INITIAL FIRE ASSESSMENT REPORT (FAR)

Factory Name:	**SQ Birichina Limited**
Address:	**SQ Station, Plot # 221-223, Jamirdia, Valuka, Mymensingh Mymensingh Dhaka Bangladesh**
Assessor:	**Bureau Veritas**
Date:	**17 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:	SQ Birichina Limited
Address:	SQ Station, Plot # 221-223, Jamirdia, Valuka, Mymensingh Mymensingh Dhaka Bangladesh
Country:	Bangladesh
Province:	Dhaka
City:	Mymensingh
Zip Code:	2242
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	06-28-2014
Final Report Date:	07-08-2014
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are 3 buildings in the factory premises out of which one is main production building and two are ancillary buildings. The buildings are named as: 1) Seven story RCC main production building (6th floor partially non-rated), 2) Four story RCC canteen building (Under construction), 3) Single story RCC utility building.
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	1) Seven story RCC main production building (6th floor partially non-rated): Building height (Highest occupied floor level): 23.63 m or 77.5 ft [Height up to roof: 27.21 m or 89.25 ft], Stories above grade: 7, Stories below grade: 0, Occupied levels: 7, 2) Four story RCC canteen building (Under construction): Building height (Highest occupied floor level): 60 cm or 2 ft above grade [Height up to roof: 7.62 m or 25 ft], Stories above grade: 2, Stories below grade: 0, Occupied levels: 1, 3) Single story RCC utility building: Building height (Highest occupied floor level): 30 cm or 1 ft above grade [Height up to roof: 4.57 m or 15 ft], Stories above grade: 1, Stories below grade: 0, Occupied levels: 1.
Approximate Building Area (SF):	Total area of all buildings in the factory premises: 279106 sft. Building wise breakdown as follows: 1) Seven story RCC main production building (6th floor partially non-rated): 253656.00 sft (Ground floor: 34706.00 sft, 1st floor: 34632.00 sft, 2nd floor: 34634.00 sft, 3rd floor: 34634.00 sft, 4th floor: 34634.00 sft, 5th floor: 34634.00 sft, 6th floor: 34634.00 sft). 2) Four story RCC canteen building (Under construction): 16960.00 sft (Ground floor: 16960.00 sft, 1st to 3rd floor: Under construction), 3) Single story RCC utility building: 8490.00 sft.
Date of Building	1) Seven story RCC main production building (6th floor partially non-rated): Finished in August 2007, 2) Four

Construction:	story RCC canteen building (Under construction): Construction ongoing. Construction of 2 slabs (1st and 2nd floor) has been completed. 3) Single story RCC utility building: August 2007.
Date of Last Building Renovation/Addition:	1) Seven story RCC main production building (6th floor partially non-rated): Renovation ongoing at front side. 2) Four story RCC canteen building (Under construction): Construction ongoing.
Ancillary Structures in Complex:	1) Four story RCC canteen building (Under construction), 2) Single story RCC utility building.
Approximate Ancillary Structures Area (SF):	1) Four story RCC canteen building (Under construction): 16960.00 sft (Ground floor: 16960.00 sft, 1st to 3rd floor: Under construction), 2) Single story RCC utility building: 8490.00 sft.
Number of Occupants:	Total number of occupants: 4785. 1) Seven story RCC main production building (6th floor partially non-rated): 4783 (Ground floor: 427, 1st floor: 411, 2nd floor: 939, 3rd floor: 958, 4th floor: 981, 5th floor: 1067, 6th floor: 0), 2) Four story RCC canteen building (Under construction): 0, 3) Single story RCC utility building: 2.
Number of Ancillary Levels (Stories):	1) Four story RCC canteen building (Under construction): Building height (Highest occupied floor level): 60 cm or 2 ft above grade [Height up to roof: 7.62 m or 25 ft], Stories above grade: 2, Stories below grade: 0, Occupied levels: 1, 2) Single story RCC utility building: Building height (Highest occupied floor level): 30 cm or 1 ft above grade [Height up to roof: 4.57 m or 15 ft], Stories above grade: 1, Stories below grade: 0, Occupied levels: 1.
Occupancy Type:	1) Seven story RCC main production building (6th floor partially non-rated): [Ground floor: G2 (Packing), H2 (Finished goods store, accessories store), K1 (Compressor room), F1 (Office, smoke detector control panel room), 1st floor: G2 (Cutting, spot removing room), 2nd floor: G2 (Sewing, sample Section), F1 (Office), 3rd floor: G2 (Finishing, spot removing room, packing), F1 (Office), 4th floor: G2 (Sewing, finishing), F1 (Office), 5th floor: G2 (Sewing), E4 (Prayer room), 6th floor: H2 (Temporary store)], 2) Four story RCC canteen building (Under construction): [Ground floor: E3 (Dining), 1st to 3rd floor: Under construction], 3) Single story RCC utility building: K1 (Generator room).
Construction Type:	1) Seven story RCC main production building (6th floor partially non-rated): [Ground floor to 5th floor Type 1, 6th floor: Non-rated (Only ceiling)], 2) Four story RCC canteen building (Under construction): Type 1, 3) Single story RCC utility building: Type 1.
Height of Highest Occupied Floor Level Above Grade:	1) Seven story RCC main production building (6th floor partially non-rated): 23.63 m or 77.5 ft, 2) Four story RCC canteen building (Under construction): 60 cm or 2 ft above grade, 3) Single story RCC utility building: 30 cm or 1 ft above grade.

