Factory Orientation

LABS
Life And Building Safety

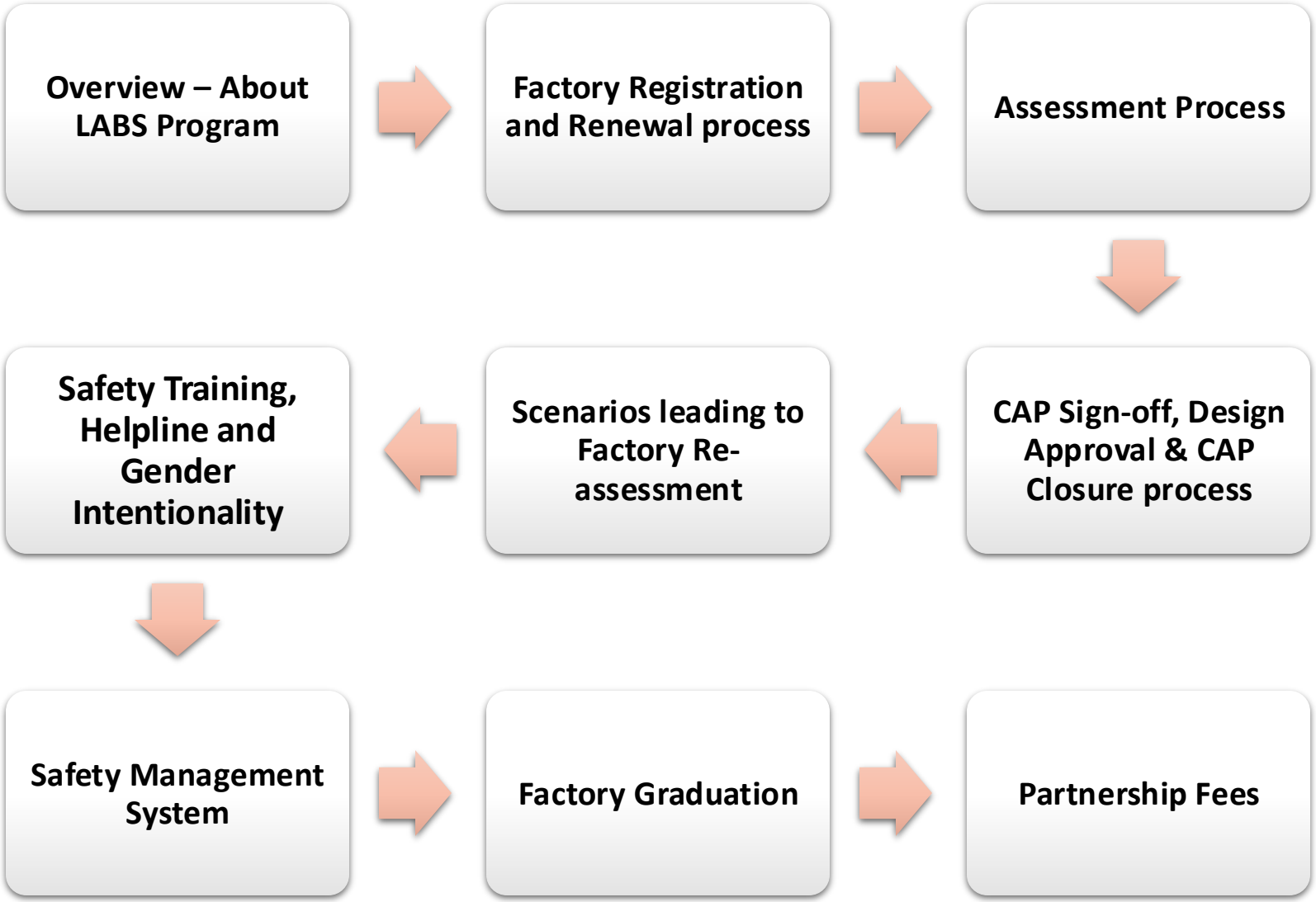
V3.1

Opening Statement

- **Anti-trust Statement**: There shall be no discussions of agreements or concerted actions that may restrain competition. This prohibition includes the exchange of information concerning individual prices, rates, coverage, market practices, claims settlement practices, or any other competitive aspect of an individual company's operation. Each participant is obligated to speak up immediately for the purpose of preventing any discussion falling outside these bounds.

- **Chatham House Rule**: IDH assumes that the content of the discussions is treated with caution by all participants.

Index


Overview – About LABS Program
Factory Registration and Renewal process
Assessment Process
CAP Sign-off, Design Approval & CAP Closure process
Scenarios leading to Factory Re-assessment
Safety Training, Helpline and Gender Intentionality
Safety Management System
Factory Graduation
Partnership Fees

Overview - About LABS Program

Why LABS - Building safety is still a ticking time bomb!

Accidents reported in fashion industry supply chain

India

149
Total fires reported

216
Causalities
(**82** deaths
& **134** Injuries)

Causes and Effect

Most fires reported occurred due to electrical issues (such as short circuit in electrical panels/circuits)

Indonesia

12
Total fires reported

81
Causalities
(**4** deaths
& **78** Injuries)

Causes and Effect

Most fires reported occurred due to electrical issues (such as short circuit in electrical panels/circuits)

Vietnam

23
(**22** fires and **1** structura collapse reported)

51,000
Sq. mt. of infrastructure damage

Causes and Effect

Most fires reported occurred due to electrical issues (such as short circuit in electrical panels/circuits)

Cambodia

49
Total fires reported

$10 million
in infrastructure damaged

Causes and Effect

Most fires reported occurred due to electrical issues (such as short circuit in electrical panels/circuits)

From December 2019 – December 2024

Life and Building Safety Initiative (LABS)

Promoting a safe and secure working environment in the apparel and footwear industry

The **Life and Building Safety (LABS) Initiative** is an industry-driven program, in which multiple brands and retailers are joining forces with public organizations to operate a scalable program to eliminate preventable structural, fire and electrical safety risks in key apparel and footwear producing countries in a targeted way.

Life and Building Safety Initiative (LABS)

LABS is a collaborative program by a group of brands focused on shared assessments and a shared standard for Life and Building Safety.

LABS organizes activities around identifying and solving risks related to:

- Fire safety
- Electrical safety
- Structural safety

And strengthen Factory Capacity of

- Safety Management System

Active Since – **2019**

Brand Participants – **06**

Factories – **657**

Workers reached– **1,285,037**

Brand Members: VF Corporation, GAP, Nike, Amazon, Target & Walmart

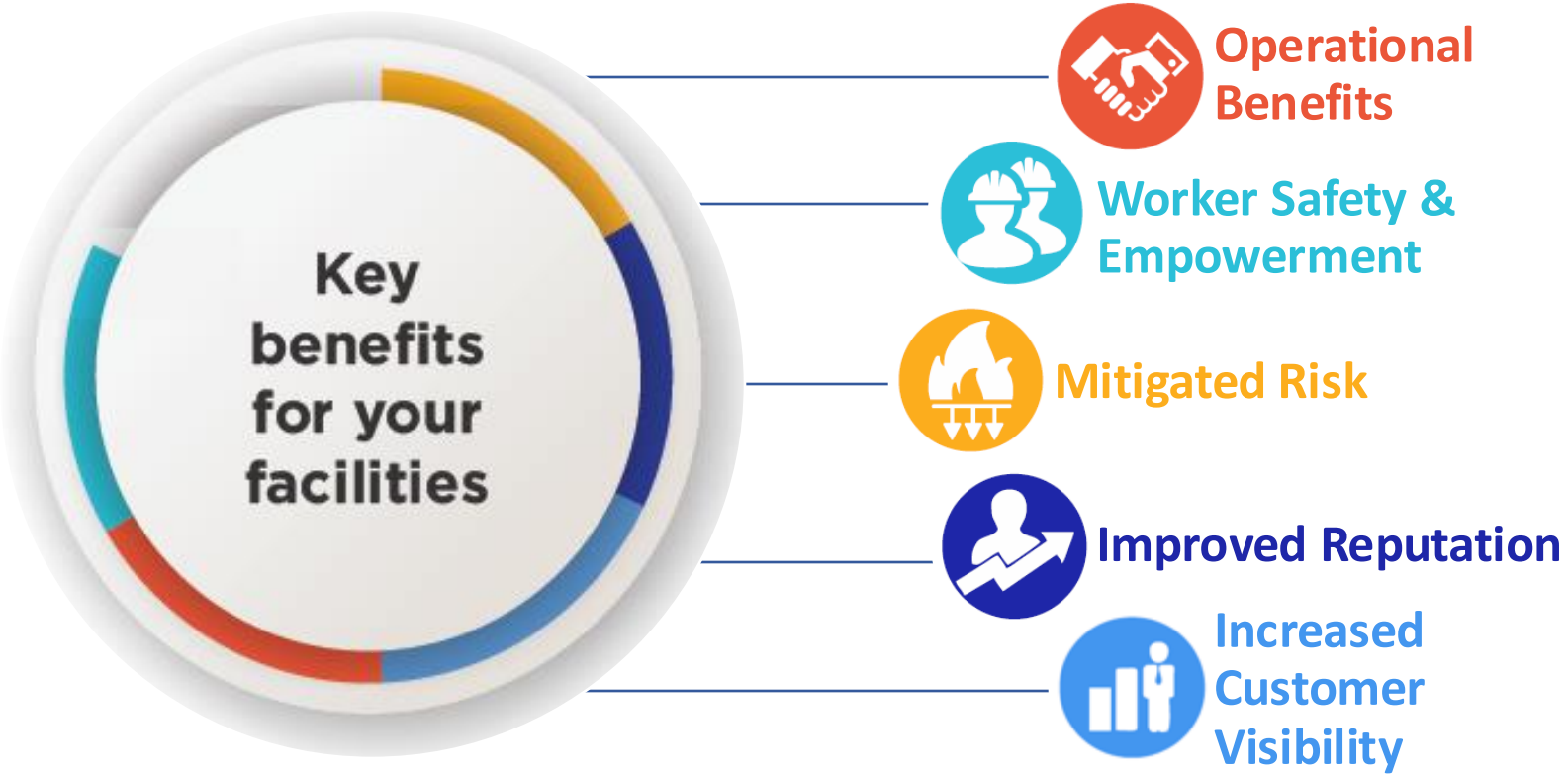
Powered By idh transforming markets

LABS Life And Building Safety

How does LABS support factories in Responsible Manufacturing

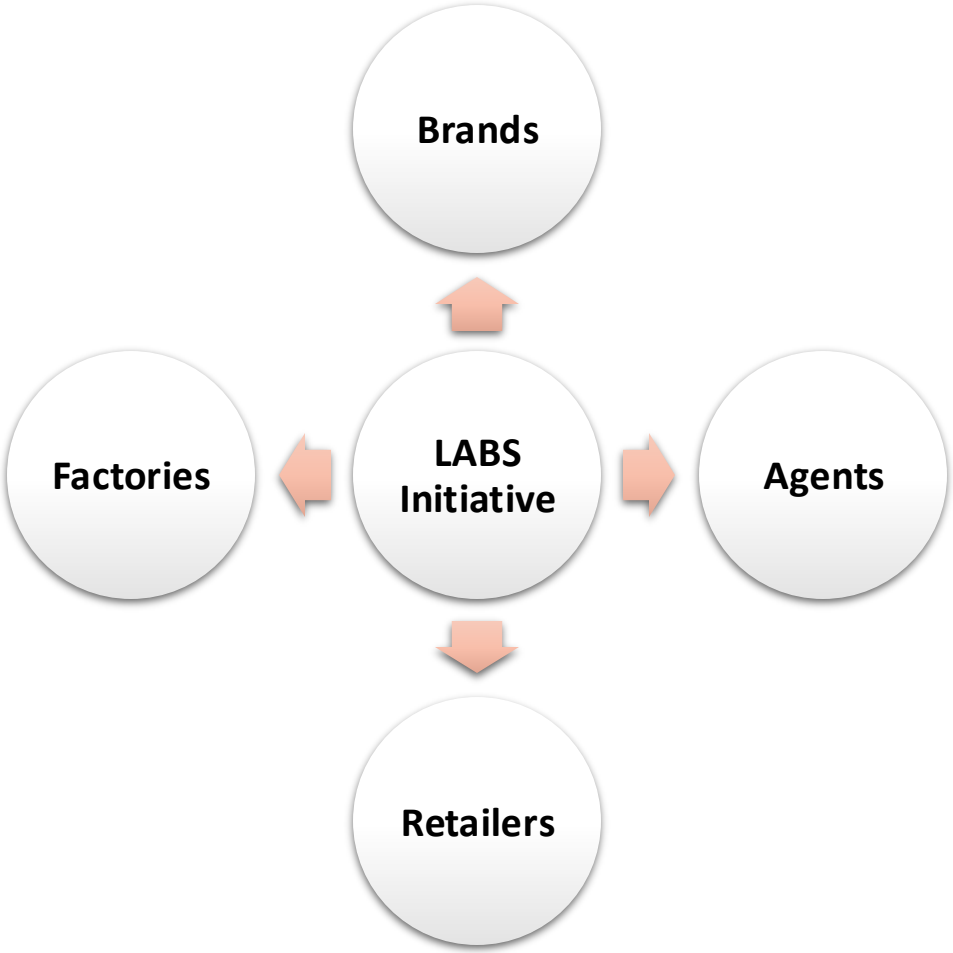
Listed pull factors for factories:

- Being safe
- Being profitable
- Retaining & attracting customers
- Motivated workers
- Reduced cost
- Less down time
- Higher resource efficiency
- Lower insurance premiums



How is LABS funded?

LABS is funded by committed Brands, Retailers, Agents and Participating Factories.



LABS Methodology & Standards

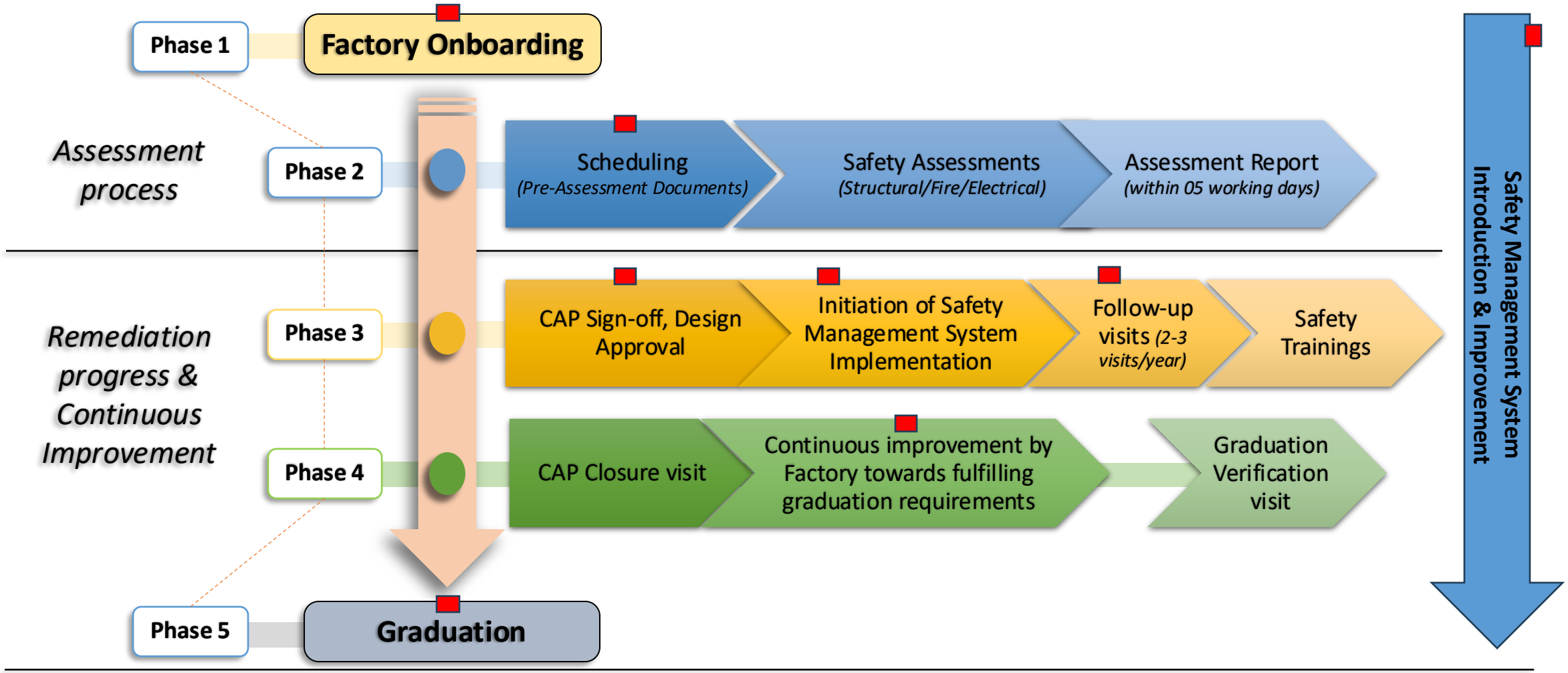
The LABS Methodology & Standards are developed by qualified engineers, based on international best practices and codes such as NFPA, IBC and others, as well as experiences from Bangladesh. Also, in accordance with the spirit and intent of the Vietnam National Building Codes.

Under LABS, in addition to applicable country laws, factories commit to adhering to a harmonized, country level standard around Structural, Fire, Electrical safety.

The Standard can be accessed at https://labsinitiative.com/public-resaurces/labs-standards-and-methodology/

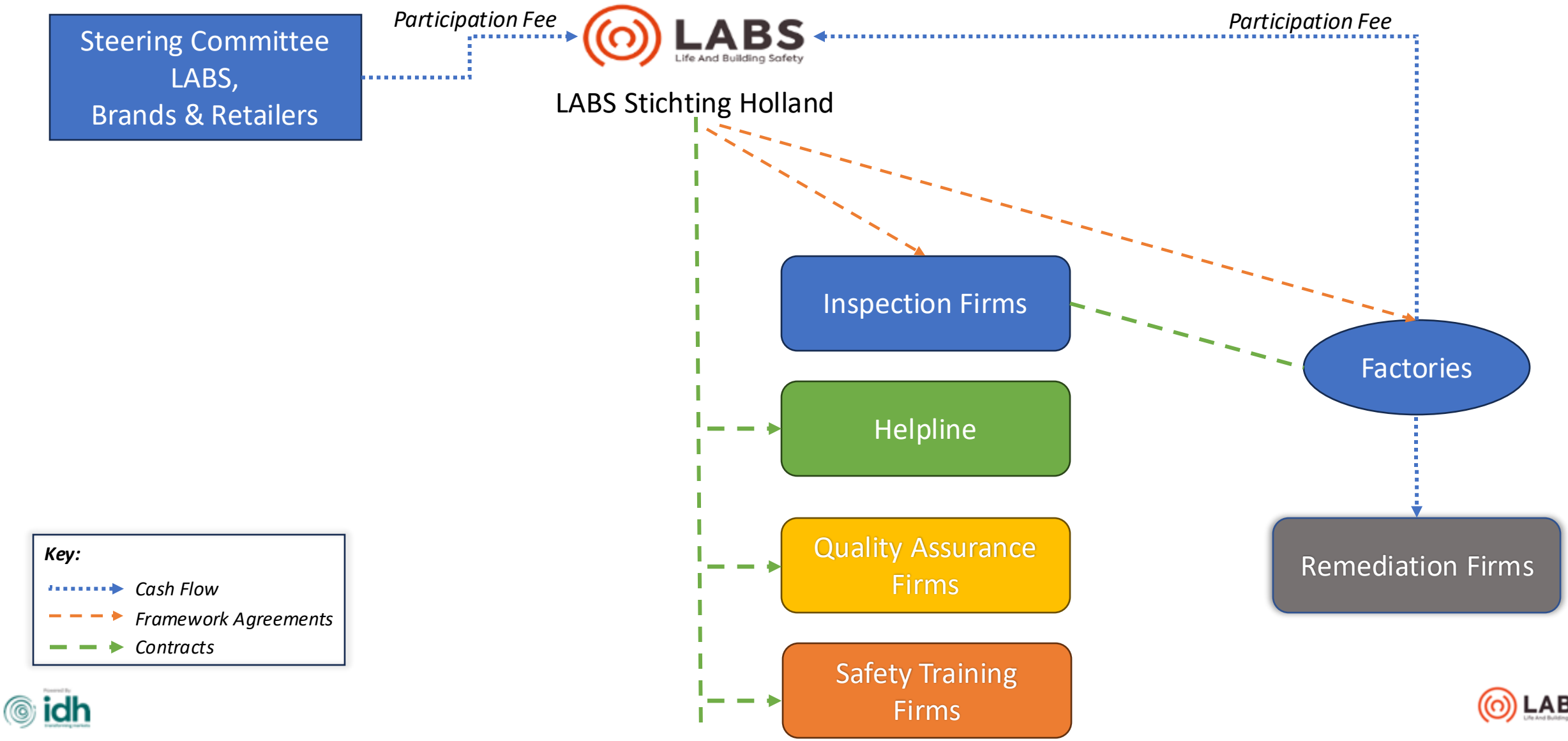
Involves coordination/support by LABS Team

Factories Engagement Lifecycle



*Graduated factories undergoes **self-assessment twice a year** by filing self-assessment checklist. LABS team reviews the checklist and in case of any deviations identified, the information is communicated to the respective brand participants along with recommendations for factory to enrol back into the LABS Program.*

LABS Engagement Model



Role of LABS Associated Firms

- IF's conduct the Structural, Fire and Electrical Safety assessments, submits the report on FFC Platform and works with factory on CAP remediation process as per the LABS Standards & Methodology.

