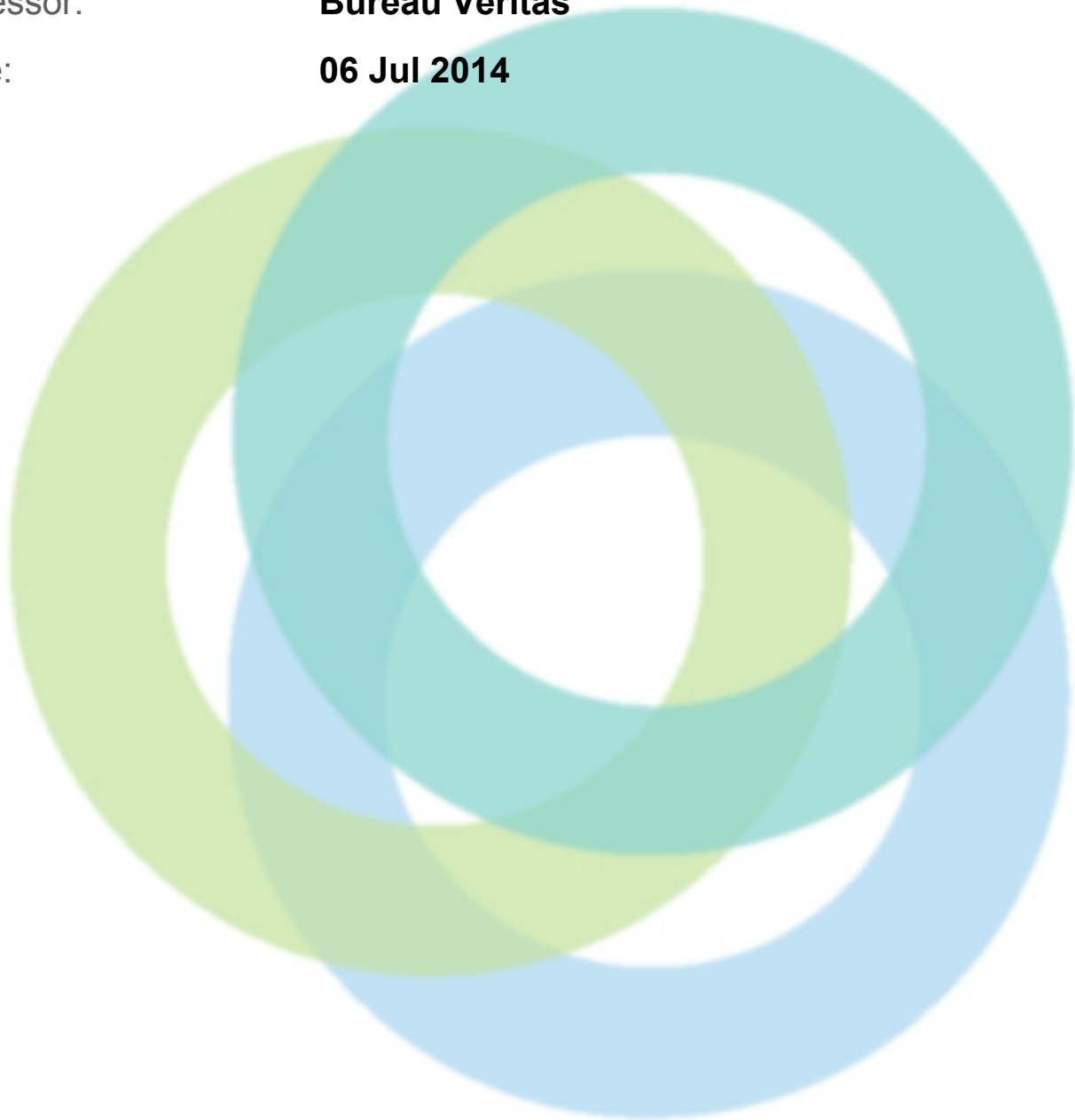


# INITIAL FIRE ASSESSMENT REPORT (FAR)

Factory Name: **Actor Sporting Ltd (Garment Division)**  
Address: **Plot 33-35, Dhaka (EPZ), Savar Savar Dhaka  
Bangladesh**  
Assessor: **Bureau Veritas**  
Date: **06 Jul 2014**



