

Assessment Report (Stage 2)




Assessment dates	03/12/2019 to 04/12/2019 (Please refer to Appendix for details)
Assessment Location(s)	
Report Author	Padmanabhan Subbaraman
Assessment Standard(s)	SA 8000:2014



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Executive Summary

In line with the stated strategic direction and intended results of the social accountability management system, particularly with regard to increasing in the customer base and the production volume , the management system has demonstrated that it is largely designed to support the strategic direction and deliver the intended results. This was evidenced, for example, via the policies and procedures to meet the requirement of the SA 8000 : 2014 standards. And also the committees are established, the working hours are as per the legal requirements, salary paid on time etc. The Independent evaluation during the stage 2 found to be 3.5 and the IE1 During the Stage 1 was found to be 3.3 , Good Improvement is noticed in the level of understanding and monitoring activities by the SPT

The audit team recommends that BSI consider the information found in this assessment report as evidence in part, of the conformity of the requirements for SA 8000: 2014 standard. However still improvements required in the areas raised as minor NC mentioned in this e report.

There are however further possible opportunities to improve and reduce risks, relating to achieving the intended results.

The client was informed during closing meeting about the social fingerprint independent evaluation score completed during this assessment and that 1st CAV and 2nd CAV shall be Semi announced audit, with a window period of 8 weeks. Refusal of these will lead to the SA 8000:2014 certificate suspension/ withdrawing. There will be an announced follow up review after 6 months from the date of CAV 1 and CAV 2 audits and 3 months post Recertification. Also assessor will be completing the independent evaluation on social fingerprint on 1st CAV and 2nd CAV to record & evaluate the improvement in social performance.

The following are the positive observations and areas for improvement ,arising from this audit.

Positive Findings :

1. All the Employees are covered under ESIC & EPF scheme. Most of the workers are utilizing the benefits available in the respective Schemes.
2. There exists a good worker-Management relationship.
3. Much care is given to the Health and safety aspects in the Organization
4. No reportable accidents occurred within the premises of the Organization.
5. There is no disciplinary action taken against any of the worker from the date of implementation
6. The workers have a positive attitude towards the management and the worker can meet the management at any time directly.
7. They are satisfied with the work environment and the facilities provided by the employer.
8. Salaries and wages are paid on time without any delay
9. Housekeeping found to be good

Changes in the organization since last assessment

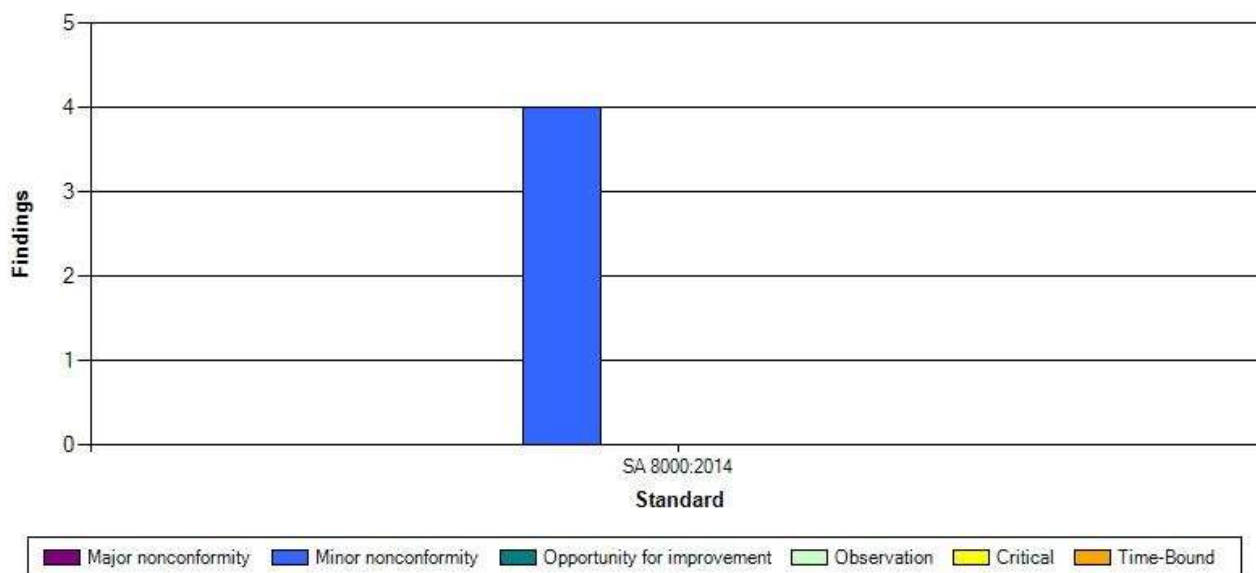
There is no significant change of the organization structure and key personnel involved in the audited management system.

No change in relation to the audited organization's activities, products or services covered by the scope of certification was identified.

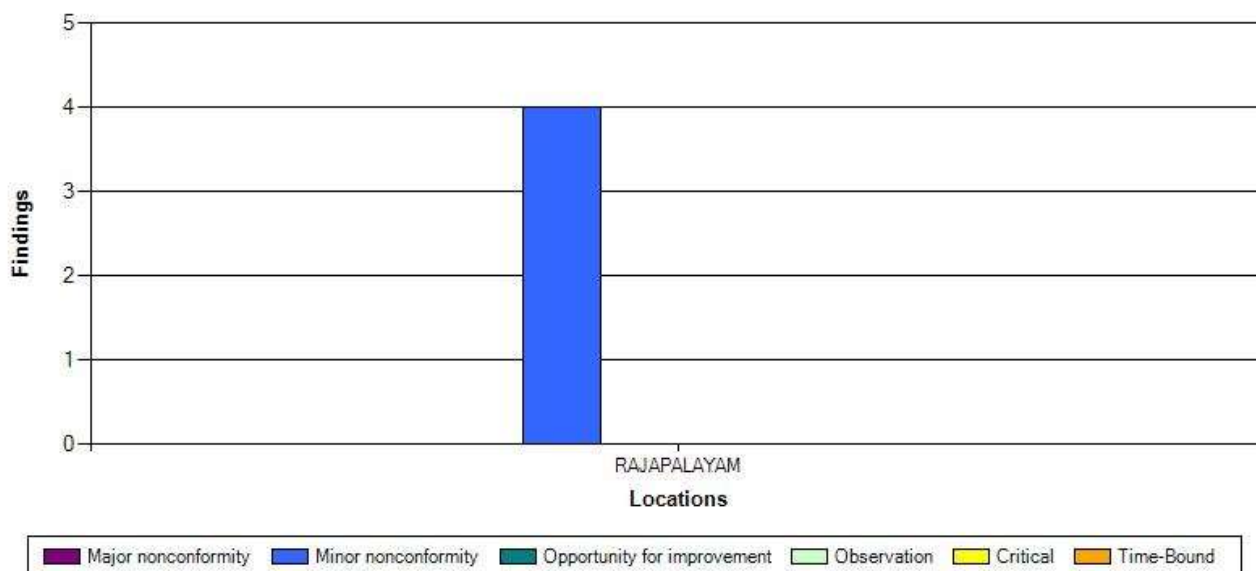
There was no change to the reference or normative documents which is related to the scope of certification.

NCR summary graphs

Which standard(s) BSI recorded findings against



Where BSI recorded findings



Your next steps

NCR close out process

There were no outstanding nonconformities to review from previous assessments.

4 nonconformities requiring attention were identified. These, along with other findings, are contained within subsequent sections of the report.

A nonconformity relates to a single identified lapse, which in itself would not indicate a breakdown in the management system's ability to effectively control the processes for which it was intended. It is necessary to investigate the underlying cause of any issue to determine corrective action. The proposed action will be reviewed for effective implementation at the next assessment.

Please refer to Assessment Conclusion and Recommendation section for the required submission and the defined timeline.

Assessment objective

The objective of the assessment was to conduct a certification assessment to ensure the elements of the proposed scope of registration and the requirements of the management standard are effectively addressed by the organisation's management system and to confirm the forward strategic plan.

Scope

Manufacturers Of Cotton Fabrics, Bath Linen, Bath Robes, Kitchen Linen, Blankets & Beddings, Tote Bags, Industrial Linen- Drop Cloth/ Dust Sheet Cleaning Rags and Wiping Cloth through the Process of Warping, Sizing, Weaving, Dyeing , Fabric Lamination, Cutting, Stitching, Checking, Packing and Dispatch

Outsourcing Process : Weaving(Partially Outsourced) Dyeing And Fabric Lamination

Contracted Process : Nil

Criteria

1. SA8000:2014 standard, Performance Indicator Annex, SAAS procedure 200, BSI Scheme manual requirements, Regulatory & Statutory requirements, Guidelines on auditing management systems19011:2018
2. Self-Evaluation Completed by client on Social Fingerprint and IE during Stage 1 and Stage 2
3. SA 8000 Manual, Policies & Procedure

Statutory and regulatory requirements

Certified Standing order, Factory Act 1948, State Factory Rules, Child Labor Act, Children Pledging of Labor Act 1933, Bonded Labor System (Abolition) Act 1976, Equal Remuneration Act 1976, Contract Labor Act, Indian Equal Remuneration Act, Minimum Wages (Central & State) Rules, Employee Provident Fund Act 1952, Industrial employment (standing orders) act, 1946, Payment of Wages Act, Payment of bonus act, 1965, Worker compensation act, The Protection of Human Rights Act, 1993, The weekly holidays Act, 1942, Trade union act 1926, Indian Electricity Rules, Industrial Dispute Act. Payment of Gratuity Act 1972, Maternity Benefit Act etc

Assessment Participants

Name	Position	Opening Meeting	Closing Meeting	Interviewed(processes)
[REDACTED]	Factory Manager	X	X	X
[REDACTED]	General Manager / SPT	X	X	X
[REDACTED]	Production Manager	X	X	X
[REDACTED]	Electrical supervisor	X	X	X
[REDACTED]	Export Manager	X	X	X
[REDACTED]	Tailor / SPT	X	X	X
[REDACTED]	Packer	X	X	X
[REDACTED]	Packer /SPT/WR	X	X	X
[REDACTED]	Cutter/SPT	X	X	X
[REDACTED]	HR Executive/ SPT/HSR	X	X	X
[REDACTED]	HR Executive	X	X	X
[REDACTED]	Compliance Manager/SPT	X	X	X

Assessment conclusion

BSI assessment team

Name	Position
Padmanabhan Subbaraman	Team Leader
Bharathi Natarajan	Team Member
Leela Chandrasekaran	Team Member

Assessment conclusion and recommendation

The audit objectives have been achieved and the certificate scope remains appropriate. The audit team concludes based on the results of this audit that the organization does fulfil the standards and audit criteria identified within the audit report and it is deemed that the management system continues to achieve its intended outcomes.

