

Internal Audit Report & CAP

Company Name :	Ananta Jeanswear Limited
Address:	277/2, Kabi Jashim Uddin Road, Pagar, Tongi, Gazipur.
Audit Reference Number:	AJL- 007
Audit Date:	03 rd August-18
Auditor Name:	Mr. Ismail Al Ansary, Sr. Executive, Compliance. & Mr. Mushfika Rashid Executive Compliance.
Company Representative: Acknowledgement:	Md. Kaiser Hossain (Sr. Director Production), Mr. Ashim Kumar (DGM Compliance), Mr. Abdul Wadud, Sr. Manager Admin.
Audit Standard :	Social Compliance
Audit Type:	<i>Unannounced</i>
Opening Meeting:	9.00 am
Factory Tour:	10.00 am – 12.00 pm.
Worker Interview:	12.00 – 1.00 pm. (with P/File)
Document Review:	2.00 pm – 4.30 pm. (Nov,17- Jan 18 (3 months' Salary sheet)
Report writing:	4.30 P.M. – 5.30 P.M.
Closing Meting:	5.30 P.M.
% of NC (IA)	
Audit Assessment	Satisfactory/Yellow
Next Follow up Audit Time	04-01-2019



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This factory established in 20th June 2010. It is 8 storied building. 24,414. sqft is per floor and total space is 198,519 sqft.

Warehouse / store area 55000 sqft
Production area 163,550 sqft
Office and Others 28969 sqft

This building is not rented and it is approved by Gazipur Powroshova, Generator, Boiler and Compressor is out of the main building. Building has 03 exits and 03 stairs and maintains the stair width as per BNBC.

Recent Buyer: Gap Inc, H&M, Joe Fresh, Tema, Miles Fashions Limited, Next, CIA Hearing, Mango,
Production Capacity: 650,000 pcs per month.
Total Sewing Line: 23
Total Employee: 3400

Description of the Manpower:

Sl No	Description	Number	Sl No	Description	Number
1	Machine operator	1450	1	Permanent workers	2961
2	Cutting section	102	2	Probationary workers	0
3	Iron / press man	135	3	Daily workers	0
4	Packer / Finishing & QC	790	4		
5	Sewing Helper	235	5		
6	Trainee/ Apprentice	0	6	Total number of workers	2961
7	Supervisor / Line Cheif	152	7	Number of Female workers	2045
8	Others (Cleaners, Security, Labor etc.)	97	8	Percentage of worker turnover per year	4%
	TOTAL NUMBERS OF WORKERS	2961			

Building Description



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Block-B

G.F: Fabric store, general store, Accessories store, finished goods & Medical

1st floor: Cutting, Development Sample & CAD

2nd floor: Finishing, Packing, Finished goods store, Inspection Room.

3rd floor: Finishing, Packing, Finished goods store, Inspection Room.

4th floor: Sewing, ICT, Conference room.

5th floor: Sewing, Office.

6th floor: Sewing, Office.

7th floor: Sewing & Conference room.

Sheds

Sub-Station, Boiler & generator room, Compressor, Workers dining, Wastage room,

Block-B

Ground floor –ETP (PWPL), Substation, Pump room, Transformer, Meter room, RMU room, ATS, LT Panel

Mezzanine floor- ETP, ETP Control Room, PLC room.

1st floor – ETP Tank, Daycare, Workers dining,

2nd floor – ETP Tank, Lab, General Store, Reject gmts. store, Workers dining.

3rd floor – Accessories Store, Store, Buyers Inspection room. Sample store, Conference room,

4th floor – Leftover Fabric Store, Workshop, Office, under construction.

5th floor – Leftover Fab Store, Carpenter room, Office, under construction.

Legal Documents

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SI NO	Legal License	Ok	Not Ok	N/A	Remarks
1	Factory License	√			
2	Tread License	√			
3	Fire license	√			
4	EPB	√			
5	ERC	√			
6	IRC	√			
7	Boiler	√			
8	Group Insurance	√			
9	Drinking water	√			
10	BERC	√			
11	BGMEA Member ship	√			
12	Factory lay out plan	√			
13	Building Approval Plan	√			
14	Tin Certificate	√			
15	Fire Insurance policy	√			

Policy list:

1. Recruitment Policy
2. Grievance Policy
3. Discrimination Policy
4. Anti-Harassment Policy
5. Forced labor
6. Child labor
7. Environment
8. Safety
9. Freedom of Association.
10. Disciplinary policy.

