

Client RAG Document Type Audit Report  
 QIMA Service No R-Cloud-24134921 Factory Name Platinum Apparel Manufacturing Company Ltd.

## General Information

Audit Date	12-Aug-2024	Lead Auditor / Auditor	Aulad Hossain (APSCA number: CSCA 21701688)/Md. Shakir Ahmed (APSCA number: CSCA 21705629)
Industry	Textile, Apparel, Footwear & Accessories	GPS Location	Latitude: 23.8938455, Longitude: 90.3089869
Supplier ID (from client)	DAWPLA	Supplier Address	Charabagh, Ashulia, Savar, Dhaka-1341, Bangladesh.

## Audit Result

<b>Overall Score</b>	<b>9.31</b>	<b>/10</b>
<b>Color Indicator</b>	<b>GREEN</b>	<b>Approved</b>

## CAP Status

<b>CAP Due Date</b>	<b>12-Oct-2024</b>
<b>CAP Status</b>	<b>Waiting for implementation</b>
<b>CAP Accepted by RAG?</b>	<b>Waiting for CAP</b>
<b>Expiry Date</b>	<b>01-Nov-2026</b>



Valid until: 01-Nov-2026

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## Basic Information

Date of Formation	18-Nov-2012	Business license No.	17966/Dhaka
Legal Status	Private Limited Company	Business Licence Issue Date	19-Mar-2015
Owner Name	Md. Ikbal Alam	Business License Expiry Date	30-June-2024
Total Area	42,950 SQF	Year of Establishment	2016 (Production start)

## Products Information

Industry	Textile, Apparel, Footwear & Accessories	Product Category	Woven Garments
Main Products	All kinds of Woven items (Shirts, Trousers, Outwears, Ladies Blouses, Ladies Tops, Jackets etc.)	Main Market Destination	Europe
Last Year's Turnover	\$15 Million	Production Capacity(pieces/month)	220,000 Pcs

## Management

Factory Manager	Md. Wahiduzzaman	Health & Safety Manager	Atikur Rahman-Maintenance Manager
HR Manager	Sukur Ali- Manager (Admin, HR & Compliance)	Production Manager	Md. Moniruzzaman-ED

## Subcontractors/Homeworkers

Please list names & addresses of fabric mill(s) used by factory	<p><b>Hoorain Hi-Tech Fabrics Limited</b> Address: Bejura, Madhabpur, Habiganj, Bangladesh</p> <p><b>DEPEI</b> Address: 3<sup>rd</sup> Building, Yaofangmen Heritage Park, No 9-8, Xianyo Road, Yaohua Street, Qixia District, Nanjing, China</p>
Does factory uses any subcontractor? If yes, details	<p>Yes, factory has below subcontract process for washing.</p> <p><b>Sinha Knit &amp; Denims Limited</b> Plot#102, Muza-Tenguri, Zinari Bazar, Savar, Dhaka Contact Person: Md. Liakot Akbor E-mail: <a href="mailto:Liakot@sinhakdl.com">Liakot@sinhakdl.com</a></p>
Does factory uses any homeworkers? If yes, details	No, factory does not use any homeworkers.

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Does factory uses any agency provide labour? If yes, details	No, factory does not use any agency workers.
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## Workforce

Total employees at time of audit: 790

Number of Shirts/Working Time: 01 shift 08:00 – 17:00. Beside security has 03 shifts, 06:00-14:00; 14:00-22:00 and 22:00-06:00 respectively.

Employees Position	Total Employees	Male Employees	Female Employees
Management/Administration	80	74	6
Fabric Room	3	3	0
Cutting Room	34	26	8
Pattern Making	3	3	0
Sewing Lines	522	192	330
Finishing Dept	45	28	17
Pressing Dept	12	12	0
Packing Dept	7	7	0
QC	4	4	0
Warehouse	3	3	0
Other	77	45	32
<b>Total # of Employees</b>	<b>790</b>	<b>397</b>	<b>393</b>

Employees Data at factory	Total Employees	Male Employees	Female Employees
In Management Positions	16	15	1
Permanent Workers	634	326	308
Temporary Workers	0	0	0
Apprentices	0	0	0
On Probation	120	43	77
With Disabilities	0	0	0

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<b>Union /committee /Representative Members</b>	19	13	6
<b>Pregnant</b>	0	0	0
<b>On maternity Leave</b>	1	0	1
<b>Total # of workers</b>	790	397	393

<b>Employees Region</b>	<b>Total Employees</b>	<b>Male Employees</b>	<b>Female Employees</b>
<b>Permanent Local Employees</b>	25	9	16
<b>Permanent Migrant Employees (National Citizens)</b>	765	388	377
<b>Permanent Migrant Employees (Foreign Citizens)</b>	0	0	0
<b>Temporary Local Employees</b>	0	0	0
<b>Temporary Migrant Employees (National Citizens)</b>	0	0	0
<b>Temporary Migrant Employees (Foreign Citizens)</b>	0	0	0
<b>Total # of Employees</b>	790	397	393

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Scoring Summary			
Criteria	Amount Score / 100	CRITICAL NCs	Weight (%)
<b>1. Monitoring and Documentation</b>	100	0	5
<b>2. Human Rights</b>			
2.1 Forced Labour / Disciplinary Measures	100	0	10
2.2 Child Labour / Young Workers	100	0	5
2.3 Discrimination, Harassment and Abuse	100	0	10
2.4 Freedom of Association & Right to Collective Bargaining	90	0	3
2.5 Grievance Mechanism	40	0	2
<b>3. Labour Practices</b>			
3.1 Regular Employment	100	0	5
3.2 Working Hours	60	0	5
3.3 Remuneration	100	0	5
3.4 Health and Safety	93	0	20
<b>4. Environment</b>			
4.1 Prevention of Pollution	80	0	10
<b>5. Fair Operating Practices</b>			
5.1 Anti-corruption	100	0	10
<b>6. Personnel Security</b>	100	0	10
<b>Result</b>			<b>100</b>
<b>Overall Score</b>	<b>9.31</b>		<b>/10</b>

<b>Color Indicator</b>	<b>GREEN</b>	<b>Approved</b>
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**Scoring System:**

- Less than 8.5 (non-compliant, desktop review/re-audit where applicable)
- Between 8.5 and 9 - Pass - Risk colour grading = Green & audit is valid for 1 year
- Greater or equal to 9 - Pass - Audit is valid for 2 years

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### APPENDIX 1: AUDIT CORRECTIVE ACTION PLAN

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## A. Checklist

Remark:

1, The below checklist will be checked from the process of audit including management/workers interview, factory tour and documents review. At least 10 workers shall be selected for interview base upon their employment length, work section and gender etc.

2, The following abbreviation for audit methods are recommended in comments section. Auditors shall make sound judgements base upon the real situation on site.

**MI:** Management interview

**WI:** Workers interview

**DR:** Documents review

**FT:** Factory tour

**OB:** Observation

**Sc:** Score

**Co:** Comment

**CRI:** Critical checkpoint, if a non-compliance is found on this checkpoint, section score becomes 0/100

1. Monitoring and Documentation						
The suppliers' operation must be compliant with all applicable national laws, labour regulations and minimum standards related to its activities.						
- business license						
- employee's personal data file						
- payroll ledgers, time records, legal benefits proof						
- ethical documents (such as hiring policy, female workers' rights protection policy, anti-discrimination policy)						
- permits or approval documents issued by local authority						
- computer system						
Checkpoint		Result		Co	Sc	Total
		Compliant	Non-compliant			
1.1	Is a valid and relevant business license obtained from the authority to run the suppliers' business?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/20 0 <b>CRI</b>	100/100
1.2	Is the employee's personal data file maintained with copy of identification documents and employment contract?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/20 0	
1.3	Are all the concerned payroll ledgers, time records, legal benefits proof maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/20 0	
1.4	Are factory ethical documents such as hiring policy, female workers' rights protection policy, anti-discrimination policy etc are well maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	10/10 0	
1.5	Are all the concerned permits or approval documents issued by local authority maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	10/10 0 <b>CRI</b>	
1.6	Is there one computer system for recording this information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI	10/10 0	
1.7	Organisational Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI	10/10 0	

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## 2. Human Rights

### 2.1 Forced Labor / Disciplinary Measures

The suppliers shall at all times respect, protect and fulfill its obligations to ensure human rights are being observed in its workplace. It is also the organization’s full responsibility to ensure that such respect on human rights is being observed in its sphere of influence.

The suppliers shall at all times respect, protect and fulfill its obligations to ensure human rights are being observed in its workplace. It is also the organization’s full responsibility to ensure that such respect on human rights is being observed in its sphere of influence.