RECOMMENDED - Corrective Action Plan Required ('Minor' findings only): The audited organization may be recommended for certification based upon the acceptance of a satisfactory corrective action plan for all 'Minor' findings as shown in this report. Effective implementation of corrective actions will be reviewed during the next surveillance audit.

Please submit a plan to BSI detailing the nonconformity, the root cause, correction and your proposed corrective action, with responsibilities and timescales allocated. The plan is to be submitted no later than 11/12/2019. If the corrective action plan is not received by this date you may be putting your certification status at risk. Send the plan through the BSI Assurance Portal (if this is enabled for your account) or by email to bsi.delhi@bsigroup.com, referencing the report number 3103145.

Use of certification documents, mark / logo or report

This is Stage 2 audit, Not applicable

Findings from this assessment

► Social Fingerprint Score for BSI India

Company: [REDACTED]

Benchmark Table

Categories	Self-Assessment			Stage1			Stage2		
	Score	Dept Ave	Global Ave	Score	Dept Ave	Global Ave	Score	Dept Ave	Global Ave
Policies, Procedures & Records	4.7	4.4	4.5	3.0	3.3	3.0	3.2	3.5	3.4
Social Performance Team	5.0	4.3	4.2	3.0	3.3	2.8	3.3	3.5	3.4
Identification & Assessment of Risk	4.9	4.1	4.1	3.3	3.3	2.2	3.5	3.5	3.2
Monitoring	4.8	4.2	4.2	3.4	3.4	2.5	3.6	3.6	3.2
Internal Involvement & Communication	4.8	4.0	4.0	3.6	3.6	2.8	3.8	3.7	3.0
Complaint Management & Resolution	4.1	4.2	4.1	3.0	3.1	2.6	3.1	3.2	3.1
External Verification & Stakeholder Engagement	4.4	3.7	3.8	3.5	3.2	2.2	3.7	3.4	2.8
Corrective & Preventative Actions	4.8	4.1	4.2	3.5	3.4	2.6	3.8	3.5	3.2
Training & Capacity Building	4.0	4.2	3.9	3.0	3.1	2.7	3.3	3.3	3.3
Management of Suppliers & Contractors	4.8	4.0	3.7	3.2	3.1	2.5	3.4	3.3	2.9

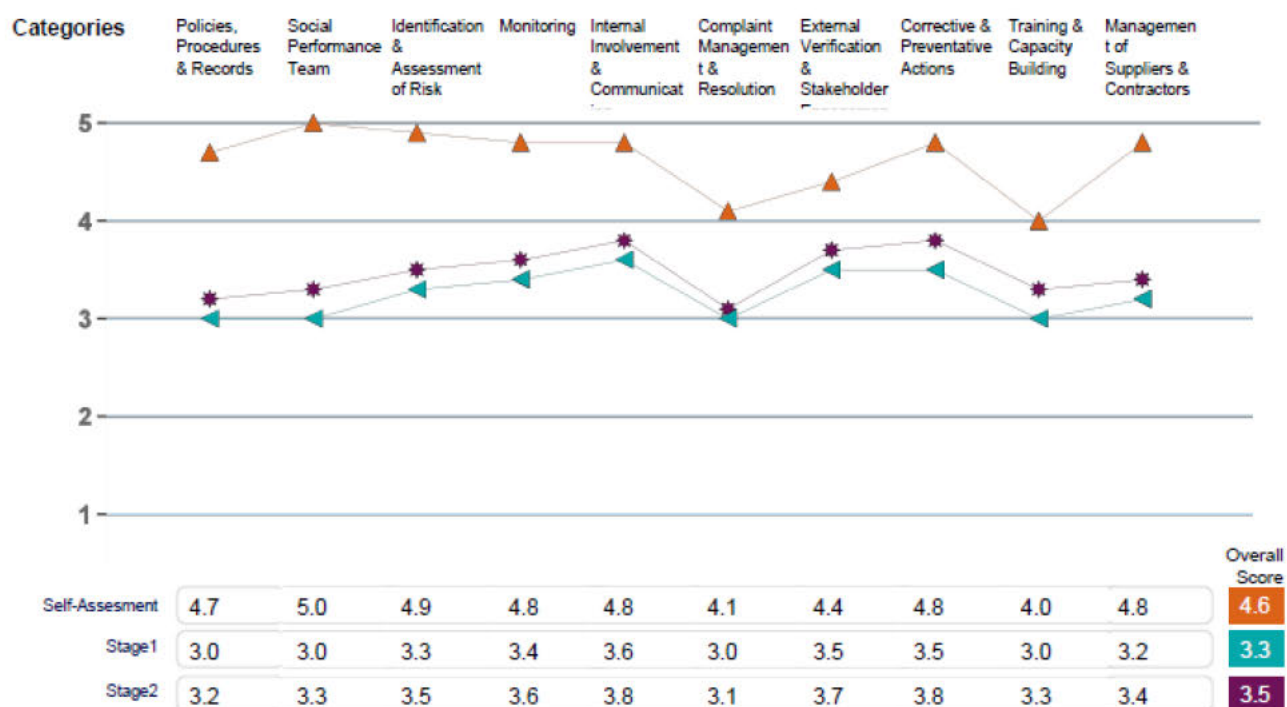
Overall Score 4.6 4.1 4.1 3.3 3.3 2.6 3.5 3.5 3.2

Completed On 10/26/2019 11/8/2019 12/4/2019

► Social Fingerprint Rating for BSI India

Company: XXXXXXXXXX

Comparison Chart



Top Management:

During the discussions with the Management, it could be felt that there is certainly a good degree of commitment at all level from Top to Bottom towards compliance with a laid out system of working. Top Management shared the objective of Social Accountability Management System, which emerged out to be improving the social conditions of the worker & people. The Management focuses on ensuring better quality life of its employees. There are no trade unions in the company, but the management allows / accepts the workers concerns directly, through the suggestion boxes and Worker committee meetings. Management commitment to effective system implementation was seen from the records of the Management review meeting.

Description of Sample Interviewed (Individual & In-Group): Clause -01-09:

During this Audit, BSI Auditor found the manpower strength factory has 172 in the range of 101-250; & thus BSI Auditor sample for interviewed 15 Workers (06 Individual + 3 Group of 3 workers) & time spent 4 Hours.

During the interview with the workers, they had trust on the management and happy to work in this organization. Each one is free to meet the senior / top management during his visit to the factory and also the HR staff to report any concern. In addition, suggestion boxes have been placed in the organization for personnel to share any grievance or suggestion. Regular trainings are provided to personnel by HR team on the social benefits they are entitled to, the elements of SA 8000 Standard, their work place rights, role of WR's etc. Also Health and Safety trainings are being provided, which will however be monitored for effectiveness in future audits as well including the trainings on social topics. Interviewed sample workers confirmed that they are well respected and there is no discrimination at work place. Interviewed employee/ worker confirmed that salaries are given in time and salary slips are given in advance. The amount received and that mentioned in salary slip tally. All work is voluntary. No original papers of any person are withheld by employer

Legal Compliance:

1. Verified Factory License No: [REDACTED] Register No: [REDACTED] approved by Joint Director of Industrial Safety and Health, [REDACTED] Maximum of 250 employees and 500 HP. Valid up to 31.12.2019. Applied for Renewal dated 29.10.2019, to Joint Director of Industrial Safety and Health, [REDACTED]
2. Verified the Fire License No: L. Dis No: [REDACTED]/C/2018, dated 31.12.2018, Issued by District Officer – Fire rescue service, [REDACTED] valid for one year from the date of issue.
3. Verified the Sanitary Certificate, Certified by Health Inspector, government Health Centre – Chatrapatti, Dated 10.05.2019.
4. Verified the Certified Standing Order, certified by Certifying Officer – JCL – [REDACTED] – D/6418/08 Dated 05.11.18. The standing orders are displayed in local language (Tamil) in the Notice board.
5. Verified Genset installation certificate No. 346/EI/VNR/R 32/SC/[REDACTED] Dated 21.03.13 for 82.5 KVA and for 110 KVA – Refer Certificate No : 872/D4/EI/VREDC/99 – Dated 26.07.99, issued by the Electrical Inspector, [REDACTED]
6. Verified The Building complete plans are approved by the Joint Director, Directorate of Industrial Safety and Health, [REDACTED] through Letter Nimu No: [REDACTED]/2017, dated 31.05.2017., Applied for renewal dated 11.11.2019.
7. Verified the Building Stability – issued by Er. M. Loganathan dated 12.06.2017 for Ni. Mu No: 2633/2017 dated 12.06.2017 (H1/15045/2017 dated 06.10.2017), Valid for 3 years from the date of issue.
8. Verified the Drinking Water test certificate done by Tamilnadu water supply and drainage board district water Testing laboratory [REDACTED] Report No: Letter No. 43390 - B. [REDACTED]/JWA/DWTL/VNR/2019 Dated 01.11.19, concluded that the water sample is Physically, chemically and

bacteriological potable.

