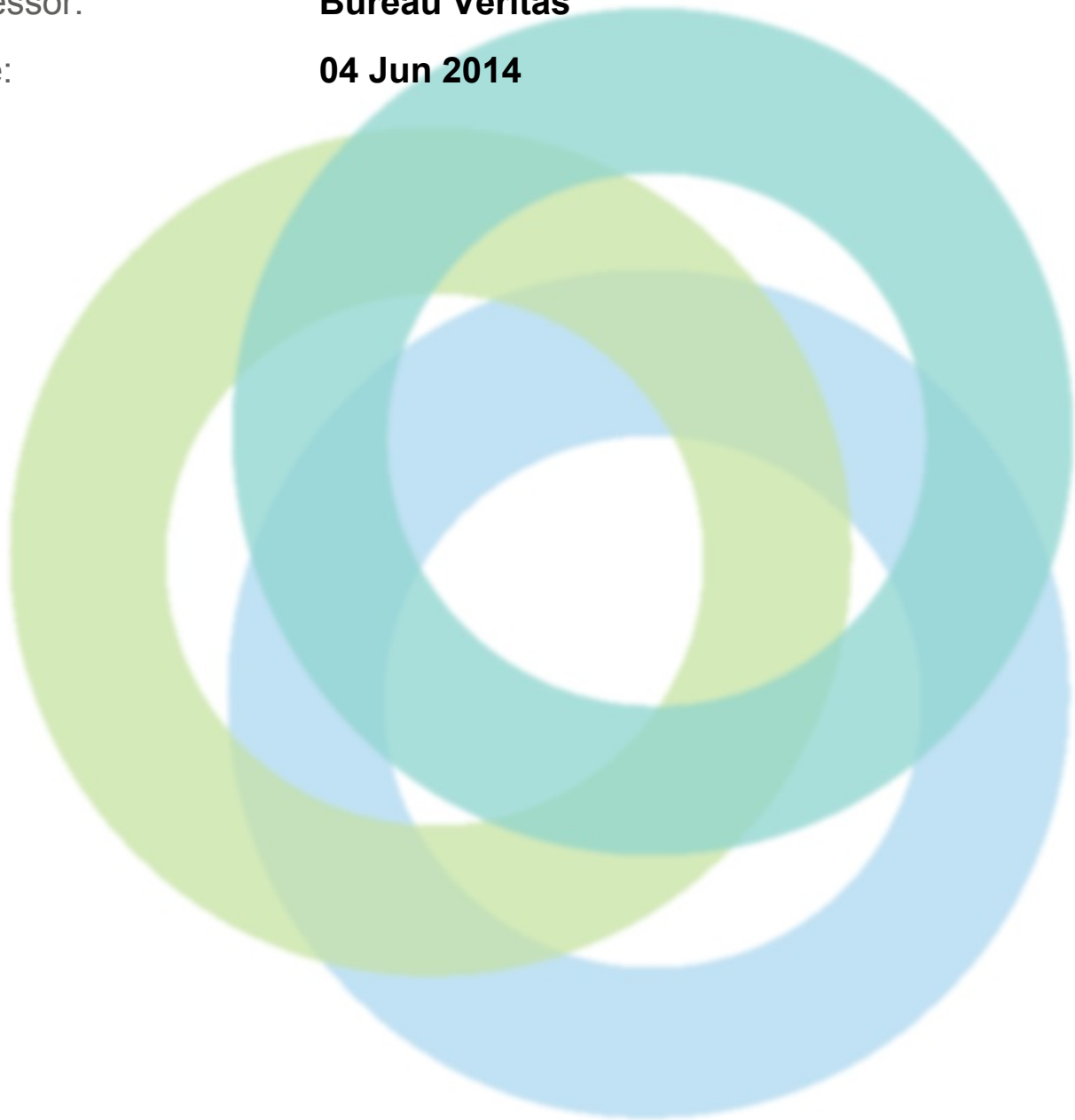


# INITIAL FIRE ASSESSMENT REPORT (FAR)

Factory Name: **The Need Apparels (PVT.) Ltd**  
Address: **154/C Rajakhal Road, East Bakalla, Chittagong  
Chittagong Chittagong Bangladesh**  
Assessor: **Bureau Veritas**  
Date: **04 Jun 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:	The Need Apparels (PVT.) Ltd
Address:	154/C Rajakhal Road, East Bakalla, Chittagong Chittagong Chittagong Bangladesh
Country:	Bangladesh
Province:	Chittagong
City:	Chittagong
Zip Code:	4000
Audit Duration:	1 Days
Re-Audit:	Re-Audit After 0 Months
Draft Report Date:	06-19-2014
Final Report Date:	06-28-2014
Are all Action Items From Previous Assessment Completed?:	N/A
Buildings in Complex:	There are two buildings in the factory premises out of which one is main production building and other one is ancillary building. The buildings are named as: 1) Six story RCC main production building, 2) Two story RCC generator building.
Is the building(s) owned or rented by the Factory:	Owned
Number of Building Levels (Stories):	1) Six story RCC main production building: Building height (Highest occupied floor level): 16.31 m or 53.5 ft [Height up to roof: 19.36 m or 63.5 ft], Stories above grade: 6, Stories below grade: 0, Occupied levels: 6, 2) Two story RCC generator building: Building height (Highest occupied floor level): 3.05 m or 10 ft [Height up to roof: 6.1 m or 20 ft], Stories above grade: 2, Stories below grade: 0, Occupied levels: 2.
Approximate Building Area (SF):	Total area of buildings in the factory premises: 58294.00 sft. Building wise breakdown as follows: 1) Six story RCC main production building: 57720.00 sft (Ground floor: 11264.00 sft, 1st floor: 11264.00 sft, 2nd floor: 11264.00 sft, 3rd floor: 11264.00 sft, 4th floor: 11264.00 sft, 5th floor: 1400.00 sft), 2) Two story RCC generator building: 574.00 sft (Ground Floor: 287.00 sft, 1st Floor: 287.00 sft).