- dormitory
- security guards
- bonded labor
- monetary deposits
- threat of illegal penalty or any other illegal sanctions
- overtime on a voluntary basis
- use of Prison Labour is forbidden
- retention of passports or other identity documents is forbidden

Checkpoint	Result		Co	Sc	Total	
	Compliant	Non-compliant				
2.1.1	Is dormitory provided for all employees? - Does the dormitory appear to be structurally sound and safe? - Is the dormitory not located in the same building of production and/or warehouse? - Are there sufficient exit routes for the dormitory? - Are sufficient and functional fire equipments such as fire alarm, fire extinguishers, exit panel, emergency lights etc available in the dormitory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/ WI	20/ 20	<b>100/100</b>
2.1.2	Are security guards (armed or unarmed) hired only to ensure the safety of the workforce but do not pose any kind of threat to them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 <b>CRI</b>	
2.1.3	Are there employees who are not allowed to quit their jobs because of bonded labour or that they have to repay debts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	20/ 20 <b>CRI</b>	
2.1.4	Are documents such as ID-cards, passports or birth certificates returned to the workers immediately after hiring?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	10/ 10 <b>CRI</b>	
2.1.5	Are employees requested to make monetary deposits to employer or any agent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 <b>CRI</b>	
2.1.6	Is there any employee who is working under the threat of illegal penalty or any other illegal sanctions? If yes, please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 <b>CRI</b>	
2.1.7	Are employees working overtime on a voluntary basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 <b>CRI</b>	
2.1.8	Is there forced, bonded or prison labour?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 <b>CRI</b>	

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## 2.2 Child Labor / Young Workers

Any forms of exploitation of children are forbidden as defined by International Labour Organization (ILO) and United Nations Conventions and/or by national law. The rights of young workers must be protected.  
 - at least 15 years of age (16 years old in China)  
 - young workers  
 - no child labour policy  
 - workers below 18 years of age may not be employed in hazardous conditions

Checkpoint	Result		Co	Sc	Total	
	Compliant	Non-compliant				
2.2.1	Are all employees at least 15 years of age, or above the national legal age for employment, including apprenticeship? <b>(All workers must be at least 16 years old in China. If No, please collect such information and report to the client Immediately.)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/ DR/ WI	40/ 40 <b>CRI</b>	100/100
2.2.2	Do young workers (employees who have not reached the age of 18 – national laws to be considered) have their legal rights protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ OB	20/ 20	
2.2.3	Is their written procedure in place that establishes a prohibition of illegal child labour?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/ 20	
2.2.4	Are employees below 18 years of age employed in hazardous conditions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/ 20 <b>CRI</b>	

## 2.3 Discrimination, Harassment and Abuse

No discrimination shall be tolerated in all the factory operations.  
 - no discrimination on compensation, benefits, job assignment, retirement provisions, access to service  
 - pregnancy or virginity tests  
 - mistreated or fired because of pregnancy  
 - overtime fairly  
 - harassment, physical coercion or verbal abuse

Checkpoint	Result		Co	Sc	Total	
	Compliant	Non-compliant				
2.3.1	Is compensation, benefits, job assignment, retirement provisions, access to service etc. provided to individual employees without any discrimination?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	30/ 30 <b>CRI</b>	100/100
2.3.2	Does any part of the employment procedure include pregnancy or virginity tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	10/ 10 <b>CRI</b>	
2.3.3	Is any female employee getting mistreated or fired because of pregnancy? (How is this audited?)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 <b>CRI</b>	
2.3.4	Are the opportunities to work overtime fairly given to all employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	30/ 30 <b>CRI</b>	
2.3.5	Is the workplace free from any act of harassment, physical coercion or verbal abuse?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	20/ 20 <b>CRI</b>	

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2.4 Freedom of Association & Right to Collective Bargaining						
All workers should have the right to form and join trade unions of their choice and to bargain collectively						
- freedom of Association						
- complain without being sanctioned						
Checkpoint		Result		Cot	Sc	Total
		Compliant	Non-compliant			
2.4.1	Is there a democratically elected free trade union affiliated to the factory? -Please take photos of relevant documents for evidence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/ DR/ WI	10/ 10	90/100
2.4.2	If there is no union, are there fair and effective parallel means to resolve grievances of workers (workers representatives...)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/ DR/ WI	10/ 10	
2.4.3	<b>Do the employees enjoy the freedom to establish or join in their own will any independent workers' organizations?</b> If yes, please provide the names of workers' organization and representative(s). -Please take photos of election records and relevant documents (meeting minutes, tracking records, etc.) for evidence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	30/ 30 <b>CRI</b>	
2.4.4	Are representatives of the workers' organization allowed to get in touch with their members in the workplace within the legal framework?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WI/ DR	0/ 10	
2.4.5	<b>Can workers freely complain without being sanctioned? (Provide information on complaint system in place)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	30/ 30 <b>CRI</b>	
2.4.6	Is there evidence that workers cannot efficiently communicate grievances directly to management without their direct supervisor involvement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI/ DR	10/ 10	
2.5 Grievance Mechanism						
Checkpoint		Result		Co	Sc	Total
		Compliant	Non-compliant			
2.5.1	Has "RAG Grievance Mechanism" Guidance been posted on-site? Please advise where it is located in the factory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MI/ WI	0/30	40/100
2.5.2	Has "RAG Grievance hotline" poster & stickers been posted on-site? Please check the following areas where the posters and stickers should be located: - Men and Women Toilet - Canteen Area - Information Board - Dormitory Please take pictures of the locations and if missing from a location, advise where it is missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/ WI	40/40	
2.5.3	Has "RAG Grievance Mechanism" been discussed or training provided with workers and representative ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MI/ WI	0/30	

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### 3. Labour Practices

The labour practices of an organization include all policies and practices relating to work performed within, by or on behalf of the organization, including subcontracted work.

**3.1 Regular Employment**  
 - issue an employment contract  
 - not engage in any kind of homeworking

Checkpoint		Result		Co	Sc	Total
		Compliant	Non-compliant			
3.1.1	Within the legal framework, the suppliers have the obligation to issue an employment contract to all employees. Permanent workers have long term contract, not only short-term contract renew.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/D R/WI	50/5 0	100/100
3.1.2	M/F ratio & Migrant or Local & Permanent / Casual status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ OB	20/2 0	
3.1.3	Unless prior approval is given by the client, the suppliers shall not engage in any kind of homeworking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI	30/3 0 <b>CRI</b>	

**3.2 Working Hours**  
 - Time record system in place  
 - Procedures and systems in place to make sure that  
 a) Regular working hours should in accordance with local law but can not exceed 48 hours per week in any standard week in total. And  
 b) Weekly working hours including overtime should not exceed 60 hours in any standard week.-  
 - Worker must have at least one day off in every seven-day period, or in exceptional circumstances at least two days off after 12 consecutively worked days when allowed by law.  
 - For exceptional circumstance when working hours exceed 60h/week (but not exceed 72h/w), all the following criteria must be met:

- Allowed by national laws;
- Allowed by a collective agreement freely negotiated with a worker’s organization representing the workforce;
- Appropriate safeguards are taken to protect the worker’s health and safety;
- The employer can demonstrate that exceptional circumstances apply such as accidents or emergencies.

Checkpoint		Result		Co	Sc	Score
		Compliant	Non-compliant			

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3.2.1	Please fill in the regular daily working hours and daily breaks start and end (for each shift):  <u>Regular Daily Working Hour:</u> <table border="1" data-bbox="204 456 817 546"> <thead> <tr> <th>Shift</th> <th>I</th> <th>II</th> <th>III</th> <th>IIII</th> </tr> </thead> <tbody> <tr> <td>Start</td> <td>08:00</td> <td>17:00</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>End</td> <td>NA</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> </tbody> </table> <u>Daily Break:</u> <table border="1" data-bbox="204 600 817 716"> <tbody> <tr> <td>Start</td> <td>13:00</td> <td>1:30</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>End</td> <td>14:00</td> <td>14:30</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Start</td> <td>NA</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>End</td> <td>NA</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> </tbody> </table>	Shift	I	II	III	IIII	Start	08:00	17:00	NA	NA	End	NA	NA	NA	NA	Start	13:00	1:30	NA	NA	End	14:00	14:30	NA	NA	Start	NA	NA	NA	NA	End	NA	NA	NA	NA	/				<b>60/100</b>
Shift	I	II	III	IIII																																					
Start	08:00	17:00	NA	NA																																					
End	NA	NA	NA	NA																																					
Start	13:00	1:30	NA	NA																																					
End	14:00	14:30	NA	NA																																					
Start	NA	NA	NA	NA																																					
End	NA	NA	NA	NA																																					
3.2.2	Is a time record system in place which shows the time in and time out of each worker for each day? Are the records accurate? (past 12-month time period required and 3 separate months to be reviewed)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR/ WI	0/20																																				
3.2.3	Are the working hours comply with national laws and collective agreements, which ever affords the greater protection for workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	20/2 0																																				
3.2.4	Are there procedures and systems in place to ensure that a) Regular working hours are not exceeding 48 hours per week, or, if stricter, in accordance with local law. b) No employee works more than 60h/week including overtime in any 7-day period unless in an exceptional circumstance when working hours will not exceed 72 hours in any seven-day period, and it is allowed by national law and collective agreement.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR/ WI	0/20																																				
3.2.5	Are the regular working hours not exceeding 48 hours per week, or, if stricter, in accordance with local law? Are the weekly working hours including overtime not exceeding 60 hours in any standard week? Is there any exceptional circumstance which the working hours exceed 60 hours per week? Please provide evidence and approval from client prior to audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	20/2 0 <b>CRI</b>																																				
3.2.6	Does the company ensure that all employees have at least one free day after six consecutive days worked (or 2 days off after 12 consecutive worked days when allowed by Law)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	20/2 0 <b>CRI</b>																																				
<b>3.3 Remuneration</b> - legal minimum wage / lowest basic wage - Living wage - meet the legal standard - no less than 125% of regular rate of pay for overtime hours. - legally required benefits (paid leave, maternity benefits, social insurance and any other mandated by the local law) - timely manner - deductions from wages for disciplinary reasons are prohibited - Add Social insurance participation M/F across 7 types of insurance and input this in an excel file screenshot in the audit																																									

