Defence in the event of fire alarm activation shall be provided. An annunciator shall be located in a constantly attended location (such as a fire control room) to alert this person.
Suggested Deadline Date:	12 Dec 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 are locking arrangements like hasps, locks, slide bolts at the exit doors but doors are not locked.
Source of Findings:	Visual Assessment: Locking devices were found on exit doors.
Suggested Plan of Action:	Remove all locking devices from all egress doors and means of egress components in accordance with Alliance Standard Section 6.8. If locks are required for security reasons, utilize special door locking features complying with NFPA 101.
Suggested Deadline Date:	21 Nov 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:	All of the stairs are provided with steel, rolling shutter doors and one stairwell has one open door but the exit openings are more than 0.8 meters. No fire door is installed along the path of egress.







Source of Findings:	Visual Assessment: Doors along the path of egress have a minimum width of 0.8 m (32 in), but no fire doors were installed.
Suggested Plan of Action:	Replace non-compliant doors and frames in the means of egress with side-swinging doors. Replacement doors shall be a minimum width of 0.8 m (32 in), and are listed, approved, self-closing, fire rated door assemblies (door and frame) with latching panic hardware.
Suggested Deadline Date:	28 Nov 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:	One door in the means of egress is collapsible and some are sliding steel type and some are open (no door provided).
Source of Findings:	Visual Assessment: Exit doors were not side-hinged swinging type.
Suggested Plan of Action:	Replace non-compliant doors and frames in the means of egress with side-swinging doors. Replacement doors shall be a minimum width of 0.8 m (32 in), and are listed, approved, self-closing, fire rated door assemblies (door and frame) with latching panic hardware.
Suggested Deadline Date:	28 Nov 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 a conspicuous space near the main exits or exit access doorways as per the Alliance Standard.
Source of Findings:	Visual Assessment: Occupant loads are not posted at every assembly or production floor.
Suggested Plan of Action:	Post the occupant load for every assembly or production floor in a conspicuous space near the main exit or exit access doorway for the space as per the Alliance Standard.
Suggested Deadline Date:	21 Nov 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:	A record of verifying emergency power for means of egress illumination is not found as required in accordance with Alliance Standards.	
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 egress lighting is verified at least once per year. If battery-operated lights are used, they shall be tested on a monthly basis. Functional testing of battery powered lights shall be provided for a minimum of 90 min once per year.	
Suggested Deadline Date:	14 Nov 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 along the path of egress where there is a change in direction and where the continuation of egress is not obvious.	
Source of Findings:	Visual Assessment: Insufficiently illuminated exit signs are placed at entrances to exits where the direction changed.	
Suggested Plan of Action:	Provide continuously illuminated exit signs per Alliance Standard Section 6.11. Signs shall be placed at all required exits and along egress paths, especially where there is a change in direction for the path of travel.	
Suggested Deadline Date:	17 Dec 2014	
Standard:	Alliance Standard Part 6 Section 6.11 Exit Signs	
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 exit signs was found as required.	
Source of Findings:	Document Review: No plan or record of conducting periodic tests of the emergency battery backup for illumination of exit signs.	
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 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:	14 Nov 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:	None of the stairwells have handrails on both sides in any building of the factory premises.	
Source of Findings:	Visual Assessment: Handrails are provided on only one side of each stairway.	
Suggested Plan of Action:	Provide handrails on both sides of each stairway. Provide intermediate handrails when the stair width exceeds 2.2 m (87 in). Provide handrail of height between the range 865 mm (34 in) and 965 mm (38 in) as per Alliance Standard.	
Suggested Deadline Date:	18 Dec 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:	1	
Description:	Floor level is posted but stair name or designation are not mentioned.	
Source of Findings:	Visual Assessment: Stair designation was not posted.	
Suggested Plan of	Install signage adjacent to each stair door indicating the stair name and the	



Action:	floor level in English and Bengali at the noted locations in accordance with the Alliance Standard.
Suggested Deadline Date:	21 Nov 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:	3	
Description:	Only 30 people are trained and certified by BGMEA out of 890 people in fire fighting, first aid and rescue by the appropriate authority.	
Source of Findings:	Document Review: Documentation of 30 people out of 890 are trained in fire fighting, first aid and rescue has been found among the documents shown by factory personnel.	
Suggested Plan of Action:	Train and certify at least 25 percent of workers in fire fighting, first aid, and rescue by the proper authority as per Alliance Standard.	
Suggested Deadline Date:	17 Dec 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:	Workers are aware of the evacuation procedure upon commencement 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 proper emergency evacuation plan was found.	
Suggested Plan of Action:	Develop an emergency evacuation plan which includes all components required by the Alliance Standards and communicate the plan to all employees.	
Suggested Deadline Date:	21 Nov 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 at the cutting section on the ground floor of the Main Building.
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:	14 Nov 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 document of any training program in accordance with the Alliance Safety Training Curriculum is found. Factory authority arranged for some training, but it is not in accordance with the Alliance Safety Training Curriculum.
Source of Findings:	Document Review: Alliance Safety Training Curriculum was not found among the documents shown by factory personnel.
Suggested Plan of Action:	Implement training programs and document in accordance with the Alliance Safety Training Curriculum.
Suggested Deadline Date:	28 Nov 2014
Standard:	Alliance Standards Part 13
Question:	Are there additional areas of non-compliance to report?
Priority Level:	Medium
Non-Compliance Level:	2
Description:	On the ground floor of the main building, there is a maintenance room with sewing machines. This is not permitted as per the Alliance Standard.
Source of Findings:	Visual Assessment: Maintenance room was found at a stair enclosure.
Suggested Plan of Action:	Remove all types of occupancy from stair enclosure to clear stair enclosure.
Suggested Deadline Date:	15 Aug 2014





Date:		
Standard:	Not Applicable	
Question:	A hot-work permit program has been established.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	A hot-work permit program is not established. However, hot-work is not taking place in the factory right now.	
Source of Findings:	Document Review: A hot-work permit program is not established.	
Suggested Plan of Action:	Develop a hot work permit program. The program must comply with the requirements of NFPA 51B.	
Suggested Deadline Date:	18 Dec 2014	
Standard:	Alliance Standards Part 13 Section 13.4 Hot Work Permit and NFPA 51B	
Question:	Are all applicable permits up to date including Fire License & Boiler License.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	Building approval is for a commercial building as of 28/02/2007. A BEREC waiver certificate for 250KW capacity generators is available. Factory applied for electrician license on 24/12/2013. There are two boilers; one boiler license is available and the other boiler license is currently being renewed. Boiler operator license is available. Factory license, fire licenses, and trade license are up-to-date.	
Source of Findings:	Document Review: Licenses and other permits were reviewed.	
Suggested Plan of Action:	Apply to Biddiyut Paridaptor for electrician license. Apply to Gazipur City Corporation for approval of the unapproved prefab shed and also to approve the Main Building as an industrial building. Apply to boiler inspection department for the boiler license.	
Suggested Deadline Date:	14 Nov 2014	
Standard:	Alliance Standard Part 13 Human Element Programs	
Question:	Fire Department pre-planning has been completed.	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	Fire department pre-planning has not been completed.	

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Assessor: **Bureau Veritas**

Date: **02 Jun 2014**



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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 in accordance with the Alliance Standard.	
Suggested Deadline Date:	14 Nov 2014	
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	