9. Verified the Noise Level Survey Report done by Excellence Laboratory Report No: [REDACTED] 19-0-[REDACTED]-F Dated 16-03-2019 tested at various areas – Ball machine, Compressor, Genset, Sizing hall, stitching hall, Terry towel hall, warping and weaving hall, Min found to be 57.1 (Stitching hall) and Max found to be 71.4 dB(A) In (Compressor area). Permissible Limit: Maximum 90 dB (A).
10. Verified the Lux level monitoring report done by Excellence Laboratory Report No: [REDACTED] 19-0-[REDACTED]-F Dated 16-03-2019 tested at various areas including office room, packing hall1, packing Hall-2, Stitching Hall, Terry towel Hall, warping hall and weaving Hall. Lux Level ranges Min 579 (Stitching area) to Max 731 (Terry towel hall).
11. Verified the Indoor Air Quality survey report done by Excellence Laboratory Report No: [REDACTED] 19-0-[REDACTED]-F Dated 16-03-2019 and found that the results are within the limits
12. verified the Genset Stack & Wooden Boiler Stack monitoring done by Excellence Laboratory Report No: [REDACTED] 19-0-[REDACTED]-F Dated 16-03-2019, Checked for Stack dia, ambient temp, flue gas temperature, velocity, Flue gas flow rate, CO, NO2, PM, SO2 and found acceptable
13. Verified Form 8 for 2 Air Compressor, 1 Fire wood boiler, 2 cooker and 12 cylinders approved by Joint Director Industrial Safety and Health – [REDACTED] Dated 15.10.19.
14. Verified the consent order from TNPCB For water – F. [REDACTED]/OS/DEE/TNPCB/VDR/W/2019 Dated 09.05.2019, Valid till 31.05.2021. Consent Order Number: [REDACTED] dated 09.05.2019.
15. Verified the consent order from TNPCB For water – F. [REDACTED]/OS/DEE/TNPCB/VDR/A/2019 Dated 09.05.2019, Valid till 31.05.2021. Consent Order Number: [REDACTED] dated 09.05.2019.
16. Verified form 36- Report of examination of Hoist / Lift issued by Mr. N. Govindarajulu – Competent person- Safe working load – 1000 kgs, certified on 02.07.2019 – Next due on 02.01.2020
17. Verified the IBR Boiler certificate for use of a boiler issued by Senior director of Boilers, [REDACTED] circle [REDACTED] Ref No. [REDACTED]/MDC/2019-20 Dated 16.04.19, valid for one year.
18. Verified the test certificate for conveyor for 500 KGs pull chord, 2.0 T and 3.0 T Chain pulley block, Refer certificate No: [REDACTED] Dated 02.08.19, Valid for one year, tested by N. Govindarajulu Competent person.

Child Labor: 1 & Sub Clause 1.1 to 1.4 and Performance Indicator - 1 to 3 of 1:

- Applicable law : Indian child labour (Prohibition & Regulations) Act, 1986, Factories Act 1948, ILO Conventions-1(Hours of Work-Industry) 140 & 146 (Minimum working age) and Certified standing order.
1. Organization has documented procedure in the SA Manual regarding Child Remediation. Addressed the requirement of this clause in their SA Manual Issue A, Rev.:0, dated 01.04.2019. Communicated to all interested parties and stated of providing adequate financial support to attend to school. Verified the Child Labour/young Workers Remediation procedure addressed in SAMS-PRO-01, Rev 0, Dated 01.04.2019. Checked during worker's interview.
 2. The age of each worker is verified prior to his or her employment.
 3. As a preventive measure, organization has close monitoring at recruitment of proper age verification i.e. Age proof documents reviewed: Birth Certificate, School Transfer Certificate, Driving License, Age proof from Dentist etc.. Updated personnel files are maintained for each worker. Such files have copies of basic worker information such as an identification card, birth certificate, passport or other documentation.
 4. The Organization ensures that these workers are not working beyond the restricted hours and comply with all applicable laws governing minimum working age. Organization's child labour policy stated not to allow and employ workers below the age of 18. The prohibition of child labour is predominantly displayed in local language.
 5. There were no child Labours. Child labour remediation is established. Workers interviews confirmed the absence of child labour or young workers in the factory.
 6. The organization has communicated the requirement by displaying at the main entrance

7. Interviewed workers individual & in group found aware of this requirement
8. Verified among Stake Holder, Workers, Security, WR, H&S Representatives, interviewed/ personnel files.
9. No fake or forged identification documents accepted during the recruitment process and people below 18 years are not supposed to work. No Child Labour board is also displayed outside the main gate.

List of Documents :

Social Accountability Manual , Issue A, Rev.:0, dated 01.04.2019 - Manual and Procedures Personal File for all the employees

Forced & Compulsory labour: 2 & Sub Clause 2.1 to 2.5 and Performance Indicator - 1 to 5 of 2:

Applicable law : Payment of Wages Act 1937(Central and TN Rules), Factories Act 1948, ILO Conventions 29 & 105, The Bonded Labour (Abolition) Act 1976, ILO Conventions 29 & 105 - Forced and Bonded Labour, and Certified Standing order.

1. Organization has addressed clause 2.0 requirements in the SA Manual, Issue A, Rev.:0, dated 01.04.2019, demonstrated the compliance of same.
2. The Organization has hiring policies and procedures that ensured that the minimum age of workers corresponds to all local laws and other requirements; The age of each worker is verified prior to his or her employment.
3. As a preventive measure, organization has close monitoring at recruitment of proper age verification i.e. Age proof documents reviewed: Birth Certificate, School Transfer Certificate, Driving License, Age proof from Dentist etc.. Updated personnel files are maintained for each worker. Such files have copies of basic worker information such as an identification card, Driving License, Age proof from Dentist etc..
4. Verified the personnel files of the employees
5. Interviews, visual walkthrough & review did not reveal any form of indentured, bonded, or forced labour.
6. No personnel salary, benefits, property or documents are withheld as a force to continue them.
7. No human trafficking observed, addressed in the Procedure-SAMS-PRO-03, Issue A, Rev.:0, dated 01.04.2019
8. No form of forced and compulsory labour was found in the organization. Organization has defined as a Policy that No employment costs are borne in whole or in part by workers, No withhold of any part of personnel's salary, benefits, property or documents in order to force such personnel to continue working for the organization.
9. Employees are free to move (without restrictions of security measures initiated within the organization), during breaks, and related to toilet use, access to water, access to necessary medical attention or access to religious facilities, leave the workplace on completion of their duty hours and free to terminate their employment provided that they give reasonable notice to the employer as specified in appointment letter.
10. Verified the terms of employment outlined at the time of recruitment and it does not differ in any way from the terms offered during the course employment and personnel are free from pressure, coercion, or threats that would in any way force them to accept a Job or maintain employment. The same was verified during the interview.
11. There is no prison labour and no employment agency used for the hiring the employees. All the employees are engaged by displays on the main entrance of by public advertisement.

List of Documents :

Social Accountability Manual , Issue A, Rev.:0, dated 01.04.2019 - Manual and Procedures Personal File for all the employees

3.0 Health & Safety through -Site tour, OHS Risk Assessment, Including Incidents of Accidents ,Fire Safety and SAAS Procedure 200: 3 & Sub Clauses 3.1 to 3.10: And Performance Indicators: Such as Documents / Licenses / Permits/ Certificates (1 to 3); Health & Safety Committee (1 to 3); Ergonomics (1 to 2); Training (1 to 6); Emergency Preparedness (1 to 13); Fire Extinguishers (1 to 3); Alarm Systems (1 to 2); Personal Protective Equipment(PPE) (1 to 2); General Working Environment (1 to 4); Water, Air, Noise & Temperature (1 to 7); Electrical Safety (1 to 3); Machine Guards & Safety (1 to 4); Chemicals & Hazardous, Waste Handling & Storage (1 to 9); Medical Care (1 to 7); Rest Room facilities (1 to 3); Kitchen, Cafeteria & Canteens (1 to 8), Dormitories (1 to 8); Childcare Facilities (1 of 1) of 3: 3 & Sub Clauses 3.1 to 3.10 with respective Performance Indicator::

1. Organization has addressed all the requirements of Clause 3.0 of the standard in general. Verified the SA Manual, Section 3.0 Issue A, Rev.:0, dated 01.04.2019 , This section address the actual practice by the organisation with reference to the requirements of SA 8000:2014.

2. The Organization has a written Health and Safety plan that indicates how all Health and Safety issues are being managed at the factory. The plan includes what steps the factory is taking to ensure that health and safety risk areas are being identified and addressed

3. Verified the Procedure for

A) risk analysis -Health and safety Document reference SAMS-PRO-011, Issue A, Rev 0 Dated 01.04.2019

B) Care and protection of New or expectant Mothers Document reference SAMS-PRO-014, Issue A, Rev 0 Dated 01.04.2019

4. Risk Assessment for the following locations reviewed. Verified the risk assessment SAMS-S6-01-ISS A/Rev 1 Dated 01.11.19

Cone winding machine, warping, Cleaning of warping machine, sizing cooker, sizing machine, Handling of beams, Handling of sizing paste, lapping removal at size bath, weaving machine, accessories stores, fabric stores, Fabric checking, cutting, sewing, checking, packing, hydraulic baling machine, rolling machine, metal detector machine, drilling machine, handling of chain pulleys, Welding, Handling of Belt conveyor, Laboratory, shrink packing machine, Terry machine, office, boiler, Handling and disposal of ash, Storage of fire wood, Fire hydrant, Goods lift, Diesel power generator, Compressor, Handling of batteries, Security, Transport, Driver, Absenteeism, Man made disaster, Natural disaster, Rest room, Creche, Dining hall, First aid box, expectant mother, Nursing mother, Young workers, Differently abled persons, Transmittable Diseases, Non transmittable diseases, ergonomics

5. Mr. S. Ganesan – HR Manager is appointed as a Health and safety Representative. Health and safety committee constitutes of 8 members (3 from Management and 5 from Workers side). The Health and safety committee comprises of V. Murugesan – Electrical supervisor, N. Lingasamy – Fitter, S. Ganesan – HR Manager, from worker side are A. Chinnasamy – Warper, L. Senthilkumar – Packer, M.Gurusamy – Mechanic, R. Meena – Packer, S. Muthulakshmi – Packer, Verified the records of workers election dated 27.09.19. The health and safety committee meeting is conducted once in 2 months. This committee monitors the fire and risk prevention and report to the Health and Safety Representative and address during the meeting.

