

## FACTORY AND SOCIAL ACCOUNTABILITY EVALUATION

Report No.	IN-IN-77837
Auditor(s)	Bejoy Gupta
Evaluation Date(s)	2022-07-13, 2023-02-24 (YYYY-MM-DD)
Factory Name	Rupy Fashions
Vendor Name	Rupy Fashions
Client Name	Sur La Table
Requesting Office	Gurgaon
Last On-site Audit Type	Semi-Announced

Overall Result *(based on the the latest Corrective Action Plan)*:

- ☐ Level 5
- ☐ Level 4
- ☐ Level 3
- ☐ Level 2
- ☒ **Level 1**

## Corrective Action Plan

Vendor : Rupy Fashions

Requesting Office : Gurgaon

Evaluation Date : 2022-07-13 (YYYY-MM-DD) to (YYYY-MM-DD)

Factory : Rupy Fashions

Requesting GMM : Homegoods(1) (Naghma Zaidi)

Auditor(s) : Nidhi Gupta

Audit Type :

☐ Unannounced ☒ Semi-Announced

☐ By Appointment

Area Code	Findings	Grading	Target Completion Date	Corrective Action Plan Agreed by Vendor/Factory	Responsible Department / Person	Verification Result	Verified by	Verification Factory Visit / Desk Audit	Verification Date (YYYY-MM-DD)	Date of Finding
C1	It was noted that the factory does not conduct the required fire drills on a regular basis as legally required. The last 2 drills were conducted on 25.03.2022 and 10.06.2022.	Level 3	2023-01-09	The factory Shall conduct fire drills once every 2 months and ensure that all employees present in the factory participate in the drill.	Mr. S.P. Chopra	Improved, as per the factory has now conducted fire drills once in 2 months, the last 2 drills were done on 02.02.2023 & 09.12.2022.	Bejoy Gupta	Factory Visit	2023-02-24	2022-07-13
C1	It was noted that aisles were obstructed by material in packing area on first floor.	Level 3	2023-01-09	The factory shall ensure all its aisles and exits are clear and unblocked at all times.	Mr. S.P. Chopra	Improved, it was noted during the factory tour, aisles were free from any obstructions.	Bejoy Gupta	Factory Visit	2023-02-24	2022-07-13
C1	It was noted that aisles marking were faded and not clearly visible in warehouse area on the second floor.	Level 3	2023-01-09	The factory shall remark the faded aisles in the identified areas.	Mr. S.P. Chopra	Improved, it was noted during the factory tour, aisles were remarked & were visible in the warehouse on the 2nd floor.	Bejoy Gupta	Factory Visit	2023-02-24	2022-07-13
C1	It was noted that although a blade control policy was in place: 1. Scissors were not securely fastened to the workstation to demonstrate that the factory had implemented the blade control policy. 2. Needles had not been removed from the machines that were not in use.	Level 2	2023-07-13	The factory shall maintain effective records of their blade control policy. Also, fatten the sharp objects to the workstations and remove unused needles from the machines.	Mr. S.P. Chopra	Improved, it was noted during the factory tour: 1. Scissors and trimmers were tied to the workstation. 2. Needles were removed from the sewing machines not in use for production.	Bejoy Gupta	Factory Visit	2023-02-24	2022-07-13
C1	It was noted that no evacuation maps were displayed in on second floors.	Level 3	2023-01-09	The factory ensure to display evacuation maps at the identified areas.	Mr. S.P. Chopra	Improved, it was noted that the factory has now displayed evacuation map on the 2nd floor.	Bejoy Gupta	Factory Visit	2023-02-24	2022-07-13

## Corrective Action Plan

**Vendor :** Rupy Fashions
**Requesting Office :** Gurgaon
**Evaluation Date :** 2022-07-13 (YYYY-MM-DD) to \_\_\_\_\_ (YYYY-MM-DD)

