INITIAL FIRE ASSESSMENT REPORT (FAR)

Factory Name:	**MAHDEEN SWEATERS LTD**
Address:	**Jamirdia, Valuka, Mymensingh Mymensingh Dhaka Bangladesh**
Assessor:	**Bureau Veritas**
Date:	**07 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:	MAHDEEN SWEATERS LTD
Address:	Jamirdia, Valuka, Mymensingh Mymensingh Dhaka Bangladesh
Country:	Bangladesh
Province:	Dhaka
City:	Mymensingh
Zip Code:	2240
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	06-11-2014
Final Report Date:	06-23-2014
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are nine buildings in the factory premises out of which one is main production building and eight are ancillary buildings. The buildings are named as: 1) Six story RCC main production building, 2) Single story Utility (Boiler & generator) shed, 3) Single story masonry CI Pump house shed, 4) Single story masonry CI Sub-station shed, 5) Single story masonry CI Wastage Shed, 6) Single story masonry CI ETP shed, 7) Single story masonry CI Dining, Child care, Medical, Storage shed, 8) Single story masonry CI Security post shed, 9) Single story masonry CI RMS (Gas Meter room) shed.
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	Information provided below as per following format: Highest occupied floor level [Height up to roof], Stories above grade, Stories below grade, Occupied level. 1) Six story RCC main production building: 16.76 m or 55 ft [20.12 m or 66 ft], 5, 0, 5. 2) Single story utility shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 3) Single story pump shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 4) Single story sub-station shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 5) Single story waste storage shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 6) Single story ETP shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 7) Single story dining, child care and medical shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 8) Single story security shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 9) Single story RMS (Gas Meter) shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1.
Approximate Building Area (SF):	Total area of all buildings in the factory premises: 310215 sft. Building wise breakdown is as follows: 1) Six story RCC main production building: 296656.00 sft (Ground floor: 47776.00 sft, 1st floor: 49776.00 sft, 2nd floor: 49776.00 sft, 3rd floor: 49776.00 sft, 4th floor: 49776.00 sft, 5th floor: 49776.00 sft), 2) Single story utility shed: 700.00 sft, 3) Single story pump shed: 200.00 sft, 4) Single story sub-station shed: 200.00 sft, 5) Single

