

Conducted by consultant:

Assist Management Consultancy

Date of assessment:

15 July 2020

1. General Information:

Supplier name

M/S R.K Leather Complex

Supplier No.

Supplier address

XE-5, Chamra Shilpa Nagari,
Hemayetpur, Savar, Dhaka-
1340, Bangladesh

Factory number

Supplier contact person

Md Nurul Amin

No. of employees as pre date
of assessment

134

Email address

rkleather320@gmail.com

Male/female ratio (%)

Male – 96%
Female- 4%

Factory name

M/s R.K Leather Complex

Weekly day off

Friday

Factory address

XE-5, Chamra Shilpa Nagari,
Hemayetpur, Savar, Dhaka-
1340, Bangladesh.

Shift time

8 am to 5 pm

Factory contact person

Md Khurshid Alam

No. of shift(s)

1

Phone/mobile phone no.

+8801683312510
+8801737678182

Processes/activities

Trimming-Wet blue- (socking –
liming – fleshing- deliming –
vibrating- wash- pickling-
Chrome tuning) – sammying –
splitting- sheaving – crust –
setting – vacuum – hanging –
dryer – vibrating staying –
tabling – Trimming – hydraulic
press – finished goods

Products

Crust & Finished leather

Capacity (monthly)

Crust: 75000sft
Finished: 300000 sft

Annual turnover(USD)(year)

\$ 3.5 M

2. Factory building/compound and other production units:

Year established	1998
Current location since	2016
Number of buildings and /or levels?	1
Are other factories located in the same building(s)? (Y/N)	No
If yes, do they belong to the same management? (Y/N)	No
Factory name(s)	No
Is factory certified? (Y/N)	No
If yes, please state the kind(s) of certification, certifying organization(s), date and validity, result/grading	N/A

3. Suppliers and subcontracting Applicable to semi-finished good and finished goods:

3.1. Is subcontracting generally in practice? (Y/N)

Processes/operations	Name of subcontractors	Address of subcontractors(name, address, contact details)
NA		

3.2. Is work outsourced to homeworkers? (Y/N), *If no, proceed with 3.3*

Processes/operations	Home worker leader	Location and number of home workers, names, addresses, contact details
NA		

3.3. Main materials sourced from suppliers

Material	Supplier name	Supplier address	Agent name	Agent address
Leather	Brothers height	Posta, Dhaka	Mr. Yasin Ahmed	Posta, Dhaka
Leather	MD enterprise	Posta, Dhaka	Mr. Monju	Posta, Dhaka
Chemical	Lanner	Germany	Mini kin BD	Hemayetpur, Savar
Chemical	Texapel	Spain	Mini kin BD	Hemayetpur, Savar
Chemical	SESN	Italy	Mini kin BD	Hemayetpur, Savar
Chemical	Smit & Zoons	Netherland	Mini kin BD	Hemayetpur, Savar
Chemical	BASF	Germany	Mini kin BD	Hemayetpur, Savar

4. Customers: Guangzhou Light Holdings Home ray Ltd., No 87, the bund, Guangzhou, China.
Dongguan Zhongxin Leather Industry Ltd., Building 5, 1st road, Houjie town, Dongguan city, Guangdong province, China.

Hip Hing Enterprises Co, North Point, Hong Kong.
China National Township enterprises Co Ltd, 8/F, Chaoyang district, Beijing, China.
Fracopel Spa, Viale Giuseppe Verdi 48 51016 Montecatini terme, Italy.

5. Domestic market (in %): 0%
Export market (in %): 100%

6. Executive Summary:

M/S R.K Leather Complex is an Leather manufacturing company, which is located in Plot No: XE-5, BSCIC, Tannery Industrial Estate, Hemayetpur, Savar, Dhaka-1340; Bangladesh. The facility has started its operation at Hazaribag on 1998 and shifted at Hemayetpur Savar on 2018. Main production processes are Trimming-Wet blue- (socking – liming – fleshing- deleiming – vibrating- wash- pickling- chrome tuning) – sammying – splitting- shaving – crust – setting – vacuum – hanging – dryer – vibrating staying – tabling – trimming – hydraulic press – finished goods. Production capacity of the assessed facility is Crust: 75000sft, Finished Leather: 300000 sft. The major customers of the factory are Guangzhou Light Holdings Home ray Ltd., Dongguan Zhongxin Leather industry Ltd., Houjie town, Hip Hing Enterprises Co, China National Township enterprises Co Ltd, Fracopel Spa. The facility creates employment of 114 permanent workers and 20 contractual male workers, among them 109 male and 05 female. There is one building observed, but the facility is occupying in one floor. Other floors are for different factories. Details as follow:

Ground floor – Wet process, Generator

1st floor- Office, Dry process, Leather warehouse

2nd floor- Finishing, Selection and Packing

3rd floor- Chemical store, Office, Canteen

4th floor- Office, under construction

5th floor- Under construction

An onsite ESQ assessment were conducted by Assist management consultancy on 15 July 2020. Sabiha Akter (Lead Assessor) along with Md. Sahadat Hossain and Md. Rabiul Sarker has conducted the assessment.

7. Good Practices Identified: The factory has a good building structure. The factory management has a good intention to implement everything recommended by the assessors and it will be easier for them to implement all required thing in their factory.

8. Breakdown of All Employees:

A1	BREAKDOWN OF INTERNAL WORKERS (HIRED DIRECTLY BY FACTORY)	Male	Female	TOTAL
A1.1	ADMINISTRATION/SECURITY/MAINTENANCE	30	0	30
A.1.1.1.	Permanent	0	0	0
A.1.1.2.	Temporary			
A.1.2.	PRODUCTION SUPERVISORS	4	0	4
A.1.2.1.	Permanent	0	0	0
A.1.2.2.	Temporary			
A.1.3.	PRODUCTION	75	05	80
A.1.3.1.	Permanent			
A.1.3.2.	Temporary	0	0	0
A.1.3.2.1.	Fixed-term contract	0	0	0

A.1.3.2.2.	Apprentices	0	0	0
A.1.3.2.3.	Casual workers	0	0	0
A.1.3.2.4.	Other			
	Grand Total	30	0	114

A.2.	BREAKDOWN OF EXTERNAL WORKERS	Male	Female	TOTAL
A.2.1.	ADMINISTRATION/SECURITY/MAINTENANCE	0	0	0
A.2.2.	PRODUCTION SUPERVISORS	0	0	0
A.2.3.	PRODUCTION	20	0	20
	Grand Total			20

Legal disclaimer:

This report is based on the actual conditions and performance of the factory as found on the date of the ESQ Assessment by the consultant of Assist Management Consultancy auditing firm. Assist Management Consultancy auditing firm is not liable for any third-party claim against the factory or commissioner of the ESQ Assessment arising from any circumstances. The non-liability also includes claim(s), especially potential demands from any stakeholder, to appear in national and/or international courts or institutions. In case this report should be handed over to any third party, written consent from Assist Management Consultancy auditing firm must be obtained in advance.

No.	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
1.	Does the factory have a written environmental policy, which reflects values and general aims with regard to environmental responsibility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The legal documentation file provided by the facility has carefully been reviewed. The scrutinization has revealed that the facility has no documented environmental policy with identifying and denoting the industry's specific objectives, targets and goal regarding the environmental responsibility.	<ul style="list-style-type: none"> - Review environmental policy (objectives, targets, goals) - Review organizational structure with defined duties and responsibilities 	- ISO 14001, ZDHC, LWG
1.1	Is the environmental policy regularly reviewed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility is yet to develop environmental policy, hence there is proper and regular reviews on environmental policy have not been found.	<ul style="list-style-type: none"> - Review "Management Review Meeting Minutes" for environmental content - Review environmental policy for clause regarding review option - Conduct interviews with management representative(s) 	- ISO 14001, ZDHC, LWG
1.2	Are employees aware of the environmental policy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>During the management and worker interview, it is come to know that they are not aware about environmental policy.</p> <p>There is no environmental policy either in English or</p>	<ul style="list-style-type: none"> - Check communication methods to disseminate environmental policy - Check whether environmental policy is posted in local language in prominent locations (visible to everyone) - Review training records for content, list of participants, 	- ISO 14001, ZDHC, LWG

					<p>Bangla (local language) were not been found to be disseminated and posting and hanging at the prominent visible places like notice board, walking ways, entrance etc.</p> <p>It is also informed during the management interview, there is no record on environmental awareness program or activities were found.</p>	<p>trainer(s), photos, soft or hard copies</p>	
2.	Are values and general aims of environmental policy translated into procedures (e.g. resource efficiency procedure, waste reduction procedure etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>There were no values and aims including procedures either in English and translated in Bangla (local language) on waste generation reduction (e.g., reuse, recycle, reduce).</p>	<ul style="list-style-type: none"> - Review the environmental management system (if developed) - Review the contents of developed procedures (if developed) - Review the actions taken to implement the procedures 	<p>- ISO 14001, ZDHC, LWG</p>
2.1	If yes, do these procedures reflect local legal environmental legislation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Facility yet to develop the environmental policy and resource management procedures.</p>	<ul style="list-style-type: none"> - Review whether procedures are up to date with relevant environmental legislations 	<p>- ISO 14001, ZDHC, LWG</p>
2.2	If yes, are these procedures regularly reviewed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>There is no policy developed yet to review.</p>	<ul style="list-style-type: none"> - Review "Management Review Meeting Minutes" - Review the content discussed 	<p>- ISO 14001, ZDHC, LWG</p>

						<p>regarding environmental policy and procedures</p> <ul style="list-style-type: none"> - Conduct interviews with management representative(s) 	
2.3	If yes, are responsibilities for those procedures allocated to staff of relevant sections?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility has not any person to handle the environmental issue.	<ul style="list-style-type: none"> - Check the organizational structure - Check whether duties and responsibilities have been defined and allocated to the responsible persons of relevant sections (i.e. management staff, head of departments, supervisors etc.) 	- ISO 14001, ZDHC, LWG
3.	Is there one designated staff member responsible for environmental issues?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management interview portrayed that no one assigned or responsible for environmental issues.	<ul style="list-style-type: none"> - Check the organizational structure - Check the job description mentioned in working contract/appointment letter 	- ISO 14001, ZDHC, LWG
4.	Is the factory management and staff who are responsible for environmental issues aware of local environmental legislation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There was no officially or documented responsible person found to handle the environmental issues in relation to local environmental legislations as well as knowledge sharing and capacity building in practice.	<ul style="list-style-type: none"> - Check whether there is a system implemented for periodic update of environmental legislations - Conduct interviews with management representatives - Ask the following sample questions to understand the knowledge regarding local legislations. <p>1. What are two major environmental laws in Bangladesh?</p>	- ISO 14001, ZDHC, LWG

						<ul style="list-style-type: none"> - Bangladesh Environment Conservation Act 1995 - Environmental Conservation Rules 1997 <p>2. As per the Environmental Conservation rules 1997, factories/ industries are divided into how many categories and what are the categories?</p> <ul style="list-style-type: none"> - Four categories - Green, Orange(A), Orange(B) and Red <p>3. In which category is your factory defined and please explain how you know that your factory is defined in this category?</p> <ul style="list-style-type: none"> - The management staff should know the category and should be able to answer immediately. The management staff must show the Environmental Clearance Certificate, as the category should be mentioned in the certificate. 	
5.	Does the factory carry out an Environmental Impact Assessment (e.g. to identify significant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility has not carried out any Environmental Impact Assessment (EIA) to identify the significant	<ul style="list-style-type: none"> - Review the environmental aspects and impacts identification procedure (check activities and review impact 	- Environmental Conservations Rules 1997 (only

	impacts and environmental implications associated to its activities)?				impacts associated with the different activities.	assessment) - Review results of aspects and impact analysis - Verify whether actions have been taken	applicable for factories classified as Orange A and B and Red Categories) - ISO 14001
6.	Does the factory conduct regular environmental awareness training for employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no internal/external training procedures were found during the review of provided documents by facility. Similarly, there were no training plan and records also found for developing the awareness on environment.	- Review internal/external training procedures - Check training plan, list of trainer(s), training records (content, participants list, photo, soft/hard copies) - Conduct interviews with workers/employees for verification	- ISO 14001, ZDHC, LWG
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law
	Sites and buildings						
7.	Does the factory have valid land use/construction permit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	An Environmental Clearance Certificate (ECC) issued on 18.09 2017 has found during the documents review which has expired on 18.09.2018. However, the facility has already applied for ECC on 06.11.2019 which online application number is 69160 and waiting for issuance from Department of	- Review validity of "Environmental Clearance Certificate" (only applicable for Orange A & B and Red categories) - Review approved building layout and floor layout plans	- Environmental Conservation Rules 1997 - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Bangladesh National

