

Worldwide Responsible Accredited Production (WRAP) Certification Program

Closing Meeting Summary

A. Facility name: <i>(in English & local language, if needed)</i>	Safaa Sweaters Ltd.
B. Facility address:	Begumpur, Bokran Monipur, Gazipur Sadar, Bangladesh-1349
C. Facility WRAP ID #:	15578
D. Audit Date: (e.g., July 18-19, 2017)	June 27 & 28, 2018
E. Monitoring firm name & address:	SGS Bangladesh Limited. House No: 37, Road No: 24, Gulshan-1, Dhaka-1212
F. The above audit conducted at this facility found that:	<input type="checkbox"/> The facility was in compliance with the WRAP Principles. <input checked="" type="checkbox"/> The facility had non-compliances. Please refer to the Corrective Action Plan for details.
G. Please list Principles under CAP: (e.g., P1, P5)	P1, P8 & P12
H. Name of lead auditor:	<u>Day-01 & 02:</u> Shuvankar Paul-Lead auditor; Imran Ahmed -Member auditor
I. Name and title of facility representative:	Mr. Abul Bashar- General Manager -HR, Admin & Compliance
J. Names and titles of other attendees at the Closing Meeting:	Major Syed Anwarul Sabbir (Retd)- Senior General Manager- Admin & Compliance Mr. Yakub Ali Biswas - AGM– Admin & Compliance Mr. Muhammad Rakibul Islam- Manager (Admin & Compliance) Miss. Salina - Member- PC Mr. Md. Jahangir Alam- Member- PC Mr. Golam Rakib – Deputy Manager – Compliance and along with compliance team
K. Additional notes if any:	Not Applicable



Worldwide Responsible Accredited Production (WRAP) Certification Program Corrective Action Plan

If no non-compliances or observations were raised, simply note no NC
AND lead auditor and facility representative *still* need to sign this document.

This "Corrective Action Plan" shall be used to summarize all facility non-compliances and observations and to document a corrective action plan that both the auditor and facility management believe is reasonable to ensure compliance, realignment and continuous adherence to WRAP's Principles and local/national laws.

This form should be used in the following manner:

- Document all non-compliances and observations individually on the form below, prior to the closing meeting and use the form as an agenda during the closing meeting;
- During the closing meeting, ensure that management understands the findings;
- Management shall come up with its own corrective actions for all non-compliances and observations;
- Each non-compliance must be rated as follows:

Major

- Systematic violations of local/national law and/or WRAP Principles, and/or any health and safety condition that might pose significant risk to workers' basic rights and/or safety
- Failure of management systems, including excessive minor non-compliances that reveal an underlying dysfunction
Note: If there are several minor non-compliances against the same Principle, it may warrant a major non-compliance on internal monitoring (i.e. Q1.4)
- Non-transparency
- Issues that require on-site verification, especially those that can only be fully validated with worker interviews and/or addressed through worker training
- Failure of addressing, within the projected completion date, non-compliances raised during the initial/follow-up audits in this audit cycle

Minor

- Occasional or isolated violations of local/national law and/or WRAP Principles that do not seriously compromise workers' basic rights and/or safety
- Non-compliances that do not require onsite verification, worker interviews and/or worker training
- Minor situations that do not affect a large number of workers

Observation

- Currently not a non-compliance but could potentially become one if timely actions are not taken (internal monitoring can help identify such issues); for example, certificates/permits that are valid during the audit but look set to expire in the near future with no indication that the facility has taken the steps necessary to ensure timely renewal. In addition, under certain circumstances (outlined in detail under WRAP Principle 6), excessive working hours will also be noted as an observation (instead of a non-compliance)
(outlined in detail under WRAP Principle 6), excessive working hours will also be noted as an observation (instead of a non-compliance)

Corrective Action Plan

Please document only one non-compliance/observation per row.

