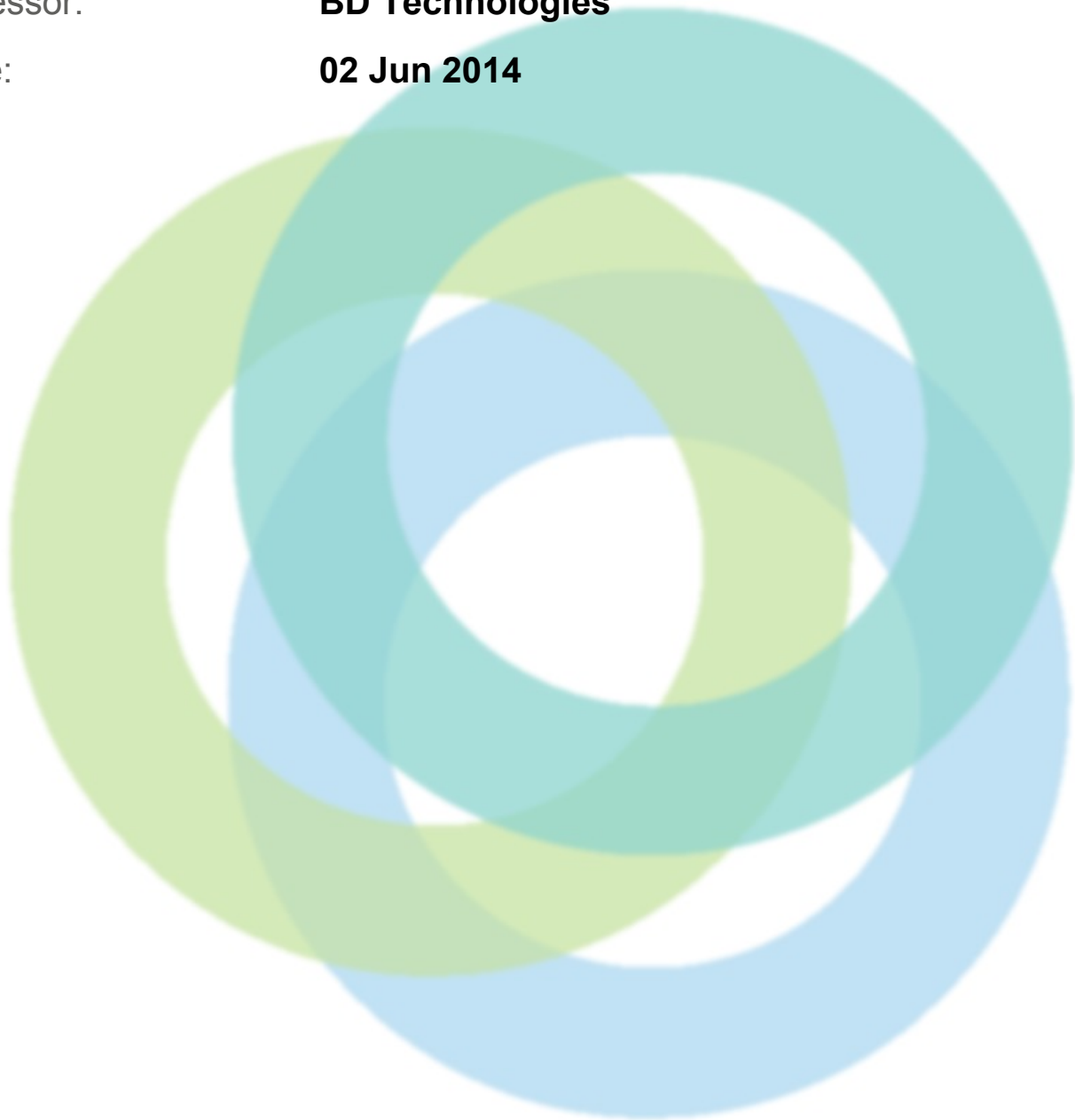


INITIAL FIRE ASSESSMENT REPORT (FAR)

Factory Name: **Southern Services Ltd**
Address: **Doctorbari, Zirabo Ashulia, Savar Ashulia, Savar
Dhaka Bangladesh**
Assessor: **BD Technologies**
Date: **02 Jun 2014**