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### Wage Data

Salary Range Monthly per Role (Male)	Administration	Management	Fabric room	Cutting Area	Printing	Sewing Lines	Finishing Dept	Quality	Packing	QC	Store	Other
Minimum (Including O/Time)	BDT 12,800.0	BDT 230,000.0	N/A	BDT 12,500.0	N/A	BDT 12,500.0	BDT 12,500.0	BDT 13,550.0	BDT 13,550.0	BDT 14,500.0	BDT 16,500.0	BDT 12,800.0
Average (Excluding O/Time)	BDT 13,040.0	BDT 344,000.0	N/A	BDT 13,025.0	N/A	BDT 13,767.5	BDT 13,500.0	BDT 13,911.5	BDT 13,775.0	BDT 21,750.0	BDT 18,250.0	BDT 12,900.0
Maximum (Excluding O/Time)	BDT 13,280.0	BDT 58,000.0	N/A	BDT 13,550.0	N/A	BDT 15,085.0	BDT 14,500.0	BDT 14,273.0	BDT 14,000.0	BDT 29,000.0	BDT 20,000.0	BDT 13,000.0
Minimum (Including O/Time)	BDT 13,100.0	BDT 230,000.0	N/A	BDT 15,335.0	N/A	BDT 15,412.0	BDT 14,819.0	BDT 16,896.0	BDT 16,754.0	BDT 14,500.0	BDT 16,500.0	BDT 14,422.0
Average (Including O/Time)	BDT 13,340.0	BDT 344,000.0	N/A	BDT 16,133.0	N/A	BDT 17,082.0	BDT 16,221.5	BDT 17,350.5	BDT 17,084.0	BDT 21,750.0	BDT 18,250.0	BDT 13,095.0
Maximum (Including O/Time)	BDT 13,580.0	BDT 38,000.0	N/A	BDT 16,931.0	N/A	BDT 18,752.0	BDT 17,624.0	BDT 17,805.0	BDT 17,314.0	BDT 29,000.0	BDT 20,000.0	BDT 15,768.0
Salary Range Monthly per Role (Female)	Administration	Management	Fabric room	Cutting Area	Printing	Sewing Lines	Finishing Dept	Quality	Packing	QC	Store	Other
Minimum (Including O/Time)	BDT 12,800.0	BDT 32,000.0	N/A	BDT 12,500.0	N/A	BDT 12,500.0	BDT 12,500.0	BDT 13,550.0	N/A	N/A	N/A	N/A
Average (Excluding O/Time)	BDT 12,800.0	BDT 18,000.0	N/A	BDT 13,025.0	N/A	BDT 13,767.5	BDT 13,025.0	BDT 13,550.0	N/A	N/A	N/A	N/A
Maximum (Excluding O/Time)	BDT 12,800.0	BDT 18,000.0	N/A	BDT 13,550.0	N/A	BDT 15,005.0	BDT 13,550.0	BDT 13,550.0	N/A	N/A	N/A	N/A
Minimum (Including O/Time)	BDT 15,621.0	BDT 21,000.0	N/A	BDT 15,335.0	N/A	BDT 15,477.0	BDT 15,348.0	BDT 16,040.0	N/A	N/A	N/A	N/A
Average (Including O/Time)	BDT 15,687.5	BDT 19,000.0	N/A	BDT 16,133.0	N/A	BDT 17,038.5	BDT 15,979.5	BDT 16,888.0	N/A	N/A	N/A	N/A
Maximum (Including O/Time)	BDT 15,754.0	BDT 18,000.0	N/A	BDT 16,931.0	N/A	BDT 18,600.0	BDT 16,611.0	BDT 16,896.0	N/A	N/A	N/A	N/A
Minimum wages as Local By Law per worker classification	BDT 12,800.0	N/A	N/A	N/A	N/A	BDT 12,500.0	BDT 12,500.0	BDT 12,500.0	BDT 12,500.0	N/A	N/A	BDT 12,800.0

Find more wage data information from below:  
[Worker M F Ratios & Wage comparison.xlsx](#)

### Living wage (For reference only)

Item No	Requirement	Result	Comments
LW.1	Is the factory aware of living wage?	YES	The factory has calculated living wage.
LW.2	Is there calculation method of living wage identified by the factory for comparing basic wage of workers?	YES	The calculation method of living wage identified by the factory for comparing basic wage of workers
LW.3	Is there satisfactory evidence that the factory provides sufficient remuneration that allows workers to meet a decent standard of living?	NO	The factory has calculated living wage. However, they pay wages as per legal requirements.

### Comparative Wage Structure

Minimum Wage (Issued by Government)	Living Wage Calculated by the Factory	Average Basic Wage for Regular Hours (full time, excl. OT+Benefits)	Average Wage Received in Total (incl. OT+Benefits)	Living Wage input by the Auditor	Difference (+/-) Between BW and LW	Difference (+/-) Between WRI and LW
12500	11137	13167	17582	21091 (Anker)	-9953	5000

\*BW stands for Basic Wage: This can be calculated based on the average level from sampled workers and overtime earnings should be excluded.

\*LW stands for Living Wage: Please calculate LW based on the "family basket calculation" (in IP) or refer to public benchmark (see below website).

\*WRI stands for Worker Representative Interviews, and worker representative average value of three sample months

\*When compare BW and LW, please consider LW calculated by the factory first. If a factory doesn't calculate a living wage for workers, the auditor should make the comparison between BW or WRI to LW which is calculated by auditor.

Auditor input can be from either public benchmark (if available) or family basket calculation which is feasible.

Below listings are several benchmarks, and auditors can refer below website of each benchmark and take the value directly. **Currently, only Anker Benchmark is free data to obtain, and Anker Benchmark is not available for all areas.**

- Anker Benchmark or Reference Value (ABRV) (<https://www.globallivingwage.org/>)
- Fair Wage Network Benchmark (FWNB) (<https://fair-wage.com/living-wage-database/>)
- Wage Indicator Benchmark (WIB) (<https://wageindicator.org/salary/living-wage/>)
- AFW2020 Benchmark (AFWB) (<https://asia.floorwage.org/living-wage/>)
- LW from Family Basket (FBB)

Checkpoint	Result	Co	Sc	Total
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		Compliant	Non-compliant																		
3.3.1	What is the regional legal minimum wage for the regular working time per month?  <u>Statutory Minimum Wage: BDT12500 per month</u>	/																			
3.3.2	<p>Is the company meeting the legal requirement for the lowest basic wage per month for employees?</p> <p>Machinist Wage:</p> <table border="1"> <thead> <tr> <th></th> <th>Excluding Overtime</th> <th>Including Overtime</th> <th>Including overtime and Benefits</th> </tr> </thead> <tbody> <tr> <td>Min</td> <td>12500</td> <td>15412</td> <td>15912</td> </tr> <tr> <td>Average</td> <td>13167</td> <td>17082</td> <td>17582</td> </tr> <tr> <td>Max</td> <td>15035</td> <td>18752</td> <td>19252</td> </tr> </tbody> </table> <p>(Notice: Take samples from 12 months, or looking at annual amounts paid to staff that have been there 12 months, exclude/ adjust for CNY if they don't work and don't get paid for that period)</p>		Excluding Overtime	Including Overtime	Including overtime and Benefits	Min	12500	15412	15912	Average	13167	17082	17582	Max	15035	18752	19252	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10 <b>CRI</b>
	Excluding Overtime	Including Overtime	Including overtime and Benefits																		
Min	12500	15412	15912																		
Average	13167	17082	17582																		
Max	15035	18752	19252																		
3.3.3	Are the wages for all workers, for both normal and overtime work performed meet the legal standard? Is overtime compensated no less than 125% of regular rate or meet the legal standard, whichever is higher?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10 <b>CRI</b>	<b>100/100</b>															
3.3.4	Does the company pay in accordance with local law for all worker? 1) Does the payment method in accordance with local law? 2) Is the time and frequency of payment in accordance with local law for all employees? 3) Does the factory pay legal benefit / compensations / entitlement for resigned employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10 <b>CRI</b>																
3.3.5	a. Does the company provide all legally required benefits to the worker? (This includes paid leave, maternity benefits, social insurance and any other mandated by the local law)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10																
3.3.6	b. Social Insurance Purchase Record (Local Govt exclusion allowance where applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10																
3.3.7	Are compensations paid in a timely manner as stipulated by the relevant labour regulations? If there is bonus, is it paid every 6 months at least?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10																
3.3.8	Are the dates of payment for all bonuses defined by contract between employer and employee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10																
3.3.9	Is a piece rate paid to workers? If Yes. Verify it is paid as a bonus incentive and not to achieve minimum wage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	20/20 <b>CRI</b>																

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3.3.10	Are any deductions from wages for disciplinary reason?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	10/1 0	
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**3.4 Health and Safety**  
**- Fire Safety Documents**

- Factory Property plan (Dormitory & Factory Floor Plans (per floor) / # of workers per floor)
- Building Fire Inspection certificate
- Inspection maintenance fire extinguishing systems

- Electrical Safety (**Certification** of electrical wiring and circuit box conditions; plan of the electrical system; qualified staff)  
 - Chemical Safety and Protective Equipment (records of all chemicals used; storage; Chemical containers; protective equipment and training; Eye wash & burn aid kit stations)  
 - Sanitation (potable drinking water; hygiene certificates)  
 - Accident/First Aid/Risk Assessment (accident/incident records; Infirmary; risk assessments relating to occupational health and safety risks)  
 - Machine/Equipment Operation and Maintenance (Training; safety/protective guards; license and maintenance records; Lockout practices and procedures; light system)  
**-Emergency exits must be unlocked during working hours, aisles and exits must be kept clear, and exits and evacuation routes must be sufficient to allow workers to exit safely.**  
**- A log of incidents and corrective action plans along with an updated status shall be maintained at all production facilities.**  
**- Regular inspection records for potentially dangerous equipment, such as boilers, must be kept accessible and up to date.**

