



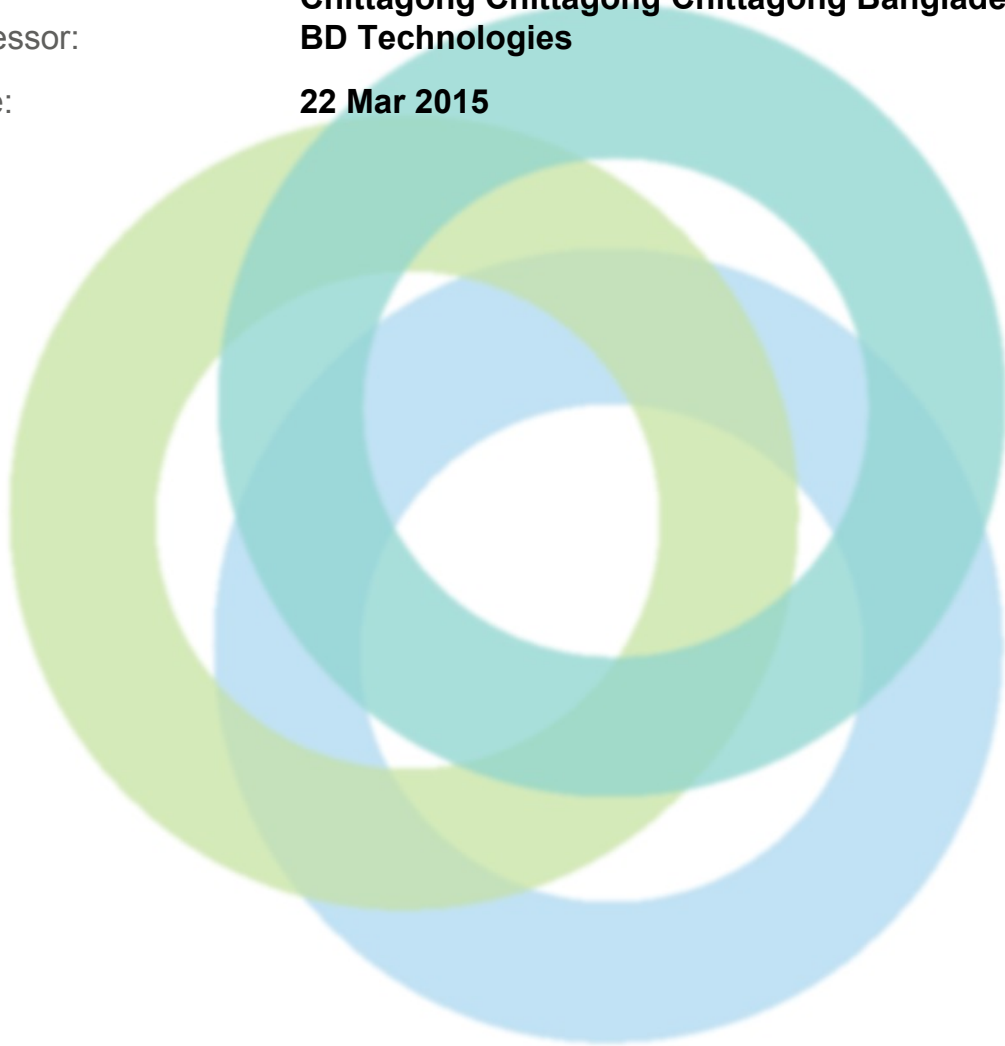
INITIAL FIRE ASSESSMENT REPORT (FAR)

Factory Name: **CHITTAGONG KNITWEARS (PVT) LTD**

Address: **Plot 17-18, Sector 4(Full Finishing unit) and Plot No. 7, 8 & 9, Sector- 1/A (Pre-finishing unit). CEPZ, Chittagong Chittagong Chittagong Bangladesh**