- QA Firms conduct re-assessments at 10% of factories initially assessed to ensure overall quality and consistency of the assessments and reporting by the Inspection Firms.

- STF trains factory staff members and key safety personnel to build up their skills around flagging safety issues, evacuation, and create additional awareness around structural, electrical, and fire safety proficiency.

QIMA
YOUR EYES IN THE SUPPLY CHAIN

HSE Provider

BUREAU VERITAS

TÜVRheinland
Precisely Right.

intertek
Total Quality. Assured.

SAFE INSPECT CO. LTD

VIỆN KHCN XÂY DỰNG

SGS

PHD

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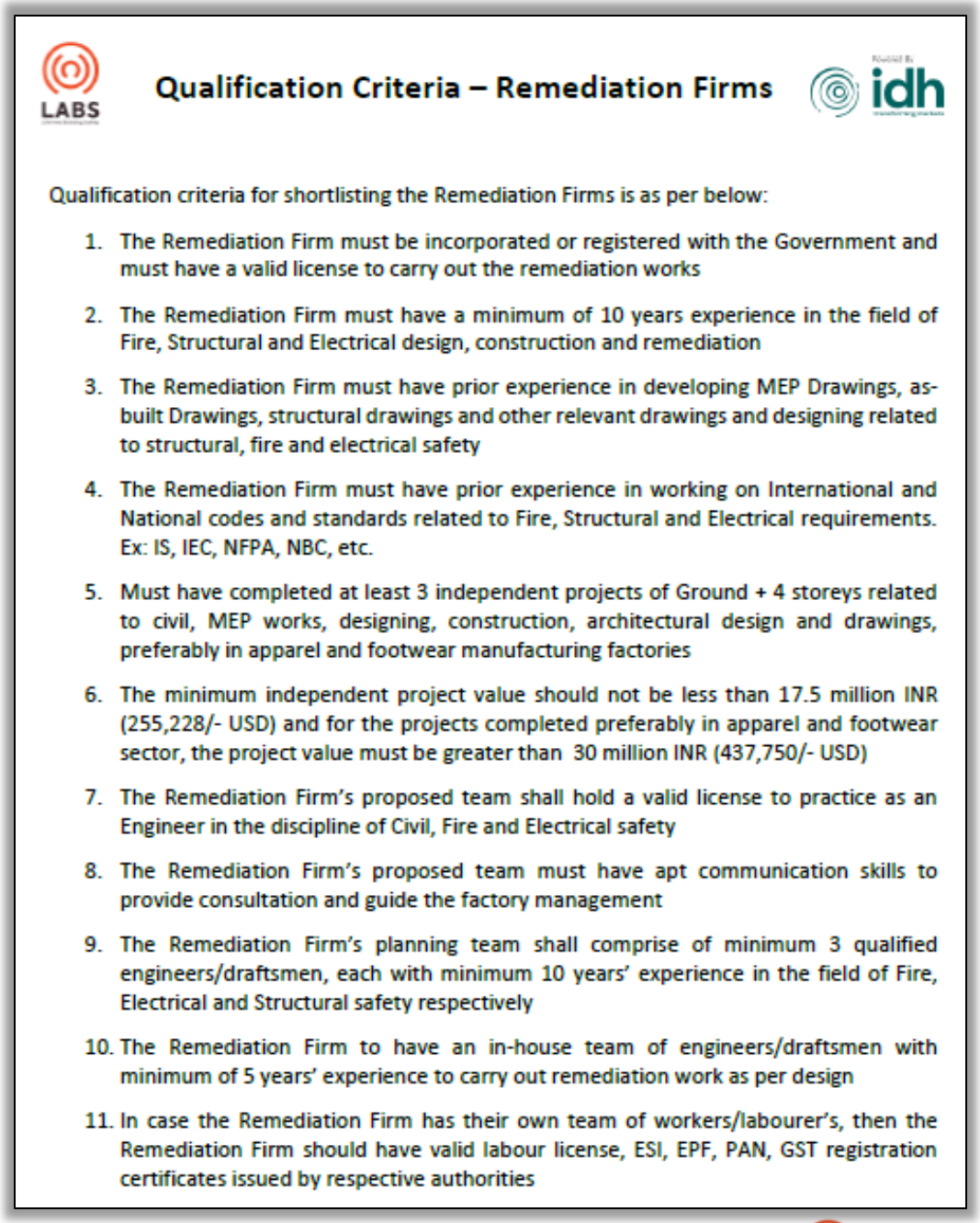
LABS

Role of Remediation Firm (RF)

(Non-LABS)

- **RF are independent engineering firms engaged and contracted directly by factories** to provide support with the corrective action plan (CAP) generated after the assessments conducted by Inspection Firms.
- LABS maintains a country-wise suggestive list of Remediation Firm that is shared with Factories for engagement.
- **The factory is free to select the suggested remediation firm or work with any other firm, provided they meet the guidelines outlined in the "Qualification Criteria - Remediation Firms."**



LABS

Qualification Criteria – Remediation Firms

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Qualification criteria for shortlisting the Remediation Firms is as per below:

1. The Remediation Firm must be incorporated or registered with the Government and must have a valid license to carry out the remediation works
2. The Remediation Firm must have a minimum of 10 years experience in the field of Fire, Structural and Electrical design, construction and remediation
3. The Remediation Firm must have prior experience in developing MEP Drawings, as-built Drawings, structural drawings and other relevant drawings and designing related to structural, fire and electrical safety
4. The Remediation Firm must have prior experience in working on International and National codes and standards related to Fire, Structural and Electrical requirements. Ex: IS, IEC, NFPA, NBC, etc.
5. Must have completed at least 3 independent projects of Ground + 4 storeys related to civil, MEP works, designing, construction, architectural design and drawings, preferably in apparel and footwear manufacturing factories
6. The minimum independent project value should not be less than 17.5 million INR (255,228/- USD) and for the projects completed preferably in apparel and footwear sector, the project value must be greater than 30 million INR (437,750/- USD)
7. The Remediation Firm's proposed team shall hold a valid license to practice as an Engineer in the discipline of Civil, Fire and Electrical safety
8. The Remediation Firm's proposed team must have apt communication skills to provide consultation and guide the factory management
9. The Remediation Firm's planning team shall comprise of minimum 3 qualified engineers/draftsmen, each with minimum 10 years' experience in the field of Fire, Electrical and Structural safety respectively
10. The Remediation Firm to have an in-house team of engineers/draftsmen with minimum of 5 years' experience to carry out remediation work as per design
11. In case the Remediation Firm has their own team of workers/labourer's, then the Remediation Firm should have valid labour license, ESI, EPF, PAN, GST registration certificates issued by respective authorities

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Role of LABS Team/Factory/Brand

LABS Team

- LABS Team guides factories through the entire process of the program until it graduates.
- Connect factories with the right technical resources
- Coordination of LABS processes (such as FFC training, assessments, safety trainings, CAP closure visits, timelines)
- Conduct follow-up visits at factories to monitor the remediation progress
- Discuss and provide clarity on any challenges in implementation of remedial actions
- Share details of good practices and repertoire available on LABS website
- Guide factory on working their way towards completing CAP and graduation
- Post Graduation of the factory from program, continue sharing resources that helps to keep factories updated on international practice, local legislations, accidents in industry, LABS newsletters, etc.
- Providing Program's updates to Brands regularly.

Factory Management

- Engagement with credible Remediation Firms/Technical Consultant right from the start
- Presence of right resources (Technical & Management)
- Ensure that the remediation activities will be done in accordance with the LABS Standard and Methodology. The Factory shall have full responsibility and liability for the implementation and the quality of remediation activities
- Participating in the LABS Safety Training.
- Promote the Helpline and will support the use of the Helpline by factory staff, and factory workers.
- Adhere to relevant LABS policies and principles.
- Strengthen Safety Management System to be aligned with LABS Graduation Checklist.