Checkpoint	Result		Co	Sc	Total	
	Compliant	Non-compliant				
3.4.1	Factory property plan Dormitory & Factory Floor Plans (Per floor) showing locations of Emergency Exits / Fire extinguishers / Fire Hose Reels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2	<b>93/100</b>
3.4.2	Building Fire Inspection Certificate (Expiry date to be correspond with Audit validity period)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2	
3.4.3	<b>Fire Safety</b>					
	a. All aisles, exits and hallways are kept clear of obstruction and unblocked at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	4/4	
	b. <b>All exits are unlocked during working hours and are clearly marked.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	3/3 <b>CRI</b>	
	c. <b>Ensure ALL fire exits lead away from factory to assembly point / safe areas outside of grounds. (not into lane ways with no further escape)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	3/3 <b>CRI</b>	
	d. Every area in each floor is equipped with Smoke detector, Fire alarm, Gas detector? (if a gas detector is not relevant, please indicate in comments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2	
	e. All exits are indicated with light panels. Lights panel should work on battery for a minimum of 90 minutes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	3/3	
	f. Each area on each floor is equipped with Fire water system linked to smoke or fire detector?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	3/3	
	g. <b>All exits from factory are equipped of firebreak door.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2 <b>CRI</b>	
	h. <b>If required by local laws, firebreak door will be closed automatically in case of emergency. Doors can be open manually.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	3/3 <b>CRI</b>	

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	i. The width of any windows and every exit should be kept by at least 1.1meters wide and clear at all times)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	4/4
	j. The width of every door exit should be at least 0.9 metres wide (Verify # of workers per floor to calculate exit dimensions required according to China Code of Design on Building Fire Protection and Prevention (GB50016-2014) article 5.5.18.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	3/3 <b>CRI</b>
	k. Fire drills and fire safety training are conducted every quarter? The records with dated photo shall be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	3/3
	l. Firefighting equipment and signage and exclusion zone in the factories is functional, sufficient and accessible to the workforce.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	1/1 <b>CRI</b>
	m. Fire extinguishing equipment maintenance record and validity stamped (per item)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ OB	3/3
	n. Are all employees trained to use firefighting equipment? Make a real test with a trained employee how to use the fire extinguisher: any evidence to prove.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/3
	o. The height of placements of all fire extinguishers should be within 0.08-1.5 meters, and without any obstacle in front.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	4/4
	p. All fire extinguishers are accessible to everybody in the factory? (no more than 30 sec / 25 Metres from any position)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	3/3
	q. Extinguishers are conformed to ABC Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	3/3
	r. Fire alarms must be audible and operable and can be heard in all parts of the building;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2 <b>CRI</b>
	s. All the workers can exit the workplace within 3 minutes in case of emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	4/4
3.4.4	<b>Electrical Safety</b>				
	a. Factories should maintain suitable electrical wiring and circuit box conditions. (Provide certification of compliance)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	1/1
	b. Is there a plan of the electrical system in the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	2/2
	c. Does the factory employ qualified workers for maintenance of electrical wiring?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	2/2
	d. Check each electrical employee qualification and the maintenance records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	2/2
3.4.5	<b>Chemical Safety and Protective Equipment</b>				
	a. The factory keeps records of all chemicals used, separating hazardous and non-hazardous chemicals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	2/2
	b. Factories store chemicals separately and appropriately (with secondary containment). Storage must be safe, not on the floor. Only special team with prior access can open the storage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB/ MI	3/3
	c. Chemical containers are properly labelled in local language and English language.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2
	d. Factories must provide appropriate protective equipment and training for workers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR/ WI	0/2

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	e. Eye wash & burn aid kit stations are appropriately located and maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2
3.4.6	<b>Sanitation</b> a. Accessibility of potable drinking water for workers. Access unlimited? Date of opening are noted, no more than 1 month old.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB/DR	3/3
	b. Factories possess appropriate hygiene certificates for their canteen and its workers as required by law. Canteen is accessible to all employees and special menus can be done, for religion reason.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	3/3
	c. Are lavatory and or washroom facilities, clean, well maintained, adequate in number, separated by sex, and with relevant privacy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	1 /1
3.4.7	<b>Accident/First Aid/ Risk Assessment</b> a. Factories maintain detailed accident/incident records.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	2/2
	b. Are First Aid Kits easily accessible and clearly marked, and the contents within the expiry date applicable and replaced when used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	1/1
	c. Specify the # of workers trained on first aid?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/1
	d. Factories perform and document risk assessments relating to occupational health and safety risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	1/1
3.4.8	<b>Housekeeping</b> a. Housekeeping conditions relating to health and safety risks - (General) Photos of / Stairways & under/ Gardens / Roof Tops outside windows / Waste Storage areas / Boiler areas / Fire Escape routes to safety."	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	1/1
3.4.9	<b>Machine/Equipment Operation and Maintenance</b> a. Training on the proper and safe operation of machinery/equipment is provided to workers and recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	2/2
	b. All required safety/protective guards are secured in place, maintained in good operating condition and inspected regularly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/1
	c. Machine/equipment license and maintenance records for machinery and equipment are properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	1/1
	d. Proper Lockout practices and procedures are implemented to safeguard employees from unexpected start-up of machinery and equipment during service or maintenance activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/OB	1/1
	e. Machines are equipped with a light system in order to inform workers if it is working or not	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2
	f. Regular inspection records for potentially dangerous equipment, such as boilers, must be kept accessible and up to date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2

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4. Environment						
All relevant environmental laws and regulations must be closely followed by the suppliers.						
<b>4.1 Prevention of Pollution</b> - Waste Management (appropriate permits; Waste inventory and tracking records; licensed contractors) - Wastewater & Air Emissions Management (appropriate permits; Regular monitoring; system of recycling or re-use) - Environmental Management System (environmental legal register; environmental policy)						
Checkpoint		Result		Co	Sc	Total
		Compliant	Non-compliant			
4.1.1	<b>Waste Management</b>					80/100
	a. Obtain and maintain appropriate permits for onsite waste disposal as mandated by national law.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	5/5	
	b. Waste inventory and tracking records are maintained, including the disposal and treatment of both on-site and off-site waste. Is there one recycling policy set up by the companies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/20	
	c. Deliver hazardous waste to licensed contractors for offsite treatment and disposal only as required by appropriate authority.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	5/5	
	d. Are hazardous materials / chemicals properly stored, with relevant container and secondary container?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	5/5	
	e. Does the factory have MSDS and warning / "No Smoking" signs for each chemical product?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	5/5	
4.1.2	<b>Wastewater &amp; Air Emissions Management</b>					
	a. Obtain and maintain appropriate permits for wastewater/air emissions treatment and discharge, as restricted by law.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	5/5	
	b. Regular wastewater/air emissions monitoring (sampling & testing) is conducted, as required by law.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	0/10	
	c. Strictly comply with wastewater/air emission discharge limits established by competent authorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	5/5	
	d. Is there any system of recycling or re-use wastewater/air emissions within factory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR	0/20	

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Environmental Management System						
4.1.3	a. An environmental legal register is obtained and maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	10/10	
	b. An environmental policy is adopted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	10/10	

Additional questions	
Does the factory has a recognised environmental system certification? (for example: HIGG-FEM, Amfori BEPI, ISO14001, MADE IN GREEN by Oeko Tex, If yes, please give details)	HIGG-FEM
Does the factory has any sustainability systems present such as Chain of Custody? (for example: FSC,GRS,RCS,GOS,OCS,RWS,SVCOE etc, if yes, please give details)	GRS, GOTS, OCS, RCS

*Auditor is not required to verify the data in the table "Wastewater/GHG Data Analysis", information is filled by the audited factory, and collected by auditor.*

Wastewater/GHG Data Analysis		
For Information Only		
Criteria	Period 2022-2023 (up to June)	Period 2024 (up to June)
<b>Electricity Usage</b>	61,576.196 KWH	21,003.7 KWH
<b>Renewable Energy Usage:(If yes please advise the source of renewable of energy)</b>	N/A	N/A
<b>Gas Usage</b>	Nil	Nil
<b>Water Source: (please list all sources eg: local water supply, ground water, river etc)f</b>	Ground Water	Ground Water
<b>Water Usage</b>	Not calculated	Not calculated
<b>Water Discharged</b>	Not calculated	Not calculated
<b>Water Volume Discharged</b>	Not calculated	Not calculated
<b>Water Recycled</b>	Not calculated	Not calculated
<b>Water Volume Recycled</b>	Not calculated	Not calculated
<b>Total Waste Produced</b>	Not calculated	Not calculated
<b>Total hazardous waste Produced</b>	Not calculated	Not calculated
<b>Waste recycled</b>	Nil	Nil
<b>Waste to Landfill</b>	Nil	Nil
<b>Waste to Others(please give details)</b>	Not calculated	Not calculated
<b>Total Product Produced</b>	1,399,459 Pcs	750132 Pcs

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Has the factory completed any Carbon Footprint Analysis?(if yes please give details)	N/A	N/A
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5. Fair Operating Practices						
The practice of social responsibility includes how organizations exercise their influence on the supply chain to promote fair operating practices. Positive outcomes are often achieved out of organizations that provide the leadership for promoting the adoption of social responsibility among its trading partners.						
5.1 Anti-corruption						
- not promise, offer, or pay anything of value to a government official or members of a political party - not promise, offer, or pay anything of monetary value to any business or individual - not discuss with other Suppliers of the same industry						
Checkpoint		Result		Com ment	Sc	Total
		Compliant	Non-compliant			
5.1.1	Suppliers may not promise, offer, or pay anything of value to a government official or members of a political party to obtain or retain business or secure an improper advantage on behalf of customer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/O B	20/2 0 <b>CRI</b>	<b>100/100</b>
5.1.2	Suppliers may not promise, offer, or pay anything of monetary value to any business or individual in the private sector to obtain or retain business or secure an improper advantage on behalf of customer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/O B	30/3 0 <b>CRI</b>	
5.1.3	Suppliers will not discuss with other Suppliers of the same industry in order to set up an agreement on prices higher than real.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/O B	50/5 0	

