INITIAL FIRE ASSESSMENT REPORT (FAR)

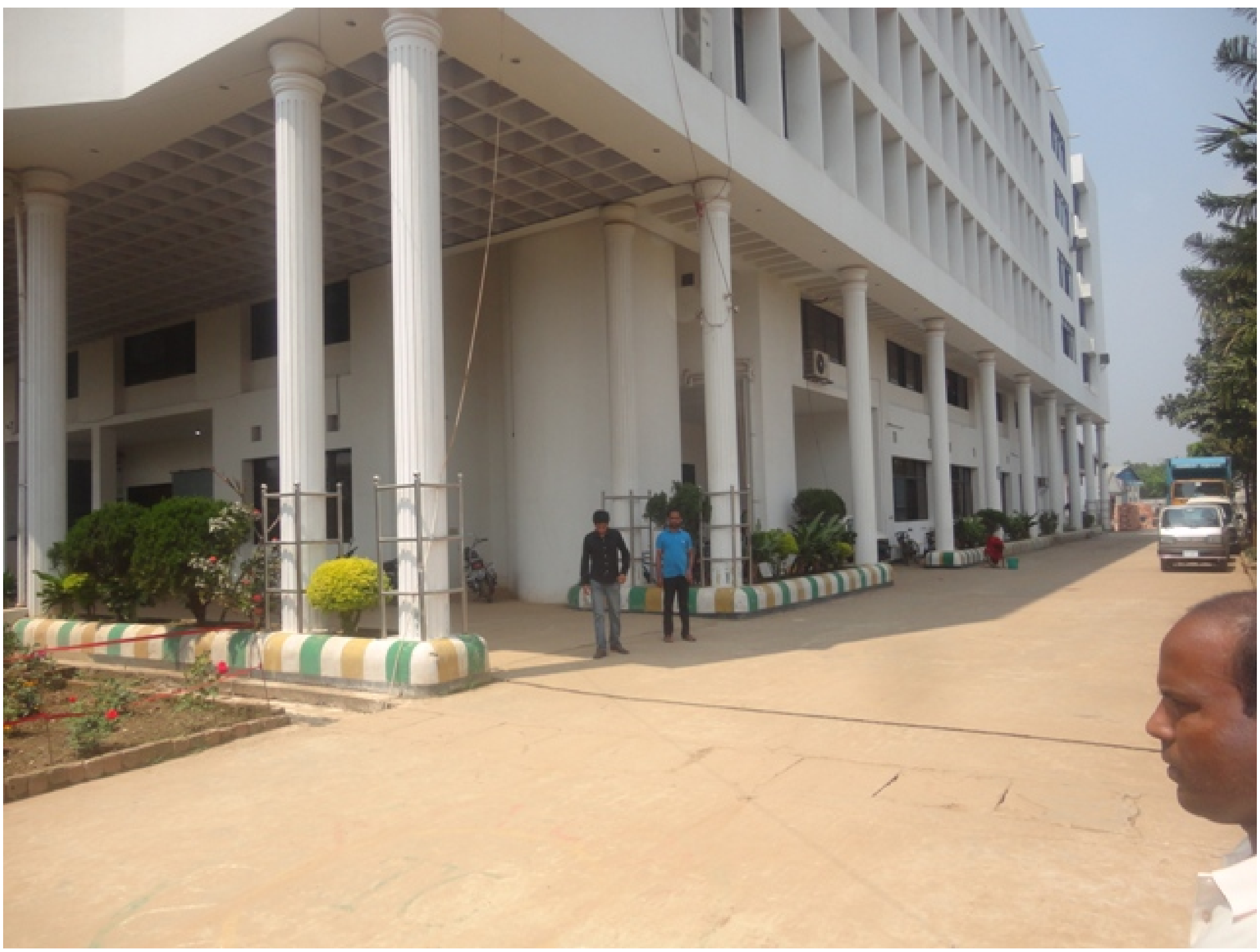
Factory Name:	**Z-3 COMPOSITE KNITWEAR LTD.**
Address:	**62, Kathgara, Zirabo, Ashulia, Savar. Ashulia, Savar Dhaka Bangladesh**
Assessor:	**Bureau Veritas**
Date:	**27 Mar 2014**