## Introduction to the Report

The following report contains a site profile and summary of non-conformities identified during an onsite assessment commissioned by the Alliance for Bangladesh Worker Safety (Alliance) and conducted by a third-party Qualified Assessment Firm (QAF). The assessment was conducted against the Alliance for Bangladesh Worker Safety Assessment Protocols (APs) and Fire Safety and Structural Integrity Standard, which is harmonized with the factory assessment guidelines developed by Bangladesh University of Engineering and Technology (BUET) for the Bangladesh National Tripartite Plan of Action (NTPA). The goal of the Alliance process is to provide clear and practical technical requirements by which Bangladeshi Ready Made Garment (RMG) Factories producing for Alliance members may be consistently and fairly evaluated for fire, structural, and electrical safety in a non-duplicative manner. Each assessment will prompt action plans that will be used by RMG factories to systematically and sustainably improve safety conditions for garment workers. Beyond tracking and reporting on action steps taken in a transparent manner, the Alliance organization and its members will seek to further support factory improvements through technical assistance, training, implementation support for functional Worker Committees, and in some cases financial assistance and wage support for workers if factories are closed for remediation.

The contents of the report do not constitute a guarantee of compliance with the applicable laws, the Alliance Standard or the absolute or continued safety against fire, electrical and/or structural integrity issues that may lead to injury or loss of life. The report is designed to provide a non-exhaustive summary of risk issues, based on a limited sampling and duration of time onsite by the named QAF. Neither the QAF nor the Alliance can certify or guarantee the quality, outcome, or effectiveness of actions taken in response to the report.

For more information and report feedback please go to: [www.bangladeshworkersafety.org](http://www.bangladeshworkersafety.org).



## GENERAL INFORMATION

General Information	
Factory Name:	Actor Sporting Ltd (Garment Division)
Address:	Plot 33-35, Dhaka (EPZ), Savar Savar Dhaka Bangladesh
Country:	Bangladesh
Province:	Dhaka
City:	Savar
Zip Code:	1349
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	07-08-2014
Final Report Date:	07-24-2014
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are 9 buildings. 1) Main Production Building; 2) Boiler and Generator Shed; 3) Worker Dining Shed; 4) Wastage Storage Shed; 5) Accessories Storage and Laser Shed; 6) Cap Visor and Prayer Shed; 7) Child Care Shed; 8) Fire Control Shed; 9) Security Shed.
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	1) Main Production Building - Building height: 18.74 m (61.5 ft), Highest occupied floor level: 15.69 m (51.5 ft), Stories above grade: 4, Stories below grade: 0, Occupied levels: 5.
Approximate Building Area (SF):	Total area of all buildings in the factory premises: 128,182 SF. 1) Main Production Building: 120,866 SF (GF through 3rd: 29,226 SF each, Occupied roof: 3,962 SF); 2) Boiler and Generator Shed: 1,172 SF; 3) Worker Dining Shed: 1,044 SF; 4) Wastage Storage Shed: 1,488 SF; 5) Accessories Storage and Laser Shed: 1,829 SF; 6) Cap Visor and Prayer Shed: 1,360 SF; 7) Child Care Shed: 204 SF; 8) Fire Control Room: 97 SF; 9) Security Shed: 122 SF.
Date of Building Construction:	1) Main Production Building: Completed in 1996.
Date of Last Building Renovation/Addition:	No record of renovation or addition was found.
Ancillary Structures in Complex:	1) Boiler and Generator Shed; 2) Worker Dining Shed; 3) Wastage Storage Shed; 4) Accessories Storage and Laser Shed; 5) Cap Visor and Prayer Shed; 6) Child Care Shed; 7) Fire Control Shed; 8) Security Shed.



