






Audit Type : 1st Initial Audit		Audit Date : 31-Oct-20	
Supplier Details		Agent Details	
Name	Tag Industries Pte Ltd.	Fair Design Printing Ltd. (Sub-Con of Basundhara Garments Limited.)	
Postal Address	107, Dhaka Mymenshingh Road, North Tower	Shi-140/1 Chandpara, Gazipur Sadar,	
	Sector-7, Uttara, Bangladesh.	Gazipur, Bangladesh.	
Phone Number	88 02 8956197, 8956286, 8931030, 8931583	+88 01711-530017	
Fax Number	88 02 8962184		
Email id	hafiz@tagindustries.com.sg	sayid@fairdesign-bd.com	
Contact Person		Agent Details	
Name	Md.Motaher Hossain Jewel 	Md.Sayid Hossain	
Designation	Compliance Auditor	Managing Director	
Phone / Mobile Number	880-1709-646227	+88 01711-530017	
Email id	jewel@texebo-bd.com	sayid@fairdesign-bd.com	
Sl.No	Details of the Forms filled and acknowledged	No. of pages	Status (Strike out NA)
1	Social Compliance Evaluation : Form - 3	8	Filled
2	Corrective Action Plan : Form - 7	2	Filled
3	Corrective Action Plan : Form - 7 (Annexure - A)	1	Filled
4	Summary of Most Important Findings : Form - 7 (Annexure - B)	1	Filled
5	Basic Health and Safety Check : Form - 0 (Annexure - C)	4	Filled
6	Social Compliance Audit Findings Verification Update (Filled chart must be Attached with the report)	41	Filled
7	Opening Meeting Conducted with Top Management / Management Representative / Workers Representative		Yes
8	Closing Meeting Conducted with Top Management / Management Representative / Workers Representative		Yes
9	Does the auditor knows the local language of auditing premises		Yes
10	Does the auditor knows the local laws of auditing premises		Yes
We (the supplier & the supplier's factory) confirm and acknowledge that the above mentioned (no. of forms filled) _____06 forms are filled in front of us by the Takko Holding GmbH - Social Compliance Auditing team.			
The details provided by us (supplier) are true and correct to the best of our knowledge.			
Audit date:	31-Oct-20	Supplier Representative Name / Seal / Signature Md. Saiful Islam	Takko Auditors: 1) Name /Sign : Md. Fahim Rashek  2) Name /Sign : Ms. Naznin Ahmed 
Start time	9:35 AM	Manager HR, Compliance & Admin	
End time	3:40 PM	Cell # +88 01913-733473	
Total duration	06.05 Hours	E-mail: operation@fairdesign-bd.com Date : 31-Oct-20	



Social Report

TAKKO FASHION	CORRECTIVE ACTION PLAN (Form - 7)								
Factory Name	Fair Design Printing Ltd.(Sub-Con of Basundhara Garments Limited.)				Type of Audit : 1st Initial Audit				
Description	Conclusion	Management Response to Findings	Workers Representative Response to Findings	Requirements / Recommendations	Time Frame		Status	Comments	New End Date
					Start Date	End Date			
Employment is Freely Chosen	No Findings								
No Discrimination in Employment	No Findings								
No Exploitation of Child Labour	No Findings								
Freedom of Association and Right to Collective Bargaining	Facility has install Grievance/Suggestion box but workers are not properly aware on internal system of grievance handling. Log book is maintained but there is no significant complaint for last one year.	Agreed & Accepted	Workers Representative is aware regarding this issue and will discuss next PC meeting.	Management should make the internal grievance handling system effective. Should aware workers on whole process so that workers can freely lodge their complaint / suggestion. Management response on collected suggestion/complain (if any) should be communicated to workers.	31-Oct-20	31-Dec-20			
	During factory visit below information not found - 1) FWF Worker Information Sheet not found all over the factory. 2) FWF CoLP not posted all over the factory. 3) Covid-19 Safety Information Poster.	Agreed & Accepted	No Comments	Factory should ensure or posted FWF worker information sheet along with Covid-19 Safety Information Poster.	31-Oct-20	31-Dec-20			
	Takko COC not found in the factory.	Agreed & Accepted	No Comments	Factory should post the Takko COC.	31-Oct-20	31-Dec-20			
	Factory has no Anti- Harassment Committee but not as per High court Verdict.	Agreed & Accepted	Workers Representative is aware regarding this issue and will discuss next PC meeting.	Factory should have an Anti- Harassment committee as perper High court Verdict.	31-Oct-20	31-Dec-20			
Payment of Living wages	No Findings								
No Excessive Working Hours	No Findings								
	Factory did not conduct the fire drill in accordance with BFSCD. But Factory already applied to BFSCD for fire drill on 20.05.19. Last Fire drill conducted on : Last evacuation drill conducted on 13.08.20 (day) and 18.10.20(Night).	Agreed & Accepted	Factory PC member (V.P) Md. Golam Kibria acknowledge regarding this findings. He said that that, Factory is doing internal evacuation drill in a regular manner in every month.	Factory should conduct the fire drill in accordance with BFSCD as per law and should conduct the fire evacuation drill in a regular manner.	31-Oct-20	31-Dec-20			

