INITIAL FIRE ASSESSMENT REPORT (FAR)

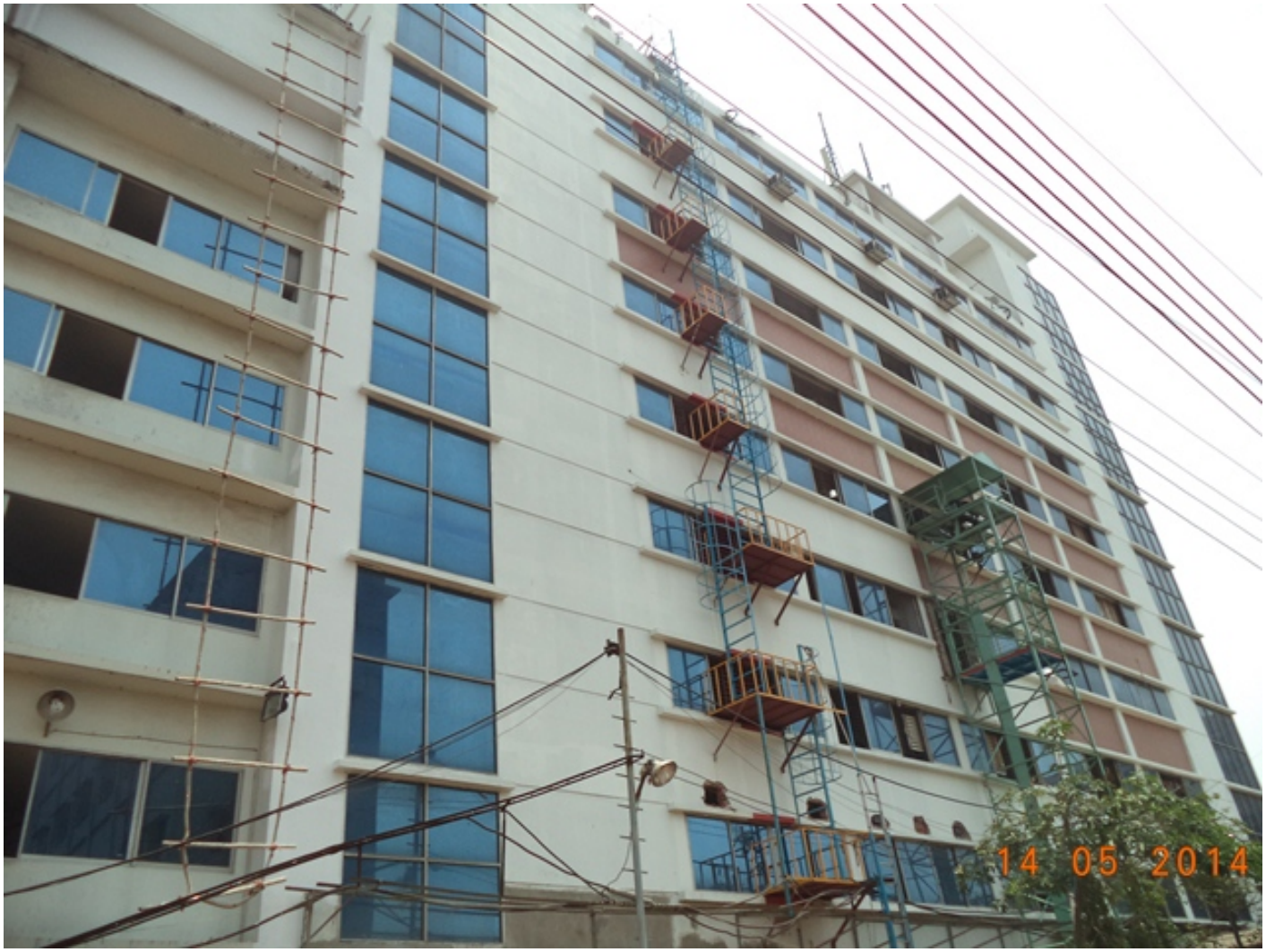
Factory Name:	**SALIM & BROTHERS LTD.**
Address:	**C/8-10 BSCIC Industrial Area, Sagarika Road, Pahartoli, Chittagong Chittagong Chittagong Bangladesh**
Assessor:	**Bureau Veritas**
Date:	**14 May 2014**

