

Initial Audit Report – Paradise Washing Plant Ltd.

Company Name :	Paradise Washing Plant Ltd.
Address	277/4, Kobi Jashimuddin Road, Pagar, Tongi, Gazipur.
Audit Reference Number	Supplier/2018
Audit Date	26.08.2018
Auditor Name:	Mr. Ismail Al Ansary (Sr.Executive Compliance). Monwara Begum Happy (Sr. Executive,Compliance), Fatema Khatun (Asst.Executive, Env.Compliance)
Company Representative Acknowledgement;	Mr.Taifur Rahman (Director),Mr. Ashim Kumar Majumder (Sr.DGM Compliance), Mr. Mazharul Alom Milon (AGM- Admin),
Audit Standard :	Social Compliance
Audit Type:	<i>New/ INITIAL</i>
Opening Meeting	9.30 A.M
Factory Tour	10.30 A.M.
Worker Interview	12.30– 1.00 P.M. (with P/File)
Document Review	1.30 P.M – 4.30 P.M. (May – July, 2018, 3 month Salary sheet)
Report writing	3.00 P.M. – 4.00 P.M.
Closing Meting	5.00 P.M.
% of NC (IA)	40.00%
Audit Assessment	Continuous Improvement/Excellent/Green

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Short Description

This factory established in 01 September 2009. It is G+7 storied building and TTL space 1, 15,510 sqf.

Approved Floor PWPL 7th Floor till.

Recent Buyer – Gap,H&M, NEXT,George,Tema & Miles.

Production Capacity – 60,000 pcs/month

1	PWPL TIN Shade running floor	5000
2	PWPL Ground floor/Loading unloading area	10044
3	PWPL 1st floor	8335
4	PWPL 1st Mezzanine Floor	1450
5	PWPL 2nd Mezzanine Floor	3480
6	PWPL 2nd floor	11400
7	PWPL 3rd floor	11,460
8	PWPL 4th floor	11,460
9	PWPL 5th floor	11,460

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10	PWPL 6th floor	11,170
11	PWPL 7th floor	8911
12	ETP Basement	4760
13	ETP 1st floor/Utility Floor	4860
14	ETP 2nd floor	4860
15	ETP 3rd floor	4860
16	ETP Roof Top	2000
1-16	Total area	1,15,510 SFT

1. TTL Employee – 1020
2. TTL Machine – 157 pcs.

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Floor Layout – (G+7 storied building)

Floor Name	Building#1 (Wash Building)
PWPL Ground floor	Sub Chemical store, Finishing Section, Receive & Delivery Section, Security Room, Load/Unloading Area, Washing section, Dryer section, Hydro section & Quality section.
1st Mezzanine Floor	Lab Department
2nd Mezzanine Floor	Office Room, Director Room, Sr.GM Room & Sample Display Room.
PWPL 1st floor	Wash Section (Machine),Lab Room,Main Office Room,Sub Office Room , Sub Chemical Store.
PWPL 2nd floor	Wash Section (Machine) Wet Sample Section, Sub Office Room, Sub Chemical Store.
PWPL 3rd floor	Dry-Process, Dry-Sample Section & PP Section
PWPL 4th floor	2 Oven Machine, 3 D Section , Laser Room & General Store.

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Floor Name	Building#2 (ETP Building)
Basement Floor	ETP EQUALIZATION TANK
Ground Floor	ETP AIR ATION TANK
Mezzanine Floor	Development office
ETP 1st floor	UTILITY ROOM (BOILER & COMPRESSURE), WORK SHOP
ETP 2nd floor	DRY PROCESS(P.P)
ETP 3rd floor	GENERAL STORE

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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	√			

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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	√			

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Audit Checklist

Workers Basic Rights

Sl. No.	Description	Yes	NO	N/A	Remarks
1	Are workers asked about pregnancy or tested during recruitment.		√		At least, 35 workers have been interviewed and they answered, pregnancy not tested during recruitment. Rather, a notice has been posted and aware all staff in this regard.
2	Is appointment letter provided to all workers	√			Copy of this letter is provided to all workers by 3 days from the joining.
3	Are all workers well aware about the contents of the appointment letter		√		More training is required.
4	Does the factory tolerate the employees right to freely join of their own choice without previous authorization of the company and within the legal framework.	√			Workers are free to join of their own choice.
6	Is there any restriction to enjoy leave in provision period?	√			Not found any restriction regarding leave. But number of leave is not sufficient comparing to number of absent. Last 3 months leave status inserted below. April May June CL in provision period 134 138 115 SL in provision period 22 57 27 TTL leave 156 195 142
7	Is child labor recruited		√		No child labor found during visit. Facility has recruitment & child labor policy and maintaining it strictly.
8	Is there any restriction to go to toilet or take		√		Not found

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	drinking water				
9	Are all workers well aware about the contents of the appointment letter		√		More training is required.