NC # & rating (Major, Minor or Observation)	WRAP clause number (e.g., Q8.4) and relevant local/national laws	Non-compliances	A. Facility's corrective action plan B. Projected completion date C. Responsible person's name and title
01 Observation	In accordance with WRAP Principle- 1 & rule 16(5) of Bangladesh Labor Rules 2015	Based on management interview & documents review it was noted that the facility had recruited security guards from third party security company [Best Security & logistics Services Ltd. & Prevent security Services and Trust Security Services] instead of recruiting all security guards by the facility itself. Note that, facility had recruited 41 security guards from third party. However, facility had also 05 own recruited security officer, who were working permanently in the factory.	A. We will take corrective action within 06 months. B. November 30, 2018 C. Mr. Abul Bashar- General Manager -HR, Admin & Compliance
02 Observation	In accordance with WRAP Principles -8.2 and Bangladesh Energy Regularity Commission Act 2003, Section 27 (1)	It was noted through plant tour and management interview that facility did not take yet any Generator waiver license of their use 02 generators (304 KW + 420 KW). Note that, facility management has applied to concern authority on May 08, 2017 for CPP license of capacity 1.78 MW including two generators (800KW + 264 KW) of another sister concern factory.	A. We will Contact with the concern authority to take CPP license. B. November 30, 2018 C. Mr. Abul Bashar- General Manager -HR, Admin & Compliance
03 Minor	In accordance with WRAP principle 8.29 and with section 78.a (1) of Bangladesh Labor law, 2006 (Amendment-2013)	Based from factory tour it was noted that employees were not using relevant PPE which are as follows: 01 out of 01 spot removing operator was not using eye goggles, hand gloves and respiratory mask, during work.	A. We will further aware them of using relevant PPE during working hours. B. July 04, 2018 C. Mr. Abul Bashar- General Manager -HR, Admin & Compliance

<p>04 Minor</p>	<p>In accordance with WRAP principle 8.67</p>	<p>Based from factory tour it was noted that employees were not using relevant machine guard which are as follows:</p> <p>Around 10% eye shield of overlock machines were found displaced from its own position.</p>	<p>A. We will install relevant machine safety guard in appropriate place or provide awareness training to relevant employees to keep the machine safety guard in appropriate place.</p> <p>B. July 04, 2018</p> <p>C. Mr. Abul Bashar- General Manager -HR, Admin & Compliance</p>
<p>05 Major</p>	<p>In accordance with WRAP question 12. 8 (b)</p>	<p>In sufficient security measures identified in work supposed to do in restricted area controlling unauthorized access.</p> <p>Huge finished goods cartons were found kept at open production floor without any physical barrier and monitoring system and unauthorized access not controlled.</p>	<p>A. We will post the security guard to control the unauthorized access in restricted area and remove the finished goods cartons to the warehouse.</p> <p>B. July 04, 2018</p> <p>C. Mr. Abul Bashar- General Manager -HR, Admin & Compliance</p>

<p style="text-align: center;">06 Major</p>	<p>In accordance with WRAP principle, point- 12.26 (b)</p>	<p>Based on facility management interview and CCTV record review it was noted that facility have recording system for CCTV cameras from 08 :30 am to 07: 30 pm instead of 24 hours for 30 days. Note that, facility did not have any CCTV record for weekend and holidays.</p>	<p>A. According to company's fire safety policy, the power supply of the factory is shut-down to ensure fire safety measures. During off production hours- the factory remains without any person, except the security guard at the gate & other security post. All Gadgets and equipment's remain disconnected and switched off to prevent short circuit, electrical sparks- which may cause in the outbreak of fire. AS a result, all machines, AC's, lights fans, CCTV devices remains off during this time.</p> <p>B. July 31, 2018</p> <p>C. Mr. Abul Bashar- General Manager -HR, Admin & Compliance</p>
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** Please continue to Signature page to acknowledge the result of the audit*

Signature Page

1. Leave one signed copy of CAP and signature pages with management
2. Retain one signed copy for report submission to WRAP
3. ***Insert FULL scanned copy of this page immediately following CAP pages***
4. If facility does NOT agree with an NC(s)/observation(s), facility must contact WRAP to explain their position
- 5.

By signing below, both parties acknowledge and agree with the RESULTS of the audit.

Initial Audit Signatures

<i>Date of the audit:</i>	June 28, 2018
<i>Name of lead auditor:</i>	Shuvankar Paul
<i>Signature of lead auditor:</i>	
<i>Name and title of facility representative:</i>	Mr. Abul Bashar- General Manager -HR, Admin & Compliance
<i>Signature of facility representative:</i>	 

Onsite Follow-Up Signatures (If Applicable)

<i>Date of the audit:</i>	Not Applicable
<i>Name of lead auditor:</i>	Not Applicable
<i>Signature of lead auditor:</i>	Not Applicable
<i>Name and title of facility representative:</i>	Not Applicable
<i>Signature of facility representative:</i>	Not Applicable