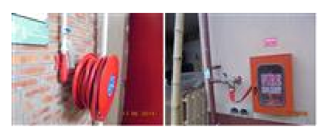
ASSESSMENT FINDINGS

Fire Protection Construction

Question:	Are openings and penetrations through rated walls and/or assemblies protected?
Priority Level:	High
Non-Compliance Level:	3
Description:	Some of the major findings were as follows: 1) On ground floor, a non-rated steel leaf door of the accessories store is present adjacent to the near S-E stair; 2) On ground floor, finished goods store has a non-rated door opening with packaging section. 3) Openings at the S-E stair were exposed to the adjacent non-rated openings of the production floor. However, some non-rated openings were also found in other locations of the assessed buildings and these were not compliant.
Source of Findings:	Visual Assessment: During site tour non-rated openings noticed in different locations.
Suggested Plan of Action:	Provide required opening protectives at all windows, doors and other openings or penetraiotns on all the fire rated walls across the entire premises. Close these openings if not required. Consult a qualified fire protection engineer to design the required rated construction barrier.
Suggested Deadline Date:	12 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:	There are three exit enclosures in the six story main building. None of them are fire proofed. 1) At S-E stair of the main production building, a certified fire door was available only on 6th floor but on the rest of the floor levels fire doors were found without proper certificates. Openings at the S-E stair were also exposed to the adjacent (within 5 or 6 ft.) non-rated openings of the production floor. The rest of the doors at all the stair enclosures in the main production building were found non-rated. 2) In the four story canteen building, only ground floor was occupied but the rest of the floors were under construction.
Source of Findings:	Visual Assessment: Stair enclosures were not fire rated.
Suggested Plan of Action:	Provide 2 hr fire-resistant rated construction barriers at exit enclosures. Fit side-swinging, self-closing, non-lockable fire doors of 1.5 hr rating in all stairwell enclosures that swing in the direction of egress. Consult a qualified fire protection engineer to design the required rated construction barriers.