**Factory :** Rupy Fashions
**Requesting GMM :** Homegoods(1) (Naghma Zaidi)
**Auditor(s) :** Nidhi Gupta

C1	It was noted that the physical structure of Production Building was not well maintained. The seepage on walls were found in the fabric store on the basement.	Level 3	2023-01-09	The factory shall contact the competent person/ authority for examination & recommendations of identified physical structure and ensure that the provided recommendations are followed at the earliest.	Mr. S.P. Chopra	Improved, it was noted that the factory has now repaired the wals and removed the seepage in the fabric store in the basement.	Bejoy Gupta	Factory Visit	2023-02-24	2022-07-13
C1	It was noted that combustible materials were kept in front of electrical switch boards in finished goods area in the first floor.	Level 3	2023-01-09	The factory shall ensure that no combustible material is kept under electrical panels or switch board to minimize fire risk.	Mr. S.P. Chopra	Improved, it was noted during the factory tour that no combustible materials were kept below or in front of the electrical switch boards.	Bejoy Gupta	Factory Visit	2023-02-24	2022-07-13
E2	It was noted that the factory has not paid wages for festival holidays (18th March 2022) for 2 out of 8 sampled workers as legally required. For example: one worker were not present from 16th March 2022 to 24th March 2022 and 2nd worker were not present from 6th March from 27th March. Hence, factory did not pay for the festival holidays as these holidays were fallen during absent days. Other 6 sampled workers were paid for this festival holiday as legally required.	Level 3	2023-01-09	The factory is advised to ensure it pays its workers on festival holidays as per legal requirements.	Mr. S.P. Chopra	Improved, it was noted during the review of the wages records for the sampled months of January 2023, October 2022 & August 2022, all the sampled workers were paid for the festival & national holidays falling in the sampled months.	Bejoy Gupta	Factory Visit	2023-02-24	2022-07-13
I	It was noted that the factory has not displayed required penal consequences of sexual harassments and the order constituting the Internal Committee under subs section (I) of section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.	Level 3	2023-01-09	The factory shall display penal consequences of sexual harassment and the order constituting the Internal Committee under sub-section (I) of section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.	Mr. S.P. Chopra	Improved, the factory has now displayed the penal consequences of the sexual harassments and the order constituting the Internal Complaint Committee.	Bejoy Gupta	Factory Visit	2023-02-24	2022-07-13

☒ **Corrective Action Plan Confirmed**
**Estimated Re-evaluation Date :** 2023-01-09
☐ **Pending**
**Reasons :** \_\_\_\_\_

## Corrective Action Plan

**Vendor :** Rupy Fashions  
**Factory :** Rupy Fashions

**Requesting Office :** Gurgaon  
**Requesting GMM :** Homegoods(1) (Naghma Zaidi)

**Evaluation Date :** 2022-07-13 (YYYY-MM-DD) to \_\_\_\_\_ (YYYY-MM-DD)  
**Auditor(s) :** Nidhi Gupta

**VENDOR/FACTORY REPRESENTATIVE'S  
NAME, TITLE & SIGNATURE**

: Mr. S.P. Chopra; Proprietor

**Auditor's Signature :** Bejoy Gupta, Asst. Compliance Auditor

**Area Code Reference :**

A. Prison / Forced Labor  
 B. Freedom of Association  
 C1. Safety  
 C2. Health  
 C3. Toilets  
 C4. Canteen Area

C5. Dormitory Facilities / Living Quarters  
 C6. Hazardous Chemicals  
 D. Child Labor  
 E1. Wages  
 E2. Benefits  
 F. Working Hours

G. Discrimination  
 H. Regular Employment  
 I. Disciplinary Practices  
 J. Environment  
 U. Others



Blocked Aisle



Faded Aisles



Needle not removed from unused machine



Seepage in the basement





Report No : IN-IN-77837

## Corrective Action Plan

Vendor : Rupy Fashions  
Factory : Rupy Fashions

Requesting Office : Gurgaon  
Requesting GMM : Homegoods(1) (Naghma Zaidi)

Evaluation Date : 2022-07-13 (YYYY-MM-DD) to \_\_\_\_\_ (YYYY-MM-DD)  
Auditor(s) : Nidhi Gupta

## Corrective Action Plan

**Vendor :** Rupy Fashions  
**Factory :** Rupy Fashions  
**Audit Type :** ☐ Unannounced ☒ Semi-Announced ☐ By Appointment

**Requesting Office :** Gurgaon  
**Requesting GMM :** Homegoods(1) (Naghma Zaidi)  
**Evaluation Date :** 2023-02-24 (YYYY-MM-DD) to \_\_\_\_\_ (YYYY-MM-DD)  
**Auditor(s) :** Bejoy Gupta

Area Code	Findings	Grading	Target Completion Date	Corrective Action Plan Agreed by Vendor/Factory	Responsible Department / Person	Verification Result	Verified by	Verification Factory Visit / Desk Audit	Verification Date (YYYY-MM-DD)	Date of Finding
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☒ **Corrective Action Plan Confirmed**
☐ **Pending**
**Reasons**
**Estimated Re-evaluation Date :** 2025-02-23