Brand Participants

- Contributing to the establishment and development of the LABS Program.
- Actively participating in the LABS Steering Committee and Technical Sub-Steering Committees to review and approve policies, procedures, and relevant guidance
- Intervention in factory delays: process of draft CAP submission, designs, remediation completion timelines, etc. (beyond agreed timelines)
- Monitor factory's progress with LABS and initiate subsequent actions needed to resolve any challenges or delays

Support Provided by LABS Team

Orientation – Onboarding

- Detailed orientation on LABS Program and associated processes
- Onboarding factory in program, including coordination and FFC training

Assessment – CAP sign off

- Provide assessment report clarification and suggestive Remediation Firms/Technical resources for engagement.
- Support on writing the CAP and moderating CAP sign off meeting for better clarity of factory

Follow up visit - CAP Closure

- Conduct 02-03 follow-up visits at factories to monitor overall remediation progress
- Discuss and provide clarity on any challenges in remediation implementation and sharing good practices, tool-box and repertoire available on LABS Website
- Guide factory towards completing CAP, fulfil graduation requirements and giving them pathway for building capacity of Safety Management Systems

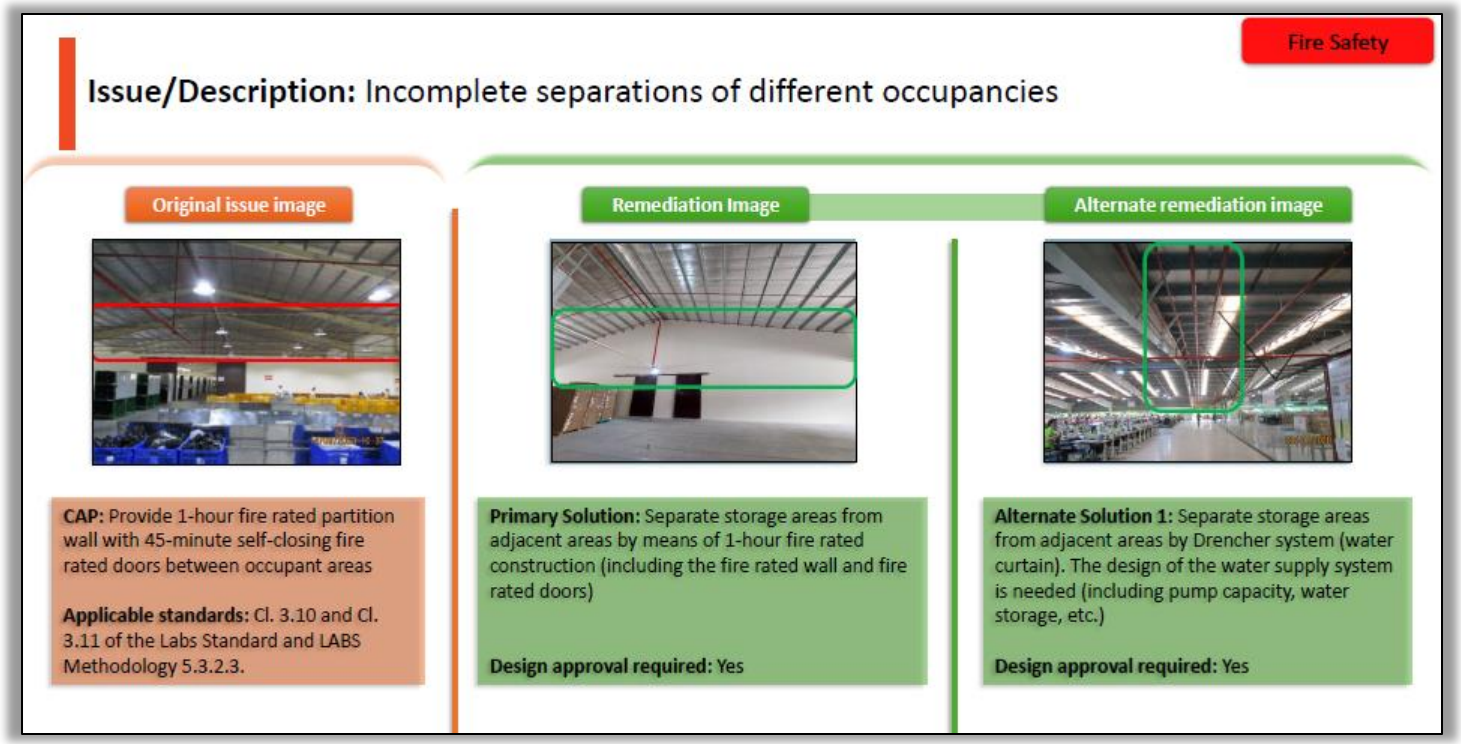
Graduation support

- Pre-graduation - Review of documents, policies and procedures
- Post-graduation - Continue sharing resources that helps to keep factory updated on international practice, local legislations, accidents in industry, LABS newsletters, etc.

- *Pic 1: Meeting b/w LABS team and factory management to discuss remediation progress*
- *Pic 2, 3 & 4: Follow-up visit at factories by LABS team*

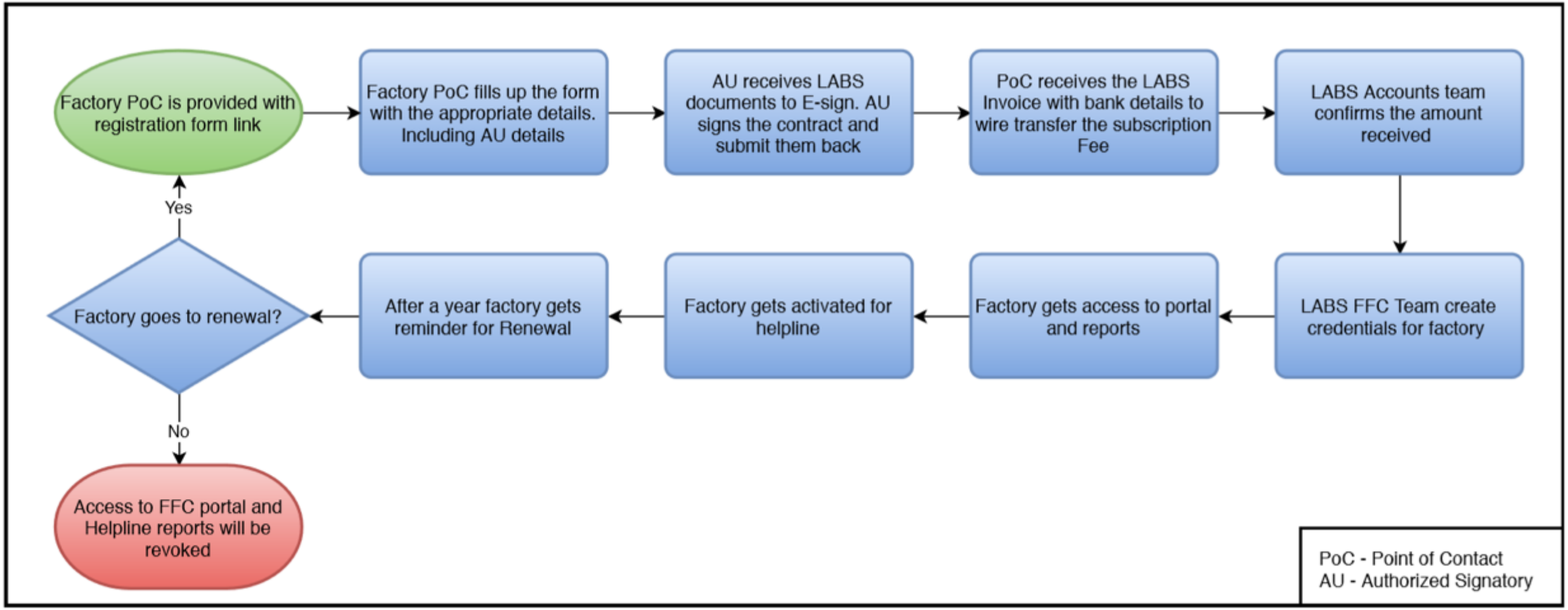
LABS Resources

- LABS has developed toolkits that can guide factories in completing their remediation: ***https://labsinitiative.com/public-resources/labs-tool-box/***
- Additionally, factory can access LABS resources, including LABS standards, good practice sharing sessions, policies & procedures. This helps factories in gaining further insights on various LABS processes and achieving LABS graduation: **https://labsinitiative.com/resources/**



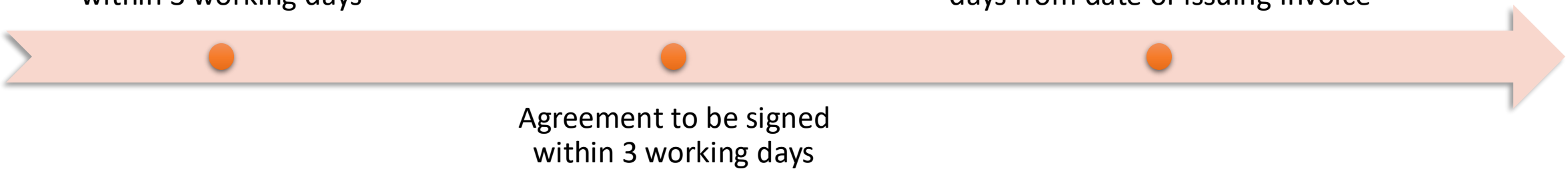
Factory Registration and Renewal Process

Factory Registration and Renewal



Important points – Registration and payment

Timelines to be followed



Transaction charges	All bank/relevant charges arising out of the transaction will have to be borne by the remitter
Taxes	LABS has no VAT entrepreneurial status. All files relevant to the same will be shared along with the Invoice

Assessment Process

Assessment Process




Pre-Assessment Preparation

- Schedule the assessment
- Pre-Assessment Questionnaire, Documents, Checklist and Pictorial Guide of Activities shared to each factory for completion and return to the assessment firm two weeks in advance of the assessment.

Opening Meeting

- Factory Management Interview
- Building Documentation Review

Building Assessment & Testing

- Walk around the building exterior as required
- Walk down of the interior of the building with access being provided to all rooms and spaces (Access should be provided to all areas of the building, including any areas which may not be in the control of the factory)
- Carry out testing

Closing Meeting

- Only Severe Priority 1 issues being shared with the factory to resolve within 2-3 days of the day of the assessment to avoid any possibilities of accidents
- Full conclusions and actions will be included in the reports which will be issued within 5 working days of the assessment date

Assessment Process

Opening Meeting

Document Check

Factory Walkthrough

Structural Safety: Ferro-Scanning Test

Electrical Safety: Thermo-graphic Test

Fire Safety: Fire Hose Reel Pressure Test

Closing Meeting

CAP Sign-off Meeting

Assessment Process

Opening Meeting

Assessment Team conducts a opening meeting with factory management. This will include the following personnel's from the senior factory management:

- Owner
- CEO
- Production Manager*
- HR & Compliance Manager
- Factory Engineer
- Maintenance team – Electrical, Civil and Life safety systems
- Any other person of importance to factory

Assessment Process

Documentation Review

Structural Safety Documents

- Site plan of factory compound showing all buildings
- Date of construction of building and phasing
- Structural Drawings (Foundation, Columns, Beams, elevation etc.)
- Structural Stability Certificate
- As-built drawings
- Geotechnical/ Soil Reports
- Any design reports
- Material Test Certificates
- Structural Load Calculations and Certificates
- Floor Load plans
- Documentation related to building inspection by authorities

Fire Safety Documents

- Factory production layout drawings
- Fire NOC (No objection certificate)
- Factory License
- Occupancy numbers in each areas of building
- Type and location of storage areas
- Sources for supply of fire fighting water, volume and location of site storage and location of pump rooms
- Emergency planning, safety drills and training records
- Maintenance records of fire detection and alarm systems, lifts, hoists, emergency lighting and fire water pumps and hoses, etc.
- Documentation related to building/ fire inspection by authorities, if any

Electrical Safety Documents

- Electrical Drawings- Design status or as built
- Information for building load estimate
- Annual maintenance records of Generator, transformers, high- voltage switch gear, low voltage switchgear, Lightning protection system, Thermographic, earthing
- Certifications and permits of various Electrical components as mentioned above

Documents reviewed during opening meeting

Assessment Process

Structural Safety Assessments - Exterior/Interior

- Verify column grid spacing and number of grids versus drawings provided
- Record observed structural system including building stability system
- Verify the dimensions of internal and external columns
- Identify building joints and crosscheck with the design drawings
- Check external wall thickness to estimate applied loading to slab edges
- Assess structural loads
- Calculate Factor of Safety (FOS) by taking into consideration the concrete strength, reinforcement yield strength, reinforcement content (Ferroscanner), column working capacity etc.
- Conduct (FEMA-154) Seismic appraisal of the building to differentiate between higher and lower risk building
- Identify phased construction
- Check distress on structural and non-structural members
- Check building cantilevers
- Identify signs of settlement etc.

