



Audit Date: 23 July, 2017	Registration numbers: F_IAR_80483
Audit Team: Abdullah Muktadir	Facility Name: Modern Needle Craft Limited

During facility tour, the auditor is required to take the photos and puts them on WCA Photo Report. Photos are not required to upload to the report in E-Tool, but complete photo report should be put in audit folders for record. Also some WCA clients may request to enclose this photo report in the report package or post it on GSCC. Below procedure and requirement must be followed.

- a) During the opening meeting, the auditor shall request the facility representatives for photo-taking permission. The auditor shall emphasize that the use of the photos will be limited for the audit report and relevant clients only. Photos taken will be treated confidential and would be retained in Intertek. The photos would NOT be disclosed to other third party in any way which would identify the audited facility identification unless Intertek obtains the applicant's written consent.
- b) After getting the photo-taking permission during the opening meeting, facility representatives who accompany the auditor during facility tour should also be informed in advance of any photo taking especially the sensitive area. If the facility representatives are hesitated for photo taking, the auditor should NOT try to persuade them. If the facility representatives refuse the photo taking, the auditor should state the reasons in audit report under "facility overview".

5 pages of photo form are provided in this document for the convenience of the users. Additional pages or excessive pages can be inserted or removed if necessary.

Photographs include:

A. Non compliance Photos

- Every Health & Safety finding which is listed in the CIR and report must be supported by a photo
- For Zero Tolerance finding(s), photos should be sent together with Alert form unless it is not possible due to any technical issues. In such cases, photos of Zero Tolerance finding(s) shall be sent to the audit requestor as early as possible after the completion of audit.

B. General Facility Tour Photos

- Facility overview with facility name
- Main gate and other gate(s)
- Fire exit(s)
- Fire fighting equipments such as fire extinguisher, fire hose
- Fire safety installation/ system such as fire alarm, smoke detector, fire sprinkler
- Typical work process such as cutting, sewing, pressing, packaging in a garment facility
- Aisles (primary and non-primary)
- Evacuation plans
- Electrical wiring box
- First aid kit and its contents
- Chemical storage area
- Personal protective equipment (PPE) being used
- Eye wash station/ shower station
- Available drinking water and/ or drinking facility
- Washroom/ restroom/ W.C./ Toilet
- Canteen/ Eating facility/ Pantry
- Kitchen such as cooking area, fridge, food storage area, food preparation area
- General condition in dormitory such as personal storage area, personal locker, bed, bunk, toilet facility, shower facility, fire safety installation, fire fighting equipment.
- Employee notice boards
- Any abnormalities about building structure observed such as notable cracks
- Any environmental issues include but not limited to waste treatment plant, waste storage place, waste discharge source etc.
- Any issues which are significant to the audit result and findings.










C. Good Practices Photo

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A. Non Compliance Photos:

Nil	Nil	Nil
Nil	Nil	Nil










A. General Facility Tour Photos:

		
Facility name	Facility entrance	Facility building
		
One Storied Steel Shed (Abandoned)	Three Storied RCC Building (Abandoned)	Security room
		
Embroidery section	Accessories store	Evacuation plan

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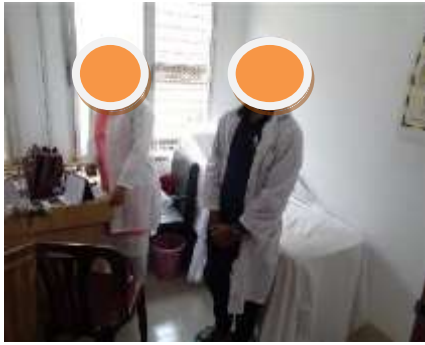






		
Main aisles	Staircase	Fire alarm switch
		
Fire alarm	Fire control panel	Visual fire alarm
		
Fire extinguisher	Fire fighting equipments	Fire hose cabinet

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Smoke detector	Fire exit door	Electrical exit light
		
Emergency light	Public Address system	First aid box
		
Drinking water facility	Electrical wiring box	No smoking sign posted

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B. General Facility Tour Photos: (con't)

		
Dining	Canteen	Medical room
		
Notice board	Eye wash sation	Toilet area
		
Suggestion box	Time keeping system	Generator room

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		Nil
Sub-station room	Chemical store	NA

C. Best Practice Photos: Nil

Nil	Nil	Nil
NA	NA	NA