Description	Conclusion	Management Response to Findings	Workers Representative Response to Findings	Requirements / Recommendations	Time Frame		Status	Comments	New End Date
					Start Date	End Date			
	Facility has child caregiver but she has no competency certificate from any concern authority.	Agreed & Accepted	Workers Representative is aware regarding this issue and will discuss next PC meeting.	Facility should conduct for Child caregiver	31-Oct-20	31-Dec-20			
	During plant tour it was noted that, Printing workers are not using proper PPE at 1st to 2nd floor.	Agreed & Accepted	Workers Representative is aware regarding this issue and will discuss next PC meeting.	Facility should aware printing workers regarding PPE using.	31-Oct-20	31-Dec-20			
Legally Binding Employment Relationship	No Findings								
	Factory IRC found expired on 30-June-20. Factory has applied to the concerned authority for updating IRC dated on 26-Aug-2020.	Agreed & Accepted	No Comments	Factory should renewal as soon as possible.	31-Oct-20	31-Dec-20			
Document Compliance	ID card not found for a good numbers of workers and are not using workers (workers didn't carry during entry time in the morning)	Agreed & Accepted	Workers Representative is aware regarding this issue and will discuss next PC meeting.	Factory should provide worker's ID cards as per rules immediately.	31-Oct-20	31-Dec-20			
Note : In case if any Locked room or Annexure Building found :Not Found (1) Open all locked rooms, inspect and give brief comment - Attach necessary Pictures. (2) Audit all the Annexure Buildings, inspect and give brief comment - Attach necessary Pictures.									
Comments : On 31-Oct-2020: 1) Factory measured workers temperature during entry time and recoded the temperature accordingly and only abnormal temperature recorded accordingly. Factory management has a task-force committee (05 members) to monitor the current outbreak of COVID-19. Factory yet not received Takko SOP from Agent. 2) Running Takko order found in the factory. (Order No: 2057434/01)									
Acknowledge & signed by: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Factory <u>Md. Saiful Islam</u> Manager HR, Compliance & Admin</p> <p>Date <u>31-Oct-20</u></p> </div> <div style="width: 45%;"> <p>Auditor 1 <u>Md. Fahim Rashid</u></p> <p>Auditor 2 <u>Ms. Naznin Ahmed</u></p> </div> </div> <p style="text-align: right;"><u>Date : 31-Oct-20</u></p>									
Note : We cannot rule out the possibility that there are issues of non-compliance that have not been reported in this audit report.									

**** Please use additional Annexure if necessary**



CORRECTIVE ACTION PLAN (Form - 7) (Annexure - A)

Factory Name :		Fair Design Printing Ltd. (Sub-Con of Basundhara Garments Limited.)			Type of Audit : 1st Initial Audit		Date: 31-Oct-20		
Description	Conclusion	Management Response to Findings	Workers Representative Response to Findings	Requirements / Recommendations	Time Frame		Status	Comments	New End Date
					Start Date	End Date			
No Findings									
Note : We cannot rule out the possibility that there are issues of non-compliance that have not been reported in this audit report.									

[Signature]