Tests Conducted

The purpose of the tests on concrete elements is to establish an "estimate" concrete strength and to determine the reinforcement in the critical structural elements of the building. Following are the NDT's (Non- Destructive tests) conducted during assessment:

1. **Schmidt Hammer:** Schmidt Hammer/ Rebound Hammer is used to measure the compressive strength of the concrete.
2. **Ferro-scanner:** Ferro-scanner is used to estimate the reinforcement used in structural element and helps to identify number and location of bars, their diameter & size of concrete cover.

Assessment Process

Fire Safety Assessments - Exterior/Interior

- Number of occupants on each floor or parts of floor
- Number and widths of exists from each floor
- Type, size and condition of evacuation pathways leading to floor exits, evacuation pathways leading to floor exits, floor exit doors, stairways, final exit doors
- Location of High risk areas (storage, generators etc.)
- Fire rated partition elements (walls, floors, shafts, service ducts)
- Type and coverage of Fire Fighting systems (sprinklers, smoke detectors, alarm systems, emergency lightning systems)
- Back up power supplies for emergency systems
- Muster areas to accommodate full factory population during emergency evacuation
- Pump systems for firefighting water
- Access to the buildings for the fire fighting vehicles, etc.

Tests Conducted

Following tests will be conducted as part of Fire safety assessment:

1. Activation of the **Fire alarm** by detector activation or manual push button
2. Activation of the **Emergency Lightning system** by cutting the main power supply
3. Functionality demonstration of the **Fire Pump set** and activation procedure
4. Adequacy of **Hose reel** pressure and water pumping facilities

Assessment Process

Electrical Safety Assessments - Exterior/Interior

- Assessing the Earthing and Bonding systems as per the as- built schematics
- Checking the presence rating and type of earth leakage protection
- Assess warning signages, cable supports, cable segregation, identification and labelling of all circuits in DB's, exposure to damage, corrosion, missing covers etc. for the electrical distribution systems
- Assess any flammable materials, damaged flexible conduits dust and lint on electrical distribution systems
- Review the Lightning protection systems
- Assess generator, transformer, substation
- Assess supplies to Life Safety Systems etc.

Tests Conducted

Thermo-graphic Survey is conducted as part of Electrical safety assessment to identify high temperatures in following equipment's:

1. Transformers
2. Electrical Panels
3. Cable connections
4. Circuit Protection Devices etc.

Using an Infra--Red camera, scan electrical equipment, operating at normal conditions.

Identify connections operating at a higher than normal temperature.

Severe Priority 1 Issues

Severe Priority 1 issues

This refers to the issues categorized as Severe Priority 1 as per the LABS Methodology that the factory shall resolve within 2-3 days of the day of the assessment to avoid any possibilities of accidents.

Application

Assessor will identify such issue from the “Severe Priority 1 issue list” and will suggest the next step to the factory. This will help the factory to initiate remedial action without waiting for the main assessment report that is submitted by Inspection Firm (IF) after 5 working days of the assessment.

Report to be shared with

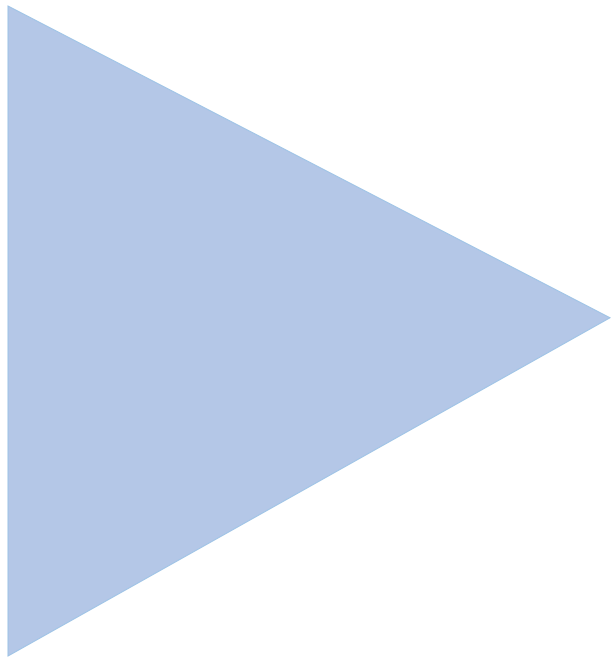
- The team lead of Inspection firm will forward the “Severe Priority 1 report” to the Asst. Manager/FC of LABS team on the day of assessment
- LABS team will forward the report to the Brand representatives and for needful action with LABS Country Manager in the loop

Severe Priority 1 Issues

Severe Priority 1 Issues for immediate action by factory

Structural

1. Deflection observed in structural member due to excessive loading
2. Significant corrosion making the structural element (beams, columns, truss) etc. ineffective that may collapse
3. Cracks developed in false ceiling over the occupied area (Such as production area/ office area/ sewing area etc.)
4. Significant cracking in structural elements and nonstructural elements; such as vertical column cracking, cracking to top surface of a slab in a flat slab structure, severe cracking in walls etc.
5. Risk of collapse in Non-Engineered structures
6. Local damage to structural elements which may lead to local failure of the element
7. Heavy vibrations observed on floor causing structure damages/ degradation which may lead to local failure of the element



Suggested actions by IF

Any other issue of criticality that may lead to severe accident and needs immediate action within 2-3 days as per assessors conclusion will also fall under the Severe Priority 1 issue category

Severe Priority 1 Issues

Severe Priority 1 Issues for immediate action by factory

Electrical	Suggested actions by IF
1. Overheating issues in wiring/panels/ switchboards	1. To resolve the root cause of overheating issues in wiring/panels/switchboards
2. Overloading issues identified in circuits	2. To resolve the overloading issues identified in the circuits
3. High temperature observed during thermographic survey in electrical equipment/ connections/ cables/ panels/ switchboards	3. To rectify the root cause of high temperatures observed in electrical equipment/connections/cables/panels/ switchboards
4. High resistance observed in earth pit (equipment/lighting protection)	4. To check for corrosion and replace electrodes suitably or recharge earth-pits to achieve rated resistance
5. Exposed live conductors within reach of people or close to flammable materials	5. To fix the exposed live conductors
6. No circuits are drawn for loads without incorporating of a overcurrent protection device (circuit breaker)	6. To calculate the load and install suitable circuit breaker (CB) device
7. Electrical rooms/panels are not clean and free dirt, lint, water, oil and debris	7. To remove dirt, lint, water, oil or any debris from the electrical rooms/panels
8. Significant levels of lint/dust where high temperatures were recorded in electrical panels in the same facility	8. To remove lint/dust observed in electrical panels
9. Flammable material observed in electrical panels or combustible goods stored in electrical rooms	9. To remove flammable material from electrical panels/rooms

Any other issue of criticality that may lead to severe accident and needs immediate action within 2-3 days as per assessors conclusion will also fall under the Severe Priority 1 issue category

Severe Priority 1 Issues

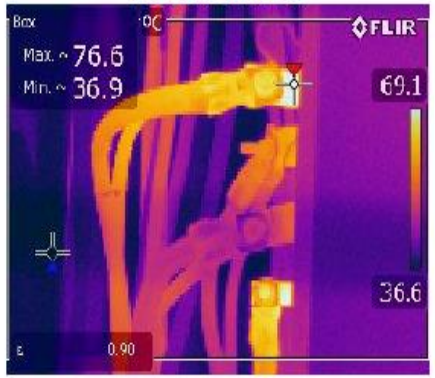
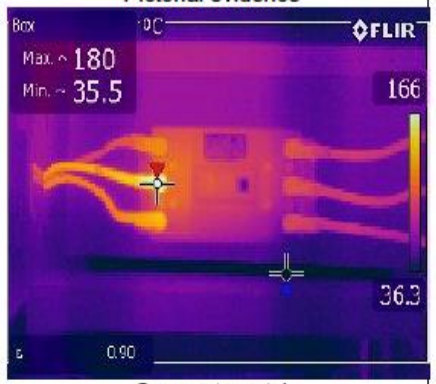
Severe Priority 1 Issues for immediate action by factory

Fire	Suggested actions by IF
1. Locked or systematically obstructed main emergency exit(s)	1. To remove locks, clear emergency exits of any obstructions and to keep roll down shutters and sliding gate open till the time remediation activity initiates in consultation with the Remediation Firm or Private Consultant
2. Internal doors/ Exit doors on Escape paths observed with lockable devices and/or not always easily openable	2. To remove locks observed on Internal doors/ Exit doors
3. Escape path/ stairways/ evacuation pathways not clear of temporary obstacles	3. To remove the temporary obstacles identified in Escape path/ stairways/ evacuation pathways
4. Inadequate occupant load on floors to ensure capacity of means of egress matches the occupancy number	4. To reduce the occupant load that satisfies the safety requirements in consultation with the Remediation Firm or Private Consultant
5. Combustible goods stacked near heat/ electrical sources	5. To remove the combustible goods that may cause fire
6. Illuminated exit signs are not provided with battery backup or emergency power and are not continuously illuminated.	6. To ensure the relevant battery back up or emergency power for exit signage
7. Inadequate fire alarm system observed for Fire-Fighting purposes	7. To provide an adequate and centralized fire alarm system for Fire- Fighting purposes
8. Inadequate water storage observed for Fire-Fighting purposes, Ex- No water in the tanks used for firefighting purpose	8. To find a permanent solution to this and in the interim fill the tanks with adequate water storage for firefighting purposes