Working Hour

Sl. No.	Description	Yes	NO	N/A	Remarks																
1	Is OT within legal limit		√		OT hours are not in legal limit Last three months overtime of Wash Process, Dry Process & finishing section as follows : <table><tr><td></td><td>Wash</td><td>Dry</td><td>Fin</td></tr><tr><td>April 18 :</td><td>48</td><td>46</td><td>48</td></tr><tr><td>May 18 :</td><td>48</td><td>50</td><td>50</td></tr><tr><td>June 18 :</td><td>48</td><td>48</td><td>50</td></tr></table> Highest overtime found 50 hours with 26 continuous working days from Wash section, Dry section & Fin section in April, May & June-16.		Wash	Dry	Fin	April 18 :	48	46	48	May 18 :	48	50	50	June 18 :	48	48	50
	Wash	Dry	Fin																		
April 18 :	48	46	48																		
May 18 :	48	50	50																		
June 18 :	48	48	50																		
2	Is facility worked in weekly off day	√																			
3	Is there any record keeping system of OT	√			Electronic time keeping system																
4																					
6																					
7																					

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Wage & Compensation

Sl. No.	Description	Yes	NO	N/A	Remarks
1	Does facility recruit any worker below minimum wage		√		Checked and not found any worker remain below minimum wage
2	Is there any trainee workers		√		No trainee workers recruited.
3	What is the minimum salary of non-skilled worker				TK 6600. – Grade 7
4	What is the minimum salary of skilled worker				Tk. 6980 – Grade 6
6	Describe other grades				Jr.OP – 7100 – Grade 5 Op – 7050 – Grade 4 Sr.Op – 7500 – Grade 3
7	Is there any discrepancy found regarding grade and paying below from the mentioned grade that grade which mentioned in file/wage sheet		√		Not found
8	Is there any illegal deduction		√		Not found
9					
10					

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Workers Relation/Disciplinary/Grievance System

Sl. No.	Description	Yes	NO	N/A	Remarks
1	Is disciplinary action being taken unlawfully?		√		Not found during audit
2	Is there any PC committee formed	√			Number of PC members = 12 (Worker – 8, Management – 4)
3	Is PC committee elected or selected				Lawfully elected.
4	Is there any proper grievance channel over there in the facility	√			
6	Are suggestion/complain boxes available at toilet area	√			
7	Can workers inform about their grievance easily to the management	√			
8	Are workers know about the PC members and their activities		√		More training is required
9	Is there any shouting, abuse and harassment found in the floor		√		During visit not found in the floor. Top management arranges regular meeting with mid management on this behavioral issue.

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Settlement System

Sl. No.	Description	Yes	NO	N/A	Remarks
1	Are workers free to submit their resignation letter	√			At least, 45 workers have been interviewed and not found any restriction
2	Is settlement benefit provided	√			
3					
4	Is lefty letter issued to all lefty workers	√			Yes.
6					
7					

Health & Safety

Sl. No.	Description	Yes	NO	N/A	Remarks
1					
2	Pulley cover, eye guard, finger guard are fitted with machine properly		√		
4	Is drinking water tested	√			Last water is taste on and found which is ok.
6	Are all exits marked properly	√			Yes.
7	Is fire alarm system interconnected with IPS	√			Fire alarm system is are interconnected with IPS
8	Are PA system, Exit light box connected with IPS	√			PA system, Exit light box are connected with IPS
9	Is facility have at least 2 exits/floor	√			Factory has 3 exits and 2 stairs. Each stair width is more than 5 feet.

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10	Is facility have sufficient F/Ex and equipment	√			Sufficient F/Ex and equipment are available. TTL F/Ex - 279, (DCP – 182, Co2 – 95 , Foam - 02). Gas mask – 44, Fire blanket – 46, Fire Bucket – 40, etc.
11	Is facility have fire hydrant		√		Sprinkler hydrant Sytem is Installed & Alliance Approved.

Sl. No.	Description	Yes	NO	N/A	Remarks
1	Are workers using mask		√		More than 80% workers using musk.
2	Is female toilet sufficient	√			Yes. 11 toilets for female workers.
3	Is male toilet sufficient	√			Yes. 33 toilets for male workers.
4	Is sufficient covered bin available in female toilet		√		Sufficient covered bin should be provided.
6	Is fire drill carried out regularly	√			Evacuation Drill carried out every months..
7	Is number of Fire fighters sufficient		√		Already 420 workers are trained by BGMEA (100) and FSD (320). In-house trained – 350 IN 2018
8		√			

Training

Sl. No.	Description	Yes	NO	N/A	Remarks
1	Is orientation/induction training provided for new workers	√			
2	Are all workers well aware about the contents of the appointment letter		√		More training is required
3	Is Fist aid training available	√			
4	Is PPE Training sufficient	√			
6	PPE training is provided to spot cleaner	√			
7	Is Mid management training available	√			
8					

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Chemical Management

Sl. No.	Description	Yes	NO	N/A	Remarks
1	Does facility do chemical inventory monthly basis	√			Inventory is done monthly basis. Factory is using.
2	Is facility have chemical purchase procedure	√			
3	Is original MSDS available	√			
4	Is RSL/Guarantee letter available	√			
5	Are all chemicals labeled properly	√			
6	Is PPE training is provided to spot cleaner	√			
7	Is spot room separated and well protected	√			
8	Is eye wash station available there	√			
9	Are chemicals stored properly	√			
10	Is the room well ventilated	√			Ventilation is ok.

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Environment

Sl. No.	Description	Yes	NO	N/A	Remarks
1	Is facility track uses of electricity with meter	√			Inventory is done monthly basis.
2	Is facility track uses of Gas with meter	√			
3	Is water meter installed in inlet to measure the usage of water		√		
4	Are wastage items segregated and stored with type	√			Yes.
6	Is there any agreement with wastage collector for recycle	√			
7	Are wastage items tracked	√		√	
8	Is facility have environmental license				
9	MSDS, Labelling		√		Due to Constructional work going on in main Chemical Store some Chemical labeling are missing

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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 |

REPORT RECEIVED BY: ASHIM KUMAR MAJUMDAR (SR.DGM, COMPLIANCE)