



Internal Audit Report & CAP

Company Name :	Paradise Washing Plant Ltd
Address	277/4, Kabi Jashi Uddin Road, Pagar, Tongi, Gazipur.
Audit Reference Number	PWPL-11
Audit Date	12.08.2020
Auditor Name:	Mr. Mahmudul Huq, Dept. Manager Compliance, Mr. Ismail Al Ansary, Sr. Executive Compliance, Fatema Khatun, Executive Compliance
Company Representative Acknowledgement;	Mr. Sheikh Shahin (GM, Production), Ashim Kumar Majumdar (Sr. DGM. Compliance), Mr. Faruk Ahmed (Manager- Admin).
Audit Standard :	Social Compliance
Audit Type:	<i>Announced</i>
Opening Meeting	10.00 A.M
Factory Tour	11.00 A.M.
Worker Interview	12.30– 1.00 P.M. (with P/File)
Document Review	2.30 P.M – 4.30 P.M. (February – April) 2020, 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	11.11.2020

Internal Audit Report & CAP

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 20 don't have clearly knowledge about Leave procedure issues.	Facility will give proper training to their workers.	Ms. Parvin	20.0.2020
	Wage & Benefits				
	Health & Safety				
1	NI	During factory tour it is found that 06 PP Section helper (out of 30) & 3 helper is not using Mask.	Factory will take necessary action immediately	Mr. Faruk Ahmed	31.08.2020
2	IA	During Factory tour it is found that 1 out of 5 partially at finishing section on 1 st 2 nd floor are partially blocked by finished Goods.	Factory will take necessary action immediately	Mr. Fark Ahmed	30.09.2019
3	IA	During factory tour it is found that 2 destroy Operator (out of 10) & is not using Ear plug.	Factory will take necessary action immediately	Mr. Nur Islam	30.09.2019
4	NI	During factory tour it is found 01 Thread Sucking Machine operator not using ear plug.	Factory will take necessary action immediately	Mr. Faruk Ahmed	30.09.2019
5	IA	During factory tour it is found 02 out of 14 first aid kits missing as per law.	Factory will take necessary action immediately	Ms. Parvin	30.09.2019
6	NI	During factory tour it is found that 02 Fog light is not working properly at 3 rd & 5th floor.	Factory will take necessary action immediately	Mr. Faruk Ahmed	30.09.2019
7	NI	During factory tour it is found that wash Section 02 carrying jar is not proper Leveling at 1 st floor.	Factory will take necessary action immediately		

Internal Audit Report & CAP

Legal Documents:

Sl. No.	Certificates/License	Yes	NO	N/A	Remarks
1	Trade License	√			
2	Fire License	√			
3	Factory License	√			
4	Associate Membership	√			
6	Incorporation Certificate	√			
7	Vat Registration Certificate	√			
8	Tin Certificate	√			
9	Group Insurance	√			
10	Drinking Water Test Report	√			
11	Boiler Certificate - 4066	√			
13	Boiler Certificate - 7339	√			
14	Boiler Operator Certificate	√			
15	Registration Certificate, Board Of Investment (BOI)	√			
16	Electrical System Certificate	√			
17	ETP Approval Certificate / Environment Clearance Certificate	√			
18	ETP Lay Out / Building Approval Plan	√			
19	Fire Insurance Policy	√			
20	ERC	√			
21	IRC	√			
22	BERC	√			
23	Acid License	√			
24	Permission for flammable material	√			
25	Ground water using permission	√			
26	NOC	√			



Internal Audit Report & CAP

Policy

Sl. No.	Certificates/License/Training / Minutes	Yes	NO	N/A	Remarks
1	Recruitment Policy	√			
2	Discrimination Policy	√			
3	Anti-Harassment & Abuse Policy	√			
4	Forced Labor Policy	√			
5	Freedom of Association	√			
6	Grievance Policy	√			
7	Settlement Policy	√			
8	Training Policy	√			
9	Environment	√			
10	Safety Policy	√			
11	Subcontract Policy	√			

Note –

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



Internal Audit Report & CAP

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 |

Auditor Name:

Factory Responsible persons.

1. Mr. Mahmudul Huq, Asst. Manager Compliance,
2. Mr. Ismail Al Ansary, Sr. Executive Compliance,
3. Fatema Khatun, Executive Compliance

1. Ashim Kumar Majumdar (Sr. DGM. Compliance)