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### VENDOR/FACTORY REPRESENTATIVE'S NAME, TITLE & SIGNATURE

**Area Code Reference :**

A. Prison / Forced Labor  
 B. Freedom of Association  
 C1. Safety  
 C2. Health  
 C3. Toilets  
 C4. Canteen Area

C5. Dormitory Facilities / Living Quarters  
 C6. Hazardous Chemicals  
 D. Child Labor  
 E1. Wages  
 E2. Benefits  
 F. Working Hours

**Mr. S.P. Chopra, Proprietor**
**Auditor's Signature : Bejoy Gupta, Asst. Compliance Auditor**


Improved 24-02-2023: Aisles free from any obstruction in the packing section



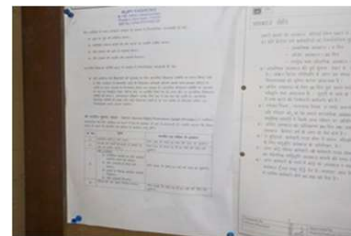
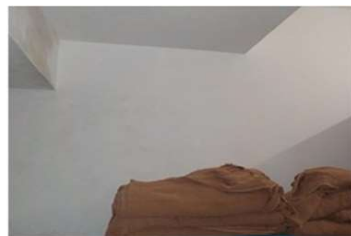
Improved 24-02-2023: Aisles remarked in the warehouse



Improved 24-02-2023: Needles removed from the not in use machine



Improved 24-02-2023: Trimmers tied to the work station



**Corrective Action Plan**Vendor : Rupy FashionsFactory : Rupy FashionsImproved 24-02-2023: Evacuation map displayed on  
the 2nd floorRequesting Office : GurgaonRequesting GMM : Homegoods(1) (Naghma  
Zaidi)Improved 24-02-2023: Seepage repaired in the  
fabric store in the basementEvaluation Date : 2023-02-24 (YYYY-MM-DD) to \_\_\_\_\_ (YYYY-MM-DD)Auditor(s) : Bejoy GuptaImproved 24-02-2023: No combustible  
materials kept below or in front of electrical  
switchesImproved 24-02-2023: Penal consequences in  
ICC displayed

**FACTORY AND SOCIAL ACCOUNTABILITY EVALUATION  
CONFIDENTIAL EVALUATION REPORT**

**Requesting GMM** : Homegoods(1) (Naghma Zaidi) **Requesting Office** : Gurgaon

**Division** : K2 - HGood& textile (Rahul Sharma) **Evaluating Office** : Gurgaon

**Client Name** : Sur La Table

**Factory Name** : Rupy Fashions

**Factory Address** : B-139, Okhla Industrial area, Phase-I, New Delhi, 110020, Delhi, India.

**Postal Code** : 110020

**District** : Northern India **Province** : New Delhi

**Country** : India

**Accessibility** : Takes 01 hrs from New Delhi Railway Station To Factory By Car

**Phone** : 9810045022 **Fax** : 011-41407579

**Email** : [acrupy@gmail.com](mailto:acrupy@gmail.com)
**Principal Products** : Soft Home Decor

**Vendor Name** : Rupy Fashions

**Vendor Address** : B-139, Okhla Industrial Area, Phase-I, New Delhi - 110020, India

**Country** : India

**Phone** : 91-11-41407576 **Fax** : 91-11-41407579

**Email** : [acrupy@gmail.com](mailto:acrupy@gmail.com) **Website** : [www.rupyfashions.com](http://www.rupyfashions.com)
**Business Relationship Of Vendor With Factory** : ☒ Owner ☒ Partner ☒ Contractor  
☒ Others

**Factory Owner(s)** : Mr. S.P. Chopra

**Contact Person(s)** : Accounts Rupy

**Title** : Proprietor

**Phone** : 9810045022

**Fax** : 011-41407579

**Email** : [acrupy@gmail.com](mailto:acrupy@gmail.com)
**No. of Employees** : 41

**Factory Representative(s)** : Mr. Bikram Singh Bhandari

**Title** : HR & Accounts Manager

**Phone** : 9212741695

**Fax** : N/A

**Email** : [acrupy@gmail.com](mailto:acrupy@gmail.com)
**Remarks** :

Report Summary	
Level 5 :	
Level 4 :	
Level 3 :	
Level 2 :	
Level 1 :	
Positive Observations and Comments (including certification such as SA 8000, ICTI, WRAP, etc.)	<b>EDIT</b>
Auditor's Comments:	<b>EDIT</b>
Recommendations for Action & Follow-Up:	<b>EDIT</b>
09-01-2023	

