



Worldwide Responsible Accredited Production (WRAP) Certification Program

Audit Report Cover Page

I. Facility name: (in English & local language, if needed)	Artistic Apparels (Pvt.) Ltd.		
II. Facility address:	Plot# 4, Sector 25, Korangi Industrial Area, Karachi-74900, Pakistan		
III. Facility WRAP ID #:	126381		
IV. Report type:	<input checked="" type="checkbox"/> Recommendation Report <input type="checkbox"/> CAP Report		
V. Monitoring firm name & address:	SGS Pakistan (Pvt.) Ltd. H-3/3, Sector 5, Korangi Industrial Area, Karachi.74900		
VI. Monitoring firm APSCA #:	11600006		
VII. Acknowledgment by official from monitoring firm:	Signature: <i>By signing this report, I confirm that our independent assessment was made in accordance with WRAP's requirements as outlined in the WRAP Monitors' Handbook and in keeping with the WRAP Policies for Recognition of Monitoring Partners.</i>		
VIII. Name & title of authorizing official:	Mr. Irfan Sohail, Technical Manager		
IX. Initial audit date:	Dec. 31, 2019 & Jan. 01, 2020		
X. Follow-up audit date or desktop review date:	<input type="checkbox"/> 1 st Follow-up Date: <input type="checkbox"/> 2 nd Follow-up Date: <input checked="" type="checkbox"/> Desk-top review Date: 11-1-2020		
XI. Did auditor(s) explain to facility WRAP's working hour and transparency/integrity policies?	Yes		
XII. Did auditor(s) explain to facility WRAP's Working Hour Action Plan?	Yes	XIII. Was there a Working Hour Action Plan (WHAP) from last certification cycle?	No
XIV. Did auditor(s) explain to facility WRAP's Zero Tolerance Policy for facilities and monitors?	Yes		



Worldwide Responsible Accredited Production (WRAP) Certification Program Corrective Action Plan

If no non-compliances or observations were raised, simply note no NC
AND lead auditor and facility representative *still* need to sign this document.

This "Corrective Action Plan" shall be used to summarize all facility non-compliances and observations and to document a corrective action plan that both the auditor and facility management believe is reasonable to ensure compliance, realignment and continuous adherence to WRAP's Principles and local/national laws.

This form should be used in the following manner:

- Document all non-compliances and observations individually on the form below, prior to the closing meeting and use the form as an agenda during the closing meeting;
- During the closing meeting, ensure that management understands the findings;
- Management shall come up with its own corrective actions for all non-compliances and observations;
- Each non-compliance must be rated as follows:

Major

- Systematic violations of local/national law and/or WRAP Principles, and/or any health and safety condition that might pose significant risk to workers' basic rights and/or safety
- Failure of management systems, including excessive minor non-compliances that reveal an underlying dysfunction
Note: If there are several minor non-compliances against the same Principle, it may warrant a major non-compliance on internal monitoring (i.e. Q1.3)
- Non-transparency
- Issues that require on-site verification, especially those that can only be fully validated with worker interviews and/or addressed through worker training
- Failure of addressing, within the projected completion date, non-compliances raised during the initial/follow-up audits in this audit cycle

Minor

- Occasional or isolated violations of local/national law and/or WRAP Principles that do not seriously compromise workers' basic rights and/or safety
- Non-compliances that do not require onsite verification, worker interviews and/or worker training
- Minor situations that do not affect a large number of workers

Observation

- Currently not a non-compliance but could potentially become one if timely actions are not taken (internal monitoring can help identify such issues); for example, certificates/permits that are valid during the audit but look set to expire in the near future with no indication that the facility has taken the steps necessary to ensure timely renewal. In addition, under certain circumstances (outlined in detail under WRAP Principle 6), excessive working hours will also be noted as an observation (instead of a non-compliance)
(outlined in detail under WRAP Principle 6), excessive working hours will also be noted as an observation (instead of a non-compliance)





Corrective Action Plan
Please document only one non-compliance/observation per row.

NC # & rating (Major, Minor or Observation)	WRAP clause number (e.g., Q8.4) and relevant local/national laws	Non-compliances	A. Facility's corrective action plan B. Projected completion date C. Responsible person's name and title
01 Minor	WRAP Clause No. 8.22a,b Sindh Factories Rule 1975 section 94(1); in every factory there shall be maintained in good working condition First aid appliances as specified in Appendix I. The First aid Appliances shall be placed under the charges of responsible person, who knows to use them and shall be kept in readily accessible place within the factory. The work First Aid shall be clearly painted on the box.	During facility visit it was noted that 02 first aid boxes were found with insufficient first aid supplies. <u>Desktop Review 11-1-2020</u> Factory has provided Sufficient Medical Supplies in first Aid boxes. CLOSED	A. Facility will provide sufficient first aid supplies in First Aid Boxes B. 3-01-2020 C. Sarfraz Amin (manager)
2 Minor	Wrap Clause: 8.23 Rule 41(1) of The Sind Factories Rules, 1975: The water required to be provided under sub-rule (1) shall be kept in clear, and suitable vessels Section 22(2) of The Factories Act, 2015: All such points shall be legibly marked "Drinking Water" in a language understood by the majority of the workers	During facility visit it was noted that drinking water vessels were not provided at drinking water points; moreover, drinking water coolers were not marked on few places. <u>Desktop Review 11-1-2020</u> Factory has posted Drinking water signs on water coolers and provided drinking water cups on drinking water points. CLOSED	A. Facility will provide drinking water vessels at drinking points and also Post Sign on water Cooler B. 3-01-2020 C. Sarfraz Amin (manager)



<p>3 Minor</p>	<p>Wrap Clause: 8.29 Local Law Ref.: Rule 12 (c) of the Hazardous Substances Rules, 2003: Protective clothing and equipment comprising helmet or cloth cap, safety spectacles or goggles, respirators or masks, rubber or plastic gloves and work boots, shall be available for all workers who may be exposed to hazardous substance, and no workers shall be permitted on job unless and until he is wearing such protective clothing and equipment.</p>	<p>During facility visit it was noted that few overlook machine operators were not wearing facemask. <u>Desktop Review 11-1-2020</u> Factory has provided face mask to overlook machine operators and operators put wearing facemask. <u>CLOSED</u></p>	<p>A. Facility will provide and make sure that workers must wear face mask during work. B. 3-01-2020 C. Sarjib Amin (manager)</p>
<p>4 Minor</p>	<p>WRAP Clause # 8.31a Local Law Ref.: Rule 62(1) of The Sind Factories Rules, 1975: 62. (1) In every factory, all electrical circuits or part of such circuits or any object electrically connected with them whether commonly or occasionally in an electrified condition, which by reason of their position could cause injury to any person, shall be protected adequately, either by non-metallic fencing or insulation or by both, in such manner as to remove danger of injury.</p>	<p>During facility visit it was noted that rubber mats were missing under few electrical panels at production floor. <u>Desktop Review 11/1/2020</u> Factory has provided rubber mat under electrical panel. <u>CLOSED</u></p>	<p>A. Facility will provide rubber mat under electric panels. B. 3-01-2020 C. Sarjib Amin (manager)</p>



<p>5 Minor</p>	<p>Wrap Clause: 8.67</p> <p>Local Law Ref.: Section 30. (1) of Sindh Factories Act 2015: In every factory the following shall be securely fenced by the safeguards of substantial construction which shall be kept in position while the parts of machinery required to be fenced are in motion or in use, namely -Fencing of machinery. 12 (a) every moving part of a prime mover, and every fly wheel connected to a prime mover</p>	<p>During facility visit it was noted that 05 stitching machines were found without safety guards.</p> <p>Desktop review 11/1/2020</p> <p>Factory has installed pulley cover and motor cover on stitching machines.</p> <p>CLOSED</p>	<p>A. Facility will install safety guard on stitching machines</p> <p>B. 3-01-2020</p> <p>cSazib Amin (manager)</p>
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* Please continue to Signature page to acknowledge the result of the audit





Signature Page

1. Leave one signed copy of CAP and signature pages with management
2. Retain one signed copy for report submission to WRAP
3. **Insert FULL scanned copy of this page immediately following CAP pages**
4. If facility does NOT agree with an NC(s)/observation(s), facility must contact WRAP to explain their position

By signing below, both parties acknowledge and agree with the RESULTS of the audit.

Initial Audit Signatures

<i>Date of the audit:</i>	December 31, 2019- January 01, 2020
<i>Name of lead auditor:</i>	Asim Majeed
<i>Signature of lead auditor:</i>	
<i>Name and title of facility representative:</i>	Mr. Saqib Amin (Senior Manager Sustainability & Compliance)
<i>Signature of facility representative:</i>	

Onsite Follow-Up Signatures (If Applicable)

<i>Date of the audit:</i>	
<i>Name of lead auditor:</i>	
<i>Signature of lead auditor:</i>	
<i>Name and title of facility representative:</i>	
<i>Signature of facility representative:</i>	





Worldwide Responsible Accredited Production Certification Program

Audit Photos

NOTE:

1. Photos must have date and time on them
2. Photos of each production process must be included

Part A: General view of the facility

	
<p>Factory main gate</p>	<p>Outside parking</p>
	
<p>Factory building</p>	<p>Security guard at main gate</p>



Production process 1: Stitching



Production process 2: Cutting



Production process 3: Checking area



Production process 4: Packing



Fabric Storage Area



Pressing Department



Washing department



Embroidery section



Key box








CCTV camera



Factory inside view



Stairs 1

 <p>31/12/2018 09:47</p>	<p>N/A</p>
<p>Stairs 2</p>  <p>31/12/2018 08:54</p>	<p>Dormitory/apartment building</p>  <p>31/12/2018 08:53</p>
<p>Factory lighting</p>  <p>31/12/2018 10:44</p>	<p>Attendance System</p>  <p>31/12/2018 09:57</p>
<p>Medical Room</p>	<p>Workers eating place</p>



Law abstract displayed



Factory policies



Factory timing displayed







Factory Ambulance







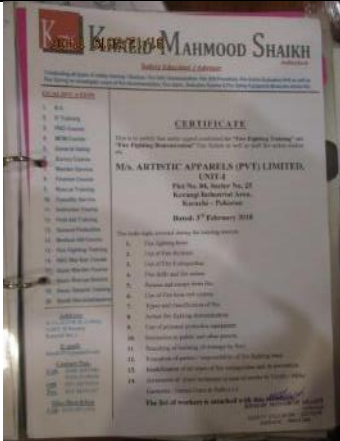
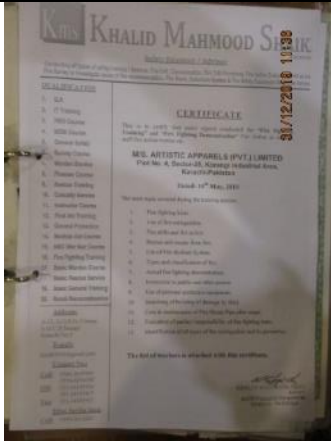
Assembly point



Complaint Box

	
CCTV camera monitoring	Child care room
	
ETP plant	Scrapping area

PART B: Health & safety

	
<p>PPE (Personal protective equipment)</p>	<p>Electric safety signage</p>
	
<p>Fire panel</p>	<p>Pathways marked</p>
	
<p>Fire safety training noting training date (Photo 1)</p>	<p>Fire safety training noting training date (Photo 2)</p>



Fire point



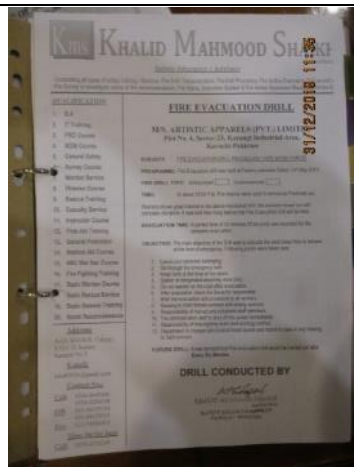
Fire hydrant point



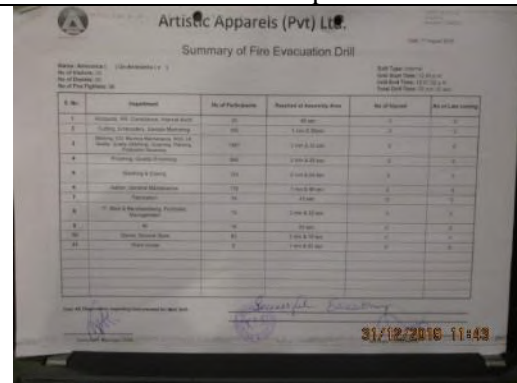
First aid box



Evacuation plan



Evacuation drill noting drill date
(Photo 1)



Evacuation drill noting drill date
(Photo 2)

	
<p>Evacuation route</p>	<p>Emergency light</p>
	
<p>Emergency exit door</p>	<p>Emergency Exit door</p>
	
<p>Committee members</p>	<p>Flash light</p>

	
<p>Fire extinguisher</p>	<p>Smoke detector</p>
	
<p>Drinking water point</p>	<p>Fire alarm point</p>
	
<p>Workers toilet area</p>	<p>Steam Boiler</p>

	
Chemical storage area	Eyewash station
	
Cargo lift	Spill kit
	
Emergency light	Chemical storage area
	
Safety Equipment's	Fire hydrant pump



	
Machine safety guard installed	Waste storage area


PART C: Non-compliances

 <p>31/12/2018 10:18</p>	 <p>31/12/2018 10:04</p>
<p>8.22ab NC-1 Insufficient medical supplies</p>	<p>8.23 NC-2 Drinking water cups not provided</p>
 <p>31/12/2018 10:08</p>	 <p>31/12/2018 10:28</p>
<p>8.23 NC-2 Drinking water cooler not marked</p>	<p>8.29 NC-3 Overlock operator not wearing facemask</p>
 <p>31/12/2018 10:09</p>	 <p>31/12/2018 10:12</p>
<p>8.31 NC-4 Rubber mat missing under electrical Panel</p>	<p>8.67 NC-5 Needle guard missing</p>

	
<p>8.67 NC-5 Belt cover missing</p>	<p>8.67 NC-5 Motor cover missing</p>

PART D: Proof of non-compliances closure

	
<p>NC-1 Sufficient medical supplies</p>	<p>NC-2 Drinking water cups provided</p>
	
<p>NC-2 Drinking water cooler marked</p>	<p>NC-3 Overlock operator wearing facemask</p>
	
<p>NC-4 Rubber mat provided under electrical Panel</p>	<p>NC-5 Needle guard installed</p>

	
<p>NC-5 Motor cover installed</p>	<p>NC-5 Belt cover provided</p>



Detailed Report			
1. Facility name: (in English & local language, if needed)	Artistic Apparels (Pvt.) Ltd.		
2. Facility WRAP ID #:	126381	3. Monitor's report #:	9009854
4. Facility type:	<input type="checkbox"/> New certification	<input checked="" type="checkbox"/> Recertification	<input checked="" type="checkbox"/> Lapsed (certificate expired for more than 12 months and no audit activities took place during the period)
5. Audit date(s): e.g.: July 18 - 19, 2018 Provide all that apply	Initial: Dec. 31, 2019 & Jan. 01, 2020	1 st On-site follow-up:	2 nd On-site follow-up:
	3 rd On-site follow-up:	Desktop review: Jan. 11, 2020	
6. Was the audit conducted on consecutive calendar days?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:		
7. Denied access (during this certification cycle):	<input type="checkbox"/> Yes Date: <input checked="" type="checkbox"/> No If Yes, provide date, reason and description:		
8. Type of report:	<input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> CAP		

Facility Details			
9. Full address of site audited:	Plot# 4, Sector 25, Korangi Industrial Area, Karachi-74900, Pakistan		
10. Is the registered business name and site address the same as listed above?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, explain & provide registered name & address:		
11. Does the facility have any sister facilities in the same location or nearby?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe: Artistic Apparels (Pvt.) Ltd. Unit 2; Plot no 19/1, Sector 17, Korangi Industrial Area, Karachi		
12. Facility phone #s:	+92-21-111 786 135	13. Facility email address:	saqib.amin@artisticapparels.com
14. Contact name & title #1:	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance	15. Contact name & title #2:	NIL
16. Contact #1 email address:	saqib.amin@artisticapparels.com	17. Contact #2 email:	NIL
18. Contact #1 phone:	0092-3032098480	19. Contact #2 phone:	NIL



