



## Continuous Improvement Report (CIR)



<b>9 Facility Name:</b>	Aswad Composite Mills Ltd.	<b>Customer Name:</b>	Loblaw Companies
<b>Facility Address:</b>	Kabirpur, Savar, Dhaka	<b>Industry / Key Main Product</b>	All kinds of Knit items
<b>Facility Tel:</b>	+8801999919194	<b>Facility Fax:</b>	02-55048319
<b>Facility Contact:</b>	Md. Firoj Uddin, DGM- Admin, HR & Compliance	<b>Auditor(s):</b>	Salah Uddin Sarker, Shahina Kader, Syeda Rabeka Sultana
<b>Facility Email:</b>	firoj.hr@palmalgarments.com	<b>Verification Date:</b>	12-Dec-2019

### TYPE OF ASSESSMENT:

- ☐ Initial      ☐ Re-audit      ☒ Annual Renewal      ☐ Follow Up

### AUDIT RESULTS COMMUNICATED WITH:

<b>Name:</b>	Md. Firoj Uddin
<b>Title:</b>	DGM- Admin, HR & Compliance

A closing meeting has been performed at the end of the verification process in which the listed exceptions were explained and accepted by company representative.

### Signatures (All Auditors):

Auditor (s)

Salah Uddin Sarker, Shahina Kader & Syeda Rabeka Sultana

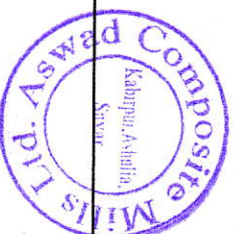
Company Representative  
Md. Firoj Uddin, DGM- Admin, HR & Compliance

12-Dec-2019  
Date

12-Dec-2019  
Date

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## Continuous Improvement Report (CIR)



Opportunity for Improvement	Finding Category	CAP Review and Verification		
		By Factory	By Intertek	Verification Status (Open/Closed)
		Proposed Corrective Action Plan		
1 <b>Additional Findings</b> In accordance with Bangladesh Labour Rules 2015, Rule: 19(5) Each owner will provide identity card with the photograph to each worker working in the firm at the costs of the owner as per Form-6. <b>Findings:</b> Based on facility visit and management interview it was noted that around 20% of ID cards information were not updated as per legally prescribed format (e.g. Emergency contact number, National ID, and Blood group information were missing).		Responsible Personnel: Md. Firoj Uddin, DGM-Admin, HR & Compliance Expected Completion Date: 12 June 2020		
2 <b>Health &amp; Safety</b>  Law Requirement	Minor			

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Auditor (s)

Company Representative

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Opportunity for Improvement	Finding Category	CAP Review and Verification		
		By Factory	By Intertek	
		Proposed Corrective Action Plan	Verification Status (Open/Closed)	
<p><b>Law Title</b> Bangladesh Labour Law 2006, Chapter V, Health Keeping System, Section 59</p> <p><b>Law Regulation</b> In every establishment- sufficient latrines and urinals of prescribed types shall be provided conveniently situated and accessible to workers at all times while they are in the establishment; enclosed latrines and urinals shall be provided separately for male and female workers; such latrines and urinals shall be adequately lighted, ventilated and supplied with water all time; all such latrines and urinals shall be maintained in a clean and sanitary condition at all times with suitable detergents or disinfectants or with both.</p> <p><b>Findings</b> Toilets at the facility are not clean and properly stocked with supplies</p> <p>Based on facility visit it was noted that no soap and slipper was found at randomly checked 3 toilet areas of 3rd floor, 4th floor and 5th floor of the production</p> <p><b>Health &amp; Safety</b></p> <p><b>Law Requirement</b></p>	Minor	<p><b>Responsible Personnel:</b> Md. Firjo Uddin, DGM- Admin, HR &amp; Compliance</p> <p><b>Expected Completion Date:</b> 12 June 2020</p>	<p><b>Verification Date:</b> dd/mm/yy</p>	
3				