MRSL Report

TAKKO FASHION		TAKKO Holding GmbH					
		MRSL CORRECTIVE ACTION PLAN (MCAP) - Takko					
Agent Name :	Tag Industries Pte. Ltd.	Audit Date :	8-Feb-21				
Factory Name :	Basundhara Garments Limited	Type of Audit :	Audit-02				
Audited Facility Name :	Fair Design Printing Ltd.						
Description	Finding	Management Response to Findings	Time Frame		Status	Comments	New End Date
			Start Date	End Date			
Facility Management Commitment	No Findings						
Technical Officer	In accordance with Takko Assessment Check List (2.4) RSL,MRSL,Restricted Substance Discloser Form have not been communicated with the chemical and raw material suppliers by the facility responsible.	Facility are agreed to communicate RSL,MRSL and Restricted Substance Discloser Form with the suppliers.	31-Oct-20	20-Nov-20	Done	<u>Audit 02; 08-Feb-21:</u> During audit the issue was found corrected	
	In accordance with Takko Assessment Check List (2.13) Facility management didn't communicate with chemical and raw material suppliers regarding the importance of shipping chemicals/raw materials without Restricted Substance content to facility.	Facility will communicate with chemical and raw material suppliers regarding the importance of shipping chemicals/raw materials without Restricted Substance content to facility.	31-Oct-20	20-Nov-20	Done	<u>Audit 02; 08-Feb-21:</u> During audit the issue was found corrected	
	In accordance with Takko Assessment Check List (2.14) Facility technical officer has established waste management system but regular testing of all effluent stream is not included.	Facility management agreed and will take the necessary action.	31-Oct-20	30-Nov-20	Done	<u>Audit 02; 08-Feb-21:</u> Facility has applied 4th time to local govt authority for testing waste water which is required by law. The issue is done.	
Purchasing Practices	No Findings						
Restricted Substance Tracking	Facility doesn't have practice regarding Restricted Substance Tracking. Accordance with Takko Assessment Check List 4.1,4.3,4.5.)	Facility managements are agreed to track the Restricted Substance.	31-Oct-20	15-Jan-21	Not Done	<u>Audit 02; 08-Feb-21:</u> Facility has received only 02 restricted substance disclosure forms from manufacturers. After receiving the form they will be able to know if they have any restricted substances.	31-Mar-21
Restricted Substance Data	In accordance with Takko assessment checklist (2.8,5.1,6.3) Facility management doesn't maintain Restricted Substance Log.	Facility management are agreed to maintain Restricted Substances Log at Takko format.	31-Oct-20	15-Jan-21	Not Done	<u>Audit 02; 08-Feb-21:</u> Facility has received only 02 restricted substance disclosure forms from manufacturers. After receiving the form they will be able to know if they have any restricted substances.	31-Mar-21
	In accordance with Takko MRSL implementation guideline Facility should receive Restricted Substance Disclosure Form from Manufacturer. Facility didn't receive Restricted Substance Discloser Form from manufacturer.	Facility responsible will collect Restricted Substance Discloser Form from manufacturer.	31-Oct-20	31-Dec-20	Partly Done	<u>Audit 02; 08-Feb-21:</u> Facility has received 02 Restricted Substance Discloser Forms out of 14 manufacturers.	25-Mar-21
Raw Materials Control	In accordance with Takko assessment chekklist (6.2) and Takko MRSL Guideline. Factory doesn't have approved supplier and product list of raw materials/chemicals.	Facility responsible will prepare approved supplier and product list at Takko format.	31-Oct-20	15-Jan-21	Done	<u>Audit 02; 08-Feb-21:</u> During audit the issue was found corrected	
Transparency Requirements	As per Takko Assessment Check List (7.1), Facility is not able to provide restricted substance inventory publicly available.	Facility will provide restricted substance inventory publicly available	31-Oct-20	15-Jan-21	Not Done	<u>Audit 02; 08-Feb-21:</u> Facility yet not prepared restricted substance inventory	31-Mar-21
	In accordance with Takko MRSL guideline facility should send request letter to chemical manufacturer for Takko MRSL confirmation letter. Facility didn't send yet any Request Letter.	Facility Management will send request letter to the manufacturer at Takko format.	31-Oct-20	20-Nov-20	Done	<u>Audit 02; 08-Feb-21:</u> Facility has sent request letters for all of their manufacturers.	