Date of Building Construction:	Factory personnel informed the date of construction as follows: 1) Six story RCC main production building: Started in May- 2001 and finished in December-2002, 2) Two story RCC generator building: No record for date of construction was found.
Date of Last Building Renovation/Addition:	No record for date of renovation or addition was found from factory personnel.







Ancillary Structures in Complex:	1) Two story RCC generator building.
Approximate Ancillary Structures Area (SF):	1) Two story RCC generator building: 574.00 sft (Ground Floor: 287.00 sft, 1st Floor: 287.00 sft).
Number of Occupants:	Total number of occupants: 973. 1) Six story RCC main production building: 972 (Ground floor: 10, 1st floor: 244, 2nd floor: 47, 3rd floor: 335, 4th floor: 334, 5th floor: 2), 2) Two story RCC generator building: 1 (Ground floor: 1, 1st floor: 0).
Number of Ancillary Levels (Stories):	1) Two story RCC generator building: Building height (Highest occupied floor level): 3.05 m or 10 ft [Height up to roof: 6.1 m or 20 ft], Stories above grade: 2, Stories below grade: 0, Occupied levels: 2.
Occupancy Type:	1) Six story RCC main production building: [Ground floor: H2 (Fabric store, finished goods store), E4 (Dining), B2 (Child care), K (Pump room), 1st floor: F1 (Office), G2 (Packing, carton making, sewing), H2 (Fabric store), K (Boiler room), 2nd floor: G2 (Cutting), H2 (Accessories store), F1 (Office), 3rd floor: G2 (Sewing), D1 (Doctor room), F1 (Office), E4 (Prayer room), 4th floor: G2 (Sewing), H2 (Finished goods store), K (Maintenance room), 5th floor: H2 (Store)], 2) Two story RCC generator building: [Ground Floor: K (Generator), 1st Floor: K (Oil filled transformer)].
Construction Type:	1) Six story RCC main production building: Type 1, 2) Two story RCC generator building: Type 1.
Height of Highest Occupied Floor Level Above Grade:	1) Six story RCC main production building: 16.31 m or 53.5 ft, 2) Two story RCC generator building: 3.04 m or 10 ft.




