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Auditee :	<b>Universal Menswear Ltd.</b>
Audit Date From :	<b>22/10/2020</b>
Audit Date To :	<b>22/10/2020</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the amfori BSCI platform</b>
Auditing Company :	<b>Intertek</b>
Auditor's Name(s) :	<b>Mamonur Rahman Khan(Lead), Md Ataur Rahman</b>
Auditing Branch (if applicable) :	<b>Intertek Bangladesh</b>

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



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p style="text-align: center;"><b>A</b> <b>Very Good</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated A</li> <li>• No Performance Areas rated C, D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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<p style="text-align: center;"><b>B</b> <b>Good</b></p>	<ul style="list-style-type: none"> <li>• Maximum 3 Performance Areas rated C</li> <li>• No Performance Areas rated D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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<p style="text-align: center;"><b>C</b> <b>Acceptable</b></p>	<ul style="list-style-type: none"> <li>• Maximum 2 Performance Areas rated D</li> <li>• No Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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<p style="text-align: center;"><b>D</b> <b>Insufficient</b></p>	<ul style="list-style-type: none"> <li>• Maximum 6 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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<p style="text-align: center;"><b>E</b> <b>Unacceptable</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
A	A	A	A	A	A	E	E	E	E	E	E	E																													
A	A	B	B	C	D	E	E	E	E	E	E	E																													
E	E	E	E	E	E	E	E	E	E	E	E	E																													
<p style="text-align: center;"><b>Zero Tolerance</b></p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

**Main Auditee Information**

Name of producer :	<b>Universal Menswear Ltd.</b>		
DBID number :	<b>363464</b>		
Audit ID :	<b>195818</b>		
Address :	<b>Plot No: 234-238 &amp; 252-254, Adamjee, EPZ, Shiddhirganj, Narayanganj</b>		
Province :	<b>Dhaka</b>	Country :	<b>Bangladesh</b>
Management Representative :	<b>Md. Billal Hossain</b>		
Contact person:	<b>Md. Billal Hossain</b>	Sector :	<b>Non-Food</b>
Industry Type :	<b>Textiles, clothing, leather</b>	Product group :	<b>Apparel</b>
Product Type :	<b>Woven Garments (Blazer &amp; Trouser)</b>		

**Audit Details**



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

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

**Executive summary of audit report**

Universal Menswear Limited is 100% export-oriented ready-made garments manufacturing company which is located at Plot No: 234-238 & 252-254, Adamjee, EPZ, Shiddhirganj, Narayanganj, Dhaka, Bangladesh. The total land area occupied by the facility is about 227,314 square feet and production area is about 266,410 square feet and storage area is about 97,954 square feet.

This amfori BSCI follow-up Audit was conducted by ITS Labtest Bangladesh Ltd. Two auditors (Mamonur Rahman Khan - APSCA: RA21700982, Md. Ataur Rahman - APSCA: 21702809) conducted the audit in one day (22nd October 2020) and verified the facility's operations against the amfori BSCI Code of Conduct and local legislation. Facility management was positive towards this audit and provided full access to the auditors.

Auditors conducted opening meeting also conducted site observation, workers, worker representatives, management interview, document review and closing meeting. Md. Billal Hossain – General Manager of HRD and Compliance was responsible for implementation of social compliance system in the facility.

Facility's working hours are as follows:

- There is 01 general shift which is from 08:00 am to 04:30 pm including 30 minutes lunch break by rotation from 12:00 pm to 2:00 pm.
- Facility has 03 shifts (06:00 am to 02:00 pm, 02:00 pm to 10:00 pm and 10:00 pm to 06:00 am) in security section with including 01-hour Interval for rest or meal in each shift by rotation.
- In general, the employee work for 06 days in a week (Saturday to Thursday) and Friday is weekly holiday. Weekly holiday for security sections are provided as rotation basis. All employees were recruited permanently and receive wages by monthly basis in local currency within 7th working day of the following month. The factory uses electronic time recording system (face detection) to record daily attendance.

Production capacity was Blazer: 240,000 pieces per month, Trouser: 280,000 pieces per month. Facility has started its operation since 2011. Main production processes were Cutting, Sewing, Finishing and Packing. Based on management interview, their major clients were from Europe and North America. On the audit day, total workforce strength was 4034 where 1507 employees were found present during audit day and rest of the employees were in layoff as per local law.

The facility premises consist of total 06 buildings and 02 sheds. Detail description is given below:

The site description is as below-

Building-01: (02 Storied)  
 Ground floor: Cutting section, CAD, Lab, sewing section, fabric store, office area, vacuum machine room.  
 Mezzanine floor: Finished goods store, canteen & workers dining.  
 1st floor: Sewing section, finishing section, finished goods. Inspection room.  
 2nd Mezzanine floor: Office area, workers' dining and kitchen.  
 Roof top: Prayer room, 90 % vacant.