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:	SALIM & BROTHERS LTD.
Address:	C/8-10 BSCIC Industrial Area, Sagarika Road, Pahartoli, Chittagong Chittagong Chittagong Bangladesh
Country:	Bangladesh
Province:	Chittagong
City:	Chittagong
Zip Code:	4219
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	05-15-2014
Final Report Date:	06-18-2014
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are 2 buildings on the factory premises. One is the main production building (nine story and five story building jointed by expansion joint) and one is an ancillary building. The buildings are named as: 1) Nine Story RCC Main Production Building, 2) Single story RCC utility Building.
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	1)Nine Story RCC Main Production Building: Building height (Highest occupied floor level): 24.50m or 80.36ft [Height up to roof: 27.50m or 90.20ft], stories above grade: 9, Stories below grade: 0, Occupied levels: 9. 2) Single story RCC Utility Building: Building height (Highest occupied floor level): 30cm or 1ft above grade [Height up to roof: 6m or 20ft], Stories above grade: 1, Stories below grade: 0, Occupied levels: 1.
Approximate Building Area (SF):	Total area of buildings on premises: 177136 sft. 1) Nine Story RCC Main Production Building: 176436.00 sft (Ground floor: 22906.00 sft, 1st floor: 22906.00 sft, 2nd floor: 22906.00 sft, 3rd floor: 22906.00 sft, 4th floor: 22906.00 sft, 5th floor: 22906.00 sft, 6th floor: 13000.00 sft, 7th floor: 13000.00 sft, 8th floor: 13000.00 sft). 2) Single story RCC Utility Building: 700.00 sft.
Date of Building Construction:	1) Nine Story RCC Main Production Building: Finished in 2005. 2) Single story RCC Utility Building: No information on construction date was found.
Date of Last Building Renovation/Addition:	No record for date of renovation or addition was found from factory personnel.
Ancillary Structures in	1) Single story RCC utility building.

Complex:	
Approximate Ancillary Structures Area (SF):	1) Single story RCC utility building: 700.00 sft.
Number of Occupants:	Total number of occupants: 2965. 1) Nine Story RCC Main Production Building: 2960 (Ground floor: 120, 1st floor: 70, 2nd floor: 500, 3rd floor: 520, 4th floor: 520, 5th floor: 370, 6th Floor: 370, 7th Floor: 370, 8th Floor: 120), 2) Single story RCC utility building: 5.
Number of Ancillary Levels (Stories):	1) Single story RCC utility building: Building height (Highest occupied floor level): 30 cm or 1 ft above grade [Height up to roof: 6 m or 20 ft], Stories above grade: 1, Stories below grade: 0, Occupied levels: 1.
Occupancy Type:	1) Nine Story RCC Main Production Building: [Ground floor: G2 (Embroidery), H2 (Fabric & Accessories store), B2 (day care), K1 (Generator, pump), 1st floor: H2 (Finished goods area), G2 (Packing), D1 (Doctor's room), 2nd floor: G2 (Finishing, Sewing), 3rd floor: G2 (Cutting, Sewing), 4th floor: G2 (Sewing), 5th floor: G2 (Sewing), E4 (Dining), 6th floor: G2 (Sewing), 7th floor: G2 (Sewing), 8th floor: F1 (office)], 2) Single story RCC utility building: K1 (generator & transformer).
Construction Type:	1) Nine Story RCC Main Production Building: Type 1, [Portion of 5th floor: Non-rated], 2) Single story RCC utility building: Type 1.
Height of Highest Occupied Floor Level Above Grade:	1) Nine Story RCC Main Production Building: 24.50 m or 80.36 ft, 2) Single story RCC utility building: 30 cm 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:	All the existing doors, openings, penetrations and ducts along the required fire rated barriers and assemblies in the assessed buildings are non-rated. Some major locations are: In the nine story main building the openings through the slabs at several locations are not fire proof. Generator room has an unprotected opening. All exit enclosures are not fire rated.
Source of Findings:	Visual Assessment: Openings and penetrations are found on rated walls.
Suggested Plan of Action:	Provide fire resistance rated opening protectives at all windows and other openings on all the fire rated wall across the entire premises as per Alliance Standards.
Suggested Deadline Date:	27 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 exit enclosures provided with fire-resistive rated construction barriers?
Priority Level:	High
Non-Compliance Level:	3
Description:	There are five sets of stairs in the main building, two of these are fitted with fire rated doors (with no credible certificates), and the other three exits are not fitted with fire rated doors.
Source of Findings:	Visual Assessment: Exit enclosures without fire doors were found.
Suggested Plan of Action:	Provide side-swinging, self-closing, non-lockable fire doors of 1.5 hr rating in all stairwell enclosures that swing in the direction of egress. Consult a qualified fire protection engineer to design the required rated construction barriers.