6. The organization has a health and safety committee. The frequency of health safety committee meeting is once in two months. Verified the records of the meeting dated 10.10.19 and previous to that on 20.08.19. Health and safety committee members are trained at a frequency of once in 6 months. Last training conducted on 13.11.19. Verified the effectiveness evaluation dated 25.11.19

7. Organisation has conducted the fire safety training for 30 employees on 31.10.19 and previous to that on 22.04.19, conducted by Smart Fire safety – [REDACTED] Frequency once in 6 months.
8. Organisation has installed 63 fire extinguishers. Smart fire [REDACTED] check the fire extinguishers once in a month externally. Last checking was done on 04.10.19. The Maintenance cards are provided in each fire extinguisher indicating the date Checked and next date of checking. Evidenced during the site tour
9. Emergency evacuation plans are displayed at prominent locations in each Building/ floor, in which the location of fire extinguishers, Fire alarms, First aid boxes and fire hydrant. Emergency response team members are identified.
10. Organisation has installed 44 Smoke detectors covering Office, Raw material storage area, packing material storage area, Production waste area, Finished goods storage area, Automatic towel stitching area, godown. The frequency of checking is once a week. Last checking done on 02.12.19
11. First Aid training was provided to 37 employees by St. John Ambulance service, [REDACTED] on 28.03.19, Valid up to 11.01.2022
12. 7 first aid Box with adequate medicines provided. Verified during site tour.
13. The emergency contact numbers are appropriately displayed near to the Entrance. The H & S Representative checks the first aid boxes for the availability of first aid medicines at frequent interval and it is also discussed in the H & S Committee meeting. First Aid Box Used register available in each first aid box. No Cases of hospitalization. The list of medicines to be available in the first aid box is displayed near to the FA Box.
14. Evacuation plans are exhibited at prominent points. Assembly areas are marked and workers are aware of assembling at the assembly areas in case of emergency. Assembly area is identified near to the main gate, which is spacious to accommodate all workers to get assemble.
15. All the workers were seen using the PPEs during working hours. PPE's at company cost provided to workers where ever is necessary. Needle guards and Belt guards are available in the sewing machines and Rubber mats are provided below the control panels.
16. Health & Safety policy is communicated to workers through induction training, notice boards in Both English and Tamil.
17. Organisation has been conducting Fire mock drills once in two months by the external agency
- | Employees participated | Evacuation Time | Conducted by | Conducted on |
|------------------------|-----------------|-------------------|--------------|
| 106 | 106 Sec | Smart Fire safety | 31.10.2019 |
| 127 | 126 Sec | Smart Fire safety | 20.09.2019 |
18. Health & Safety education is provided to all workers during initial orientation and on an ongoing basis. Health & Safety trainings are provided to staff & workers at a frequency of once in 2 months as per the training plan, and the same has been verified through records as well as during worker interviews. Last training was conducted for 110 employees on 29.10.19 and verified the effectiveness evaluation dated 18-21/11/19
19. Pathways are marked with yellow lines and Red arrow marks are marked which directs to the emergency exit and to the assembly point.
20. The generic cabling system for building was designed according to local law. Permanent conduit wiring was in good conditions with no broken junctions or wires sticking out at the ends of the conduit.
21. All electrical wiring and wiring rails were cleaned regularly. Also storage of materials in and around all electrical panels, etc. were kept away to allow immediate access in the event of an emergency and prevent fire from arching parts.
22. The Organization use chemicals. Chemicals are stored in a separate place and in secondary containment. MSDS are available and displayed at the storage point and also at the point of use Training has been provided to the persons handling chemicals. Verified the record of training from 23.08.19 to 26.08.19 for 127 employees.
23. Verified the Health check-up records for 04 chemical handlers, dated 27.12.2018 checked by Dr. K. Sukumar certifying medical officer, Industrial safety and health, [REDACTED]
24. Organisation has formulated an Emergency Preparedness Procedure No. SAMS-PRO-13 Issue A Rev

0 Dated 01.04.19 for Fire, Bomb threat, earth quake, Flood. Organisation has formulated 6 teams – Evacuation guidance team, evacuation team, Fire fighting team, First aid team, Emergency numbers calling team and Head count team.

25. verified the Form 26 - Register of Accidents and Form 26-A, Register of dangerous occurrences – No accidents or Dangerous occurrences happened so far. No evidences of First aid cases / Near Miss so far, for the past six months. Organization has stated NIL Fire Case, Nil Fatal Accident, NIL Reportable Accident during last one year. No Near Miss recorded

26. Good Ventilation, Illumination and Work Environment evidenced.

27. Adequate Wash Rooms are available in the factory (Separate for Men-6 Nos +2 Urinals, Women – 6 Nos) and are in good condition

28. Total 17 fire alarms are available. Work Instructions to operate the fire alarm are displayed in English and Tamil. Fire alarms are checked by electrical supervisor at a frequency of once in a week. Last checking done on 02.12.19

29. Total 26 Emergency Lights are available. Lights are checked internally by Electrical supervisor at a frequency of once in a week. Last checking done on 02.12.19

30. Fire alarm, Smoke detectors, Emergency lights are connected to the battery.

31. Organisation is having a fire hydrant system with a sump capacity of 140000 Litres connected with 10 HP Motor. Total 5 hydrant points and 8 hose reels are available. The hydrant points are checked for its performance at a period of once in a week by Electrician. Last checking was done on 23.11.19. 20 employees are trained on 22.04.19 by Smart fire – [REDACTED] on usage of fire hydrant.

32. Organisation has installed sprinklers at raw material storage area and finished goods storage area. Total 160 sprinklers are installed. The working performance is checked at a frequency of once in 6 months. Last checking done on 11.11.19

33. During the audit, Mockdrill was witnessed by the auditor, total time for evacuation is 182 Seconds.

List of Documents :

Social Accountability Manual , Issue A, Rev:.0, dated 01.04.2019 - Manual and Procedures , Health and safety risk assessment, Mock drill records, training records, Statutory Documents

Freedom of Association and Rights to Collective Bargain: 4 & Sub Clauses 4.1 to 4.3 and Performance Indicators 1 to 9 of 4:

Laws of the land applicable are Trade Union Act 1926 , Industrial Disputes Act 1947 and the Tamil Nadu Industrial Disputes Rules, 1958, ILO Conventions 87(Freedom of Association), ILO Conventions 98 (Right to Collective Bargaining) ILO Conventions 135 (Workers Representatives) and Certified Standing orders

1 Organization has addressed clause 4.0, demonstrated the compliance of same, Verified the SA Manual Section SA 4.0 Issue A, Rev:.0, dated 01.04.2019

2. The organization has documented the system for compliance to this requirement. The organization has a written policy which states that workers have the right to lawfully form unions or similar organizations which give them the opportunity to address worker grievances and workplace issues collectively.

3. Management has an open door policy to address the employees' needs, as revealed during the interviews.

4. The organization has no trade union. [REDACTED] – Packer is the elected worker representative, Election dated on 11.11.19. The Organization has constituted a worker's committee constituted by 4 elected members. The elected members are [REDACTED] – Packer, [REDACTED] – Sizer, [REDACTED] –Packer, [REDACTED], [REDACTED] – Helper, [REDACTED] – Towel section, [REDACTED]

[REDACTED] – Tailor, This worker's committee addresses the worker's needs. Works committee meets once in a 2 months, verified the meeting minutes Dated 23.10.19 and previous to that on 19.08.19

5. The workers representatives elected on a free and confidential basis by the workers.

6. The Worker Representatives are well aware and abreast with SA 8000 requirements and are eager to showcase their implementation of SA 8000. Also they are aware of role & responsibilities and reported that there have been nil fatality, no reportable accident & no discrimination they have been ever subjected to. They have free access to workers in the place of work and during the working hours.
7. Employees have free access to the management & Company will not interfere with the establishment, functioning or administration of workers organization or collective bargaining.
8. The Organization implements systems to establish better worker and management relations such as Health and Safety Committee, Anti Sexual Harassment committee, Grievance Handling committee and Workers Committee. Verified the records of all the 4 committee meetings.
9. The Organization has formal communication channels such as suggestion/Complaints boxes so that workers have opportunities to raise issues of concern and to have those issues addressed by management.
10. There have been no labour dispute /agitation /unrest/ strike in the organization since its inception.
11. The organisation does not promote or show any bias towards any specific type of worker organisation and committees. Workers are able to access their worker representatives at an time. Committees are permitted to post notices in agreed upon places as the displays. This is confirmed during the workers interview.

List of Documents:

Social Accountability Manual Issue A, Rev:.0, dated 01.04.2019 - Manual and Procedures Committee meeting records, Suggestion box opening record

Discrimination: 5 & Sub Clause 5.1 to 5.4 and Performance Indicators:

Laws of the land: Equal Remuneration Act 1976, Factories Act 1948, Industrial Employment (standing orders) Act 1946., ILO Convention 100(Equal Remuneration for male and female workers for work of equal value), ILO Convention 111(Discrimination) and Certified Standing order.

1. Worker interviews did not raise any concerns in this clause
2. Organization respect the provision of the criteria of Clause 5.0, in their Manual has defined "No Discrimination" related to age, cast, creed, race, sex, nationality etc. to be considered. Verified the SA Manual Section SA 5.0 Issue A, Rev:.0, dated 01.04.2019
3. There are both female and male workers in the organization.
4. The Organization does not interfere with the right of employees to observe tenets or practices the caste or political.
5. The Organization does not allow any behavior that is threatening, abusive , exploitative or sexually coercive, including gestures, language, and physical contact, in the workplace and, where applicable in residences and other facilities provided by the company for use by personnel
6. The workers interview clearly established that there is Non-discrimination policy prevalent in the organization. Workers reported they are free to observe religious holidays.
7. The Organization does not entertain any type of pregnancy or virginity test under any circumstances for any female employee. Organisation has a documented Anti Pregnancy testing policy and implemented, Verified during the workers interview.
8. Organization recruitment policy also addresses the issue of anti-discrimination. Worker's population includes members from various states of India & local population. Remuneration is provided to the all employees as per the Equal Remuneration Act.
9. Restriction to observe any religious practice was not observed as confirmed in interview sample Stated policy/norms for increment and promotions are worked out every year to provide just and fair increments & promotions to all concerned in line with guidelines as laid in standing order. Following were checked to detect any discrimination during worker interviews, Wages slips to see any discrepancy in pay, training. Worker's interview clearly established that there is Non-discrimination policy prevalent in the organization Satisfactory Status found on the basis of result of sample audit such as

- a) Organization neither engages in nor supports discrimination.
 - b) No interference with individual right to observe religious belief.
 - c) No form of harassment is allowed or supported
10. Personnel files were reviewed and the documented procedure, policies framed, social compliance manual are found to correlate with the worker interviews with regard to this standard.
11. The Organization has constituted the Anti-Sexual Harassment committee constitutes of elected members. Verified Election record Dated 27.09.19. Committee comprises of [REDACTED] – packer, [REDACTED] – Packer, [REDACTED] – Tailor, [REDACTED] – Packer, [REDACTED] – packer, [REDACTED] - clerk are the elected members and the meetings are held once in 2 months. Verified the minutes of meeting dated 18.10.19 and previous to that on 30.08.19. [REDACTED], [REDACTED] District- NGO participate in these committee meeting.