					Environment (DoE). Facility has the approval from local authority.		Building Code 2006
8.	Are the following components/systems in good condition/working order?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<ul style="list-style-type: none"> - Review the maintenance procedures (maintenance schedule, defined duties and responsibilities, maintenance records) - Check corrective and preventive actions for maintenance procedures - Observe practices on the floor 	<ul style="list-style-type: none"> - Environmental Conservation Rules 1997 - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Bangladesh National Building Code 2006
8.1	Heating system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The heating machines were found working in good condition during the field visit. However, there was no maintenance procedure and records as well as corrective and preventive actions. Moreover, the duties and responsibilities of heat machine operating person were not found to be defined.	<ul style="list-style-type: none"> - Review the maintenance procedures (maintenance schedule, defined duties and responsibilities, maintenance records) - Check corrective and preventive actions for maintenance procedures - Observe practices on the floor 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Bangladesh National Building Code 2006
8.2	Electrical systems:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are many electric	- Check documents related to	

	distribution boards, wiring etc.				appliances were found to be placed without safety measures. As well, there are many loose wires, joint wires; hanging and wires were found in ground floor.	electrical insulation maintenance records - Check electrical wirings, electrical substations/power hours/electrical sub distribution boxes. - Check loose wires, broken switches, joint wires, hanging wires, etc.	
8.3	Water pipes and faucets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The water tapes and faucets were found in good conditions. However, the consumption record is not maintaining properly.	- Check documents related to water pipe, taps and faucets maintenance records - Check water pipe lines, faucets, machines (e.g. soaking, liming, tanning, re-tanning drums etc.), toilet taps for leakages - Check taps for functionality - Observe practices on the floor	
8.4	Window insulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Most of the windows were found to be good condition even though most of the windows were found to be insulated or closed during the direct field visit. Besides, there was no exhaust fans found in different floors.	- Check maintenance records	
8.5	Overall building structure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The direct site visit and observation has found the overall building in good (operational) condition where there were no cracks	- Check building stability and occupancy certificate - Check Detail Engineering Assessment (DEA) report (if required) - Check building structure for	

					was visually found. The facility has structural assessment as well as individual floor layout.	cracks	
9.	Is factory site close to water bodies, streams, wildlife habitats?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility is near to Dhalesshawri river. However, the facility discharges its effluent to BSCIC CETP drainage.	- Check the location of the plant/factory	- ISO 140001
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Local law
	Purchasing and raw materials					-	
10.	Does the factory have a purchasing policy, which considers environmental aspects, i.e. aims at reducing negative environmental impact?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reviewing the documents of procurement procedures, there was no purchasing policy has been found, which considers environmental aspects, i.e. aims at reducing negative environmental impact.	- Review whether procurement procedure covers environmental aspects	- ISO 14001, ZDHC, LWG
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Local law
	Energy					-	
11.	Does the factory have procedures(s) in place to reduce energy consumption? If yes, how is the energy assessment carried out?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Even though the facility is using skylight but no energy consumption reduce strategy and not carried out any energy assessment yet.	- Review energy assessment procedure - Review the steps taken for assessing energy - Review results of energy assessment (quantitative	- ISO 50001

						<ul style="list-style-type: none"> analysis) - Review the areas identified for energy saving opportunities - Review the actions planned to save energy - Review the actions implemented - Conduct interviews with management representative(s) 	
12.	Are measures taken to maximize natural lighting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has been using skylight in the sides of floor.	<ul style="list-style-type: none"> - Check whether steps have been taken to maximize natural lights (e.g. through awareness training, white painted production floor, windows regularly cleaned, reflectors on lights, etc.) - Conduct interviews with workers and management representatives - Observe practices on the floor 	- ISO 50001
13.	Does factory make use of renewable energy (e.g. wind, solar, biomass, etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has not any renewable/clean energy (e.g., wind, solar, geothermal, and hydro) sources at their premises.	<ul style="list-style-type: none"> - Review records of electricity generated from renewable energy - Conduct interviews with workers and management representatives - Observe practices on the floor 	- ISO 140001, ISO 50001
14.	Does factory maintain records of its energy consumption?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility does not maintain all energy and fuel consumption records i.e. electricity, water, diesel and lubricant oil in proper way. However, the facility has only water and electricity	<ul style="list-style-type: none"> - Check whether data on energy consumption is collected (i.e. electricity consumption, water consumption, gas consumption, Diesel consumption) - Review the data collection procedures (source of data) 	- ISO 50001

					billing record.		
14.1	If yes, does staff analyze energy consumption data?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no responsible staff to conduct quantitative analysis of energy consumption data and not practicing currently at this facility.	<ul style="list-style-type: none"> - Check whether quantitative data analysis is available - Check whether energy consumption data is properly analyzed 	
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law
	Water					-	
15.	Has the factory identified its primary water sources (e.g. municipal mains, surface water, groundwater (pond, well) etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	From representative interview it is known that the facility is fed up with supply water by BSCIC. But they use a deep tube well for extracting ground water. However, there is no license has been collected yet from the legal authority.	<ul style="list-style-type: none"> - Conduct interviews with responsible management representative(s) - Check location of the primary water extraction source 	- ZDHC, LWG
16.	Does factory have alternative water sources (e.g. rain-water collection, gray water, recycled water, etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewing management representative as well as field visit, there were no alternative water collection (e.g., rain water harvesting) and use sources (e.g., grey water recycling) identified.	<ul style="list-style-type: none"> - Conduct interviews with responsible management representative(s) - Check whether alternative sources of water are documented - Check the setup of alternative sources of water, i.e. system, quantities, usage purpose 	<ul style="list-style-type: none"> - ISO 140001 - ZDHC, LWG
17.	Does factory have the necessary permits for	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility use a deep tube well	- Review the permits from the authorized authorities	- No legal provisions

	water use/extraction?				for extracting ground water. However, there is no license has been collected yet from the legal authority.	(authorized authorities depend on the location of the factory)	
18.	Does factory have procedure(s) in place to reduce water consumption?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Reviewing documents and interviewing management representative, there was no water consumption reduction strategy found.</p> <p>Meanwhile, leather engineer Mr. Ismail Hosain claimed to develop a project which will reduce 1/3 of required water consumption. However, the process still needed to implement for feasibility test.</p>	- Review water saving procedures	<p>- ISO 50001</p> <p>- ZDHC, LWG</p>
18.1	If yes, how are these procedures carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The project still under development.	<p>- Review steps for controlling and saving water</p> <p>- Review results of water saving practices (quantitative analysis)</p> <p>- Review the areas identified for water saving opportunities</p> <p>- Review the actions planned to save water</p> <p>- Review the actions implemented</p> <p>- Conduct interviews with management representative(s)</p>	

19.	Does the factory have installed separate meters to record water usage of various major production process? (input raw water, R/O processes, ETP in/out)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has a water flow meter from the supplier. Meanwhile, it has not been maintaining the water consumption record in different processes.	<ul style="list-style-type: none"> - Check location of water flow meters - Review records of inflow water consumption for production process - Review records of inflow water consumption in ETP and outflow from ETP 	- ZDHC, LWG
20.	Are the locations of the water meters defined and documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The location of flow meter has not been documented and defined at the facility to record water inflows.	<ul style="list-style-type: none"> - Review the diagram to identify water pipeline and water flow meters 	- ZDHC, LWG
21.	Does factory maintain water consumption records?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The factory has not been maintaining water consumption record.	<ul style="list-style-type: none"> - Check whether data on water consumption is collected - Review the data collection procedures (source of data) 	<ul style="list-style-type: none"> - ISO 50001 - ZDHC, LWG
21.1	If yes, does staff analyze water consumption data?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Since there is no water consumption record, facility did not analyse quantitative data of water consumption.	<ul style="list-style-type: none"> - Check whether quantitative data analysis is available - Check whether water consumption data is properly analyzed 	<ul style="list-style-type: none"> - ISO 50001 - ZDHC, LWG
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law
	Raw materials					-	
22.	Does the factory have procedure(s) in place to reduce major raw material	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	By reviewing documents and the management	<ul style="list-style-type: none"> - Review the policy and procedure on control and reduction of raw material usage 	

	consumption?				representative interview, there was no policy and procedure on control and reduction of raw material usage found. In addition, there was no operating procedures and work instructions to control and reduce raw material usage in the relevant departments/sections also been found.	(if available) - Review the operating procedures and work instructions to control and reduce raw material usage in the relevant departments/sections - Check what actions have been taken to control and reduce raw material usage in the relevant departments/sections - Check whether internal communication methods (posting, training etc.) are effective in reducing raw material consumption	- ISO 14001
23.	Does factory maintain records of its major raw material consumption?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory maintains the records of its major raw materials consumption.	- Review the system implemented to record raw material consumption	- ISO 14001
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Local law
	Waste and emissions: solid waste					-	
24.	Is waste disposed by a registered and certified contractor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The generated waste of this factory collected by BSCIC	- Review the license of the contract and check for validity, type of waste etc. (for BD no license contractor, usually city corporation collects waste)	- ISO 14001
25.	Is waste separated according to type of waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has a contract with BSCIC which covers their waste collection and	- Review the waste management policy and procedures - Check whether work instructions / operating	- No legal provision - ISO 14001

					transportation.	<p>procedures cover source, collection, segregation, storage and disposal of waste</p> <p>Check whether internal communication methods (e.g. posting, training) are effective in separating waste appropriately</p> <ul style="list-style-type: none"> - Check waste records for appropriate separation of waste - Observe practices on the floor and on the premises - Check whether solid hazardous waste (e.g. dry sludge, empty chemical drums/containers, leather cutting wastage, plastic packing materials etc.) is stored in designated areas - Check whether solid non-hazardous waste (e.g. packing cartons, fabric cut pieces, etc.) is stored separately - Conduct interviews with workers and management representatives 	
26.	Are waste containers labelled per type of waste?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility does not use separate bins for waste collection.	<ul style="list-style-type: none"> - Review the waste management policy and procedures - Check whether work instructions / operating procedures cover source, collection, segregation, storage and disposal of waste 	<ul style="list-style-type: none"> - No legal provision - ISO 14001

						<ul style="list-style-type: none"> - Check whether internal communication methods (e.g. posting, training) have been effective in labelling waste appropriately - Check waste records for correct labelling of waste - Observe practices on the floor and on the premises - Conduct interviews with workers and management representatives 	
27.	Does factory generate industrial waste water (other than from kitchen and toilets)? <i>(If no, proceed with 40)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Processing of leather require huge water and contaminated water discharged to the drain linked with central ETP.	<ul style="list-style-type: none"> - Check type of factory and process activities - Check where industrial waste water comes from (e.g. beam house, tanning, re-tanning, spray sections, dyeing, finishing, washing, cooling water, etc.) 	- No legal provision
28.	Is waste water emission in line with legal regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		- Review the discharged water test report (should be in line with the requirements prescribed in local law)	Environmental Conservation Rules 1997
29.	Does factory have an effluent treatment plant (ETP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility has a primary sedimentation tank in which waste water are first come and retained for few hours. After that the water released to the drain which is connected with CETP.	<ul style="list-style-type: none"> - Check whether ETP is available - Check the category mentioned in the environmental clearance certificate - ETP is required for the factories which are categorized under <ul style="list-style-type: none"> o Orange (A) o Orange (B) o Red 	Environmental Conservation Rules 1997

30.	If yes, are maintenance records for the ETP available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Review the system implemented for periodical maintenance of ETP - Review the maintenance records and check whether ETP is functional - Check whether corrective and preventive actions have been taken 	- ISO 14001
31.	Does factory analyze its waste water (e.g. pH-level, total dissolved solids etc.) per legal requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Review the discharged water test report (should be in line with the requirements prescribed in local law) - Review internal testing procedure and test reports 	Environmental Conservation Rules 1997
32.	Does factory maintain records of its waste water generation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Review the inflow and outflow records - Check location and functionality of flow meters 	- ISO 14001
33.	Does factory have measures in place to prevent water runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Review the policy and procedures to reduce and prevent water runoff - Review internal water pipeline diagram (if available) - Check maintenance plan/schedule - Check maintenance records - Check whether internal communication methods (e.g. posting, training) have proved effective in preventing water runoffs 	- ISO 14001, ISO 50001

34.	Does factory have an appropriate drainage system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Review internal drainage diagram (if available) - Check factory site for process water discharge - Check maintenance records 	<ul style="list-style-type: none"> - Environmental Conservation Act 1995 - ISO 14001 - ZDHC, LWG
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law
	Emissions					-	
35.	Does the factory monitor and document air emissions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility is using two boilers which have the capacity of 1000 liters per hour, one generator 265 kW and a deep tube well. However, there is no certificates are shown by facility during the documents review. However, they do not conduct any air emission test.	<ul style="list-style-type: none"> - Review the test report of air emissions (stack emissions - generators, boilers, inside production floor, outside premises) 	<ul style="list-style-type: none"> - Environmental Conservation Rules 1997 - ISO 14001 - BSCI
36.	Are factory's emissions in line with legal requirements in terms of quantity (verified by test reports)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is license has acquired for boilers and generator and no test conducted.	<ul style="list-style-type: none"> - Review the test report of air emission (stack emission - generators, boilers, inside production floor, outside premises) 	<ul style="list-style-type: none"> - Environmental Conservation Rules 1997 - ISO 14001 - BSCI
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			- Local law
	Hazardous waste					-	