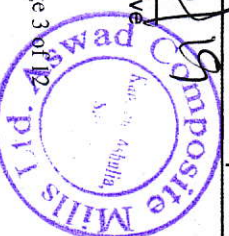
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		Proposed Corrective Action Plan		
<p><b>Law Title</b> Bangladesh Labour Law, Chapter VIII, Welfare Provision, Section 89 (5) Labor Rules 2015, Section 77(4) <b>Law Regulation</b> In every establishment wherein three hundred or more workers are ordinarily employed, there shall be provided and maintained a sick room with dispensary of the prescribed size, containing the prescribed equipment or similar facilities, in the charge of such medical and nursing staff as may be prescribed. (1) At least one registered Physician shall be in each Treatment Unit of the institute or factory with the facility of dispensary. Additionally, at least one trained compounder or medical assistant, nurse and subordinate employee shall be employed for helping him/her, provided that at least two registered Physicians shall be recruited in case of an institute where more than three thousand employees/workers work and necessary number of medical assistant and nurse shall be recruited for helping the Doctors. Details of medical facilities are mentioned in 77 and 78 (Health center)</p> <p><b>Findings</b> The facility does not have a process in place to provide medical treatment for injured or ill employees</p> <p><i>Based on facility visit it was noted that facility did not have wheel chair and hot water pot in the medical/ treatment room as required per law.</i></p>		<p><b>Responsible Personnel:</b> Md. Firoj Uddin, DGM- Admin, HR &amp; Compliance <b>Expected Completion Date:</b> 12 June 2020</p>		<p><b>Verification Date:</b> dd/mm/yy</p>

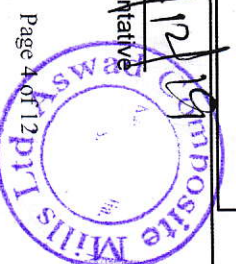
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<p>4</p> <p><b>Health &amp; Safety</b></p> <p><b>Law Requirement</b></p> <p><b>Law Title</b> Bangladesh Labour Law 2006, Chapter VI, Safety, Section 63 (1)d 3 and Labor Rules 2015, Section 64(2) <b>Law Regulation</b> In every establishment the following shall be securely fenced by the safeguards of substantial construction which shall be kept in position while the part of machinery required to be fenced are in motion or in use, namely-d. Unless they are in such positions or of such construction as to be as safe to every person employed in the establishment as they would be if they were securely fenced-iii) every dangerous part of any machinery. Effective machine guard or eye safety goggles must be installed/used in all cases where the possibility of having injuries in the eye is high.</p> <p><b>Findings</b></p> <p>Points of operation and other potentially dangerous parts are not operated with proper machine safeguards</p> <p>Based on facility visit it was noted that around 10% eye guard of Overlock and Flat lock machine were found displaced in sewing sections located at 3rd, 4th and 5th floor of building 01.</p>	Moderate	<p><b>Responsible Personnel:</b> Md. Firoj Uddin, DGM- Admin, HR &amp; Compliance</p> <p><b>Expected Completion Date:</b> 12 March 2020</p>		<p><b>Verification Date:</b> dd/mm/yy</p>

Signatures (All Auditors) :

Auditor (s)  

  
Company Representative





Opportunity for Improvement	Finding Category	CAP Review and Verification		
		By Factory	By Intertek	Verification Status (Open/Closed)
		Proposed Corrective Action Plan		
5	<u>Health &amp; Safety</u>  Findings  The chemicals used at the facility are not registered for the intended use  Based on facility tour & management interview that the facility did not have license for their diesel usage. Facility has 3000 litres diesel storage capacity via 03 tanks (1000 litre per tank). Note that the facility management has applied to the concerned authority to get the license on May 24, 2018 but yet to get the license.	Moderate	Responsible Personnel: Md. Firoj Uddin, DGM- Admin, HR & Compliance  Expected Completion Date: 12 March 2020	Verification Date:  dd/mm/yy
6	<u>Health &amp; Safety</u>  Law Requirement	Moderate		

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		Proposed Corrective Action Plan		
<b>Law Title</b> In accordance with Bangladesh Labor Rules 2015, Section – 68(10) <b>Law Regulation</b> The owner shall place Material Safety Data Sheet (MSDS) of dangerous materials in an easily noticeable place so that the employed worker can be well informed about the possible hazards.		<b>Responsible Personnel:</b> Md. Firoj Uddin, DGM- Admin, HR & Compliance <b>Expected Completion Date:</b> 12 March 2020		<b>Verification Date:</b> dd/mm/yy
<b>Findings</b> Material safety data sheets (MSDS) are not available  <i>Based on facility visit and management interview it was noted that MSDS was found missing for 05 chemical drums at store room of building 03.</i>				
<b>Health &amp; Safety</b>  <b>Findings</b> Chemicals or materials are not labeled as per label instructions/ MSDS  <i>Based on facility visit and management interview it was noted that labelling was found missing for 05 chemical drums at store room of building 03.</i>	Moderate	<b>Responsible Personnel:</b> Md. Firoj Uddin, DGM- Admin, HR & Compliance <b>Expected Completion Date:</b> 12 March 2020		<b>Verification Date:</b> dd/mm/yy