**Auditor(s) :** Bejoy Gupta

**Signature :** \_\_\_\_\_

## Grading

## A. PRISON / FORCED LABOR

## Auditor's Comments

5	1	Does the facility prohibit the use of prison, bonded, indentured or trafficked labor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
5	2	Are the employees free from pressure, coercion, or threats in any way to accept a job and/or maintain employment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
3-5	3	Do the employees have full possession of their original documents, e.g. identification cards, passports or any other personal documents?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No		
4-5	4	Are employees allowed freedom of movement (including drinking water, toilet, lunch break and being in the dormitory) without any restriction?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No		
5	5	Are the employees free to leave the facility after the end of their work shift without having to ask permission?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
5	6	Are the employees free of unnecessary security control and/or constant surveillance in the production area and/or dormitory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
5	7	Are compulsory tenancy in employer-operated residences not a condition of recruitment and/or continued employment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
5	8	Is overtime conducted on a voluntary basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
5	9	Does the facility prohibit withholding employees' wages or illegal deposits of any kind during their employment relationship?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
5	10	Are the workers allowed to use their paid leaves? (e.g. migrant workers are approved to take leave and return to their home country following a formal leave application procedure)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
5	11	Are employees free to terminate their employment contract without any penalty provided that sufficient notice is given to the facility in accordance with local laws?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
0	12	Does the facility utilize any kind of labor supplying organizations (labor agency, training institute or other organization)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
0	13	If yes, please provide the name of all labor supplying organizations.		<input checked="" type="checkbox"/> N/A	
0	14	Does the facility receive any incentives from the intake of workers from its labor supplying organizations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
3	15	Do the labor supplying organizations who supply workers (e.g. contracted workers, agency workers, workers employed through other organization's sponsored / training program) hold appropriate legal licenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
3	16	Do the labor supplying organizations sign contracts with the facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
5	17	Are the contracts signed between the labor supplying organizations and the facility free of forced labor terms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
5	18	Are workers free from paying illegal charges for the purpose of recruitment or employment, including fees (e.g. recruitment, transportation), taxes, deposits or bonds (e.g. training bond)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## C. HEALTH & SAFETY

Grading

### C1. SAFETY

Auditor's Comments

3	1	Is there a designated safety representative in the factory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
5	2	Are there functioning fire extinguishers at the factory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
3	3	Are there any regular recorded checks of fire extinguishers - at least once a year or according to legal requirements, whichever is stricter?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3	4	Are fire extinguishers clearly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3	5	Are fire extinguishers easily accessible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2	6	Is there a fire sprinkler system in the facility?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
2	7	Is there a fire hose system in the facility?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
3	8	Are written fire drill / evacuation procedures in place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
3	9	Is a regular fire drill conducted - annually, at a minimum?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partial	<input type="checkbox"/> No	It was noted that the factory does not conduct the required fire drills on a regular basis as legally required. The last 2 drills were conducted on 25.03.2022 and 10.06.2022.
0	10	Does the factory utilize the local fire department or 3rd party expertise for fire safety training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
3	11	If no, does it comply with the legal requirement?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
2	12	Are there any fire drill records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3	13	Are there stairway / platform railings where required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3	14	Are aisles and exits clear for passing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partial	<input type="checkbox"/> No	It was noted that aisles were obstructed by material in packing area on first floor. It was noted that aisles marking were faded and not clearly visible in warehouse area on the second floor.
3	15	Are aisles and exits clearly marked?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partial	<input type="checkbox"/> No	
3-4	16	Are there emergency lights installed which lead to the nearest exit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
4	17	Are sufficient exits available in case of an emergency? (at least 2)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
2	18	Are records kept of injuries and accidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
0	19	Are any inspections made by government officials?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
3	20	Is protective equipment available where required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
0	21	If yes, what type?				<input type="checkbox"/> N/A
2	22	Is there any evidence that the protective equipment is used?	Face Mask, Apron and Gloves			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> N/A
0	23	Are there signs or diagrams, in a native language, indicating the need for personal protective equipment, as appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4	24	Is the power supply in good condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
3-4	25	Is the wiring system in good condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
1	26	Are electrical equipment and wires regularly checked and repaired only by competent staff?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
0	27	Does the factory have an electrical maintenance program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
3-4	28	Are there safety protective devices on machinery where required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
0	29	Indicate the type of guards in use:	Pulley Cover			
3	30	Are there operating instructions for heavy machinery operators?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
1	31	Are machines regularly maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4	32	Are solvent spray painting or dust-producing operation areas clean, constructed of non-combustible materials and away from flames, sparks, operating electric motors and other ignition sources?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
1	33	Is there an orientation program (including regulations and safety) for new employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
0	34	Are employees encouraged to report health and safety infractions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
3	35	Is there a blade policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2	36	Are there any records to demonstrate that the blade policy is implemented effectively?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
						It was noted that although a blade control policy was in place: 1. Scissors were not securely fastened to the workstation to demonstrate that the factory had implemented the blade control policy. 2. Needles had not been removed from the machines that were not in use.
3-4	37	Is there a functioning fire alarm in the factory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3	38	Are there evacuation maps which accurately detail the factory layout? (e.g. location of emergency exits, placement of fire extinguishers and a "you are here" indicator.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partial	<input type="checkbox"/> No	It was noted that no evacuation maps were displayed in on second floors.
3	39	Does the factory have a building construction certificate from the agency responsible for authorizing construction in that country?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3	40	Does the factory have a building occupation permit from the country authority?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3	41	Does the facility have a valid fire license / "no objection" certificate as per local legal requirements at the time of audit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