	story waste storage shed: 1500.00 sft, 6) Single story ETP shed: 900.00 sft, 7) Single story dining, child care and medical shed: 9000.00 sft, 8) Single story security shed: 855.00 sft, 9) Single story RMS (Gas Meter) shed: 204.00 sft.
Date of Building Construction:	Factory personnel informed the date of construction as follows: Construction finished in April-2004 (All buildings).
Date of Last Building Renovation/Addition:	Factory personnel informed the date of last building renovation as follows: 1) Six story RCC main production building: Construction on going at 5th floor.
Ancillary Structures in Complex:	1) Single story utility shed, 2) Single story pump shed, 3) Single story sub-station shed, 4) Single story waste storage shed, 5) Single story ETP shed, 6) Single story dining, child care and medical shed, 7) Single story security shed, 8) Single story RMS (Gas Meter) shed.
Approximate Ancillary Structures Area (SF):	1) Single story utility shed: 700.00 sft, 2) Single story pump shed: 200.00 sft, 3) Single story sub-station shed: 200.00 sft, 4) Single story waste storage shed: 1500.00 sft, 5) Single story ETP shed: 900.00 sft, 6) Single story dining, child care and medical shed: 9000.00 sft, 7) Single story security shed: 855.00 sft, 8) Single story RMS (Gas Meter) shed: 204.00 sft.
Number of Occupants:	Total number of occupants: 3612. 1) Six story RCC main production building: 3586 (Ground floor: 888, 1st floor: 870, 2nd floor: 833, 3rd floor: 995, 4th floor (Finishing work is going on & being used as finished goods store): 0, 5th floor (under construction): 0), 2) Single story utility shed: 3, 3) Single story pump shed: 1, 4) Single story sub-station shed: 0, 5) Single story waste storage shed: 0, 6) Single story ETP shed: 1, 7) Single story dining, child care and medical shed: 16, 8) Single story security shed: 5, 9) Single story RMS (Gas Meter) shed: 0.
Number of Ancillary Levels (Stories):	Information provided below as per following format: Highest occupied floor level [Height up to roof], Stories above grade, Stories below grade, Occupied level. 1) Single story utility shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 2) Single story pump shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 3) Single story sub-station shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 4) Single story waste storage shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 5) Single story ETP shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 6) Single story dining, child care and medical shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 7) Single story security shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1. 8) Single story RMS (Gas Meter) shed: 30 cm or 1 ft above grade [3.05 m or 10 ft], 1, 0, 1.
Occupancy Type:	1) Six story RCC main production building: [Ground floor: H2 (Carton store), G2 (Washing, packing, sewing & finishing), J2 (Chemical store & spot removal room), 1st floor: G2 (Knitting & linking), H2 (Fabric Store), 2nd floor: G2 (Knitting), H2 (Fabric Store), 3rd floor: G2 (Knitting), H2 (Fabric Store), 4th floor: H2 (Fabric Store)], 2) Single story utility shed: K1 (Generator & boiler), 3) Single story pump shed: K1 (Pump room), 4) Single story sub-station shed: K1 (Substation), 5) Single story waste storage shed: H2 (Store), 6) Single story ETP shed: K1 (Treatment plant), 7) Single story dining, child care and medical shed: E4 (Dining), B2 (Child care), D1 (Medical) & H2 (store), 8) Single story security shed: F1 (Office), 9) Single story RMS (Gas Meter) shed: K1 (Gas meter room).
Construction Type:	1) Six story RCC main production building: Type 1, 2) Single story utility shed: Non-rated, 3) Single story pump shed: Non-rated, 4) Single story sub-station shed: Non-rated, 5) Single story waste storage shed: Non-rated, 6) Single story ETP shed: Non-rated, 7) Single story dining, child care and medical shed: Non-rated, 8) Single story security shed: Non-rated, 9) Single story RMS (Gas Meter) shed: Non-rated.
Height of Highest Occupied Floor Level Above Grade:	1) Six story RCC main production building: 16.76 m or 55 ft, 2) Single story utility shed: 30 cm or 1 ft above grade, 3) Single story pump shed: 30 cm or 1 ft above grade, 4) Single story sub-station shed: 30 cm or 1 ft above grade, 5) Single story waste storage shed: 30 cm or 1 ft above grade, 6) Single story ETP shed: 30 cm or 1 ft above grade, 7) Single story dining, child care and medical shed: 30 cm or 1 ft above grade, 8) Single story security shed: 30 cm or 1 ft above grade, 9) Single story RMS (Gas Meter) shed: 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:	Generator is kept open and adjacent to the production floor which contains several windows. There were some penetrations through the rated walls on all floors which were not sealed or protected, which violates the requirements of Alliance Standard.	
Source of Findings:	Photograph: Openings and penetrations through rated walls at different locations are not fire protected.	
Suggested Plan of Action:	Install fire rated doors and windows or fill in unprotected openings with fire resistive rated assemblies.	
Suggested Deadline Date:	03 Oct 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:	The walls of staircases have required ratings as these are constructed of brick. Some of the exit doors leading to staircases appear to be fire rated and some are non-rated doors. Factory was not able to show the rating certificate for fire doors.	
Source of Findings:	Photograph: Exit enclosures are not provided with fire-resistive.	
Suggested Plan of Action:	Provide 2 hr fire-resistive rated construction barriers at exit enclosures. Fit doors that swing in the direction of egress, 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:	03 Oct 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:	There are several spot removal rooms in the main production building. These rooms are separated by only glass partition from the production floor. Highly flammable solvents with compressed air guns are being used for spot lifting in these rooms.	
Source of Findings:	Photograph: Occupancy separations between hazards are required at different locations in the buildings.	
Suggested Plan of Action:	Provide fire-resistive rated construction barriers including the fire rated opening between hazard types following Table 4.4.1 of Alliance Standard. Consult a qualified fire protection engineer to design the required rated construction barrier.	
Suggested Deadline Date:	26 Dec 2014	
Standard:	Reference Alliance Standards Part 4 Section 4.5 Separation	
Question:	Certificates of Occupancy for each building have been issued and are on file.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	No occupancy certificate is available for any building in the factory premises.	
Source of Findings:	Document Review: There was no occupancy certificate for any of the buildings among the documents shown by the factory concerned people.	
Suggested Plan of Action:	Apply to proper authority for issuance of occupancy certificate and pursue the matter to expedite.	
Suggested Deadline Date:	17 Aug 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 16.76 m (55.00 ft) above grade. A class-III standpipe systems is required as per Alliance Standard. A class-II system has been installed. No hydraulic design was available.	