6. Personnel Security						
Checkpoint		Result		Co	Sc	Total
		Compliant	Non-compliant			
6.1	Is there a procedure in place to screen prospective employees and to periodically check current employees? A process for hiring & interviewing applicants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	40/40	<b>100/100</b>
6.2	Is application information, such as employment history and references verified prior to employment? Civil state verified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	20/20	
6.3	Should each applicant fill-in personal data & application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	40/40	

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## B. Audit Comments

Questions	Comments for <b>compliance</b>	Comments for <b>non-compliance</b>
<b>Monitoring and Documentation</b>		
1.1	The factory license" found valid until 30/06/2025	
1.2	Based on document review and interviews it was noted that the factory has provided appointment letter and maintained personnel files.	
1.3	The factory management has demonstrated proper maintenance of the payroll ledgers, time records, and legal proof of benefits.	
1.4	Available policies found during documentation review include hiring policy, female workers' rights protection policy, and anti-discrimination policy.	
1.5	All the relevant permits or approval documents related to their constructions were issued by the respective.	
1.6	The factory utilizes a computer system for recording this information.	
1.7	The factory has presented an Organisational Chart for the auditor to review.	
<b>Human Rights</b>		
<b>Forced labour / Disciplinary Measures</b>		
2.1.1	No worker dormitory is present within the facility. It is not mandated by local law.	
2.1.2	The security guards are solely responsible for ensuring the safety of the workforce and do not pose any threat to the workers.	
2.1.3	There were no employees observed who were obliged to remain employed due to bonded labor or debt repayment.	
2.1.4	The factory solely gathers photocopies of ID cards, passports, or birth certificates.	
2.1.5	The employer doesn't use any agent and don't require employees to make monetary deposits.	
2.1.6	Documentary evidence and worker interviews confirmed that workers have not been subjected to any illegal penalties. In addition, auditors did not find any deductions related to such penalties during verification of wage and other payment records.	
2.1.7	No non-voluntary overtime observed among employees.	
2.1.8	The factory does not employ forced, bonded, or prison labor.	

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Child labour / Young workers		
2.2.1	The minimum hiring age of the factory is 18 years.	
2.2.2	The factory abides by a minimum hiring age of 18 years. No worker under the age of 18 was found to be employed in the factory.	
2.2.3	During audit, the factory has submitted their child labour policy for review.	
2.2.4	N/A, there are no young workers present in the factory as the minimum hiring age is 18 years. No worker under the age of 18 was found to be employed in the factory.	
Discrimination, Harassment and Abuse		
2.3.1	Individual employees are provided compensation, benefits, job assignments, retirement provisions, access to services, etc. without any discrimination.	
2.3.2	There are no pregnancy or virginity tests included in any part of the employment procedure.	
2.3.3	There were no instances of mistreatment or termination of female employees due to pregnancy observed.	
2.3.4	All employees are given fair opportunities to work overtime.	
2.3.5	Workplaces were found free from any act of harassment, physical coercion or verbal abuse. Also, anti-harassment committee was found active in the premise. Last committee formation date was 19-Jan-2020.	
Freedom of association & Right to Collective Bargaining		
2.4.1	Factory does not have any trade union. Also, it is not a legal requirement for this industry.	
2.4.2	Factory didn't have any trade union. Also, it is not a legal requirement. The factory has formed Participation Committee (PC) on 23-Nov-2022 where total 12 persons in the committee (06 from management side and 06 from workers side).	
2.4.3	The factory has formed Participation Committee (PC) through election on 23-Nov-2022 where total 12 persons in the committee (06 from management side and 06 from workers side).	

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2.4.4		Based on interview and document review, it was noted that PC (Participation Committee) meeting was not held within 02 months as per local law. The time gap between last two PC meetings (dated 15-June-2024 and 04-Apr-2024) was more than two months. In addition, issuance of meeting notice was not per law requirement of 07 days for general meeting. Last notice issue date was 14-Jun-2024, which was 01 day before the last meeting dated 15 June 2024. [Ref: Bangladesh Labour Law 2013, Section-207(1) and Bangladesh labor Rules 2015, Rule- 195]
2.4.5	Workers can freely complain through complaint box at toilet & main gate area, verbal complaint to welfare officer, Hotline number, anti-harassment committee and direct complaint to management. No such case was identified in the audit.	
2.4.6	Based on the floor tour and interviews it was noted that an anonymous grievance mechanism was there in the factory for the workers. Total 07 grievance boxes were available in the toilet areas and they check the boxes regularly (once in a week). Last checking dated 10-Aug-2024.	
<b>Grievance Mechanism</b>		
2.5.1		The factory has not posted "RAG Grievance Mechanism" Guidance on-site. [Ref: In accordance with RAG questionnaire 2.5.1]
2.5.2	During site tour it was noted that the factory has posted "RAG Grievance Hotline" poster & stickers in all prominent places like toilet, canteen, notice board etc.	
2.5.3		Based on document review and interviews it was noted that the factory has not provided training on "RAG Grievance Mechanism" yet to employee representatives. However, they have provided training to general workers. Last training date 26-Jun-2024. [Ref: In accordance with RAG questionnaire 2.5.3].
<b>Labour Practices</b>		
<b>Regular Employment</b>		
3.1.1	Based on document review and interviews it was noted that the factory has provided appointment letter and identity cards to all employees	
3.1.2	No foreign migrant labour was observed in the factory, and according to local law, there are no specific regulations regarding the employment of domestic migrant workers.	
3.1.3	N/A, The factory prohibits employees from working from home and no instances of at-home work found during the audit.	
<b>Working hours</b>		

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3.2.1	The factory operates for 8 hours as per regular working hour policy and takes a one-hour break/rest as per standard procedure.	
3.2.2		The facility management employs an electronic attendance system to record the daily attendance of employees. However, security guards use manual time register mentioning signature as well as A, B & C where no specific "IN" and "OUT" time mentioned. [Ref: In accordance with RAG COC 3.2.2]
3.2.3	Based on payroll documents review from randomly selected 03 sample months (June 2024, February 2024 and November 2023) and interviews it was noted that, regular working hour not exceeding 48hrs per week and total working hour including overtime hour not exceeded 60hrs per week in all reviewed sample months.	
3.2.4		It was noted through document review and management interview that factory did not take working hour approval from local labour department for security department. Note that in the factory security section has three (03) shifts/ eight hours each. However, for general worker's working hour approval has been found available from local authority. [Ref: Bangladesh Labour Law, 2006, section: 111(8)]
3.2.5	Based on payroll documents review from randomly selected 03 sample months (June 2024, February 2024 and November 2023) and interviews it was noted that, regular working hour not exceeding 48hrs per week and total working hour including overtime hour not exceeded 60hrs per week in all reviewed sample months.	
3.2.6	RAG granted exemption for this instance according to the documents provided by the factory. Based on payroll documents review from randomly selected 3 sample months (June 2024, February 2024 and November 2023) and interviews it was noted that, consecutive 15 days' work (1 June to 15 June 2024) and (1 Feb to 15 Feb 2024) was found without rest days for 10 out of 10 samples in June 2024 & Feb 2024. This was due to general work on weekends (June 07 and June 14) and (Feb 02 and Feb 09), which were adjusted with festival holidays, and local law allows it. Note that this is an isolated case and not the regular practice of the factory.	
<b>Remuneration</b>		
3.3.1	The factory complies with the local government's legal minimum wage declaration and pays 12500 BDT per month to workers classified as helper or assistant.	

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3.3.2	Based on payroll documents review from randomly selected 03 sample months (June 2024, February 2024 and November 2023) and interviews it was noted that, all the selected employees are being paid the minimum wage as declared by the government.	
3.3.3	Overtime is paid 200% of the base wage as per legal requirements.	
3.3.4	Factory pays worker salaries through online mobile banking within 7 working days. Last payment date was 07-July-2024 for June 2024. Note that July 2024 payment is pending due to recent political situation in all over the country. And for this reason factory has to close operation (4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Aug 2014).	
3.3.5	Based on document review and interviews, maternity and other compensations were found to be in compliance with local regulations	
3.3.6	During the audit, the factory presented a valid group insurance certificate from BGMEA and valid till 31 Dec 2024.	
3.3.7	The documents review and interview revealed that the facility has a system in place to compensate resigned workers within 30 working days after job cancellation, as required by law.	
3.3.8	The facility offers two bonuses annually preceding significant holidays and disburses them prior to the commencement of vacations.	
3.3.9	The factory does not have any piece rate workers.	
3.3.10	The factory does not have an illegal deduction system. However, during the audit, legal deduction such as unauthorized absence was noted.	
<b>Health and Safety</b>		
3.4.1	Based on factory tour it was noted that the factory has posted evacuation Plans.	
3.4.2	Based on the plant tour and documents review, it was noted that the factory has fire license which is valid till 30-Jun-2025.	
3.4.3		
a	All the aisles, exits, and hallways were found unobstructed and unblocked during the floor tour.	
b	A site tour conducted during the audit revealed that all exit doors found in an unlocked condition.	
c	The exits direct individuals towards the main gate assembly point and away from the production building.	