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:	Z-3 COMPOSITE KNITWEAR LTD.
Address:	62, Kathgara, Zirabo, Ashulia, Savar. Ashulia, Savar Dhaka Bangladesh
Country:	Bangladesh
Province:	Dhaka
City:	Ashulia, Savar
Zip Code:	1341
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	12-May-2014
Final Report Date:	21-May-2014
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are 6 nos building in factory premise. Those are- 1. Main Building, 2. Security Post, 3. Gas Meter reading room, 4. Generator and Compressor Room, 5. Generator Room, 6. Boiler Room.
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	1. Main Building: Height of occupied floor or roof height 66.45 ft(Roof occupied), 6 storied building, Above ground -6, Below ground -0, Occupied level -7(6story + occupied roof), 2. Security Post: Height of occupied floor is 0.5 ft & roof height 10.05 ft, 1 storied building, Above grade-1, Below Grade-0, Occupied level-1, 3. Gas meter reading room: Height of occupied floor is 0.5 ft & roof height 8ft, 1 storied building, Above grade-1, Below grade-0, Occupied level-1, 4. Generator and Compressor room: Height of occupied floor is 10.5 ft & roof height is 20.10 ft, 2 storied, Above grade-2, Below grade-0, Occupied level-2, 5. Generator Room: Height of occupied floor is 0.5 ft & roof height 10.05ft, 1 storied building, Above grade-1, Below grade-0, Occupied level-1, 6. Boiler Room: Height of occupied floor is 0.5 ft & roof height 10.05ft, 1 storied building, Above grade-1, Below grade-0, Occupied level-1.
Approximate Building Area (SF):	Total area 1,30,520.43 Sft; 1. Main Building: 1,26,952.68 Sft(Ground floor-21158.78, 1st floor-21158.78, 2nd floor-21158.78, 3rd floor-21158.78, 4th floor-21158.78, 5th floor-21158.78), 2. Security Post: 50 Sft, 3. Gas Meter reading Room : 150 Sft, 4. Generator and Compressor Room: 798 Sft, 5. Generator Room (Gas Generator): 1616.04 Sft, 6. Boiler Room: 953.71 Sft.
Date of Building Construction:	1. Main Building : 2001-2004, 2. Security Post: 2004, 3. Gas Meter reading room: 2007, 4. Generator and Compressor Room: 2007, 5. Generator Room (Gas Generator): 2007, 6. Boiler Room: 2007.

Date of Last Building Renovation/Addition:	No record found.
Ancillary Structures in Complex:	1. Security Post: used for security personnel, 2. Gas Meter Reading Post: used for gas meter, 3. Generator and Compressor Room: Used for Diesel generator and Compressor room, 4. Generator Room: used for gas generator, 5. Boiler Room: used for boiler room,
Approximate Ancillary Structures Area (SF):	1. Security Post: 50 Sft, 2. Gas Meter reading Room : 150 Sft, 3. Generator and Compressor Room: 798 Sft, 4. Generator Room (Gas Generator): 1616.04 Sft, 5. Boiler Room: 953.71 Sft.
Number of Occupants:	Total Occupant : 1560; 1. Building -1: (Ground floor-10, 1st floor-100, 2nd Floor-487, 3rd floor-470, 4th Floor-480), 2. Security Post: 10, 3. Gas Meter reading Room : 0, 4. Generator and Compressor Room: 1, 5. Generator Room: 1, 6. Boiler Room: 1,
Number of Ancillary Levels (Stories):	1. Security Post: Height of occupied floor is 0.5 ft & roof height 10.05 ft, 1 storied building, Above grade-1, Below Grade-0, Occupied level-1, 2. Gas meter reading room: Height of occupied floor is 0.5 ft & roof height 8ft, 1 storied building, Above grade-1, Below grade-0, Occupied level-1, 3. Generator and Compressor room: Height of occupied floor is 10.5 ft & roof height is 20.10 ft, 2 storied, Above grade-2, Below grade-0, Occupied level-2, 4. Generator Room: Height of occupied floor is 0.5 ft & roof height 10.05ft, 1 storied building, Above grade-1, Below grade-0, Occupied level-1, 5. Boiler Room: Height of occupied floor is 0.5 ft & roof height 10.05ft, 1 storied building, Above grade-1, Below grade-0, Occupied level-1.
Occupancy Type:	1. Main Building: Ground floor-G2(Industrial), B2(Child care), D1(Doctor room), H2(Fabric store); 1st floor-G2(Sewing Section), F1(Office); 2nd floor- G2(Industrial), H2(Ware House); 3rd floor- G2(Industrial); 4th floor-G2(Industrial); 5th floor- H2(Finish good and cartoon store); Roof- E3(Dining and Canteen); 2. Security Post : F1(Office), 3. Gas Meter reading room: K(Miscellaneous), 4. Generator and Compressor Room: K1(Generator & Compressor), 5. Generator Room: K1(Generator), 6. Boiler Room: K1(Boiler).
Construction Type:	1. Main Building: Ground floor to 5th Floor Type-1 & Occupancy on roof is non rated, 2. Security Post : Type-1, 3. Gas Meter reading room: Type-1, 4. Generator and Compressor Room: Type-1, 5. Generator Room: Type-1, 6. Boiler Room: Non rated.
Height of Highest Occupied Floor Level Above Grade:	Height of Highest Occupied Floor Level Above Grade 1. Main Building: 66.45 ft, 2. Security Post: 0.5 ft, 3. Gas meter reading room: 0.5 ft, 4. Generator and Compressor Room: 10.5 ft, 5. Generator Room: 0.5 ft, 6. Boiler Room: 0.5 ft,