## ASSESSMENT FINDINGS

### Fire Protection Construction

Question:	Are exit enclosures provided with fire-resistive rated construction barriers?	 
Priority Level:	High	
Non-Compliance Level:	3	
Description:	There are 3 stairs in the 6 story RCC main building. None of the stairs are fire rated because of unprotected door openings are available towards each production floor. The doors on each floor installed with north-west and south-east stair are appears as a fire door but no credible certificates or label markings to ensure that the door has required rating. Another door of the north-east exit stair is collapsible type gate without any rating. The exit enclosure is constructed with brick wall of 6 inch thickness after finishing and it is considered to have required rating.	
Source of Findings:	Photograph: Unprotected door with northwest stair, unprotected door & window with northeast stair., Visual Assessment: Exit enclosures found unprotected.	
Suggested Plan of Action:	Provide 2 hr fire-resistive rated construction barriers at exit enclosures. Fit doors that open in the direction of egress, side-swinging, self-closing, non-lockable fire doors of 1.5 hr rating in all stairwell enclosures. Consult a qualified fire protection engineer to design the required rated construction barriers.	
Suggested Deadline Date:	11 Oct 2014	
Standard:	Reference Alliance Standards Part 4 Section 4.5 Separation	
Question:	Are openings and penetrations through rated walls and/or assemblies protected?	 
Priority Level:	High	
Non-Compliance Level:	2	
Description:	The doors fitted in boiler room near ironing section on 1st floor of six story main building and generator room on ground floor of two story generator building seem to be fire doors but no credible certificates or label markings on doors are available. The door of oil filled transformer room on 1st floor of two story generator building is unprotected.	
Source of Findings:	Photograph: Unprotected window of child care near dining room at six story main building and unprotected door of oil filled transformer room at generator building., Visual Assessment: Occupancy separations are not fire rated and the opening protective are not fire rated as well at noted locations.	
Suggested Plan of Action:	Install fire rated doors and windows or fill in unprotected openings with fire resistive rated assemblies.	