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d	During the floor visit and management interview, it was noted that the factory has installed total 81 interconnected smoke detectors, heat detector 24, and multi detector 116	
e	During site tour and document review, it was noted that the exits are indicated with light panels which work for minimum 90 minutes.	
f	Based on site tour, the factory has fire hose reel system connected to water supply.	
g	During the site tour, it was observed that the audited factory has installed fire rated door in all areas. Total 16 fire rated doors available in the factory.	
H	During the site tour, it was observed that the audited factory has installed fire rated door in all areas. Also those close automatically in case of emergency and can be opened manually.	
I	Based on site tour it was noted that the factory has emergency window on each floor as per legal requirements.	
J	The width of the exit was found to be compliant with the legal requirement.	
K	It was noted during document review and interviews that the factory conducts fire mock drill and provides firefighting trainings. The last fire drill dated 08-July-2024 and training date was 08-July-2024. Also training photos found with time and date.	
L	Fire equipment such as extinguishers, fire alarms, fire alarm call points, etc. was observed to be present in various locations during the site tour. Additionally, an exit sign was noted in the factory premise. During a random check of the fire alarm and the water hose both were found in active condition.	
M	Fire extinguishing equipment maintenance record and validity stamped was found available. Last fire extinguisher check date was 01-August-2024.	
n		Based on document review it was noted that the factory has required number of trained fire fighters as per legal requirements. However, during interview and live test, 02 out of 05 fire fighters were not aware how to ring fire alarm and fire extinguishers. [Ref: In accordance with RAG questionnaire 3.4.3 (n)].
o	The factory has a total 139 fire extinguishers and found unobstructed.	
p	All fire extinguishers found accessible to everybody in all of the areas.	

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q	Extinguishers are conformed to ABC Type while randomly checking. Note that factory has total 112 ABC, 25 CO2, 02 Foam, Automatic 05 extinguishers in the premise.	
r	The factory has installed 70 interconnected fire alarms and 26 call points, during live test fire alarm found functional, and can be heard from all areas.	
s	Based on fire drill records review it was noted that the last fire drill dated 08-July-2024 took 02 min 35 sec to evacuate from the workplace.	
3.4.4		
a	During site tour, no loose electrical wiring was observed at main production building as well as warehouse area.	
b	The plan for the electrical system in the building includes the installation of a substation and electrical distribution board (DB).	
c	Based on document review and interviews, the factory has 01 electrician and their licenses found valid.	
d	The audited factory has recruited 01 electricians. The last date of electrical DB checking was 01-Aug-2024, as observed during document review and management interview.	
3.4.5		
a	The factory's chemical list and inventory record for chemicals was observed through document review and interview.	
b	Based on the floor tour it was noted that chemical containers were kept with relevant secondary containers.	
c	Based on the floor tour it was noted that, chemical containers were labelled in local language and English language.	
d		During site tour, most of the employees found using relevant PPE in relevant sections. In addition, the factory has provided PPE training to workers. Last training dated 29-July-2024. However, approximately 15% employees in cutting section were working without using facemask. Moreover, 02 out of 03 fusing machine operators were working without using hand gloves. [Ref: In accordance with Bangladesh Labour Rules 2015, Rule 67(2)]
e	Based on floor tour it was noted that the eyewash facility was available in spot removing section.	
3.4.6		

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a	Based on floor tour it was noted that the factory has provided drinking water facility connected to RO water purifier on each floor. Drinking water test report was also available as per legal requirements.	
b	The facility has a dining with relevant facilities. Also, has the canteen area for dry food. The 3 <sup>rd</sup> party canteen boy possesses a health certificate. Also, factory has a canteen committee available in the premise.	
c	The male and female washrooms were observed to be clean and separate during the site tour. The factory has a total of 42 separate toilets, with 22 for males and 20 for females.	
3.4.7		
a	The audit revealed that the factory maintains an accident and injury register, and an analysis report found to be accessible. The factory also complies with legal regulations by submitting recorded accident and injury data to the Inspector.	
b	First Aid Kits easily accessible and clearly marked and the contents within the expiry date applicable and replaced when used.	
c		Based on document review, site tour and interviews it was noted that the factory has required number of trained first aider (48) as per legal requirements. Moreover, the factory has a medical room where they have appointed 01 doctor and 01 medical assistants, but no nurse was appointed as per legal requirement. [Ref: This violates Bangladesh Labour Rules 2015, Rule 55 (10) & 77 (1)].
d	Based on document review, factory conducted risk assessments relating to occupational health and safety risks.	
3.4.8		
a	During site tour, overall floor Housekeeping conditions relating to health and safety risks was in good condition.	
3.4.9		
a	The workers have been provided with training on machinery/equipment operation and their safety, and a record of the training has been maintained. The most recent date for machine safety training was on 10-Aug-2024.	
b		Based on site tour it was noted that all machines were installed with required safeguards. However, eye guard of approximately 15% visited overlock machines found displaced. In addition, needle guard of around 25% visited sewing machines found displaced. [Ref: In accordance with Bangladesh Labour Law 2006, section: 63].

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c	Based on document review, site tour and interviews it was noted that the factory has 01 boiler and 01 generator with valid license from the concerned authority. Also, maintenance records were found available.	
d	Proper Lockout practices and procedures are implemented to safeguard employees from unexpected start-up of machinery and equipment during service or maintenance activities. Every machine has been installed with emergency shutdown button.	
e	Most of the machines are equipped with a light system in order to inform workers if it is working or not. No discrepancy was noted during site tour.	
f	The factory provided maintenance records of the boiler and generator for review.	
<b>Environment</b>		
<b>4.1 Prevention of Pollution</b>		
<b>4.1.1</b>		
a	The factory does not require any permits for onsite waste disposal as per legal requirements.	
b	Based on document review and interviews it was noted that the factory keeps inventory records of wastes.	
c	The factory has a contract with third party waste collector to dispose all its wastes. The contractor has a valid license as well.	
d	During the floor tour, it was observed that the relevant chemicals were appropriately stored with secondary containment and labelled accordingly in the relevant sections.	
e	Based on floor tour, material safety data sheet (MSDS) was available for chemicals.	
<b>4.1.2</b>		
a	Factory has cut to pack manufacturing process, and Environment Clearance Certificate NOC.	
b	Based on document review and interviews it was noted that they have tested emitted air quality and wastewater as per legal requirements. Last test air quality from third party dated 01-Oct-2023.	
c	Based on document review and interviews it was noted that they have tested emitted air quality as per legal requirements. Last test from third party dated 01-Oct-2023.	
d		The factory does not have any procedure for reusing emitted air from generators and boilers. [In accordance with RAG questionnaire 4.1.2 (d)].

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4.1.3		
a	Environmental legal register was observed to be obtained and maintained by the factory during the audit.	
b	The factory has adopted an environmental policy.	
<b>5 Fair Operating Practices</b>		
<b>5.1 Anti-corruption</b>		
5.1.1	The factory has implemented an anti-corruption policy that includes this aspect.	
5.1.2	The factory has implemented both an anti-corruption policy and risk assessment program.	
5.1.3	A list of suppliers was identified during the audit. Also, evidence of communication among suppliers in the same industry not to collude on pricing higher than the market rate was observed.	
<b>6 Personnel Security</b>		
6.1	The factory has the procedure for screening prospective employees before they are hired and periodically.	
6.2	Based on document review it was noted that the factory checks employment history, references and civil status prior to employment.	
6.3	The applicant's personal data and application form were found to be filled up in accordance with the requirements during the audit.	

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## C. Audit Photos

### Facility Introduction & Production Process



Auditor on-site



Factory building – Outside view



Main entrance



Factory name board

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Cutting Section



Sewing section



Finishing section



Packing Section



Fabric store



Finished goods store

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Dining hall



Canteen



Toilet facility



Drinking water point



Boiler



First aid box

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Medical centre



Child care room



Evacuation plan



Illuminated exit sign and Fire alarm



Fire extinguisher



Emergency light

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Smoke Detector



Fire hose



Fire alarm call point



Fire alarm live test



Hose reel live test



Fire alarm control panel

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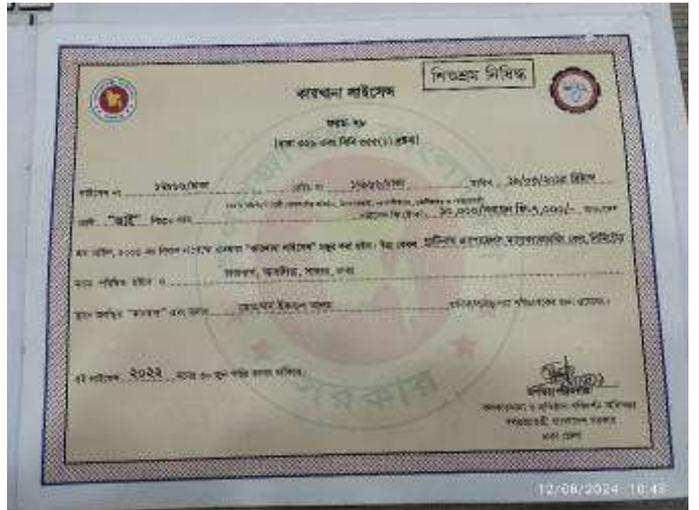
Exit door – Outward view



Exit door – Inward view



Incorporation Certificate



Factory license

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Fire license



Group insurance

Employee Name	12/20/23	12/21/23	12/22/23	12/23/23	12/24/23	12/25/23	12/26/23
12/20/23							
12/21/23							
12/22/23							
12/23/23							
12/24/23							
12/25/23							
12/26/23							

Time Card

Employee Name	Salary	Deductions	Net Pay
12/20/23			
12/21/23			
12/22/23			
12/23/23			
12/24/23			
12/25/23			
12/26/23			