Audit Details				
20. Monitoring firm name & address:	SGS Pakistan (Pvt.) Ltd. H-3/3, Sector 5, Korangi Industrial Area, Karachi.74900			
21. Was the audit unannounced with a 4-week window?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:			
22. Was WRAP registration payment confirmed prior to the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:			
23. Auditor name(s), role(s) & APSCA auditor #:	Lead auditor: Asim Majeed		APSCA auditor #: 21701495	
	Audit team member 1: Zeeshan Aslam		APSCA auditor #: 21701475	
	Audit team member 2: Taj Hussain		APSCA auditor #: 21701288	
	Audit team member 3: NIL		APSCA auditor #: NIL	
	Technical experts: NIL Trainee auditors*: NIL Translator(s) (Must NOT be from facility): NIL Others (incl. titles): NIL <i>* Trainee auditors may only observe WRAP audits; they cannot take an active part in the audit. Only WRAP accredited auditors' time is counted toward man-day requirements.</i>			
24. Time in & out of facility for initial audit:	Day 1 In: 09:30 Day 1 Out: 17:40	Day 2 In: 09:15 Day 2 Out: 17:00	Day 3 In: Day 3 Out:	Day 4 In: Day 4 Out:
25. Time in & out of facility for 1 st follow-up audit:	Day 1 In: Day 1 Out:	Day 2 In: Day 2 Out:	Day 3 In: Day 3 Out:	Day 5 In: Day 5 Out:
26. Time in & out of facility for 2 nd follow-up audit:	Day 1 In: Day 1 Out:	Day 2 In: Day 2 Out:	27. Total man-days spent at facility: (1 man-day = 8 hours)	Initial: 4.5 (3 auditors on first day and two auditors on second day)
				1 st Follow-up:
				2 nd Follow-up:
28. Who signed and agreed to CAP? (name & title):	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance			
29. Report written by:	Asim Majeed	30. Report reviewer & review date:		Sadaf Pyarali (14-01-2020)
31. If an on-site follow-up audit, was a facility tour conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If No, explain?			
32. If an on-site follow-up audit, was a tour in	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If No, explain?			



dormitory/apartment conducted?	
33. Were consultants present during any part of the audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what's the name of the consulting company and how did it participate in the audit? <i>Auditors must inform consultants of WRAP's requirements/rules on what a consultant can and cannot do.</i>

Site Information			
34. Applicable business and other legally required license numbers:	NTN # 2611084-9 Labor Registration: FA/E/CMI-34(R-1474)/2006		
35. Does the business license include other businesses/facilities/sites?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If Yes, explain. Artistic Apparels (Pvt.) Ltd. Unit 2; Plot No. 19/1, Sector 17, Korangi Industrial Area, Karachi		
36. Main products manufactured at site (e.g., knitted tops, women's pants):	Denim & Non-Denim Woven Bottom		
37. Production processes in audit scope (to be listed on WRAP certificate):	Main operations being carried out in the factory includes incoming fabric receiving & inspection, cutting, stitching, embroidery, washing, finishing, packing & dispatch		
38. Main buyers and their production percentages, and facility's export markets: <i>(Only if facility agrees to disclose buyers.)</i>	H&M 25% Inditex 25% Mango 10% Grupo Cortifiel 10% Others 30%	39. Worker turnover rate:	7%
40. Number of years facility has been in operation at this address/building(s): <i>If a facility is in the same address but moved to a different building, note so here.</i>	Artistic Apparel is manufacturer & exporter of Denim & woven Bottom products exporting to European and US market. Facility established in 1992. The facility is situated in Korangi Industrial Area surrounded by factories producing similar products. The facility covered area is 170000 sq/ft		
41. Full description of the facility's surroundings, incl. compound if applicable:	The facility is situated in Korangi Industrial Area surrounded by factories producing similar products. The facility covered area is 170000 sq/ft		
42. Full description of building(s) (incl. # of buildings, # of floors in each building, production processes on each floor/building, size, and age of building(s)): <i>If building(s) is(are) shared, list all tenants in the building and specify which floors/sections are covered by this audit.</i>	Factory consist of two building blocks block with ground, and first floor. Building # 1 consist of ground floor there was Boiler area, Male Canteen, Chemical Store, Effluent Treatment Plant and power house. Building #2 have ground and first floor, at ground floor there were Offices, Display area, Cutting, Fabric store, Sewing, Embroidery, Checking, Washing, Laboratory, Accessory Stores & scraping area and childcare room and clinic. While at first floor there was Warehouse, female canteen area, metal free zone & Finishing / packing.		
43. Does the facility share a building with other facilities/businesses?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, describe in detail:</i>		



44. If Yes to 43, does the facility conduct a joint evacuation drill with other facilities/businesses?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Date of joint evacuation drill: If No, describe in detail:		
45. Does the facility share any workers or production processes with other facilities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, describe in detail:		
46. Does the facility have the following changes in the past 12 months:	a. Number of workers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, % change: 3% increase in employment		
	b. Square footage? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, explain:		
	c. Significant structural changes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, describe:		
	d. Management/ownership? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, describe:		
	e. Name change? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, describe:		
47. Regular work days (e.g., Mon-Sat):	Monday to Saturday	48. Weekly rest day(s):	Sunday
49. List daily shifts, incl. night production:	General: 9:00 to 6:00 2 shifts in washing Production of 8 hours with 200 workers in second shift	50. Factory's peak season(s):	Consistent
51. List daily legally required breaks:	Number & duration: 1-hour lunch and prayer break		
52. What is the lowest wage level paid for a regular work week/month?	<input type="checkbox"/> Below minimum <input checked="" type="checkbox"/> At minimum <input type="checkbox"/> Above minimum		
53. Are all relevant records, incl. wage and attendance records, kept in the audited facility for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:		
54. Are there dorms/apartments provided for workers/management?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
55. If Yes to 54: a. Who's providing the dorms?	<input type="checkbox"/> a. Facility	56. % of workforce residing in dorms/apartments:	
	<input type="checkbox"/> b. Labor brokers/agencies		
	<input type="checkbox"/> c. Other. Specify:		
b. Full description of dormitories/apartments if applicable:	N/A		
57. What form of worker representation exists in the facility? (Note: Some form of worker representation must exist to address workplace grievances.)	<input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify)		
58. Number of production lines and main equipment used?	Factory has 01 Bend Knife, 26 Cutting machines, 650 Single needle, 10 Flat lock machine, 173 Double needle, 85 Bartack, 14 Kaj Button, 104 Safety, 55 Over lock, 53 Waistband, 35 Rivet Button, 8 Snap Button, 20 Belly washers, 12 Front loading etc. Factory has production capacity of 600,000 pieces per month.		



59. Monthly production capacity:	600,000 pieces per month.
60. List social compliance audits conducted in the past 6 months at this facility: (Only if facility agrees to disclose such info.)	Inditex GOTS, GRS, OCS, RCS H&M
61. List any workers unrest/strike in the past 12 months: Provide reasons for such occurrence.	NIL

Personnel Information			
62. # of male permanent worker:	1250	63. # of female permanent workers:	1450
64. # of male temporary workers:	00	65. # of female temporary workers:	00
66. # of hourly workers:	00	67. # of piece rate workers:	00
68. # of domestic migrant workers:	00	69. # of foreign migrant workers:	00
70. # of security personnel:	43 (Male 40, Female 3)	71. # of home workers:	0
72. Language(s) spoken by management:	English, Urdu	73. Language(s) spoken by workers:	Urdu
74. Were interviews conducted in a private and confidential manner?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain in detail:	75. Do auditor(s) and/or translator(s) speak ALL languages spoken by workers? Translator(s) must NOT be from facility.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain in detail:
76. Length of workers' contract: (e.g., 3 months or 3 years)	3-9 months as per law	77. # of young workers (legal min. working age up to 18 years old):	0
78. Age of youngest worker:	18 years 2 months	79. Date of birth of youngest worker:	22-10-2001
80. Date youngest worker was hired:	16-12-2019	81. Youngest worker ID#:	47729

Workforce Composition			
82. Nationality of owner/owner entity:	Pakistani		83. Nationality of management:
84. Nationality of workers: (Top 5 countries)	Country 1	Pakistani	Approximate % of total workforce:
Nationality of workers:	Country 2	NIL	Approximate % of total workforce:
Nationality of workers:	Country 3	NIL	Approximate % of total workforce:
Nationality of workers:	Country 4	NIL	Approximate % of total workforce:



<i>Nationality of workers:</i>	Country 5	NIL	<i>Approximate % of total workforce:</i>	0
85. <i>List ALL other nationalities in the facility (if applicable):</i>	NIL		<i>Approximate % of total workforce:</i>	0

Foreign Migrant Workers			
	Permanent	Temporary	Agency
86. <i>Male:</i>	0	0	0
87. <i>Female:</i>	0	0	0
88. <i>Total:</i>	0		

	Initial Audit	First Follow-up	Second Follow-up
89. <i># of total male production workers:</i>	1250		
90. <i># of total female production workers:</i>	1450		
91. <i># of management & staff:</i>	40		
92. <i># of others:</i>	43		
93. <i>a. Total # of workers:</i>	2783	0	0
<i>b. # of workers present during audit:</i>	2290		

NOTE: The above table works similar to Excel. To calculate the total number of workers in cell **93a**, follow the instructions below:

- Put the relevant numbers in cells 89 - 92
- Highlight cell **93a**
- Press F9 key (**if using a laptop, press and hold Fn and press F9**)

Worker Interviews					
		Permanent	Temporary	Migrant workers	Agency
94. <i># of individual interviews:</i>	<i>Initial Audit</i>	17			
	<i>1st Follow-up</i>				
	<i>2nd Follow-up</i>				
95. <i># of groups interviews:</i>	<i>Initial Audit</i>	03 x 06 = 18			
	<i>1st Follow-up</i>				
	<i>2nd Follow-up</i>				

NOTE: *if there are migrant workers in the audited facility, they must be selected for workers' interviews.*



Additional Auditor Remarks
<p>The factory was not over-crowded and sufficient working space was available also sufficient number of workers were trained on health and safety.</p> <p>Management attitude was cooperative and receptive; during audit, auditors were given full access to the factory and documents.</p> <p>Factory is working on 80% of total capacity.</p>

Best Practices Observed
<p>NIL</p>



Written Policy and Responsible Person(s) Table

WRAP Principles		Does the facility have written policies?	Responsible Person(s)' Name and Title
1	<i>Compliance with Laws and Workplace Regulations</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance
2	<i>Prohibition of Forced Labor</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance
3	<i>Prohibition of Child Labor</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance
4	<i>Prohibition of Harassment or Abuse</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance
5	<i>Compensation and Benefits</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance
6	<i>Hours of Work</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance
7	<i>Prohibition of Discrimination</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance
8	<i>Health and Safety</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance
9	<i>Freedom of Association and Collective Bargaining</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance
10	<i>Environment</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance
11	<i>Customs Compliance</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance
12	<i>Security</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance



Non-Compliance Table

WRAP Principles		Area of Non-Compliance (Only <i>check</i> box when there is a non-compliance)	
		WRAP Principles	Local or National Law
1	<i>Compliance with Laws and Workplace Regulations</i>	<input type="checkbox"/>	<input type="checkbox"/>
2	<i>Prohibition of Forced Labor</i>	<input type="checkbox"/>	<input type="checkbox"/>
3	<i>Prohibition of Child Labor</i>	<input type="checkbox"/>	<input type="checkbox"/>
4	<i>Prohibition of Harassment or Abuse</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	<i>Compensation and Benefits</i>	<input type="checkbox"/>	<input type="checkbox"/>
6	<i>Hours of Work</i>	<input type="checkbox"/>	<input type="checkbox"/>
7	<i>Prohibition of Discrimination</i>	<input type="checkbox"/>	<input type="checkbox"/>
8	<i>Health and Safety</i>	<input type="checkbox"/>	<input type="checkbox"/>
9	<i>Freedom of Association and Collective Bargaining</i>	<input type="checkbox"/>	<input type="checkbox"/>
10	<i>Environment</i>	<input type="checkbox"/>	<input type="checkbox"/>
11	<i>Customs Compliance</i>	<input type="checkbox"/>	<input type="checkbox"/>
12	<i>Security</i>	<input type="checkbox"/>	<input type="checkbox"/>



PRINCIPLE 1

COMPLIANCE WITH LAWS AND WORKPLACE REGULATIONS

Facilities will comply with laws and regulations in all locations where they conduct business.

All facilities will comply with the legal requirements and standards of their industry under the local and national laws of the jurisdictions in which the facilities are doing business, along with any applicable international laws. This will cover all labor and employment laws of those jurisdictions, as well as laws governing the conduct of business in general, including rules and standards of ethics dealing with corruption and transparency, and any relevant environmental laws.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
1.1a Does the facility comply with all relevant local and national laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory is registered with Bureau of Labor publication for obtaining updates on the changes in labor law, procedure is defined for incorporating the information in business practices.
Specifically, the following laws: b. Labor and employment laws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • "Employment and Children Act 1991, Bonded Labor System (Abolition) Act 1992 and Bonded Labor System (Abolition) Rules 1995" • Sindh term & condition of Employment Act 2015 • Disciplinary practices rules and regulations "Article 14 part 2 of the constitution of Pakistan, 1973" Protection against harassment of women at the workplace Act, 2010" • Sindh Factories Act 2015 • Sindh Workers compensation Act 2015 • Sindh Payment of minimum Wage Act 2015 • Sindh Industrial Relation Act 2013 • Employees' Old-Age Benefits Act, 1976. • Provincial Employees Social Security Ordinance, 1965. • Provident Funds Act, 1925.



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
c. Ethics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sindh Factory Rules 1975
d. Anti-bribery and anti-corruption laws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility follows all anti-bribery and anti-corruption laws of the Pakistan. • The Prevention of Corruption Act 1947.
e. Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• SEPA Act 2014 • Hazardous Rules 2003. • Sindh Environmental Quality Standards. 2014
1.2a Does the facility obtain current information on all relevant laws and regulations concerning each of the Principles and incorporate this information in its business practices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory receives law updates regularly from Bureau of labor publication and labor department concerning each WRAP principle and incorporates them in their business practices.
b. Does the facility have written policies and procedures for current information on all relevant laws and regulations on all 12 WRAP Principles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has defined policy and procedure for updated local law and regulation against each principle of WRAP and compliance with national law regulation.
c. Does the facility have a qualified person responsible for informing the facility and its workforce of changes to laws and regulations, or access to current publications on all relevant labor laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr. Saqib Amin, Sr. Manager Sustainability and Compliance is responsible for updating changes in the law and regulation and informing the same to all relevant persons in the factory.
d. When was the last time a major update in laws and regulations occurred in the last 12 months? List all major changes that are relevant. <i>E.g., an increase in minimum wage effective in January 2019.</i>	Recent change in laws by Local Provincial Government has increased the minimum wage rate from PKR 16200 to PKR 17500 per Month through Notification dated 19 th September 2019, effective from 1 st July 2019. Copy of the same was available in the factory.			
1.3a Does the facility conduct internal monitoring of its management system (internal audits)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has policy and procedure for internal monitoring through internal audits.
b. Does the scope of these internal audits cover whether their written procedures and processes are meeting the require-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has conducted internal audit on 4-12-2019 which covers all local law requirement and WRAP principles.