Suggested Deadline Date:	11 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 separations between hazards provided with fire-resistive rated construction barriers.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	Finish goods store and dining area (more than 75 sqm) located on ground floor with grill separation and the childcare on same floor open towards dining area with unprotected window.	
Source of Findings:	Photograph: Finished goods storage & dining are not fire separated., Visual Assessment: Grill separation between finished goods store and dining area on ground floor.	
Suggested Plan of Action:	Provide fire-resistive rated construction barriers between mixed occupancy according to Alliance standard 3.4.4 and Table 4.4.1. Consult a qualified fire protection engineer to design the required rated construction barrier.	
Suggested Deadline Date:	03 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 certificate is available for any building in the factory premises.	
Source of Findings:	Document Review: There was no occupancy certificate for any of the buildings among the documents shown by the factory concerned people.	
Suggested Plan of Action:	Apply to Chittagong Development Authority (CDA) for issuance of occupancy certificate and expedite the matter.	
Suggested Deadline Date:	30 Aug 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:	2
Description:	The height of the highest occupied floor of the main building is 16.31 m (53.50 ft) above grade which is above 10m(33 ft). A class III standpipe system needs to be installed throughout the building at required locations as per Alliance Standards. A class II standpipe system is installed in the main building. Two class II standpipe hose connections (40 mm) are installed on each floor. There is no hydraulic design for the installed system. Water capacity is found to be 121,000 liters.
Source of Findings:	Visual Assessment: A class II standpipe hose connection (40 mm) is found installed.
Suggested Plan of Action:	Install a NFPA 14-compliant class III standpipe system at required locations designed by a qualified fire protection engineer. All standpipe system installations and hydraulic calculations shall be reviewed by the Alliance prior to commencement of installation. System design should also account for the two additional stories currently under construction.
Suggested Deadline Date:	11 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:	2
Description:	A fire pump set is available with backup power, it does not comply with the requirements of Alliance Standards. Hydraulic calculation is not available. Required capacity of fire pump is not known. Suction lift is used whereas a suction head is required. Additionally, a detailed design of pump components and layout as per NFPA 20 were not found.
Source of Findings:	Visual Assessment: Fire pump, jockey pump, backup power and ATS panel were found in the factory.
Suggested Plan of Action:	Need hydraulic calculations to confirm existing fire pump is adequate for fire protection demand. If not, install new fire pump compliant with NFPA-20.
Suggested Deadline Date:	08 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 as well as outlet connection was not available during assessment day which demanded in Alliance standard 5.5.4.
Source of Findings:	Visual Assessment: No fire department connection was found.
Suggested Plan of Action:	Provide fire department (Siamese) inlet connections to allow fire department pumper equipment to supplement the fire protection systems and outlet connections to allow fire department pumper vehicles to draw water from ground-level or underground water storage tanks. Connections shall match the Fire Service and Civil Defence hose thread standard.
Suggested Deadline Date:	03 Jan 2015
Standard:	Alliance Standard Part 5 Section 5.5.4 Fire Department Connections
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 currently there is no monitoring company in Bangladesh. Fire service and civil defense is not capable of monitoring fire alarm and detection systems of the factories.
Source of Findings:	Photograph: Detection system control panel at ground floor., Visual Assessment: Fire alarm and detection system is not monitored centrally.
Suggested Plan of Action:	Provide an automatic fire alarm and detection system per NFPA 72 requirements and arrange for direct connection of the system to a central station monitoring service or the Fire Service and Civil Defense. Until that time that a central station monitoring service or direct connection to the Fire Service and Civil Defense can be set up, a person shall be assigned to contact the fire department in the event of fire alarm activation. An annunciator shall be located in a constantly attended location (such as a fire control room) to alert this person.
Suggested Deadline Date:	16 Aug 2014
Standard:	Alliance Standard Part 5 Section 5.7.5 Monitoring
Question:	Fire extinguishers are inspected, tested, and maintained as required.
Priority Level:	Medium
Non-Compliance Level:	
Description:	Extinguishers are inspected monthly by factory's concerned people, but no document was found in support of i) annual maintenance of extinguishers by a









