
Auditee :	Azim & Son (Pvt.) Ltd Unit - 2
Audit Date From :	08/12/2019
Audit Date To :	09/12/2019
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	UL-RS
Auditor's Name(s) :	Zahidun Nabi(Lead), Tahera Aktar Banu, Tofael Hossain
Auditing Branch (if applicable) :	



This is an extract of the on line Audit Report. The complete report is available in the amfori BSCI Platform.
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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence
A Very Good	<ul style="list-style-type: none"> Minimum 7 Performance Areas rated A No Performance Areas rated C, D or E These are three examples: A B B B A A A A A A A B B B B B B B	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
B Good	<ul style="list-style-type: none"> Maximum 3 Performance Areas rated C No Performance Areas rated D or E These are three examples: A A A A A A B B B B B B B A A A A A B B B B B B B C B B B B B B B B B B C C C	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
C Acceptable	<ul style="list-style-type: none"> Maximum 2 Performance Areas rated D No Performance Areas rated E These are three examples: A A A A A A A A A C C C C A A A A A B B B B C C C D C C C C C C C C C C D D	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
D Insufficient	<ul style="list-style-type: none"> Maximum 6 Performance Areas rated E These are three examples: A A A A A A A A A A D D D A A A B B B C C C D D D E D D D D D D D E E E E E E	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
E Unacceptable	<ul style="list-style-type: none"> Minimum 7 Performance Areas rated E These are three examples: A A A A A A E E E E E E E A A B B C D E E E E E E E E E E E E E E E E E E E	amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.
Zero Tolerance	A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)	Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.

Main Auditee Information

Name of producer :	Azim & Son (Pvt.) Ltd Unit - 2		
DBID number :	28715		
Audit ID :	169724		
Address :	368, Gacha Road, Gacha, National University Gazipur 1704		
Province :	Chittagong	Country :	Bangladesh
Management Representative :	Md. Azizur Rahman Mallik		
Contact person:	Md. Azizur Rahman Mallik	Sector :	Non-Food
Industry Type :	Textiles, clothing, leather	Product group :	Apparel
Product Type :	All type of Woven top & bottom		

Audit Details



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit	
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms	
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Small Producer
Audit Announcement :	<input type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input checked="" type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	none		
Audit interferences or contingencies (if applicable) :	none		
Overall rating :	B		
Need of follow-up :		If YES, by :	

Rating per Performance Area (PA)												
PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
B	C	A	A	A	A	A	A	A	A	A	A	A

Executive summary of audit report

Initial amfori BSCI audit for the factory Azim & Son (Pvt.) Ltd Unit - 2 was conducted on announced with window basis. The audit is scheduled for December 08 & 09, 2019 by 3 auditors on the first day and 2 auditors on the second day. The factory is located at 368, Gacha Road, Gacha, National University Gazipur Gazipur 1704, Bangladesh. The factory was established in the year of 2010 and started the production at the existing location from 2010 and on. The factory is 100% export oriented composite industry and produce woven tops & bottom items for both adult and youth (female & male). The factory exports their product mostly in the European market. The production processes of the factory are cutting, sewing, washing & finishing. The auditors reached at the factory around 09.30 am on December 08, 2019 and escorted in meeting room. An opening was conducted with workers association member and management team (Refer to signed opening meeting attendee list). The auditors are-
 Zahidun Nabi RA 21702554- Lead auditor
 Tahera Akhtar Banu ASCA 21702535- Team auditor (Only first day)
 Tofael Hossain- ASCA 21702701- Team auditor
 The auditor described all the scope and criteria of the assessment including workers interview, document review and complete walkthrough. The management approved all the audit process and also give permission to take photo. UL statement of integrity was also signed by the management. The factory is approved by ACCORD and completed its 100% remediation and was issued a certificate for the structural safety. Health and safety management system is very good, and factory is maintained clean. There is strong management team to maintain the compliance of the factory. The factory has written social policy. Management is very positive towards the audit process and help to complete the audit in a timely manner. On the second day after completion of the audit parts a closing meeting was conducted with management representative and workers association members (Refer signed closing meeting attendee list). Auditors describe all the detected issue to management, and they agree with auditors to complete the issue and give time frame. Finally, auditor, workers association member and management sign the onsite report and audit closed around 2:45 pm on the second day.