3	42	Do the number of floors authorized in the certificate match the number of floors that exist in the building today?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	43	Does the exterior of the building appear structurally sound and well-maintained?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Partial <input type="checkbox"/> No	It was noted that the physical structure of Production Building was not well maintained. The seepage on walls were found in the fabric store on the basement.
3	44	Does the factory comply with workplace safety regulations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> N/A	It was noted that combustible materials were kept in front of electrical switch boards in finished goods area in the first floor.
0	45	If no, please explain:	<input type="checkbox"/> N/A	

Grading

**C2. HEALTH****Auditor's Comments**

3	1	Are first aid supplies readily available on each work floor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	
3	2	Are doctors/nurses/clinics available in accordance with the law?	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
0	3	If yes, how many?		<input checked="" type="checkbox"/> N/A
3	4	Are there trained first aid personnel in the factory at each shift?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	
0	5	If yes, how many?	2 person	<input type="checkbox"/> N/A
3	6	Is there an effective ventilation system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	
3	7	Are there effective exhaust fans in areas with solvent cleaners / chemical sprays?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input type="checkbox"/> N/A
3	8	Is the factory adequately heated/ cooled?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	
3	9	Is the lighting in the factory adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	
3	10	Are workers given enough working space?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	
3	11	Do workers have access to drinking water?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	
3	12	Does the factory comply with other country specific restrictions for this area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input type="checkbox"/> N/A

Grading

**C3. TOILETS****Auditor's Comments**

0	1	Number of male workers per toilet? (no. of male workers ÷ no. of toilets)	9:1	Male: 34 Toilet: 4
0	2	Number of female workers per toilet? (no. of female workers ÷ no. of toilets)	4:1	Female: 7 Toilet: 2
3	3	Does the number of toilets meet legal requirements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input type="checkbox"/> N/A
2	4	Are toilet facilities clean, well ventilated, free from offensive odors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	
2	5	Are toilets equipped with an effective flushing system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	
3	6	Are there doors on the toilet stalls? ("L" shaped concrete construction is acceptable.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	
2	7	Is there an adequate number of sinks with running water?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	
3	8	Does the factory comply with other country specific restrictions for this area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input type="checkbox"/> N/A

Grading

**C4. CANTEN AREA****Auditor's Comments**

0	1	Are canteen facilities provided?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2	2	Are canteens clean and well-lit?	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
2-3	3	Are there seating facilities for eating?	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
2	4	Is the canteen protected and/ or covered to allow continued use in bad weather?	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
0	5	Is cooked food served?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
0	6	Is there a kitchen?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3	7	Is there a canteen/ kitchen hygiene certificate as per legal requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
2	8	Is the canteen / kitchen clean and well-lit?	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
2	9	Is the canteen / kitchen free from slippery floors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
2	10	Are raw and cooked food managed and stored separately?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
3	11	Are staff working in the canteen and kitchen required to have an annual health check in accordance with legal requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
3	12	Does the factory comply with other country specific restrictions for this area?	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

Grading

**C5. DORMITORY FACILITIES / LIVING QUARTERS****Auditor's Comments**

0	1	Does the factory provide any dormitory/ living quarters for workers?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4	2	Is the dormitory / living quarters separate from the factory building and warehouse?	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