37.	Does factory generate hazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Review the list of hazardous waste and check the source of the waste - Solid hazardous waste: e.g. dry sludge, empty chemical containers, leather cutting wastage, plastic packing materials, electronic scrap components etc. - Liquid hazardous waste: waste water from production processes 	<ul style="list-style-type: none"> - Hazardous waste and ship breaking waste management rules 2011 - ISO 14001
38.	Is hazardous waste stored adequately in a way that does not endanger the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Review the waste management policy and procedures - Check whether work instructions / operating procedures cover source, collection, segregation, storage and disposal of hazardous waste - Check whether internal communication methods (e.g. posting, training) have been effective - Check training records on storage of hazardous waste - Observe practices on the floor (e.g. storing as per guidelines provided in the SDS, storage temperature as per SDS, chemicals away from direct sunlight and open space, segregated by incompatibility, 	<ul style="list-style-type: none"> - Hazardous waste and ship breaking waste management rules 2011 - ISO 14001

						<p>flammable chemicals and toxic chemicals stored separately, dry chemicals segregated from wet chemicals)</p> <ul style="list-style-type: none"> - Check for special storage conditions (i.e. temperature, relative humidity, limited shelf life) - Conduct interviews with workers and management representatives 	
39.	Is hazardous waste collected and disposed by a licensed contractor who has a valid permit to collect and handle hazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Review the license for validity - Review records of hazardous waste disposal 	<ul style="list-style-type: none"> - Hazardous waste and ship breaking waste management rules 2011 - ISO 14001
40.	Are policies and written procedures in place to manage waste transportation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Review the waste transportation policy and procedures - Check how the system has been implemented and whether adequate work instructions are in place for internal and external hazardous waste collections and disposals - Check internal and external transportation methods <ul style="list-style-type: none"> o Type of transport used internally (e.g. trolleys, 	- ISO 14001

						forklifts) ○ Type of transport used externally (e.g. open trucks, covered trucks) - Check internal and external waste transportation records for quantity and frequency of collection Check whether internal communication methods (e.g. posting, training) are effective	
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law
	Noise pollution						
41.	Has the factory carried out a noise pollution assessment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The documents review as well as direct facility visit has revealed that there was no noise pollution assessment or inspection has been conducted for its high noise generating machinery.	- Check whether noise pollution assessment has been carried out	- Environmental Conservation Rules 1997 - ISO 14001 - BSCI
42.	Is the noise level within legal limits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility has not conducted any noise inspection for its heavy machineries including production floors as well as outside of the factory premises.	- Check the noise test reports of generators, boilers, production floors, and outside the factory premises	- Environmental Conservation Rules 1997 - ISO 14001 - BSCI

	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			- Local law
	Chemical Use					-	
43.	What kind of chemicals are used in production? (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		- Review the chemical inventory list	- ZDHC, LWG
	Complexing agents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wet blue		
	Surfactants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wet blue		
	Wetting agents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Sequestering agents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Dispersing agents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Emulsifier	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	Dyes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Colouring		
	Fixing agents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Levelling agents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	pH regulators	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	Carriers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	UV absorbers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	Others:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
44.	Does the factory have adequate chemical handling/management procedures in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During documentation review and field visit it was observed that facility neither has any chemical handling	- Review the chemical management policy and procedure (if available) or health and safety policy and procedure)	- Bangladesh Labor Rules 2015 - LWG, ZDHC

					procedure nor placed anywhere.	<ul style="list-style-type: none"> - Review the section on chemical safety (if there is a health and safety policy) - Check whether duties and responsibilities are defined - Check whether eye wash stations are available - Observe practices on the floor regarding chemical handling 	
45.	Are chemicals adequately stored and labelled?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There was a separate store room for chemical drums and leather cutting wastage were been found.	<ul style="list-style-type: none"> - Review the chemical management policy and procedure (if available) or health and safety policy and procedure - Review the section on chemical safety (if there is a health and safety policy) - Check whether duties and responsibilities are defined - Check whether eye wash stations are available - Observe practices on the floor (e.g. storage with secondary containment facilities, labelling, hazard signs, PPE signs, etc.) 	<ul style="list-style-type: none"> - Bangladesh Labor Rules 2015 - LWG, ZDHC
46.	Are up-to-date MSDS available for all chemicals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During the direct inspection, there was no MSDS found	<ul style="list-style-type: none"> - Review the chemical inventory for availability of MSDS 	<ul style="list-style-type: none"> - Bangladesh Labor Rules 2015

					on the chemicals.	- Randomly check whether MSDS of inventory list is updated	- LWG, ZDHC
47.	Are fumes, steam and dust exhausted to the outside (e.g. at spot cleaning places)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During floor visit it was observed that fumes, steam and dust exhausted directly from production section to the outside. However, there was poor ventilation observed and no exhaust fan was installed.	- Observe practices on the floor (e.g. check ventilation/exhaust system)	- Bangladesh Labor Rules 2015 - LWG, ZDHC
48.	Are spillage kits available in places where chemicals are used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During factory visit no chemical spillage kit were been found close to chemical storage and sub-storage area.	- Check whether spillage kits (e.g. secondary containment facilities, spillage rescue kits for major spillage) are available close to chemical storage and sub-storage - Observe practices on the floor	- Bangladesh Labor Rules 2015 - LWG, ZDHC
49.	Does factory monitor and document its chemical consumption?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflects that facility does not acknowledged chemical consumption record in proper way.	- Review the chemical inventory list - Check chemical consumption records	- LWG, ZDHC
50.	Are chemicals and contaminated containers disposed of by a licensed contractor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility does not dispose the contaminated containers by any licensed contractor.	- Review the license for validity	- Hazardous waste and ship breaking waste management

							rules 2011 - ISO 14001
51.	Does the factory conduct regular and periodic training on chemical handling, storage, and disposal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewing management representative and documentation review has revealed that facility does not conduct regular and periodic training on chemical handling, storage, and disposal. Besides, Personal protection equipment (PPE) was not used by the workers at the required sections.	<ul style="list-style-type: none"> - Review the chemical management policy and procedure (if available) or Health and Safety policy and procedure - Review the section on training - Check the chemical handling training records for content, list of participants, trainer(s), photos, soft/hard copies - Check the training schedule for frequency (at least twice a year) - Check the list of trainer(s) for competency 	- LWG, ZDHC
52.	Are training records of chemical handling, storage, and disposal well documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There was no well documentation on training sessions on chemical handling, storage, and disposal found.	<ul style="list-style-type: none"> - Check the training records for content, focused group, list of participants, trainer(s), photos, soft/hard copies - Conduct interviews with workers for verification 	- LWG, ZDHC
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law
Summary of workers' interviews:							

Worker interview has taken to identify the gap between the documented procedure and real practices regarding the environmental issues. In this regards total 6 employees were randomly selected for interview purposes considering the entire environmental related task. Depending on male female ratio where 5 Male and 1 Female were selected in this interview. Interview was taken in a separate room and worker and management interview was taken separately. Observation getting from Interview was given in below.

1. Facility does not provide any onsite, offsite or simulation training on environmental issue, waste management issue or chemical handling issue etc.
2. Facility does not conduct any awareness program on energy saving issue, water saving issue, chemical saving issue etc.
3. Facility does not provide its hazardous waste to a registered waste buyer.
5. Facility does not conduct environmental test and identify environmental aspect and impact to share with workers.

	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
1.	Is there an appointed person or team, responsible for social compliance issues?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has no social compliance responsible person.	<ul style="list-style-type: none"> - Check organization structure. Must be shown in written format (flow chart) - Check appointment letter/working contract - Check job descriptions 	- Obligatorily required for all international standards (SA8000, WRAP, BSCI, ETI etc.)
2.	Does the factory have a valid business/trade/factory license for its operations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The trade license and factory license has expired on 30-06-2020.	<ul style="list-style-type: none"> - Check validity of trade license; usually trade license is given for 1 year, issued by 'City Corporations' or local Government authorities. The issuing authority depends on the location of the factory - Check validity of the factory license - Check the category mentioned because each category refers to the manpower employed 	<ul style="list-style-type: none"> - Trade Organizations Ordinance 1961 - Trade Organizations Ordinance (Amended) 1984 - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
3.	Are all production units / floors covered in the factory license?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed factory license disclosed that all production units are covered in the license.	<ul style="list-style-type: none"> - Check that all floors/buildings/sheds are mentioned in the factory license - In case the factory size is large and there is more than one building, more than one factory license might be required. In such case, all factory licenses should be checked. - During site tour check all the buildings that are mentioned in the factory license(s) 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
4.	Does the factory have a valid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The fire licence expired on 30-06-2020.	<ul style="list-style-type: none"> - Check validity of fire license 	- Fire Prevention Act 2003

	fire license?						- Fire Prevention Rules 2014
5.	Are all production units / floors covered by the fire license?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document review disclosed that, fire license doesn't cover all floors 40116 sqf.	<ul style="list-style-type: none"> - Check that all floors/buildings/sheds are mentioned in the fire license. - In case the factory size is large and there is more than one building, more than one fire license might be required. In such case, all fire licenses should be checked. - During site tour check all the buildings that are mentioned in the fire license(s) 	<ul style="list-style-type: none"> - Fire Prevention Act 2003 - Fire Prevention Rules 2014
6.	Does the factory have an approved factory floor and/or building layout (as per local legal requirements)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approval given by BSCIC	<ul style="list-style-type: none"> - Check the approval of building layout plan(s). Approval authority is the Local Government (depending on the location of the factory) - Check that all floors/buildings are mentioned in the approved layout plan(s) - Floor layout plan should be approved by the "Factory Inspector" - Check the layout plans for machines, production processes, warehouses and all operational activities related to production processes. 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Bangladesh National Building Code 2006
7.	Are approved building layout / floor layout plans from government authority available for all buildings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing approved floor layout plan only contains ground-2 nd floor. But they didn't take approval for 3 rd -5 th floor.	<ul style="list-style-type: none"> - Check the approval of building layout plan(s). Approval authority is the Local Government (depending on the location of the factory) - Check that all floors/buildings are mentioned in the approved layout plan(s) - Floor layout plan should be approved by the "Factory Inspector" 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Bangladesh National Building Code 2006

						- Check the layout plans for machines, production processes, warehouses and all operational activities related to production processes	
8.	Does the factory have a valid stability certificate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management interview disclosed that factory did not conduct any engineering assessment for the factory building.	- Check the stability certificate / occupancy certificate / Detail Engineering Assessment (DEA), which is usually issued by the engineering company	- Bangladesh Labor Rules 2015 - Bangladesh National Building Code 2006
9.	Are personal files maintained for the workers/employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Factory didn't maintain personal files for the workers.	- Check personal files by selecting workers randomly - This should cover all sections, shifts, and contractual workers (e.g. security guards) - Check also the personal files of the workers who joined recently (current month) or are under probation period	- BSCI, WRAP, ETI, SA8000
10.	Does the personnel file include all necessary documents?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Factory didn't maintain personal files for the workers.	- Check at least the following documents are available in the personal files: - Appointment letters - Letter of confirmation - Leave applications - Information regarding maternity benefits - Promotion information - Appraisal information - Age proof documents - Fitness certificate - Photocopies of photo ID cards - Job descriptions, etc.	- Bangladesh Labor Act 2006 - BSCI, WRAP, ETI, SA8000
11.	Are working contracts available for workers (e.g. in personnel file)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workers are not getting job contract.	- Check whether appointment letters are available in the selected files covering all sections, shifts, and also newly joined workers	- Bangladesh Labor Act 2006 - BSCI, WRAP, ETI, SA8000
12.	Does the working contract include all necessary / important	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workers are not getting job contract.	- Appointment letter should contain at least the following information:	

	information?					<ul style="list-style-type: none"> o Name of employee o Father's and mother's name o Spouse name o Present and permanent address o Designation, type of work to be performed o Date of joining o Class of worker / worker's grade o Wage information (also the rate of the increase of the annual salary, if any) o Other payable benefits (house rent, medical, education, food, conveyance, festival & attendance allowances, service benefits and gratuity if any) o Company's rules and regulations that are in line with the law 	<ul style="list-style-type: none"> - Bangladesh Labor Rules 2015 - BSCI, WRAP, ETI, SA8000
13.	Are workers provided with photo ID cards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photo ID available with the workers.	<ul style="list-style-type: none"> - During site tour randomly select workers of all sections and shifts and check whether they are provided with photo ID cards - Check also newly joined workers 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, ETI, SA8000
14.	Are all confirmed workers provided with service books (if mandatory)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has not provided service book to the workers	<ul style="list-style-type: none"> - Service book must be provided to all confirmed workers. - The following information must be recorded in the service books: <ul style="list-style-type: none"> o Information about the worker o Information about the employer o Job (category and grade) o Service records, wages and 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP,