ASSESSMENT FINDINGS

Fire Protection Construction

Question:	Are exit enclosures provided with fire-resistive rated construction barriers?	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	All exit enclosures of Main building are not fire rated.	
Source of Findings:	Photograph: Exit enclosures are no fire protected.	
Suggested Plan of Action:	Provide 2 hr fire-resistive rated construction barriers at exit enclosures of main building. Fit outward opening, side-swinging, self-closing, non-lockable fire doors of 1.5 hr rating in all stairwell enclosures. Consult a qualified fire protection engineer to design the required rated construction barriers.	
Suggested Deadline Date:	04 Sep 2014	
Standard:	Reference Alliance Standards Part 4 Section 4.5 Separation	
Question:	Are openings and penetrations through rated walls and/or assemblies protected?	
Priority Level:	High	
Non-Compliance Level:	2	
Description:	Window and other opening available at Generator & Transformer room.	
Source of Findings:	Photograph: Generator room is not fire rated., Visual Assessment: Window and other opening available at Generator & Transformer room.	
Suggested Plan of Action:	Close all windows and other openings on all the fire rated wall across the entire premise.	
Suggested Deadline Date:	04 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 separations between hazards provided with fire-resistive rated construction barriers.	
Priority Level:	Medium	
Non-Compliance Level:	3	
Description:	At ground floor Child care is adjacent to Fabric store without proper fire	

	separation.	
Source of Findings:	Photograph: Fabric store adjacent to Child care.	
Suggested Plan of Action:	These different occupancies need 3 hr fire-resistive rated construction barrier according to Alliance Standard Part 4 Section 4.5 and BNBC Table 3.2.1 (pg-10352) Provide fire-resistive rated construction barriers between hazard types following Table 4.4.1 of Alliance Standard or Table 4.1.1 from BNBC Part 4. Consult a qualified fire protection engineer to design the required rated construction barrier.	
Suggested Deadline Date:	27 Nov 2014	
Standard:	Reference Alliance Standards Part 4 Section 4.5 Separation	
Question:	Certificates of Occupancy for each building have been issued and are on file.	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	No occupancy certificate not available for any building in the factory premises.	
Source of Findings:	Document Review: The factory does not have occupancy certificate.	
Suggested Plan of Action:	Apply to Rajuk/ proper authority for issuance of occupancy certificate and pursue the matter to expedite.	
Suggested Deadline Date:	23 Jul 2014	
Standard:	Are certificates of occupancy provided for each building or ancillary structure?	
Fire Protection Systems		
Question:	Does the building have a Standpipe System?	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	Height of the highest occupied floor of the main building is above 10m (33 ft) above grade. Standpipe systems need to be installed throughout the building where the highest occupied floor is more than 10 m (33 ft) above grade or more than 10 m (33 ft) below grade as per in Alliance Standard 5.4.2. But there is no standpipe system in the main and ancillary buildings meeting the requirement of NFPA 14, 20, 22 and 25 Only 25mm hose plastic hose available.	
Source of Findings:	Photograph: Standpipe used for only 25mm hose.	
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. The hydraulic calculations should be reviewed by Alliance and review to be completed prior to start of work. All standpipe system installations	