Source of Findings:	Photograph: Class-II standpipe system was found in these buildings.
Suggested Plan of Action:	Install a NFPA 14-compliant class-III 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. System design should also account for the two additional stories currently under construction. Testing of the installation shall be conducted in accordance with NFPA 14 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:	03 Oct 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 no fire pump in the factory premises to supply water in case of fire incidence.
Source of Findings:	Visual Assessment: No dedicated fire pump was noticed in the factory premises.
Suggested Plan of Action:	Provide a NFPA 20-compliant dedicated fire pump for the facility. Pump design should also account for two additional stories under construction. 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. Acceptance testing of the installation shall be in accordance with NFPA 20 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, and the generator is to be connected with ATS (auto starter).
Suggested Deadline Date:	26 Dec 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:	Fire department (Siamese) connection is not provided to allow fire department pumper equipment to supplement the fire protection systems.
Source of Findings:	Visual Assessment: No fire department connection was noticed.

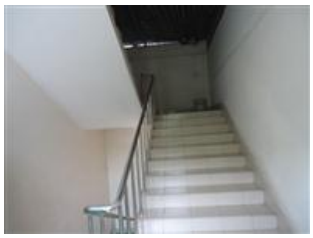
Suggested Plan of Action:	Install fire department (Siamese) inlet connections to provide fire department pumper equipment to supplement the fire protection systems. Fire department outlet connections shall be provided to allow fire department pumper vehicles to draw water from ground-level or underground water storage tanks. Connections shall match the Fire Service and Civil Defence hose thread standard.	
Suggested Deadline Date:	26 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 staff. 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:	Document Review: No document regarding inspection, maintenance and testing procedure of fire extinguisher was found in the documents shown by the factory personnel.	
Suggested Plan of Action:	Fire extinguishers are to be inspected, tested, and maintained in accordance with NFPA 10 requirements.	
Suggested Deadline Date:	26 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:	A standalone detection system was available. Fire alarm and detection system is not monitored by a central station or directly connected to the Fire Service and Civil Defense.	
Source of Findings:	Document Review: Fire alarm and detection system was not monitored centrally.	
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. Arrange for direct connection of the fire alarm system to a central monitoring station or Fire Service and Civil Defense as per Alliance Standard. Until that time that monitoring can be set up, arrange a monitoring system using 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:	08 Aug 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:	1	
Description:	Inspection, maintenance, and testing procedures for the standpipe and hose are not documented and up to date.	
Source of Findings:	Document Review: No document regarding inspection, maintenance and testing procedure of standpipe and hose system was found among the documents shown by the factory personnel.	
Suggested Plan of Action:	Establish an inspection, maintenance, and testing program for the standpipe and hose system.	
Suggested Deadline Date:	26 Dec 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:	1	
Description:	Signage for the available class II standpipe system is not installed.	
Source of Findings:	Visual Assessment: Signage for existing standpipe system was not found.	
Suggested Plan of Action:	Install required identification signs at the noted locations.	
Suggested Deadline Date:	22 Aug 2014	
Standard:	Reference NFPA 14 Chapter 6	
Means of Egress		
Question:	Travel distance to reach an exit does not exceed the maximum distance allowed by Occupancy Type.	
Priority Level:	High	