	servicing agent and ii) annual testing of nozzle of CO2 extinguisher. These are required as per the NFPA 10.	
Source of Findings:	Document Review: Relevant documents are not NFPA 10-compliant.	
Suggested Plan of Action:	Inspect, test and maintain fire extinguishers in accordance with NFPA 10 requirements.	
Suggested Deadline Date:	03 Jan 2015	
Standard:	NFPA 10 Chapter 7	
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:	3	
Description:	Inspection, maintenance, and testing procedures of the installed class II standpipe and hose are not documented and up to date.	
Source of Findings:	Document Review: No document regarding inspection, maintenance and testing procedure of standpipe and hose system was found among the documents shown by the factory personnel.	
Suggested Plan of Action:	Establish an inspection, maintenance, and testing program for the standpipe and hose system. Program must comply with NFPA requirements.	
Suggested Deadline Date:	03 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:	2	
Description:	Signage for the available class II standpipe system is not installed.	
Source of Findings:	Visual Assessment: No signage for the installed standpipe system was found.	
Suggested Plan of Action:	Install required identification signs at the noted locations.	
Suggested Deadline Date:	30 Aug 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:	2	
Description:	Inspection, maintenance, and testing procedures for the fire pump are documented and up to date but do not comply with NFPA 25 requirements.	
Source of Findings:	Document Review: Relevant documents are not compliant with the NFPA 25.	
Suggested Plan of Action:	Establish required inspection, maintenance, and testing program for the fire pump.	
Suggested Deadline Date:	03 Jan 2015	
Standard:	Reference NFPA 25 Chapter 8 Fire Pumps	
<b>Means of Egress</b>		
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:	2	
Description:	Exit discharge of north-west stair terminates beside an egress court which is less than 10 ft, where unprotected window openings are available. Other exit discharge of two stair as well as other exits are directly exterior to the building and safe.	
Source of Findings:	Visual Assessment: It was observed that exit discharge terminates to the exterior of the building except exit discharge of north-west stair.	
Suggested Plan of Action:	Provide exit discharge directly exterior to the building with protected passageway or Egress courts less than 10 ft in width (as measured from the building and the adjacent property line) shall be provided with walls having a 1 hr fire resistance rated construction for a distance of 10 ft above the ground level of the court as demanded in Alliance 6.17.2. Consult a qualified fire protection engineer to design the required rated construction barrier.	
Suggested Deadline Date:	13 Mar 2015	
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:	2
Description:	There are collapsible doors with locking arrangements at the northeast stair on each floor. This violates the Alliance Standard.
Source of Findings:	Photograph: Exit door with locking arrangement at northeast stair on 2nd floor. , Visual Assessment: Locking devices were found at exit doors.
Suggested Plan of Action:	Remove all hasps, locks, slide bolts, or other locking devices at the noted locations. Doors may be locked where the latch and lock are disengaged with one motion where the occupant load does not exceed 49 persons. Turning a door handle and disengaging a lock is considered two motions.
Suggested Deadline Date:	02 Aug 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:	2
Description:	All doors along the path of egress are wider than 0.8m. The doors on each floor installed with north-west and south-east stair are appears as a fire door but no credible certificates or label markings to ensure that the door has required rating. Another door of the north-east exit stair is collapsible type gate without any rating.
Source of Findings:	Photograph: Collapsible door without proper rating, fire door without credible certificate and label marking., Visual Assessment: Door widths are found to be more than 0.8 m but do not have required ratings.
Suggested Plan of Action:	Provide 1.5 hr fire protective opening assemblies in 2 hr rated exit enclosures as demanded in alliance standard 4.6. and door shall be compliant with 4.5.4.
Suggested Deadline Date:	11 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:	2
Description:	Amongst 3 exit doors, only 2 doors on each floor are side-hinged swinging type. The doors at northeast stair on each floor are collapsible type.
Source of Findings:	Visual Assessment: Collapsible type doors were found.
Suggested Plan of Action:	Replace all collapsible, sliding, roll-down gates and shutters in means of egresses with side-hinged swinging type doors of proper width and rating.
Suggested Deadline Date:	11 Oct 2014
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates
Question:	Interior exit stairways and ramps terminate at an exit discharge except where terminating at a rated exit passageway.
Priority Level:	High
Non-Compliance Level:	2
Description:	Interior exit stairway of north-west stair terminates outside the building and egress path travel through an unprotected egress court, which violates the Alliance Standards 6.17.2. The width of egress court is below 10 ft and unprotected window opening of dining room are available towards egress court.
Source of Findings:	Photograph: Interior exit stairway of north-west stair terminates beside unprotected egress court.
Suggested Plan of Action:	Egress courts less than 10 ft in width (as measured from the building and the adjacent property line) shall be provided with walls having a 1 hr fire resistance rated construction for a distance of 10 ft above the ground level of the court as demanded in Alliance 6.17.2. Consult a qualified fire protection engineer to design the required rated construction barrier.
Suggested Deadline Date:	11 Oct 2014
Standard:	Alliance Standard Part 6 Section 6.14 Exit Enclosures
Question:	Stairwells are not utilized as storage spaces.
Priority Level:	High
Non-Compliance Level:	1
Description:	A storage rack is located in the southeast stair on the 1st floor.
Source of Findings:	Photograph: Stairwell found utilized as storage space.