3	3	Does the exterior of the building appear structurally sound and well maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
3	4	Are the dormitory / living quarters / restroom and shower facility segregated by gender?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
2	5	Are the restroom and shower facility clean and well-lit?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
0	6	How many workers are there per room?					
3	7	Is the number comply with legal requirement?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
0	8	Approximate area per worker:					
3	9	Does this area meet legal requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
4	10	Are sufficient fire escapes available in all buildings over one story high? (At least 2 escapes are required)	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
4	11	Is there a functioning fire alarm in the dormitory?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
5	12	Are there functioning fire extinguishers in the dormitory?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
2	13	Is there fire hose system in the dormitory?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
4	14	Are there emergency lights installed which lead to the nearest exit?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
3	15	Are first aid supplies readily available in the dormitory?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
1	16	Is any security provided for the dormitory/ living quarters?	<input type="checkbox"/> Yes			<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4	17	Can all doors and gates be opened freely from the inside?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
3	18	Are there any personal lockers / storage provided for workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
3	19	Is a regular fire drill conducted - annually, at a minimum?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
2	20	Are there any fire drill records?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
3	21	Does the factory comply with other country specific restrictions for this area?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A

Grading	C6. HAZARDOUS CHEMICALS (SOLVENT, PAINT, INFLAMMABLE OIL, ACID, ALKALINE, ETC.)						Auditor's Comments
0	1	Are any primary hazardous chemicals in use?	<input checked="" type="checkbox"/> Yes			<input type="checkbox"/> No	
3	2	Are they properly stored in a designated area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/>	N/A
3	3	Are there secondary containers for chemical storage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/>	N/A
3	4	Are there Material Safety Data Sheets (MSDS) for hazardous chemicals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/>	N/A
3	5	Are chemicals well labeled in the local language?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/>	N/A
3	6	Are gas cylinders properly stored and secured?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
3	7	Is a proper disposal system in place for handling waste chemicals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/>	N/A
3	8	Are any precautions taken to ensure workers exposed to hazardous substances are not harmed by using them?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/>	N/A
0	9	If yes, please explain.					
			Medical Examination of chemical handling workers				
0	10	How does the factory dispose of empty chemical storage containers?	Return to the supplier for refilling				
3	11	Is this an approved disposal method for these empty containers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/>	N/A
3	12	Does the factory comply with other country specific restrictions for this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/>	N/A



Dormitory + Utilities	\$	<input checked="" type="checkbox"/> N/A
Social Insurance	\$ 0.75%	<input type="checkbox"/> N/A
Provident Fund	\$ 12%	<input type="checkbox"/> N/A
Government Management Fee	\$	<input checked="" type="checkbox"/> N/A
Others	\$	<input checked="" type="checkbox"/> N/A
Total	\$ 12.75%	

- 3 16 Are these deductions in accordance with the labor laws? ☒ Yes ☐ Partial ☐ No ☐ N/A
- 0 17 If no, which deductions are not allowed? ☒ N/A
- 3 18 Does the factory comply with other country specific restrictions for this area? ☒ Yes ☐ Partial ☐ No ☐ N/A

Grading

## E2. BENEFITS

Auditor's Comments

- 0 1 What benefits are employers LEGALLY required to provide their workers in this country?
- |   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> Insurance       | <input checked="" type="checkbox"/> Retirement   | <input checked="" type="checkbox"/> Medical            | <input checked="" type="checkbox"/> Cash Bonuses |
| <input checked="" type="checkbox"/> Leave Policy    | <input checked="" type="checkbox"/> Annual Leave | <input checked="" type="checkbox"/> Sick Leave         |  |
| <input checked="" type="checkbox"/> Maternity Leave | <u>182</u> Day(s)                                | <input checked="" type="checkbox"/> Statutory Holidays | <u>3</u> Day(s)                                  |
| <input checked="" type="checkbox"/> Others          | <u>National &amp; Festival Holidays</u>          |  |  |
- 3 2 Are workers provided with the proper benefits in accordance with the labor laws or regulations? ☐ Yes ☒ Partial ☐ No
- 0 3 What percentage of workers are covered by work-related injury / accident insurance? 100% to the eligible workers
- 3 4 Does this meet legal requirements? ☒ Yes ☐ Partial ☐ No ☐ N/A
- 2 5 Are workers informed of the benefits to which they are entitled? ☒ Yes ☐ Partial ☐ No

It was noted that the factory has not paid wages for 18th March 2022 which was declared as festival holidays for 2 out of 8 sampled workers as legally required. For example: 1st worker were not present from 16th March 2022 to 24th March 2022 and 2nd worker were not present from 6th March from 27th March. Hence, they were not paid for the festival holidays. Other 6 sampled workers were paid for this festival holiday as legally required.

0

1 1st shift

☒ a.m ☐ p.m ☐ a.m ☒ p.m.