Building 2: (04 Storied)  
 Ground floor: Sewing section, finishing section, finished goods store, child care room. Office  
 Mezzanine floor: Finished goods store, Worker dining, medical room.  
 1st floor: sewing section, finishing section, sample room, finished goods store.  
 2nd floor: sewing section, finishing section, finished goods store.  
 3rd floor: sewing section, finishing section, finished goods store, Idle machine area  
 Roof top: 100% vacant.

Building 3: (02 storied)  
 Ground floor: boiler room, generator room, substation. Chemical room.  
 1st floor: compressor. PFI room.  
 Roof top: 100% vacant.

Building 04 (single storied)  
 Ground floor: Security room and fire control room.

Roof top: 100% vacant.

Building 05: (single storied)  
Ground floor RMS room.  
Roof top: 100% vacant.

Building 06 (single storied)  
Ground floor: Fire hydrant room.  
Roof top: 100% vacant.

Shed 01: Fabric and accessories store.  
Shed 02: Wastage area.

**Opening Meeting:**

The audit process was started with an opening meeting where Md. Billal Hossain – General Manager of HRD and Compliance, Md. Nazrul Islam – Manager of Admin, HR and Compliance, Md. Atiqur Rahman - Asst. Manager of Admin, Md. Pias Mahmud - Asst. Manager of HRD and payroll, Md. Nazrul Islam (Jewel) - Asst. Manager of HRD and Compliance, Ms. Nasrin Jahan - Vice President of Participation Committee were present in the opening meeting from factory side. In a brief auditor described the whole audit process, standards, scope, and explained the amfori BSCI code of conduct and local laws to what extent these are related to this audit. Meanwhile, management assured the auditors to help throughout the audit process. Required documents were provided in time, photocopy of the required documents was also given in time. Facility management provided a separate room for conducting employee's interview. Besides, at the time of facility visit attitude of the facility management was good.

During site tour all areas of the facility such as cutting sewing, finishing, packing etc. were covered during the audit. Inside the facility premises, no other facility was found.

During COVID-19 situation the facility has taken some preventive actions. For example, they have arranged handwash arrangement and disinfection chamber at the factory gate. They ensured social distancing during entrance and exit. All employee temperature check through infra-red thermometer. The facility has ensured a cleaning schedule two times a day to disinfect the facility premise including common furniture and equipment.

All employees are permanent. 19 permanent employees were selected for interviews from different production processes. Among them 17 were female and 02 were male. On sample basis, payroll records and timecards for the month of September 2020 (current paid month), July 2020 (random paid month) and March 2020 (random paid month) were reviewed. Moreover, attendance register, production records, garments inspection report, broken needle register and many other documents relevant to this audit were reviewed by the auditors.

Improvement areas were identified in Social Management System and Cascade Effect (PA 1), Workers Involvement and Protection (PA 2), Fair Remuneration (PA 5), Occupational Health and Safety (PA 7).

Details of the findings are listed in respective section.

For other areas, no non-conformity was noted and the description is as below:

**PA 6 (Decent Working Hour):**

The facility has maintained working hours under the legal limit. Daily working hour is 8 hours shift and sometimes there are 2 hours overtime. The facility takes consent from the workers before doing overtime and overtime is voluntary. Weekly working hour found 48 hours in each sample months.

**PA (12): Protection of Environment:**

The facility fulfills the requirements of this performance area. Factory management has assessed sources of (generator & boiler) air emission and sound level. The factory management has separate designated area for storing wastage where kept by types and hazards. There is a monitoring system to the use of water quantity.

As this is a Follow-up audit, so the rest performance areas were corrected and not rated.

A closing meeting was conducted at end of the audit. All the attendees of opening meeting were also present in closing meeting. Auditors communicated all the findings in detail and discussed on the area of improvements to the auditees. The auditee was positive on the discussion and agreed on the area of improvements.

Note: As per EPZ Labor Act 2019, facility management went for the layoff due to having lack of work. In 1st phrase, facility sent 300 employees to layoff on 6th July 2020 to 3rd September 2020 and then again extended the lay off for those workers till 1st November 2020. In 2nd phrase, facility sent 600 employees to layoff on 10th August 2020 to 9th September 2020 and then again extended the lay off for those workers till 8th October 2020. After then, facility has revised the notice on 1st October 2020 and send total 2100 employees along with the previous employees to layoff till 30th October 2020. During audit day, 2528 employees were found went to layoff and all of them were getting layoff compensation as per EPZ Labor Act 2019, Section 15 and facility management was found taken all the layoff notices approval from the concern department named BEPZA Authority of Adamjee Export Processing Zone. All the said notices and BEPZA approval of those layoff has uploaded in the attached documents section.