Approximate Ancillary Structures Area (SF):	1) Boiler and Generator Shed: 1,172 SF; 2) Worker Dining Shed: 1,044 SF; 3) Wastage Storage Shed: 1,488 SF; 4) Accessories Storage and Laser Shed: 1,829 SF; 5) Cap Visor and Prayer Shed: 1,360 SF; 6) Child Care Shed: 204 SF; 7) Fire Control Room: 97 SF; 8) Security Shed: 122 SF.
Number of Occupants:	Total occupant load: 1,748. 1) Main Production Building: 1,706 (GF: 301, 1st: 299, 2nd: 500, 3rd: 590, Roof: 16); 2) Boiler and Generator Shed: 2; 3) Worker Dining Shed: 10; 4) Wastage Storage Shed: 3; 5) Accessories Storage and Laser Shed: 3; 6) Cap Visor and Prayer Shed: 10; 7) Child Care Shed: 8; 8) Fire Control Shed: 2; 9) Security Shed: 4.
Number of Ancillary Levels (Stories):	All Ancillary Buildings are 1 story.
Occupancy Type:	1) Main Production Building - GF: H2 (storage), G2 (factory), F1 (Office), D1 (Medical room), 1st floor: G2 (factory), H2 (storage), 2nd floor: H2 (storage), G2 (factory), K (Maintenance room), 3rd floor: G2 (factory), K (Spare machine room), H2 (storage), Occupied roof: H2 (storage), E4 (Dinning, prayer room); 2) Boiler and generator shed: K (Boiler, generator); 3) Worker Dining Shed: E4 (Dinning); 4) Wastage Storage Shed: H2 (storage); 5) Accessories Storage and Laser Shed: H2 (storage); 6) Cap Visor Storage and Prayer Shed: H2 (storage), E4 (Prayer room); 7) Child Care Shed: B2 (Child care); 8) Fire Control Shed: F1 (Fire control); 9) Security Shed: F1 (security).
Construction Type:	1) Main Production Building - GF to 3rd floor: Type 1, Roof structure: Non-rated; 2) Boiler and Generator Shed: Non-rated; 3) Worker Dining Shed: Non-rated; 4) Wastage Storage Shed: Non-rated; 5) Accessories Storage and Laser Shed: Non-rated; 6) Cap Visor and Prayer Shed: Non-rated; 7) Child Care Shed: Non-rated; 8) Fire Control Shed: Non-rated; 9) Security Shed: Non-rated.
Height of Highest Occupied Floor Level Above Grade:	1) Main Production Building: 15.69 m (51.5 ft); 2) All other buildings: at grade.



## ASSESSMENT FINDINGS

### Fire Protection Construction

Question:	Are openings and penetrations through rated walls and/or assemblies protected?	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	All the openings through rated walls in the assessed buildings were found to be non rated. Some major locations are stated below: At Main Production Building, each floor contains different storage but none of the storage openings (windows, doors, etc.) are fire protected at adjacent occupancies. Similar openings are found other buildings.	
Source of Findings:	Visual Assessment: During assessment, unprotected openings were found through rated walls.	
Suggested Plan of Action:	Provide fire-resistive rated opening and penetration protection for rated walls and assemblies in accordance with Alliance Standard Sections 4.6 and 4.7. Consult a qualified fire protection engineer to design the required opening protectives and penetration systems.	
Suggested Deadline Date:	28 Oct 2014	
Standard:	Includes doors, windows, ducts, piping, etc. Reference Alliance Standards Part 4 Section 4.6 Opening Protectives and Section 4.7 Penetrations	
Question:	Are exit enclosures provided with fire-resistive rated construction barriers?	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	There are 4 stairs in the 5 story Main Building. None of the stairs are provided with fire-resistive rated construction barriers or associated opening protection.	
Source of Findings:	Visual Assessment: On visual inspection, stair enclosures were found without fire ratings.	
Suggested Plan of Action:	Provide fire-resistive rated construction barriers and associated opening protection for exit enclosures in accordance with Alliance Standard Sections 4.5 and 4.6. Consult a qualified fire protection engineer to design the required rated construction barrier.	
Suggested Deadline Date:	28 Oct 2014	
Standard:	Reference Alliance Standards Part 4 Section 4.5 Separation	





Question:	Are shafts provided with the minimum fire-resistance rating?
Priority Level:	High
Non-Compliance Level:	3
Description:	A cargo lift connecting 5 stories of the Main Production Building is directly open to the production floor. The lift does have a fire-resistance rating of 2 hour, but the openings in shaft is not protected with 1.5 hr fire protective opening assemblies as required in accordance with Alliance Standards Part 4 Section 4.5.7.
Source of Findings:	Visual Assessment: On visual inspect, shaft is found which is directly open to the production floor.
Suggested Plan of Action:	Provide fire-resistive rated construction barriers and associated opening protection for shafts in accordance with Alliance Standard Section 4.5.7. Consult a qualified fire protection engineer to design the required rated construction barrier.
Suggested Deadline Date:	28 Oct 2014
Standard:	Reference Alliance Standards Part 4 Section 4.5.7.1 through 4.5.7.3
Question:	Are separations between hazards provided with fire-resistive rated construction barriers.
Priority Level:	Medium
Non-Compliance Level:	3
Description:	Mixed occupancies without proper fire separations are as follows: On ground floor of main building, proper separation is not provided between embroidery and storage room. On 1st floor of main building, proper separation is not provided between label room and storage, production and storage, packing section (finished goods storage) and production floor. On 2nd floor of main building, proper separation is not provided between maintenance room and production. Proper separation is not provided between Main Building and storage area. Similar separation is observed on a different floor of a different building.
Source of Findings:	Visual Assessment: Non-rated separations were found between various occupancies.
Suggested Plan of Action:	Provide fire-resistive rated construction barriers between hazard types in accordance with Alliance Standard Sections 3.4 and 4.5. Consult a qualified fire protection engineer to design the required rated construction barrier.
Suggested Deadline Date:	20 Jan 2015
Standard:	Reference Alliance Standards Part 4 Section 4.5 Separation