Non-Compliance Level:	3
Description:	Eight exits were provided in the building but maximum travel distance to exit was 54 m. Travel distance exceeds the allowable limit of 45 m, which violates the Alliance Standard.
Source of Findings:	Visual Assessment: Travel distances were measured on sample basis.
Suggested Plan of Action:	Install automatic fire detection system, portable fire extinguisher and standpipe system in accordance with Alliance Standard which allows travel distance to be up to 60 m. Otherwise, provide another exit to satisfy maximum travel distance requirement, i.e. keep it within 45 m.
Suggested Deadline Date:	28 Sep 2014
Standard:	Alliance Standard Part 6 Section 13 Travel Distance and BNBC Part 4 Section 3.15.1
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 were collapsible doors, steel leaf and steel sliding doors with locking arrangements at each egress location, which violates the Alliance Standard.
Source of Findings:	Photograph: Locking devices were noticed at exit doors.
Suggested Plan of Action:	Remove all hasps, locks, slide bolts, and other locking devices. Doors may be provided with locking hardware from the ingress side provided that a panic bar is installed on any door with an occupant load exceeding 49 persons. Re-entry provisions must be met.
Suggested Deadline Date:	25 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:	There are eight exits on each floor in the main building. The width of six doors is greater than 0.8 m and width of remaining two is less than 0.8 m. Exit doors do not meet the required fire rating.
Source of Findings:	Photograph: Some doors are not satisfying width and rating requirement.
Suggested Plan of	Increase door width to 0.8 m or greater, If this door is not required to satisfy

Action:	the requirement of total exit width (based on occupant load) and maximum travel distance, mark this door as non-emergency exit. Provide 1 hr fire protective opening assemblies in 1 hr rated exit enclosure. Provide 1.5 hr fire protective opening assemblies in 2 hr rated exit enclosure.	
Suggested Deadline Date:	03 Oct 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:	Some of the doors in the means of egress are collapsible and sliding type, which violates the Alliance Standard.	
Source of Findings:	Photograph: Collapsible and sliding type door was found.	
Suggested Plan of Action:	Replace all collapsible, sliding in means of egresses with side-hinged swinging type doors of proper width and rating.	
Suggested Deadline Date:	03 Oct 2014	
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	
Question:	Stairs have a minimum width of 0.9 m (35 in.).	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	All the stairs have widths greater than 0.9m except the 7th and 8th stairs, which was only 29 in or 0.75m.	
Source of Findings:	Photograph: Stair widths were found greater than 0.9m except 7th and 8th stairs.	
Suggested Plan of Action:	Increase stair width to minimum 0.9 m. Or, close these stairs and provide an alternate stair fulfilling the requirement for egress width and maximum travel distance.	
Suggested Deadline Date:	03 Oct 2014	
Standard:	Alliance Standard Part 6 Section 6.5 Egress Width. Applies to existing construction.	
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:	3	
Description:	No re-entry provision is provided for six story main production building.	
Source of Findings:	Visual Assessment: Re-entry is not provided for the main production building.	
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:	03 Oct 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 were not posted in any assembly or production floor as required by Alliance Standard.	
Source of Findings:	Visual Assessment: No occupant load was found posted in any assembly or production floor 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:	08 Aug 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.	

Source of Findings:	Document Review: No document regarding verification of emergency power for means of egress was found among the documents shown by the factory personnel.	
Suggested Plan of Action:	Develop a testing and maintenance program that ensures the operation of all 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 of 90 minutes once per year.	
Suggested Deadline Date:	08 Aug 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 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 are tested on a monthly basis. Functional testing of battery powered signs is provided for a minimum of 90 minutes once per year.	
Suggested Deadline Date:	08 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:	Handrails are provided on only one side of each stairway and no stair exceeds 2.2 m in width.	
Source of Findings:	Visual Assessment: Handrails were not found on both sides of stairways.	
Suggested Plan of Action:	Provide handrails on both sides of each stairway. Provide intermediate handrails when the stair width exceeds 2.2m (87 inch) as per Alliance Standard Part 6 Section 6.9.2.4.	