Any other issue of criticality that may lead to severe accident and needs immediate action within 2-3 days as per assessors conclusion will also fall under the Severe Priority 1 issue category

Example- Severe Priority 1 Issues

3	Issue Type	Reference to LABS Standards
	Maintenance and Housekeeping	Cl no:-12.7 & 12.8
	Issue Description: Combustible goods stacked near heat/ electrical sources in Production units and Utility areas of the Factory.	
	Comments by Factory:	
	Pictorial evidence  	Pictorial evidence  

Electrical Issues		
S. No.	Issue Type	Reference to LABS Standards
1	High Temperature observed during thermo graphic survey of Electrical panels	10.49.2.2
	Issue Description: Very high temperature observed in the main Electrical panel at third floor/terrace. Following are the locations in the panel 1. Main Incomer — 76.6 deg. C -R phase cable termination 2. Compartment 1 — 180 deg. C –Y phase cable termination 3. Compartment 6 — 97.4 deg. C –B phase cable termination 4. Compartment 10 — 113 deg. C – Y phase Cable termination 5. Compartment 11 — 116 deg. C –R phase cable termination	
	Comments by Factory:	
	Pictorial evidence  Main Incomer	Pictorial evidence  Compartment 1

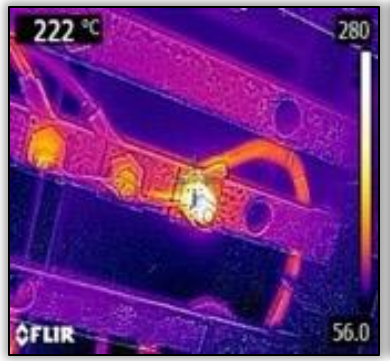
Successful Interventions by LABS

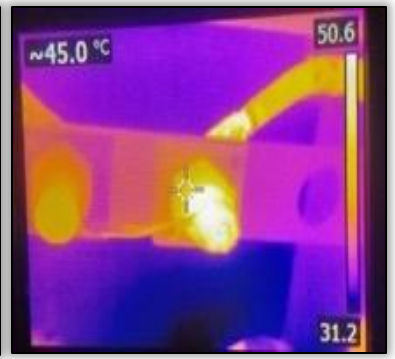
Action taken by **LABS Factory Coordinator** and **Inspection Firms** to mitigate critical safety risk

Electrical safety

Issue: High temperature of 222°C observed in main electrical panel *(permissible limit is 20°C above ambient)*

- **Initial Recommendation:** Immediately initiate remedial action in consultation with certified electrical engineer
- **Remedial Action:** High temperature reduced by cutting off excessive loads. This was also re-verified by the Inspection Firm.





Fire safety

Issue: Lack of fire detection and firefighting system

- **Initial recommendation:** Install adequate fire detection and firefighting system wherever required
- **Remedial Action:** Adequate fire detection and fire fighting systems were installed
- **Impact:** Minimized losses and limited damage during a fire in subsequent year of assessment

Structural safety

Issue: Excessive overloading identified on rooftop structure leading to cracks in floors & beams

- **Initial recommendation:** Reduce excessive loads, empty water tanks to 50% capacity and vacate washing area
- **Remedial Action:** Metallic shed, washing and DG area were demolished, and excessive loads were removed

Assessment Process

Assessment Report

Assessment report will be generated after 5 working days post assessment and is uploaded to FFC platform. Being registered with LABS, Factory and Brands will have the access to FFC Platform.

The factories are given a color coding basis on the findings of Assessments and is given as per the criteria defined in the LABS Methodology as per below:

Codes	Summary
Black	Unable to complete full survey and/ or make reasonable conclusions due to lack of access, lack of co-operation, etc.
Red	Immediate closure of factory building or significant part of building recommended.
Red/ Amber	If the Assessor deems that there are important IMMEDIATE actions required to maintain an Amber designation, the report may be designated as Amber with Red actions. The IMMEDIATE actions identified must be completed within two weeks or the overall factory designation will become Red.
Amber	No reason to suspend operations in the facility but action may be required locally. Production may continue subject to IMMEDIATE actions identified by the Assessor being completed in two weeks.
Yellow	Limited concerns but have questions on Structural/ Fire/ Electrical arrangements and details, limited visible defects with no immediate danger to structure or workers. Production may continue subject to agreement to address issues raised and prioritized action in report.
Green	Generally, all clear subject to agreement to address prioritized comments. No critical visible defects and no visible immediate risks to workers. Production can continue.

Assessment Process

Cont... (Summary of Priority Actions)

CAP Priority	Response	Issue Type	Company Plan Of Action
SP2	STRUC-1	S7: Performance of Extensions/Additions	Factory to appoint Structural Engineer to review stability of stairs, including connection to the existing building and propose remedial measures if required. Refer to Clause 8.6 of the LABS Standard.
SP2	STRUC-2	S7: Performance of Extensions/Additions	Factory to appoint Structural Engineer to produce safe load plan for existing terrace to be used for storage, giving consideration to floor capacity and column capacity. Factory to actively manage floor loading. Refer to Clause 8.6 of the LABS Standard.
SP2	STRUC-2	S7: Performance of Extensions/Additions	Factory to appoint Structural Engineer to review capacity of existing roof terrace to act as a storage area. Refer to Clause 8.6 of the LABS Standard.
SP3	STRUC-1	S7: Performance of Extensions/Additions	Implement remedial measures. Refer to Clause 8.24 of the LABS Standard.
SP3	STRUC-3	S1: Vertical structural system	Factory to appoint Structural Engineer to produce safe load plans for all suspended floors, giving consideration to floor capacity and column capacity. Factory to actively manage floor loading. Refer to Clause 8.9.3 of the LABS Standard.
SP3	STRUC-4	S6: Visible Distress in Non-Structural Members	Factory to appoint Structural Engineer to review extent and nature of cracking and monitor as necessary. Remedial measures to be implemented, including prevention of water ingress. Refer to Clause 8.6 of the LABS Standard.
SP3	STRUC-5	S3: Key elements	Factory to appoint Structural Engineer to assess column design for vehicle impact in accordance with Clause 8.6.2 of the LABS Standard. Suitable column protection barriers to be designed and constructed
SP3	STRUC-6	S8: Structural Documentation	Factory to appoint Structural Engineer to prepare as-built structural drawings for the factory. Refer to Clause 8.19 of the LABS Standard.

CAP Priority		
	SP1	Immediately
	SP2	Within 6 weeks
	SP3	Within 6 months

S8: Structural Documentation - No documentation available	
Issue type	S8: Structural Documentation
Sub Issue Type	No documentation available
Reference Number	STRUC-6
Details Of Issue Found	No structural drawings available
CAP Priority	SP3
Recommended Action Deadline Date	
Responsible Person	
Recommended Action	Factory to appoint Structural Engineer to prepare as-built structural drawings for the factory. Refer to Clause 8.19 of the LABS Standard.
Comments	
Photo(s)	

Each recommended action includes the relevant clause reference to the LABS Standard for India.

Priority 1 (SP1)- Immediate Action e.g. full or partial evacuation, cease construction, remove load etc. (Red, Amber Action)
Priority 2 (SP2)- Actions to be completed within 6 weeks
Priority 3 (SP3)- Actions to be completed within 6 months

CAP Sign off, Design Approval and CAP Closure Process

CAP Sign off, Design Approval and CAP Closure Process

What is CAP Sign-off? (Case/Issue specific)

Upon receipt of assessment reports, the factory prepares and uploads the Draft CAP (in consultation with the RF) on the LABS FFC platform for due evaluation and subsequent signing-off by the Inspection firm before initiating any remedial actions.

What is Design Approval? (Case/Issue specific)

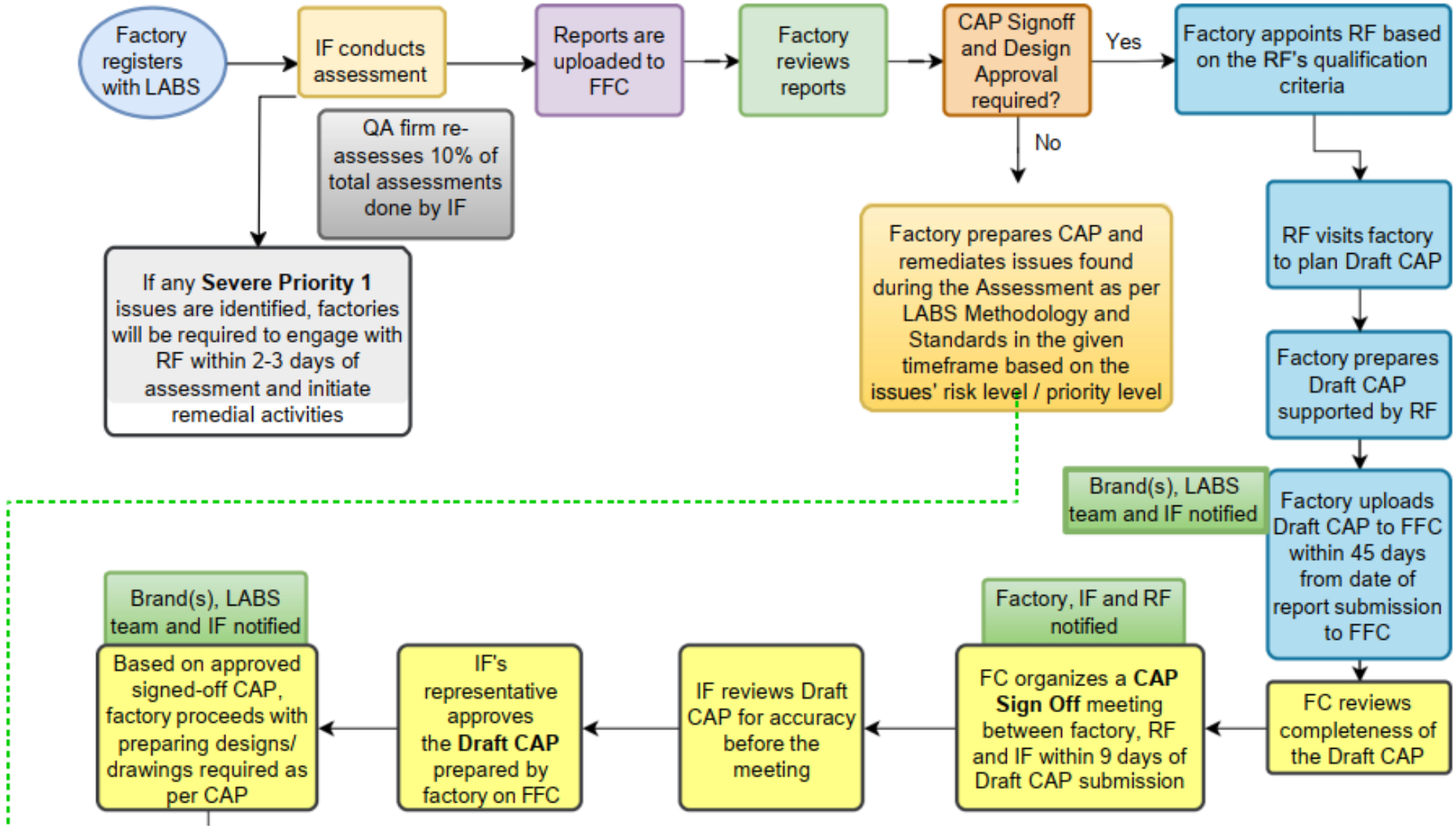
Post CAP Sign-off process, the Factory and RF prepares and uploads the design on the LABS FFC platform for due evaluation and subsequent signing-off by the Inspection firm prior to initiation of remedial actions.