Suggested Deadline Date:	27 Sep 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:	In the nine story main building, the doctor's room is located on the 1st floor near the production unit, which is not fire separated. On the 5th floor the dining and sewing sections are not properly fire separated. On the 3rd floor there is an improper separation between cutting and sewing sections. Finally, on the ground floor the pump room with the generator is not fire protected.
Source of Findings:	Visual Assessment: Non-rated separation found between various occupancies in the building.
Suggested Plan of Action:	Provide fire-resistive rated construction barriers between hazard types following Table 4.4.1 of the Alliance Standard. Consult a qualified fire protection engineer to design the required rated construction barrier.
Suggested Deadline Date:	20 Dec 2014
Standard:	Reference Alliance Standards Part 4 Section 4.5 Separation




Question:	Is the fire resistance materials of structural members in good condition and free of damage?
Priority Level:	Medium
Non-Compliance Level:	2
Description:	There is one 9 storey main production building of occupied floor level 24.5m (>20 m) which is a high rise building according to Alliance standard 3.6.1. A non-rated dining shed available on 5th floor level which is not allowed for this building according to Alliance standard 3.6.2.4. Considering the presence of the structure, the fire resistance materials of structural members cannot be allowed in good condition. But the other portion of the building as well as utility building there was no damage found in the fire resistance materials of the structural members.

Source of Findings:	Photograph: Non-rated shed available on 5th floor of the main building.	
Suggested Plan of Action:	Remove the non-rated shed which is not allowed as per alliance standard 3.6.2.4.	
Suggested Deadline Date:	14 Mar 2015	
Standard:	BNBC Part 3 Chapter 3	
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 available for any building in the factory premises.	
Suggested Plan of Action:	Apply to BSCIC authority for issuance of occupancy certificate and pursue the matter to expedite.	
Suggested Deadline Date:	16 Aug 2014	
Standard:	Are certificates of occupancy provided for each building or ancillary structure?	
Fire Protection Systems		
Question:	Is the building protected by an automatic sprinkler system?	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	The height of the highest occupied level of the main building is 24.50m (80.36ft) which is greater than 23m (75ft), so an automatic sprinkler system is required for the building.	
Source of Findings:	Visual Assessment: No sprinkler system is installed.	
Suggested Plan of Action:	Install an automatic sprinkler system throughout the building designed by a qualified fire protection engineer. The hydraulic design of the sprinkler system must be pre-approved by CoE of the Alliance. All installation and design requirements outlined in BNBC Part 4 Chapter 4 shall be replaced by the requirements of NFPA 13. Pipe schedules shall not be used to size pipe. All systems shall be hydraulically calculated to meet the required NFPA design requirements. Before commencing installation, provide shop drawings and hydraulic calculations as outlined in NFPA 13. The test and performance report of the installed system must be submitted to the Alliance for review. Final inspection and testing shall be witnessed by the Alliance.	
Suggested Deadline Date:	14 Mar 2015	