	shall be submitted for review by the Alliance for review prior to commencement of installation according to 5.4.3.2. Standalone standpipe systems shall meet the local BNBC requirements with a minimum 450 kPa (65 psi) pressure at the hydraulically most remote hose connection or NFPA 14. This requirement is as per clause 5.4.3.	
Suggested Deadline Date:	03 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:	No separate dedicated fire pump installed yet.	
Source of Findings:	Visual Assessment: There is no dedicated fire pump available in the factory.	
Suggested Plan of Action:	Installed a pump dedicated for fire fighting or fire protection following the requirements of NFPA 20 as mentioned in Alliance Standard Section 5.5.1. Fire pump installation is to be tested for final acceptance in presence of Alliance and a final inspection of the installation shall be conducted by the Alliance prior to final acceptance of the installation by the Alliance as per clause 5.5.5. Acceptance testing of the installation shall be in accordance with NFPA 20, 22, and 24 testing requirements. Documentation of all testing shall be submitted to the Alliance for review prior to final acceptance by the Alliance. This pump is to be connected to an alternative power source such as a generator provided with ATS (auto transfer switch).	
Suggested Deadline Date:	31 Dec 2014	
Standard:	Alliance Standard Part 5 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:	Central automatic fire detection panel was not available in the factory premises. Standalone detector available.	
Source of Findings:	Photograph: Standalone detector., Visual Assessment: Central automatic fire detection panel was not available.	
Suggested Plan of Action:	Install a centralized automatic fire alarm and smoke/heat detection system with control panel following the requirement of NFPA 72 throughout all new and existing buildings and structures.	
Suggested Deadline	04 Sep 2014	

Date:		
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:	Notification and initiation devices for the fire alarm system not installed at required locations.	
Source of Findings:	Photograph: No pull station available near exit., Visual Assessment: Fire alarm system not installed as per the occupancy type.	
Suggested Plan of Action:	Initiating devices shall include either smoke or fire detection devices spaced in accordance with NFPA 72. When complete sprinkler protection is provided throughout a floor with waterflow devices designed to initiate the alarm notification, smoke and fire detection devices can be eliminated throughout that floor as per Alliance Standard Part 5 Section 5.7.3.1.	
Suggested Deadline Date:	04 Nov 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:	Standpipe system piping is free of mechanical damage, leakage, and corrosion?	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Complete stand pipe system is not installed yet. According to our visual inspection available standpipe system piping is free of mechanical damage, leakage, and corrosion.	
Source of Findings:	Visual Assessment: According to our visual inspection available standpipe system piping is free of mechanical damage, leakage, and corrosion.	
Suggested Plan of Action:	Install a standpipe system at required locations designed by a qualified fire protection engineer.	
Suggested Deadline Date:	24 Jul 2014	
Standard:	NFPA 25 Chapter 6 Standpipe and Hose Systems	
Question:	Are fire department connections provided and clearly identified for the Fire Protection Systems?	

Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	No fire department connection provide.	
Source of Findings:	Visual Assessment: There was no fire department connections available in the factory buildings premises.	
Suggested Plan of Action:	Install fire department connections where required and in compliance with the Standard. According to Alliance Standard 5.5.4 fire department outlet connections shall be provided to allow fire department pumper vehicles to draw water from ground-level or underground water storage tanks. Connections shall match the Fire Service and Civil Defence hose thread standard.	
Suggested Deadline Date:	27 Nov 2014	
Standard:	Alliance Standard Part 5 Section 5.5.4 Fire Department Connections	
Question:	Fire extinguishers are inspected, tested, and maintained as required.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	No testing record maintained as per the standard.	
Source of Findings:	Document Review: No relevant document available.	
Suggested Plan of Action:	Fire extinguishers are to be inspected, tested, and maintained in accordance with NFPA 10 Chapter 7 as demanded in Alliance Standard Part 13 Section 13.10.3.	
Suggested Deadline Date:	26 Nov 2014	
Standard:	NFPA 10 Chapter 7	
Question:	Is the fire alarm and detection system monitored by a central station monitoring service or directly connected to the Fire Service and Civil Defense?	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Currently there is no monitoring company in Bangladesh and fire service and civil defense is not capable of monitoring.	
Source of Findings:	Visual Assessment: Fire alarm and detection system not available.	
Suggested Plan of Action:	Arrange for direct connection of the fire alarm system as per Alliance Standard Part 5 Section 5.7.5 Monitoring. Until that time that monitoring can be set up, 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:	15 Jun 2014	
Standard:	Alliance Standard Part 5 Section 5.7.5 Monitoring	
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:	3	
Description:	Complete Standpipe system is not installed throughout the buildings. There is no test and maintenance plan and record for testing and maintaining of available stand pipe system as per requirement of NFPA 25.	
Source of Findings:	Document Review: There is no test and maintenance plan and record for testing and maintaining of available stand pipe.	
Suggested Plan of Action:	Install a standpipe system at required locations designed by a qualified fire protection engineer. Then establish an inspection, maintenance, and testing program for the standpipe and hose system. Program must comply with the requirements of NFPA 25.	
Suggested Deadline Date:	27 Nov 2014	
Standard:	Reference NFPA 25 Chapter 6 Standpipe and Hose Systems Table 6.1.1.2	
Question:	Is signage for the standpipe system installed at required locations and on required components?	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	Complete stand pipe system is not installed yet. As per visual assessment there was no signage for the available standpipe.	
Source of Findings:	Visual Assessment: As per visual assessment there was no signage for the available standpipe.	
Suggested Plan of Action:	Install a standpipe system at required locations designed by a qualified fire protection engineer. Then install required identification signs at the noted locations. Signage must comply with NFPA 14.	
Suggested Deadline Date:	24 Jul 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:	There is no fire pump in the factory premises to supply water in case of fire incidence.
Source of Findings:	Visual Assessment: There is no fire pump in the factory premises to supply water in case of fire incidence.
Suggested Plan of Action:	Installed a pump dedicated for fire fighting or fire protection following the requirements of NFPA 20 as mentioned in Alliance Standard Section 5.5.1. Then establish an inspection, maintenance, and testing program for the fire pump. Program must comply with NFPA 25.
Suggested Deadline Date:	30 Nov 2014
Standard:	Reference NFPA 25 Chapter 8 Fire Pumps