Question:	Certificates of Occupancy for each building have been issued and are on file.
Priority Level:	Low
Non-Compliance Level:	1
Description:	No occupancy certificates are available for any building.
Source of Findings:	Document Review: There were no occupancy certificates for any of the buildings among the documents shown by the factory personnel.
Suggested Plan of Action:	Apply to BEPZA in an expeditious manner for issuance of the Certificates of Occupancy for each building and ancillary structure according to building use.
Suggested Deadline Date:	10 Oct 2014
Standard:	Are certificates of occupancy provided for each building or ancillary structure?

### Fire Protection Systems

Question:	Does the building have a Standpipe System?
Priority Level:	High
Non-Compliance Level:	3
Description:	Height of the highest occupied floor of five story main building is 15.69 m (51.5 ft) above grade which is more than 10 m (33 ft). Therefore, class III standpipe system needs to be installed throughout the building at required stairwells as per Alliance Standard 5.4.2 and NFPA 14. Class III standpipe system is not currently installed. Throughout the factory, the existing standpipe system consists of a 1 inch diameter plastic pipe and 1.5 inch diameter fabric pipe with fixed nozzle. Hydraulic design for the installed system was not available. On roof hose pressure is found very negligible (i.e., less than 4.5 bar). However, existing standpipe system is not in compliance with Alliance Standard Section 5.4.2 and NFPA 14.
Source of Findings:	Visual Assessment: During site tour, no compliant standpipe system was noticed in the Main Building.
Suggested Plan of Action:	Install a standpipe system at required locations designed by a qualified fire protection engineer. The system is to be compliant with the requirements of NFPA 14. The hydraulic calculations should be reviewed by Alliance and review to be completed prior to start of work. All standpipe system installations shall be submitted for review by the Alliance for review prior to commencement of installation according to 5.4.3.2.
Suggested Deadline Date:	28 Oct 2014
Standard:	Does the building have a standpipe system installed where required. Alliance Standard Part 5 Section 5.4.2





Question:	Does the building have a fire pump?
Priority Level:	High
Non-Compliance Level:	3
Description:	Fire pump set is available in the factory; however it does not comply with the requirements of Alliance Standards and NFPA 20.
Source of Findings:	Visual Assessment: On visual inspection, A pump set is available in the premises which are not dedicated for fire purposes.
Suggested Plan of Action:	Install a dedicated fire pump for the facility in accordance with NFPA 20 to supply the demands of the connected fire protection systems along with a stored source of water sufficient to meet the demands in accordance with NFPA 22. Fire pump installation is to be tested for final acceptance in presence of Alliance and a final inspection of the installation shall be conducted by the Alliance prior to final acceptance of the installation by the Alliance as per clause 5.5.5. Acceptance testing of the installation shall be in accordance with NFPA 20, 22, and 25 testing requirements. Documentation of all testing shall be submitted to the Alliance for review prior to final acceptance by the Alliance. The pump is to be connected to an alternative power source such as a generator. The generator is to be configured with an ATS (auto starter).
Suggested Deadline Date:	20 Oct 2014
Standard:	Alliance Standard Part 5 Fire Protection Systems
Question:	Are fire department connections provided and clearly identified for the Fire Protection Systems?
Priority Level:	Medium
Non-Compliance Level:	2
Description:	A fire department (Siamese) inlet connection and outlet connection (pillar hydrant) are not provided to allow fire department pumper equipment to supplement the fire protection systems.
Source of Findings:	Visual Assessment: No fire department connections were available in the buildings.
Suggested Plan of Action:	Provide Fire Department (Siamese) connections in accordance with Alliance Standard Section 5.5.4. Connections shall match the Fire Service and Civil Defence hose thread standard.
Suggested Deadline Date:	20 Jan 2015
Standard:	Alliance Standard Part 5 Section 5.5.4 Fire Department Connections