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
ments of local/national law and WRAP Principles?				
c. How often does the facility conduct the internal monitoring?	Facility was conducting internal audits on bi annual basis.			
d. Were the results of the internal monitoring communicated with top management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Findings of the internal audit were communicated to top management during internal review meeting
e. What were the findings from the last internal monitoring? <i>List all findings regardless of whether they were corrected or not.</i>	1- 2 stitching operators were not wearing facemask. 2- Few finished goods cartons were placed without pallet. 3- Partially blocked pathways. Facility has closed all findings raised in internal audit.			
f. Were all the findings corrected? Provide details in the comment section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has closed out all NC's identified in internal audit.
1.4 During the previous two years, has the facility had any notices of noncompliance levied against it (including any legal proceedings or outstanding allegations concerning the facility's operations)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through review of documents and discussion with management it was noted that there were no notices of non-compliance levied against the factory since its operation.
1.5a Is there a program to train relevant individuals regarding any new laws or revisions to existing laws and regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has conducted training to all personnel's on updated laws and regulations on 14-12-2019.
b. Are the materials used for this purpose appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training materials and records were checked and found appropriate for the type of training.
1.6 Does the facility have a written operating policy manual that includes the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through review of factory policy and procedure manual it was noted that all policy and procedure were defined as per the local laws and Social compliance principles.
a. Relevant laws and regulations pertaining to the Principles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. The facility's policies and procedures pertaining to the Principles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory social compliance manual covers all policies and procedures pertaining to all WRAP principles.
c. Routine updates for revisions to existing laws and regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory internal policy and procedures are updated on new amended laws.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
<p align="center">Subcontracting</p> <p align="center"><i>Note: A facility is subcontracting when it appoints another facility to undertake part of the production processes for the manufacturing of goods. It involves circumstances where goods leave the facility to be partially completed and then sent back so the goods can be completed. Other services may also be subcontracted.</i></p>				
<p>1.7 Does the facility subcontract any of its production operations?</p> <p><i>If the facility used subcontracting in the past 12 months but does not do so now, note this under this question.</i></p> <p><i>List the subcontracted production process(es).</i></p> <p><i>List the name(s) and address(es) of subcontractor(s).</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		No subcontracting of production process.
<p>1.8 Does the facility subcontract any other operations (such as canteen staff, security personnel, shipping services, cleaning staff, logistics, labor suppliers, etc.)?</p> <p><i>List the subcontracted services:</i></p> <p><i>List the name(s) and address(es) of subcontractor(s).</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Maersk Pakistan (Pvt.) Ltd., 5th Floor Bahria Complex I, M. T. Khan Road, Karachi-74000, Pakistan, is shipping and logistics partner of Artistic Apparel.
<p>1.9 Has the facility informed the subcontractor(s) in writing of their obligations under the local/national labor law and WRAP's requirements?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has agreed with all its sub-contractor for compliance with WRAP principles and factory social code of conducts, factory continuously monitors their performance through audits; since sub-contractor facilities are informed on WRAP and law requirements.
<p>1.10 Does the facility keep the receipt of subcontractor's acknowledgment of these requirements?</p> <p><i>List the last time the acknowledgment was received.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has taken written statement from its suppliers while signing any contract that they comply with local law regulation and international regulations. It is mandatory part of contracts; last acknowledgement was taken on 15-08-2019.



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
<p>1.11 Does the facility regularly review its list of subcontractors to make sure it is up to date?</p> <p><i>List the last time the review was conducted.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Factory has approved sub-contractors and suppliers list and review the same on yearly basis, record of the same was checked and verified; last review was conducted on 15-08-2019.</p>
Facility's Suppliers				
<p>1.12 Has the facility informed its top three (3) raw materials suppliers (by the value of business transacted with them in the preceding 12 months), in writing, of the facility's expectation that the supplier runs its operations in accordance with local/national laws and WRAP's Principles?</p> <p><i>List the names of the top three (3) raw materials suppliers.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Factory has informed its suppliers and in writing about the wrap principles and factory code of conduct Documents of following suppliers were checked</p> <ol style="list-style-type: none"> 1. <i>US Apparel (Fabric)</i> 2. <i>Horizon Sourcing (Labels)</i> 3. <i>JP Coats (Thread)</i> 4. <i>PAXAR (Hangtag)</i> 5. <i>Ahmed Lace (Elastic)</i> 6. <i>ARChroma (Chemicals)</i>

PRINCIPLE 1
COMPLIANCE WITH LAWS AND WORKPLACE REGULATIONS
Non-compliances raised against this Principle:
1-



PRINCIPLE 2

PROHIBITION OF FORCED LABOR

Facilities will not use involuntary, forced or trafficked labor.

Facilities will maintain employment strictly on a voluntary basis. Facilities will not use any forced, prison, indentured, bonded or trafficked labor. This will include ensuring that any workers they hire will be under labor contracts that fully comply with all relevant legal requirements and do not impose any form of coercion (including imposing substantial fines or loss of residency papers by workers leaving employment or restricting a worker's ability to voluntarily end his/her employment). In addition, when hiring workers through an employment broker or agency, facilities will ensure that the workers' passports are not withheld, all written contracts are in the native language of the workers, and recruitment fees are not borne by the workers themselves.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
2.1 Does the facility maintain a written procedure to avoid employing involuntary, forced, prison, indentured, bonded, or trafficked labor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has written policy to prohibit involuntary, forced, prison, indentured, bonded or trafficked labor in its process and activities.
2.2 Does the facility have a program and materials used to train relevant individuals, including all individuals responsible for the hiring process, on the facility's policies and procedures prohibiting forced, prison, indentured, bonded, or trafficked labor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has written procedure to prohibit involuntary, forced, prison, indentured, bonded or trafficked labor in its process and activities. Factory has internal training program with appropriate training materials for the training of supervisors, managers and persons responsible for hiring in the factory. Last training on the policy was given on 14-12-2019.
2.3 Are all workers working at the facility voluntarily, including overtime hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through workers interview and documents review it was noted that all workers are working voluntarily in the factory without any compulsion and exceptional commitments.
2.4 Are there any indications that workers' movements are being restricted at any time, including, but not limited to, legal breaks, lunch break, and the use of toilet?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through facility visit and workers interview it was confirmed that there is no unreasonable restriction on movement of workers in the factory.



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
2.5a Are there exaggerated security measures or logistics restricting freedom of movement in use at the facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through workers interview and facility visit no exaggerated security measure or logistic was noted in the facility. Normal security measure at entrance and exits were found
b. Are there exaggerated security measures or logistics restricting freedom of movement in the dorms/apartments?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No dormitory in the facility.
2.6 Were there any overt signs of fear or exaggerated obedience displayed by workers during the facility inspection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through facility visit, no overt sign of fear or exaggerated obedience of workers were noted in the facility.
2.7 Do security personnel and management act in a non-threatening manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through facility visit it was noted that the security personnel were acting in non-threatening manner.
2.8 Are security guards posted for routine security reasons, in a proportionately logical number?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There were 43 security guards in the factory. All the security guards were posted in the factory in logical proportion and through their job description it was noted that they were performing normal security duty in the factory.
2.9 Are the doors and gates of the facility locked only after business hours and for housing security reasons and in compliance with applicable fire codes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through facility visit and workers interview it was noted that doors and gates were locked during non-business hours in the factory and it is in compliance with local law and fire safety compliance.
2.10 Does the facility prohibit all relevant individuals, including any person under the facility's direction (such as security guards), from coercing workers in any way, or unnecessarily limiting workers' freedom of movements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through workers and security guards interview and facility visit it was confirmed that security guards and managers were restricted from coercing workers and taking undue advantage of their position.
2.11 Are workers freedom of movement unimpeded upon their shift's conclusion?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is no impediment on the movement of workers after completing their job shift.
2.12 Is it mandatory for workers to use facility provided services, such as canteen, dorms, or transportation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through worker interviews, it was confirmed that it is not mandatory for them to use facility provided services.



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
<i>If Yes, provide details, assessing any fees associated with that, including how such fees are deducted.</i>				They can refuse to use them without any pressure.
2.13 Does the facility require all hiring documents (e.g., an employment application or contract) to: a. Include a statement affirming that applicants are seeking employment voluntarily and are not under threat of any penalty, coercion or debt security?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through review of facility policy, 35 workers personal files it was noted that factory has given appointment letters to all workers.
b. Be signed by each applicant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers have signed their appointment letters and affirmative statement of voluntarily employment in the factory.
c. Be maintained in the worker's personnel file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All the documents were kept in personal file of the workers.
2.14 Does the facility obtain proof that anyone seeking employment is legally entitled to work in the country of manufacture in accordance with national immigration laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Migrant workers were found working in the factory.
2.15a Does the facility conduct adequate due diligence on labor brokers/agents used by the facility? <i>Describe the policies and procedures used for vetting labor brokers/agents:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Factory is not using any broker/agent supplying labor to the facility.
b. Does the facility obtain an executed statement from all labor brokers/agents used by the facility stating that the brokers/agents are not supplying labor that is involuntary, forced, prison, indentured, bonded, or trafficked? Name(s) and contact info of any brokers/agents supplying labor to the facility and their business license:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Factory is not using any broker/agent supplying labor to the facility.



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
<p>c. Do migrant workers (whether domestic or foreign) pay fees or give collateral to brokers/agents/local government in the receiving country?</p> <p><i>If yes, state the relevant laws.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There were no migrant workers in the facility.
d. If yes to c, describe the kinds of fees or collateral involved and how they are processed.	N/A			
<p>e. Were the basic terms of employment communicated to the migrant workers before they left their home country?</p> <p><i>Provide details about how this was done.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There were no migrant workers in the facility.
2.16 Are all security service agreements free of any language or terminology that may imply the existence of involuntary, forced, prison, indentured, bonded, or trafficked labor conditions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through review security guards contract agreement, appointment letters and job descriptions, it was noted that there was no implicit or explicit indication or terminology of forced, indentured and involuntary labor in the factory.
2.17 Do job descriptions or individual contracts for security workers limit their tasks to routine security matters such as protection of facility property or facility personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through review of job description of security guards, it was noted that they were performing normal security duty for securing the facility and employees in the factory.
2.18 Does the facility issue wages/ compensation directly to workers, or in an unambiguous system that clearly shows that the worker controls the destination of his/her wages and access to his/her wages?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through workers interview and documents review it was confirmed that wages are directly paid to the workers and also wage slips are provided to the workers.
<p>2.19 Does the facility hold identification papers, travel documents, passports or other valuable personal items of their workers?</p> <p><i>If yes, provide details of relevant policies and procedures, including whether they involve any monetary deposit on the part of workers.</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through workers interview, documents review and factory policy it was confirmed that factory does not withhold any identification papers like original CNIC, Passport and educational documents.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
<p>2.20 Does the facility require any worker deposits or have any payment withholding/ deduction practices, either directly or on behalf of labor brokers/agents?</p> <p><i>If yes, provide explanations on what these deposits or withholdings/deductions are for.</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During workers interview and documents review no evidence of deposits and payment withholding was noted as practices of the factory.
2.21a Is any prison labor used in this facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no prison labor used in the factory confirmed through documents review, management and workers interview.
b. Does the facility subcontract to prison?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility does not sub-contract to prisons.
2.22a. Do workers understand the terms of their employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Through workers interview of the 35 sampled workers, it was confirmed that workers understand the terms of their employment.
<p>b. Are all work contracts in the language(s) understood by workers and signed by both parties (employer and workers)?</p> <p><i>For countries with at-will employment and/or no formal contracts, include a statement to that effect.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through review of workers personal files, it was noted that all the contract and appointment letters are signed by the workers and managers in the factory, Appointment letter found in native language.
<p>c. Do contract provisions meet legal requirements and include all necessary information in a transparent and accurate manner?</p> <p><i>This includes, but is not limited to, wages, hours of work, days off, annual leave, disciplinary procedures that can result in termination, and, if relevant, dormitory terms and conditions.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through personal file review of the 35 sampled workers, it was confirmed that terms and condition of workers meets legal requirement.
d. Are copies of contracts provided to workers and kept in personnel files?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through workers interview and personal file review of the 35 sampled workers, it was confirmed that copy of the appointment letters was kept in personal



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
				file and one copy is provided to the worker.
e. Is there evidence that the facility has a practice of replacing or changing original contract terms to terms less favorable for the worker without the worker's knowledge and/or consent (i.e., contract substitution and supplemental agreements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such evidences were found during audit process that factory changed original terms and condition of workers; confirmed through workers interview.

PRINCIPLE 2: PROHIBITION OF FORCED LABOR

Non-compliances raised against this Principle:

- 1.
- 2.
- 3.



PRINCIPLE 3

PROHIBITION OF CHILD LABOR

Facilities will not hire any employee under the age of 14 or under the minimum age established by law for employment, whichever is greater, or any employee whose employment would interfere with compulsory schooling.

Facilities will ensure they do not engage in any form of child labor, including, but not limited to, the internationally recognized worst forms of child labor. Facilities may not employ any person at an age younger than the law of the jurisdiction allows and in any case not below the age of 14, even if permitted by local law. In addition, facilities will adhere to local legal requirements regarding mandatory schooling. Further, if, where permitted by local law, a facility employs young workers (defined as workers whose age is between the minimum age of employment and 18 years), the facility will also comply with any applicable legal restrictions on the nature and volume of work performed by such young workers, as well as any other requirements imposed by law, including ensuring that such young workers do not perform any hazardous work (e.g., chemical handling or operating heavy machinery).

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
3.1 Does the facility maintain a written procedure to avoid employing child labor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has written policy and procedure that specify minimum legal working age. As per policy and procedures facility does not hire employees below than 18 years of age.
3.2 Are policies and procedures regarding child labor effectively communicated to all workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has defined child labor policy and procedure; the same is also communicated to each employee through workers booklet and also displayed at main gate of the factory.
3.3 Do the programs and materials used to train relevant individuals on the child labor policies and procedures, including all individuals responsible for the hiring process, cover the requirements to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through review of training materials, on child labor covers requirements for obtaining age documents, review and checking authenticity of documents and interview of prospective employees.
a. Obtain appropriate age documentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Review age documentation for authenticity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has communicated in their procedure of critically checking workers age documents, from relevant issuing authority.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
c. Interview all prospective workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All perspective employees are interviewed by the relevant departmental in charges and Manager Admin to ascertain their actual age
3.4 Does the facility explicitly prohibit all forms of child labor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has displayed notices at main gate for prohibition of child labor in the factory. Through review of policies and procedures and review of personal files of 35 workers, it was confirmed that facility does not hire any form of child labor.
3.5 Does the facility obtain proof of age documentation from potential workers and review the documentation for authenticity prior to hiring through: a. Interview process (interview checklist maintained)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory obtains age proof documentations from all potential workers prior to employment and reviews the documentations for authenticity prior to hiring from relevant issuing authority. All prospective employees go through interview process first by the recruitment officer and then by the department head. Interview check list were maintained.
b. Compare photo on age document with physical appearance of person?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has process to compare photo on age documentations with physical appearance of the person.
c. Others (Please list) <i>Apply extra diligence in territories where child labor is common.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory does not allow any underage workers to enter their premises, all workers coming to the factory will have to show their age proof documents or birth certificate or educational certificate which reflects that worker is not underage.
3.6 Does the facility retain proof of age documentation for each worker and maintain the information in the worker's personnel file for the length of time as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of National Identity cards, birth certificates and educational certificates containing workers age were kept in workers personal files.
3.7 Is there any evidence that suggests child labor is being utilized at the facility? <i>If a reasonable suspicion exists that there are age-borderline workers, be extremely cautious and attentive to assessing this compliance. If you suspect the age of any individual(s) you observe in the facility, you MUST seek to include them in the review</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such evidence was observed during worker interviews, site tour and document review.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
<i>process for age authentication, including worker interview.</i>				
3.8 Does the facility require a completed and signed employment application or contract that includes the date of birth (inclusive of the worker signature, worker identification number, and signature date)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through review of 35 workers personal file it was noted that appointment letters and contract letters were signed by the workers containing their date of birth, date of employment mentioned on the paper.
3.9 If young workers (<i>legal minimum working age up to 18 years old</i>) are employed, does the facility ensure that:				
a. It has written policies and procedures related to recruitment and employment practices of young workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There were no young workers. All workers were above 18 years of age as noted during site tour, interview with 35 employees and review of personal files.
b. Worker's assigned tasks are appropriate for their age, including, but not limited to, operating of heavy machinery, hazardous work environment, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There were no young workers in the facility.
c. Overtime/night work complies with local/national law?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There were no young workers in the facility.
d. Medical check/registration with local bureau (if applicable) are conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There were no young workers in the facility.
e. It accurately maintains the list of young workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There were no young workers in the facility.