Standard:	Reference Alliance Standards Part 3 Section 3.5.3 Existing Buildings, Part 5 Section 5.3 Automatic Sprinkler Systems and Section 6.13 Travel Distance	
Question:	Does the building have a Standpipe System?	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	The highest occupied floor level of the main building is 24.50m or 80.36ft. Therefore, a class I standpipe system is required for the building. A class II hose system is available in the main building. There is no hydraulic calculation available.	
Source of Findings:	Visual Assessment: There is a class II standpipe system in the main building.	
Suggested Plan of Action:	Install a NFPA-14 compliant standpipe system at required locations designed by a qualified fire protection engineer. All standpipe system installations and hydraulic calculations shall be submitted for review by the Alliance prior to commencement of installation. Standalone standpipe systems shall meet the local BNBC requirements with a minimum 450 kPa (65 psi) pressure at the hydraulically most remote hose connection. Testing of the installation shall be conducted in accordance with NFPA acceptance testing requirements. Documentation of all testing shall be submitted for review by the Alliance. Final inspection and testing of the installation shall be witnessed by the Alliance.	
Suggested Deadline Date:	27 Sep 2014	
Standard:	Does the building have a standpipe system installed where required. Alliance Standard Part 5 Section 5.4.2	
Question:	Does the building have a fire pump?	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	There is a fire pump available in the factory with one shallow machine and one jockey pump with alternative backup power. However, it does not comply with the requirements of the Alliance Standards. Hydraulic calculation for installed standpipe and sprinkler systems are not available.	
Source of Findings:	Visual Assessment: Fire pump was found during site visit.	
Suggested Plan of Action:	Install a pump dedicated for fire protection following the requirements of NFPA 20. Fire pump installation is to be tested for final acceptance in presence of the Alliance and a final inspection of the installation shall be conducted by the Alliance prior to final acceptance. Acceptance testing of the installation shall be done in accordance with NFPA testing requirements. Documentation of all testing shall be submitted to the Alliance for review prior to final acceptance. This pump is to be connected to an alternative power source such as a generator which is to be connected with ATS (auto starter).	
Suggested Deadline Date:	20 Aug 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:	A fire department outlet connection (pillar hydrant) is provided but fire department (Siamese) inlet connection is not provided to allow fire department pumper equipment to supplement the fire protection systems.	
Source of Findings:	Visual Assessment: Fire department outlet connection is provided.	
Suggested Plan of Action:	Provide fire department (Siamese) inlet connections to allow fire department pumper equipment to supplement the fire protection systems as per the Alliance Standard. Connections shall match the Fire Service and Civil Defense hose thread standard.	
Suggested Deadline Date:	20 Dec 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 and ii) annual testing of nozzle of CO2 extinguisher. These are required as per NFPA 10.	
Source of Findings:	Visual Assessment: Every month fire extinguishers are inspected, tested, and maintained.	
Suggested Plan of Action:	Fire extinguishers are to be inspected, tested, and maintained in accordance with NFPA-10 requirements. Proper documentation should be prepared and maintained.	
Suggested Deadline Date:	20 Dec 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:	The centralized alarm and detection system control panel is available but not	

	connected with central station monitoring service as currently there is no monitoring company in Bangladesh. Fire service and civil defense is not capable of monitoring fire alarm and detection systems of the factories.	
Source of Findings:	Visual Assessment: Fire alarm and detection panel available.	
Suggested Plan of Action:	Arrange for direct connection of the fire alarm system to a central monitoring station or Fire Service and Civil Defense as per Alliance Standards. Until that time that monitoring can be set up, arrange a monitoring system using 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:	02 Aug 2014	
Standard:	Alliance Standard Part 5 Section 5.7.5 Monitoring	
Question:	Is signage for the standpipe system installed at required locations and on required components?	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	The standpipe system is not installed as per NFPA requirements and there is no signage for the standpipe system installed.	
Source of Findings:	Visual Assessment: No signage for the standpipe system is installed, which is required as per NFPA 14.	
Suggested Plan of Action:	Install a standpipe system at required locations designed by a qualified fire protection engineer. The system is to be compliant with the requirements of NFPA 14. Install required identification signs at the noted locations.	
Suggested Deadline Date:	16 Aug 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:	2	
Description:	Inspection, maintenance, and testing procedures of the existing fire pump is not documented and up to date.	
Source of Findings:	Document Review: No plan and record for maintenance of the fire pump found as per NFPA 25.	
Suggested Plan of Action:	Install a pump dedicated for fire protection following the requirements of NFPA 20. Then establish required inspection, maintenance, and testing program for	

	the fire pump in accordance with NFPA 25.	
Suggested Deadline Date:	20 Dec 2014	
Standard:	Reference NFPA 25 Chapter 8 Fire Pumps	
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 proper standpipe system in the building. Inspection, maintenance and testing procedures of the existing standpipe system are not documented and up to date as per NFPA requirements.	
Source of Findings:	Document Review: No relevant documents are found as per NFPA 25.	
Suggested Plan of Action:	Install a NFPA-14 compliant class-I (65mm hose connection) standpipe system at required locations designed by a qualified fire protection engineer. Then establish required inspection, maintenance, and testing program for the standpipe and hose system.	
Suggested Deadline Date:	20 Dec 2014	
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:	The first floor corridor of production building serves an occupant load in excess of 30. The corridor's doors and windows are not provided with fire rated opening protective assemblies as required by the Alliance Standard.	
Source of Findings:	Visual Assessment: Access corridors found unprotected on 1st floor.	
Suggested Plan of Action:	Provide fire-resistive rated assemblies at the required exit access corridors. The rated assembly should be approved and 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 be tested for fire rating following NFPA 257. Sprinkler protection is required for the production building. Once provided, the exit corridors are not required to be provided with a 1 hour rating.	
Suggested Deadline	27 Sep 2014	

Date:		
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 collapsible doors with locking arrangements at egress locations. This violates the Alliance Standards.	
Source of Findings:	Visual Assessment: Locking devices were found at exit doors.	
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 is considered two motions.	
Suggested Deadline Date:	19 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 width is greater than 0.8m. There is a collapsible door at a location of egress on the production floor with a locking arrangement. Some of the doors leading to staircases appear to be fire doors, but there is no credible certificate.	
Source of Findings:	Visual Assessment: Door widths are greater than 0.8m, but some doors do not have the required ratings.	
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:	27 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:	All doors in a means of egress are of the side-hinged swinging type.	