Question:	Fire extinguishers are inspected, tested, and maintained as required.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Extinguishers are inspected monthly, but no document was found in support of annual maintenance of extinguishers by a servicing agent, or annual testing of nozzle of CO2 extinguisher.
Source of Findings:	Document Review: Relevant documents are not compliant with NFPA 10.
Suggested Plan of Action:	Fire extinguishers are to be inspected, tested, and maintained in accordance with NFPA 10 Chapter 7.
Suggested Deadline Date:	20 Jan 2015
Standard:	NFPA 10 Chapter 7
Question:	Is the fire alarm and detection system monitored by a central station monitoring service or directly connected to the Fire Service and Civil Defense?
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Automatic fire alarm and detection system is available in the factory, but there is no monitoring company in Bangladesh. Fire Service and Civil Defence is also not capable of monitoring fire alarm and detection systems of the factories.
Source of Findings:	Visual Assessment: Fire alarm and detection system not monitored centrally.
Suggested Plan of Action:	Arrange for direct connection of the fire alarm and detection system to a central station monitoring service or the Fire Service and Civil Defence as per Alliance Standard Section 5.7.5. Until that time, a person trained to contact the Fire Service and Civil Defence in the event of fire alarm activation shall be provided. An annunciator shall be located in a constantly attended location (such as a fire control room) to alert this person.
Suggested Deadline Date:	24 Oct 2014
Standard:	Alliance Standard Part 5 Section 5.7.5 Monitoring
Question:	Are inspection, maintenance, and testing procedures of the standpipe and hose system documented and up to date? Including inspection and testing of hoses if provided.
Priority Level:	Low
Non-Compliance Level:	1
Description:	Compliant standpipe system is not found in the factory premises. However, there is no test and maintenance plan or record for testing and maintenance of





	installed standpipe system as per requirement of NFPA 25 Chapter 6 Table 6.1.1.2.	
Source of Findings:	Visual Assessment: No document regarding inspection, maintenance and testing procedure of installed standpipe and hose system was found among the documents shown by the factory personnel.	
Suggested Plan of Action:	Install class III standpipe system at required locations designed by a qualified fire protection engineer. The system is to be compliant with the requirements of NFPA 14. Then establish an inspection, maintenance, and testing program for the standpipe and hose system. Program must comply with the requirements of NFPA 25 Chapter 6 Table 6.1.1.2.	
Suggested Deadline Date:	20 Jan 2015	
Standard:	Reference NFPA 25 Chapter 6 Standpipe and Hose Systems Table 6.1.1.2	
Question:	Is signage for the standpipe system installed at required locations and on required components?	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	A class III standpipe system is not installed in the building. Signage for the available standpipe system is not found at required location.	
Source of Findings:	Visual Assessment: A compliant standpipe system was not found in the premises. No appropriate signage for installed standpipe system was available.	
Suggested Plan of Action:	Install a standpipe system at required locations designed by a qualified fire protection engineer. The system is to be compliant with the requirements of NFPA 14. Install required identification signs at the noted locations. Signage must comply with NFPA 14 Chapter 6.	
Suggested Deadline Date:	10 Oct 2014	
Standard:	Reference NFPA 14 Chapter 6	
Question:	Are inspection, maintenance, and testing procedures of the fire pump documented and up to date?	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	Fire pump set is available in the factory; however it does not comply with the requirements of Alliance Standards and NFPA 20. Existing fire pump inspection, maintenance and testing procedures are not available in the factory.	
Source of Findings:	Visual Assessment: No maintenance plan is available for existing fire pump.	



Suggested Plan of Action:	Install a pump dedicated for firefighting or fire protection following the requirements of NFPA 20. Then establish an inspection, maintenance, and testing program for the fire pump. Program must comply with NFPA 25.
Suggested Deadline Date:	20 Jan 2015
Standard:	Reference NFPA 25 Chapter 8 Fire Pumps

**Means of Egress**

Question:	Exit discharge is directly to the exterior of the building, unless the requirements of 6.17.2 are met, at grade or provides direct access to grade. Exit discharge shall not reenter a building.
Priority Level:	High
Non-Compliance Level:	3
Description:	Exit discharge from front side stair and steel stair at east side of Main Building is directly to exterior of the building but the two stairs on south side and west side discharge to an unprotected passageway which is not compliance with the Alliance Standard.
Source of Findings:	Visual Assessment: The exit discharge does not terminate at the exterior of the building.
Suggested Plan of Action:	Route exits directly to the exterior or provide an exit passageway in accordance with Alliance Standard Section 6.15 for non-compliant arrangements. Consult a qualified fire protection engineer to design and/or approve the required exit passageway.
Suggested Deadline Date:	28 Oct 2014
Standard:	Alliance Standard Part 6 Section 6.17 Exit Discharge. See Section 16.7.2 and 16.7.3 for exceptions.