9:30 - 1:00

☐ a.m ☒ p.m ☐ a.m ☒ p.m.

 1:30 - 6:00  
 If OT : N/A, As no overtime was observed in the sampled months.

2nd shift

☐ a.m ☐ p.m - ☐ a.m ☐ p.m.

☐ a.m ☐ p.m - ☐ a.m ☐ p.m.

If OT :

3rd shift

☐ a.m ☐ p.m - ☐ a.m ☐ p.m.

☐ a.m ☐ p.m - ☐ a.m ☐ p.m.

If OT :

Tea Breaks: 11:00 to 11:15 AM &amp; 04:00 to 04:15 AM

4

2 Is there a reliable system to record attendance?

☒ Yes ☐ Partial ☐ No

0

3 By what means:

☐ Computerized

☒ Manual (handwritten)

☐ Time Clock

☐ Others (specify)

4

4 Are attendance records for the past 12 months available?

☒ Yes ☐ Partial ☐ No

4

5 Are records consistent?

☒ Yes ☐ No ☐ N/A

0

6 If no, please describe:

Remark: Due to record inconsistencies, questions regarding working hours and rest days could not be verified during initial audit (Question number 8, 9, 10 &amp; 11)

0

7 Number of working hours:

Legal Requirement

Factory (as per records provided)

Standard Working Hours

Per Month

N/A

Per Week

48 Hours

Per Day

8 Hours

208 Hours

48 Hours

8 Hours

Overtime Hours

Per Month

Per Week

50 Hours per quarter

Per Day

12 Hours

2 Hours

N/A, As no such quarter was review in the sampled months

N/A, As no overtime was reported in the sampled months.

N/A, As no overtime was reported in the sampled months.

2

8 Is the number of hours within legal requirements?

☒ Yes ☐ Partial ☐ No ☐ N/A

2

9 Is the number of weekly hour worked within the client requirement?

☒ Yes ☐ Partial ☐ No ☐ N/A

0

10 Are there any rest day provided by the factory to the workers?

☒ Yes ☐ Partial ☐ No ☐ N/A

2-4

- One day off in 7<sup>th</sup> day?
☒ Yes ☐ Partial ☐ No ☐ N/A

2-4

- Two day offs in 14<sup>th</sup> day?
☐ Yes ☐ Partial ☐ No ☒ N/A

2-4

- One day off in 14<sup>th</sup> day?
☐ Yes ☐ Partial ☐ No ☒ N/A

2

11 Do workers have a break in accordance with legal requirements?

☒ Yes ☐ Partial ☐ No ☐ N/A

3

12 Does the factory comply with other country specific restrictions for this area?

☒ Yes ☐ Partial ☐ No ☐ N/A

Grading		G. DISCRIMINATION					Auditor's Comments
1	1	Is there any written anti-discrimination policy in the factory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No		
5	2	Are employment policies, procedures and practices applied equally to all people regardless of their ethnicity, gender, religion or other characteristics?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No		
5	3	Are people hired and promoted on the basis of their ability to do their job?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No		
4	4	Are people hired and promoted not subject for illegal pregnancy / disease test?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No		
3	5	Does the factory comply with other country specific restrictions for this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Grading		H. REGULAR EMPLOYMENT					Auditor's Comments
2-3	1	Does the factory have a valid business license as per legal requirements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4	2	Do the workers have contracts according to the labor law?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3	3	Do the terms and conditions in the contract comply with legal requirements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3	4	Do the terms for resignation / termination comply with legal requirements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4	5	Do workers receive a copy of the signed contract from the factory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3	6	Does the factory comply with other country specific restrictions for this area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Grading		I. DISCIPLINARY PRACTICES					Auditor's Comments
2	1	Are written policies and/ or procedures for disciplinary measures established at the factory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No		
0	2	Does the factory prohibit the use of monetary deductions as a disciplinary measure?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No		
4	3	If no, are these deductions in accordance with the law?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
5	4	Is mental or physical coercion prohibited by the factory?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No		
0	5	If supervisory staff engage in unauthorized forms of discipline, please describe the practice.				<input checked="" type="checkbox"/> N/A	
5	6	Are workers free from any physical / sexual harassment?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No		
1	7	Are written policies and / or procedures for grievance program established at the factory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No		
3	8	Does the factory comply with other country specific restrictions for this area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A	It was noted that the factory has not displayed required penal consequences of sexual harassments and the order constituting the Internal Committee under subs section (I) of section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Grading	J. ENVIRONMENT	Auditor's Comments
0	1 Are there any local laws regarding the environment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0	2 How does the government enforce these laws to ensure compliance?	<u>Through Inspection</u> <input type="checkbox"/> N/A
0	3 Which regulatory agencies monitor environmental compliance?	<u>Delhi Pollution Control Board</u> <input type="checkbox"/> N/A
3	4 Is the factory in compliance with local environmental laws?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> N/A
2-3	5 Does the factory have any environmental permits in accordance with legal requirements? (e.g. air emissions permit, water discharge, etc.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> N/A
0	6 If yes, please list all the environmental permits including permit numbers.	Air & Water: <u>DPCC/CMC/2018/42227</u> <input type="checkbox"/> N/A
0	7 Who issued the permits?	<u>Delhi Pollution Control Board</u> <input type="checkbox"/> N/A
0	8 When were the permits issued?	<u>12.03.2018</u> <input type="checkbox"/> N/A
0	9 When do the permits expire?	<u>21.01.2023</u> <input type="checkbox"/> N/A
0	10 Are there regular inspections of the permits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0	11 Does the factory discharge effluent into a municipal sewer system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0	12 Does the factory recycle or reuse materials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	13 Does the factory make any special efforts with regard to the environment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	14 Does the facility measure water consumption for production and non-production use?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
0	15 Does the facility check the influent water quality regularly or obtain the quality assurance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
0	16 Does the facility have quantitative goals or targets to reduce water consumption and/or discharge?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	a) If yes, provide information on the goal and % target.	<hr/>
	b) Provide information on how the facility is planning to meet this goal. Check all that apply.	
	- Reducing amount of water consumed	<input type="checkbox"/>
	- Implementing water saving technologies	<input type="checkbox"/>
	- Recycling water	<input type="checkbox"/>
	- Other (please specify):	<hr/>