Suggested Deadline Date:	20 Oct 2014	
Standard:	Reference Alliance Standards Part 4 Section 4.5 Separation	
Question:	Are shafts provided with the minimum fire-resistance rating?	
Priority Level:	High	
Non-Compliance Level:	2	
Description:	Two shafts at south-west stairwell were provided for lift enclosure without any rated openings. Combustible plywood was provided to cover those openings which not compliant.	
Source of Findings:	Visual Assessment: Shafts at southwest stairwell were found without any fire rated openings.	
Suggested Plan of Action:	Protect the openings of shaft enclosures by providing rated opening protectives.	
Suggested Deadline Date:	20 Oct 2014	
Standard:	Reference Alliance Standards Part 4 Section 4.5.7.1 through 4.5.7.3	
Question:	Are separations between hazards provided with fire-resistive rated construction barriers.	
Priority Level:	Medium	
Non-Compliance Level:	3	
Description:	1) There were 2 spot removing rooms on 2nd and 3rd floor with glass and aluminum partitions. In both of the rooms spot lifter solvents were used. These two rooms need to be fire separated by fire rated barriers with fire doors according to BNBC Table 3.2.1 (pg-10352). 2) In-process goods were stored on 1st, 3rd and 4th floors of the main production building, which require fire separations.	
Source of Findings:	Visual Assessment: Above non-rated separation found.	
Suggested Plan of Action:	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:	12 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:	No occupancy certificate is available for any building in the factory premises. Factory did apply to PWD for an occupancy certificate.	
Source of Findings:	Document Review: There was no occupancy certificate for any of the buildings among the documents shown by the factory personnel.	
Suggested Plan of Action:	Obtain Certificates of Occupancy from the proper authority and pursue the matter's expedition.	
Suggested Deadline Date:	17 Nov 2014	
Standard:	Are certificates of occupancy provided for each building or ancillary structure?	
Fire Protection Systems		
Question:	Is the building protected by an automatic sprinkler system?	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	Height of the highest occupied floor level of the main building is 23.63 m or 77.5 ft. The whole building needs to be protected by an automatic sprinkler system. Automatic sprinkler systems are to be provided throughout the buildings with an occupied floor greater than 23 m (75 ft) above the finished grade in accordance with the requirements of NFPA 13.	
Source of Findings:	Visual Assessment: During site tour no sprinkler system was found.	
Suggested Plan of Action:	Install an automatic sprinkler system throughout the building designed by a qualified fire protection engineer per NFPA 13. The hydraulic design of the sprinkler system has to be pre-approved by CoE of Alliance.	
Suggested Deadline Date:	06 Jun 2015	
Standard:	Reference Alliance Standards Part 3 Section 3.5.3 Existing Buildings, Part 5 Section 5.3 Automatic Sprinkler Systems and Section 6.13 Travel Distance	
Question:	Does the building have a Standpipe System?	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	Height of the highest occupied floor of the main building is 23.63 m or 77.5 ft above grade. Therefore, standpipe system is required. However, the existing standpipe system in the main production building has 40 mm hose connections at two stairwells on each floor level and 25 mm hose connections on each production floor of the main building. The existing standpipe system is not compliant with Alliance Standard.	
Source of Findings:	Visual Assessment: Class II standpipe system and 25 mm connections found	

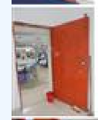
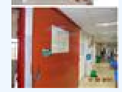
	during site tour.	
Suggested Plan of Action:	Install a combined standpipe and sprinkler system at required locations designed by a qualified fire protection engineer. The system is to be compliant with the requirements of NFPA 14. The hydraulic calculations should be reviewed by Alliance and review to 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. System design should also account for the two additional stories currently under construction.	
Suggested Deadline Date:	20 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:	The factory has pumps used for common purposes. No dedicated fire pump is available. However, the factory authority is going to install a fire pump soon.	
Source of Findings:	Visual Assessment: No dedicated fire pump found.	
Suggested Plan of Action:	Install a dedicated fire pump for the facility in accordance with NFPA 20 to supply the demands of the connected fire protection systems along with a stored source of water sufficient to meet the demands in accordance with NFPA 22.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 25 testing requirements. Documentation of all testing shall be submitted to the Alliance for review prior to final acceptance by the Alliance.	
Suggested Deadline Date:	12 Jan 2015	
Standard:	Alliance Standard Part 5 Fire Protection Systems	
Question:	Fire extinguishers are inspected, tested, and maintained as required.	
Priority Level:	Medium	
Non-Compliance Level:	3	
Description:	Extinguishers are inspected monthly by factory personnel, 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: Relevant documents are not compliant with NFPA 10.	