Question:	Doors are not locked in the direction of egress under any conditions. All hasps, locks, slide bolts, and other locking devices have been removed where required.
Priority Level:	High
Non-Compliance Level:	3
Description:	There are collapsible doors, wooden doors, aluminum swinging and sliding steel doors with locking arrangements in the direction of egress. The gates also have a locking arrangement.
Source of Findings:	Visual Assessment: Exit doors with locking arrangements were found.
Suggested Plan of Action:	Remove all locking devices from all egress doors and means of egress components in accordance with Alliance Standard Section 6.8. If locks are required for security reasons, utilize special door locking features complying with NFPA 101.





Suggested Deadline Date:	24 Oct 2014	
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	
Question:	Doors along the path of egress have a minimum width of 0.8 m (32 in) and have required ratings.	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	Door widths are more than 0.8 m, but no rated doors are provided on any floor along the path of egress (i.e. doors leading to staircase) as required in accordance with Alliance Standard Section 6.3.1.2.2 and 4.6.	
Source of Findings:	Visual Assessment: During site tour, no fire door was found at egress points.	
Suggested Plan of Action:	Replace non-compliant doors and frames in the means of egress with side-swinging doors. Replacement doors shall be a minimum width of 0.8 m (32 in), and are listed, approved, self-closing, fire rated door assemblies (door and frame) with latching panic hardware.	
Suggested Deadline Date:	28 Oct 2014	
Standard:	Alliance Standard Part 6 Section 6.5.6 Minimum Widths. Increased occupant loads will require a door width greater than 0.8 m.	
Question:	All doors in a means of egress are of the side-hinged swinging type.	
Priority Level:	High	
Non-Compliance Level:	3	
Description:	There are collapsible doors, wooden doors, aluminum swinging and sliding steel collapsible doors with locking arrangements at each egress location.	
Source of Findings:	Visual Assessment: No side-hinged swinging type exit door was found.	
Suggested Plan of Action:	Replace non-compliant doors and frames in the means of egress with side-swinging doors. Replacement doors shall be a minimum width of 0.8 m (32 in), and are listed, approved, self-closing, fire rated door assemblies (door and frame) with latching panic hardware.	
Suggested Deadline Date:	28 Oct 2014	
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	



Question:	Exterior exit stairs are separated from the building with the required rating. The rating of the exterior wall shall extend 3.05 m (10 ft) beyond the ends of the stair structure.
Priority Level:	High
Non-Compliance Level:	3
Description:	The external steel stair of this building does not have a fire separation from the building and 10 feet beyond the ends of the stair.
Source of Findings:	Visual Assessment: On visual inspection, exterior exit stair were not erected with fire separated from the building.
Suggested Plan of Action:	Provide a fire-resistive rated assembly between the exterior exit stairs (and 10 ft beyond the ends of the stairs) and the building to achieve the required separation. Enclose any openings (windows, etc.) with required fire rated construction within that 10 ft wall section. The rated assembly should be designed and/or approved by a qualified fire protection engineer.
Suggested Deadline Date:	28 Oct 2014
Standard:	Alliance Standard Part 6 Section 6.3.1.2. Three stories or less 1-hr rating. Four stories of more 2-hr rating
Question:	Occupant loads are posted for every assembly and production floor in a conspicuous space near the main point of egress.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Occupant loads are not posted in a conspicuous space near the main exits or exit access doorways.
Source of Findings:	Visual Assessment: No occupant loads are posted in any buildings near the main point of egress.
Suggested Plan of Action:	Post the occupant load for every assembly and production floor in a facility in a conspicuous space near the main exit or exit access doorway for the space.
Suggested Deadline Date:	17 Oct 2014
Standard:	Alliance Standards Part 6 Section 6.4.4 Posting of Occupant Load
Question:	Emergency power for means of egress illumination is verified at least once per year. If battery operated lights are used, these lights are tested on a monthly basis. Functional testing of battery powered lights is provided for a minimum 90 min once per year.
Priority Level:	Medium
Non-Compliance Level:	2