Introduction to the Report

The following report contains a site profile and summary of non-conformities identified during an onsite assessment commissioned by the Alliance for Bangladesh Worker Safety (Alliance) and conducted by a third-party Qualified Assessment Firm (QAF). The assessment was conducted against the Alliance for Bangladesh Worker Safety Assessment Protocols (APs) and Fire Safety and Structural Integrity Standard, which is harmonized with the factory assessment guidelines developed by Bangladesh University of Engineering and Technology (BUET) for the Bangladesh National Tripartite Plan of Action (NTPA). The goal of the Alliance process is to provide clear and practical technical requirements by which Bangladeshi Ready Made Garment (RMG) Factories producing for Alliance members may be consistently and fairly evaluated for fire, structural, and electrical safety in a non-duplicative manner. Each assessment will prompt action plans that will be used by RMG factories to systematically and sustainably improve safety conditions for garment workers. Beyond tracking and reporting on action steps taken in a transparent manner, the Alliance organization and its members will seek to further support factory improvements through technical assistance, training, implementation support for functional Worker Committees, and in some cases financial assistance and wage support for workers if factories are closed for remediation.

The contents of the report do not constitute a guarantee of compliance with the applicable laws, the Alliance Standard or the absolute or continued safety against fire, electrical and/or structural integrity issues that may lead to injury or loss of life. The report is designed to provide a non-exhaustive summary of risk issues, based on a limited sampling and duration of time onsite by the named QAF. Neither the QAF nor the Alliance can certify or guarantee the quality, outcome, or effectiveness of actions taken in response to the report.

For more information and report feedback please go to: www.bangladeshworkersafety.org.





GENERAL INFORMATION

General Information

Factory Name:	Southern Services Ltd
Address:	Doctorbari, Zirabo Ashulia, Savar Ashulia, Savar Dhaka Bangladesh
Country:	Bangladesh
Province:	Dhaka
City:	Ashulia, Savar
Zip Code:	1230
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	06/02/2014
Final Report Date:	06/11/2014
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	3
Is the building(s) owned or rented by the Factory:	Rented
Number of Building Levels (Stories):	Building# 1-Main Factory Building (level =2, Height = 25 ft.)
Approximate Building Area (SF):	Building# 1-Main Factory Building: Total area 3400 sft. (GF= 1700 sft, 1st floor= 1700 sft)
Date of Building Construction:	Building#1(2009), Building#2- (2013)
Date of Last Building Renovation/Addition:	N/A
Ancillary Structures in Complex:	<ul style="list-style-type: none"> • Building# 2- 1 story prefabricated shed building housing the store, dining, prayer and child care section. • Building# 3-1 story building housing security post and dining.
Approximate Ancillary Structures Area (SF):	Building# 2- Factory building (Area= 8000 sft) , Building# 3- (Area= 240 sft)
Number of Occupants:	Building#1-Main Factory Building (G. F=155, 1st floor = 567), Building#2- Factory building (G. F= 18)

Factory Name: **Southern Services Ltd**

Address: **Doctorbari, Zirabo Ashulia, Savar Ashulia, Savar Dhaka Bangladesh**

Assessor: **BD Technologies**

Date: **02 Jun 2014**



ALLIANCE
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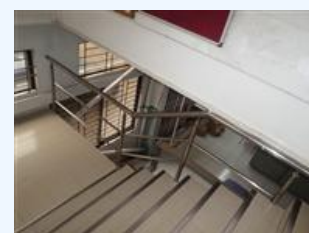
Number of Ancillary Levels (Stories):	Building# 2- (level=1, Height= 10 ft.), Building# 3- (level=1, Height= 9 ft.)
Occupancy Type:	G2
Construction Type:	Type- 3
Height of Highest Occupied Floor Level Above Grade:	• Building#1- Heights Occupied level= 12 ft • Building#2- Heights Occupied level= GF • Building#3- Heights Occupied level= GF.







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:	Openings (door, windows, penetrations etc.) in boiler, generator and transformer room are not fire rated but they are adjacent to each other. Boiler room door is directly connected to the production floor through an unprotected door. Transformer and generator adjacent to each other without fire separation.
Source of Findings:	Photograph: 1. Boiler and generator room unprotected door with the production floor. 2. Generator and boiler room were not fire separated.
Suggested Plan of Action:	Provide fire-resistive rated construction barriers between hazard types. Provide 2 hr. rated construction barrier and 1.5 hr rated opening protection for generator and transformer room. Provide 1 hr. rated construction barrier and 0.75 hour rated opening protection for boiler room. Consult a qualified fire protection engineer to design the required rated construction barrier as per Alliance Standards- 3.4.2.1.3, 3.4.2.1.4 & BNBC Part 4 Section 2.5.
Suggested Deadline Date:	02 Jan 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 exit enclosures provided with fire-resistive rated construction barriers?
Priority Level:	High
Non-Compliance Level:	3
Description:	Openings (exit doors, windows, ventilation and penetrations etc.) in all stair enclosure are not fire protected. Also none of the stair enclosures has continuous fire barrier construction.
Source of Findings:	Photograph: Unprotected stair way (Typical)
Suggested Plan of Action:	Provide 2 hr. (1 hr if less than 3 story) fire-resistive rated construction barriers at exit enclosures. Provide 1.5 hour (1 hr if less than 3 stories) rated opening protection (fire door and window, penetration sill) in all openings which are connected to stair case. Consult a qualified fire protection engineer to design the required rated construction barriers as per Alliance Standards- 4.5.4.1, 4.6, 4.5.7 Shafts. 4.5.7.1 & BNBC Part 4 Section 2.5.
Suggested Deadline	02 Jan 2015