What is CAP Closure? (For all issues)

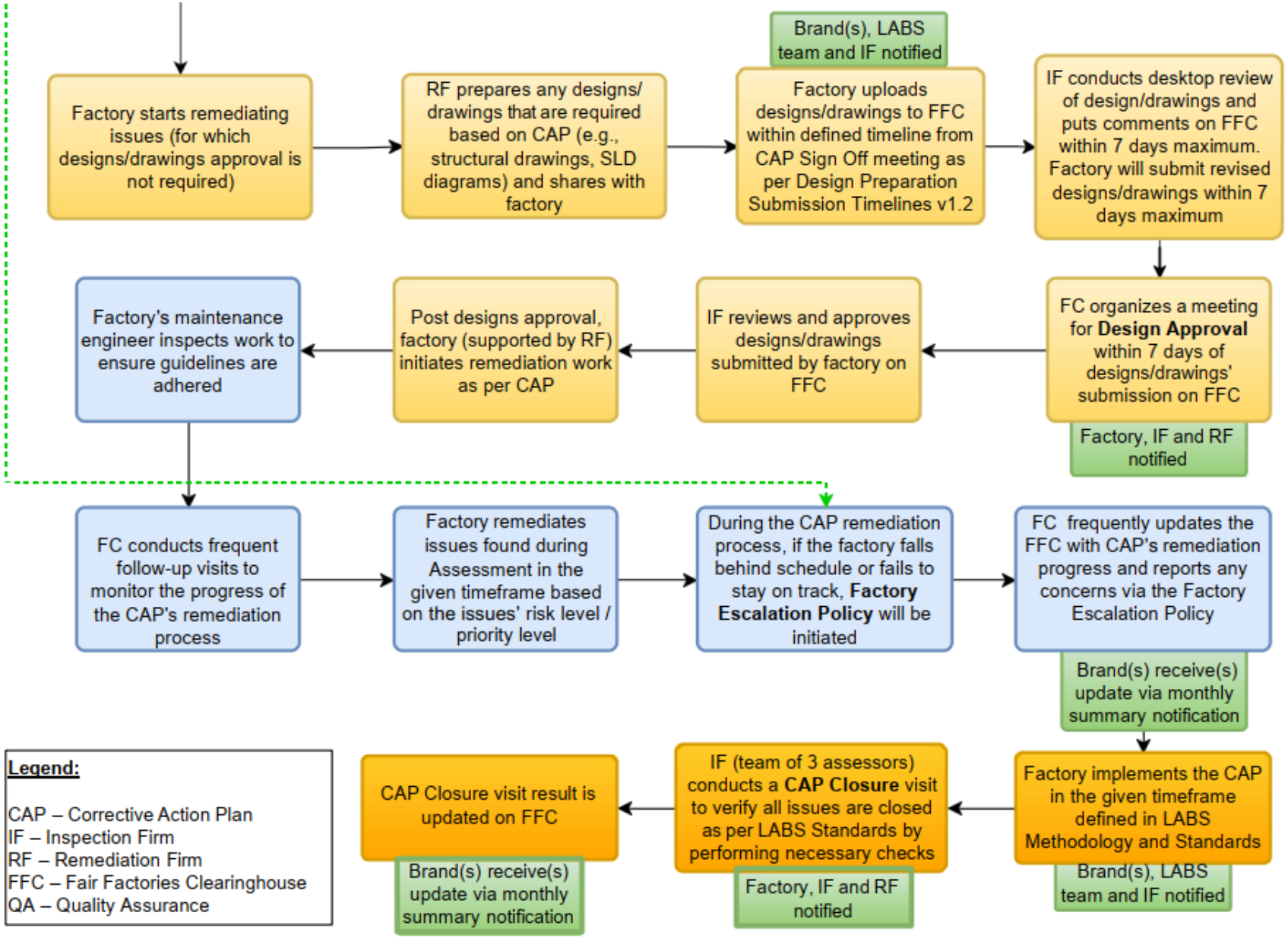
Once the Factory confirms that all issues have been remediated as per the signed off CAP and the approved design/drawings (wherever applicable), the IF will conducts a visit to verify that all issues have been closed as per the requirements of LABS Standards by doing needful checks/limited assessment.

CAP Sign-off, Design Approval and CAP Closure Process

Step 10 - CAP Sign off, Design Approval and CAP Closure Process



CAP Sign-off, Design Approval and CAP Closure Process



CAP Sign off, Design Approval and CAP Closure Requirements

<table>
<tr><th>Rating</th><th>CAP Sign-Off</th><th>Design Approval</th></tr>
<tr><td>Black</td><td colspan="2">CAP Sign off and Design Approval will not be needed in “Black” category as IF was unable to complete full survey and/ or make reasonable conclusions due to lack of access, lack of cooperation etc.</td></tr>
<tr><td>Red</td><td rowspan="3">Factories falling under “Red, Red/ Amber, Amber” rating are required to go through the CAP Signoff, Design Approval and CAP Closure process.</td><td rowspan="4">Design Approval will be required in cases such as:
Product details, manufacturer certifications, design review and specifications for Fire rated doors, fire-fighting systems such as smoke detectors, sprinklers, hydrants etc.
As built drawings are not updated as per the actual installations.
Drawings/ Plans/ Layouts are missing approval and stamp from local authority or are not signed and approved by the Government Engineer
Single dine diagrams, As-Built drawings and plans for new/old electrical systems and installations, HV & LV Distribution systems, power supply, Lifts, Earthing layouts, Lighting protection systems etc.</td></tr>
<tr><td>Red/Amber</td></tr>
<tr><td>Amber</td></tr>
<tr><td>Yellow</td><td rowspan="2">For factories falling under ”Yellow/ Green” category, requirement of CAP Signoff, Design Approval and CAP Closure process will be case specific. For ex:
Insufficient width of exit doors, floor exits, staircases etc.
Lack of fire rated enclosure for staircase connecting more than 02 floors
Lighting protection system is not available or inadequate
Lack of structural drawings, as-built drawings, building plans etc.</td></tr>
<tr><td>Green</td></tr>
</table>

CAP Sign off, Design Approval and CAP Closure Requirements

Final CAP Closure (Electrical, Fire and Structural Safety) - Detailed Checkpoints plus other requirements

- All issues (Priority 1, 2, 3 & 4) identified in the main assessment report have been remediated in accordance with LABS Standards
- All issues have been remediated as per signed off CAP, approved design and drawings and within the framework of LABS Standards
- All issues have been validated/verified by a Remediation Firm to confirm that the remediation have been done in accordance with LABS Standards
- Design specifications, product details, certifications of newly installed/constructed fire doors, walls, electrical components, structural designs, etc. are as per agreed designs
- No new problems are identified in the issues remediated by the factory management

CAP Sign-off, Design Approval and CAP Closure process is not applied for factories where no issues are reported after assessment by the Inspection Firm and no CAP is generated

CAP Sign off, Design Approval and CAP Closure Requirements

Important guidelines

Critical points to be taken care of during draft CAP submission

- Strictly adhere to the timelines of draft CAP submission. Delay in the process affects Factory ranking in the long run
- The draft CAP should be submitted as per the CAP template provided on FFC specific to your factory
- The draft CAP should be prepared in consensus with the Remediation Firm
- Corrective Action Plan taken to remediate the issue must have complete details of the proposed corrective action to remediate the issue
- Highlight the exact steps to be taken for remediating the issues in line with the LABS Standards and relevant standards as directed by Remediation firm
- Provide reference to LABS standards against every proposed CAP

Qualification Criteria - Remediation Firms

Qualification Criteria - Remediation Firms

- The Remediation Firm must be incorporated or registered with the Government and must have a valid license to carry out the remediation works
- The Remediation Firm must have a minimum of 10 years experience in the field of Fire, Structural and Electrical design, construction and remediation
- The Remediation Firm must have prior experience in developing MEP Drawings, as- built Drawings, structural drawings and other relevant drawings and designing related to structural, fire and electrical safety
- The Remediation Firm must have prior experience in working on International and National codes and standards related to Fire, Structural and Electrical requirements. Ex: IS, IEC, NFPA, NBC, etc.
- Must have completed at least 3 independent projects of Ground + 4 storeys related to civil, MEP works, designing, construction, architectural design and drawings, preferably in apparel and footwear manufacturing factories
- The minimum independent project value should not be less than 17.5 million INR (255,228/- USD) and for the projects completed preferably in apparel and footwear sector, the project value must be greater than 30 million INR (437,750/- USD)
- The Remediation Firm's proposed team shall hold a valid license to practice as an Engineer in the discipline of Civil, Fire and Electrical safety
- The Remediation Firm's proposed team must have apt communication skills to provide consultation and guide the factory management
- The Remediation Firm's planning team shall comprise of minimum 3 qualified engineers/draftsmen, each with minimum 10 years' experience in the field of Fire, Electrical and Structural safety respectively