Description:	Record of verifying emergency power for means of egress illumination was not found.	
Source of Findings:	Document Review: No document regarding verification of emergency power for means of egress was found among the documents shown by the factory personnel.	
Suggested Plan of Action:	Develop a testing and maintenance program that ensures the operation of all egress lighting is verified at least once per year. If battery-operated lights are used, these lights shall be tested on a monthly basis. Functional testing of battery powered lights shall be provided for a minimum 90 min once per year.	
Suggested Deadline Date:	17 Oct 2014	
Standard:	Alliance Standards Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape Lighting	
Question:	Illuminated exit signs are placed at entrances to exits and along the path of egress anywhere the continuation of egress is not obvious or there is a change in the direction of the path of travel.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Illuminated exit signs are placed at entrances to exits, but not along the path of egress where there is a change in direction or where the continuation of egress is not obvious.	
Source of Findings:	Visual Assessment: Illumination of exit signs was observed and found that exit signs were not placed where exit direction changed.	
Suggested Plan of Action:	Provide continuously illuminated exit signs per Alliance Standard Section 6.11. Signs shall be placed at all required exits and along egress paths, especially where there is a change in direction for the path of travel.	
Suggested Deadline Date:	20 Jan 2015	
Standard:	Alliance Standard Part 6 Section 6.11 Exit Signs	
Question:	Emergency power for exit signs is tested at least once per year. If battery operated, these lights are tested on a monthly basis. Functional testing of battery powered signs is provided for a minimum 90 min once per year.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	No plan or record was found of conducting periodic tests for the emergency battery backup for illumination of the exit signs.	
Source of Findings:	Visual Assessment: No document regarding testing of emergency power for exit signs was found among the documents shown by the factory personnel.	



Suggested Plan of Action:	Develop a testing and maintenance program that ensures the emergency power for exit signs is tested at least once per year. If battery operated signs are used, these lights are tested on a monthly basis. Functional testing of battery powered signs is provided for a minimum 90 min once per year.	
Suggested Deadline Date:	17 Oct 2014	
Standard:	Alliance Standard Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape.	
Question:	Handrails are provided on both sides of each stairway. Intermediate handrails are provided when the stair width exceeds 2.2 m (87 in.). Handrails are not mounted lower than 760 mm (30 in.) or higher than 1100 mm (44 in.).	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	There are 4 stairs in the main building and handrails are not provided on both sides of the stair. Among them, maximum width of stair is 2.13 m. Therefore, there is no need to provide intermediate handrail. Handrails are mounted at 37 inches, which is appropriate as per Alliance Standard.	
Source of Findings:	Visual Assessment: Stair width and handrail height was measured on a sample basis.	
Suggested Plan of Action:	Provide handrails on both sides of each stairway. Mount new handrail at a height consistent with existing height (between 30 in. and 44 in).	
Suggested Deadline Date:	20 Jan 2015	
Standard:	Alliance Standard Part 6 Section 6.9 Stairs and 6.12 Handrails and Guards	
Question:	Exit signs have appropriate illumination levels and contrasting graphics.	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	Some exit signs do not have appropriate illumination levels and contrasting graphics.	
Source of Findings:	Visual Assessment: Exit sign without appropriate illumination level was observed.	
Suggested Plan of Action:	Make sure all required exit signs are illuminated continuously at all times. Exit signs may be illuminated either by lamps external to the sign or by lamps contained within the sign. The source of illumination shall provide not less than 50 lux at the illuminated surface with a contrast of not less than 0.5. Approved self-luminous signs which provide evenly illuminated letters having a minimum luminance of 0.2 cd/m2 may also be used.	
Suggested Deadline Date:	20 Jan 2015	



Standard:	Alliance Standard Part 10 Section 10.12.1 Exit Signs	
Question:	Stair designation signs are provided at each floor entrance from the stair to the floor in English and Bengali. Signs indicate the name of the stair and the floor level. Signs are posted adjacent to the door.	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	Floor level indicated but stair name or designation was not provided.	
Source of Findings:	Visual Assessment: Floor level mentioned but no stair designation sign was found in any floor.	
Suggested Plan of Action:	Install signage adjacent to each stair door indicating the stair name and the floor level in both English and Bengali.	
Suggested Deadline Date:	17 Oct 2014	
Standard:	Alliance Standard Part 6 Section 6.9 Stairs	
<b>Fire Safety Programs</b>		
Question:	An emergency evacuation plan has been developed and communicated to all employees.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Workers are aware of the evacuation procedure upon commencing of the alarm. However, no procedure defining evacuation process was available.	
Source of Findings:	Worker Interviews: Workers are aware of the evacuation procedure.	
Suggested Plan of Action:	Develop an emergency evacuation plan which includes duties and responsibilities of various people, interfacing between groups and fire brigade, headcount and identification of trapped victims, physically disabled people and their rescue, etc. and all components required by the Alliance Standards and communicate the plan to all employees. The evacuation plan shall include provisions to assist physically disabled persons. A list of all employees with physical disabilities shall be kept by the Fire Service Director.	
Suggested Deadline Date:	17 Oct 2014	
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	