Suggested Deadline Date:	26 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 was posted but stair name or designation was not mentioned.	
Source of Findings:	Photograph: Floor level and stair name is not mentioned.	
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:	08 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:	Record kept by the factory shows that 30 workers had been trained by proper authority.	
Source of Findings:	Document Review: Documents show that 30 workers had been trained by proper authority.	
Suggested Plan of Action:	Train and certify at least 903 workers (25 percent of total worker) in fire fighting, first aid, and rescue by the proper authority.	
Suggested Deadline Date:	31 Jan 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:	3	

Description:	Workers are aware of the evacuation procedure upon commencing of the alarm. No procedure defining evacuation process was available.	
Source of Findings:	Document Review: No relevant documents regarding emergency evacuation plan and development were found.	
Suggested Plan of Action:	Develop an emergency evacuation plan which includes duties and responsibilities of various people or groups, interfacing between groups and fire brigade, headcount and identification of trapped victims, physically disabled people and their rescue, etc.	
Suggested Deadline Date:	08 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, but not under the direction of a Fire Safety Director. This does not meet the requirements of Alliance Standard.	
Source of Findings:	Document Review: No document regarding fire drill conducted under a Fire Safety Director was found among the documents shown by factory personnel.	
Suggested Plan of Action:	Conduct fire drills on a quarterly basis as outlined in BNBC Part 4 Appendix A for all garment facilities. 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:	08 Aug 2014	
Standard:	Alliance Standards Part 13 Section 13.3 Fire Drills	
Question:	Training programs are implemented and documented in accordance with the Alliance Safety Training Curriculum.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	No document of any training program in accordance with the Alliance Safety Training Curriculum was found, but factory authority arranged for some training not following curriculum of Alliance.	
Source of Findings:	Document Review: No document of any training program in accordance with the Alliance Safety Training Curriculum was found.	
Suggested Plan of Action:	Impart training in accordance with Alliance Safety Training Curriculum and keep record with proper documentation.	
Suggested Deadline	08 Aug 2014	

Date:		
Standard:	Alliance Standards Part 13	
Question:	Fire Department pre-planning has been completed.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	Fire department pre-planning was not found.	
Source of Findings:	Document Review: No document regarding fire department pre-planning has been found among the documents shown by factory personnel.	
Suggested Plan of Action:	Complete fire department pre-planning activities with the local Fire Service and Civil Defense.	
Suggested Deadline Date:	08 Aug 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:	Hot-work is not going on in the premises, but a hot-work permit program needs to be established as per Alliance Standards. No such permit program was found.	
Source of Findings:	Document Review: 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 the 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 reapproval procedure, etc.	
Suggested Deadline Date:	26 Dec 2014	
Standard:	Alliance Standards Part 13 Section 13.4 Hot Work Permit and NFPA 51B	
Question:	Are all applicable permits up to date including Fire License & Boiler License.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	Permits and licenses are up to date except the BERC license. There are 7 generators and capacity was more than 1000 kw but they applied for waiver certificate for only 354 kw in 2011.	

Source of Findings:	Document Review: All applicable permits are up to date except BERC license.
Suggested Plan of Action:	Apply to Bangladesh Energy Regulatory Commission for BERC License.
Suggested Deadline Date:	28 Aug 2014
Standard:	Alliance Standard Part 13 Human Element Programs
Question:	A Fire Safety Director position has been filled.
Priority Level:	Low
Non-Compliance Level:	1
Description:	No viable documentation and physical presence of Fire Safety director was noted.
Source of Findings:	Document Review: No document for appointment 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:	26 Dec 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:	1
Description:	A written housekeeping policy was not found, which is required as per Alliance Standards.
Source of Findings:	Document Review: No documented 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:	20 Mar 2015

Standard:	Alliance Standards Part 13 Section 13.6 Housekeeping	
Question:	Smoking is only allowed at designated areas.	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	Smoking is prohibited as per verbal information of factory personnel, but signs are not posted in Bengali and English at all building entrances. No designated smoking area is created outside the buildings. These steps are required as per Alliance Standard.	
Source of Findings:	Visual Assessment: Smoking prohibited sign was not found in the factory premises.	
Suggested Plan of Action:	Smoking shall be prohibited in any garment factory building, separate storage building, or any building or area where the Inspector of the Factories Rules requires that smoking be prohibited. If an owner creates a designated smoking area outside the buildings, information on the location of these designated areas shall be posted.	
Suggested Deadline Date:	27 Aug 2014	
Standard:	Alliance Standards Part 13 Section 13.5 Smoking	