**Factory Details :**

Total Factory Size : 16,000 Sq Ft  
 Production Area : 12,000 Sq Ft Office Area : 4,000 Sq Ft Dormitory : Nil  
 Facility Composition

Receipt of Fabric - Cutting - Stitching - Hand Work - Washing - Finishing - Checking - Packing- Dispatch

Number and type of buildings (include number of floors)

One Building

Basement: Fabric and Accessories store

Ground Floor: Cutting, Checking and D.G Area

First Floor: Stitching, Finishing, Sampling and Packing Section

Second Floor: Washing, Chemical Store, Lunch Room, Rest Room and Finished Goods Storage

Is the facility located in a building that is shared with other facilities that are under separate ownership?

☐ Yes

☒ No

Total No. of Employees : 41  
 Local : 20%  
 Overseas : Nil  
 Temporary : Nil  
 Ratio of Men to Women : 4:1

Turnover Rate : 2 %  
 Other Provinces : 80%  
 Contracted Workers : Nil

No. of Operators In :

Office : 11  
 Inspection : 2  
 Assembly :  
 Cutting : 3  
 Washing : 2  
 Trimming : 1  
 Knitting : 2  
 Cone Winding :  
 Processing : 2  
 Electroplating :  
 Soldering :  
 Injection Molding :  
 Decoration / Painting :  
 Wood Processing :  
 Kiln Drying :  
 Spraying :  
 Sanding :  
 Finishing : 6  
 Others :

Quality Assurance : 2  
 Storage : 2  
 Packing : 2  
 Sewing :  
 Ironing/ Pressing : 2  
 Mending :  
 Looping/ Linking :  
 Material Preparation : 2  
 Stamping :  
 Welding :  
 Polishing :  
 Stuffing :  
 Electronic Parts Assembly :  
 Machining :  
 Milling :  
 Gluing :  
 Lamination :  
 Loading : 4

Peak Season : September to January

**MAJOR CUSTOMERS**

The five main customers in descending order are:

	1	2	3	4	5
<b>Customer</b>	Urban Outfitter	Cat Studio	GLTC	Sur La Table	Others
<b>Type</b>	Home Furnishing	Home Furnishing	Home Furnishing	Home Furnishing	Home Furnishing
<b>Percentage of business</b>	50 %	25 %	10 %	10 %	5 %

**General Comments :**

Management General Attitude ☐ Positive ☒ Normal ☐ Negative

Remarks:

By: Nidhi Gupta

Date: 2022-07-13

## Factory Tour :

Please find below a photographic presentation of the factory site.



Factory name



Factory outlook



Accessories Store



Fabric Checking



Cutting Section



Stitching Section



Finishing and Checking Section



Washing Section

Packing Section



Finished Goods Area



First-Aid Box



Fire Alarm and Fire Extinguisher

