



Internal Audit Report & CAP

Company Name :	ABM Fashions Limited
Address	1143, 1145 Horinacala, Konabari, Gazipur.
Audit Reference Number	ABM-11
Audit Date	08.12.2018
Auditor Name:	Mr. Mahmudul Huq, Asst. Manager Compliance, Mr. Abul Kalam Afzal, Executive Compliance,
Company Representative Acknowledgement:	Mr. Golam Mostafa (Director Production), Mr. Masudul Alam (Manager-Admin).
Audit Standard :	Social Compliance
Audit Type:	<i>Unannounced</i>
Opening Meeting	9.00 A.M
Factory Tour	10.00 A.M.
Worker Interview	12.30– 1.00 P.M. (with P/File)
Document Review	1.30 P.M – 4.30 P.M. (September-November) 2018, 3 months' Salary sheet)
Report writing	4.30 P.M. – 5.30 P.M.
Closing Meting	5.30 P.M.
% of NC (IA)	45.00%
Audit Assessment	Satisfactory/Yellow
Next Follow up Audit Time	07.04.2019



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Sl No	Rating	Audit Findings	Corrective Action Plan Implementation steps and Responsible persons		Completion date
Workers Basic Rights					
1	CI	It is observed from workers interview that 04 workers out of 30 don't have clearly knowledge about Over Time & Festival bonus issues.	Facility will give proper training to their workers.	Mrs. Mamata Rani	07.03.2019
Wage & Benefits					
Health & Safety					
1	IA	During Factory tour it is found that 1 out of 6 partially at finishing section on 1 st 2 nd floor are partially blocked by finished CTN.	Factory will take necessary action immediately	Mr. Masudul Alam	06.03.2019
2	NI	During Factory tour it is found that 01 finishing helper (out of 45) does not tied cutting tools.	Factory will take necessary action immediately	Mr. Masudul Alam	09.03.2019
3	IA	During factory tour it is found 01 out of 26 first aid kits missing as per law.	Factory will take necessary action immediately	Mrs. Mamata Rani	
4	NI	During Factory tour it is found that 10% needle guard of sewing machines were nonfunctional in sewing sections.	Factory will take necessary action immediately	Mr. Nur Nobi	12.03.2019
5	IA	During factory tour it is found that finger guard of 1 button machine (out of 30) not working properly on 1 st & 2 nd floor.	Factory will take necessary action immediately	Mr. Nur Nobi	07.03.2019
6	NI	During factory tour it is found that 02 Fog light is not working properly at 4 rd floor.	Factory will take necessary action immediately	Mr. Masudul Alam	08.03.2019
7	NI	During factory tour it is found 01 Suck Machine operator not using ear plug.	Factory will take necessary action immediately	Mr. Masudul Alam	10.03.2019
8	NI	During factory tour it is found that 04 cutting helper (out of 60) & 3 over lock operators is not using Mask.	Factory will take necessary action immediately	Mr. Masudul Alam	07.03.2019



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9	IA	During factory tour it is found that 1 O/L, barteck & eyelet hole machine eye guard broken.	Factory will take necessary action immediately	Mr. Nur Nobi	06.03.2019
	Environmental Issue				

Note –

Facility has setup 4 fire hydrant points around the building to provide sufficient water to fire service & own fire fighting team in case of fire.

Facility has provided one portable fire engine to support fire fighting team in case of fire.

Facility has provided fire detection system to support fire fighting team in case of fire.



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Rating System

Violation Code	Violation Rate	Result
ZT	1%	Red/Zero Tolerance
IA	0 – 40%	Continuous Improvement/Excellent/Green
IA	41 – 65%	Satisfactory/Yellow
IA	66 – 80%	Needs Improvement/Orange
IA	80% above	Red/Zero Tolerance
NI	Only NI	Needs Improvement
ST	Only ST	Satisfactory
CI	Only CI	Continuous Improvement/Excellent

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|---------------------|---|--------|
| 1. Excellent | – | Green |
| 2. Satisfactory | – | Yellow |
| 3. Need Improvement | – | Orange |
| 4. Zero Tolerance | – | Red |