Building Description: There are 3 buildings and 7 sheds
 Building #1:
 Ground floor: Substation Room, Engineer Room, Security In-charge Room, child care Room, Doctor's Room, fabric warehouse, Oven Room
 First floor: Office, Finishing Section
 Second floor: Finishing section & finished goods area, sewing section, inspection room
 Third floor: Finishing section, sewing section, packing section
 Fourth floor: Sample section, Cutting section, workers dining, worker's canteen, staff dining and accessories store
 Fifth floor: Sewing section
 Sixth floor & Roof top: Wastage store, Excess material room, CAD room and Open area
 Building #2
 Ground floor: Washing section, dry process, chemical store, chemical sub store, maintenance room, 1 boiler room & 1 generator room
 First floor: Wet process section, sample section, PP spray section & Office room
 Building #3
 Ground floor: Machineries of ETP & water tank
 Shed#1: Gas Room
 Shed#2: Generator Room
 Shed#3: Wastage store & Fire Pump
 Shed#4: Boiler room
 Shed#5: Temporary chemical storage area
 Shed#6: Security post
 Shed#7: City Bank (ATM Both)
 Note: factory recently purchased land area beside 3 side of the existing building. At the left side there is one big shed. However, that is separated by boundary and still not active. At right side there is a six storied RCC building which construction had completed but still not in operation. At the back side there is land area underdevelopment and still no building or other construction observed.

Statutory document:
 Certificate of incorporation: Incorporated on March 27, 1984 and commercially started the operation in existing location from May 2010.
 Trade license: 001393, Issued authority Gazipur City Corporation. Valid up to 30-Jun-2020

Factory License: 14385/Gazipur, license is valid up to 30-Jun-2020.
Construction approval: Reviewed. ACCORD approved factory as well as approved by chief factory inspector
Fire License: DD/Dhaka/22082/2010, license is valid up to 30-Jun-2020. Total area covered 121,851 square feet.
Boiler license: BB#6084, license is valid up to 20-April-2020; BB#11071, license is valid up to 21-June-2020.
Competency certificate for boiler operator: 01 first class and 03 2nd class boiler v=boiler operator license checked.
Electrician's license: 09 Electricians with valid license checked.
Environmental Certificate: License no 19-33031, license is valid up to 18-Nov-2020
Waste water test report: Last test was conducted by department of environment on dated 17-Oct-19 and all the parameters found within the legal limit.
Waste contractor: Not having valid license for handling the waste.
Group Insurance Records: Factory registration no#4945; Certificate no#1076 and insurance is valid up to 31-Dec-19, registered in online database.
Fire Drill record: Last fire drill conducted on 05-Dec-2019 (night) and 05-Oct-2019 (day).
Fire safety officer: Mr. Ratan Chandra Dash- Senior fire safety officer.
Latest Drinking Water Test Report: Last test conducted on dated 08-July-19 and all the parameters are within the limit reported.
Generator license: License is valid up October 17, 2021.
Company organization chart: Reviewed
EIA report: Reviewed (25-Sep-2019).
Air emission, noise assessment, Light, humidity, ambient air quality monitoring report, stack emission report: Last test conducted on dated 28-Sep-2019.
BSCI management representative: Md. Azizur Rahman Mallik - GM (HR, Admin & Compliance).
Agreement with the Hospital/ clinic: Taherunnesa Memorial Medical College & Hospital; Kunia, Targas, Board Bazar, Gazipur; 03 km away from the factory.
Note: A. The total employees reported 1754 during the audit, but the total number of employees reported prior to the audit is 1729, which caused by some employees were newly recruited after the audit requested.
B. Following pictures are not applicable for the factory:
1. Government waivers-Not applicable
2. Inconsistencies between time and production records- Not applicable
3. Collective bargaining agreements- Not applicable
4. Dormitories – Not applicable
Note: Due to prompt support and transparency from the management site the audit had finished on both days before planned time.
1. The factory has established a good management system.
2. The factory is very familiar with BSCI code and this is their 5th BSCI audit.
3. Factory completed ACCORD/ALLIANCE remediation in fire, electrical and structural safety assessment in 19-Mar-2018. Occupational health and safety system is very good.
4. There are 5 management personnel present full time to provide all the document. No inconsistency is found while reviewing document, walkthrough and employees' statement.