						<ul style="list-style-type: none"> information about allowances <ul style="list-style-type: none"> o Leave information o Behavior of the worker 	ETI, SA8000
15.	Is there any effective grievance/suggestion system implemented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no effective grievance system. Grievance policy not available. Moreover, complaint box not available in the confidential area.	<ul style="list-style-type: none"> - Check grievance policy and procedures - Actions to communicate the grievance policy to the workers (training, positing) - Location of suggestions boxes should be located in such areas where confidentiality is ensured (inside the toilet areas) - Interview workers to verify whether workers are aware of the grievance system 	- BSCI, WRAP, CoC, ETI, SA800
16.	Are grievances / complaints / suggestions well documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has no complaint register.	<ul style="list-style-type: none"> - Check the system for recording grievances/complaints/suggestions (register book) - Check the meeting minutes (must be presented by workers' representatives) - Check the formation of 'Grievance Committee' (if available) - Check whether the system is able to resolve the issues effectively 	- BSCI, WRAP, CoC, ETI, SA800
17.	Are valid certificates, inspection reports or permissions available for generators, lifts, cranes and forklifts?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Factory didn't obtain generator license	<ul style="list-style-type: none"> - Check validity date of permissions - Check the capacity of the generator(s) - Check inspection reports of generators, lifts, cranes and forklifts 	- Bangladesh Energy Regulatory Commission Act 2003
18.	Are valid certificates or permissions available for boilers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Boiler license not available	<ul style="list-style-type: none"> - Check validity date of permissions - Check the capacity of the boiler(s) 	- Boiler Act
19.	Does the factory have contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has contractual	- Check with the management in what	

	workers working in the factory?				workers.	<p>areas contractual workers are employed</p> <ul style="list-style-type: none"> - Usually contractual workers are employed in security, construction works, etc. - Interview workers 	<ul style="list-style-type: none"> - Bangladesh Labor Rule 2015 - BSCI, WRAP, CoC, ETI, SA8000
20.	Does the factory maintain a register of its contract workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>i. Contracts/agreements with the subcontracting companies not available.</p> <p>ii. Personal files of the contract workers are maintained</p> <p>iii. No benefits are received by the workers.</p>	<ul style="list-style-type: none"> - Check the contracts/agreements with the subcontracting companies - Check whether personal files of the contract workers are maintained - Check whether all benefits are provided in line with the law 	<ul style="list-style-type: none"> - Bangladesh Labor Rule 2015 - BSCI, WRAP, CoC, ETI, SA8000
21.	Does the factory have a policy concerning the management of subcontractors (factories) including documented monitoring procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Check policy and procedure of subcontractor monitoring - Check list of approved subcontractors and sub-suppliers - Check contact details of subcontractors and sub-suppliers - Check communication methods of CoCs (BSCI, ETI, SA8000) - Check annual subcontracting monitoring plan 	<ul style="list-style-type: none"> - BSCI, WRAP, CoC, ETI, SA8000
22.	Does the factory regularly monitor its subcontractors with respect to social compliance and according to international standards, such as BSCI or customer Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Check subcontracting monitoring reports or records - Check Corrective & Preventive Action Plans - Check whether follow-up visits are made - Check follow-up reports 	<ul style="list-style-type: none"> - BSCI, WRAP, CoC, ETI, SA8000
23.	Are subcontractors requested to post the client's Code of	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Check whether subcontractors signed a letter of commitment to posting the client's code of conduct 	<ul style="list-style-type: none"> - BSCI, WRAP, CoC, ETI,

	Conduct?						SA8000
24.	Do the employees/workers receive regular (twice a year) training on social compliance issues / CoC?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility didn't conduct training on social compliance.	<ul style="list-style-type: none"> - Check training plans for frequencies - Check list of trainers for competency - Check training records (training content, list of participants with signature, signature of the trainer(s), photos (hard or soft copies)) - Check whether at least the following training on social compliance have been conducted: <ul style="list-style-type: none"> o Health and safety o Personal Protective Equipment (PPE) o Working hours o Leave o Fire and evacuation o First aid 	- BSCI, WRAP, ETI, SA8000
25.	Does the factory use homeworkers? If yes, does the factory keep a register of homeworkers, including personal and payment details?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facility doesn't use any home workers.	<ul style="list-style-type: none"> - Check with the management for what operations they are using homeworkers - Check production records, production planning, capacity for transparency - Check list of registered home workers for personal and payment details 	- BSCI, WRAP, CoC, ETI, SA8000
26.	Are homeworkers fully and adequately documented (including homeworker personal files, age verification documents, wage list etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facility doesn't use any home workers.	<ul style="list-style-type: none"> - Check list of registered home workers - Check in what areas homeworkers are located - Check randomly the availability of personal files, age verification documents, wage lists. 	- BSCI, WRAP, CoC, ETI, SA8000

27.	Is the general attitude of the factory's management cooperative?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility management was very positive to do any sort of work related to ESQ. They are transparent and willing to answer questions to be asked. Moreover, the building structure and overall impression was good. Facility can implement social compliance to their factory.	- Should be assessed based on cooperation and support given by the management during the assessment (i.e. willing to answer questions, available when needed, open/transparent attitude)	-
	Additional Finding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. EPB license expired on 30-06-20. ii. IRC expired on 30-06-19. But they have applied On 2019. Due to the system up gradation the delay is happening from the IRC authority. iii. ERC expired on 30-06-20 iv. BTA certification expired on 31-12-2019		Local law
	Child labour						
28.	Does the factory have written child labor policy which complies with the local law and CoC?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Child labour policy not available. But there is no child labour found in the facility during audit.	- Check the content of the child labor policy to ensure it is written in line with the local law	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2016
29.	Does the facility have a remediation system in place to assist children found to be working	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Child labour remediation policy not available. But there is no child labour	- Check the content of the child labor policy to ensure it is written in line with the local law	- Bangladesh Labor Act 2006 - Bangladesh

	directly or indirectly for the facility?				found in the facility during audit.		Labor Rules 2016
30.	Does the factory have a written recruitment procedure which ensures prevention of potential recruitments of child labors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recruitment policy not available. But there is no child labour found in the facility during audit.	<ul style="list-style-type: none"> - Check the content of recruitment policy - Recruitment policy and procedure is one of the major documents to verify discrimination and prevention of child labor - Recruitment policy and procedure should not be contradictory to the local laws - Check internal (training, posting) and external (subcontractor and sub-suppliers) communication records - Check whether at least the following topics are covered by recruitment procedures: <ul style="list-style-type: none"> • Check whether the child's age is specified • Check whether the worker's age is determined - Check whether it is defined how to deal with recruitment of child labor 	<ul style="list-style-type: none"> - BSCI, WRAP, CoC, ETI, SA8000
31.	Does the factory have written procedure on engagement of young workers (including regulation of working hours, no hazardous work) which complies with local laws?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No young workers policy available	<ul style="list-style-type: none"> - Check whether young workers' engagement policy is in line with the local law - Check the register of listed young workers - Check whether the young workers' job description, working hours record, fitness certificates, and consents of the parents are in line with the local law - Conduct interviews with young 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000

						workers	
32.	Do workers look younger than the statutory minimum age?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not found any young workers.	<ul style="list-style-type: none"> - Observe workers on the floor - Conduct interviews with workers and check personal records 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
33.	Are age verifying documents available for workers (e.g. in personnel file)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no age proof document to verify workers age.	<ul style="list-style-type: none"> - Age verification documents could be: birth certificate, school leaving certificate, national ID card, age verification certificates issued by certified doctors 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
34.	Does the factory maintain all records of young workers (i.e. working hours, guardian's consent, list etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Check the register of listed young workers - Check the young workers' job description, working hours' record, fitness certificates, consent of the parents - Conduct interviews with young workers 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
35.	Does the facility provide health examinations for all adolescent employees prior to employment and/ or on a regular basis after employed, if required by law?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Check the register of listed young workers - Check the young workers' job description, working hours' record, fitness certificates, consent of the parents - Conduct interviews with young workers 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
36.	Does the facility provide special protection restrictions on night	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Check the register of listed young workers 	

	shift, dangerous work or handling hazardous substances which may harm physical, spiritual, moral or social development, for juvenile employees?					<ul style="list-style-type: none"> - Check the young workers' job description, working hours' record, fitness certificates, consent of the parents - Conduct interviews with young workers 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 BSCI, WRAP, CoC, ETI, SA8000
37.	Are all employees employed by the facility historically at or above the age requirement by local law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No age proof documents found to verify. But all workers are seemed above 18 years old.	<ul style="list-style-type: none"> - Age verification documents could be: birth certificate, school leaving certificate, national ID card, age verification certificates issued by certified doctors 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 BSCI, WRAP, CoC, ETI, SA8000
38.	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Local law
	Working hours						
39.	Is one of the following time record systems in place in which the beginning and end of a workday is registered for each individual worker?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document review revealed that, facility maintains a register to record the working hour. But in and out time not mentioned on the register. Facility only mention "present" in the register.	<ul style="list-style-type: none"> - Check what type of time recording system is available 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
	- Attendance list	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	- Punch system/cards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	- Electronic chips/chip cards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	- Biometric system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
40.	Is a transparent time record system in place, in which the	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document review revealed that, facility maintains a	<ul style="list-style-type: none"> - Review the working hour policy - Check the system of time recording. 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006

	beginning and end of a workday is registered for each individual worker?				register to record the working hour. But in and out time not mentioned on the register. Facility only mention "present" in the register.	Time record should provide in-/out-time - Check what system is implemented to ensure that workers have access to their working hours records - Check internal communication system to inform the workers about the working hours policy (e.g. through training, visual posting etc.)	- Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
41.	Is working time on average and over the course of the year within the legal maximum amount of 60 hours per week incl. overtime?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workers are doing (8.00am-8.00pm) 12 hours mandatory work. But they are not receiving Over Time payment for 3 hours.	- Randomly check working hours records of the workers from all sections/shifts/departments (at least 6-8 months back) - Check whether working hours and overtime working records are in line with the law - Calculate the total working hours and divide by numbers of working days in a specific month; then multiply by numbers of working days in a specific week and check the result is within 60 hours per week - Check whether there is any overtime working hours extension applicable (as per local law) - Conduct interviews with workers for verification	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
42.	Are workers on average provided with 1 day off after 6 consecutive working days?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workers are not receiving one day off after 6 consecutive day work.	- Check the weekly off-days and approved holidays list - Randomly check working hours' records of the workers from all sections/shifts/departments (at least 6-8 months back) - Check in working hours whether one day off is given	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI,

						- Conduct interviews with workers for verification	SA8000
43.	Are workers granted resting breaks in every working day which complies with the local law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resting break 1.00 pm to 2.00 pm	<ul style="list-style-type: none"> - Review the working hours' policy to verify whether the rest time is mentioned or not - Check the working hours records to verify whether the rest times are reflected or not - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
44.	Does the factory implement night shift regulations that comply with the local law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document review and management interview disclosed that, No working hour policy available.	<ul style="list-style-type: none"> - Review the working hours' policy and procedure covers night shift regulation - In BD night shift regulation is only applicable to female workers/employees working between 10:00 pm and 06:00 am. - Female workers can work between 10:00 pm and 06:00 am, but their written consent is required. - Check whether there is a system implemented to take written consent from the female workers for working between 10:00 pm and 06:00 am. - Conduct interviews with female workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
45.	Does the factory implement special provisions on women's working hours' regulations that comply with the local law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Female workers didn't work till 10 pm	<ul style="list-style-type: none"> - Check whether the working hours' policy and procedures cover the night shift regulation - In BD night shift regulation is only applicable to female workers/employees working between 10:00 pm and 06:00 am. - Female workers can work between 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000

						<p>10:00 pm and 06:00 am, but written consent is required</p> <ul style="list-style-type: none"> - Check whether a system is implemented to take written consent from female workers for working between 10:00 pm and 06:00 am - Conduct interviews with workers for verification 	
46.	Are the workers granted all statutory leaves and holidays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Leave records not available. Facility has no leave policy and procedure. Moreover, there is no system implemented to annual leave encashment</p>	<ul style="list-style-type: none"> - Check the approved holidays' list - Check leave policy and ensure that procedures are developed in line with the local law - Check leave register - Check leave applications in the personal records - Check maternity leave register; check randomly personal records of those female workers who applied for maternity leave, and also those female workers who already returned from maternity leave - Check the calculation procedure of the maternity benefits to verify whether the calculation had been done in line with the local law - Conduct interviews with workers for verification - Legally required leave days are: <ul style="list-style-type: none"> o Casual leave: 10 days o Sick leave: 14 days o Festival leave: 11 days - Maternity leave: 16 weeks 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000