Principle 3: PROHIBITION OF CHILD LABOR

Non-compliances raised against this Principle:

- 1.
- 2.
- 3.



PRINCIPLE 4

PROHIBITION OF HARASSMENT OR ABUSE

Facilities will provide a work environment free of supervisory or co-worker harassment or abuse, and free of corporal punishment in any form.

Facilities will ensure a workplace that is respectful of a worker's rights and dignity. This includes ensuring that no corporal punishment or physical coercion be used. Facilities will not engage in or tolerate sexual harassment, indecent or threatening gestures, abusive tone or language or any other kind of undesired physical or verbal contact, such as bullying. In particular, facilities will ensure proper training at all levels - including management, supervisors and workers - to secure a workplace free of harassment or abuse.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
4.1a Does the facility maintain a written procedure on the prohibition of harassment, abuse, and corporal punishment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has well defined written policy on harassment, abuse and corporal punishment. The policy states that there should not be any abuse among employees, employer or any other party of the company
b. Are the definition(s) of the non-compliant behavior(s) and management policy(ies) consistent with the intent to prohibit all forms of this behavior?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy states that company provides a peaceful, respectful work environment to the workers free of abusive behavior or any mental, physical harassment. Factory prohibits mental or physical abuse as disciplinary action measure.
4.2a Does the facility have an effective and mandatory program to train relevant individuals, including all individuals responsible for the supervision of workers, on the facility's policies and procedures prohibiting all forms of harassment, abuse, and corporal punishment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company has a comprehensive training program (internal and external) and appropriate to train all relevant employees responsible for the supervision of workers on the facility's policies and procedures prohibiting all forms of harassment abuse or corporal punishment.
b. Does the facility provide the trainings to its workers on the facility's policies and procedures prohibiting all forms of harassment, abuse, and corporal punishment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company provides training to employees on the facility's policies and procedures prohibiting all forms of harassment abuse or corporal punishment; last training was conducted on 14-12-2019.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
<p>4.3 Does the policy include reasonable punitive repercussions for non-compliance and repeated non-compliance?</p> <p><i>Note: The policy must apply to the behavior of all workers with special emphasis placed upon supervisory personnel.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For all punitive repercussion for non-conformance and repeated non-conformance by the workers in the factory, disciplinary policy and procedure were governed by the applicable local law; like warning, show cause notices, inquiry, demotion, fine, termination etc. Under no circumstances the concerned Manager or supervisor in charge resorts to use physical means to punish any worker.
<p>4.4 Has the facility's management signed statements affirming their understanding of the facility's anti-harassment and abuse policies?</p> <p><i>Note: If the facility has not required signed statements in the past, evidence of statements signed on a prospective basis, i.e., from a certain date forward, is acceptable.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory management has taken prompt corrective action and get signed statements from the supervisors and managers affirming their understanding of factory anti-harassment policy and procedure.
<p>4.5 Does the facility effectively prohibit all forms of harassment, abuse, and corporal punishment through written policies, procedures, and training?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory prohibit all forms of harassment, abuse, and corporal punishment through written policies, procedures, and training.
<p>4.6 Does the facility communicate the policy on the prohibition of harassment and abuse to workers and third-party services (e.g., security guards, kitchen services)?</p> <p><i>When was the last time of such communication internally and externally?</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory management communicate the policy on the prohibition of harassment and abuse to workers and third-party services.
<p>4.7a Does the facility encourage workers to report instances of harassment or abuse, without fear of retribution, through effective communication of facility policies?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, facility encourages employees to report instances of harassment through suggestion & complaint boxes placed at different places in the factory. These complaints/ suggestions are discussed in workers forum after every month for effective resolution of reported matters.
<p>b. If any incidents of harassment or abuse were reported, were they resolved in a timely manner?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Through review of the complaints and suggestion received through compliant box and also review of personal files of the workers no harassment issue was reported in the factory. All workers claimed that



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
				they have never seen or experienced physical abuse in the factory.
c. Describe the process.	N/A			
4.8 While inspecting the plant, were any signs noted of physical abuse (including but not limited to shared physical characteristics evident in many workers), such as:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No physical injuries like bruising were observed during facility inspection and workers interview.
a. Bruising?				
b. Obvious physical injuries (casts, or other corrective wraps, an exaggerated repetition of the same medical condition)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Such case observed during facility inspection.
c. Isolated workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No isolated workers were found in the factory.
d. Overt sights of corporal or psychological punishment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No overt sights of corporal or psychological punishment observed during facility inspection.
4.9 Through interviews with workers, were there any complaints about:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such abuses highlighted during audit, confirmed through confidential workers interview.
a. Verbal abuse?				
b. Sexual harassment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such sexual harassment case highlighted during audit, confirmed through confidential workers interview.
c. Threatening gestures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such threatening case highlighted during audit, confirmed through confidential workers interview.
d. Monetary deduction discipline?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such deductions highlighted during audit, confirmed through confidential workers interview.
e. Bullying?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No bullying highlighted during audit, confirmed through confidential workers interview.



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
f. Intimidation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No intimidation highlighted during audit, confirmed through confidential workers interview.
g. Other?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No other form of harassment were found in the factory.

PRINCIPLE 4: PROHIBITION OF HARASSMENT OR ABUSE

Non-compliances raised against this Principle:

- 1.
- 2.
- 3.



PRINCIPLE 5

COMPENSATION AND BENEFITS

Facilities will pay at least the minimum total compensation required by local law, including all mandated wages, allowances and benefits.

Facilities will ensure proper compensation for their employees for all the work done, by providing in a timely manner all the wages and benefits that are in compliance with the local and national laws of the jurisdiction in which they are located. This will include any premiums for overtime work or work done during holidays, as well as any other allowances or benefits, including any mandatory social insurance, required by local law.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
5.1 Does the facility maintain a compensation and benefits policy that includes all of the following:				Policy Name: Compensation and Benefits
a. A detailed description of the workers' compensation and benefits at the time of employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has defined compensation and benefit policy and procedure included details of the benefits and compensation
b. Both written and verbal explanations of wage calculations provided at the time of employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The factory has included all compensation and benefits detail in employment letters or job contract. Also at the time of employment HR representative gives briefings to new employees on wage calculations.
c. A requirement that changes relating to compensation rates or methods of wage calculations shall be communicated timely and effectively?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per policy, facility will update immediately to all employees if there is any change in wage calculations through display of notices and awareness sessions.
d. All compensation and benefits at least meet the local requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compensations and benefits found in accordance with local requirements. The facility's minimum legal wage is PKR.17500/- per month and PKR.673/- per day, which meets legal minimum compensation
5.2 Does the facility compensate workers consistently with their terms of employment and				Facility policy for wage and benefits ensures that all workers working in the factory are compensated in consistent with local law regulation, and according to their term and



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
in accordance with local/national laws and regulations related to the following: a. Minimum wage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	condition of employment. The factory has legal minimum wage 17,500 PKR per month. During audit 35 records reviewed and all wages and salaries found meeting or exceeding the legal requirement. No less than minimum wage record found. Same was confirmed during interviews.
b. On time wage payments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wages are paid to workers before 7 th of each month consistent with legal requirement.
c. Overtime premium?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overtime payments are in accordance with local requirement, verified during payroll & time records review for the month of November 2019, July 2019 and Jan. 2019.
d. On time payment for resignation/termination/dismissal/severance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through workers interview and documents review it was noted that factory paid full and final amount to leaving workers on time.
e. Benefits, including but not limited to, entitled leave, maternity leave, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has providing all legal benefits to all workers working in the factory.
5.3 Do the facility's trainee and probation policies comply with the local/national laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During review of workers records it was noted that factory comply the trainee workers probation period as per law.
5.4a Does the facility meet their obligations on social insurance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Payment of all eligible workers contribution to SESSI to respective government agencies are remitted well in time as verified during document review of last month payment made to SESSI.
b. Does the facility cover all eligible workers under social insurance? <i>If No, provide explanations.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory pays social insurance coverage on behalf of all eligible workers; confirmed through workers and payment records review of SESSI.
c. Does the facility make the required payments to the government without delay?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory pays SESSI and EOBI contribution payment on monthly basis.
5.5a Does the facility post legal minimum wage rates, overtime premium rates, benefits policies, social insurance, and additional payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal minimum wage rate, benefit policies and additional payment information was posted in native language on main notice board at facility entrance.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
information in the language(s) understood by the facility workers?				
b. Are workers provided with adequate communication of their legally mandated minimum compensation rights, including overtime premiums?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company has a training program to train all relevant employees on legally mandated minimum compensation rights, including overtime premiums. Last training was conducted on 14-12-2018.
5.6 Does the facility utilize and maintain an organized record keeping system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Payroll and wages records are maintained properly in accounts department. During audit, we verified the records (pay roll, overtime and benefits) of 35 workers for the month of November 2019, July 2019 and Jan. 2019. Found it to be organized and duly maintained.
5.7a Does the facility produce and retain payroll records to support compensation, including overtime and benefits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory retains payroll and payment records including overtime records to verify workers wage and benefits in the factory.
b. Does the facility keep such records for such time as required by local/national laws? <i>Please state the record retention time required by local/national laws.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory retains payroll and payment records including overtime records to verify workers wage in the factory, the records will be kept for three years.
c. In the case the facility pays its workers through wire transfers, does the facility produce and retain proof of bank statements showing all the transactions in a verifiable way? <i>Note: The name of the worker, salary amount, and the date of the transaction must appear on the bank slip showing the transaction, as well as the recipient's bank name and account.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In case if employee salary is above PKR 30,000 and the employee wishes to that factory shall transfer its payment to a Bank Account. Factory maintains his account and keeps record of payments made in his account. Record of the same was verified and workers also confirmed the same.
5.8a Does the facility provide all workers with a pay record or stub that lists the components of the wages paid, including all deductions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers were given wage slips in native language confirmed during workers interview and documents review.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
b. Do all workers sign off on wage pay records/stub, including when done by direct transfer into the worker's bank account?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In case if employee salary is above PKR 30,000 and the employee wishes to that factory shall transfer its payment to a Bank Account. Factory maintains his account and keeps record of payments made in his account. Record of the same was verified and workers also confirmed the same.
c. List all deductions show on workers' paystub.	EOBI and Income tax (if applicable)			
5.9 Are there any piece rate workers in the facility? <i>If so, review a sampling of the documentation for piece rate workers as compared to wage rate workers to ensure compliance with this Principle.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		No Piece rated worker.
5.10 Does the facility have a written and coherent policy on piece rate compensation and does the piece rate compensation at least satisfy the minimum compensation prescribed by law?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Piece rated worker.
5.11 Do workers sign off on material counts for piece rate systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Piece rated worker.

Wages Analysis

What is the payroll frequency?	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-weekly	<input checked="" type="checkbox"/> Monthly
Wage periods reviewed	Nov. 2019	July 2019	Jan. 2019
Wage periods reviewed for follow-up audit	NA	NA	NA
Sample size	35	35	35
Sample size for follow-up audit	NA	NA	NA
Legal minimum wage for regular hours (Specify whether the rate is hourly, daily, weekly or monthly.) <i>If there is an increase in the minimum wage during the reviewed periods, provide both the old and the new wage rates.</i>	PKR 673 / day, PKR 17500 / month – Nov. 2019 PKR 623 / day, PKR 16200 / month – July 2019 PKR 623 / day, PKR 16200 / month – Jan. 2019		
Actual minimum wage paid at this facility for regular hours (Specify whether the rate is hourly, daily, weekly or monthly.)	PKR 17500 / month Nov. 2019		



<i>If actual minimum wage paid is below the minimum wage, provide explanations.</i>	
Lowest gross wage paid in sample <i>If lower than the minimum wage, provide explanations:</i>	PKR 16200 / month Jan. and July 2019
Highest gross wage paid in sample	PKR 22,610 / month
Legal overtime premium for weekdays:	200% of normal wage
Legal overtime premium for rest days:	200% of normal wage
Legal overtime premium for holidays:	300% of normal wage

Social Insurance analysis:

(If there is a waiver, attach it at the end of this Principle.)

Type(s) of social insurance(s) required by local law	Coverage (# of workers and % of total)
SESSI	2135 employees (100% eligible employees)
EOBI	2778 employees (100% eligible employees)
Group Insurance	2780 (100% eligible employees)

PRINCIPLE 5: COMPENSATION AND BENEFITS

Non-compliances raised against this Principle:

- 1.
- 2.
- 3.



PRINCIPLE 6

HOURS OF WORK

Hours worked each day, and days worked each week, should not exceed the limitations of the country's law. Facilities will provide at least one day off in every seven-day period, except as required to meet urgent business needs.

Facilities are required by local law to adhere to any limits set on regular working hours as well as any limits set on overtime work. Long term participation in the WRAP Certification Program is contingent upon meeting the limitations set by local law. WRAP recognizes that this can be a particularly challenging requirement, especially when taking into account local enforcement norms and customs. In light of this reality, WRAP will permit full compliance with local laws on working hours to be achieved incrementally, provided that a given facility meets the following conditions: is fully transparent about its working hours; ensures that those hours are all being worked voluntarily, in conditions that protect worker safety and health; compensates all employees in keeping with WRAP Principle 5; and shows improvement toward meeting the working hours requirements from one audit to the next.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
6.1 Does the facility have procedure to ensure compliance with national and local laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy Name & No: Working Hour Factory has defined working hours policy and procedure in accordance with local law and WRAP principle and also communicated to workers this policy by displaying into it on notice board
6.2 Does the facility have an effective program and relevant materials to train all individuals, including all individuals responsible for production coordination and scheduling, to ensure that workers work no more than the legal maximum hours, including overtime ceilings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company has a training program to train all relevant employees on daily working hours & overtime hours and urgent business needs in light of Labor Code of Pakistan which ensure no worker will work more than 60 hours in a week inclusive of overtime. Last training was conducted on 14-12-2018.
6.3 Are all workers made aware, at the time of hiring, of facility policies and procedures that specify the legal limitations on the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers are aware of policies and procedure specifically to legal limitations on maximum work per day, week and month, both regular, overtime and maximum number of consecutive day i.e. 06 days they can legally be required to work. The same is verified during workers interview.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
a. The maximum hours of work per day, week and month, both regular and overtime?				
b. The maximum number of consecutive days they can legally be required to work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes workers work on maximum number of days in a week as required by the law in the factory which is 6 days.
6.4 Does the facility retain complete and accurate time records onsite that reflect the following: a. The days and dates workers worked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory keeps the time records of all workers which show each month date with time in and time out.
b. The number of hours worked each day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total number of hours worked each day mentioned in time card of workers; 35 workers records for the month of Nov. 2019, July 2019 and Jan. 2019 checked and verified.
6.5 Does a crosscheck of other facility records, <i>such as production records and CCTV (if applicable)</i> , show: a. Any 7 th day work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through review of the CCTV and production records of last one month, no Sunday working was noted
b. Inconsistencies with time records?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No inconsistencies were found during crosscheck of time records of 35 sample workers.
6.6 Are overtime hours worked in compliance with local/national laws? Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime. a. Daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8 hours daily normal working and 2 hours overtime as per policy and complies the law.
b. Weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory follows 48 hours normal and 12 hours overtime weekly which complies the law.
c. Monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory follows 208 hours regular and 48 hours overtime per month which complies the law.
d. Quarterly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not required by law



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
e. Yearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not required by law
<p>6.7a Does the facility have a written, rational, and well-communicated policy defining 'urgent business needs'?</p> <p><i>Note: The definition of 'urgent business needs' cannot be vague or open-ended. It must be limited to delays/interruptions in production caused by natural calamities, non-repetitive production deadlines or unforeseen circumstances beyond the facility's control. A coherent and consistent rationale must be evident in the definition and infrequent deployment of 'urgent business needs'.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facility's definition of urgent business needs:</p> <p>Facility can go for production on holidays in case of certain business circumstances such as Strike in the city and loss of production days.</p> <p>Low pressure / turnover of employee's due to any unexpected incident i.e., strike, riots, abrupt fire, terrorist attack, heavy rain shower, floods and other natural catastrophes) resulting in substantial decline in productivity</p>
<p>b. Were there occurrence(s) of urgent business needs in the past 12 months?</p> <p><i>If yes to b, list the number of instances and the occasions occurred: E.g., November 5 - 13, 2018</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such case occurred during last 12 months.
c. If yes to b, list department(s) & # of workers involved:	Department(s): N/A # of workers in each department: N/A			
d. If yes to b, provide reasons for such occurrence(s):	N/A			
6.8a Other than cases of "urgent business needs", do workers get at least one day off after six consecutive working days?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per company policy and local law factory provides one rest day after 6 consecutive working days.
<p>b. If no to a, in the past 12 months, how many instances occurred where workers worked more than 6 consecutive days?</p> <p><i>List the number of instances and the occasions occurred: E.g., November 5 - 13, 2018</i></p>	N/A			



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
c. If no to a, list department(s) & # of workers involved:	Department(s): N/A # of workers in each department: N/A			
d. If no to a, provide reasons for such occurrence(s):	N/A			
6.9 Does the facility provide one day off after 13 consecutive working days, if applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per company policy and local law if a worker works 7 th day which is rest day then factory has to compensate those overtime hours (200%) and also provides one rest day within three days before and after that rest day.
6.10 Are notifications of maximum regular and overtime hour policies visibly posted in the language(s) understood by the facility's workers and management personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility regular working hour and overtime hour policies are posted in native language on factory's main notice board.