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Fire Safety Equipment's: All kinds of Fire Safety Equipment's are available here.

1. DCP-415
2. C02-195
3. Foar-7
4. Gas Mask-48
5. Fire blanket-72
6. Fire bucket-64
7. Helmet-63
8. Hand glove-69
9. Gone bell-8
10. Torch light-20
11. Emergency light-270
12. Exit light box-55
13. Fog light-70
14. Smoke detector-120
15. First Aid box-32
16. Sprinkler Had-1700

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 02 workers out of 35 don't have proper knowledge about the activities of PC & 01 workers out of 35 don't have clearly knowledge about Grievance channel, Appointment letter & Minimum wages as per their grade issues.	Facility will give proper training to the workers on this issue.	Ms. Mita yeamin.	June-19

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	Health & Safety				
4	IA	During factory tour it is found that Three (03) cutter mans out of 28 is using cutting machine without dust mask. Also Some over lock operator did not using dust mask & 05 barteck operators were not using eye guard while working.	Factory will take necessary action immediately on this issue.	Mr. Abdul Wadud, Sr. Manager Admin.	Immediate
5	NI	During factory tour it is found that maximum floor tiles of cutting floor was damaged.	Factory will take necessary action immediately on this issue.	Mr. Mofizul Islam	30.04.19
6	NI	During Factory tour it is found that one label cutter operator not using PPE at 4 th floor.	Factory will take necessary action immediately on this issue.	Mr. Abdul Wadud, Sr. Manager Admin.	Immediate
7	IA	During Factory tour it is found that 10% needle guard of sewing machines were displaced in sewing sections.	Factory will take necessary action immediately on this issue.	Mr. Abdul Wadud, Sr. Manager Admin.	30 th May-19
8	NI	During factory tour it is found that finger guard of 01 snap button machine not working properly on 2 nd floor.	Factory will take necessary action immediately on this issue.	Mr. Abdul Wadud, Sr. Manager Admin.	30.04.19
9	NI	During factory tour it is found that 02 exit light box is inactive at GF floor and workers dining.	Factory will take necessary action immediately	Mr. Abdul Wadud, Sr. Manager Admin.	30.04.19
10	IA	During factory tour it is found that some sewing operators are blocked by the stand fan at 4 th floor.	Factory will take necessary action immediately	Mr. Shofique, AM Admin	31.4.2018
11	IA	During Factory tour it is found that 1 out of 8 passages at finishing section on 2 nd floor are partially blocked by finished CTN. Some Ironman and passage was block by garments keeping stand on 2 nd floor.	Factory will take necessary action immediately	Mr. Shafiquel Islam Prince	30.04.19
12	NI	During Factory tour it is found that 1 out of 6 was not wearing ear plug while working 2 nd & 3 rd floor finishing section.	Factory will take necessary action immediately	Mr. Shafiquel Islam Prince	30.04.19

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	Environmental Issue																				
	Training																				
13	NI	During documentation review found that Mid-level management training inadequate.	Factory will take necessary action	Ms.Mita & Mr.Ripon	30.04.19																
14	NA	During documentation review found to thread operator inadequate use of PPE.	Factory will take necessary action	Ms. Mita yasmin	30.04.19																
	Chemical Management																				
15	NI	During documentation review found chemical inventory sheet available but need increase ventilation system.	Factory will take necessary action	Ms.Fatema	10.02.19																
	Working Hour																				
16	NA	OT hours are not in legal limit Last 3 month salary sheet review of Sewing ,cutting and Finishing as follows: <table><tr><td></td><td><u>Sew</u></td><td><u>Cut</u></td><td><u>Fin</u></td></tr><tr><td>May -18</td><td>42</td><td>48</td><td>48</td></tr><tr><td>June -18</td><td>40</td><td>50</td><td>50</td></tr><tr><td>July -18</td><td>50</td><td>50</td><td>50</td></tr></table> Highest Overtime found 50 hours.		<u>Sew</u>	<u>Cut</u>	<u>Fin</u>	May -18	42	48	48	June -18	40	50	50	July -18	50	50	50	Gradually it will reduce OT		
	<u>Sew</u>	<u>Cut</u>	<u>Fin</u>																		
May -18	42	48	48																		
June -18	40	50	50																		
July -18	50	50	50																		

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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

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

Auditors Signature

1. Md. Ismail Al Ansary

2. Mushfika Rashid



Ashim Kumar Majumder

Sr. DGM. Compliance