Agent Name :		Tag Industries Pte. Ltd.		Audit Date :		8-Feb-21	
Factory Name :		Basundhara Garments Limited		Type of Audit:		Audit-02	
Audited Facility Name :		Fair Design Printing Ltd.					
Description	Finding	Management Response to Findings	Time Frame		Status	Comments	New End Date
			Start Date	End Date			
Takko - MRSRL Compliance	As per requirement of Takko MRSRL Implementation Guideline facility should obtain compliance conformance decalration letter from manufacturer. Facility didn't receive any compliance conformance decalration letter from supplier for Takko MRS.	Facility management will communicate and collect complianco conformance decalration letter within timeline.	31-Oct-20	31-Dec-20	Partly Done	<u>Audit 02: 08-Feb-21:</u> Facility has received 04 compliance conformance decalration letters. They are trying to collect the remainings.	25-Mar-21
	As per requirement of Takko MRSRL Implementation Guideline Facility has chemical purchase policy but need to update.	Facility management will establish chemical purchase policy and procedure	31-Oct-20	10-Nov-20	Done	<u>Audit 02: 08-Feb-21:</u> Facility has updated chemical purchase policy and added management commitment at the beginning. The issue is done.	
	In accordance with Takko assessment checklist (2.3.4.2) and Takko MRSRL Implementation Guideline. Facility has a Chemical Inventory List but need to update at Takko prescribed format.	Facility management are agreed to prepare Chemical inventory List at Takko format.	31-Oct-20	30-Nov-20	Done	<u>Audit 02: 08-Feb-21:</u> Facility has prepared chemical inventory list on TAKKO provided format. The issue is done.	
	In accordance with Takko Assessment Checklist (4.3) facility should do risk assessment for each chemical. Facility has chemical risk assessment but need to update.	Facility will adopt chemical risk assessment for each chemical.	31-Oct-20	15-Dec-20	Partly Done	<u>Audit 02: 08-Feb-21:</u> Facility has done risk assessment for most of their chemicals. They are committed to do the same for the remaining ones.	15-Mar-21
	As per Assessment Checklist (2.7)and Takko MRSRL implementation guideline Facility should have floor plan identifying chemical risk & safety requirements. Facility should posted floor plan in assign area. Facility doesn't have floor plan regarding chemical risk and safety requirements.	Facility management will design floor plan and post in the designated area.	31-Oct-20	31-Dec-20	Done	<u>Audit 02: 08-Feb-21:</u> Facility has prepared floor plan regarding chemical risk and safety requirements. The issue is done.	
	In accordance with Takko Implementation Guideline Facility does not have chemical flow diagram.	Facility will prepare chemical flow diagram and post in the designated area.	31-Oct-20	31-Dec-20	Done	<u>Audit 02: 08-Feb-21:</u> During audit the issue was found corrected	
	As per requirement of Takko MRSRL Implementation Guideline Facility doesn't have Disposal List of chemicals.	Facility will prepare Disposal List of chemicals.	31-Oct-20	10-Nov-20	Done	<u>Audit 02: 08-Feb-21:</u> During audit the issue was found corrected	
	As per requirement of Takko MRSRL implementation guide line Facility didn't conduct Management Review Meeting of Takko MRSRL implementation.	Facility management will conduct Management Review Meeting of Takko MRSRL implementation.	31-Oct-20	31-Dec-20	Done	<u>Audit 02: 08-Feb-21:</u> Facility has conducted management review meeting for TAKKO MRSRL implementation of 2020.	
Chemical management	During site visit it is found that some people were not wearing appropriate PPE.	Facility responsible person will conduct awareness training.	31-Oct-20	30-Nov-20	Not Done	<u>Audit 02: 08-Feb-21:</u> Floor employees are not using PPE appropriately.	28-Feb-21
	Safety shower was found missing during the site visit.	Facility management are agreed to purchase eye wash and safety shower .	31-Oct-20	31-Dec-20	Not Done	<u>Audit 02: 08-Feb-21:</u> Facility management yet not provided the fund for purchasing safety shower.	30-Apr-21
	During site visit Spill kits found missing in the colour mixing room and handling area.	Facility management will provide spill kits in the chemical storage and handling area.	31-Oct-20	30-Nov-20	Done	<u>Audit 02: 08-Feb-21:</u> During audit the issue was found corrected	
	During audit it was found that MSDSs is auto generated. Only chemical name & manufacturer's name wrongly written by hand. Facility should prepare MSDSs in local language by complying with main MSDS provided by the manufacturer.	Facility management agreed to solve the issue within short time time.	8-Feb-21	10-Mar-21			





TAKKO Holding GmbH

MRSL CORRECTIVE ACTION PLAN (MCAP) - Takko

Agent Name :	Tag Industries Pte. Ltd.	Audit Date :	8-Feb-21				
Factory Name :	Basundhara Garments Limited	Type of Audit :	Audit-02				
Audited Facility Name :	Fair Design Printing Ltd.						
Description	Finding	Management Response to Findings	Time Frame		Status	Comments	New End Date
			Start Date	End Date			
Waste water management	In accordance with Takko MRSL Implementation Guideline Facility does not maintain wastewater data as per Takko format	Facility will maintain Waste water data as per Takko format	31-Oct-20	15-Dec-20	Done	Audit 02: 08-Feb-21: During audit the issue was found done.	
Environmental management	Facility does not have chemical management and environmental management organogram.	Facility will prepare organogram of chemical management and environmental organogram.	31-Oct-20	30-Nov-20	Done	Audit 02: 08-Feb-21: During audit the issue was found done.	
	Hazardous wastage is kept under open sky and porous floor.	Wastage storage area is under construction.	31-Oct-20	30-Nov-20	Done	Audit 02: 08-Feb-21: During audit the issue was found done.	
Name of the Auditor :	Md. Jobayer Hossen	Agent / Factory Technical Officer Name :	Md. Molahar Hossain Jewel		Facility Technical Officer Name :	Md. Alaullah Naeem	
Signature :		Signature :			Signature :		
Date :	8-Feb-21	Date :	8-Feb-21		Date :	8-Feb-21	