Assessor: **BD Technologies**

Date: **22 Mar 2015**





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:	CHITTAGONG KNITWEARS (PVT) LTD
Address:	Plot 17-18, Sector 4(Full Finishing unit) and Plot No. 7, 8 & 9, Sector- 1/A (Pre-finishing unit). CEPZ, Chittagong Chittagong Chittagong Bangladesh
Country:	Bangladesh
Province:	Chittagong
City:	Chittagong
Zip Code:	4223
Audit Duration:	8 Hours
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	31/03/2015
Final Report Date:	12/04/2015
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are two premises of this factory called premises-1 (Plot: 17-18, sector-4, CEPZ) and premises-1 (Plot: 7-9, sector-4, CEPZ). Premises-1: Main-prefabricated steel shed with Mezzanine floor. Ancillary Structure: 1. Generator and Substation shed, 2. Maintenance shed, 3. Childcare shed, 4. Security Room and 5. Wastage ware house shed. All the sheds are single storied. Premises-2: Main-prefabricated steel shed with Mezzanine floor. Ancillary Structure: 1. Generator and compressor shed, 2. A small two story Substation building, 3. Security and Childcare room, and 5. Wastage ware house shed. All the sheds are single storied.
Is the building(s) owned or rented by the Factory:	Rented
Number of Building Levels (Stories):	All the buildings (except a small two storied substation building) are single storied prefabricated shed.
Approximate Building Area (SF):	Approximate Building Area (SF) both main and ancillary: Premises-1=44,072 sft and Premises-1=1,10,228 sft. Grand total=1,54,300 sft.
Date of Building Construction:	Date of Building Construction: Premises-1: 1995-1996 and Date of Building Construction: Premises-2: 1999-2000.
Date of Last Building Renovation/Addition:	Building Renovation/Addition is not done.
Ancillary Structures in Complex:	Premises-1: Ancillary Structure: 1. Generator and Substation shed, 2. Maintenance shed, 3. Childcare shed, 4. Security Room and 5. Wastage ware house shed. All the sheds are single storied. Premises-2: Ancillary Structure: 1. Generator and compressor shed, 2. A small two story Substation building, 3. Security and Childcare room, and 5. Wastage ware house shed. All the sheds are single storied.
Approximate Ancillary Structures Area (SF):	Approximate Building Area (SF) both main and ancillary: Premises-1=44,072 sft and Premises-1=1,10,228 sft. Grand total=1,54,300 sft.
Number of Occupants:	Premises-1: Main building Ground Floor=446, Mezzanine Floor=37; Generator and Substation shed=2; Maintenance shed=2; Childcare shed=1; Security Room=5 and Wastage ware house shed=0. Total= 493. Premises-2: Main building Ground Floor=867; Generator and Compressor=1; Substation room=1; Maintenance room=2; Security and Childcare Room=5 and Wastage ware house shed=0. Total= 876.



Number of Ancillary Levels (Stories):	All the buildings (except a small two storied substation building and single storied Security and Childcare rooms in premises-2) are single storied prefabricated shed.
Occupancy Type:	Occupancy Type-F, G2, H2 and K in both the premises.
Construction Type:	All the constructions are prefabricated non-rated steel sheds. Only a small 2-storied substation building and single storied Security and Childcare rooms are type 2 in factory premises-2.
Height of Highest Occupied Floor Level Above Grade:	There are two premises of this factory called premises-1 (Plot: 17-18, sector-4, CEPZ) and premises-1 (Plot: 7-9, sector-4, CEPZ). Premises-1: Main-prefabricated steel shed with Mezzanine floor. Occupied Floor (Mezzanine) height=10 ft. Ancillary Structure: 1. Generator and Substation shed, 2. Maintenance shed, 3. Childcare shed, 4. Security Room and 5. Wastage ware house shed. All the sheds are single storied. Premises-2: Main-prefabricated steel shed with Mezzanine floor. Occupied Floor (Mezzanine) height=10 ft. Ancillary Structure: 1. Generator and compressor shed, 2. A small two story Substation and building Occupied Floor height=10 ft., 3. Security and Childcare room, and 5. Wastage ware house shed. All the sheds are single storied



ASSESSMENT FINDINGS

Fire Protection Construction	
Question:	Are openings and penetrations through rated walls and/or assemblies protected?
Priority Level:	High
Non-Compliance Level:	2
Description:	Premises-1: Boiler room has some penetrations connected with production floor. Premises-2: There are some penetrations of substation room and a opening (window) connected with the non-rated generator room of this factory.
Source of Findings:	Photograph: Penetrations in Generator and Substation Room of Premises-2., Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.
Suggested Plan of Action:	Provide minimum 2-hr fire rated construction to protect all the mentioned penetrations and opening.
Suggested Deadline Date:	27 Aug 2015
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:	Premises-1: Generator and substation area (non-rated shed) is insufficient and this non-rated shed is very closely connected with the production shed and maintenance shed. premises-2: Generator and compressor room is non-rated and and generator room is not sufficient. Two water pumps are installed in the generator room which is not comply with the Alliance standard.
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.
Suggested Plan of Action:	Premises-1: Provide sufficient area for the Generator and substation room with rated construction barriers (2 hrs fire resistive rated construction) or safe distance from the production area. premises-2: Provide sufficient area for the Generator and compressor room with rated construction barriers (2 hrs fire resistive rated construction) or safe distance from the production area. Remove the water pumps from the Generator room.
Suggested Deadline Date:	17 Oct 2015
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:	2
Description:	Occupancy certificates are not found for the main factory building and ancillary building of the factory premises.