Means of Egress

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:	Doors along the path of egress have a minimum width of 0.8 m (32 in) and not have required ratings. Collapsible type exit doors available.
Source of Findings:	Photograph: Doors along the path of egress have a minimum width 0.8 m (32 in) and not have required ratings.
Suggested Plan of Action:	At main building Provide 1.5 hr fire protective opening assemblies in 2 hr rated exit enclosure as required in accordance with section 6.3.1.2.2 and 4.6.
Suggested Deadline Date:	04 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 are collapsible doors,steel leaf doors with locking arrangement at each egress locations.
Source of Findings:	Photograph: No side hinged swinging type door available.
Suggested Plan of	Replace all collapsible, sliding, roll-down gates and shutters in means of

Action:	egresses with side-hinged swinging type doors of proper width and rating.	
Suggested Deadline Date:	10 Jul 2014	
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:	2	
Description:	Doors are not locked in the direction of egress during operation.But all locking device not removed from the exit doors. There are collapsible doors.	
Source of Findings:	Photograph: Collapsible gates and not locked in the direction of egress during operation.	
Suggested Plan of Action:	Remove all hasps, locks, slide bolts, or other locking devices at the noted locations. According to section 6.8.2.2 doors may be locked where the latch and lock are disengaged with one motion where the occupant load does not exceed 49 persons. Turning a door handle and disengaging a lock is considered two motions.	
Suggested Deadline Date:	25 Jun 2014	
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	
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:	3	
Description:	None of the stairs have handrails on both sides in each building of factory premises.	
Source of Findings:	Photograph: No handrail available on both sides 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:	27 Nov 2014	
Standard:	Alliance Standard Part 6 Section 6.9 Stairs and 6.12 Handrails and Guards	

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:	There was no occupant loads are posted in any buildings near the main point of egress.	
Source of Findings:	Photograph: At Exit no occupant loads are posted., Visual Assessment: No occupant loads are posted in any buildings near the main point of egress.	
Suggested Plan of Action:	Post the occupant load for every assembly and production floor in a facility in a conspicuous space near the main exit or exit access doorway for the space.	
Suggested Deadline Date:	10 Jul 2014	
Standard:	Alliance Standards Part 6 Section 6.4.4 Posting of Occupant Load	
Question:	Emergency power for means of egress illumination is verified at least once per year. If battery operated lights are used, these lights are tested on a monthly basis. Functional testing of battery powered lights is provided for a minimum 90 min once per year.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Record of verifying emergency power for means of egress illumination was not found as required in accordance with Alliance Standards Part 10 Section 10.12.2.3.	
Source of Findings:	Document Review: There were no documents of periodical testing of emergency power for means of egress.	
Suggested Plan of Action:	Develop a testing and maintenance program that ensures the operation of all exist signs is verified at least once per year. If battery-operated signs are used, these lights 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:	10 Jul 2014	
Standard:	Alliance Standards Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape Lighting	
Question:	Emergency power for exit signs is tested at least once per year. If battery operated, these lights are tested on a monthly basis. Functional testing of battery powered signs is provided for a minimum 90 min once per year.	
Priority Level:	Medium	
Non-Compliance Level:	2	