Question:	Storage areas underneath the cutting tables are clear of combustibles.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	Fabrics are stored underneath the cutting tables on the 3rd floor of the Main Production Building.
Source of Findings:	Visual Assessment: Storage of combustibles underneath cutting table was observed.
Suggested Plan of Action:	Remove all combustibles stored underneath the cutting tables in accordance with Alliance Standard Section 13.7.2.
Suggested Deadline Date:	10 Oct 2014
Standard:	Alliance Standard Part 17 Section 13.7.2 Cutting tables.
Question:	Training programs are implemented and documented in accordance with the Alliance Safety Training Curriculum.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	No record of training program was available in accordance with the Alliance Safety Training Curriculum on fire safety.
Source of Findings:	Document Review: Alliance safety training curriculum was not found among the documents shown by factory personnel., Visual Assessment: No record of training program was available on fire safety.
Suggested Plan of Action:	Implement training programs and document in accordance with the Alliance Safety Training Curriculum.
Suggested Deadline Date:	10 Oct 2014
Standard:	Alliance Standards Part 13
Question:	Fire Department pre-planning has been completed.
Priority Level:	Low
Non-Compliance Level:	1
Description:	Fire department pre-planning was not found.
Source of Findings:	Document Review: No document regarding fire department pre-planning was found among the documents shown by factory personnel.
Suggested Plan of Action:	Complete fire department pre-planning activities with the local Fire Service and Civil Defence.





Suggested Deadline Date:	17 Oct 2014
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director
Question:	A written housekeeping policy is established and enforced.
Priority Level:	Low
Non-Compliance Level:	1
Description:	A written housekeeping policy was not found.
Source of Findings:	Document Review: No document regarding housekeeping policy was found among the documents shown by factory personnel.
Suggested Plan of Action:	Establish written corporate and plant policies on housekeeping to ensure scheduled cleaning for floor, wall, ceiling, supply and return air ventilation systems. Promptly reschedule skipped cleanings. Provide a documented line of authority for authorizing a cleaning delay and rescheduling.
Suggested Deadline Date:	14 Apr 2015
Standard:	Alliance Standards Part 13 Section 13.6 Housekeeping
Question:	A hot-work permit program has been established.
Priority Level:	Low
Non-Compliance Level:	1
Description:	Hot-work permit program is not yet established. However, hot-work is not taking place in the factory right now.
Source of Findings:	Visual Assessment: Hot-work permit program was not found.
Suggested Plan of Action:	Develop a hot-work permit program. The program must comply with the requirements of NFPA 51B.
Suggested Deadline Date:	20 Jan 2015
Standard:	Alliance Standards Part 13 Section 13.4 Hot Work Permit and NFPA 51B
Question:	Smoking is only allowed at designated areas.
Priority Level:	Low
Non-Compliance Level:	1
Description:	Smoking is prohibited as per verbal information of factory personnel, but signs are not posted in Bengali and English at all building entrances. No designated smoking area is created outside the buildings.
Source of Findings:	Visual Assessment: During site tour no designated area for smoking was





	noticed.	
Suggested Plan of Action:	Smoking is prohibited in garment factory buildings or similar uses. Post "No Smoking" signs in English and Bengali at all building entrances. If the Owner designates a smoking area outside the building, information on the location of these areas shall be posted on the "No Smoking" signs.	
Suggested Deadline Date:	24 Oct 2014	
Standard:	Alliance Standards Part 13 Section 13.5 Smoking	
Question:	Are all applicable permits up to date including Fire License & Boiler License.	
Priority Level:	Low	
Non-Compliance Level:	1	
Description:	Trade license, industry license, BERC certificate, boiler operator license and electrician license are available and up-to-date, but fire license and boiler license are not valid.	
Source of Findings:	Document Review: All applicable permits are up-to-date except the fire license and boiler license.	
Suggested Plan of Action:	Apply to appropriate authority in an expeditious manner for issuance of all required licenses and permits.	
Suggested Deadline Date:	24 Oct 2014	
Standard:	Alliance Standard Part 13 Human Element Programs	