Date:		
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:	Finished carton room was not separated from production unit but finished material normally stored for 2 to 5 days. Openings (doors, windows, penetrations and ventilation systems) in the bonded warehouse and accessories store were not fire protected from the production unit. Also there was some unauthorized storing of combustible material on the ground floor of the main factory building. Store room in the building #2 had some unprotected openings with the prayer room and dining.	   
Source of Findings:	Photograph: 1. Warehouse unprotected openings. 2. Unauthorized storing on GF. 3. Unprotected opening of store at building #2 4. Accessories store unprotected openings	
Suggested Plan of Action:	Provide fire-resistive rated construction barriers between hazard types as per Alliance Standards- 3.4.2.1.5 and BNBC Part 4. Provide 1 hr. rated construction barrier and opening protection for mentioned store room. Seal all the ventilation openings of the warehouses and accessories store or provide the appropriate fire rated opening protection.. Consult a qualified fire protection engineer to design the required rated construction barrier.	
Suggested Deadline Date:	02 Jan 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 certificate was not found for any of the buildings.	
Source of Findings:	Document Review: There was no document for occupancy certificate.	
Suggested Plan of Action:	Apply to appropriate authority in an expeditious manner for issuance of the Certificates of Occupancy for each building and ancillary structure according to building use	
Suggested Deadline Date:	20 Oct 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:	2
Description:	There is no fire alarm control panel.
Source of Findings:	Visual Assessment: As per over view the factory.
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:	08 Nov 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:	2
Description:	There was no alarm call point in many exit point of building#1.
Source of Findings:	Visual Assessment: There is no alarm call point in many exit point of building#1.
Suggested Plan of Action:	Provide pull stations/alarm call point 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:	02 Oct 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:	2
Description:	Fire alarm and detection system is not monitored by a central station and there is no panel board for detector and alarm systems. They are stand alone type.
Source of Findings:	Photograph: Stand alone smoke detector(Typical)





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 Part 5 Section 5.7.5 Monitoring. Until that time that a central station monitoring service or direct connection to the Fire Service and Civil Defence can be set up, 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. Assign a person to contact with the fire department in the event of fire alarm activation.
Suggested Deadline Date:	20 Nov 2014
Standard:	Alliance Standard Part 5 Section 5.7.5 Monitoring

Means of Egress

Question:	Aisles are provided with the minimum unobstructed clear width of 0.9 m (36 in) based on occupant loads.
Priority Level:	High
Non-Compliance Level:	3
Description:	Narrow aisles (width less than 36 inch) found on 1st floor of building# 1 and no aisles in dinning and store area of building# 2. Also aisles do not have proper direction sign to the nearest exit point.
Source of Findings:	Photograph: Narrow aisles and no aisles marking(Typical)
Suggested Plan of Action:	Provide proper aisles marking (clear width minimum 36 in.) and keep aisles free of storage as per Alliance Standard part 6 section 6.5 egress width. The path of egress travel along a means of egress shall not be interrupted by any obstruction. The capacity of the means of egress shall not be reduced along the path of travel.
Suggested Deadline Date:	02 Oct 2014
Standard:	Higher occupancy loads will require a greater width to accommodate the increased load. Alliance Standard Part 6 Section 6.5 Egress Width
Question:	Interior exit stairways and ramps terminate at an exit discharge except where terminating at a rated exit passageway.
Priority Level:	High
Non-Compliance Level:	3
Description:	Interior exit stairway terminated on floor and does not have any separate exit passageway.
Source of Findings:	Photograph: Stair way terminated inside the building
Suggested Plan of	Provide a fire barrier for interior exit stairway up to exit discharge.