Payslip

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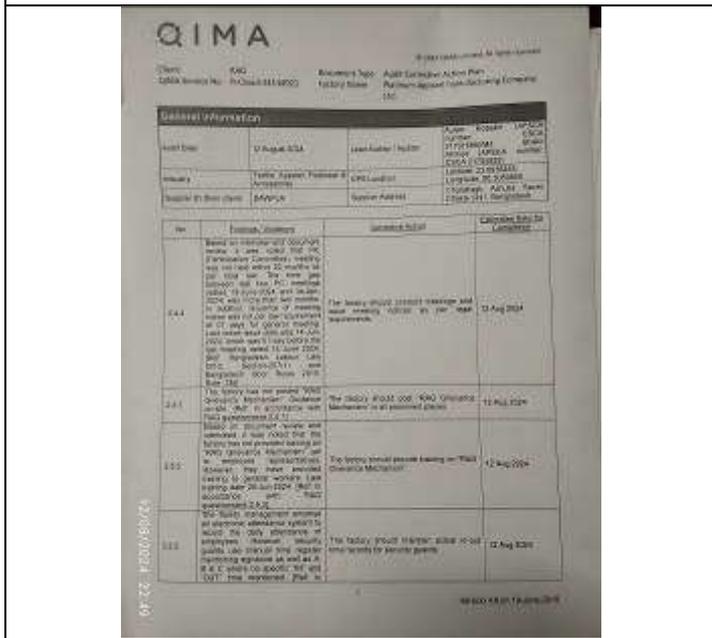
Document Type Audit Report  
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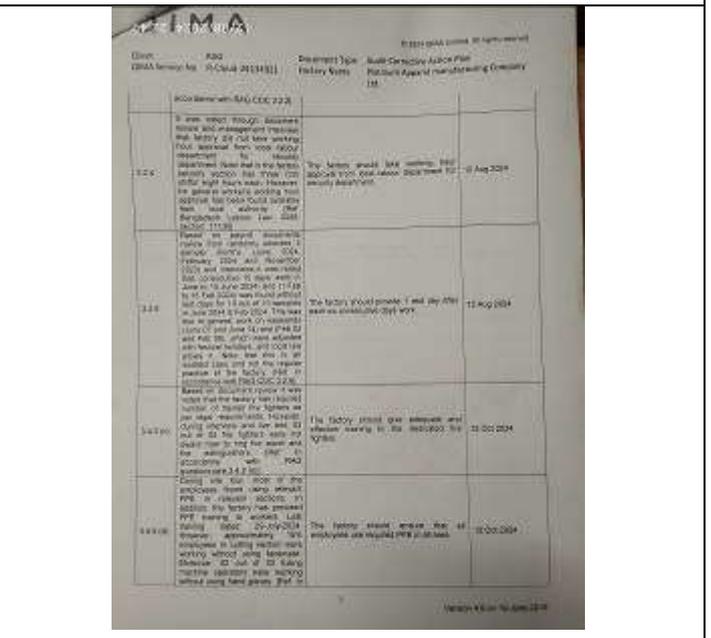
Signed QIMA audit Factory Acknowledgement



Signed Confirmation of QIMA COC

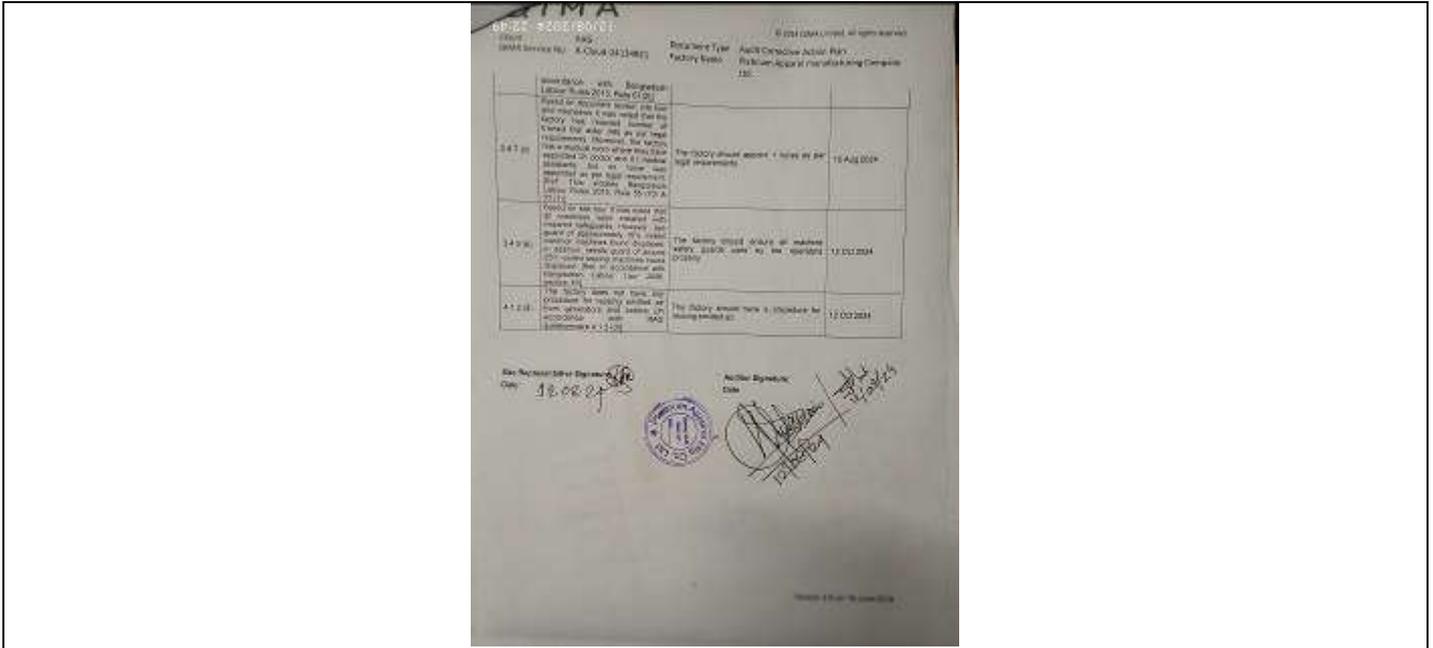


Signed CAP 01



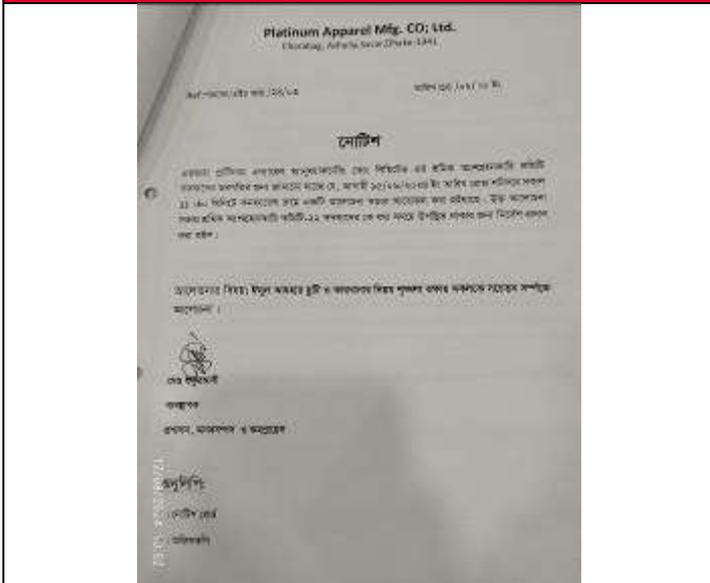
Signed CAP 02

Client: RAG | Document Type: Audit Report  
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Signed CAP 03

**NC Evidence Photo**



NC 2.5.2\_Notify was not sent before 7 days



NC 3.4.5 (d)\_Employees not using facemask

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NC 3.4.5 (d)\_Employees not using hand gloves



NC 3.4.9 (b)\_Eye guard displaced



NC 3.4.9 (b)\_Needle guard displaced

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## Audit Workers Interviews

### Group Interview

Questions	Comments from Auditor
2.1.1 Is dormitory provided for all employees? - Does the dormitory appear to be structurally sound and safe? - Is the dormitory not located in the same building of production and/or warehouse? - Are there sufficient exit routes for the dormitory? - Are sufficient and functional fire equipment such as fire alarm, fire extinguishers, exit panel, emergency lights etc available in the dormitory?	N/A. Factory does not have any dormitory facility. Also, it is not a legal requirement.
2.1.2 Are security guards (armed or unarmed) hired only to ensure the safety of the workforce but do not pose any kind of threat to them?	Based on workers' interview, no threat noted from security guards.
2.1.3 Are there employees who are not allowed to quit their jobs because of bonded labour or that they have to repay debts?	Based on workers' interview, no restriction to quit jobs.
2.1.4 Are documents such as ID-cards, passports or birth certificates returned to the workers immediately after hiring?	Based on workers' interview, only photocopy of personal documents taken during hiring.
2.1.5 Are employees requested to make monetary deposits?	Based on workers' interview, no monetary deposit required by office.
2.1.6 Is there any employee who is working under the threat of illegal penalty or any other illegal sanctions? If yes, please describe:	Based on workers interview, no threat, or illegal penalty has taken to them. Also, no such deduction been happened so far from wage verification.
2.1.7 Are employees working overtime on a voluntary basis? With a wage more important?	Based on workers' interview, OT is always on voluntary basis.
2.2.1 Are all employees at least 15 years of age, or above the national legal age for employment, including apprenticeship?	Based on workers' interview, minimum age requirement is 18 years.
2.3.1 Are compensation, benefits, job assignment, retirement provisions, access to service etc. provided to individual employees without any discrimination?	Based on workers' interview, no discrimination regarding employment condition was noted.
2.3.2 Does any part of the employment procedure include pregnancy or virginity tests?	Based on workers' interview, employment process never requires pregnancy or virginity test.
2.3.3 Is any female employee getting mistreated or fired because of pregnancy?	Based on workers' interview, no female employee got mistreated so far.
2.3.4 Are the opportunities to work overtime fairly given to all employees?	Based on workers' interview, workers get fair opportunity to work overtime.
2.3.5 Is the workplace free from any act of harassment, physical coercion or verbal abuse?	Based on workers' interview, no history of physical or verbal abuse was noted.
2.4.1 Do the employees enjoy the freedom to establish or join in their own will any independent workers' organizations? If yes, please provide the names of workers' organization and representative(s).	Based on workers' interview, management do not have any restriction on joining worker organization. The factory has a participation committee formed through election as well as trade union.
2.4.2 Are representatives of the workers' organization allowed to get in touch with their members in the workplace within the legal framework?	Based on workers' interview, workers get in touch with Participation Committee in case of any support needed. Also, grievance, anti-harassment committee meeting was done periodically.