Priority Level:	High	
Non-Compliance Level:	3	
Description:	There is a collapsible door at an egress location on the production floor with a locking arrangement. This violates the Alliance Standard.	
Source of Findings:	Visual Assessment: Collapsible door found at an egress location on the production floor.	
Suggested Plan of Action:	Replace all collapsible doors in means of egresses with side-hinged, swinging type doors, of proper width and ratings.	
Suggested Deadline Date:	27 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 any assembly ot production floor as required.	
Source of Findings:	Visual Assessment: Occupant loads are not posted in any assembly or production floor.	
Suggested Plan of Action:	Post the occupant load for all assembly and production floor areas in a conspicuous space near the main exit or exit access doorway for the space in accordance with Alliance Standard Section 6.4.4.	
Suggested Deadline Date:	02 Aug 2014	
Standard:	Alliance Standards Part 6 Section 6.4.4 Posting of Occupant Load	
Question:	Means of egress have a minimum ceiling height of 2.3 m (7 ft 6 in.) with projections from the ceiling not less than 2.03 m (6 ft 8 in.).	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	The ceiling height along the means of egress is 3.05 m (10 ft.), but with projections it is 6'-6"(1.98 m), which is less than the 2.03 m (6 ft 8 in.) required height.	
Source of Findings:	Visual Assessment: Minimum height at projection is 6'-6"(1.98 m).	
Suggested Plan of Action:	Demolish the lintel and wall above lintel. Construct the same again fulfilling the height requirement.	

Suggested Deadline Date:	20 Dec 2014	
Standard:	Alliance Standard Part 6 Section 6.3.3 Headroom	
Question:	All paths of egress are provided with compliant means of illumination.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	All paths of egress are not provided with compliant means of illumination. Industrial grade lights are found only at exit point, which does not comply with Alliance Standards.	
Source of Findings:	Visual Assessment: Emergency lights were found at exit point only.	
Suggested Plan of Action:	Install appropriate means of illumination at the noted locations. The means of egress paths shall be illuminated at all times the building is occupied. Illumination shall be a minimum of 10 lux for all corridors, exit doors, and stairways. Aisles shall be provided with a minimum 2.5 lux.	
Suggested Deadline Date:	20 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:	Record of verifying emergency power for means of egress illumination was not found as required.	
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 emergency power for all egress lighting is verified at least once per year. If battery-operated lights are used, these lights shall be tested on a monthly basis. Functional testing of battery powered lights shall be provided for a minimum 90 min once per year.	
Suggested Deadline Date:	02 Aug 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 non-obvious continuations of the path of egress or where there is change in direction of path of travel.	
Source of Findings:	Visual Assessment: Illuminated exit signs are placed at entrances only.	
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 as per Alliance Standards.	
Suggested Deadline Date:	20 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 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 signs must be tested on a monthly basis. Functional testing of battery powered signs is provided for a minimum 90 minutes once per year.	
Suggested Deadline Date:	02 Aug 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 stairs have handrails on both sides of the building.	
Source of Findings:	Visual Assessment: Handrail was found on only one side of stair.	
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 handrail of height between the range 865 mm (34 in.) and 965 mm (38 in.).	
Suggested Deadline Date:	20 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 is not mentioned. Floor level is mentioned in Bangla only.	
Source of Findings:	Visual Assessment: Stair designation sign was not found.	
Suggested Plan of Action:	Install signage adjacent to each stair door indicating the stair name and the floor level at the noted locations in accordance with Alliance Standards in both Bengali and English.	
Suggested Deadline Date:	02 Aug 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:	620 number of person are trained and certified from proper authority which is insufficient. Because at least 25% of total worker need to be trained and certified under proper authority.	
Source of Findings:	Document Review: Document or certificate by appropriate authority for training on fire fighting, first aid and rescue is available.	
Suggested Plan of Action:	Train and certify at least 25 percent of total workers (742 numbers of workers out of 2965) in firefighting, first aid and rescue training by the proper authority.	
Suggested Deadline Date:	14 Mar 2015	