List of Documents:

Social Accountability Manual Issue A, Rev.:0, dated 01.04.2019- Manual and Procedures, Committee meeting records

Disciplinary Practices: 6 & Sub Clause 6.1 and Performance Indicators 1 to 3 of 6:

1. The Organization has a documented disciplinary practice and follows the laws of the land on this matter (Industrial Disputes Act and the Industrial Employment Standing Orders Act).
2. Organization has addressed clause 6, Verified the SA Manual Section SA 6.0 Issue A, Rev.:0, dated 01.04.2019 demonstrated the compliance of same
3. Method of disciplinary actions are evidenced to be defined and documented. Verified the Certified Standing order. The Certified standing order in Tamil language is displayed
4. No Case of any Disciplinary Action taken against any worker. The same was verified through the sampled worker interview.
5. The disciplinary practices relate to working time, working attitude, observation of safety & industrial hygiene, observation of code of conduct. Workers are aware of the Disciplinary Practices.
6. The procedure stated uses a uniform progressive method of discipline starting from verbal to written warnings. No fines or deductions are made as a part of disciplinary action.
7. The Organization treats all its personnel with dignity and respect. The Organization does not engage in or tolerate the use of corporal punishment, mental or physical coercion, or verbal abuse of personnel. No harsh or inhumane treatment is allowed.
8. Management stated that Disciplinary action is taken after a thorough analysis of the case (if any) & the same has been done by an authorized committee. Review will have full involvement of the management. WR & Workers sampled Interview reveals the same. No threatening, abusive or exploitative behavior has been used by any supervisor, manager or Management to the workers. The same is verified during workers interview.
9. Workers are aware of the Disciplinary Practices while deciding disciplinary action. Stated the procedure uses a uniform progressive method of discipline starting from verbal to written warnings i.e. Stated the disciplinary actions are taken as per the procedures and signed by the employee & documented in their personnel files. The same was verified from the sample workers during interview.
10. Three suggestion box is available near the rest rooms. The suggestion box is opened once in 15 days by SAR in presence of WR. Suggestion box was opened on 16.02.19. Grievances/Suggestions if any are discussed in the Grievance handling committee meeting, which meets once in 2 months.

List of Documents:

Social Accountability Manual Issue A, Rev.:0, dated 01.04.2019- Manual and Procedures, Committee meeting records

Working Hours: Clause-7 & Sub Clauses 7.1.....7.4 and Performance Indicators:

1. Organization works in general +3 shift and weekly off one day on Sunday for general shift employees and for the employees working in shift the weekly holiday is given on rotation. after six day of work.
2. Working timings have been communicated to the workers at notice board & internal communication
3. Working hours of the organizations is as follows:
General Shift – Cutting, stitching, terry towel stitching, packing : 08:30 to 17:30 Hrs, Lunch Break – 13:00 – 13:30 Hrs. Tea Time: 11:00 to 11:15 and 16:00 to 16:15, Sunday is a weekly off.
Warping, sizing and weaving are working on 3 shifts, the weekly holiday is provided to the workers on a rotational basis after every 6 days of work.
First Shift : 07:00Hrs to 15:00 Hrs, Lunch Break – 12:00 to 12:30 Hrs
Second Shift: 15:00 Hrs to 23:00 Hrs, Lunch Break – 19:30 to 20:00 Hrs.
Third Shift: 23:00 Hrs to 07:00 Hrs, Lunch Break: 03:00 – 03:30 hrs.
4. List of Holidays for the Year 2019 displayed on notice board - Totally 9 Holidays declared for the year 2019 and stated communicated among employees / workers.
5. Attendance & time monitoring is being carried out through Bio Metric Finger Reader and attendance register for all employees. In time/out time are updated daily in the bio metric software time card, records verified.
5. Over time is voluntary. On review of Time cards, wage register and interview with workers, it is evident that Maximum of OT 2 Hours Per Day and Max 32 hours per quarter.
6. Leave records are maintained. The Earn Leaves are 1 per 20 working days after having worked for 240 days. These are as per the government rules. Form V as per the Factories Act maintained for the mandatory Holidays.
7. Employees are free to leave after the work. Verified this from Time card verification and workers interview.
8. All trainings and various committee meetings are conducted during the factory working timings. No deduction or fine is charged from any of worker participating in committee meetings.
9. In and out timings to mark presence / absence are recorded. The workers daily use bio Matric Finger Reader.
10. Verified the Bio Matric Finger Reader time card of the workers, the attendance sheets evidenced to be accurate and complete.

List of Documents:

Social Accountability Manual Issue A, Rev : 0, dated 01.04.2019- Manual and Procedures Register of adult workers Form No. 12 combined muster roll Form No, 25. Time cards

Remuneration: 8.0 & Sub Clauses 8.1 to 8.5 & Performance Indicators; such as Living Wage estimate 1 to 2, Living Wage Step – Approach 1 to 3, Wage Payment 1 to 5, Payroll Documentation 1 to 3 of 7:

Applicable Laws: Shop and establishment act, The employees provident funds and Miscellaneous provisions Act - 1952, Payment of wages Act - 1936, Tamil Nadu Labour welfare fund act 1972 , Workmen's Compensation Act 1923 , Payment of Bonus act 1965, Payment of gratuity Act 1972, Tamil Nadu industrial establishments(National and festival Holidays Act) 1958, Indian Equal remuneration Act 1958, Industrial employment standing orders Act 1946, Tamil Nadu payment of subsistence allowance Act 1981, Tamil Nadu Manual workers(Regulation of employment and conditions of work act 1982 and Tamil Nadu Industrial establishment (Conferment of permanent status to workmen) Act 1981.

1. Organization has addressed clause 8, Addressed in Section 8.0 Issue A, Rev 0.0 Dated 01.04.2019, and demonstrated the compliance of same.
2. Minimum rates of wages for Employment in Tailoring Industry under the Minimum Wages Act. G.O.

(2D) No. 59, Dated 10-10-2014. Notification No. II (2)/LE/723/2014, Published in T.N. Government.

3. Dearness allowance and Basic is published by the Tamil Nadu government once a year. As per the GO the DA will be valid for one year from April 1 of current year to March 31st of Next year (Financial year). Verified the DA for the year 2018-19 and 2019-20. The organisation is in Zone C [REDACTED]

[REDACTED] – Verified Home Tax Receipt) as per the Minimum wages GO Notification.

1st April 2018 to 31st March 19 Category As per G.O. 59. DA 3105		
Category	As per GO – Wage per week in INR	Paid by Org - Wage per week in INR
Tailor II	319.92/1919.92	320/ 1920
Checker II	326.46/1958.76	327/ 1962
Packer	311.73/1870.38	312/ 1872
Helper	311.73/1870.38	312/ 1872

1st April 2019 to 31st March 20 Category As per G.O. 59. DA 3353		
Category	As per GO – Wage per week in INR	Paid by Org - Wage per week in INR
Tailor II	329.46/ 1976.76	330/ 1980
Checker II	336/ 2016	336/ 2016
Packer	321.27/ 1927.62	322/ 1932
Helper	321.27/ 1927.62	322/ 1932

4. Minimum rates of wages for Employment in Power loom Industry under the Minimum Wages Act. G.O. (2D) No. 32, Dated 29.05.2013. Notification No. II (2)/LE/628/2013, Published in T.N. Government.

1st April 2018 to 31st March 19 Category As per G.O.		
Category	As per GO – Wage per Week in INR	Paid by Org - Wage per Week in INR
Warper	325.90/1955.40	326 / 1956
Weaver	367.75/2206.50	368 / 2208
Back sizer	280.41/1682.46	281 / 1686
Sizer	294.58/1767.48	295 / 1770
Boiler Attender	276.58/1659.48	277 / 1662
Cone Winder	307.41/1844.46	326 / 1956

1st April 2019 to 31st March 20 Category As per G.O		
Category	As per GO – Wage per Week in INR	Paid by Org - Wage per Week in INR
Warper	456.63 / 2739.78	457 / 2742
Weaver	514.20 / 3085.20	515 / 3090
Back sizer	396.53 / 2379.18	397 / 2382
Sizer	415.2 / 2491.20	416 / 2496
Boiler Attender	391.36 / 2348.16	392 / 2352
Cone Winder	432.2 / 2593.20	435 / 2610

5. The payroll records from the month of implementation were reviewed on sample basis.

Stage 2	[REDACTED] - Packer					
Weekly Wages	Apr-19	May-19	Jul-19	Aug-19	Sep-19	Oct-19
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 3
No of days attended	6	5	6	6	6	4
NH Days + EL Days	0	0	0	0	0	2
Wage as per Org	1932	1932	1932	1932	1932	1932
Wage per day	322.00	322.00	322.00	322.00	322.00	322.00
Wage per month	1932.00	1610.00	1932.00	1932.00	1932.00	1932.00
Per Day Organizations	322.00	322.00	322.00	322.00	322.00	322.00
OT Hrs	0.00	0.00	0.00	0.00	0.00	0.00
OT Salary	0.00	0.00	0.00	0.00	0.00	0.00
Gross Salary	1932	1610	1932	1932	1932	1932
PF	232	193	232	232	232	232
ESIC	34	29	15	15	15	15
Advance	200	200	200	200	200	200
Net Salary	1466	1188	1485	1485	1485	1485

Stage 2	[REDACTED] - Tailor					
Weekly Wages	Apr-19	May-19	Jul-19	Aug-19	Sep-19	Oct-19
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 3
No of days attended	6	5	6	6	6	4
NH Days + EL Days	0	0	0	0	0	2
Wage as per Org	1980	1980	1980	1980	1980	1980
Wage per day	330.00	330.00	330.00	330.00	330.00	330.00
Wage per month	1980.00	1650.00	1980.00	1980.00	1980.00	1980.00
Per Day Organizations	330.00	330.00	330.00	330.00	330.00	330.00
OT Hrs	0.00	0.00	0.00	0.00	0.00	0.00
OT Salary	0.00	0.00	0.00	0.00	0.00	0.00
Gross Salary	1980	1650	1980	1980	1980	1980
PF	238	198	238	238	238	238
ESIC	35	29	16	16	16	16
Advance	200	0	200	200	0	0
Net Salary	1508	1423	1527	1527	1727	1727

Stage 2	[REDACTED] - Sizer					
Weekly Wages	Apr-19	May-19	Jul-19	Aug-19	Sep-19	Oct-19
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 3
No of days attended	6	5	6	6	5	4
NH Days + EL Days	0	0	0	0	0	2
Wage as per Org	2496	2496	2496	2496	2496	2496
Wage per day	416.00	416.00	416.00	416.00	416.00	416.00
Wage per month	2496.00	2080.00	2496.00	2496.00	2080.00	2496.00
Per Day Organizations	416.00	416.00	416.00	416.00	416.00	416.00
OT Hrs	0.00	0.00	0.00	6.00	0.00	2.00
OT Salary	0.00	0.00	0.00	624	0.00	208.00
Gross Salary	2496	2080	2496	3120	2080	2704
PF	300	250	300	300	250	300
ESIC	44	37	20	24	17	21
Advance	550	550	50	50	50	50
Net Salary	1603	1243	2127	2746	1764	2333

6. Verified the salary slips and wage register. Verified the Salary given to the employees for the past 07 months and found that organisation is paying the Minimum wages prescribed by the Government.