Suggested Plan of Action:	Remove all stored materials in the stairwells.	
Suggested Deadline Date:	26 Jul 2014	
Standard:	Alliance Standard Part 13 Section 13.9 Safety Inspections	
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:	3	
Description:	Record of verifying emergency power for means of egress illumination was not found as required.	
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 exit signs is verified at least once per year. If battery-operated signs are used, these signs shall be tested on a monthly basis. Functional testing of battery powered signs shall be provided for a minimum of 90 min once per year.	
Suggested Deadline Date:	16 Aug 2014	
Standard:	Alliance Standards Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape Lighting	
Question:	All occupied roofs are provided with parapets or guards with a minimum height of 1067 mm (42 in.).	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	The roof of the main building is occupied. The parapet height of the main building is 31 inches.	
Source of Findings:	Photograph: The height of the parapet wall was measured.	
Suggested Plan of Action:	Provided parapets or guards for all occupied roofs with a minimum height of 1067 mm (42 in).	
Suggested Deadline Date:	03 Jan 2015	
Standard:	Alliance Standard Part 6 Section 12 Handrails and Guards	
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 as required.
Source of Findings:	Visual Assessment: No occupant loads were found posted.
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:	16 Aug 2014
Standard:	Alliance Standards Part 6 Section 6.4.4 Posting of Occupant Load
Question:	All paths of egress are provided with compliant means of illumination.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	All paths of egress are not provided with compliant means of illumination. Ordinary CFL bulbs are used as emergency lights, which do not provide sufficient illumination as required in accordance with Alliance Standards.
Source of Findings:	Photograph: Insufficient illumination at southeast stair., Visual Assessment: Stairways were found insufficiently illuminated at southeast and northwest stairs.
Suggested Plan of Action:	Install appropriate means of illumination at the noted locations. The means of egress paths shall be illuminated at all times the building is occupied. Illumination shall be a minimum of 10 lux for all corridors, exit doors, and stairways. Aisles shall be provided with a minimum 2.5 lux.
Suggested Deadline Date:	03 Jan 2015
Standard:	Alliance Standards Part 6 Section 6.7 Egress Illumination and Part 10 Section 10.12 Illumination of Exit Signs and Means Of Escape
Question:	Illuminated exit signs are provided with battery backup or emergency power and are continuously illuminated.
Priority Level:	Medium
Non-Compliance Level:	2
Description:	The backup used does not provide sufficient illumination (50 lux at surface of exit sign) as required.
Source of Findings:	Photograph: Sufficient illumination was not found from exit signs.







Suggested Plan of Action:	Provide an emergency power source, either by battery backup or by connecting to the emergency power system, for compliantly illuminated exit signs.
Suggested Deadline Date:	03 Jan 2015
Standard:	Alliance Standards Part 6 Section 6.11 Exit Signs and Part 10 Section 10.12 Illumination of Exit Signs and Means of Escape
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 of conducting periodic tests of the emergency battery backup for illumination of exit signs was found as required.
Source of Findings:	Document Review: 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 signs must be tested on a monthly basis. Functional testing of battery powered signs should be provided for a minimum 90 min once per year.
Suggested Deadline Date:	16 Aug 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:	Southeast and northeast stair have no handrails. Northwest stair has handrail on only one side. The handrail is mounted at 34 inches (i.e. more than required 30 inches).
Source of Findings:	Photograph: Handrails were not found on both sides of the stairs.
Suggested Plan of Action:	Provide handrails on both sides of each stairway. Provide handrail of height between the range 865 mm (34 in.) and 965 mm (38 in.).
Suggested Deadline Date:	03 Jan 2015