47.	Are leave records well documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It was revealed during management interview that, facility didn't implement maternity benefit system.	<ul style="list-style-type: none"> - Check leave register - Check leave applications in the personal records - Check maternity leave register; check randomly personal records of those female workers who applied for maternity leave and of those female workers who already returned from maternity leave - Check whether calculation procedure of the maternity benefits is in line with the local law - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
48.	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law
Wages and benefits							
49.	Do all employees receive at least the legal minimum wage?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document review disclosed that, salary sheet only contain basic/net salary, designation and present day. But break down of the salary, absent deduction, OT, Grade etc. not mentioned in the salary sheet.	<ul style="list-style-type: none"> - Review wage sheets and check whether workers are paid at least the minimum wage - Workers working on a 'piece rate' basis should also earn at least the minimum wage <ul style="list-style-type: none"> o Minimum wage for plastic industries BDT 5,100; applicable from 2012 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000

						<ul style="list-style-type: none"> ○ Minimum wage for footwear industries BDT 3,652.50; applicable from 2013 ○ Minimum wage for tanning industries BDT 8,750.00; applicable from 2011 ○ No minimum wage for electronics industry 	
50.	Do workers receive pay slips with detailed information about hours (or pieces), payment, supplements/bonuses, benefits, and deductions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management and workers interview disclosed that workers didn't receive pay slip.	<ul style="list-style-type: none"> - Check whether pay slips are provided (should cover all sections/shifts) - Check the information stated in the pay slips (e.g. hours worked, pieces produced if piece rate is applicable, amount of payment, benefits, deductions, payment time) - Check whether workers have signed the pay slips - Check whether wages are paid on time (as per legal regulations) - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
51.	Does the wage list give transparent information on relevant details (hours worked, pieces produced [if piece rate is applicable], amount of payment, supplements/bonuses, benefits, deductions, and payment time)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document review disclosed that, salary sheet only contain basic/net salary, designation and present day. But break down of the salary, absent deduction, OT, Grade etc. not mentioned in the salary sheet.	<ul style="list-style-type: none"> - Check whether wage sheets/lists provide information for all sections/shifts - Check the information mentioned in the wage sheets - Check whether workers have signed wage sheets - Check whether revenue stamps are on the wage sheets - Check whether wages are paid on time (as per legal regulations) - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000

52.	Are wages paid on time (per legal regulations)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It was revealed during management and workers interview that, facility has not yet provided salary for the Month of June (Today 15-07-20). Facility doesn't provide salary within 7 working days.	<ul style="list-style-type: none"> - Review the wage sheets/list (should cover all sections/shifts) - Check the information mentioned in the wage sheets - Check whether workers signed wage sheets - Check the signature dates - Check whether revenue stamps are on the wage sheets - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
53.	Does the company contribute to statutory social insurance funds for each individual employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has no social group insurance.	<ul style="list-style-type: none"> - Check and review the 'Group Insurance Certificate' - Check the numbers of employees enrolled in the 'Group Insurance' - Check the validity of the Group Insurance Certificate 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006
54.	If the factory is using homeworkers, are all wages and benefits provided to homeworkers in line with the local laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facility doesn't use any home worker.	<ul style="list-style-type: none"> - Check the system implemented to pay home workers (monthly, daily, piece rate) - Review the wage sheets/list - Check the information stated in the wage sheets - Check whether home workers have signed wage sheets - Check whether revenue stamps are on the wage sheets 	<ul style="list-style-type: none"> - BSCI, WRAP, CoC, ETI, SA8000
55.	Is payment for overtime working hours made in line with the local law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Overtime payment was not double of basic.	<ul style="list-style-type: none"> - Review the wage sheets/list for overtime payment (should cover all sections/shifts) - Check whether calculation of the overtime rate per hour is in line with the law (i.e. double of basic wage rate) 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI,

						- Conduct interviews with workers for verification	SA8000
56.	Are female employees granted payment against maternity benefits in compliance with the local law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has not yet implemented the system of maternity benefit.	<ul style="list-style-type: none"> - Check maternity leave register - Check randomly personal records of those female workers who applied for maternity leave and of those who already returned from maternity leave. - Check whether calculation procedure of the maternity benefits is in line with the local law - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
57.	Do workers receive payment against annual/earned leaves in compliance with the local law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has not yet implemented the system of annual leave encashment	<ul style="list-style-type: none"> - Check whether leave policy and procedure are developed in line with the local law - Check whether annual leave records are recorded in the leave register - Check randomly personal records of those workers who applied for annual leave payments - Check the calculation procedure of the payment of annual leave to verify whether the calculation had been done in line with the local law - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
58.	Are all other statutory benefits (i.e., service benefits, gratuity etc.) paid in compliance with the local law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has not yet implemented the system of service benefit and gratuity.	<ul style="list-style-type: none"> - Review the wages and benefits policy and procedure for statutory benefits - In accordance with the provisions of law, the service benefit or gratuity is 30 days wages for every completed year of service - Check the personal files randomly to 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000

						<p>verify whether statutory benefits are paid to the workers.</p> <ul style="list-style-type: none"> - Check the final settlement payment records - Check whether payments have been calculated in line with the law 	
59.	Are deductions only taken under the conditions and to the extent prescribed by the law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It was revealed during management interview that, facility deduct the absent money from gross instead of basic.	<ul style="list-style-type: none"> - Review wage sheets to check whether deductions are made as prescribed by the law - Deductions can be made on the following only: <ul style="list-style-type: none"> o for absent period o for damaging any property in the company o for any advance taken by the workers o for provident fund (if any) - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
60.	Does the management refrain from monetary penalties for workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no illegal monetary penalty observed.	<ul style="list-style-type: none"> - Review disciplinary procedure for monetary penalties - Check whether internal communications inform workers about monetary penalties - Check records of disciplinary actions whether disciplinary actions have been taken in compliance with the local law - Check wage sheets for illegal monetary penalties - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000

61.	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law
	Forced labor						
62.	Does the overall working atmosphere seem respectful and free of signs of physical or psychological threats, pressure or verbal humiliation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nothing observed and nothing comes from workers interview.	<ul style="list-style-type: none"> - Review the forced labor policy and procedure - Check whether internal communications inform the workers about forced labor policy - Observe (supervisor) practices on the floor - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Constitution of Bangladesh - BSCI, WRAP, CoC, ETI, SA8000
63.	Are original identification cards, passports, or other personal documents in possession of the employees, except where legally allowed otherwise?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has no documented forced labour policy and procedure.	<ul style="list-style-type: none"> - Review the forced labor policy and procedure - Check whether internal communications inform the workers about forced labor policy - Observe (supervisor) practices on the floor - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Constitution of Bangladesh - BSCI, WRAP, CoC, ETI, SA8000
64.	Are employees free to terminate employment without being penalized financially or otherwise within legal statutes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers are free to terminate employment without being penalized financially or otherwise within legal statutes	<ul style="list-style-type: none"> - Review the forced labor policy and procedure - Check whether internal communications inform the workers about forced labor policy - Observe (supervisor) practices on the floor - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Constitution of Bangladesh - BSCI, WRAP, CoC, ETI, SA8000

65.	Are employees allowed to leave the factory compound at any time?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workers are doing (8.00am-8.00pm) 12 hours mandatory work.	<ul style="list-style-type: none"> - Review the forced labor policy and procedure - Check whether internal communications inform the workers about leaving the factory premises - Observe practices on the floor - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Constitution of Bangladesh - BSCI, WRAP, CoC, ETI, SA8000
66.	Are workers free to leave for toilets, breaks or when feeling unwell?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers can go for the toilet anytime they want. No permission needed.	<ul style="list-style-type: none"> - Review the forced labor policy and procedure - Check whether internal communications inform the workers about leaving for toilets, breaks, etc. - Observe practices on the floor - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Constitution of Bangladesh - BSCI, WRAP, CoC, ETI, SA8000
67.	Are workers forced to work overtime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers are doing (8.00am-8.00pm) 12 hours mandatory work.	<ul style="list-style-type: none"> - Review the forced labor and overtime working hours' policy and procedure - Check whether internal communications inform the workers about overtime - Observe practices on the floor - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
68.	Do the security guards (or anybody else) keep the workforce under pressure?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Security guards don't keep the workforce under pressure. Nothing came from worker interview.	<ul style="list-style-type: none"> - Review the forced labor policy and procedure - Check whether internal communications inform security guards about pressuring workforce - Review duties and responsibilities of security guards - Observe practices on the floor 	<ul style="list-style-type: none"> - Constitution of Bangladesh - BSCI, WRAP, CoC, ETI, SA8000

						<ul style="list-style-type: none"> - Conduct interviews with workers for verification - Conduct interviews with security guards for verification 	
69.	Are workers required to lodge deposits (i.e. illegal withholding wages, financial deposits, broker fees, original documents etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workers are not required to lodge any deposit.	<ul style="list-style-type: none"> - Review the recruitment policy and procedure - Conduct interviews with management representatives about their hiring practices - Review personal records for any deposits made - Review agreement with subcontracting firms regarding broker fees - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
70.	Are any methods used as means to control the workers' movements during working hours (e.g. locked exits, etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No records found to control the workers' movements during working hours	<ul style="list-style-type: none"> - Review the forced labor policy and procedure - Check whether internal communications inform that, for instance, exits are locked - Review duties and responsibilities of security guards - Observe practices on the floor - Conduct interviews with workers for verification - Conduct interviews with security guards for verification 	<ul style="list-style-type: none"> - Constitution of Bangladesh - BSCI, WRAP, CoC, ETI, SA8000
71.	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law

Discrimination and abuse							
72.	Does the facility have written policies that prohibit discrimination?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anti-discrimination policy not available	<ul style="list-style-type: none"> - Review disciplinary procedure for monetary penalties - Check whether internal communications inform workers about monetary penalties - Check records of disciplinary actions whether disciplinary actions have been taken in compliance with the local law - Check wage sheets for illegal monetary penalties - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 BSCI, WRAP, CoC, ETI, SA8000
73.	Is there any indication that the management practices humiliating penalties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no indication that the management practices humiliating penalties	<ul style="list-style-type: none"> - Review disciplinary procedure - Review grievance procedure - Check whether internal communications inform about disciplinary and grievance procedures - Check records of disciplinary and grievance actions whether actions 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
74.	Are security practices at this facility gender appropriate and non-intrusive?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Security practices are gender appropriate and non-intrusive	<ul style="list-style-type: none"> - Review disciplinary procedure - Review grievance procedure - Check whether internal communications inform about disciplinary and grievance procedures - Check records of disciplinary and grievance actions whether actions 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 BSCI, WRAP, CoC, ETI, SA8000
75.	Does the facility have and follow written disciplinary procedures for tardiness, absence, mistakes, repairs, etc?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disciplinary policy and grievance policy not available	<ul style="list-style-type: none"> - Review disciplinary procedure - Review grievance procedure - Check whether internal communications inform about 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules

						disciplinary and grievance procedures - Check records of disciplinary and grievance actions whether actions have been taken in compliance with the local law - Conduct interviews with workers for verification	2015 BSCI, WRAP, CoC, ETI, SA8000
76.	Does the overall working atmosphere seem respectful and free of signs of physical or psychological pressure, physical or verbal humiliation and sexual harassments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nothing observed during floor visit and nothing came from the workers interview.	- Review disciplinary procedure - Review grievance procedure - Check whether internal communications inform about a respectful working atmosphere - Check records of disciplinary and grievance actions whether actions have been taken in compliance with the local law - Observe practices on the floor - Conduct interviews with workers for verification	- Constitution of Bangladesh - BSCI, WRAP, CoC, ETI, SA8000
77.	Do all workers have equal opportunities to get promoted based on the skills and performances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers are getting promotion based on the skills.	- Review promotion / appraisal procedure - Check whether internal communications inform about criteria for promotion - Check randomly personal records for criteria applied to promotions - Check wage sheets for criteria of wage increments - Conduct interviews with workers for verification	- Constitution of Bangladesh - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
78.	Are equal wages and benefits paid for equal work for male and female workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All workers are getting salary based on their skills and designation.	- Review wage and benefits policy and procedure - Check whether internal	- Constitution of Bangladesh

