



CORRECTIVE ACTION PLAN

SECTION TITLE/NO	NON CONFORMITY / BEST PRACTICE	C or D	RECOMMENDED CORRECTIVE ACTION	TARGET DATE	RESPONSIBLE	COMMENTS OF THE FACTORY REPRESENTATIVE	COMMENTS OF PRINCIPAL
Factory Name D&S Pretty Fashions Ltd Factory Location PRETTY SQUARE, SOUTH SALNA, GAZIPUR, Gazipur, Bangladesh Audit First Day 12/18/16 Audit Last Day 12/19/16		Business License 11843/ Dhaka Type of Audit Audit Company Last Target Date 6/30/2017		Bangladesh Md. Nahid Akter NIROB, AGM/HR & Compliance		INITIAL UL 6/30/2017	
D. MANAGEMENT SYSTEM AND TRACEABILITY							
0.11	Identity card is not found updated of employees as per labour rules form no#6. National ID card number, cell phone number in employee identity card is found missing. [Bangladesh Labor Rules 2015-Chapter Two- Appointment and service rules Regulation-Rule 19(5)] Management comment: We will provide new identity card according to the prescribed format of labour rules 2015 within 31-January-2017.	C	The management shall update employee's identity card as per form no#6.	1/31/2017	Md. Nahid Akter NIROB, AGM/HR & Compliance	We will provide new identity card according to the prescribed format of labour rules 2015 within 31-January-2017.	
6. WORKING HOURS AND OVERTIME							
6.7	Overtime hours is violating T/O limit of 8 hours per week. • 10 out of 12 sample employee had worked highest 12 hours weekly overtime instead of 8 in the month of November 2016. • 10 out of 10 sample employee had worked 12 hours weekly overtime instead of 8 in the month of October 2016. • 10 out of 10 sample employee had worked 12 hours weekly overtime instead of 8 in the month of August 2016. [ILO standard]	D	It is recommended that facility shall follow the working hour as per ILO standard.	Top management decision	Md. Nahid Akter NIROB, AGM/HR & Compliance	We will discuss this issue with top management.	
8. HEALTH AND SAFETY							
8.4 Critical	Wastage store is not included in layout plan approved by chief factory inspector. However facility has applied for included the wastage store to concern authority on 18-Dec-16 and it will be collected from the concern authority on 28-Feb-2017. [Bangladesh Labor Rules 2015-Chapter Nineteen-353]	D	Wastage store is to be included in approved layout plan.	2/28/2017	Md. Nahid Akter NIROB, AGM/HR & Compliance	We already applied to concern authority on 18-Dec-16 and it will be collected from the concern authority on 28-Feb-2017.	
8.20	Facility does not arranged emergency evacuation drills at least once in every six month period and the same has to be preserved in respective record books, in accordance with Form- 22. However facility has conducted the monthly evacuation drill by their in house fire safety officer Md. Abdul Baki Molla on 23-Nov-2016. [Bangladesh Labor Rules 2015-Sixth Chapter-Safety Rule 55.]	C	It is suggested that facility shall arrange the emergency evacuation drills at least once in every six month period and the same has to be preserved in respective record books, in accordance with Form- 22.	1/31/2016	Md. Nahid Akter NIROB, AGM/HR & Compliance	We will apply to concern authority as soon as possible.	
8.29 Critical	1 out of 3 staircase is found steel made (heat conductive materials) However facility has informed that they will paint fire proven paint to reduced the heat conductivity. [ICS code of conduct]	D	Staircase is to be made of less heat conductive materials.	3/31/2017	Md. Nahid Akter NIROB, AGM/HR & Compliance	We will resolve the issue within 31-Mar-2017	
8.42 Critical	Assembly point is observed inside the facility premises, adjacent to production building and not 50 meters away from the main production building. [ICS Code of Conduct] Management comment:	D	The assembly point should be located away from the facility.	Top management decision	Md. Nahid Akter NIROB, AGM/HR & Compliance	We have total land area 1 acre-42 decimal. We will do the needful in future.	



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Factory Name	D&S Pretty Fashions Ltd		Business License	11843/ Dhaka	
Factory Location	PRETTY SQUARE, SOUTH SALNA, GAZIPUR, Gazipur, Bangladesh				
Audit First Day	12/18/16	Audit Last Day	Bangladesh	12/19/16	
SECTION TITLE/NO	NON CONFORMITY / BEST PRACTICE	C or D	RECOMMENDED CORRECTIVE ACTION	TARGET DATE	RESPONSIBLE
8.80	First aider is not trained and certified with at least 6 months training. As per law it is required to be train first aider with 6 months. However facility has conducted monthly basis training on regular basis. Last training conducted on 12-Dec-2016. [Labor Code 2006 Amendment of 35(a) published on July 22, 2013.]	D	It is recommended that facility shall arrange the six months training as per law.	6/30/2017	Md. Nahid Akter NIROB, AGM(HR & Compliance)
					At present we are providing first aid training by PSTC day long on 9-Mar-16 and internal MBBS doctor every 2 month wise. We will arrange six month long first aid training which will conduct by internal registered MBBS doctor with proper course material & syllabus. By 30-Jun-2017 we will complete this training.
					COMMENTS OF THE FACTORY REPRESENTATIVE
					COMMENTS OF PRINCIPAL

A closing meeting has been undertaken and corrective actions were discussed and agreed: "Auditor has offered to translate the Onsite Report in the local language but factory management has stated it is not necessary as they are fluent in English."

Length of the closing meeting (in minutes):	30 minutes	Last Target Date:	6/30/2017
Auditor Name:	Tahera BANU, Zahidun NABI (1st day), Foyzal AHAMMED (1st day)	Factory representative name:	Md. Nahid Akter NIROB, AGM(HR & Compliance)
Date:	12/18/2016 & 12/19/2016	Position:	
Signature:		Date:	12/18/2016 & 12/19/2016
		Principal representative:	Nil
		Date:	
		Signature:	N/A

Workers Association member were present in closing meeting:
 Mr. Tazul Islam, Asst. president of Participation Committee
 Ms. Laily - Participation Committee member