Action:	
Suggested Deadline Date:	28 Oct 2014
Standard:	Alliance Standard Part 6 Section 6.14 Exit Enclosures
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:	All stairways are terminated on ground floor besides the production area without fire barrier.
Source of Findings:	Photograph: Stairways at GF of building #1
Suggested Plan of Action:	Provide appropriate fire rated enclosure for exits directly to the exterior in accordance with Alliance Standard Section 6.15 and 6.17. Consult a qualified fire protection engineer to design and/or approve the required exit passageway or egress court.
Suggested Deadline Date:	02 Oct 2014
Standard:	Alliance Standard Part 6 Section 6.17 Exit Discharge. See Section 16.7.2 and 16.7.3 for exceptions.
Question:	Means of egress are free from impediments, obstructions, and stored materials.
Priority Level:	High
Non-Compliance Level:	2
Description:	Aisles found partially blocked in all floor.
Source of Findings:	Photograph: Aisles partially blocked (Typical)
Suggested Plan of Action:	Keep all means of egress (Exit path, Aisles, Stair ways, Corridor etc.) continuously free and clear of all obstructions as per Alliance Standard Part 6 Section 6.3.8 & Section 6.3.9.
Suggested Deadline Date:	28 Oct 2014
Standard:	Alliance Standard Part 6 Section 6.3.8 Impediments to means of egress and Section 6.3.9 Reliability





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:	2
Description:	Doors were found open in the audit period but they had locking devices.
Source of Findings:	Photograph: Doors locking devices(Typical)
Suggested Plan of Action:	Remove all hasps, locks, slide bolts or other locking devices at the noted locations as per Alliance Standards Part 6 Section 6.8.
Suggested Deadline Date:	15 Oct 2014
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates
Question:	All doors in a means of egress are of the side-hinged swinging type.
Priority Level:	High
Non-Compliance Level:	2
Description:	All exit door in the main factory building either collapsible or sliding type.
Source of Findings:	Photograph: Collapsible gate (Typical)
Suggested Plan of Action:	Provide side-hinged swinging type doors in all means of egress as per Alliance Standards Part 6 Section 6.8.
Suggested Deadline Date:	02 Oct 2014
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates
Question:	Stairwells are not utilized as storage spaces.
Priority Level:	High
Non-Compliance Level:	2
Description:	Storage found under the south east corner stair case in the main factory building# 1
Source of Findings:	Photograph: South east corner stair case.
Suggested Plan of Action:	Remove all stored materials from the stairwells at the noted locations.
Suggested Deadline Date:	11 Nov 2014
Standard:	Alliance Standard Part 13 Section 13.9 Safety Inspections





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 on production floor in a conspicuous space near the main point of egress.	
Source of Findings:	Visual Assessment: Overview the whole factory building.	
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 as per Alliance Standards Part 6 Section 6.4.4.	
Suggested Deadline Date:	20 Oct 2014	
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:	All aisles, Exit and stair case of both the factory building have no proper illumination. Also existing emergency light was not continuously illuminated they had no continuous IPS backup.	
Source of Findings:	Photograph: 1st floor emergency light condition after power fall.	
Suggested Plan of Action:	Install appropriate means of illumination at the noted locations. The source of illumination shall provide not less than 50 lux at the illuminated surface with a contrast of not less than 0.5. Approved self-luminous signs, which provide evenly illuminated letters having a minimum luminescence of 0.2cd/m2, may also be used.	
Suggested Deadline Date:	02 Jan 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:	Documentation for emergency power checking not found.	




Source of Findings:	Document Review: No written document.
Suggested Plan of Action:	Develop a testing and maintenance program that ensures the operation of all egress lights is verified at least once per year as per Alliance Standards Part 10 Section 10.12. 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:	28 Oct 2014
Standard:	Alliance Standards Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape Lighting
Question:	Illuminated exit signs are provided with battery backup or emergency power and are continuously illuminated.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	All exit signs were not continuously illuminated at Building# 1.
Source of Findings:	Photograph: Non illuminating exit sign (Typical)
Suggested Plan of Action:	Provide an emergency power source, either by battery back or up or by connecting to the emergency power system, for illuminated exit signs as per Alliance Standards Part 6 Section 6.11.
Suggested Deadline Date:	02 Jan 2014
Standard:	Alliance Standards Part 6 Section 6.11 Exit Signs and Part 10 Section 10.12 Illumination of Exit Signs and Means of Escape
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:	Documents for emergency power checking was not found.
Source of Findings:	Document Review: Factory does not prepare any document for E. power.
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 as per Alliance Standard Part 10 Section 10.12. 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:	28 Oct 2014