Hours of Work Analysis

Review periods	# of samples reviewed	Average weekly hours (incl. overtime)	Highest weekly hours (incl. overtime)	Frequency of occurrence of max hours (# of workers from samples & # of weeks worked at max hours per period)
November 2019	35	56.00 hours	48 hours (normal) 10 hours (OT)	12 workers for 03 weeks over sample
July 2019	35	58.00 hours	48 hours (normal) 12 hours (OT)	15 workers for 03 weeks over sample
January 2019	35	60.00 hours	48 hours (normal) 12 hours (OT)	19 workers for 04 weeks over sample
Average weekly hours incl. overtime across all samples (This number should be used to fill out Q7d in WHAP, if applicable)		N/A		
Follow-up Audit				
Average weekly hours incl. overtime across all samples (This number should be used to fill out Q7d in WHAP, if applicable)				



Legal regular work week for this country/industry	48 Hours		
Range of weekly overtime hours over sample, quote highest and lowest)	Review period 1 Nov 2019 H _10_ L _0_	Review period 2 July 2019 H _12_ L _0_	Review period 3 Jan 2019 H _12_ L _1_
Range of daily overtime hours over sample, quote highest and lowest	Review period 1 Nov 2019 H _1.5_ L _0_	Review period 2 July 2019 H _2_ L _0_	Review period 3 Jan 2019 H _2_ L _0_
Lowest total weekly hours worked in sample	48 Hours	Department(s)	All
Highest total weekly hours worked in sample	60 Hours	Department(s)	Finishing
Legally permitted overtime hours (list daily, weekly, monthly, quarterly, yearly whichever is applicable)	2 hours / day; 12 hours / week; 48 hours/ month.		

PRINCIPLE 6: HOURS OF WORK	
Non-compliances raised against this Principle :	
1. 2. 3.	



PRINCIPLE 7

DISCRIMINATION

Facilities will employ, pay, promote, and terminate workers on the basis of their ability to do the job, rather than on the basis of personal characteristics or beliefs.

Facilities will ensure that all terms and conditions of employment are based on an individual's ability to do the job, and not on the basis of any personal characteristics or beliefs. Facilities will ensure that any employment decision – involving hiring, firing, assigning work, paying or promoting – is made without discriminating against the employees on the basis of race, color, national origin, gender, sexual orientation, religion, disability, or other similar factors (pregnancy, political opinion or affiliation, social status, etc.).

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
7.1 Does the facility have procedures and practices to ensure compliance and remediation with the facility policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has written policy which explicitly prohibits discrimination in work place on the basis of Race, gender and ethnicity.
7.2 Is the facility's written policy visibly posted in the language(s) understood by the workers and management personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prohibition of discrimination policy was found displayed in the factory in Urdu language, language understandable by the majority of the workers and management personnel's in the factory.
7.3 Does the facility have an effective program and materials used to train relevant individuals, including all individuals responsible for the supervision of workers and the hiring process, on the facility's policy and procedures prohibiting discrimination?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company has a comprehensive training program to train all relevant employees responsible for supervision of workers and also responsible for hiring of employees in the factory regarding non-discriminatory practices.
7.4 Are the facility's policy, practices and procedures on discriminatory behavior effectively communicated to all workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company has communicated their policy of discrimination to all employees via posting at factory notices board and also included in workers appointment letters.
7.5 Does the facility effectively communicate the requirements of this Principle to third parties (subcontractors, labor brokers/agencies, industrial parks, export processing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has communicated the policy to its 3 rd party suppliers through suppliers and vendors' compliance policy and took written confirmation from the suppliers and third party services providers.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
zones, free trade zones, etc.) that may recruit and screen applicants on its behalf in writing?				
7.6 Has the facility had any discrimination charges filed against it by workers, regulatory agencies or any outside agency during the past two years? <i>If so, please provide details.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We reviewed documents and found during last 02 years, no instance of discrimination charge was reported or filed either by employees or regulatory authority against the company.
7.7 Does the facility explicitly prohibit mandatory pregnancy testing as a condition of employment or continued employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility explicitly prohibit mandatory pregnancy test as a condition of employment as verified during workers interviewed.
7.8 Are workers with the same job and seniority paid the same rate, irrespective of race, color, national origin, gender, age, sexual orientation, religion, disability, or other characteristics?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company provides equal opportunities to its all employees irrespective of gender or age on the basis of their job, seniority and work performance.
7.9 Do all workers have an equal opportunity to work overtime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility provides equal opportunity to work overtime to all employees.
7.10 Do all workers sign statements (statements may be included in an employment application or contract), written in the language(s) understood by workers, affirming their receipt and understanding of the facility's anti-discrimination policies and procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A signed statement filed in the personnel files of the facility employees, supervisors and in charges, affirming the receipt and understanding of the facility's anti-discrimination practices in native language.
7.11 Are pregnant women engaged in work that creates a risk for their pregnancy or reproductive health?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility does not engage pregnant women in any work that could create risk for their pregnancy. Same was verified through with female workers.
7.12a Does the facility have written policies and procedures related to termination and layoff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has written policy and procedure for the termination and layoff.
b. Do these policies and procedures comply with local/national laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, policy and procedure related to termination and layoff was in accordance with local laws.



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
c. Does the facility provide training to all workers on termination and layoff policies and procedures, particularly to newly hired workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory provides training on termination policy and layoff at the time of hiring and periodic training also conducted by compliance team.
7.13 Can workers terminate employment by giving proper notice (defined by local laws or by contract terms) at any time and without penalty?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers can leave the factory on one month notice at any time without any penalty from the factory.

PRINCIPLE 7: DISCRIMINATION

Non-compliances raised against this Principle:

- 1.
- 2.
- 3.



PRINCIPLE 8

HEALTH & SAFETY

Facilities will provide a safe and healthy work environment. Where residential housing is provided for workers, facilities will provide safe and healthy housing.

Facilities will provide a safe, clean, healthy and productive workplace for their employees. Facilities shall prioritize worker health and safety above all else, and proactively address any safety issues that could arise. This will include a wide variety of requirements, such as, ensuring, among other things, the availability of clean drinking water (at no charge to workers), adequate medical resources, fire exits and safety equipment, well-lighted and comfortable workstations, and clean restrooms. Further, facilities shall adequately train all their workers on how to perform their jobs safely.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
HEALTH & SAFETY OVERVIEW				
8.1 Does the facility comply with all relevant health and safety laws and regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The facility permits Government Agencies to inspect factory for compliance with local and national government health and safety certificates/permits and other relevant documents from Government officials.</p> <p>Factory was inspected by Labor Inspector from local labor Department on 19/6/2019, by Mr. Azam Ali Shah Deputy Director Labor, as per his remarks on Form 'C' register working condition in the factory is satisfactory.</p>
<p>8.2 Are all relevant government health, safety, fire safety and building safety certificates/permits, insurance policies and any relevant correspondence or documents from government officials in order?</p> <p><i>Please identify and report any irregularities.</i></p> <p><i>Please list any relevant certificate (fire, safety, building, etc.) license numbers and expiration dates. If a certificate or permit has</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Factory has all local and national Government health & safety and fire certificates / permits and relevant correspondence available.</p> <p>Other relevant documents</p> <ul style="list-style-type: none"> National Tax No. 2611084-9 Civil Defense Certificate No. 5(35)2002/CDM/CDO/EAST/



<i>expired or is about to expire, mention whether or not the facility has applied for a renewal.</i>				<p>MALIR dated 25-5-2019, valid for 01 year.</p> <ul style="list-style-type: none"> • Building Stability Certificate on Form K, Rule 93, through Engr. Abdul Haseeb Lic. # SE-06-103. • Director of Labor Registration Certificate No. FA/E/CMI-34(R-1474)/2006.
<p>8.3 Does the facility undertake internal monitoring of its health and safety systems, including fire safety, to ensure it is following written procedures/processes and meeting the requirements of all relevant laws?</p> <p><i>Please describe the nature of the internal monitoring procedures, including frequency and coverage</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Factory has internal audit procedure for monitoring Health and safety issue in the factory, Manager Compliance and his team conducts monthly audit in the factory to monitor effective control of health and safety issues. Last audit was conducted on 4th December 2019, Furthermore, factory has developed monthly / weekly check sheets for monitoring H&S and fire safety equipment's.</p>
8.4a Has risk assessments been carried out throughout the facility, including fire risk assessments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Factory is conducting bi-annually risk assessment covering the fire safety aspects last risk assessment was carried out dated 4th December 2019, Doc Ref: AA/IMSR/040</p>
b. How often does the facility perform risk assessments?	<p>Facility is conducting health and safety risk assessment on bi-annual basis. However, if there is any new addition in building, machinery or process then all the risks associated with them will be evaluated immediately.</p>			
c. Were the findings communicated with management and health & safety committee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facility has communicated risk assessment findings to the management and H&S committee, and they discussed them in their meetings.</p>
<p>d. Were actions taken to correct the findings?</p> <p><i>Note: If a facility had findings from risk assessments but has since corrected them, no NC should be raised.</i></p> <p>Please describe the actions taken and resulting improvement/correction.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facility has communicated risk assessment findings to the management and Health & Safety committee, and they discussed them in their meetings.</p>



8.5 Is a regular occupational health check arranged for workers involved in hazardous job duties, if any?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has a proper track of health and safety incidents taken place and recorded in incident register available on site.
8.6 Does the responsible person(s) work with health & safety committee to address findings from the facility's risk assessments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr. Mohannad Ali, Asst manager EHS is responsible for communicating, deploying and monitoring all compliant health and safety policies and practices.
8.7 Has the facility properly tracked health, safety, and fire incidents in the past 12 months?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has a proper track of health and safety incidents taken place and recorded in incident register available on site.
8.8 Does the facility have an effective program and materials to train relevant individuals, including all individuals responsible for the supervision of workers, on all of the relevant occupational health and safety issues?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • HSE awareness on 15/11/2019 • Environmental management and smoke inhalation on 13-09-2019 • Internal firefighting training on 14th May 2019 • External first aid training & fire fighting on 15-05-2019, • Machine safety on 29-08-2019 • Use of PPE's and chemical handling on 14-11-2019, • Emergency preparedness on 03-09-2019. <p>Facility rotates all trainings to all departments as per schedule.</p>
8.9 Does the facility have a written safety program, including written emergency procedures to handle natural disasters, fire safety, and emergencies and industrial accidents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has defined emergency response plan to handle emergencies like Fire, earthquake, bomb blast, flood, and industrial accidents and facility has also provided training to all worker dated 13-09-2019 on emergency action plan.
8.10 Are the following safety documents maintained by the facility: a. Health and safety reports?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facility maintains safety documents such as:</p> <ol style="list-style-type: none"> 1- Health and Safety committee meeting reports available. Last meeting dated. 25-10-2019 reviewed during audit. 2- Injury and incident logs & analysis reference 3- All H&S monitoring reports



b. Heavy machinery inspection (boilers, compressors, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are 02 gas Generators with total capacity of 2.4-Megawatt, 02 industrial boiler & 01 waste heat recovery boiler and 01 cargo lift in the factory, which were found maintained and relevant inspections were maintained.
c. Maintenance reports?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory keeps corrective and preventive maintenances records of all machines; checked and verified.
d. Fire extinguisher records, noting the date of inspection and expiration?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory keeps monthly and weekly maintenance checklist of all Fire extinguisher, and fire safety equipment's inspection checklist was tagged on each fire extinguisher. The last check was performed on 4 th Dec. 2019.
<p>e. Emergency evacuation drill records (at least semi-annual, roughly six months apart) for all shifts, including night shift, and child care, noting the date and detailed results?</p> <p><i>List at least three (3) drill dates, two (2) in the past and one (1) planned for the future, for every shift, if applicable.</i></p> <p><i>List the time it took for all personnel to evacuate.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Factory planned to conduct bi-annual emergency drill in the factory through 3rd party experts. Record of last drill is as follow:</p> <p>External 14-May 2019, started at 12:55pm for morning and 9:55pm for A shift (evacuation time was recorded for morning 2 minutes & 48 seconds with 2100 workers and for B shift with 2 minutes and 25 seconds with 120 workers.)</p> <p>Internal 17 August 2019 started at 12:55 pm for A shift and 21:55pm for B shift (evacuation time was recorded for morning 2 minutes 22 seconds with 2350 workers and for B shift with 1 minutes and 45 seconds with 190 workers.)</p> <p>Fire drills were conducted by certified civil defence approved instructor and trainer. Next Drill is planned in Jan 2020 in-house.</p>
f. Work injury reports?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor work injury register is available. In case of any severe injury facility shift employee to



				nearby hospital for further treatment.
g. Clinic logs, noting date and reason for visit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Injuries records and hospital referral records were maintained in the factory.
8.11 Have any government agencies inspected the facility for compliance with safety and health regulations during the past two years? <i>If yes, please list the findings.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Government agencies like Civil Defence, and Labor department had visited the facility and conducted inspections as under <ul style="list-style-type: none"> • Firefighting equipment inspection conducted by Civil Defence department, in accordance with Civil Defence Act 1951 • OHSC, Labor Department conducted inspection on Form C dated 03-10-2019 in accordance with Factory Act 1934. As per noting of the certificate H&S arrangements are appropriate in the factory.
8.12 Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for the following:				Facility addresses occupational health and safety in accordance with regulation of local law.
a. Heat stress/extreme temperatures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhaust fans are installed beside ventilation system.
b. Paint spray/spot cleaning booths?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility does not have paint spray however spot cleaning booths which were found satisfactory.
c. Welding safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facility does not have welding in the facility.
d. Respiratory safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has developed training program on respiratory safety. Last training on use of PPEs was held on 14/11/2019
e. Bloodborne pathogen program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During review of the document it was found that factory has conducted compulsory vaccination in factory on 01/07/2019 conducted by Dr. Yasmeen Kharral Govt. Certifying Surgeon.



f. Hearing (noise control program)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has documented noise control program and perform quarterly noise monitoring. Last monitoring conducted from PRD Lab against report # 8214-J/2019/2010 dated 19-08-2019.
g. Indoor air quality?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The factory has conducted air quality test through PRD. Document no. PRD# 8214-J/2019/2010 dated 19-08-2019 with all parameters under SEQS limit conducted on 19-08-2019
h. Cotton dust ventilation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per test report dust ventilation was satisfactory.
i. Sanitary waste disposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste disposal was found Satisfactory
GENERAL BUILDING REQUIREMENTS				
8.13 Does a visual inspection of the facility's building(s) suggest any potential concerns about physical integrity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		During factory visit found no integrity issue or found any cracks in the building. Factory has obtained building stability certificate on form 'K' which was also reviewed during document review. Factory is well maintained.
8.14 Are there any cracks on any of the building structures observed during the audit? <i>If so, please include photos in Photo Section.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		During site visit, no cracks were observed in building structure
8.15 What is the overall general appearance of this facility: <div style="text-align: right;"> Excellent Good Fair Unacceptable </div>		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		General appearance of the facility found good.
8.16 Is the overall general appearance of the maintenance shop acceptable and not in a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance shop was organized and well maintained, from risk of injuries.



condition that could cause serious injury or harm?				
8.17 Is trash properly disposed of both inside and outside the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All facility trash was sold to the contractor for recycling and disposal at appropriate area, no trash was found accumulated in the factory during facility visit
8.18 Are the toilets and washrooms in the facility:				Factory has Total 130 toilets in the factory, which are well over required quantity as required by local law. 60 toilets for male and 70 for female. In addition to that there were 105 wash basins.
a. In sanitary and serviceable condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Meeting minimum quantity required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quantity of the toilets above the local law requirements.
c. Stocked adequately with soap and toilet paper?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, facility has provided soap and towels at toilets for hand wash.
8.19 Are exits unlocked during times when the facility is occupied to allow free, unobstructed exit from the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All emergency exit was found unlocked and unobstructed during facility visit moreover workers also confirmed during confidential interviews that emergency exits are never locked.
8.20 During the facility visit, were any aisles blocked or restricting easy access to emergency exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	During factory visit it was noted that no pathway was blocked by fabric & garments at any area of floor.
8.21a Has the facility appropriately identified areas that, for fire safety purposes, should be designated as “non-smoking”?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has declared the no smoking zone, smoking at designated places is allowed. Further these areas are away from floors.
b. Is the facility properly enforcing the “non-smoking” policy for areas so designated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has implemented no smoking policy and workers are allowed to smoke inside the facility at designated place only.