Standard:	Alliance Standard Part 6 Section 6.9 Stairs and 6.12 Handrails and Guards	
Question:	Every door in a stair enclosure serving more than 5 stories is provided with re-entry unless it meets the requirements of Alliance Standards Part 6 Section 6.8.3.1.	
Priority Level:	Medium	
Non-Compliance Level:	2	
Description:	The main building is 6 stories, but doors are not provided with re-entry. Stair doors with re-entry are required in at least 2 floors according to Alliance Standards.	
Source of Findings:	Visual Assessment: Re-entry doors were not found.	
Suggested Plan of Action:	Every door in a stair enclosure serving more than 5 stories shall be provided with re-entry unless it meets the following requirements. Stair doors may be permitted to be locked from the stair (ingress) side that prevents re-entry to the floor provided at least two floors allowing re-entry to access another exit are provided, there are not more than 4 stories intervening between re-entry floors, re-entry is allowed on the top or next to top level, reentry doors are identified as such on the stair side, and locked doors shall be identified as to the nearest re-entry floors. When the discharge floor is determined to be a required re-entry floor using the above requirements, re-entry does not have to be provided back into the building on this level.	
Suggested Deadline Date:	11 Oct 2014	
Standard:	Alliance Standards Part 6 Section 6.8 Doors and Gates	
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:	1	
Description:	Illuminated exit signs are placed at entrances to exits, but along the path of egress additional exit signs or directional signs are not provided where there is a change in direction and where the continuation of egress is not obvious. This condition fails to satisfy requirements of the Alliance Standards.	
Source of Findings:	Photograph: Exit sign at change in direction of egress path., Visual Assessment: Exit signs were not found at changes of direction in the path of egress.	
Suggested Plan of Action:	Install illuminated exit signs 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.	
Suggested Deadline Date:	03 Jan 2015	
Standard:	Alliance Standard Part 6 Section 6.11 Exit Signs	







Question:	Exit signs have appropriate illumination levels and contrasting graphics.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	All exit signs do not have appropriate illumination levels and contrasting graphics as required.	
Source of Findings:	Photograph: Exit sign without appropriate illumination level was found.	
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 0.2cd/m2 may also be used.	
Suggested Deadline Date:	03 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:	2	
Description:	Floor level is posted in English but stair designation is not included.	
Source of Findings:	Photograph: Stair designation was not found.	
Suggested Plan of Action:	Install signage adjacent to each stair door indicating the stair name and the floor level in English and Bengali.	
Suggested Deadline Date:	16 Aug 2014	
Standard:	Alliance Standard Part 6 Section 6.9 Stairs	
<b>Fire Safety Programs</b>		
Question:	Are the required number of people trained and certified in fire fighting, first aid, and rescue training by the appropriate authority.	
Priority Level:	High	
Non-Compliance Level:	2	
Description:	Only 125 people are trained and certified in fire fighting, first aid and rescue by the Bangladesh fire service and civil defense. This is less than 25 percent of total workers. Total occupants is found to be 973.	



Source of Findings:	Document Review: Document regarding fire fighting, first aid, and rescue training was found for 125 people among the documents shown by factory personnel.
Suggested Plan of Action:	Train and certify at least 25 percent of total workers (244 numbers of workers out of 973) in firefighting, first aid and rescue training by the proper authority.
Suggested Deadline Date:	03 Jan 2015
Standard:	Alliance Standard Part 13 Human Element Programs
Question:	Training programs are implemented and documented in accordance with the Alliance Safety Training Curriculum.
Priority Level:	Medium
Non-Compliance Level:	3
Description:	No document of any training program in accordance with the Alliance Safety Training Curriculum was found.
Source of Findings:	Document Review: Alliance Safety Training Curriculum was not found among the documents shown by factory personnel.
Suggested Plan of Action:	Impart training in accordance with the Alliance Safety Training Curriculum and keep record with proper documentation.
Suggested Deadline Date:	16 Aug 2014
Standard:	Alliance Standards Part 13
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:	Document Review: Document regarding emergency evacuation plan was not found in the documents shown by the factory personnel.
Suggested Plan of Action:	Develop an emergency evacuation plan which includes duties and responsibilities of various people/groups, 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:	16 Aug 2014



Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	
Question:	Fire Drills are conducted at required intervals based on building use type.	 
Priority Level:	Medium	
Non-Compliance Level:	1	
Description:	Fire drills are conducted monthly in all buildings but not under the direction of a Fire Safety Director. This does not meet the requirements of Alliance Standards.	
Source of Findings:	Document Review: No document regarding fire drills, checklists or the presence of a Fire Safety Director has been found among the documents shown by factory personnel., Photograph: Fire drill record and fire drill picture.	
Suggested Plan of Action:	Conduct fire drills on a quarterly basis as outlined in BNBC Part 4 Appendix A for all garment facilities. Fire drills shall be conducted under the direction of a Fire Safety Director. All other requirements for fire drills shall be conducted in accordance with BNBC requirements.	
Suggested Deadline Date:	16 Aug 2014	
Standard:	Alliance Standards Part 13 Section 13.3 Fire Drills	
Question:	A Fire Safety Director position has been filled.	
Priority Level:	Low	
Non-Compliance Level:	2	
Description:	No viable documentation or physical presence of a Fire Safety Director was noted. However, factory has informed that they have a designated person for this.	
Source of Findings:	Document Review: No record of filling the position of Fire Safety Director was found.	
Suggested Plan of Action:	Create a Fire Safety Director position and fill the position with an individual that has sufficient training to carry the required duties. The duties of the Fire Safety Director shall include the following: (1) Establish internal and external rally points and communicate to all employees in the building. (2) Fire department pre-planning. (3) Conduct safety inspections as outlined in Alliance Standard. (4) Ensure all testing of fire protection equipment is conducted in accordance with Alliance Standard.	
Suggested Deadline Date:	03 Jan 2015	
Standard:	Alliance Standards Part 13 Section 13.1 Fire Safety Director	
Question:	Fire Department pre-planning has been completed.	
Priority Level:	Low	



Non-Compliance Level:	2
Description:	Fire department pre-planning was not found.
Source of Findings:	Document Review: No document regarding fire department pre-planning has been 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 Defense.
Suggested Deadline Date:	16 Aug 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:	2
Description:	A written housekeeping policy was not found, which is required as per Alliance Standards.
Source of Findings:	Document Review: Document regarding housekeeping policy does not comply with Alliance Standards.
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. As a general rule the maximum tolerable deposit thickness for loose fluffy lint is 13 mm (½ in.) over a maximum of 46.5 m <sup>2</sup> (500 ft <sup>2</sup> ). Limit dense deposits to 6 mm (¼ in.) and oil saturated deposits to 3.2 mm (⅛ in.).
Suggested Deadline Date:	28 Mar 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:	2
Description:	Work activities involving welding, grinding, etc. is taking place on the premises, yet a hot-work permit program is not established. This is required as per Alliance Standards.
Source of Findings:	Photograph: No hot-work permit could be presented by the factory personnel.
Suggested Plan of Action:	Develop a NFPA 51B-compliant hot-work permit program. In general, this program should address the process of request and approval of authorities, necessary checks prior to approval, standby fire watch and fire fighting equipment, sounding of alarm procedure, duration and expiry of permit and re-







	approval procedure, etc.	
Suggested Deadline Date:	03 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:	2	
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: Smoking prohibition signs were not found.	
Suggested Plan of Action:	Smoking shall be prohibited in any garment factory building, separate storage building, or any building or area where the Inspector of the Factories Rules requires that smoking be prohibited. If an owner creates a designated smoking area outside the buildings, information on the location of these designated areas shall be posted on the signs.	
Suggested Deadline Date:	02 Aug 2014	
Standard:	Alliance Standards Part 13 Section 13.5 Smoking	