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		Proposed Corrective Action Plan	Verification Status (Open/Closed)
<b>8</b> <u>Health &amp; Safety</u>  <b>Findings</b> Preventative measures are not in place to prevent chemical leakage  Based on facility visit and management interview it was noted that secondary containment was found missing for 05 chemical drums at store room of building 03.	Moderate	<b>Responsible Personnel:</b> Md. Firoj Uddin, DGM- Admin, HR & Compliance <b>Expected Completion Date:</b> 12 March 2020	<b>Verification Date:</b> dd/mm/yy
<b>9</b> <u>Management Systems</u>  <b>Findings</b> The facility has comprehensive employment practice processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented	Minor	<b>Responsible Personnel:</b> Md. Firoj Uddin, DGM- Admin, HR & Compliance <b>Expected Completion Date:</b> 12 June 2020	<b>Verification Date:</b> dd/mm/yy

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Opportunity for Improvement	Finding Category	CAP Review and Verification		
		By Factory	By Intertek	Verification Status (Open/Closed)
		Proposed Corrective Action Plan		
<p>The facility has comprehensive employee safety processes and procedures in a written manual that support adherence to social compliance requirements but those are not properly implemented as there were noncompliance detected on 1. Employees ID card were not updated</p>				
<p><b>10</b></p> <p><u>Management Systems</u></p> <p><b>Findings</b></p> <p>The facility has comprehensive processes and procedures in the area of general facility, dormitory (if any) and/ or canteen (if any) management (e.g. cleanliness, ventilation, noise, lighting, toilets) in written manual that support adherence to social compliance requirement but they are not all being properly implemented.</p>	Minor	<p><b>Responsible Personnel:</b> Md. Firaj Uddin, DGM- Admin, HR &amp; Compliance</p> <p><b>Expected Completion Date:</b> 12 June 2020</p>	<p><b>Verification Date:</b></p> <p>dd/mm/yy</p>	
<p><b>11</b></p> <p><u>Management Systems</u></p> <p>The facility has comprehensive employee safety processes and procedures in a written manual that support adherence to social compliance requirements but those are not properly implemented as there were noncompliance detected on 1. No soap and slipper was found in toilet.</p>	Minor			

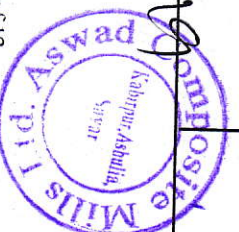
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CONDITIONS  
ASSESSMENT

Opportunity for Improvement	Finding Category	CAP Review and Verification		
		By Factory	By Intertek	Verification Status (Open/Closed)
		Proposed Corrective Action Plan		
<b>Findings</b>  The facility has comprehensive employee safety processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented  <i>The facility has comprehensive employee safety processes and procedures in a written manual that support adherence to social compliance requirements but those are not properly implemented as there were noncompliance detected on</i> 1. Few medical equipment's were missing. 2. Machine guard found dis placed.		<b>Responsible Personnel:</b> Md. Firoj Uddin, DGM- Admin, HR & Compliance  <b>Expected Completion Date:</b> 12 June 2020	<b>Verification Date:</b> dd/mm/yy	
12  <u>Management Systems</u>  <b>Findings</b>  The facility has comprehensive chemicals management processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented	Minor	<b>Responsible Personnel:</b> Md. Firoj Uddin, DGM- Admin, HR & Compliance  <b>Expected Completion Date:</b> 12 June 2020	<b>Verification Date:</b> dd/mm/yy	

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		By Factory		
		Proposed Corrective Action Plan	Verification Status (Open/Closed)	
The facility has comprehensive employee safety processes and procedures in a written manual that support adherence to social compliance requirements but those are not properly implemented as there were noncompliance detected on				
1. No permission found for diesel storage				
2. No MSDS was found in chemical drum				
3. Label was missing in Mobil drum				
4. Secondary containment was missing in Mobil drum				

Additional Comment:

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## Continuous Improvement Report (CIR)



### Recommendation for Improvement Plan Timeline

Finding Rating	Improvement Timeline
Zero Tolerance	Take <b>immediate</b> action to make necessary improvements
Major	Take action within <b>0-1 month</b> to make necessary improvements
Moderate	Take action within <b>0-3 months</b> to make necessary improvements
Minor	Take action within <b>0-6 months</b> to make necessary improvements

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