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2.4.3 Do workers have the possibility to complain without being sanctioned? Can they easily be on strike? Ever happened?	During worker interviews, it was observed that there is no opportunity for workers to lodge complaints without being penalized. No instances of strikes have been reported in the factory. Nonetheless, there have been reports of some recent incidents of local violence due to which the factory management decided to halt work for a day and provided full attendance to the workers.
2.5.3 Has "RAG Grievance Mechanism" been discussed or training provided with workers and representative?	Factory didn't discuss regarding RAG grievance mechanism to its workers and workers representatives.
3.1.1 Within the legal framework, the suppliers have the obligation to issue an employment contract to all employees. Permanent workers have long term contract, not only short-term contract renew.	Based on workers' interview, workers received copy of appointment letter after confirmation of hiring.
3.1.2 Unless prior approval is given by the client, the suppliers shall not engage in any kind of home working.	Based on workers' interview, no home working is in practice in this factory.
3.2.3/3.2.4 Are there procedures and systems in place to ensure that no employee works more than 60h/week (ILO recommendation)? No More than 72h/week?	Based on workers' interview, they worked overtime hours not more than 60 hours per week.
3.2.5 Does the company ensure that all employees have at least one free day after six consecutive days worked (or 2 days free in 14 days period when allowed by Law)?	Based on workers' interview, consecutive workdays noted more than 15 days.
<b>3.3.1 Is the company meeting the legal requirement for the lowest basic wage per month for employees?</b>	Based on workers' interview, minimum wage is 12,500 BDT.
3.3.2 Are the wages for all workers, for both normal and overtime work performed meet the legal standard, whichever is higher?	Based on workers' interview, minimum wage is 12,500 BDT. Payment rate for overtime is double of the basic wage per hour.
3.3.3 Does the company provide all legally required benefits to the worker? (This includes paid leave, maternity benefits, social insurance and any other mandated by the local law)	Based on workers' interview, factory provides all kinds of legally required leave benefits. However, it's better to have sick and other leaves more supportive manner.
3.3.4 Are compensations paid in a timely manner as stipulated by the relevant labour regulations? Is there any cash advance possible? If there is bonus, is it paid every 6 months at least?	Based on workers' interview, they get salary payment by 07th of every following month and also get 02 festival bonuses every year. Further, all legal benefits like-maternity, resign, annual leave encashment etc. have been paid as per local regulations.
3.3.5 Are the dates of payment for all bonuses defined by contract between employer and employee?	Based on workers' interview, payment of both bonuses disbursed before festival leave starts.

## Final Comments from Auditor

The factory's auditor was able to conduct confidential interviews with workers who were freely chosen and not influenced by management. The interviews were conducted in an independent room within the workshop, and the workers were cooperative. Based on the evidence collected, the workers expressed positivity towards the workplace and management, stating agreement with factory rules. No workers reported any illegal penalties or discrimination; all workers receive legal benefits. Total working hour not exceeded 60 hours per week. However, workers didn't get 1 rest day in 7 days. Moreover, improvements needed in general health and safety conditions and the environment.

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## Individual Interview

Questions	Comments from Auditor
2.1.1 Is dormitory provided for all employees? - Does the dormitory appear to be structurally sound and safe? - Is the dormitory not located in the same building of production and/or warehouse? - Are there sufficient exit routes for the dormitory? - Are sufficient and functional fire equipments such as fire alarm, fire extinguishers, exit panel, emergency lights etc available in the dormitory?	N/A. Factory does not have any dormitory facility.
2.1.2 Are security guards (armed or unarmed) hired only to ensure the safety of the workforce but do not pose any kind of threat to them?	Based on workers' interview, no threat noted from security guards. They are ensuring the premise security only. No threat noted from security guards.
2.1.3 Are there employees who are not allowed to quit their jobs because of bonded labor or that they have to repay debts?	Based on workers' interview, no such cases happen ever.
2.1.4 Are documents such as ID-cards, passports or birth certificates returned to the workers immediately after hiring?	Based on workers' interview, only photocopy of personal documents taken during hiring.
2.1.5 Are employees requested to make monetary deposits?	Based on workers' interview, no monetary deposit required by office.
2.1.6 Is there any employee who is working under the threat of illegal penalty or any other illegal sanctions? If yes, please describe:	Based on documentary evidence and worker interview no threat or illegal penalty noticed by them. Also, no such deduction been happened so far from wage.
2.1.7 Are employees working overtime on a voluntary basis? With a wage more important?	Based on workers' interview, OT is always on voluntary basis.
2.2.1 Are all employees at least 15 years of age, or above the national legal age for employment, including apprenticeship?	Based on workers' interview, minimum age requirement is 18 years.
2.3.1 Are compensation, benefits, job assignment, retirement provisions, access to service etc. provided to individual employees without any discrimination?	Based on workers' interview, no discrimination regarding employment condition was noted. Workers are getting relevant all legal benefits.
2.3.2 Does any part of the employment procedure include pregnancy or virginity tests?	Based on workers' interview, employment process never requires pregnancy or virginity test.
2.3.3 Is any female employee getting mistreated or fired because of pregnancy?	Based on workers' interview, no female employee got mistreated so far.
2.3.4 Are the opportunities to work overtime fairly given to all employees?	Based on workers' interview, workers get fair opportunity to work overtime.
2.3.5 Is the workplace free from any act of harassment, physical coercion or verbal abuse?	Based on workers' interview, workplace free from any act of harassment, physical coercion or verbal abuse.
2.4.1 Do the employees enjoy the freedom to establish or join in their own will any independent workers' organizations? If yes, please provide the names of workers' organization and representative(s).	Based on workers' interview, management do not have any restriction on joining worker organization. The factory has a participation committee formed through election process. Also, trade union is available.
2.4.2 Are representatives of the workers' organization allowed to get in touch with their members in the workplace within the legal framework?	Based on workers' interview, workers get in touch with Participation Committee in case of any support needed. Also, grievance, anti-harassment committee meeting was done periodically.

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2.4.3 Do workers have the possibility to complain without being sanctioned? Can they easily be on strike? Ever happened?	During worker interviews, it was observed that there is no opportunity for workers to lodge complaints without being penalized. No instances of strikes have been reported in the factory. Nonetheless, there have been reports of some recent incidents of local violence due to which the factory management decided to halt work for a day and provided full attendance to the workers.
3.1.1 Within the legal framework, the suppliers have the obligation to issue an employment contract to all employees. Permanent workers have long term contract, not only short term contract renew.	Based on workers' interview, workers received copy of appointment letter after confirmation of hiring.
3.1.2 Unless prior approval is given by the client, the suppliers shall not engage in any kind of home-working.	Based on workers' interview, no home working is in practice in this factory.
3.2.3/3.2.4 Are there procedures and systems in place to ensure that no employee works more than 60h/week (ILO recommendation)? No More than 72h/week?	Based on workers' interview, they worked overtime hours not more than 60 hours per week.
3.2.5 Does the company ensure that all employees have at least one free day after six consecutive days worked (or 2 days free in 14 days period when allowed by Law)?	Based on workers' interview, consecutive workdays noted more than 15 days.
3.3.1 Is the company meeting the legal requirement for the lowest basic wage per month for employees?	Based on workers' interview, minimum wage is 12500 BDT.
3.3.2 Are the wages for all workers, for both normal and overtime work performed meet the legal standard, whichever is higher?	Based on workers' interview, minimum wage is 12,500 BDT. Payment rate for overtime is double of the basic wage per hour.
3.3.3 Does the company provide all legally required benefits to the worker? (This includes paid leave, maternity benefits, social insurance and any other mandated by the local law)	Based on workers' interview, factory provides all kinds of legally required leave benefits.
3.3.4 Are compensations paid in a timely manner as stipulated by the relevant labour regulations? Is there any cash advance possible? If there is bonus, is it paid every 6 months at least?	Based on workers' interview, they get salary payment by 07th of every following month and also get 02 festival bonuses every year. Further, all legal benefits like-maternity, resign, annual leave encashment etc. have been paid as per local regulations.
3.3.5 Are the dates of payment for all bonuses defined by contract between employer and employee?	Based on workers' interview, payment of both bonuses disbursed before festival leave starts.

## Final Comments from Auditor

The factory's auditor was able to conduct confidential interviews with workers who were freely chosen and not influenced by management. The interviews were conducted in an independent room within the workshop, and the workers were cooperative. Based on the evidence collected, the workers expressed positivity towards the workplace and management, stating agreement with factory rules. No workers reported any illegal penalties or discrimination; all workers receive legal benefits. Total working hour not exceeded 60 hours per week. However, workers didn't get 1 rest day in 7 days. Moreover, improvements needed in general health and safety conditions and the environment.

Client	RAG	Document Type	Audit Report
QIMA Service No	R-Cloud-24134921	Factory Name	Platinum Apparel Manufacturing Company Ltd.

**END**