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 commencing of the alarm. However, no procedure defining evacuation process was available.	
Source of Findings:	Document Review: Emergency evacuation plan was not found in the documents shown by the factory personnel.	
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. The evacuation plan shall include provisions to assist physically disabled persons. A list of all employees with physical disabilities shall be kept by the Fire Service Director.	
Suggested Deadline Date:	02 Aug 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:	2	
Description:	Fire drills are conducted monthly in the building but not under the direction of a Fire Safety Director. This does not meet the requirements of the Alliance Standard.	
Source of Findings:	Document Review: Documents of conducting fire drills were found.	
Suggested Plan of Action:	Conduct fire drills on a quarterly basis as per BNBC requirements. 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:	02 Aug 2014	
Standard:	Alliance Standards Part 13 Section 13.3 Fire Drills	
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 of cutting section on 3rd floor of the building.	

Source of Findings:	Visual Assessment: Fabrics found stored underneath the cutting tables on 3rd floor of main building.	
Suggested Plan of Action:	Remove all combustibles stored underneath the cutting tables at the noted locations.	
Suggested Deadline Date:	31 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:	There is no record of a training program on fire safety following the Alliance Safety Training Curriculum.	
Source of Findings:	Document Review: No documents found in those 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:	02 Aug 2014	
Standard:	Alliance Standards Part 13	
Question:	Are there additional areas of non-compliance to report?	 
Priority Level:	Medium	
Non-Compliance Level:	1	
Description:	Childcare is located on ground floor of main building and the opening of the room is not fire rated. In the 1st floor finished goods store, an electrical connection is available.	
Source of Findings:	Visual Assessment: Childcare on ground floor has an unprotected opening. An electrical connection is available in the store.	
Suggested Plan of Action:	Provide a fire rated door to properly separate the childcare room. Remove the electrical connection from the store.	
Suggested Deadline Date:	31 Aug 2014	
Standard:	Not Applicable	
Question:	A Fire Safety Director position has been filled.	
Priority Level:	Low	

Non-Compliance Level:	2
Description:	No record of filling the position of Fire Safety Director has been found, but factory authority informed that they have appointed one.
Source of Findings:	Document Review: No record of filling the position of Fire Safety Director was found.
Suggested Plan of Action:	Create a Fire Safety Director position and fill the position with an individual that has had sufficient training to be able to carry the required duties. The duties of the Fire Safety Director shall include the following: (1) Establish internal and external rally points and communicate to all employees in the building. (2) Fire department pre-planning. (3) Conduct safety inspections as outlined in Alliance Standard. (4) Ensure all testing of fire protection equipment is conducted in accordance with Alliance Standard.
Suggested Deadline Date:	20 Dec 2014
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director
Question:	Are all applicable permits up to date including Fire License & Boiler License.
Priority Level:	Low
Non-Compliance Level:	2
Description:	A building permit available from the Executive Engineer, Regional Officer, BSCIC, Chittagong as of 7-Oct-2004. Factory license, trade license, boiler operator license, fire licenses, and electrician license are up-to-date. Boiler license is not up-to-date. BERC certificate is not available; the factory authority applied for a waiver certificate (total capacity 750KW). A boiler license is not necessary as boiler capacity is less than 22.76 liter.
Source of Findings:	Document Review: BERC waiver certificate is not available.
Suggested Plan of Action:	Obtain the BERC waiver certificate from the Bangladesh Energy Regulatory Commission.
Suggested Deadline Date:	02 Aug 2014
Standard:	Alliance Standard Part 13 Human Element Programs
Question:	A hot-work permit program has been established.
Priority Level:	Low
Non-Compliance Level:	1
Description:	Hot-work is not going on in the factory, yet a hot-work permit program needs to be established. It is required as per Alliance Standards.
Source of Findings:	Visual Assessment: No hot-work permit could be presented by the factory personnel.

Suggested Plan of Action:	Develop a NFPA-51B compliant hot-work permit program. In general, this program should address process of request and approval of authorities, necessary checks prior to approval, standby fire watch and fire fighting equipment, sounding of alarm procedure, duration and expiry of permit and re-approval procedure, etc.	
Suggested Deadline Date:	20 Dec 2014	
Standard:	Alliance Standards Part 13 Section 13.4 Hot Work Permit and NFPA 51B	