<p>8.22a Does the facility maintain first aid supplies as required by law or if no legal requirement exists, as recommended by a local medical provider or relevant authority?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><u>NC – 1</u></p> <p>During facility visit it was noted that 02 first aid boxes were found with insufficient first aid supplies.</p> <p><u>Corrective action taken: Desktop review 11-1-2020</u></p> <p>Factory has provided sufficient medical supplies in first aid boxes.</p> <p>Status: CLOSED</p>
<p>b. Are these first aid supplies available and accessible to all areas of the facility?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>There were 21 First Aid Kits installed in different departments of the factory.</p> <p><u>NC – 1</u></p> <p>During facility visit it was noted that 02 first aid boxes were found with insufficient first aid supplies.</p> <p><u>Corrective action taken: Desktop review 11-1-2020</u></p> <p>Factory has provided sufficient medical supplies in first aid boxes.</p> <p>Status: CLOSED</p>
<p>8.23 Is there clean drinking water that is easily accessible at the facility?</p> <p><i>List potability test report numbers, if applicable. If not, describe how the facility determines the drinking water is suitable for consumption.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Reviewed drinking water test report, conducted from PRD on 19-08-2019, doc. Ref. PRD8215-F/2019, found report under NEQS limits</p> <p><u>NC – 2</u></p> <p>During facility visit it was noted that drinking water vessels were not provided at drinking water points; moreover, drinking water coolers were not marked on few places.</p> <p><u>Corrective action taken: Desktop review 11-1-2020</u></p> <p>Factory has posted Drinking Water signs on water coolers and provided drinking water cups on drinking water points.</p> <p>Status: CLOSED</p>



8.24 Is drinking water provided <i>at no cost</i> to workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drinking water provided to worker free of cost. Confirmed through workers interview.
8.25 Is the facility's crèche/child-care area operated and maintained in a safe and healthy manner and its location meets the law requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child care room is maintained in safe and healthy outside production area on ground floor
8.26a Is the facility's canteen/cafeteria operated and maintained in a safe and healthy manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has provided canteen with subsidized food for workers, which was found well maintained and in hygienic manner.
b. Does the canteen/cafeteria have the required licenses to operate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has obtained canteen license from local authority, lic. #. 003284 valid till June 2020.
c. Does the staff have the required health certificates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has conducted pathological test of canteen workers for contagious diseases from Jinnah lab on 19-Sept-2019
PERSONAL PROTECTION EQUIPMENT (PPE)				
8.27 Does the facility conduct hazard assessments to determine if any PPE is required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The factory has conducted Risk Assessment related to production operations. Based on Assessment various PPE such as face mask, mesh gloves and goggles were recommended during work.
8.28 If PPE is required, is it provided to affected workers <i>at no cost</i> ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through workers interview it was noted that PPE's were provided to the workers free of cost.
8.29 Is the PPE appropriate and adequate for the workers' job and in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>NC – 3</u></p> <p>During facility visit it was noted that few overlook machine operators were not wearing facemask.</p> <p><u>Corrective action taken: Desktop review 11-1-2020</u></p> <p>Factory has provided face mask to overlook machines operators and operators fund wearing facemask.</p> <p>Status: CLOSED</p>
ELECTRICAL SAFETY				



8.30 Is there a qualified electrician in the facility responsible for maintaining electrical safety? If not, what is the facility doing to ensure electrical safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory hired a qualified wire man on permanent basis. Interviewed electrician during the audit and found him competent. Wiremen Mr. Hasnain Haider, KW #. 16758.
8.31 Does a visual inspection of the wiring indicate the following: a. Good general condition of cabling?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>NC – 4</p> <p>During facility visit it was noted that rubber mats were missing under few electrical panels at production floor.</p> <p>Corrective action taken: Desktop review 11-1-2020</p> <p>Factory has provided rubber mats under electrical panels.</p> <p>Status: CLOSED</p>
b. No exposed or loose wires?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During facility visit no exposed and spliced wires were found in the factory.
c. Proper insulation/grounding/earthing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has documented program for electrical safety and installed all electrical equipment with proper insulations/ grounding and earthing.
8.32 Does a visual inspection of the electrical boxes and cabinets verify: a. Complete enclosures with covers provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical installations were verified and found secured
b. Switches and outlets maintained in good working order?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Switch boards and outlets were found in good working condition.
c. All knockouts/trips in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has installed knockout and trips in place.
d. Adequate labeling with safety warning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has ensured labeling with safety warning at all electrical installations.
WORKER SAFETY AWARENESS				
8.33a Does the facility maintain a safety committee comprised of workers and management, which holds regular meetings and keeps minutes of proceedings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has constituted Health and Safety committee meeting reports available. Last meeting



				dated 15-11-2019 reviewed during audit.
<p>b. Does the committee discuss the findings from risk assessments and find solutions?</p> <p>When was the last time the discussion take place?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HSE committee discussed the findings from risk assessment like House Keeping, waste segregation, fire alarm zones, and fire safety plan Last meeting dated 15-11-2019. Further factory conducts workplace inspection last was conducted on 07-12-2019
8.34 Does the facility conduct health & safety and fire safety orientation training for all new workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During workers interview and documents review it was noted that factory is conducting orientation training for all workers at the time of hiring, orientation form was found maintained in employee personal files.
8.35 Does the training cover the following regarding fire safety:				Factory has given awareness to all workers about the fire safety equipment's like fire alarm points and fire extinguishers, during interview workers also confirmed the same.
a. Workers are informed of the locations of fire alarm pull and button stations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Workers are informed of the locations of fire extinguishers in and near their work area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers were aware of the location of fire extinguishers in their work area also follow the evacuation plan to locate the fire extinguishers.
c. Workers have specific training concerning the dangers of smoke inhalation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During documents review and workers interview it was noted that workers were found aware of the response in case of smoke inhalation, workers were given specific training on smoke inhalation.
d. Workers are informed of the location of nearest exits and assembly points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers were aware of the nearest location of exits and emergency exits also they confirmed factory has given workers training on emergency evacuation procedures in the factory.
8.36 Is worker training conducted for first aid and safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36 workers were trained for first aid and safety in the factory. Last



				training was conducted on 14 th May 2019
8.37 Are the first aid responders/emergency safety personnel properly trained and identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All 36 workers were trained as First aid responder/ emergency safety personnel in the facility and their names and pictures were posted in all production area.
8.38 Have selected workers been trained on the proper use of firefighting equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total: 46 workers from different department were trained on proper usage of fire extinguisher as verified during document reviewed.
8.39 Have all workers who have any contact with chemicals and hazardous materials been trained on how to safely handle and dispose of specific chemicals and hazardous materials and how to eliminate fire risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has Chemical Safety Plan is in place. Workers were trained on chemical handling last training was conducted on 14-11-2019.
8.40 Are MSDS available (in appropriate language(s)) for all chemicals used by the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSDS in native language is displayed in the chemical Store.
FIRE SAFETY				
8.41 Does the facility have an emergency evacuation plan, in the language(s) understood by workers, posted in view of the facility's workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has displayed Emergency evacuation plan posted in the different department the plans were in native language with signs and symbols for identification
8.42 Does a facility tour verify that emergency exits are:				Facility has provided adequate number of emergency exits in all buildings.
a. In adequate number and locations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Unimpeded, including the path leading to exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All emergency exits were unimpeded and including the path leading to exits.
c. Opening outwards? <i>If emergency exits do not open outwards, provide an explanation.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All emergency exits were found opening outwards.
d. Leading to a safe assembly point?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All emergency exits leading to safe assembly points.
8.43 Can assembly point(s) accommodate ALL workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There were 01 fire assembly points at facility which can accommodate



				all employees in case of any emergency.
8.44 Does a facility tour verify that safety equipment is:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All safety equipment like fire extinguishers, fire hydrants, first aid boxes, smoke detectors, fire alarm points are visible.
a. Visible?				
b. Appropriate in functionality and number?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There were 120 Fire extinguishers (66 DCP, 10 foam base, 44 CO2). There are 36 fire alarm call points and 65 smoke detectors installed in the factory. 6 Fire Buckets set, 14 Hose Reels & 02 set of Fire Pumps, 2 Fire Alarm Panels with 36 fire alarm points
c. Properly distributed throughout the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers, smoke detectors and buckets were installed in each department sufficient for that area.
d. Easily accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During facility visit it was noted that all fire extinguishers were accessible and unobstructed.
e. Properly mounted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During facility visit it was noted that fire equipment's installed properly at all required places in the factory.
f. Unblocked and free of obstruction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All fire safety equipment's were found accessible, easy to reach, unblocked and obstructed
g. Fire extinguishers are appropriate for the class(es) of fires possible in the area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There were 120 Fire extinguishers which were appropriate for the class of fire in the factory.
8.45 Are the fire-fighting water hoses and connections in usable condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire hydrant was installed & also factory has provided 06 fire buckets in factory and found in good useable condition.
8.46 Does the facility have appropriate measures to ensure adequate water pressure for fire-fighting water hoses and sprinkler systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14 Fire hydrant points were available in the factory having 6 bar pressure to reach every corner for fire fighting
SPRINKLER VALVES				



8.47 Do sprinkler valves appear in good working order? <i>If local/national laws do not require facilities to have sprinklers, state so.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No sprinkler system installed in the factory.
8.48 Are all sprinkler heads kept unobstructed from storage or other materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No sprinkler system installed in the factory.
FIRE ALARM BOXES				
8.49a Are fire alarms unobstructed and identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36 Fire Alarm Call points are visible, unobstructed and identified.
b. Does the facility have a test schedule for all fire alarm boxes? <i>State how the facility maintains this schedule.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has established schedule and checklist to test fire alarm boxes on bi-monthly basis.
c. Do fire alarms have flashing lights?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has installed flash lights in high noise area beside fire alarm.
d. Are fire notification mechanisms audible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm system is well audible, tested during factory visit.
8.50 Are combustible scrap, debris, and waste materials stored in covered metal receptacles, and removed from the work site promptly? If not, explain how they are stored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During facility visit it was noted that fabric scraps and waste were stored on ground floor of the factory away from production floors.
Emergency Evacuation				
8.51 Are lighting and alarm systems adequate and fitted with back-up systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm system and emergency lights were fitted with back-up power system.
EMERGENCY LIGHTING				
8.52a. Is appropriate lighting in place in the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There were emergency lights installed on pathways and production floor, to be used in case of emergency, the lights are appropriate and functional.
b. Is the emergency power system working and in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There were emergency lights installed on pathways and production floor, to be used in case of emergency, the lights are appropriate and functional.



c. Does the facility regularly conduct a test to ensure the emergency power system is functioning correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory conducts monthly maintenance and keeps records of the same through maintenance checklist.
STAIRWELLS				
8.53a. Are all stairwell handrails in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During factory visit found all stairwell handrails found in good condition.
b. Are all stair treads in good condition and does its width meet local law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During factory visit found all stair treads in good condition and width is more than 3 feet.
c. Are all stair widths in compliance with the requirements of all relevant laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During factory found all stairs in appropriate width as required by law.
d. Are the stairways provided with appropriate artificial and emergency lighting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All stairways are well lit and also emergency lights are installed as backup means.
e. Are stairwells completely clear of obstructions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During factory visit found all stairwells clear and unobstructed.
f. Does the facility ensure stairwells are not used for storage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During factory found no storage on and under stairs.
CHEMICAL SAFETY				
8.54 Does the facility have a chemical safety program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has a chemical safety program. They use machine oil, washing and found drums of chemicals stored at restricted area.
8.55 Where applicable, does the facility properly store hazardous/toxic materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During factory tour it was noted that factory has provided separate areas for spot removing activity with proper MSDS displayed and PPE's in use.
8.56 Does the facility have the required government storage and usage permits for chemicals, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	For washing chemicals, machine oil and spot removing chemicals no permit or license is required.
8.57 Does the facility maintain documentation for chemical labeling (including fire safety), chemical usage warnings, and proper handling instructions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For chemicals, it is properly labeled, MSDS and safety instructions displayed.