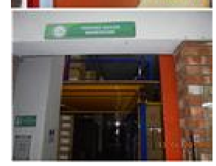
Suggested Plan of Action:	Fire extinguishers are to be inspected, tested, and maintained in accordance with NFPA 10 Chapter 7 as demanded in Alliance Standard Part 13 Section 13.10.3.Prepare and maintain proper documentation.	
Suggested Deadline Date:	12 Jan 2015	
Standard:	NFPA 10 Chapter 7	
Question:	Are fire department connections provided and clearly identified for the Fire Protection Systems?	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Only a fire department outlet is available. No inlet (Siamese) connection is available.	
Source of Findings:	Visual Assessment: Only outlet connections were available.	
Suggested Plan of Action:	Provide Fire Department (Siamese) connections in accordance with Alliance Standard Section 5.5.4. Connections shall match the Fire Service and Civil Defence hose thread standard.	
Suggested Deadline Date:	12 Jan 2015	
Standard:	Alliance Standard Part 5 Section 5.5.4 Fire Department Connections	
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:	1	
Description:	An automatic fire alarm and detection system is available in the factory, but currently there is no monitoring company in Bangladesh. Fire Service and Civil Defense is not capable of monitoring fire alarm and detection systems of the factories.	
Source of Findings:	Visual Assessment: Fire alarm and detection system not monitored centrally.	
Suggested Plan of Action:	Arrange for direct connection of the fire alarm system to a central monitoring station or Fire Service and Civil Defense. Until that time that monitoring can be set up, arrange a monitoring system using factory's own central detection system and personnel. A person shall be assigned to contact the fire department in the event of fire alarm activation. An annunciator shall be located in a constantly attended location (such as a fire control room) to alert this person.	
Suggested Deadline Date:	10 Nov 2014	
Standard:	Alliance Standard Part 5 Section 5.7.5 Monitoring	

Question:	Are inspection, maintenance, and testing procedures of the fire pump documented and up to date?	
Priority Level:	Low	
Non-Compliance Level:	3	
Description:	There is no dedicated fire pump in the factory premises. Inspection, maintenance, and testing procedures of the installed pump is not documented and up-to-date.	
Source of Findings:	Visual Assessment: No document regarding inspection, maintenance and testing procedures for fire pumps were found in the documents shown by factory personnel.	
Suggested Plan of Action:	Install a pump dedicated to fire fighting or fire protection following the requirements of NFPA 20. Then establish an inspection, maintenance, and testing program for the fire pump. Program must comply with NFPA 25.	
Suggested Deadline Date:	12 Jan 2015	
Standard:	Reference NFPA 25 Chapter 8 Fire Pumps	

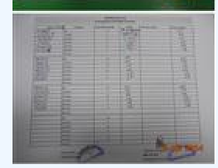
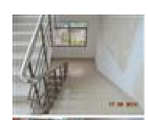
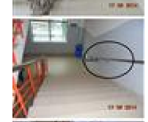
Means of Egress

Question:	The number of means of egress from any floor or story is not less than 3 when the occupant load exceeds 500 per story and not less than 4 when the occupant load exceeds 1000 per story.	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	On 5th floor, occupant load is 1067, but there are less than four exits.	
Source of Findings:	Visual Assessment: Number of emergency exit doors were counted and occupant load was checked.	
Suggested Plan of Action:	Provide the required number of exits as dictated by the occupant load or limit the number of occupants for the floor to the existing number of exits.	
Suggested Deadline Date:	20 Oct 2014	
Standard:	Alliance Standard Part 6 Section 6.6 Number of Means of Egress	

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:	Out of three exits only one has non-lockable doors. In violation of Alliance Standard, other doors have locking arrangements but were not locked during audit.	
Source of Findings:	Visual Assessment: Locking devices were noticed on exit doors.	
Suggested Plan of Action:	Replace doors with hasps, locks, slide bolts, or other locking devices at all fire resistance rated doors by those doors compliant to Alliance Standard as per 6.8.	
Suggested Deadline Date:	03 Nov 2014	
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	
Question:	The path of egress along the means of egress is not reduced at any point along the path of travel and is sufficient for the occupant load.	
Priority Level:	High	
Non-Compliance Level:	2	
Description:	The paths of egress are not reduced but are not sufficient for the occupant load. Required stair and exit widths are 8.54 m, 5.33 m and available are 5.54 m, 4.62 m.	
Source of Findings:	Visual Assessment: Widths of aisles, exit doors and stairs were measured on a sample basis.	
Suggested Plan of Action:	Satisfy total width requirement of stairway and exit door as per BNBC Part 4 Table 4.3.2 Page 10424.	
Suggested Deadline Date:	20 Oct 2014	
Standard:	Alliance Standard Part 6 Section 6.5 Egress Width and BNBC Table 4.3.2	
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:	2	
Description:	All the exit doors have widths of more than the required minimum width but do not have the required rating, except for one fire rated door on the 6th floor.	
Source of Findings:	Visual Assessment: Doors widths were measured and ratings observed.	