7. The organization remits the Employee State Insurance & Employee Provident Fund contributions as per the law requirements. Verified the Employee State Insurance & Provident Fund paid challan for the past one Year and the following month's details are recorded on sample basis from May 19 to Oct 19. The Payment of PF for the month of May 19 & Jul 19 and ESI for the month of Jul 19 is found to be delayed, on discussion with the Top management, its due to the Site problem as well as due to the linking of Aadhar card of employees in the PF/ ESI Site as per the EPFO Circular verified.

Month & Year	PF TRRN No	Remittance Date	ESIC Challan No	Remittance Date
May-19	4121906009221	17-06-2019	5719120475601	15-06-2019
Jun-19	4121907011086	15-07-2019	5719124212840	15-07-2019
Jul-19	4121908009014	19-08-2019	5719128196711	19-08-2019
Aug-19	4121909010466	15-09-2019	5719131479898	15-09-2019
Sep-19	4121910009960	15-10-2019	5719135199037	15-10-2019
Oct-19	4121911008437	14-11-2019	5719138545967	14-11-2019

8. Workers are aware of their leave policy, leave wages and bonus.

9. The management has paid 12 % Bonus to the employees for the Period From 30.06.18 to 27.06.19 Paid on dated 03.08.2019.

Bonus for the Period of 30.06.2018 - 27.06.2019 Paid on Dated 03.08.2019				
Designations	Total Days	Basic & DA	Bonus %	Amount
Tailor	258.5	84519	12.00%	10142
Packer	288.5	91595	12.00%	10991
Sizer	256	84950	12.00%	10194

10. BNW calculated by BSI for Tamil Nadu Rural - INR 5237.69 ([REDACTED])

Organisation has calculated the BNW on Qualitative and Quantitative method by means of conducting a survey among the workers. Based on which BNW calculated by the Client is INR 7185. The Minimum wages paid by the company is INR 8372, Take Home salary after deduction of Provident Fund and Employee State Insurance is INR 7304. Hence the salary paid by the organisation is more than the BNW

by BSI and by the organisation. During the workers interview, it is revealed that workers could able to save at least 10% of the income.

11. Workers are provided with Leave benefits as per law and the balance accumulated leave are encashed in the month of Jan on 05.01.19

EL for the Period of Jan 18 to Dec 18 Paid on 05-01-2019			
Designations	Total Days	EL Days	Amount
Packer	180	9	2898
Tailor	275	14	4620
Helper	156	8	2576

12. Verified Left employees Settlement file and found that the full and final settlement is made to the workers on the last working day as per the requirement.

Designation	Packer
Date of Joining	17.02.2018
Date of Leaving	04.10.2019
Bonus	1392
CL Amount	2898
EL Amount	2254
Gratuity Amount	NA
Total Paid Amount	6544
Paid On	04-10-2019

13. The workers are paid through bank on every Friday. Standard benefits include contributory provident fund, employees' state insurance and statutory holidays.

14. There are no piece rate workers employed. And also, no Home workers involved.

15. No Contract employees are engaged in the organisation.

16. No deduction or fine charged on any of worker participating in committee meetings.

17. There is no payroll agency deployed by the organization.

18. No one receives wages on behalf of a worker

List of Documents:

Social Accountability Manual Issue A, Rev : 0, dated 01.04.2019- Manual and Procedures Register of adult workers Form No. 12 combined muster roll Form No, 25. Time cards, ESI/PF Remittances, Settlement records, payslip, Wage records, BNW

Management System Functions Clauses & Sub clauses and Performance Indicators:

9.1 Policies, Procedures and Records (9.1.1 – 9.1.8)

1. Top Management has formulated the Company Policy for Social Accountability. The Policy talks of commitment of top management for adhering to the Social compliance, legislative compliance, social performance and continual improvement.
2. Good involvement of SA Representative, Health and Safety Representative and Worker Representative, Production personnel at various stages was evidenced.
3. Social Accountability Manual Issue A, Rev 0.0, Dated 01.04.2019, has been established. All the clauses of the Standard have been addressed. The documentation system is evidenced to have been made elaborate in order to confirm the compliance to Social Accountability Management system.
4. The SA 8000 policy is displayed in prominent place in Tamil, English as per the requirements of this standard. The SA 8000 Policy is also communicated to the external parties by displays at the entrance and also in the production floors.
5. [REDACTED] – General Manager is appointed as Social Accountability Management Representative.

9.2 Social Performance Team (9.2.1 – 9.2.2) and 9.3 Identification and Assessment of Risks (9.3.1 – 9.3.2)

Organization, has constituted Social Performance Team. The SPT have a balanced team (2 Members from Management and 2 worker representatives), for which the Elections conducted on 23.07.2019. and Reelection conducted on 11.11.2019, SPT - from Management Side [REDACTED] – General Manager, [REDACTED] – HR Manager, [REDACTED] – Compliance Manager and from Worker Side [REDACTED] – Packer / WR, [REDACTED] – Sizer, [REDACTED] - Weaver, [REDACTED] – Tailor, [REDACTED] – Cutter are the representatives. The Social Performance Team Roll & Responsibility are defined & communicated through SA Manual & through meeting. The Frequency of SPT meeting is once in 3 months and last meeting conducted on dated 25.11.2019 and Previously dated 08.08.2019.

SPT has conducted the risk assessment dated 01.04.2019. Significant risks are prioritised. The output of risk assessment is discussed in the SPT meeting. Training for SPT Committee members are conducted at a frequency of once in 06 months. Verified the records of training conducted on dated 13.11.2019. Same Effectiveness evaluation conducted on dated 25.11.2019.

9.4 Monitoring (9.4.1 – 9.4.3)

Internal Monitoring has been carried out through internal audits. There exists a procedure for conducting internal audit. Internal audit is conducted (once in 06 months) as part of continuous monitoring of the management system effectiveness. Last internal audit was conducted on dated 02.12.2019. SPT Members are the qualified internal auditors, they found "Nil Non – Conformances". Management Review has been carried out to discuss status of social performance indicators. The last review meeting was conducted on dated 02.12.2019. Worker representatives participated in the meeting the following are the agenda points discussed in the MRM – Internal audit results, Adequacy, Suitability and continuing effectiveness of the Company's SA Policy, Process against Goal, OHS Issues, SA Standards, Emergency Procedure and Fire Safety issues, Effectiveness of the systems and procedures, Training and awareness programs, Conformance of suppliers, Concerns expressed by the employees, Corrective and preventive actions, Recommendations for improvement. Worker representatives participated in the meeting. All the agenda points are discussed in the MRM. The out put of the MRM is recorded with decisions and actions.

9.5 Internal Involvement and Communication

SA 8000 policy is displayed in prominent place in Tamil and English as per the requirements of this standard. The SA 8000 Policy is also communicated to the external parties by displays at the entrance and also in the production floors. Roles and responsibilities of concerned employees have been identified and documented. Adequate training provision for workers and staff on social compliance requirements is done on an ongoing basis and the records are available. It is ensured that all the personnel effectively understand the requirements of SA 8000, and management has communicated the requirements of SA 8000 through periodical trainings. Regular trainings are being imparted to personnel on H & S and SA 8000 requirements awareness once in 03 months. Verified Training Plan for calendar year 2019. Last training conducted on 29.10.2019 on SA 8000:2014 to all the employees. SA 8000:2014 version of the guidance documents is available in the company for reference and effective implementation. Same Effectiveness evaluation conducted on dated 21.11.2019.

9.6 Complaint Management and Resolution 9.6.1 - 9.6.3

The organisation has established a written grievance, investigating, following up on and communicating the outcome of complaints concerning the workplace and/or non-conformances to this Standard procedure that is confidential, unbiased, non-retaliatory and accessible and available to personnel and interested parties to make comments, recommendations, reports or complaints concerning the workplace and/or non-conformances to the SA 8000 Standard. The Organization has placed suggestion boxes near the rest areas where the workers have freedom and anonymity to submit their suggestions and complaints. The suggestion box requests are addressed under the responsibility of HR. Adequate instructions are in place to collect and report the content of the suggestion boxes. The suggestion boxes are opened twice in a month by SAR in presence of WR. Suggestion box are opened on 01.11.2019 and 22.11.2019. Verified suggestion box log book. Appeal Procedure displayed at the entrance which have 3 levels for grievance redressal (Organisation – CB – SAAS).

9.7 External Verification and Stakeholder Engagement 9.7.1 - 9.7.2

The worker representative is aware of the status of the social compliance management system. Any outside interested party is allowed to access and collect information on the status of the social compliance system through a procedure of communication through the SA representative. Evidenced the records of Outside communication. The Organization provides access to interested parties and the interested parties will also be allowed to visit the suppliers/subcontractors. This is reflected in the SA 8000 procedure manual. Contracted clients, suppliers and subcontractors can visit the organization to clarify, verify or model on the social compliance management system of the organization. Visit by the Inspector of Factories Safety & Health, Municipal Health officer, District Fire Officer, Visit by the NGO to attend the Sexual Harassment Prevention committees were evidenced. Organisation has communicated the Social accountability policy, brief note on SA 8000 and inviting for their comments and advice for improvement to the external stake holders other than the suppliers. Communication sent on 07.11.2019.