8.58 Does the facility ensure that all solvent wastes and flammable liquids are properly stored (including being kept in closed containers when not in use) at all times and kept away from potential ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory generate solvent wastes from ETP and is disposed of through PRD, whereas flammable liquids are stored properly.
8.59 Are the chemical storage areas free of ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The chemicals, diesel and oil are stored in ignition free area.
8.60 Are all lamps and lights away from combustible chemicals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The chemicals, diesel and oil storage area is properly maintained and all lamps and lights are away from storage area.
BOILER/COMPRESSOR/ GENERATOR ROOMS				
8.61a Is the location of the boiler/compressor/generator room consistent with all relevant requirements? (If no local or national laws apply, please describe the location of the boiler and compressor room.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are 2 gas power generators of combined power of 2.4 MW, 2 Industrial boilers and 01 heat recovery boilers installed in the factory. All are placed away from production floor at secure place
b. Are boilers/compressors/generators separated from production floor/office space as required by the relevant laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boiler and power generator were away from production floor
8.62 Are there housekeeping and maintenance procedures in place for the boiler and compressor rooms? <i>Please describe the nature and execution of these procedures.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housekeeping and maintenance procedure was found in place for the boiler area and electric generator area
8.63 Are there any fuel leaks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No fuel leaking was noted in generator and boiler area.
8.64 Are the boilers and compressors inspected and serviced periodically? <i>Provide evidence or description of inspection and servicing procedures.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compressors and steam generator were inspected periodically
8.65 Are the boiler licenses valid and authentic?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boiler licenses are valid and inspected by local boiler dept.
8.66 Is the boiler operator certificate valid and authentic?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr. Abbas Ali, Lic. #.001-2002 Mr. M. Hanif Khan, Lic. #, 025-2001



				Mr. Muhammad Mustafa, Lic. #. EB-II-EX/029
MACHINE SAFETY				
8.67 Do machines have required safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NC – 5 During facility visit it was noted that 05 stitching machines were found without safety guards. Corrective action taken: Desktop review 11-1-2020 Factory has installed pulley cover and motor cover on stitching machines. Status: CLOSED
8.68 Do machines have relevant safety warnings in the language(s) understood by workers/machine operators?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written instructions in native language and safety signs were posted near production area.
8.69 Do machine operators have the required licenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific license is required.
8.70 Have machine operators received adequate training to operate these machines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has provided adequate machine safety training to the machine operators.
SHARED BUILDING (IF APPLICABLE)				
8.71 Does the facility conduct joint risk assessments with other operations in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Factory has independent building
8.72 Does the facility conduct joint emergency evacuations with other operations in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Factory has independent building
DORMITORIES/APARTMENTS (IF APPLICABLE) <i>If No to Q8.73a & b, the rest of the questions in this section can be left blank.</i>				
8.73 Are there dorms/apartments provided for:				<i>No dorms have been provided</i>
a. Workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
b. Management?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		



b. Appropriate in functionality and number?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Properly distributed throughout the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e. Properly mounted?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f. Unblocked and free of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
g. Fire extinguishers are appropriate for the class(es) of fires expected in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.81 Are exits unlocked during times when the dormitories/apartments are occupied to allow free, unobstructed exit from the dormitories?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.82 During the dormitory visit, were any aisles blocked or restricting easy access to emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.83 Does a dormitory/apartment tour verify that emergency exits are:				
a. In an adequate number and locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Unimpeded, including path leading to exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Open outwards?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Leading to a safe assembly point that can accommodate all residents?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FIRE ALARM				
8.84a Are fire alarms unobstructed and identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No dorms have been provided</i>
b. Does the facility have a test schedule for all fire alarm boxes? <i>State how the facility maintains this schedule.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Do fire alarms have flashing lights?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



d. Are fire notification mechanisms audible?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EMERGENCY LIGHTING				
8.85a. Is appropriate lighting in place in the dormitory/apartment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No dorms have been provided</i>
b. Is the emergency power system working and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Does the facility regularly conduct a test to ensure the emergency power system is functioning correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
STAIRWELL				
8.86 Are all stairwell handrails in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No dorms have been provided</i>
8.87 Are all stair treads in good condition and does its width meets local/national law?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.88 Are the stairways in the dormitories provided with artificial and emergency lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.89a Are stairwells completely clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Does the facility ensure stairwells are not used for storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.90 Are the assembly points located in safe locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.91 Is there clean drinking water that is easily accessible? <i>List portability test report numbers, if applicable.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.92 Are the toilets and washrooms in sanitary and serviceable condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.93 Is trash properly disposed of both inside and outside the dormitory/apartments?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



PRINCIPLE 8: HEALTH & SAFETY

Non-compliances raised against this Principle:

1. NC – 1 WRAP Clause 8.22a, b

Local Law Ref.: Sindh Factories Rule 1975 section 94(1); in every factory there shall be maintained in good working condition First aid appliances as specified in Appendix I. The First aid Appliances shall be placed under the charges of responsible person, who knows to use them and shall be kept in readily accessible place within the factory. The work First Aid shall be clearly painted on the box.

During facility visit it was noted that 02 first aid boxes were found with insufficient first aid supplies.

Corrective action taken: Desktop review 11-1-2020

Factory has provided sufficient medical supplies in first aid boxes.

Status: **CLOSED**

2. NC – 2 WRAP Clause 8.23

Local Law Ref.: Rule 41(1) of The Sind Factories Rules, 1975: The water required to be provided under sub-rule (1) shall be kept in clear, and suitable vessels

Section 22(2) of The Factories Act, 2015: All such points shall be legibly marked "Drinking Water" in a language understood by the majority of the workers

During facility visit it was noted that drinking water vessels were not provided at drinking water points; moreover, drinking water coolers were not marked on few places.

Corrective action taken: Desktop review 11-1-2020

Factory has posted Drinking Water signs on water coolers and provided drinking water cups on drinking water points.

Status: **CLOSED**

3. NC – 3 WRAP Clause 8.29

Local Law Ref.: Rule 12 (c) of the Hazardous Substances Rules, 2003: Protective clothing and equipment comprising helmet or cloth cap, safety spectacles or goggles, respirators or masks, rubber or plastic gloves and work boots, shall be available for all workers who may be exposed to hazardous substance, and no workers shall be permitted on job unless and until he is wearing such protective clothing and equipment.

During facility visit it was noted that few overlock machine operators were not wearing facemask.

Corrective action taken: Desktop review 11-1-2020

Factory has provided face mask to overlock machines operators and operators fund wearing facemask.

Status: **CLOSED**

4. NC – 4 WRAP Clause 8.31a,

Local Law Ref.: Rule 62(1) of The Sind Factories Rules, 1975: 62. (1) In every factory, all electrical circuits or part of such circuits or any object electrically connected with them whether commonly or occasionally in an electrified condition, which by reason of their position could cause injury to any person, shall be protected



adequately, either by non-metallic fencing or insulation or by both, in such manner as to remove danger of injury.

During facility visit it was noted that rubber mats were missing under few electrical panels at production floor.

Corrective action taken: Desktop review 11-1-2020

Factory has provided rubber mats under electrical panels.

Status: **CLOSED**

5. NC – 5 WRAP Clause 8.67

Local Law Ref.: Section 30. (1) of Sindh Factories Act 2015: In every factory the following shall be securely fenced by the safeguards of substantial construction which shall be kept in position while the parts of machinery required to be fenced are in motion or in use, namely -Fencing of machinery. 12 (a) every moving part of a prime mover, and every fly wheel connected to a prime mover.

During facility visit it was noted that 05 stitching machines were found without safety guards.

Corrective action taken: Desktop review 11-1-2020

Factory has installed pulley cover and motor cover on stitching machines.

Status: **CLOSED**



PRINCIPLE 9

FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING

Facilities will recognize and respect the right of employees to exercise their lawful rights of free association and collective bargaining.

Facilities will respect the freedom of each employee to choose for him- or her-self whether or not to join a workers' association. Facilities cannot discriminate against workers based on whether or not they choose to associate. Both the facility and the workers shall ensure they conduct themselves in accordance with all relevant laws in this regard. Facilities will ensure an effective mechanism is in place to address any workplace grievances.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
9.1 Does the facility have procedures that recognize and respect the right of workers to exercise their lawful rights of free association and collective bargaining?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has written policy, all workers have the right to join workers forum to exercise their lawful rights of free association and collective bargaining.
9.2 Does the facility have a documented grievance mechanism? <i>Describe the mechanism in full, including how grievances are collected, by Workers' committee/representative/union members, round-table discussion, open door, suggestion box and/or helpline/hotline.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The factory has documented grievance mechanism. Factory has installed suggestion / complaint boxes at various places where workers can drop their complaints, grievances or suggestions. Also factory management has open door policy for workers to lodge their grievances / complaint.
9.3 Is the grievance mechanism known to all workers? <i>Please provide reference numbers to any evidence of the grievance mechanism being used.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory HR department give orientation to new workers at the time of joining which also includes grievance mechanism. Verified through workers interviews.
9.4 Are there any penalties associated with using the grievance mechanism?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No penalties were found in grievance mechanism.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
<p>9.5 Does the facility have a union, association, workers' committee or collective representation of workers?</p> <p><i>Note: Facility is required to indicate whether or not an informal or formal association of workers exists. If a lawful association of workers exists, include a representative of such association in the interview process.</i></p> <p>Some form of worker representation must exist to address workplace grievances.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The facility has constituted a Joint Work Council and members are selected with workers consent. The Council consists of 7 members; 02 members from management side and 05 members representing from workers side. The Committee conducts meeting monthly and last meeting of the committee was held on 18-12-2019, meeting minutes and record of the same was maintained.</p>
<p>9.6 If a union, association, workers' committee or collective association which represents the workers exists, does the facility consult with the worker representatives on any issues that are a requirement by law such as facility disclosures, mass lay-offs, restructuring of the business etc.?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Factory consult workers representatives of Work Council on issues arising in the factory, confirmed thorough workers, interview.</p>
<p>9.7 If the workers have a union, association, workers' committee or collective association that addresses workplace issues, does this workers' group operate free from coercion or illegal restrictions to its operations?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Through interview with representatives Mr. Abdul Azeem – President and Ms. Farah – Vice president of the Work Council, it was confirmed that there is no restriction or coercion on the workers.</p>
<p>9.8a If a union, association, workers' committee or collective association exists, is there any bargaining agreement or labor-management negotiation on workplace issues? <i>Specify what agreement exists.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Work Council meeting minutes include discussing of workplace issues in the factory.</p>
<p>b. If there is a bargaining agreement, does it meet the legal minimum requirements?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>No registered union in the factory.</p>
<p>9.9a. If there is a union, are workers aware of the existence of the union?</p> <p><i>Name(s) of union(s)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>No registered union in the factory.</p>



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
b. Are organization meetings held in the factory premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No registered union in the factory
9.10a Are there formal communication procedures between worker representatives/committee members and management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory conducts quarterly meeting between workers and management, last meeting was conducted on 18-12-2019. Committee consists of 7 members; 02 members from management side and 05 members representing from workers side
b. What are the procedures for workers' representatives/committee members meeting with management to discuss work-place issues?	Yes in work council meetings committee discuss work place issues with management			
c. Are workers' representatives/committee members consulted in establishing safe working conditions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Council make sure that management provide safe workplace to all workers.
d. Does management respond to workers' representatives/committee members?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Management will resolve the issues discuss in committee meetings within due time.
9.11 Does the facility enter into discussions with the workers' representatives in an open manner and within the terms of local/national law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Through workers interview and discussion with management representatives it was confirmed that meetings were conducted in cordial manner.
9.12 Are the minutes of facility/worker representative meetings documented and available to the workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting minutes of the Work Council were kept in file. Last meeting minutes were also displayed on notice board for workers awareness.
9.13 Are workers' representatives elected on a free and confidential basis by the workers without interference from management? <i>If no, what is the election process?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers representative in Work Council are elected by the workers through confidential voting, election of the committee held on 2-7-2018 for 2 years.
9.14 Does the facility discriminate, harass or abuse against workers who form or participate in lawful associations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through workers interview it was confirmed that there is no discrimination.



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
9.15 Does the facility discriminate, harass or abuse against those who choose not to join any association?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through review of factory policy and workers interview it was noted that there is no discrimination on the basis of not joining any association.
9.16 Does the facility communicate its policies and practices pertaining to this Principle to:				
a. facility workers that may perform recruitment or screening of applicants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It was noted that factory has communicated its policy to the employees through displaying of policy and through workers handbook. Also factory conducts bi-annual trainings on local labor laws for HR personals which also include policy & procedures.
b. Third Parties (e.g., free zone office services, labor brokers/agencies) that may perform recruitment or screening of applicants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory policy on freedom of association was communicated to third party through factory Social code of conduct and trainings.

PRINCIPLE 9: FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING
Non-compliances raised against this Principle:
1.
2.



PRINCIPLE 10

ENVIRONMENT

Facilities will comply with environmental rules, regulations and standards applicable to their operations, and will observe environmentally conscious practices in all locations where they operate.

Facilities will ensure compliance with all applicable legally mandated environmental standards, and should demonstrate a commitment to protecting the environment by actively monitoring their environmental practices. In particular, facilities will ensure proper waste management, including monitoring the disposal of any waste material - whether solid, liquid or gaseous - to ensure such disposal is done safely and in a manner consistent with all relevant laws.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
10.1 Does the facility have an environmental management system relevant to its industry?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has environmental management system which implements through the best knowledge, ability and experience of its dedicated and hardworking team.
10.2 Does the facility have a program and materials to train relevant individuals on each practice of the environmental management system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company has a comprehensive training program to train all relevant employees responsible for environmental practices. Last training was conducted on 9-12-2019.
10.3 Does the facility assess its ability to prevent and control harmful releases of industrial waste into the environment as a part of the environmental management system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has waste management policy and procedure, factory has contract with approved contractor for disposal of solid waste from factory. Factory ensures to prevent releases of harmful waste in the environment. Factory is disposing its wastes from M/S Mind Waste Services; last disposal was conducted on 19-9-2019
10.4 Does the facility have proper installation and equipment to prevent and control harmful releases of industrial waste into the environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has installed waste water treatment plant for the treatment of waste water generated from washing section; factory has conducted water test report from HSE Services dated 14-12-2019, Ref. no. HSE/ENV/19/DEC/WW/1105-A



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
10.5 Does the facility keep a detailed plan for handling accidental release or discharge of environmentally dangerous materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has a documented plan for handling accidental release or discharge of chemicals in the facility.
10.6 Does the facility maintain records of emission events?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility conducts quarterly tests for all emissions generated, and keeps records. Reports were reviewed during audit. Waste water from HSE Services dated 14-12-2019, Ref. no. HSE/ENV/19/DEC/WW/1105-A,
10.7 Does the facility's environmental management system address where and how solid, chemical, sanitary, and wastewater substances are disposed of?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has environmental management system in place. Factory has installed waste water treatment plant for the treatment of waste water generated from washing section; factory has conducted water test report from HSE Services dated 14-12-2019, Ref. no. HSE/ENV/19/DEC/WW/1105-A. Paper and fabric waste is sold to the contractors for recycling. All solid non-useable waste is disposed through approved contractors to land filled site.
10.8 Does a review of the following records reveal any irregularities? <ul style="list-style-type: none"> • local government environmental inspection reports • certificates/permits • notices of deficiencies • corrective action notices or plans held by the facility • any correspondence from government officials <i>If so, please comment on how the facility has addressed them.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No such notices received from environmental inspection agencies. Factory has obtained NOC from Sindh Environmental protection agency department ref #.ROK/GF-605/55719 dated 2-May-2019 valid till 1-5-2020
10.9 Does the facility adequately communicate to all facility workers the relevant local and national laws and regulations as well as pertinent facility procedures concerning the environment Principle?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility adequately communicates the local and national laws related to this principle to all employees.

PRINCIPLE 10: ENVIRONMENT

Non-compliances raised against this Principle:



- 1.
- 2.
- 3.



PRINCIPLE 11

CUSTOMS COMPLIANCE

Facilities will comply with applicable customs laws, and in particular, will establish and maintain programs to comply with customs laws regarding illegal transshipment of finished products.