Suggested Plan of Action:	Replace non-compliant doors and frames in the means of egress with side-swinging doors. Replacement doors shall be a minimum width of 0.8 m (32 in), and are listed, approved, self-closing, fire rated door assemblies (door and frame) with latching panic hardware.	
Suggested Deadline Date:	20 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:	2	
Description:	Some doors were found which were not the side-hinged swinging type, which is in violation of Alliance Standards.	
Source of Findings:	Visual Assessment: Sliding doors noticed in some places.	
Suggested Plan of Action:	Replace all non-compliant doors and frames in the means of egress with doors that are listed, approved, automatic-closing, side-swinging, fire rated doors in compatible fire rated frames with latching panic hardware.	
Suggested Deadline Date:	20 Oct 2014	
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	
Question:	Illuminated exit signs are placed at entrances to exits and along the path of egress anywhere the continuation of egress is not obvious or there is a change in the direction of the path of travel.	
Priority Level:	Medium	
Non-Compliance Level:	3	
Description:	Illuminated exit signs are placed at entrances to exits, but along the path of egress additional exit signs or directional signs are not provided where there is a change in direction and where the continuation of egress is not obvious. This condition fails to satisfy Alliance requirements.	
Source of Findings:	Visual Assessment: Illuminated exit signs were observed.	
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:	12 Jan 2015	
Standard:	Alliance Standard Part 6 Section 6.11 Exit Signs	
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:	The main building is 7 stories, but doors are not provided with re-entry. Stair doors with re-entry are required on at least 2 floors.	
Source of Findings:	Visual Assessment: No re-entry door was found in the buildings.	
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:	20 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 load only posted in one stair enclosure. In other two stair enclosures and assemblies it is not available.	
Source of Findings:	Visual Assessment: Only found occupant loads posted in one stair enclosure.	
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 Nov 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:	Lights for emergency illumination are tested weekly but the functional testing of the battery is not introduced yet.	
Source of Findings:	Visual Assessment: Documents regarding the testing of the lights of the emergency illumination were found but functional testing of the battery was not found.	
Suggested Plan of Action:	Develop a testing and maintenance program that ensures the emergency power for emergency illumination are tested at least once per year. 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:	10 Nov 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:	Exit signs are tested weekly but functional testing of the battery is not introduced yet.	
Source of Findings:	Document Review: Documents regarding the testing of the light of the exit signs were found but functional testing of the battery was not found.	
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 lights 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:	10 Nov 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:	Out of three stairs, only one stair has handrail on both sides, which is in violation of clause 6.9.2.4. and 6.12.1.2.	
Source of Findings:	Visual Assessment: Only one out of three stairs has handrails on both sides.	

Suggested Plan of Action:	Provide handrails on both side of each stairway.
Suggested Deadline Date:	12 Jan 2015
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:	3
Description:	Floor the level is designated but stair name or designation is not available as required.
Source of Findings:	Visual Assessment: Only the floor level was designated but stair designation was not found.
Suggested Plan of Action:	Install signage adjacent to each stair door indicating the stair name and the floor level in both English and Bengali.
Suggested Deadline Date:	10 Nov 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:	Through the interview it was noted that the workers are aware of the evacuation procedure upon commencing of the alarm. However, no written procedure or plan defining evacuation process was available.
Source of Findings:	Worker Interviews: Workers are aware of the evacuation procedure no written procedure defining evacuation process was available.
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:	10 Nov 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 documentation was found of any training program in accordance with the Alliance Safety Training Curriculum.
Source of Findings:	Document Review: Alliance safety training curriculum was not found among the documents shown by factory personnel.
Suggested Plan of Action:	Impart training in accordance with Alliance Safety Training Curriculum and keep record with proper documentation.
Suggested Deadline Date:	10 Nov 2014
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:	10 Nov 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 is not yet established. However, hot-work is not taking place in the factory right now.
Source of Findings:	Document Review: No hot-work permit program was presented by the factory personnel.
Suggested Plan of	Develop a hot-work permit program. The program must comply with the

Action:	requirements of NFPA 51B.	
Suggested Deadline Date:	12 Jan 2015	
Standard:	Alliance Standards Part 13 Section 13.4 Hot Work Permit and NFPA 51B	