Ratings Summary



Auditee's background information			
Auditee's name :	Azim & Son (Pvt.) Ltd Unit - 2	Legal status :	Private Limited Company
Local Name :	Azim & Son (Pvt.) Ltd Unit - 2	Year in which the auditee was founded :	1984
Address :	368, Gacha Road, Gacha, National University	Contact person (please select) :	Md. Azizur Rahman Mallik
Province :	Chittagong	Contact's Email :	azizur@azimandson.com
City :	Gazipur 1704	Auditee's official language(s) for written communications :	Bangla & English
Region :	South Asia	Other relevant languages for the auditee :	None
Country :	Bangladesh	Website of auditee (if applicable) :	www.azimandson.com
GPS coordinates :	23.810332 90.4125181	Total turnover (in Euros) :	26945010.32
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Textiles, clothing, leather	Of which domestic market % :	0.00
If other, please specify :	N/A	Production volume :	200,000 pcs per month
Product Group :	Apparel	Production cost calculation :	Yes
If other, please specify :	N/A	Lost time injury calculation cost :	Yes
Product Type :	All type of Woven top & bottom		

Auditee's employment structure at the time of the audit			
Total number of workers :	1754	Total number of workers in the production unit to be monitored (if applicable) :	0
	MALE WORKERS	FEMALE WORKERS	
Permanent workers	442	1312	
Temporary workers	0	0	
In management positions	68	9	
Apprentices	0	0	
On probation	0	0	
With disabilities	0	0	
Migrants (national citizens)	0	0	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	442	1312	
Production based workers	0	0	
With shifts at night	80	0	
Unionised	0	0	
Pregnant	-	13	
On maternity leave	-	15	

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: B

Deadline date:30/06/2020

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

From the overall observation it has revealed that, the factory already established a management system to implement the BSCI code in day to day business culture. However, gaps have been identified during implementation of the code mentioned in 1.1. Factory had made and implemented a production capacity plan based on the man, machine & working hour analysis and set the plan based on 08 hours beside this they have a contingency plan in place to face the emergency situation by doing overtime and weekly off-day works by following the legal guideline of the country.
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.

- 1.1 -** 1.1. During the current audit, it was noted that auditee is in process of implementing the good social compliance practices. However, gaps had been identified in implementation in different performance areas such as following: 1. Ineffective training on amfori BSCI to the employees . 2. Inadequate knowledge amongst the workers on grievance mechanisms. 3. Gap in setting up the long term mission, vision and goal. 4. Inadequate health & safety training. 5. Maintaining of the workers documents. etc. [In accordance with BSCI Qs. 1.1]

Remarks from Auditee:

Agreed

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: C

Deadline date:30/06/2020

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The overall observation shows that the factory has formed different committees among the workers representatives and management staff such as elected Participation Committee of the Workers' (PC). However, gaps have been identified in implementation of the code mentioned in 2.4 and 2.5

- 2.2 -** The workers and workers' representatives genuinely not involved in setting up the long term mission vision and goal of the factory and the interviewed workers representatives found not aware on it as well. [amfori BSCI Code 2.2].
- 2.4 -** Sampled 20 out of 36 interviewed employees were not aware on the basic requirements of BSCI code. [amfori BSCI 2.4].
- 2.5 -** Sampled 20 out of 36 interviewed employees were not aware on the grievance procedures and appeal mechanism. [amfori BSCI Code 2.5].