Source of Findings:	Document Review: According to management interview and documents review of this factory on March 22, 2015.	
Suggested Plan of Action:	Prepare all the required documents for occupancy certificate and Obtain the Certificates of Occupancy for each buildings and ancillary structures according to building use from the approving authority.	
Suggested Deadline Date:	13 Jun 2015	
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:	Notification and initiation devices for the fire alarm system are not installed at required locations based on occupancy type.	
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.	
Suggested Plan of Action:	Provide pull stations at each egress points, smoke detectors in air handling equipment, visual and audible devices spaced appropriately based on occupancy type. Reference NFPA 72.	
Suggested Deadline Date:	27 Aug 2015	
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:	Fire extinguishers are inspected, tested, and maintained as required.	
Priority Level:	Medium	
Non-Compliance Level:	3	
Description:	Most of the hose pipes of the fire extinguishers are damaged and inspection, maintenance, and testing records of Fire extinguishers are not found.	
Source of Findings:	Photograph: Damage Hose of Fire Extinguishers., Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.	
Suggested Plan of Action:	Replace all the damaged and defective fire extinguishers with new fire extinguishers and establish an inspection, testing, and maintenance program for all fire extinguishers and prepare proper documentation. Program must comply with NFPA 10.	
Suggested Deadline Date:	27 Aug 2015	
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:	3	
Description:	Automatic fire alarm and detection systems are not installed in the factory	





	building and they have no central monitoring station. Only some battery operated standalone type smoke detectors are available.	
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.	
Suggested Plan of Action:	Install an automatic fire alarm and detection system in accordance with NFPA 72. Set up a fire alarm and detection system central station monitoring service (central control panel) or direct connection to the Fire Service and Civil Defence. Also a person shall be assigned to contact the fire department in the event of fire alarm activation.	
Suggested Deadline Date:	30 May 2015	
Standard:	Alliance Standard Part 5 Section 5.7.5 Monitoring	
Question:	Portable fire extinguishers have been selected based on potential fire class and hazards?	
Priority Level:	Medium	
Non-Compliance Level:	1	
Description:	Portable fire extinguishers have not been selected based on potential fire class and hazards of this factory.	
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015	
Suggested Plan of Action:	Select the portable fire extinguishers based on potential fire class and hazards comply with the NFPA 10.	
Suggested Deadline Date:	27 Aug 2015	
Standard:	NFPA 10 Chapter 5	
Means of Egress		
Question:	All doors in a means of egress are of the side-hinged swinging type.	
Priority Level:	High	
Non-Compliance Level:	2	
Description:	Most of the doors in the means of egress are collapsible and sliding type in the main factory buildings.	
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.	
Suggested Plan of Action:	Provide side-hinged swinging type doors in all means of egress.	
Suggested Deadline Date:	27 Aug 2015	
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	
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:	1	