Description:	No plan or record of conducting periodic tests for the emergency battery back up of illumination of the exit signs.	
Source of Findings:	Visual Assessment: No relevant document available	
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.	
Suggested Deadline Date:	27 Nov 2014	
Standard:	Alliance Standard Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape.	
Question:	Every door in a stair enclosure serving more than 5 stories is provided with re-entry unless it meets the requirements of Alliance Standards Part 6 Section 6.8.3.1.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	There are no re-entry doors at 5th floor in the main building in accordance with Alliance Standard, Part-6, Section- 6.8.3.	
Source of Findings:	Visual Assessment: No re-entry doors provided in the main building at required location.	
Suggested Plan of Action:	Every door in a stair enclosure serving more than 5 stories shall be provided with re-entry unless it meets the following requirements. Stair doors may be permitted to be locked from the stair (ingress) side that prevents re-entry to the floor provided at least two floors allowing re-entry to access another exit are provided, there are not more than 4 stories intervening between re-entry floors, re-entry is allowed on the top or next to top level, reentry doors are identified as such on the stair side, and locked doors shall be identified as to the nearest re-entry floors. When the discharge floor is determined to be a required re-entry floor using the above requirements, re-entry does not have to be provided back into the building on this level.	
Suggested Deadline Date:	04 Sep 2014	
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	
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:	2	
Description:	Floor level mentioned but stair designation is not mentioned.	
Source of Findings:	Visual Assessment: Stair designation signs are not available all through the	

	buildings.
Suggested Plan of Action:	Install signage adjacent to each stair door indicating the stair name and the floor level at the noted locations.
Suggested Deadline Date:	10 Jul 2014
Standard:	Alliance Standard Part 6 Section 6.9 Stairs
Fire Safety 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 has not been developed yet.
Source of Findings:	Visual Assessment: Emergency evacuation plan has not been developed.
Suggested Plan of Action:	Develop an emergency evacuation plan which includes duties and responsibilities of various people/groups, interfacing between groups and fire brigade, headcount and identification of trapped victims, physically disabled people and their rescue, etc. and 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:	09 Jul 2014
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director
Question:	Training programs are implemented and documented in accordance with the Alliance Safety Training Curriculum.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	No record of training program was available in accordance with the Alliance Safety Training Curriculum on fire safety.
Source of Findings:	Document Review: No record of training program was available on fire safety.
Suggested Plan of Action:	Impart training in accordance with Alliance Safety Training Curriculum and keep record with proper documentation.
Suggested Deadline Date:	10 Jul 2014
Standard:	Alliance Standards Part 13

Question:	A Fire Safety Director position has been filled.
Priority Level:	Low
Non-Compliance Level:	2
Description:	No fire safety director position has been filled.
Source of Findings:	Document Review: No documentation related to fire safety director position 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 13.9. (4) Ensure all testing of fire protection equipment is conducted in accordance with Alliance standard 13.10.
Suggested Deadline Date:	27 Nov 2014
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 yet.
Source of Findings:	Document Review: No fire department pre-planning documentation was found.
Suggested Plan of Action:	Complete fire department pre-planning activities with the local Fire Service and Civil Defense
Suggested Deadline Date:	10 Jul 2014
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: No up to date documentation on hot-work permit was found.
Suggested Plan of Action:	Develop a hot work permit program. The program must comply with the requirements of NFPA 51B. In general, this program should address process of request and approval authorities, necessary checks prior approval, standby

	fire watch and fire fighting equipment, sounding of alarm procedure, duration and expiry of permit and reapproval procedure etc.	
Suggested Deadline Date:	26 Nov 2014	
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 not established and enforced yet.	
Source of Findings:	Document Review: No documentation on written housekeeping policy was 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. Promptly reschedule skipped cleanings. Provide a documented line of authority for authorizing a cleaning delay and rescheduling. As a general rule the maximum tolerable deposit thickness for loose fluffy lint is 13 mm (½ in.) over a maximum of 46.5 m2 (500 ft2). Limit dense deposits to 6 mm (¼ in.) and oil saturated deposits to 3.2 mm (⅛ in.).	
Suggested Deadline Date:	28 Feb 2015	
Standard:	Alliance Standards Part 13 Section 13.6 Housekeeping	