9.8 Corrective and Preventive Actions 9.8.1 - 9.8.2

The organization has the policies and procedures in place for the prompt implementation of corrective and preventive actions and shall provide adequate resources for them. The SPT ensures that these actions are effectively implemented. The SPT maintains the records, including timelines, non-conformances related to SA 8000, their root causes, the corrective and preventive actions taken and implementation results. Same was verified through worker's / WRs / SPT members' interview, internal audit / MRM / Committee Meeting / Customer's visit / Complaint / Suggestion box / stake holder's visit / supplier's audit records.

During the audit verification effectiveness of corrective action SA 8000 Stage 1 – Risk of NC's finding & Internal Audit checked for closure.

9.9 Training and Capacity Building

Roles and responsibilities concerned employees have been identified and documented. Adequate training provision for workers and staff on social compliance requirements is done on an ongoing basis and the records are available. SA 8000:2014 version of the guidance documents is available in the company for reference and effective implementation. Regular trainings are being imparted to personnel on H&S and SA 8000 requirements awareness. Verified Training Plan for calendar year 2019. Last training conducted on dated 29.10.2019 on SA 8000:2014 to all the employees. SA 8000:2014 version of the guidance documents is available in the company for reference and effective implementation. Same Effectiveness evaluation conducted on dated 21.11.2019.

9.10 Management of Suppliers and Contractors 9.10.1 - 9.10.2.

Appropriate procedures are in place for evaluation of the suppliers and sub-contractors. They have been evaluated based on their ability to meet the requirements of SA 8000: 2014. Adequate records have been established and maintained for the control of suppliers with respect to the commitment to SA 8000 requirement on social compliance. The following documents reviewed for compliance.

- List of approved suppliers/ subcontractors
- Supplier / subcontractors evaluation forms
- Supplier/subcontractors commitment letter for SA 8000
- Supplier /subcontractor Assessment reports.
- Supplier/ subcontractor Audit plan for the year 2019.

The suppliers are on a monitoring program to monitor their continued compliance. All suppliers are assessed, based on the non- conformance, risk assessment, and suppliers are prioritized and audit plan is prepared based on that. Totally 15 suppliers will be audited as per audit plan. The company has records and evidences to the supplier's commitment.

Ex:

S. No	Name of the Supplier	Supplier category	Audit Date
1	████ Packaging	Carton Box	01.10.2019
2	████ Marketing	Sizol Aq	05.10.2019
3	████ Polymers	LD Plain Polybag	21.09.2019
4	████ Art Printers	Label	01.10.2019
5	████ Poly Printers	Printed Poly Bag	01.10.2019
7	████ Polytex	Woven Sack Roll	07.10.2019
8	████	LD Plain Polybag	01.10.2019
9	████ Textiles	Sewing Thread	17.09.2019
13	████ Cartons	Carton Box	01.10.2019

Involvement of worker was identified from worker interviews and production records. Subcontractors /suppliers evaluations also did not evidence of home worker involvement. Verified the risk assessment of suppliers based on the significant nonconformance and their prioritization done by the SPT based on the risk rating was evidenced. The supplier audit plan is prepared based on the significant risk and prioritization. Supplier Risk Assessment dated 02.12.2019. No Contract Employees are available in the organization. No issues of Home Worker involvement were identified from worker interviews and production records.

List of Documents:

Social Accountability Manual Issue A, Rev 0.0, Dated 01.04.2019, Internal audit reports, Management reviews, SPT meeting records, Risk assessment record, Supplier audit reports, external communication records, Training records, CAPA report

Verification of Risk of NCs of Stage 1 during Stage 2:

Risk of NC's

1. SA Policy & Standards not displayed – Verified during site visits
2. Social performance team does not have equal representation from all departments – Verified
reelection records and details are entered in clause 9
3. Supplier communication and Assessment not evident for Major suppliers - Verified Supplier records
and details are entered in clause 9
4. Effectiveness evaluation for SA 8000 Training and SPT members training not available Verified the
records and details are entered in clause 9
5. Fire Extinguisher not Available in Conference Room area - Verified during site visits and found
available
6. Eye Wash bottle near UPS Area - Available, Verified during site visits
7. Evacuation Plan not amended in waste fabric & Materials storage area, Amended evacuation plan
displayed, verified during site tour
8. MCP not evident in Chemical Storage Area - Available, Verified during site visits
9. Anti-Slippery Mat near EYE wash station - Available, Verified during site visits
10. Expiry Medicines found 2 out 09 First Aid Boxes - All valid medicines available in first aid boxes,
Verified during site visits
11. Smoke Detector not evident in waste fabric & Materials storage area, packing Section, Finished
Goods Storage in Ground Floor & First Floor, Lamination Cutting Area, Automatic Towel Stitching Area,
Power Loom Area - Available, Verified during site visits
12. Ear Plug Not Evident in Warping Area - Workers are found using adequate PPE, Verified during site
visits
13. Loose wires found in Power loom area, Towel Stitching Area, and workshop area - Corrected,
Verified during site visits
14. Evacuation Plan not evident in Office Area. , Available , verified during Site visit.
15. Rubber mat not evident in Automatic Towel Stitching Area - Provided, Verified during site visits
16. Building Plan to be applied for Renewal – verified applied copy and details are entered in legal
compliances.

Minor (4) nonconformities arising from this assessment.

Finding Reference	██████-201912-N1	Certificate Reference	SA ██████
Certificate Standard	SA 8000:2014	Clause	3.1 – Health and safety and Performance Indicator Annex – Documents/ Licences/ Permits/ Certificates
Category	Minor		
Area/Process:	3.0 Health & Safety through -Site tour, OHS Risk Assessment, Including Incidents of Accidents ,Fire Safety and SAAS Procedure 200: 3 & Sub Clauses 3.1 to 3.10: And Performance Indicators		
Statement of non conformance:	Following documents are not evidenced 1. Audiometric Test Report for 8 Weaving Operators 2. Medical Health Check-up for 10 Chemical Handlers / Weaving Operators		
Clause requirements	Licenses, permits and/or certificates are maintained as required by law and renewed in order to retain their validity. These documents are issued by a valid and recognized legal entity and issued to The organisation possessing them, with the appropriate location, scope and validity date (3.1). These documents include, for example: a. Business and operating permits; fire safety and electrical certificates; permits for equipment such as boilers, generators, elevators, fuel and chemical storage tanks; and building, emissions and waste disposal permits.		
Objective Evidence	Verification of Legal Documents/Discussion with SAR/HR Manager/ GM/ Top Management		
Cause			
Correction/containment			
Corrective action			

Finding Reference	██████-201912-N2	Certificate Reference	SA ██████
Certificate Standard	SA 8000:2014	Clause	3.1 Health & Safety
Category	Minor		
Area/Process:	3.0 Health & Safety through -Site tour, OHS Risk Assessment, Including Incidents of Accidents ,Fire Safety and SAAS Procedure 200: 3 & Sub Clauses 3.1 to 3.10: And Performance Indicators:		
Statement of non conformance:	Height of the Genset Stack is less and not meeting the requirement of PCB norms		
Clause requirements	The organisation shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential health and safety incidents and occupational injury or illness arising out of, associated with or occurring in the course of work		
Objective Evidence	During Site Visit, Discussion with SAR/Top Management		
Cause			
Correction/containment			
Corrective action			

Finding Reference	██████-201912-N3	Certificate Reference	SA ██████
Certificate Standard	SA 8000:2014	Clause	8.3 Remuneration
Category	Minor		
Area/Process:	Remuneration: 8.0 & Sub Clauses 8.1 to 8.5 & Performance Indicators; such as Living Wage estimate 1 to 2, Living Wage Step – Approach 1 to 3, Wage Payment 1 to 5, Payroll Documentation 1 to 3 of 7		
Statement of non conformance:	During Workers Interview and interview with HR it is noticed that the workers are received their pay slip on the day of payment instead of at least one day in advance as required by Minimum Wages (Central) Rules, 1950 Section 26...		
Clause requirements	The organisation shall ensure that personnel's wages and benefits composition are detailed clearly and regularly to them in writing for each pay period.		
Objective Evidence	Minimum Wages (Central) Rules, 1950 Section 26. A wage slip in Form XI shall be issued by every employer to every person employed by him at least a day prior to the disbursement of wages, Wage Records / Payslips / Discussion with HR / SAR/ Top Management		

Cause
Correction/containment
Corrective action

Finding Reference	██████-201912-N4	Certificate Reference	SA ██████
Certificate Standard	SA 8000:2014	Clause	9.9.1 Training and Capacity Building
Category	Minor		
Area/Process:	Management System Functions Clauses & Sub clauses and Performance Indicators		
Statement of non conformance:	Even though the organisation has conducted the training for SPT on 13.11.19, and SA 8000 21.11.2019, However Low level of awareness on roles and responsibilities is observed during workers Interview.		
Clause requirements	The organisation shall implement a training plan for all personnel to effectively implement the SA8000 Standard as informed by the results of risk assessments. The organisation shall periodically measure the effectiveness of training and record their nature and frequency.		
Objective Evidence	Training Plan/Training Records/ Records of effectiveness evaluation/ Discussion with HR Manager/ SAR		
Cause			
Correction/containment			
Corrective action			

Next visit objectives

The objective of the assessment is to conduct a surveillance assessment and look for positive evidence to ensure the elements of the scope of certification and the requirements of the management standard are effectively addressed by the organisation's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organisations specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan.

Scope

Manufacturers Of Cotton Fabrics, Bath Linen, Bath Robes, Kitchen Linen, Blankets & Beddings, Tote Bags, Industrial Linen- Drop Cloth/ Dust Sheet Cleaning Rags and Wiping Cloth through the Process of Warping, Sizing, Weaving, Dyeing , Fabric Lamination, Cutting, Stitching, Checking, Packing and Dispatch

Outsourcing Process : Weaving(Partially Outsourced) Dyeing And Fabric Lamination

Contracted Process : Nil

Criteria

1. SA8000:2014 standard, Performance Indicator Annex, SAAS procedure 200, BSI Scheme manual requirements, Regulatory & Statutory requirements, Guidelines on auditing management systems19011:2018
2. Self-Evaluation Completed by client on Social Fingerprint and IE during Stage 1 and Stage 2
3. SA 8000 Manual, Policies & Procedure

Please note that BSI reserves the right to apply a charge equivalent to the full daily rate for cancellation of the visit by the organisation within 30 days of an agreed visit date.