Description:	Doors are found open in the audit period but the locking devices are present with the egress doors or gates.	
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.	
Suggested Plan of Action:	Remove all hasps, locks, slide bolts, or other locking devices at the noted locations. If locking device is required then need to install locking device per NFPA 101.	
Suggested Deadline Date:	16 May 2015	
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:	3	
Description:	Occupant loads were not posted anywhere in the assembly point and production floor of this factory.	
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.	
Suggested Plan of Action:	Provide the occupant load signage 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 May 2015	
Standard:	Alliance Standards Part 6 Section 6.4.4 Posting of Occupant Load	
Question:	All paths of egress are provided with compliant means of illumination.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Some paths of egress are not provided with compliant means of illumination of premises-2.	
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.	
Suggested Plan of Action:	Means of egress illumination shall be provided with emergency power or supplemented with battery powered lights that provide minimum 10 lux for no less than 30 min in the event of failure of normal lighting. 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:	17 Oct 2015	
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:	Testing records of emergency power for means of egress illumination system are not found.	
Source of Findings:	Document Review: According to management interview and documents review.	
Suggested Plan of Action:	Develop a testing and maintenance program that ensures the operation of all emergency lights 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 May 2015	
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:	Most of the exit entrances have illuminated exit signs, but additional signs are not provided throughout where the signs at the exit stairs are not readily visible.	
Source of Findings:	Photograph: In the production floor of both the premises-1 and premises-2 of this factory., Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.	 
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 Oct 2015	
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:	Testing records of emergency power for exit signs was not found.	
Source of Findings:	Document Review: According to management interview and documents review of this factory on March 22, 2015.	
Suggested Plan of Action:	Develop a testing and maintenance program that ensures the operation of all emergency exit signs is verified at least once per year. If battery-operated signs are used, these signs shall be tested on a monthly basis. Functional testing of battery powered signs shall be provided for a minimum 90 min once per year.	
Suggested Deadline Date:	30 May 2015	
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:	1	
Description:	Handrails are provided on single side of the stairways of the main factory building of premises-1.	
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.	
Suggested Plan of Action:	Provide handrails on both the sides of the stairway. Mount handrails at a height between 30 in. and 44 in. per Alliance Standard Part 6 Section 6.9 Stairs and 6.12 Handrails and Guards.	
Suggested Deadline Date:	17 Oct 2015	
Standard:	Alliance Standard Part 6 Section 6.9 Stairs and 6.12 Handrails and Guards	
Question:	Ramps do not have a running slope greater than 1 in 8 (12.5 percent) and have handrails on both sides of the ramp.	
Priority Level:	Medium	
Non-Compliance Level:	1	
Description:	Ramps have a running slope greater than 1 in 8 (12.5 percent) but, have single side handrails on the ramp.	
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.	
Suggested Plan of Action:	Provide handrails on both the sides of the ramp comply with the Alliance Standard.	
Suggested Deadline Date:	17 Oct 2015	
Standard:	Alliance Standard Part 6 Section 10 Ramps	
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:	Stair designation signs are not provided at each floor entrance from the stair to the floor in English and Bengali. They have only floor designation signs.	
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.	
Suggested Plan of Action:	Install signage adjacent to each stair door indicating the stair name and the floor level at the noted locations in English and Bengali.	
Suggested Deadline Date:	30 May 2015	
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:	The required number of peoples are not trained and certified in fire fighting, first aid, and rescue training from the appropriate authority.
Source of Findings:	Document Review: Factory management and worker interviews and documents review.
Suggested Plan of Action:	Provide additional training program for fire safety awareness in accordance with Alliance Standard and obtain feedback from the workers in order to demonstrate their understanding of the training provided. Twenty-five percent (25%) of workers should be trained for fire fighting, first aid, rescue etc. Also, maintain records of this training to provide for Alliance review.
Suggested Deadline Date:	17 Oct 2015
Standard:	Alliance Standard Part 13 Human Element Programs
Question:	Are there additional areas of non-compliance to report?
Priority Level:	Medium
Non-Compliance Level:	3
Description:	The Boiler room is very hot because of improper ventilation system and combustible materials are stored and installed in the Boiler room (premises-1) of this factory.
Source of Findings:	Visual Assessment: According to Visual Assessment of this factory on March 22, 2015.
Suggested Plan of Action:	Provide proper ventilation system for the boiler room and remove all the combustible materials from the Boiler room.
Suggested Deadline Date:	17 Oct 2015
Standard:	Not Applicable
Question:	An emergency evacuation plan has been developed and communicated to all employees.
Priority Level:	Medium
Non-Compliance Level:	1
Description:	Emergency evacuation plans are not well known to the workers of this factory.
Source of Findings:	Worker Interviews: According to worker interviews of this factory on March 22, 2015.
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:	30 May 2015
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director





Question:	A Fire Safety Director position has been filled.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	A Fire Safety Director position has not been created.	
Source of Findings:	Document Review: According to management interview and documents review of this factory on March 22, 2015.	
Suggested Plan of Action:	Create a Fire Safety Director position and fill the position with an individual that has sufficient training to be able to carry out the required duties in accordance with Alliance Standard Section 13.1.	
Suggested Deadline Date:	17 Oct 2015	
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	
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: According to Visual Assessment and management interview of this factory on March 22, 2015.	
Suggested Plan of Action:	Complete fire department pre-planning activities with the local Fire Service and Civil Defence.	
Suggested Deadline Date:	30 May 2015	
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	
Question:	A hot-work permit program has been established.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	A hot-work permit program has not been established yet.	
Source of Findings:	Document Review: According to document review and management interview of this factory on March 22, 2015.	
Suggested Plan of Action:	Develop a hot work permit program comply with the requirements of NFPA 51B.	
Suggested Deadline Date:	17 Oct 2015	
Standard:	Alliance Standards Part 13 Section 13.4 Hot Work Permit and NFPA 51B	
Question:	A written housekeeping policy is established and enforced.	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	A written housekeeping policy is available but, it does not comply with the Alliance standard.	



Source of Findings:	Document Review: According to document review and management interview of this factory on March 22, 2015.	
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:	07 Jan 2016	
Standard:	Alliance Standards Part 13 Section 13.6 Housekeeping	
Question:	Are all applicable permits up to date including Fire License & Boiler License.	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	Fire License, Boiler License, Boiler operator License is available but, BERC certificates of two Generators are not available.	
Source of Findings:	Document Review: According to document review and management interview of this factory on March 22, 2015.	
Suggested Plan of Action:	Collect BERC Certificate for both the diesel generators (Generator-1=30kw, Generator-2=34kw) from appropriate authority.	
Suggested Deadline Date:	30 May 2015	
Standard:	Alliance Standard Part 13 Human Element Programs	