Standard:	Alliance Standard Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape.
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 name and the floor level indication not found in any place of factory building.
Source of Findings:	Visual Assessment: None of the stair has designation sign.
Suggested Plan of Action:	Install signage adjacent to each stair door indicating the stair name and the floor level at the noted locations as per Alliance Standard Part 6 Section 6.9.
Suggested Deadline Date:	28 Oct 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:	
Description:	
Source of Findings:	
Suggested Plan of Action:	
Suggested Deadline Date:	
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:	Emergency evacuation plan is developed but not communicated to all employs.
Source of Findings:	Worker Interviews: Most of worker does not have proper knowledge of



	emergency evacuation plan.	
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 as per Alliance Standards Part 13 Section 13.1.	
Suggested Deadline Date:	25 Oct 2014	
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	
Question:	Emergency egress maps are posted at the entrance to each exit stair or main point of egress.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Emergency evacuation plan is not posted in every exit point of Building#1.	
Source of Findings:	Visual Assessment: Some exits do not have evacuation plan at building# 1.	
Suggested Plan of Action:	Post emergency egress maps at the entrance to each exit stair or main point of egress as per Alliance Standards Part 13 Section 13.4 Evacuation Plan.	
Suggested Deadline Date:	28 Oct 2014	
Standard:	Alliance Standards Part 13 Section 13.4 Evacuation Plan	
Question:	Storage areas underneath the cutting tables are clear of combustibles.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Combustibles materials found under cutting table at the cutting sections of 1st floor Building #1.	
Source of Findings:	Photograph: 1st floor cutting section at building #1.	
Suggested Plan of Action:	Remove all combustibles materials stored underneath the cutting tables at the noted locations as per Alliance Standard Part 13 Section 13.7.2.	
Suggested Deadline Date:	25 Oct 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:	Sufficient training program documentation for fire safety was not found also worker skinless regarding for safety was very poor.
Source of Findings:	Worker Interviews: As per worker interview.
Suggested Plan of Action:	Arrange sufficient programs for fire fighting, first aid, and rescue training and prepare proper documentations and keep evidence for Alliance review as per Alliance Standards Part 13. Train-up sufficient number (25 %) of worker for fire fighting and emergency purposes. Also take feedback from the worker for their better understanding.
Suggested Deadline Date:	28 Oct 2014
Standard:	Alliance Standards Part 13
Question:	A Fire Safety Director position has been filled.
Priority Level:	Low
Non-Compliance Level:	2
Description:	At present compliance manager is acting like Fire Safety officer but the position for designated Fire Safety Director was not filled.
Source of Findings:	Document Review: No appointment of Fire Safety Director.
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 as per Alliance Standards Part 13 Section 13.1.
Suggested Deadline Date:	02 Jan 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:	There was no Fire Department pre-planning in the factory.
Source of Findings:	Document Review: Document for fire department pre-planning was not found.
Suggested Plan of Action:	Complete fire department pre-planning activities with the local Fire Service and Civil Defense as per Alliance Standards Part 13 Section 13.1.
Suggested Deadline Date:	15 Oct 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 established and enforced.	
Source of Findings:	Document Review: Written housekeeping policy was not found.	
Suggested Plan of Action:	Establish written corporate and plant policies on housekeeping to ensure scheduled cleaning for floor, wall, ceiling, supply and return air ventilation systems as per Alliance Standards Part 13 Section 13.6. Promptly reschedule skipped cleanings. Provide a documented line of authority for authorizing a cleaning delay and rescheduling.	
Suggested Deadline Date:	02 May 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:	Factory reports that they do not regularly conduct hot work. Therefore they do not believe that they need a hot work permitting system as per Alliance Standards Part 13 Section 13.4 Hot Work Permit and NFPA 51B.	
Source of Findings:	Document Review: No document found for Hot-work permit program.	
Suggested Plan of Action:	Although the factory may not regularly conduct any hot work operations, it is expected that contractors conducting construction or other work on the building may from time to time conduct hot work on the premises. Therefore, it would be good practice for the factory to develop a written hot work permit program. The program must comply with the requirements of NFPA 51B. Develop a maintenance and contractor safety policy that includes procedures for conducting hot work (e.g. welding). All hot work should be conducted with a proper permit and precautions must be available in case of fire (e.g. fire watch, fire extinguisher, etc.)	
Suggested Deadline Date:	02 Jan 2015	
Standard:	Alliance Standards Part 13 Section 13.4 Hot Work Permit and NFPA 51B	