Next Visit Plan

Date	Auditor	Time	Area/Process	Clause
			Site Tour - Production Floor	
			Top Management, Leadership and Commitment	
			Closure of previous Non Conformities - Effectiveness of corrective actions and verifications since the last audit/Actions / Non-Conformity / Incidents / Complaints	
			Management clause 9-Management System Functions including Management Review, Internal Audit and Corrective Action / Training	
			Legal Compliance at Workplace ; Licence; Consent / Permission as per Factory Act / Rules; Pollution Control Board etc	
			Risk Management / Prevention (HIRA & Controls) Health & Safety CI-3 & SAAS Procedure. 200. Training / Near Miss; Incident; Accident, Mock Drill; Emergency Evacuation Plan & Rescue Operation Team Effectiveness	
			Legal compliances - Child Labour, Forced Labour, Disciplinary actions & Discrimination (1,2, 5 & 6)	
			Legal compliances - Freedom of Association & Right to Collective Bargaining , Health and Safety (Accidents), Working Hrs / Remuneration & Benefits / BNW CI-(4,5,7,8)	
			Worker representative Interview role and activities to date like committee meetings and action	
			Complaints and Organizations Response; New Problems / Issues related to Social Performance of the facility. – Meeting with Trade Union / NGO's	
			Workers interview - Individual and in groups & SPT Interviews	
			Control of Suppliers / Subcontractor	
			1st CAV and 2nd CAV shall be Semi announced audit with 8 week window period and a refusal of these will lead to the SA 8000:2014 certificate suspension/ withdrawing	
			Clause 1 (Performance Indicators in CAV 2&4)	
			Clause 2 (PI in CAV 1&3)	

			Clause 3 (PI in All CAVs)	
			Clause 5 (PI in CAV 1&3)	
			Clause 6 (PI in CAV 1&3)	
			Clause 7 (PI in All CAVs)	
			Clause 8 (PI in All CAVs)	
			Clause 9 (PI in All CAVs)	
			IE	

Appendix: Your certification structure & ongoing assessment programme

Scope of Certification

SA [REDACTED] (SA 8000:2014)

Manufacturers Of Cotton Fabrics, Bath Linen, Bath Robes, Kitchen Linen, Blankets & Beddings, Tote Bags, Industrial Linen- Drop Cloth/ Dust Sheet Cleaning Rags and Wiping Cloth through the Process of Warping, Sizing, Weaving, Dyeing , Fabric Lamination, Cutting, Stitching, Checking, Packing and Dispatch

Outsourcing Process : Weaving(Partially Outsourced) Dyeing And Fabric Lamination

Contracted Process : Nil

Assessed location(s)

RAJAPALAYAM / SA 720966 (SA 8000:2014)

Location reference	0047749571-000
Address	[REDACTED] [REDACTED], [REDACTED] [REDACTED] TAMIL NADU [REDACTED] INDIA
Visit type	Stage 2 Audit
Assessment reference	3103145
Assessment dates	03/12/2019
Audit Plan (Revision Date)	18/11/2019
Deviation from Audit Plan	No
Total number of Employees	172
Effective number of Employees	172
Scope of activities at the site	Manufacturers Of Cotton Fabrics, Bath Linen, Bath Robes, Kitchen Linen, Blankets & Beddings, Tote Bags, Industrial Linen- Drop Cloth/ Dust Sheet Cleaning Rags and Wiping Cloth through the Process of Warping, Sizing, Weaving, Dyeing , Fabric Lamination, Cutting, Stitching, Checking, Packing and Dispatch Outsourcing Process : Weaving(Partially Outsourced) Dyeing And Fabric Lamination Contracted Process : Nil
Assessment duration	3.5 day(s) on site and 0.5 man day off site report preparation

Certification assessment program

Certificate Number - SA [REDACTED]

Location reference - [REDACTED]

		Audit 1	Audit 2	Audit 3	Audit 4	Audit 5	Audit 6	Audit 7
Business area/Location	Date (mm/yy):	Stage 2-12/19	CAV 1- Semi announced and 6 months post certification approval	Follow up Review 1- Announced and Sixth month from CAV 1	CAV 2- Semi announced and 18 months post certification approval	Follow up Review 2 - Announced Sixth month from CAV 2	RA -1 - Announced and 6 months prior to certificate expiry	Follow up Review -3- Third month after RA 1
	Duration (days):	4.0	2.5	1.0	2.5	1.0	3.0	1.0
Site Tour - Production Floor		X	X	X	X	X	X	X
Top Management, Leadership and Commitment		X	X	X	X	X	X	X
Closure of previous Non Conformities - Effectiveness of corrective actions and verifications since the last audit/Actions / Non-Conformity / Incidents / Complaints		X	X	X	X	X	X	X
Management clause 9= Management System Functions including Management Review, Internal Audit and Corrective Action / Training		X	X	X	X	X	X	X
Legal Compliance at Workplace ; Licence; Consent / Permission as per Factory Act / Rules; Pollution Control Board etc		X	X	X	X	X	X	X
Risk Management / Prevention (HIRA & Controls) Health & Safety CI-3 & SAAS Procedure. 200. Training / Near Miss; Incident; Accident, Mock Drill; Emergency Evacuation Plan & Rescue Operation Team Effectiveness		X	X	X	X	X	X	X
Legal compliances - Child Labour, Forced Labour, Disciplinary actions		X	X	X	X	X	X	X

& Discrimination (1,2, 5 & 6)							
Legal compliances - Freedom of Association & Right to Collective Bargaining , Health and Safety (Accidents), Working Hrs / Remuneration & Benefits / BNW CI- (4,,5,7,8)	X	X	X	X	X	X	X
Worker representative Interview role and activities to date like committee meetings and action	X	X	X	X	X	X	X
Outside Communication	X		X		X	X	
Complaints and Organizations Response; New Problems / Issues related to Social Performance of the facility. – Meeting with Trade Union / NGO's	X	X		X		X	X
Workers interview - Individual and in groups & SPT Interviews	X	X	X	X	X	X	X
Control of Suppliers / Subcontractor	X	X	X	X	X	X	X
1st CAV and 2nd CAV shall be Semi announced audit with 8 week window period and a refusal of these will lead to the SA 8000:2014 certificate suspension/ withdrawing		X		X			
Clause 1 (Performance Indicators in CAV 2&4)	X	X	X	X	X	X	X
Clause 2 (PI in CAV 1&3)		X		X		X	X
Clause 3 (PI in All CAVs)	X	X	X	X	X	X	
Clause 4 (PI in CAV 3&5)				X		X	X
Clause 5 (PI in CAV 1&3)		X		X		X	X
Clause 6 (PI in CAV 1&3)		X		X		X	X
Clause 7 (PI in All CAVs)	X	X	X	X	X	X	X
Clause 8 (PI in All CAVs)	X	X	X	X	X	X	X
Clause 9 (PI in All CAVs)	X	X	X	X	X	X	X
IE	X	X		X		X	
Re Certification Audit						X	
Follow up Review			X		X		X

Definitions of findings:

Non-conformity:

Non-fulfilment of a requirement.

Major nonconformity:

Nonconformity that affects the capability of the management system to achieve the intended results. Nonconformities could be classified as major in the following circumstances:

- If there is a significant doubt that effective process control is in place, or that products or services will meet specified requirements;
- A number of minor nonconformities associated with the same requirement or issue could demonstrate a systemic failure and thus constitute a major nonconformity.

Minor nonconformity:

Nonconformity that does not affect the capability of the management system to achieve the intended results.

Opportunity for improvement:

It is a statement of fact made by an assessor during an assessment, and substantiated by objective evidence, referring to a weakness or potential deficiency in a management system which if not improved may lead to nonconformity in the future. We may provide generic information about industrial best practices but no specific solution shall be provided as a part of an opportunity for improvement.

Observation:

It is ONLY applicable for those schemes which prohibit the certification body to issue an opportunity for improvement.

It is a statement of fact made by the assessor referring to a weakness or potential deficiency in a management system which, if not improved, may lead to a nonconformity in the future.

A CRITICAL non-conformity [CNC] SHALL be issued in the case of:

- a) A grievous breach of the SA800 Standard that results in severe impact to individual rights, life, safety and/or SA8000, SAI or SAAS' reputation. That includes:
1. A breach of the ethical standards;
 2. Immediate threats to workers lives; and/or
 3. Grievous and intentional violations of human rights.

Time bound Non conformity:

Special non-conformities that can only raised as a result of audit evidence and findings that show that client organisation meets the local law BUT NOT the higher requirements of SA8000:2014 or vice versa.

How to contact BSI

Should you wish to speak with BSI in relation to your registration, please contact your customer service officer.

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(Off) Spurtank Road
Chetpet
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E-mail (for corrective action plans): bsichennai@bsigroup.com

Notes

This report and related documents are prepared for and only for BSI's client and for no other purpose. As such, BSI does not accept or assume any responsibility (legal or otherwise) or accept any liability for or in connection with any other purpose for which the Report may be used, or to any other person to whom the Report is shown or in to whose hands it may come, and no other persons shall be entitled to rely on the Report. If you wish to distribute copies of this report external to your organisation, then all pages must be included.

BSI, its staff and agents shall keep confidential all information relating to your organisation and shall not disclose any such information to any third party, except that in the public domain or required by law or relevant accreditation bodies. BSI staff, agents and accreditation bodies have signed individual confidentiality undertakings and will only receive confidential information on a 'need to know' basis.

This audit was conducted on-site through document reviews, interviews and observation of activities. The audit method used was based on sampling the organization's activities and it was aimed to evaluate the fulfilment of the audited requirements of the relevant management system standard or other normative document and confirm the conformity and effectiveness of the management system and its continued relevance and applicability for the scope of certification.

As this audit was based on a sample of the organization's activities, the findings reported do not imply to include all issues within the system.

Regulatory compliance

BSI requires to be informed of all relevant regulatory non-compliance or incidents that require notification to any regulatory authority. Acceptance of this report by the client signifies that all such issues have been disclosed as part of the assessment process and agreement that any such non-compliance or incidents occurring after this visit will be notified to BSI as soon as practical after the event.