						<p>communications inform about the different wage groups based on skills and work process</p> <ul style="list-style-type: none"> - Check whether wage sheets contain information about the wages being paid based on skills level, work process and performance (i.e. wage groups) - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
79.	Does the factory refrain from performing pregnancy test for female workers before recruitment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test has not been conducted.	<ul style="list-style-type: none"> - Review recruitment policy and procedure - Check whether HR Department or corresponding recruitment departments are informed about not performing pregnancy tests - Check personal records whether pregnancy tests have been conducted - Conduct interviews with workers for verification - Conduct interviews with in-house doctor/nurse for verification 	<ul style="list-style-type: none"> - Constitution of Bangladesh - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
80.	Additional Finding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility didn't provide increment as per legal law. Management stated that, they provide increment based on workers performance.	-	Local law
	Freedom of Association						
81.	Is there a valid and properly elected union or representative (e.g. Participation Committee) who communicates and bargains	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participation committee not available.	<ul style="list-style-type: none"> - Review the policy and procedure on Freedom of Association. - Review election records of union or Participation Committee 	<ul style="list-style-type: none"> - Constitution of Bangladesh

	with the management the needs and claims of all workers on their behalf (e.g. wages, health and safety issues, etc.)?					<ul style="list-style-type: none"> - Review trade union registration documents - Review frequency of the meetings and content of the minutes - Conduct interviews with trade union representatives for verification - Conduct interviews with workers for verification - Conduct interviews with management representatives for verification - Check whether Participation Committee in factories of fifty or more workers - Number of members of Participation Committee will be as follows: <ul style="list-style-type: none"> o not more than 6 members for 1 to 100 workers o not more than 10 members for 101 to 400 workers o not more than 12 members for 401 to 800 workers o not more than 14 members for 801 to 1500 workers o not more than 18 members for 1501 to 3000 workers o not more than 22 members for 3001 to 5000 workers o not more than 24 members for 5001 to 7500 workers o for workers 7501 and above not more than 30 members - Participation Committee will meet 	
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						once in every 2 months	
82.	Does the company honor the rights and freedom of workers to establish and join trade unions or workers' organizations of their own choosing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company honour the rights and freedom of workers to establish and join trade unions or workers' organizations of their own choosing	<ul style="list-style-type: none"> - Review the policy and procedure on Freedom of Association - Conduct interviews with workers for verification - Conduct interviews with management representatives 	<ul style="list-style-type: none"> - Constitution of Bangladesh - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
83.	Does the company allow the workers to exercise their rights regarding Freedom of Association?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participation committee not available. They talk with the workers before taking any decision. But there is no record.	<ul style="list-style-type: none"> - Review the policy and procedure on Freedom of Association - Conduct interviews with workers for verification - Conduct interviews with management representatives 	<ul style="list-style-type: none"> - Constitution of Bangladesh - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
84.	Is the formation of the Participation Committee made in line with the law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participation committee not available.	<ul style="list-style-type: none"> - Review the policy and procedure on Freedom of Association - Review election records of the Participation Committee - Check whether composition of the Participation Committee is in compliance with the law - Conduct interviews with workers' representatives of the Participation Committee - Conduct interviews with workers - Conduct interviews with 	<ul style="list-style-type: none"> - Constitution of Bangladesh - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000

						<p>management representatives</p> <ul style="list-style-type: none"> - Check whether, in the absence of a trade union, the workers' representatives of a Participation Committee are elected by direct voting, while management representatives are nominated by the top management - Check whether for establishments of fifty or more workers a Participation Committee is in place - Number of members of a Participation Committee will be as follows: <ul style="list-style-type: none"> o not more than 6 members for 1 to 100 workers o not more than 10 members for 101 to 400 workers o not more than 12 members for 401 to 800 workers o not more than 14 members for 801 to 1500 workers o not more than 18 members for 1501 to 3000 workers o not more than 22 members for 3001 to 5000 workers o not more than 24 members for 5001 to 7500 workers o for workers 7501 and above not more than 30 members - Duration of a Participation Committee is 2 years 	
85.	Are regular and periodic meetings conducted between worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participation committee not available. They talk	<ul style="list-style-type: none"> - Review the policy and procedure on Freedom of Association 	<ul style="list-style-type: none"> - Constitution of

	representatives and management?				with the workers before taking any decision. But there is no record.	<ul style="list-style-type: none"> - Review election records - Review minutes of the meetings of the Participation Committee - Conduct interviews with workers' representatives of Participation Committee for verification - Conduct interviews with workers for verification - Conduct interviews with management representatives for verification 	Bangladesh - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
86.	Additional Finding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Policy and procedure for freedom of association and collective bargaining not available. ii. Facility didn't provide increment as per legal law.	-	Local law
Occupational health and safety							
87.	Is the room temperature acceptable?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temperature monitoring record not available. Moreover, facility didn't install exhaust fan in the production floor.	<ul style="list-style-type: none"> - Check whether temperature monitoring system is implemented and properly recorded - Check whether temperature testing report (if available) is in compliance with the law - Check whether temperature is tolerable or not (there is no legal limit) - Observe practices on the floor 	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
88.	Are the lighting conditions adequate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lux test report not available.	<ul style="list-style-type: none"> - Check whether a lighting maintenance monitoring system has been implemented and properly recorded 	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules

						<ul style="list-style-type: none"> - Check whether lux test report (if available) is in compliance with the law - Check whether at least 350 lux are ensured in the production hall - Observe practices on the floor 	2015
89.	Is adequate ventilation provided in production area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Air emission test report not available.	<ul style="list-style-type: none"> - Check whether a ventilation maintenance system is installed and properly recorded - Check whether air quality test report inside the production floor (if available) is in compliance with the law - Checks whether windows are available in opposite directions - In absence of windows, fans can be installed - Observe practices on the floor 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Bangladesh Environment Conservation Rules 1997
90.	Is the production area clean?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Production area was not clean. Chemical drums, cartons, material were everywhere in the facility.	<ul style="list-style-type: none"> - Check whether a cleaning monitoring system has been implemented and properly recorded - Observe practices on the floor 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
91.	Is clean potable water provided for workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drinking water test report not available. But they are providing filter water.	<ul style="list-style-type: none"> - Check the physical appearance (e.g. odor, smell, color) of the drinking water - Observe practices on the floor (check locations of drinking water stations) 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
92.	Does the factory test the quality of the drinking water periodically to ensure that the drinking water is safe for consumption? (test parameters: physical, chemical, bacteriological)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drinking water test report not available.	<ul style="list-style-type: none"> - Observe practices on the floor (check locations of drinking water stations) - Check the physical appearance (e.g. odor, smell, color) of the drinking water 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Bangladesh

						<ul style="list-style-type: none"> - Review quality test reports of drinking water (physical, chemical and bacteriological parameters) for compliance with the standard 	Environment Conservation Rules 1997 - World Health Organization's (WHO) Standards
93.	Are clean toilets provided in adequate number for all workers, separate for men and women with privacy door to each cubical?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilet available and clean	<ul style="list-style-type: none"> - Check numbers of toilets for men and women as per local laws - Check whether the toilets are marked by gender (male/female) - Check whether a cleaning monitoring system has been implemented and properly recorded - The legal provisions as for the number of toilets are: <ul style="list-style-type: none"> o 1 toilet for 25 female workers o 1 toilet for 40 male workers 	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
94.	Does the factory have a "Health & Safety" committee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health and safety committee not available	<ul style="list-style-type: none"> - Review the formation procedures and documents of Health & Safety Committee - Observe practices on the floor (check postings that provide information on the Health and Safety Committee members) - Conduct interviews with workers for verification - Conduct interviews with workers' representatives of the Health and Safety Committee - Conduct interviews with management representatives of the Health and Safety Committee 	- Bangladesh Labor Act Amendment 2013 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
95.	Is the formation of the Health and	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health and safety	<ul style="list-style-type: none"> - Review the formation procedures 	- Bangladesh

	Safety Committee made in line with the law?				committee not available	<p>and documents of the Health and Safety Committee</p> <ul style="list-style-type: none"> - Conduct interviews with workers for verification - Conduct interviews with workers' representatives of the Health and Safety Committee - Conduct interviews with management representatives of the Health and Safety Committee - A Safety Committee is to be formed for establishments of 50 or more employees - A Safety Committee has no less than 6 and no more than 12 members - A Safety Committee consists of one chairman, one vice chairman, and one secretary. The remaining number is members - Safety committee worker members are nominated by the Participation Committee - The duration of tenure on a safety committee is 2 years 	<p>Labor Act Amendment 2013</p> <ul style="list-style-type: none"> - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
96.	Are regularly scheduled Health and Safety Committee meetings conducted and documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health and safety committee not available	<ul style="list-style-type: none"> - Review the minutes of the meetings of the committee (once in every 3 months) - Review the topics discussed during the meeting - Check the records of actions taken - Conduct interviews with workers' representatives of the Health and Safety Committee - Conduct interviews with 	<ul style="list-style-type: none"> - Bangladesh Labor Act Amendment 2013 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000

						management representatives of the Health and Safety Committee	
97.	Has the factory conducted a section wise OSH risk assessment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility didn't conduct risk analysis for the production process.	<ul style="list-style-type: none"> - Review the Health and Safety policy and procedure - Check whether an OSH risk assessment has been conducted for all sections/work processes 	- BSCI, OHSAS 18000
98.	Is there an effective system implemented to communicate the outcome of the OHS risk assessments (i.e., posting, training etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility didn't conduct risk analysis for the production process.	<ul style="list-style-type: none"> - Check training records on OSH risk assessments - Observe practices on the floor (check postings of the risks and the preventive methods) 	- BSCI, OHSAS 18000
99.	Does the factory have a procedure for trauma, major illness, and transmittable diseases?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility doesn't have procedure for trauma, major illness.	<ul style="list-style-type: none"> - Review the procedure to handle trauma, major illness and transmittable diseases - Review defined duties and responsibilities of the Emergency Response Team (ERT) - Conduct interviews with members of the Emergency Response Team (ERT) 	- BSCI
100.	Is there an effective system (e.g. posting, training) to communicate the trauma, major illness and transmittable diseases procedure to the workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility doesn't have procedure for trauma, major illness, and transmittable disease	<ul style="list-style-type: none"> - Check training records on handling procedures of trauma, major illness, etc. - Observe practices on the floor (check postings of relevant information on handling procedure of trauma, major illness, etc.) 	- BSCI
101.	Does the factory conduct evacuation/fire drills on a regular basis (as per legal requirement)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire drill not yet conducted by the facility	<ul style="list-style-type: none"> - Review the records of the evacuation/fire drills, which should be conducted once in every six months 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000

102	Does the factory maintain records of evacuation/fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire drill not yet conducted by the facility	<ul style="list-style-type: none"> - Review the records of the evacuation/fire drills, which should be conducted once in every six months 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
103	Does the factory conduct regular trainings on OSH?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Factory didn't conduct trainings on OSH	<ul style="list-style-type: none"> - Check whether health and safety procedure covers internal training - Review the training schedule for frequency (at least twice a year) - Review the list of trainers (representatives of Health and Safety Committee should conduct the training) 	<ul style="list-style-type: none"> - BSCI, WRAP, CoC, ETI, SA8000
104	Are the OSH training records well documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Factory didn't conduct trainings on OSH	<ul style="list-style-type: none"> - Review the training records (content, list of participants, trainers, feedback, photos, soft/hard copies) on OSH related topics (e.g. machine safety, PPE, fire safety, chemical safety, electrical safety) 	<ul style="list-style-type: none"> - BSCI, WRAP, CoC, ETI, SA8000
105	Does the factory conduct regular training on fire safety?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No fire training conducted	<ul style="list-style-type: none"> - Review the training records (content, list of participants, trainers, feedback, photos, soft or hard copies) - Internal fire trainings should be conducted at least twice a year 	<ul style="list-style-type: none"> - Bangladesh Labor Rules 2015 - Fire and Civil Defence Act 2003 - Fire Prevention & Extinction Rules 2014 - BSCI, WRAP, CoC, ETI, SA8000
106	Are the fire safety training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No fire training conducted	<ul style="list-style-type: none"> - Review the training records of fire safety (content, list of participants, 	<ul style="list-style-type: none"> - Bangladesh Labor Rules

	records well documented?					trainers, feedback, photos, soft/hard copies)	2015 - Fire and Civil Defence Act 2003 - Fire Prevention & Extinction Rules 2014 - BSCI, WRAP, CoC, ETI, SA8000
107.	Does the factory have sufficient numbers of certified fire fighters?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire fighters not available.	<ul style="list-style-type: none"> - Review the training records (content, list of participants, trainers, feedback, photos, soft/hard copies) - Review the list of certified fire fighters - Conduct random interviews with certified fire fighters 	<ul style="list-style-type: none"> - Bangladesh Labor Rules 2015 - Fire and Civil Defence Act 2003 - Fire Prevention & Extinction Rules 2014 - BSCI, WRAP, CoC, ETI, SA8000
108.	Does the factory provide firefighting equipment as prescribed in the fire license or fire 'NOC'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire hose pipe not installed in the facility	<ul style="list-style-type: none"> - Review the requirements of firefighting equipment prescribed in the fire license (depends on the size and category of the factory) - Review the list of firefighting equipment (if available) - Check the number and types of fire extinguishers as prescribed in the fire license - Check refill dates and pressure gauge - Observe practices on the floor 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Fire and Civil Defence Act 2003 - Fire Prevention & Extinction Rules 2014 - BSCI, WRAP, CoC, ETI, SA8000

