



**Alliance Security Guards Basic Fire Safety Refreshers & Responsibility Training Spot Check -1 Report on
Ayesha Clothing Company Ltd. - Printing Unit**

Alliance Security Guards Basic Fire Safety Refreshers & Responsibility Training Spot Check-1 has been conducted by Ms. Shamima Sultana Sumi dated on 20 July' 2017 at **Ayesha Clothing Company Ltd. - Printing Unit** During spot check different methods were applied like documents review, interview with Security Guard & management employees, visual inspection, meeting with management & security representative etc. Findings from spot check are presenting as below:

Documents Review:

Factory has completed 3 sessions with 71 Security staff (including lady checker) which was as per Action Plan. Last training was held on 17 Apr' 2017

During discussion with factory management it was identified, all 2 Alliance certified trainers were available in the factory.

Factory has maintained training related documents like photo form, attendance sheets properly as per Alliance instruction

Visual inspection and interview with Security Guards, production staffs and management employees:

During interview with security guards (including lady checker) it was found that Helpline card has distributed among 100% trained security guards and they keeping it backside of their ID card.

Overall housekeeping of the factory is moderate. It was found that aisle & firefighting equipment's were obstruction free.

13 out of 13 interviewee are able to open the fire door and know locations of fire alarm switches but most of them not able to locate evacuation plan.

Total 25 Security Guards were interviewed during visit and found on an average 95 % of them were able to response positively about training contents & key learning . It indicates that the factory followed Alliance training instruction properly like – duration of time, role play, and others activities.

Recommendations and Summary of closing meeting:

Closing meeting was held with the representation of management and security representatives. During closing meeting above findings of this spot check were discussed elaborately and management agreed to implement below recommendations at their factory within given timeline:

- Management will provide refresher for all existing security guards on a regular basis to sustain the training.
- They will also arrange training for newly recruited security guards on regular basis to keep the training alive. It means, after completion of training whenever 5 to 15 new security guards join at the factory they will arrange Alliance Security Guards Basic Fire Safety Refreshers and Responsibility Training (full 3 hours) for them (if below 15, factory will take support from other employees).



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- Factory must follow training guidebook instructions properly; otherwise Alliance will not accept the training. In that case, they have to arrange same training again for all employees.
- Management will ensure all security guards must have helpline card with their ID card.
- Finally management will ensure effective implementation of all the requirements of "Alliance Policy Memorandum on CCVV Training Requirements".

For the future course of action factory management have agreed to implement and maintain the above findings/recommendations at their factory on regular basis. It is mentionable that Alliance may assess training again in your factory without any prior notice.

On behalf of factory management, below signed person has agreed to ensure above recommendations properly.

Name of Alliance Representative:

Ms. Shamima Sultana

Trainer

Signature: /=

Name of Management Representative

Md. Abdul Mannan

Sr. General Manager, HR and Compliance

Signature: /=