Facilities will ensure that all merchandise is accurately marked or labeled in compliance with all applicable laws. In addition, facilities will keep records

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
11.1 Does the facility keep copies of all applicable customs/trade program laws and regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility keeps copies of all applicable customs laws and regulations as verified during document review.
11.2 Do the facility's policies and procedures on customs compliance cover the following requirements:				
a. Facility complies with all applicable customs/trade program laws and maintains practices to comply with customs/trade program laws regarding illegal transshipment of products (in the event possible illegal transshipment activity, appropriate host government agency shall be notified)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy clearly states that the facility ensures compliance with applicable custom laws and is against of illegal transshipments of products.
b. Facility monitors its productions on a per style basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Company monitors production of each style running in facility and keeps record of the same.
c. Facility traces country of origin using records such as production, shipping, verification reports, quality control reports, and individual piecework sheets, for all inputs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility ensures the traceability and country of origin for all goods produced in this facility and can be traced on a style basis through a review of appropriate documents i.e. purchase order, cutting tickets, sewing records and quality control records etc.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
d. Facility verifies production on an on-going basis at subcontracting facilities, including keeping records of such verification?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ongoing production based on site is verified through production documents of subcontracting facilities; reports available on site for verification.
e. Facility maintains a machine inventory and updates it annually?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Machines inventory is maintained and updated annually or whenever requires. Machine maintenance card is available on all sewing machines.
f. Facility ensures that the proper category designation is determined for all goods destined for the US market?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility received certificate of origin for Chamber of Commerce which certified that correct category of goods destined to US market. The goods in warehouse were categorized as per destination and buyers.
11.3 Does the responsible person ensure that origin determining documents are maintained for at least the period of record retention required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Export Manager keeps record of all documents in safe location for the period of 5 years.
11.4 Does the facility stay current with possible illegal transshipment activity in the host country through communication with appropriate bodies such as the host government, trade association, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Export Manager, ensures strictly that no illegal transshipment takes place.
11.5 Does the facility maintain an organized system of production documentation that contains the following records:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record of country of origin for all goods is mentioned on purchase orders and shipment documents.
a. Records of the country of origin for all goods produced in the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. A production profile (indicating name, address, production process, production type, and machine inventory) of any subcontracting facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No sub-contracting process in factory
c. Production/purchase orders (with information such as conditions of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory keeps record of purchase orders, production details, bank transcripts and finished product specification in shipping file



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
production, payment, and finished product specifications)?				of each order, which was also verified during audit.
d. Raw material invoices (indicating country of origin of manufacturing facility)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory keeps detailed record of all raw materials received in the factory, including details of manufacturer, suppliers and country.
e. Payment proof of raw material, local transportation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory keeps payment proof of raw material and transportation in export file of individual order.
f. Shipping/receiving documents (outgoing and incoming records of components/ inputs sent to or received from another facility)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory keeps record of all incoming and outgoing materials; record of the same is also kept at main gate of the factory.
g. Worker work records – accurate records of worker work hours that can be linked to the production of specific products?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Production records of the workers are also maintained to trace the actual production in the factory.
h. Quality control records (which may include facility name and address, purchase order number, style number, date of the quality check, buyer, name, stamp or signature of an inspector, comments on production)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory quality department keeps inline, offline, and final inspection reports, through review of the reports it was noted that detail of the purchase order, style no, date of production and name of inspector was mentioned on the report.
i. Export documents (including, packing list, manifest, bill of lading/airway bill from truck, ship, plane or train indicating the export date, exporting entity, destination, shipping lines, importing entity, and any charges incurred)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Factory is not quota provider Following documents were maintained for export of each item</p> <ol style="list-style-type: none"> 1. Packing List 2. Custom Invoice / GST Invoice 3. Shipping Bill 4. Original Letter of credit 5. Commercial Invoice 6. Bill of Lading 7. Certificate of Origin 8. Export Licensee <p>Reviewed export file PO no.6034, for Mango, Container No. APHU722314-7 dated 14-12-2019</p>



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
j. Number of units produced marked with a traceable mark?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All goods produced in the factory, were marked with PO and style number for traceability.
k. Documented confirmation of the correct category and country of origin for goods through verification of correct country of origin such as binding rulings from the US Customs Service, confirmation with purchasing company, knowledgeable/trained staff, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility maintains documents related to county of origin for correct verification.
11.6a Do the facility's production records include verification of subcontractor performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No sub-contracting
b. What records are used?				
Date and location of the verification	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Factory does not sub-contract any production process.
Product(s) verified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Purchasing company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Style number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Phase of production	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reference indicator for worker(s) performing operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Name/stamp or signature of verifying staff	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PRINCIPLE 11: CUSTOMS COMPLIANCE

Non-compliances raised against this Principle:

- 1.
- 2.
- 3.



PRINCIPLE 12

SECURITY

Facilities will maintain facility security procedures to guard against the introduction of non-manifested cargo into outbound shipments (i.e. drugs, explosives biohazards and/or other contraband).

Facilities will ensure adequate controls are in place to safeguard against introduction of any non-manifested cargo. In this regard, WRAP recognizes the United States Customs and Border Protection (CBP)'s C-TPAT Guidelines for Foreign Manufacturers as a best practice program, and has adopted those guidelines under this Principle.

AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
12.1 Does the facility have practices to guard against the introduction of contraband (e.g., drugs, explosives, biohazards, and/or other contraband)? <i>Any non-manifested cargo shall be referred to as contraband.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has vigilant security system to guard against the introduction of non-manifested cargo into outbound shipments.
CONTAINER INSPECTION				
12.2a Does the facility have documented procedures in place to verify the physical integrity of the container structure prior to loading?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has documented procedure for inspection of containers to ensure physical integrity of the containers prior to loading.
b. Does the procedure include the reliability of the locking mechanisms of the doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All containers were checked on seven-point system which include checking reliability of locking mechanisms and doors.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
<p>c. Does the facility conduct a seven-point inspection process for all containers/trucks and keep records of all inspections:</p> <p>If the answer to any of these points is no, please state the alternative method used.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Front wall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Factory conducts inspection of containers on seven-point system covering all required points. PO No. 6034, container No. APHU-722314-7 dated 14-12-2019, trailer no ALL-741</p>
Left side	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Right side	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling/Roof	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inside/Outside doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outside/Undercarriage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TRAILER INSPECTION				
12.3a Does the facility have procedures in place to verify the physical integrity of the trailer structure prior to loading, including the reliability of the locking mechanisms of the doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trailer inspection procedure and record is also included in the same form which is part of security manual.
<p>b. Is the facility following a five-point inspection process recommended for all trailers?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Factory conducts trailers check on five-point inspection process and keeps record of the same.</p>
Fifth wheel area - check natural compartment/skid plate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior - front/sides	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rear - bumper/doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Front wall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Left side	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
CONTAINER AND TRAILER SEALS				
12.4a Does the facility affix a high-security seal to all loaded trailers and containers bound for the U.S.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Container inspection and Seal affixing procedure was reviewed. Factory affix high security seals on all shipments containers after loading and inspection.
b. Do the seals meet or exceed the current ISO 17712 standards for high-security seals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seals used in the factory were found with ISO 17712 standards.
c. Does the facility have documented procedures stipulating how seals are to be controlled and affixed to loaded containers and trailers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has documented procedure for keeping record of the seals and affixing the seals on containers and keeping track record of the seals.
d. Does the facility have documented procedures for recognizing and reporting compromised seals and/or containers/trailers to US Customs and Border Protection or the appropriate local authority?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has policy of recognizing and reporting compromised seals, containers and trailers to the relevant authority; for re-scanning and checking of goods.
e. Does the facility have designated workers for the distribution of seals for integrity purposes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Export Manager, is responsible for keeping and distributing seals in the factory.
CONTAINER AND TRAILER STORAGE				
12.5a Is the security of containers and trailers located within the facility maintained? Are they in a secure area to prevent unauthorized access and/or manipulation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All containers are parked at secure placed in the factory and guarded by the security staff and monitored by CCTV cameras to control unauthorized access.
b. Does the facility have documented procedures in place for reporting and neutralizing unauthorized entry into containers/trailers or container/trailer storage areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has written policy for the reporting and neutralizing unauthorized access to the containers storage area.
PHYSICAL ACCESS CONTROLS				
12.6 Does the facility have a physical access control procedure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has written procedure for the physical access control.
WORKERS				



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
12.7a Does the facilities have an worker identification system in place for positive identification and access control purposes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has provided photo identification cards to each employee for positive identification which are worn by the workers
b. Does the facility ensure that workers are only given access to those areas needed for the performance of their duties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only authorized workers are allowed in the warehouse area and packing area
c. Does the facility control the issuance and removal of worker, visitor, and vendor identification badges?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has policy and procedure for the retrieval of visitors and vendors identification cards when leaving the factory. Employees' cards were retrieved after resignation from the factory.
d. Does the facility have documented procedures for the issuance, removal, and changing of access devices (e.g., keys, key cards, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory also has a procedure of changing and removal of access codes, keys and passwords when the employee resigns from the factory.
VISITORS				
12.8a Do visitors present photo identification for documentation purposes upon arrival? <i>All visitors should be escorted and should visibly display temporary identification.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has procedure of checking photo identification of visitors, for which, CNIC, driving license or passport are checked, all the details are recorded, all visitors are given temporary visitor cards and escorted by the guards to the concern person.
b. Are visitors required to register at the main entrance and provided with proper visitor badges?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All visitors are provided with temporary visitor card while entering the facility.
DELIVERIES (INCLUDING MAIL)				
12.9 Does the facility have documented procedures in place to check mails and parcels upon arrival?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification documents are also required from the vendors. Details are recorded and kept in file; all incoming mails are also scanned at main gate.
CHALLENGING AND REMOVING UNAUTHORIZED PERSONS				
12.10 Does the facility have documented procedures in place to identify, challenge and address unauthorized/unidentified persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has procedure for identification and challenging of unauthorized access to the factory.
Personnel Security				



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
12.11 Does the facility have documented procedures in place to screen prospective workers and to check current workers periodically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has conducted pre-employment & back ground verification of current workers.
PRE-EMPLOYMENT VERIFICATION				
12.12 Does the facility verify application information, such as employment history and references, prior to employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has conducted pre-employment & back ground verification of workers specially working in packing, loading, security, reviewed verification forms.
BACKGROUND CHECKS / INVESTIGATIONS				
12.13a Does the facility conduct background checks and investigations for prospective workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has conducted pre-employment & back ground verification of all prospective workers.
b. Once employed, are periodic checks and reinvestigations performed based on cause, and/or the sensitivity of the worker's position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has conducted periodic back ground verification of workers specially working in packing, loading, security, reviewed verification forms.
PERSONNEL TERMINATION PROCEDURES				
12.14 Does the facility have procedures in place to remove identification, facility, and system access for terminated workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has procedure of taking clearance from all department and uses clearance and retrieval from all facility belonging. System access and keys are retrieved from resigned or terminated employees.
DOCUMENTATION PROCESSING				
12.15 Are documented procedures in place to ensure that all information used in the clearing of merchandise/cargo, is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information? <i>Documentation control must include safeguarding computer access and information.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has procedure for keeping all shipping documents secure, legible, and accurate and protected in both Electronically and printed form to avoid loss or tampering.
MANIFESTING PROCEDURES				
12.16 Are documented procedures in place to help ensure the integrity of cargo and that	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has procedure for the ensuring integrity of cargo and shipping



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
information received from business partners is reported accurately and in a timely manner?				documentations and reporting the same to business partner in timely manner.
SHIPPING AND RECEIVING				
12.17a Is cargo that is being shipped reconciled against information on the cargo manifest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Packing list of all shipping goods was maintained and the same is reconciled with the purchase order and client specifications.
b. Is all cargo accurately described, and are the weights, labels, marks, and piece count indicated and verified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In shipping documents details of the merchandizing goods, packing list, buyer name, manufacturer name, country of origin and total weight and volumes were defined for counter verification
c. Does the facility verify departing cargo against purchase or delivery orders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory checks all shipment containers through purchase order, packing list and delivery challans.
d. Are drivers delivering or receiving cargo positively identified before cargo is received or released?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has procedure of positive identification of delivery drivers. Factory keeps record of the drivers and verifies from the trucker company.
e. Are documented procedures in place to track the timely movement of incoming and outgoing goods?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shipping supervisor remains in contact with the driver of the truck and keeps record of his movement.
CARGO DISCREPANCIES				
12.18a Are all shortages, overages, and other significant discrepancies or anomalies resolved and/or investigated appropriately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has procedure for the investigation and reporting of shortage and overage goods found in the factory.
b. Are customs and/or other appropriate law enforcement agencies notified if anomalies, illegal or suspicious activities are detected, as appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has policy and procedure of informing relevant authority in case of anomalies and illegal or suspicious activities.
FENCING				
12.19a Is there perimeter fencing enclosing the areas around cargo handling and storage facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has boundary wall with additional barbed wire fencing, the goods storage area is also enclosed and covered.



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
b. Is interior fencing within a cargo handling area used to segregate domestic, international, high value, and hazardous cargo?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All goods placed in the warehouse were identified and segregated as per country of shipping. No hazardous and high value cargo found in the factory.
c. Is all fencing regularly inspected for integrity and damage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has checklist for physical integrity of the building which is checked on daily basis.
GATES AND GATE HOUSES				
12.20 Are gates through which vehicles and/or personnel enter or exit manned and/or monitored? <i>The number of gates should be kept to the minimum necessary for proper access and safety.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All the entrance and exit gates are manned by security guards and monitored by CCTV cameras; there is only one gate for the vehicles and small gate for the employees to enter the facility.
PARKING				
12.21 Are private passenger vehicles prohibited from parking in or adjacent to cargo handling and storage areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private passenger vehicles are parked outside the factory and main gate is away from cargo shipping and storage area.
BUILDING STRUCTURE				
12.22a Are buildings constructed of materials that resist unlawful entry?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The building of the factory is constructed of RCC, which is strong enough to resist any unlawful entry in the factory.
b. Is the integrity of structures maintained by periodic inspection and repair?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory regularly conducts inspection in the factory for maintenances of building structure and physical security in the factory.
LOCKING DEVICES AND KEY CONTROLS				
12.23 Are all external and internal windows, gates and fences secured with locking devices? <i>Management or security personnel must control the issuance of all locks and keys.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locking devices like pad locks were installed on all gates. Windows were locked from inside to ensure safety. All keys are kept in locker and issued by the security personnel and receive the same at the end of the shift. Record of the issuance and receiving is maintained.
LIGHTING				
12.24 Is there adequate lighting provided inside and outside the facility including the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has installed adequate lighting inside and outside the facility including



AUDIT QUESTIONS	YES	NO	NA	OBJECTIVE EVIDENCE/COMMENTS
following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas?				entrance and exits, cargo handling area, fence lines, parking area of the factory.
ALARMS SYSTEMS AND VIDEO SURVEILLANCE CAMERAS				
12.25a Are alarm systems and video surveillance cameras utilized to monitor premises and prevent unauthorized access to cargo handling, packing, and storage areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has installed 43 cameras in the factory for surveillance and to monitor unauthorized access to factory and cargo handling area.
b. Are sufficient video surveillance (CCTV) records, minimum of 24/7 and 30 consecutive days, kept for the above areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory keeps 30 days recording of CCTV cameras.
PASSWORD PROTECTION				
12.26a Does the facility have automated systems for individually assigned accounts that require a periodic change of passwords?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All the computers issued to the employees have passwords which need to be change periodically.
b. Does the facility have documented IT security policies, procedures, and standards in place and provide them to workers in the form of training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has a documented IT security policy and procedure has been implemented in the factory. Factory also provides training on computer security and measures to all computer users.
ACCOUNTABILITY				
12.27 Does the facility have a system in place to identify the abuse of IT including improper access, tampering or altering of business data? <i>All system violators must be subject to appropriate disciplinary actions for abuse.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory keeps and monitors all access to the IT system, log of the same is also maintained by the IT department, each system is traceable to its user; system abusers are subject to disciplinary action as per company policy.
SECURITY TRAINING AND THREAT AWARENESS				
12.28a Does the facility have a threat awareness program in place and established and maintained by security personnel to recognize and foster awareness of the threat posed by terrorists and contraband smugglers at each point in the supply chain?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory is conducting annual security threat awareness session for the security. It covers the security situation and how to handle and report it. The last training date is 14-12-2019.



<i>AUDIT QUESTIONS</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>	<i>OBJECTIVE EVIDENCE/COMMENTS</i>
b. Does the facility make workers aware of the procedures the company has in place to address a security situation and how to report it?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory is conducting trainings to employees regarding address a security situation in the factory and how to report the same within the organization.
c. Does the facility give additional training to workers in the shipping and receiving areas, as well as those receiving and opening mail?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory is conducting additional security training to all shipping and receiving area employees. The last training was conducted on 14-12-2019.
d. Does the facility undertake additional, specific training to assist workers in maintaining cargo integrity, recognizing internal conspiracies, and protecting access controls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cargo integrity training provided to all relevant personnel and security guards.
e. Do these programs offer incentives for active worker participation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Factory has incentive program in place to report security incident to management.

PRINCIPLE 12: SECURITY

Non-compliances raised against this Principle:

- 1.
- 2.
- 3.



This report provides a summary of the findings and other applicable information found/gathered during the audit conducted on the dates mentioned only. The audit process requires that information be gathered and considered from records review, worker interviews, management interviews, and visual observation. More information is gathered during the audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited facility prior, during or post-audit is in full compliance with WRAP Principles. WRAP Principles should not be used to prevent companies from exceeding these requirements. Companies applying WRAP Principles are expected to comply with all relevant laws, and where the provisions of law and WRAP Principles address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit, unless the report is generated as part of an unannounced audit visit. Release permission must be provided by the owner prior to release to any third parties.