109	Are fire extinguishers correctly installed, marked and unobstructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No fire extinguishers available.	<ul style="list-style-type: none"> - Check extinguishers for markings, user instructions, installed height (1,000 mm from the floor), accessibility 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Fire and Civil Defence Act 2003 - Fire Prevention & Extinction Rules 2014 - BSCI, WRAP, CoC, ETI, SA8000
110	Does the factory have sufficient operational, easy accessible fire alarms with independent power supply?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire alarm not found in the production floor.	<ul style="list-style-type: none"> - Check fire alarms for markings, user instructions, accessibility and IPS or battery backup system - Observe practices on the floor 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Fire and Civil Defence Act 2003 - Fire Prevention & Extinction Rules 2014 - BSCI, WRAP, CoC, ETI, SA8000
111	Does the factory have enough smoke detectors connected to the fire alarm system?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smoke detector not installed in the facility.	<ul style="list-style-type: none"> - Check whether smoke detectors are connected to centrally automated fire detection system - Number of smoke detectors depends on the size and category of the factory - Fire service department determines the requirements of smoke detectors 	<ul style="list-style-type: none"> - Fire and Civil Defence Act 2003 - Bangladesh National Building Code 2006 - Fire Prevention & Extinction Rules 2014

							- BSCI, WRAP, CoC, ETI, SA8000
112	Are escape routes clearly indicated by floor markings, including arrows and/or exit signs indicating the direction of emergency exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No aisles mark, exit signs, arrows and directions in the production floor.	- Check escape routes for markings, directions (arrow markings), free from obstruction	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
113	Are escape routes wide enough, free and unobstructed by items and factory layout?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escape routes wide enough, free and unobstructed by items	- Check escape routes for accessibility (free from obstructions) and width that should not be less than 75 cm - Observe practices on the floor	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
114	Does the factory have enough emergency exits and staircases?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	i. Facility has two emergency exits. But one exit found locked. ii. Facility has secondary staircase. But one staircase not connected with the roof top	- Check whether the number of emergency exits and staircases as per occupancy rate are in compliance with the law	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Bangladesh National Building Code 2006 - Fire and Civil Defense Act 2003 - Fire Prevention & Extinction Rules 2014 - BSCI, WRAP, CoC, ETI, SA8000

115	Are emergency exits correctly indicated by exit signs with independent power supply?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exit signs are not provided	- Check emergency exits for locations, visibility, IPS or battery backup system	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Fire and Civil Defence Act 2003 - Fire Prevention & Extinction Rules 2014 - BSCI, WRAP, CoC, ETI, SA8000
116	Are emergency exits unobstructed, easily accessible and not locked?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>i. Facility has two emergency exits. But one exit found locked.</p> <p>ii. Facility has secondary staircase. But one staircase not connected with the roof top</p>	- Check emergency exits and staircases for locations, width (new factories: 110 cm; existing factories: 114 cm), and accessibility (e.g. free from obstruction)	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Bangladesh National Building Code 2006 - Fire and Civil Defence Act 2003 - Fire Prevention & Extinction Rules 2014 - BSCI, WRAP, CoC, ETI, SA8000
117	Are all emergency exits opening outwards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All emergency exits opening outwards	- Check emergency exits for outward opening	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Bangladesh

							National Building Code 2006 - Fire and Civil Defence Act 2003 - Fire Prevention & Extinction Rules 2014 - BSCI, WRAP, CoC, ETI, SA8000
118	Does the factory have sufficient, easily viewed and correctly drawn up evacuation plans posted on each floor/section and are evacuation plans accessible to all workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evacuation plan not available	- Check evacuation plans for location, layout, escape routes, firefighting equipment, exits, and first aid boxes	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
119	Are emergency lights installed with instant power supply/battery backup system?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency light not available	- Check emergency lights for locations, visibility, IPS or battery backup system	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - BSCI, WRAP, CoC, ETI, SA8000
120	Is a public address (PA) system available on every floor with instant power backup?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PA system not available.	- Check public address system for locations, audibility, IPS or battery backup system	- Fire Prevention & Extinction Rules 2014
121	Is there an effective system for regular inspection and maintenance of the firefighting equipment and indicators in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility has not yet installed fire extinguisher, fire hose pipe, emergency light, fogg light, Smoke detector, PA system.	- Check whether a monitoring system has been implemented - Check whether duties and responsibilities have been defined - Check the checklists, monitoring records, corrective and preventive	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - OHSAS 18001

						actions plans regarding inspection and maintenance of firefighting equipment and indicators - Observe practices on the floor	
122	Is the rooftop open and easily accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rooftop open and easily accessible.	- Check the rooftop for obstructions and unlocked doors	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Bangladesh National Building Code 2006
123	Do factory conditions ensure employees' health and safety, i.e. are situations and conditions avoided that pose major risks for employees' health and safety, such as danger of falling from heights, falling into dangerous substances, instable building structure etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The structure seems OK. No crack and danger seems in physical visit	- Check building stability and occupancy certificate - Check Detail Engineering Assessment (DEA) report (if required) - Observe practices on the floor	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - Fire & Civil Defence Act 2003 - Fire Prevention & extinction Rules 2014 - Bangladesh National Building Code 2006
124	Does the factory ensure sufficient first aid / medical care facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	First aid box not available. first aiders are not available at production floor	- Check list of first aid kits (floor wise) and compare with manpower per floor (1 first aid box for 150 workers) - Check list of first aid contents (attached with or near the first aid kit boxes) - Randomly check first aid kits for numbers and contents provided as prescribed in the law - Observe practices on the floor	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015

125	Is first aid material in good and hygienic condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Firs aid box not available. first aiders are not available at production floor	- Randomly check first aid kits for cleanliness and expiry dates of contents	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
126	Is a sufficient number of trained first aiders available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	First aider not available.	- Check list of certified first aiders - Check certificates of trained first aiders (six months training course from recognized government institution) - Check whether there are 2 first aiders responsible for each first aid box - This question is negative if training certificates are not available	- Bangladesh Labor Act Amendment 2013 - Bangladesh Labor Rules 2015
127	Are first aid training records maintained in detail (e.g. training content, trainer, photos, etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	First aid training not performed in the facility.	- Check list of internally trained first aiders - Check training records for content, trainer(s), list of participants, photos etc. - Check whether internal training is conducted by certified nurse, medical assistant or doctor - Conduct interviews with internally trained first aiders	- Bangladesh Labor Act Amendment 2013 - Bangladesh Labor Rules 2015
128	Is an adequate and clean sickroom / first aid room available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		- Check whether sickroom/first aid room is available (applicable only if more than 300 workers are employed) - Randomly check whether equipment is provided in the medical room as per the law	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
129	Does the factory appoint a full time medical	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		- Check the terms and conditions mentioned in the appointment	- Bangladesh Labor Act 2006

	officer/nurse/medical assistant?					letter/working contracts (e.g. full- /part-time) - Conduct interviews with medical officers, nurses, medical assistants for verification - Conduct interviews with general workers for verification	- Bangladesh Labor Rules 2015
130	Do all machines that could cause damage or harm to the workers have appropriate and adequate safety guards? (i.e. needle guards, pulley guards, emergency stop buttons etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All machines are found safe guarded.	- Review the health and safety policy and procedure - Review machine safety section for what system has been implemented to ensure machine safety - Randomly check the floor for machine safety guards	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
131	Is there any system implemented to ensure regular and periodic maintenance of the machinery?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Record not found for the regular and periodic maintenance of the machinery	- Check whether a monitoring and maintenance system has been implemented - Check whether duties and responsibilities are defined - Check the maintenance checklist and corrective and preventive action records - Observe practices on the floor	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - OHSAS 180001
132	Does the factory regularly arrange health examination for workers exposed to hazardous environment (e.g. dust, chemicals, noise, etc.)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health examination not yet conducted for the workers.	- Review the OHS risk assessment - Check whether hazardous work processes have been identified - Check list of the workers involved in defined hazardous work processes (e.g. handling chemicals, high noise prone areas, etc.) - Check the personal records (files) for health examination (at least once a year) - Check whether health examinations	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - OHSAS 180001

						have been done by registered physicians	
133	Are electrical installations in good working conditions (e.g. distribution boards, fuse boxes, panels, outlets, wires, switches)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It was observed during floor visit, i. No safety precautions taken with the electric panels, DB board (no safety instructions, PPE, ebonite sheet). ii. Broken switch, loose wire found in production floor	- Check electrical installations for broken switches, loose wires, joint wires, torn wires, etc.	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - OHSAS 180001
134	Are high voltage signs posted where necessary (e.g. at main power panel, main fuse boxes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It was observed during floor visit that, No entry restriction and danger sign with the electric panel, boiler room, generator room, chemical and sub-chemical room.	- Check power panels and fuse boxes for high-voltage and danger signs	- Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - OHSAS 180001

135	Are preventive measures in place to avoid electrical incidents/accidents such as electrocution?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It was observed during floor visit, i. No safety precautions taken with the electric panels, DB board (no safety instructions, PPE, ebonite sheet). ii. Broken switch, loose wire found in production floor	<ul style="list-style-type: none"> - Check whether electrical wires are properly insulated - Check whether adequate and appropriate PPE is available - Observe practices on the floor (e.g. rubber mats) 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - OHSAS 180001
136	Is there any system implemented to ensure regular and periodic checking of the electrical wiring and installation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No record for the regular and periodic checking of the electrical wiring and installation	<ul style="list-style-type: none"> - Check whether monitoring and maintenance system has been implemented and properly recorded - Check whether duties and responsibilities are defined - Check checklists, maintenance schedule/plan, corrective and preventive action records - Observe practices on the floor 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - OHSAS 180001
137	Does the factory have a certified electrician?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The electrician has no license.	<ul style="list-style-type: none"> - Check the personal records of electrician(s) and their certificate - Certificate should be issued for 'electrical wiring' by the government or government approved institution 	<ul style="list-style-type: none"> - Bangladesh Labor Rules 2015
138	Is personal protective equipment (PPE) available and used by employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equipment (PPE) available and used by employees.	<ul style="list-style-type: none"> - Review OSH risk assessment and check the areas identified for PPE use - Observe practices on the floor - Conduct interviews with workers for 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules

						verification	2015 - OHSAS 180001
139	Is adequate PPE according to the working conditions (e.g. goggles, gloves, earplugs, boots, aprons, dust masks, respirators) available at company cost?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate PPE according to the working conditions available at company cost	<ul style="list-style-type: none"> - Review OSH risk assessment and check the areas identified for PPE use - Review the PPE need assessment procedure (if available) - Check PPE issue records (if available, good practice) - Observe practices on the floor - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - OHSAS 180001
140	Is PPE in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE found good in condition	<ul style="list-style-type: none"> - Observe practices on the floor - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - OHSAS 180001
141	Do employees make use of PPE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equipment (PPE) available and used by employees.	<ul style="list-style-type: none"> - Observe practices on the floor - Conduct interviews with workers for verification 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - OHSAS 180001
142	Does the factory conduct regular and periodic training on usage of PPEs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility didn't conduct PPE training to the workers.	<ul style="list-style-type: none"> - Review Health & Safety policy and procedure - Review the section on training and usage of PPE - Check training schedule for frequency (at least twice in a year) - Check the list of trainer(s) for competency 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015 - OHSAS 180001
143	Are training records of PPE usage well documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PPE training record not available	<ul style="list-style-type: none"> - Review the training records for content, focused group, list of participants, trainer(s), photos, soft or hard copies 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules

						- Conduct interviews with workers for verification	2015 - OHSAS 180001
144	Does the factory provide child care (crèche) facility which meets the legal requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> - Check the location of child care facility (applicable only for more than 40 female workers) - Check whether equipment (e.g. wash basin, toilets, breastfeeding sections) is provided in compliance with the law - Check whether a trained or certified caregiver is appointed 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
145	Does the factory have dining facility which meets the legal requirement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It was revealed during facility tour that, worker's dining and canteen was in under construction.	<ul style="list-style-type: none"> - Check whether seating capacity and facilities in the dining are provided in compliance with the law (only applicable if more than 50 workers are employed) 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
146	Does the factory have canteen facility which meets the legal requirement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It was revealed during facility tour that, worker's dining and canteen was in under construction.	<ul style="list-style-type: none"> - Check whether canteen committee has been formed in compliance with the law - Only applicable if more than 100 workers are employed - Observe practices on the floor (check whether space and facilities in the canteen are provided in compliance with the law) 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015
147	Does the factory conduct health examination of the employees who work in the canteen? (i.e. cooking)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No canteen yet	<ul style="list-style-type: none"> - Check the personal records (files) for health examination records (at least once in a year) - Health examination must be done by registered physician 	<ul style="list-style-type: none"> - Bangladesh Labor Act 2006 - Bangladesh Labor Rules 2015

148	Additional Finding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility doesn't have procedure for disable workers, new and expectant mother	-	- Obligatorily required for all international standards (SA8000, WRAP, BSCI, ETI etc.)
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Summary of workers' interviews:

10 individual interviews conducted with 09 Male and 01 female workers.