Remarks from Auditee:

Agreed

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining

Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: A

Deadline date:

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

The overall observations shows that the factory has established a complete FOA policy and procedures in place to ensure workers right to associate & organize collectively. Evidence also shows that the factory has formed a formal 'Workers Participation Committee' parallel means of worker association through election process as guided by law. 3.3 was marked as N/A as no worker was found who is directly involved with any trade union.

Remarks from Auditee:

Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The satisfactory evidence shows that the auditee takes the necessary measures to avoid or eradicate discrimination in the workplace. This evidence is collected from documents review, management and workers interview. The auditee takes the necessary preventative measures to ensure workers are not disciplined, dismissed or discriminated against because of their complaints against infringements of their rights. This is confirmed by worker's representative interview. There is reported preventative and remedial measures, and so workers are not harassed or disciplined on any grounds of discrimination. Factory management has grievance policy procedure for the entire employees.	
Remarks from Auditee:	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: 1. Factory had done the fair remuneration calculation accurately. 2. Monthly attendance bonus of BDT 500.	
AREAS OF IMPROVEMENT: (Based on provided records): 12 months after the previous audit (December 2018 to November 2019) payroll records were asked for review. November 2019 (most recent), October 2019 (random) & September 2019 (random) were checked in detail. As per the management, there were no specific peak season for the factory as the production pressure remains consistent through the year. As per provided payroll records, wages were calculated on monthly basis and paid by cash within the 7th working day of the following month. The country current minimum wage (November 2019) is BDT 8000/month (BDT 38.46 hourly) and the same was effective from January 2019. From review of available payroll records, it was noted that, workers earned a monthly wage of BDT 8000 – BDT 16738. The calculated hourly rate was between BDT 38.46 – BDT 80.47, with the average being BDT 44.10 (BDT 9173/month) which exceeds the local minimum wages of BDT 38.46 per hour. Pay slips were issued to all workers for each pay period in the local language. Applicable leave benefits were provided to all eligible workers and relevant records were well maintained in the prescribed format. Factory is providing maternity benefit of 112 days leave to the workers according to the legal requirement. They also provide two EID festival bonuses which is 60% of gross wages each time.	
Remarks from Auditee:	
Performance Area 6 : Decent Working Hours	
Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The overall observation shows that the factory has a working hour policy posted in all prominent places in the premises. (Based on provided records): (December 2018 to November 2019) payroll records were asked for review and November 2019 (most recent), October 2019 (random) & September 2019 (random) were checked in detail to determine the compliance level of the factory. Factory using electronic time keeping system (swipe card) to record the in & out time of the workers. As per the management, there were no specific peak season for the factory as the production pressure remains consistent through the year. As per provided records, the highest general working hour is 08 hours/day and 48 hours/week and highest overtime hour is 02 hours/day and 12 hours/week, which is within the legal limit of working hours. The maximum consecutive working days were noted 06 days in a row.	
Remarks from Auditee:	
Performance Area 7 : Occupational Health and Safety	
Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: A	Deadline date:30/03/2020
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The overall observation shows that the factory has established a complete 'health & safety' policy & procedure. The production floor was quite clean & spacious. Evacuation maps were available in all areas. Sufficient drinking water was provided in the production floors. Fire extinguishers were also properly charged and ready for use. The overall health & safety condition of the factory was found to be satisfactory except the mentioned gaps identified during the current assessment. 7.23 & 7.24 mentioned as not applicable as auditee not providing any transportation and housing facility to the employees. 7.1 - Auditee not conducted the health checkup (hearing test) for the boiler and generator operator. [In accordance with the comfort BSCI code of conduct 7.1]. 7.5 - Factory not provided any training on transmittable and non-transmittable diseases. [amfori BSCI Code 7.5]. 7.19 - Factory not provided any training on trauma & severe illness. [amfori BSCI Code 7.19].	
Remarks from Auditee: Agreed	

Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The overall assessment shows that the auditee fulfils the requirements of this area. There was no child labor identified during document review, plant tour and worker interviews. Factory had a written policy not to engage in child labor usage. Employees' national ID card and birth certificate were checked upon hiring. No historical child labor was reported by the interviewed workers.	
Remarks from Auditee:	
Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: N/A. No young workers were reported by the facility management and by the workers as well. The auditor noted that no young workers engagement onsite by the factory in any production process. (9.1 - 9.6 are not applicable).	
Remarks from Auditee:	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: A	Deadline date:30/03/2020
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The overall observation shows that the facility follows all the requirement of local law related to employment. Copy of appointment letter, ID card and service book are given to all the regular workers immediately upon joining. During the employees' interview, all interviewed employees stated that they signed labor contracts with the facility and they had obtained the copies of their labor contracts prior to joining. These labor contracts were in the local language. However, gap has been identified mentioned in 10.2. 10.2 - Annual leave status found not updated in the workers service book as required by law. [Bangladesh labor rules 2015, Code 21 (d)].	
Remarks from Auditee: Agreed	
Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: Based on satisfactory evidence, the main auditee entirely respects this Performance Area. Auditee does not engage in any form of Prison, servitude, forced, bonded, indentured, trafficked or non-voluntary labor. No migrant workers are hired, that is why 11.2 is graded N/A.	
Remarks from Auditee:	
Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: A	Deadline date:30/03/2020
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The factory is a cut to pack manufacturing and their production process is cutting, sewing washing and finishing process. The factory obtained environmental clearance certificate from the department of environment. The main wastages are reported fabrics cut piece, sewing thread, poly bags, waste water, emptychemical drums etc. The factory sold this to a service provider who reuses this wastage. The factory uses the underground water for their daily use. 12.4 - Waste contractor of the factory found without the valid licenses. [amfori BSCI Code 12.4].	
Remarks from Auditee: Agreed	

Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 169724] Audit Date: 08/12/2019 PA Score: A	Deadline date:30/03/2020
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: The overall observations shows that the factory has maintained a record keeping system and was provided necessary documents to the audit team for review. Factory has legal licenses and permits to operate facility approved by the concerned authority. Management was transparent during the entire period of audit and they showed a positive attitude and was supportive to the auditor during the site visit. They were dedicated to maintain a good business relationship with their business partners and were committed to fulfill their expectations. 13.1 - Factory had not conducted the risk assessment on anti-bribery and corruption for the specific sections like commercial, accounts and production sections etc. [amfori BSCI Code 13.1].	
Remarks from Auditee: Agreed	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	08/12/2019	169724	B	C	A	A	A	A	A	A	A	A	A	A	A	B

Producer Photos



External photo(s) of the production unit(s)
Entrance to the audited facility including entity name.JPG



External photo(s) of the production unit(s)
Facility Outlook.JPG



Photo first aid facilities
First aid kit.JPG



Photo of chemical storage room (if applicable)
Chemical storage.JPG



Photo of fire safety equipment
Fire safety to confirm sustenance- Checking of fire hose.JPG



Photo of fire safety equipment
Fire safety to confirm sustenance- Fire alarm.JPG



Photo of fire safety equipment
Fire safety to confirm sustenance- fire extinguisher.JPG



Photo of fire safety equipment
Fire safety to confirm sustenance- Smoke detector.JPG



Photo of fire safety equipment
Fire safety to confirm sustenance-Fire equipment.JPG



Photo of the canteen (if applicable)
Canteen.JPG

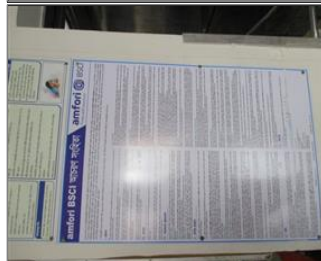


Photo of the code of conduct on display
Amfori BSCI code of conduct.JPG



Photo of the inside of the main production hall
Notice board.JPG



Photo of the inside of the main production hall
Production Areas-Cutting.JPG



Photo of the inside of the main production hall
Production Areas-Finishing.JPG



Photo of the inside of the main production hall
Production Areas-Sewing.JPG



Photo of the inside of the main production hall
Production Areas-Washing.JPG



Photo of the sanitary facilities
Drinking water.JPG