The wet process workers are working piece rate basis as a contract workers and dry process sampled workers found permanent. None of the workers has received job contract. The workers revealed that, they are not receiving one day off after 6 consecutive day work. They are doing (8.00am-8.00pm) 12 hours mandatory work. But they are not receiving Over Time payment for 3 hours. There is no trained first aider available who can provide emergency treatment in case of minor work-related injury. First aid boxes are available in each floor with limited medicines. No major accidents/incident was happened in the company. The workers stated that they are happy for working in this company. Relation between the worker and supervisor is friendly. Workers are not abused by anyone. They are also not aware about the legal rights and benefits. There is no restriction on usage of toilets. The workers informed that there is no Participation Committee available. There is no system to examine their age and fitness at the time of recruitment. Wage slips are not provided. No training conducted on PPE, first aid, social compliance and health and safety to all the employees.

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
1	Factory has a well-defined vision and quality philosophy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During documentation review it was observed that facility has no quality policy where vision and mission were well defined.	<ul style="list-style-type: none"> - Check written statement about quality policy - Review procedures for continuous and continual quality improvement 	- ISO 9001
2	All employees, including managers, supervisors and production workers are aware of the quality management philosophy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During interview and documentation review it was observed that facility did not develop quality management philosophy that's why employees including managers, supervisors and production workers were not aware of Quality management philosophy.	<ul style="list-style-type: none"> - Check whether internal communication methods have been effective in informing about quality management philosophy - Check training on quality management - Conduct interviews with workers, supervisors and mid-management 	- ISO 9001
3	Factory has applied effective and clearly documented Quality Management System and tools.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During documentation review, it was observed that facility does not develop any documented quality management system or tools.	<ul style="list-style-type: none"> - Check whether quality management system (manual) is in place - Check effectiveness of procedures and tools (e.g. inspection instructions, checklists, records of inline reworks and rejects, records of root cause analysis of reworks and rejects, records of corrective and preventive actions) 	- ISO 9001

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
4	Factory has a continuous system of review and internal audit of its quality management system, identifying root causes of issues and taking corrective measures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During documentation review and management interview it was observed that facility yet not conducted any internal audit or develop any procedure or schedule on it. As well as facility was not maintaining any documented procedure to identify root cause of analysis or corrective and preventive action plan.	<ul style="list-style-type: none"> - Check internal quality audit procedures - Check audit schedule - Check audit reports and findings on quality management system - Check whether root cause analysis has been carried out - Check meeting minutes of management review regarding internal audit report 	- ISO 9001
5	The quality management system involves an internal random check of the factory's quality issues.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During documentation review and management interview it was observed that facility conduct internal random check on the factories' quality issues but they are not maintaining any documentation on it.	<ul style="list-style-type: none"> - Review internal random quality checking systems - Review the tools and checklists used for random checking Review random quality check records	- ISO 9001
6	Factory conducts regular review of quality tools and machinery to meet its current and future production needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During factory visit and documentation review it was observed that facility does not developed any quality tools as well as does not maintain any machine maintenance record and schedule. It is also observed that facility does not conduct any calibration for its machinery.	<ul style="list-style-type: none"> - Review internal quality checking systems - Review the tools and checklists used - Check quality check records - Check whether requirement for machinery is analyzed - Check machine maintenance schedule and records 	- ISO 9001

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
7	Factory has a continuous improvement system to review and redesign work processes with the aim of eliminating defects and delays.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During documentation review it was revealed that facility has no continuous improvement system to review and redesign the work processes with the aim of eliminating defects and delays.	<ul style="list-style-type: none"> - Review internal quality checking systems - Review records of rework, scrap and rejects - Check whether root cause is analyzed - Check whether training needs assessment is carried out - Check training records 	- ISO 9001
8	Factory has capable and skilled managers/supervisors to manage workers to monitor the quality inspection.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document review and management interview reflects that facility does not conduct any skill test before appointing any managers or supervisors to manage workers to monitor the quality inspection. As well as facility does not conduct any TNA to develop themselves after recruitment process. Furthermore, their duties and responsibilities were not defined properly.	<ul style="list-style-type: none"> - Check how the factory recruits production management staff - Check whether skill test is conducted before appointment. - Check evaluation records of the skill test. - Check whether duties and responsibilities are defined - Check effectiveness of skills matrix - Check whether training needs assessment is carried out - Check training records - Conduct interviews with quality managers and inspectors for verification 	- ISO 9001

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
9	Factory has established an effective organizational structure with clearly defined roles, responsibilities and reporting structures in terms of quality.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflect that factory does not establish an effective organizational structure which can clearly defined roles, responsibilities and reporting structures in terms of quality.	<ul style="list-style-type: none"> - Check whether organizational structure for quality management system is available - Check whether duties and responsibilities are defined - Check effectiveness of reporting system - Conduct interviews with quality managers and inspectors 	- ISO 9001
10	Factory has an effective worker development program with regards to quality through regular training.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During documentation review and worker interview it has observed that the factory does not taken any initiative to develop their worker through worker development program, or regular training regards to quality.	<ul style="list-style-type: none"> - Check whether worker development program with regards to quality is available - Check effectiveness of skill matrix - Check whether training needs assessment is carried out - Check training records - Conduct interviews with quality managers and inspectors 	- ISO 9001
11	Factory has implemented a documentation system for the analysis of quality defects and reworks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflects that facility has not implemented any documented system to analyse the quality defects and measure the reworks.	<ul style="list-style-type: none"> - Check whether system and tools used to record defects and rework are in place - Check whether root cause is analyzed - Review action plan regarding defects and rework - Check training records 	- ISO 9001

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
12	Factory provides a quality manual.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility did not provide any quality manual.	- Check whether a manual on quality management system is available and accessible to employees	- ISO 9001
13	Quality assurance steps are maintained in the quality management system.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During documentation review it was found that no Quality assurance steps were maintaining in the quality management system.	<ul style="list-style-type: none"> - Review methods for quality planning - Review records of pre-production meetings - Review methods to identify critical quality aspects - Check whether action is taken to control critical quality aspects - Check whether internal communication methods inform about action on critical quality aspects - Check training records 	- ISO 9001
13.1	Q-Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
13.2	Q-Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
13.3	Q-Control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
13.4	Q-Promotion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Local law
I.	Quality Planning						

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
14	Factory established an effective quality team with clearly defined roles, responsibilities and reporting structure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation Review reflects that facility has no quality team.	<ul style="list-style-type: none"> - Check whether independent quality assurance team is in place - Check whether duties and responsibilities are defined - Check reporting structure (i.e. who has to report to whom) 	- ISO 9001
15	Factory has pre-production and after-delivery assessment meetings.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documents review reflects that factory does not conduct pre-production and after delivery assessment meeting.	<ul style="list-style-type: none"> - Review the minutes of pre-production and after-delivery meetings 	- ISO 9001
16	Factory defined production methods and working instructions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During documentation review and floor visit it was observed that factory does not have any written production method, working instruction and training record.	<ul style="list-style-type: none"> - Check whether written production methods (i.e. production steps, line allocation, in-line checking, etc.) are available - Check whether written working instructions are available - Check training records to see whether regular training on working instructions are conducted 	- ISO 9001

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
17	Factory identified and classified quality parameters.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflects that factory does not identified and classified quality parameter.	<ul style="list-style-type: none"> - Check whether quality parameters have been identified and classified - Check whether quality parameters have been set by company or customer - Check whether system implemented ensures that the required quality parameters are followed - Check how the clients' quality parameters are communicated to the production staff - Check the work instructions of critical processes where chances of defects are higher - Randomly check internal quality inspection records 	- ISO 9001

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
18	Factory defined quality inspections, testing method and handling procedures (from incoming goods to end product.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflects that factory does not defined quality inspections, testing method and handling procedures.	<ul style="list-style-type: none"> - Check whether company has defined quality inspections, testing methods and handling procedures (e.g. incoming goods inspection procedures, work instructions, in-line inspection records, end-of-line inspection records, final inspection records) - Check whether handling procedures have been communicated effectively 	- ISO 9001
19	Factory has a standardized process to implement modifications during production in case of quality issues.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflects that the factory does not standardize the process to implement modifications during production in case of quality issues.	<ul style="list-style-type: none"> - Check methods implemented to modify the production process to resolve quality issues - Check modification records 	- ISO 9001
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law
	II. Quality Inspection						
20	Inspections are conducted for:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management interview reflects that facility normally conducts quality inspection for incoming goods, inline, final inspection, packing but they do not maintain any record on it. During assessment it was observed that facility has no procedure, quality tools, and acceptance criteria for quality inspection	<ul style="list-style-type: none"> - Check inspection records 	- ISO 9001

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
20.1	Incoming goods	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
20.2	Inline	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
20.3	Final inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
20.4	Packing/ re-inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
21	Acceptance criteria are determined:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During documentation review it was observed that facility did not identify the acceptance criteria for quality parameter in quality tools.	- Check method applied to determine acceptance criteria	- ISO 9001
21.1	Random sampling (Acceptance Quality Limit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
21.2	100% sampling (100% piece check at every inspection step)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
21.3	Skip lot sampling (controls are based on trust and are random.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
22	Factory has determined test criteria at each production step. [material criteria, optical criteria, measurement criteria]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflects that Facility does not determine test criteria at each production step.	- Check the test report of each production step	- ISO 9001
23	Inspection plans are conducted. [criteria, test equipment]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflects that facility has no inspection plan.	- Check whether inspection plans cover all quality parameters defined by the clients	- ISO 9001

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
						<ul style="list-style-type: none"> - Check whether workers have the inspection checklists that cover all quality points - Check whether critical parameters (e.g. color fastness, washing fastness, tear and tensile strength etc.) are covered by in- house physical testing reports - Check whether third party test reports for physical and chemical parameters that meet the clients' requirements are conducted 	
24	Every inspection point documents test results and defect rates and passes them to the quality manager for review.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflects that Quality related senior management representative does not check all quality related documents regularly.	- Check whether test result and defect rates at every inspection point are reviewed by quality manager	- ISO 9001
25	The quality manager or a senior management representative checks all quality related documents regularly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflects that Quality related senior management representative does not check all quality related documents regularly.	<ul style="list-style-type: none"> - Check whether documents related to quality are reviewed by quality manager or senior management representative: <ul style="list-style-type: none"> o Inline inspection reports o Root cause analysis documents o Records of corrective and prevention actions o Final inspection records o Internal audit records 	- ISO 9001
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
	III. Quality Control						
26	Does the factory maintain records of all detected defects [e.g. summary reports, control charts, bar charts]?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflects that factory does not maintain the record of detailed defect and analyse them regularly.	- Check defect records (summary, main report)	- ISO 9001
27	Factory conducts a root cause analysis for all defects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review reflects that facility does not conduct root cause analysis for observed defects.	- Check whether root cause analysis is conducted - Check the records with regard to the actions taken to control and reduce the recurring of same defects in the future - Actions can be: training of the workers, modification of production process, strengthening inline and final inspections methods	- ISO 9001
28	Factory implemented modifications in the production process to reduce the defect rate.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Factory does not implemented any modifications in the production process to reduce the defect rate.	- Check what modifications have been implemented to reduce defect rate - Check modification records	- ISO 9001
29	Effective procedures for the handling of reworks are installed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation review observed that facility yet not develops any method to handle rework.	- Check methods implemented to handle reworks - Check effectiveness of action plan	- ISO 9001
30	Factory provides a defect catalogue with handling advice.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During factory visit it was observed that the factory does not provide any defect catalogue.	- Check criteria (catalogue) for handling defects	- ISO 9001
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Local law

No	Questions	Yes	No	N/A	Current Situation	Auditor Guidance Note	Based on
	IV. Quality Promotion						
31	Factory is always looking for potential improvements (not product-related) in the Quality Management System through e.g. regular exchange with workers, external consulting, implementation of new processes etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview with management and documentation review reflects that facility yet not implement any potential improvement in the Quality Management System.	<ul style="list-style-type: none"> - Check training records - Check whether skill gap analysis is conducted - Check whether new processes have been implemented - Check whether factory seeks external advice 	- ISO 9001
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		-	Local law
	Housekeeping						
32	Does the factory maintain proper housekeeping in the departments mentioned below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During factory visit it was observed that factory is in practice of poor housekeeping	- Observe practices on the floor	- ISO 9001
32.1	Warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
32.2	Cutting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
32.3	Production	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
32.4	Finishing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	Additional Finding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Local law

Workers Interview Summary

Worker interview has taken to identify the gap between the documented procedure and real practices regarding the quality issues. In this regards total 6 employees were randomly selected for interview purposes considering all the quality related task. Depending on male female ratio where 4 Male and 2 Female were selected in this interview. Interview was taken in a separate room and worker and management interview was taken separately. Observations getting from Interview were given in below.

1. Facility does not provide any onsite, offsite or simulation training on quality management system.
2. Facility does not conduct any awareness program on Quality policy, Defect Rate, Root Cause or any Quality Improvement program.
3. Facility does not conduct any quality risk assessment.
5. Facility does not conduct any quality test or calibration.
6. Facility does not continue the machine maintenance program regularly.