Qualification Criteria - Remediation Firms

- The Remediation Firm to have an in-house team of engineers/draftsmen with minimum of 5 years' experience to carry out remediation work as per design
- In case the Remediation Firm has their own team of workers/labourer's, then the Remediation Firm should have valid labour license, ESI, EPF, PAN, GST registration certificates issued by respective authorities
- The Remediation Firm must have the licensed versions of latest tools and softwares to perform seismic evaluation of the building such as (STADDPRO, FEMA 154, FOS, AutoCAD)
- The Remediation Firm shall have the ability to perform Non-Destructive Testing and carry out on-site testing including Ferro scanner, Schmidt hammer & Thermo-Graphic scanner
- The Remediation Firm's team or their associated consultants shall be technically sound in carrying out tests for Lightning and earthing systems, geotechnical/ soil tests, experience in commissioning and maintenance of HVAC systems, boilers, generators, transformers etc.
- The Remediation Firm must have required resources to help and guide the factory attain certifications/ approvals required from the Government for any kind of construction/ retrofitting work in terms of Structure, Fire and Electrical
- The Remediation Firm must have adequate resources to conduct a Detailed Engineering Assessment for the entire factory building

Suggestive Remediation Firm

No	Remediation Firm	Discipline	Address	Name	Contact Number	Email
1	Phap Duyen Construction Design Co, Ltd.	Structure Electrical Fire	28 Thao Dien, Thao Dien Ward, District 2, HCMC	Tran Van Phuc	0967172905	phucktruc@gmail.com
2	SGCI	Structure Electrical Fire	74A No. 7 Street, Hiep Binh Chanh, Thu Duc, HCMC	Le Van Dong	0933905111	Dongle.sgci@gmail.com
3	ICCI	Structure Electrical Fire	198/9 Nguyen Thai Son, Go Vap, HCMC	Nguyen The Dung	0903994577	dungtvkd@icci.vn
4	BKTechs	Structure Electrical Fire	268 Ly Thuong Kiet, District 10, HCMC	Hoang The Thao	0918878468	hoangthethao@gmail.com

**** The Factory is free to choose suggestive Remediation Firm (RF) or engage with any other RF if they meet the set "Qualification Criteria- Remediation Firms"***

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Suggestive Remediation Firm

No	Remediation Firm	Discipline	Address	Name	Contact Number	Email
5	Binh Yen Co, Ltd.	Fire	94 Nguy Nhu Kon Tum, Thanh Xuan District, Hanoi City	Tran Cuong	0913238494	trancuong.byco@gmail.com
6	GLOBAL BEE TECHNOLOGIES., JSC	Electrical	1st Floor, NQM Building, 32/19 Ham Nghi Street, Nam Tu Liem District, Hanoi	Nguyen An Dong	0976868698	dong.na@beetechno.com.vn
7	Phu Hai Co, Ltd.	Electrical Fire	P1506, N4B Building, Le Van Luong Street, Thanh Xuan District, Hanoi City	Nguyen Cong	0912466343	nguyencong@phuhaico.vn
8	TSC EES Co, Ltd.	Electrical	Bac Tu Liem, Hanoi	Pham Hong Duy	0977824406	tsc.khachhang@gmail.com
9	VCS CONSTRUCTION AND CONSULTANT Co, Ltd.	Structure	236 Dai Tu Street, Hoang Mai District, Hanoi	Le Quoc Hung	093 1750173	xaydungvcs@gmail.com

**** The Factory is free to choose suggestive Remediation Firm (RF) or engage with any other RF if they meet the set "Qualification Criteria- Remediation Firms"***

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Scenarios Leading To Factory Re-assessment

Scenarios Leading to Factory Re-assessment

Following are the list of changes that will lead to a re-assessment in a factory before CAP Closure:

Structural Related Issues

- Horizontal or vertical expansion in the building structure with or without legal approval
- Significant demolition in any part of the building structure
- Addition and/or extension of any new floors in the building structure
- Alteration in any part of the building structure
- Any Renovation/ Retrofitting work within the factory premises which is not part of the approved factory plans and for which the factory does not have any prior approved plans, drawings or authorizations from the local government body

Electrical Related Issues

- Any installation of new machinery or change in use of building floor requiring modification in floor loads
- Any change in use of machinery or other arrangement exceeding the safe load limit of floors/circuits
- Any issue requiring re-wiring and re-circuiting for the electrical panels and/or electrical components
- Construction of any new building within the factory compound or premises that impacts the existing electrical load of the factory

Fire Related Issues

- Horizontal or vertical expansion in the building structure also involving access to exits and means of egress
- Alteration in any part of the building structure which includes removal/addition of external fire exits or impacts existing fire exit plans
- Any Renovation/ Retrofitting work within the factory premises which is not part of the approved factory plans and for which the factory does not have any prior approved plans, drawings or authorizations from the local government body

Additional Issues

- Any natural hazard (such as- earthquake, cyclone, typhoon etc.) and/or any unforeseen accidents (such as fire, structural damage, electrical accident etc.) causing distress and/or damage in structural, electrical and fire safety systems
- Any changes in occupancy after initial assessment to a significant portion of a building that may impact on the structural loading, fire hazard & separation, fire compartmentation, evacuation, fire safety systems etc.

LABS Safety Training

Safety Trainings

Through Safety Training Firms, LABS enhances the proficiency of OSH committees, staff, and key safety personnel in identifying safety issues, evacuating safely, and raising awareness about structural, electrical, and fire safety parameters.

Four levels of Safety Trainings are provided to the factory *(01 Safety Training/Membership year)*:

1. Basic Safety Training
2. Advanced Safety Training Level 1
3. Advanced Safety Training Level 2
4. Refresher Safety Training

Targeted audience: Members of Occupational Health and Safety (OHS) Committee, Factory Management, Engineers, Supervisors, Maintenance & Compliance Staff, Fire Safety Officers, Selected security guards, Selected workers, etc.

Topics covered: Identifying and flagging issues related to Structural, Fire & Electrical safety, Usage of PPE's (Personal Protective Equipment), Emergency drills - including evacuation, usage of fire extinguishing equipment and hydrant system, effective workplace precautions provided, mainstreaming gender equality in safety procedure etc.




LABS Helpline

LABS Initiative – Chat/Toll free number

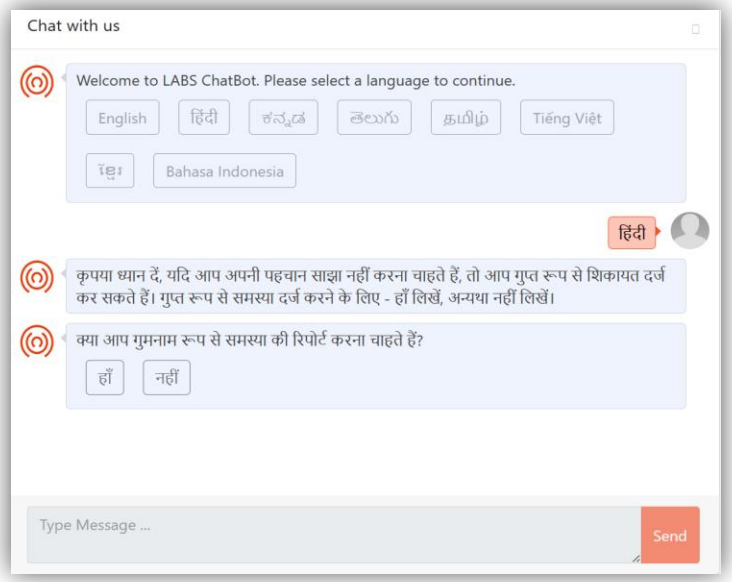
LABS Chat and tollfree number is a platform, where workers can register the issues. While the main focus would be LABS related concerns (Issues related to Fire Safety, Electrical Safety and Structural Safety), we expect to receive concerns regarding worker rights, wages, workplace related issues, feedback or suggestions from workers.

Please note **LABS will not involve in any Non-LABS related concerns** and all Non-LABS related queries will be shared with Factory Management and Brands (according to the issue reported).

Highlights	
	Option to record a message, share a photograph and leave a voice message through toll free number
	Chat available in local languages besides English
	Available 24 hours/ 365 days
	Callers have a choice to report the issues anonymously
	LABS related cases will be dealt on priority and shared with brands/ factory management through LABS

LABS – Mock Chat/Call (recorded message)

- Scan the QR Code from your mobile phone's camera to open the LABS Chat
- Select the preferred language and proceed to chat
- Submit the concern you have or are facing



To reach Helpline, dial:

1800-212-5227

- Dial the toll free number to get an IVR message
- Press 1, to record a message
- After the Beep, record your message and disconnect when you are done

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LABS Chat/toll free number – Posters

Gender Intentionality

Ensuring Gender Equality into Safety Procedure

Specific condition of women: pregnant women, menstruation, lactating, risk of Gender Based Violence during hazard, people with disabilities

Pregnant Women
- Safe and accessible evacuation route (e.g., Locate workplace at the ground floor nearest to the exit point)
- Emergency birth kits
- Nutrition and vitamin supplements
- Access to maternal healthcare service
- emotional support

Lactating Women:
- A designated lactation room or private space with a comfortable environment and necessary amenities, such as a breast pump, refrigerator
- Access to sanitation and welfare facilities at work
- Access to sanitary products
- Nutrition and vitamin supplements

Persons with Disability:
- Develop Inclusive evacuation plan by considering accessibility and reasonable accommodation
- Identify any barriers
- Involve employees with disability in drills and simulation
- Accessible information
- Establish a buddy system
- seggregated data

Menstruation/ Reproductive Health:
- Access to clean, safe, secure and separate toilet and welfare facilities at work
- Access to sanitary products
- Hygiene kit
- Emergency reproductive kit

Gender Based Violence:
- Training programs about the risk of GBV in the workplace
- Practice culture of respect and zero tolerance for harassment that is incorporated in the company code of conduct
- Establish reporting mechanism with accessible channel
- Develop SOP for GBV case response and management
- Establish referral pathways
- Appoint and train GBV focal point

Modalities and Challenges faced

MODALITIES

- **LABS initiative to integrate gender equality and related issues into their work**, which also recognizes the need to catalyze progress through issue-focused strategic initiatives.
- **Over 4,700 women have been trained on safety** parameters through LABS Safety Training since the program inception (LABS Annual Report 2022).

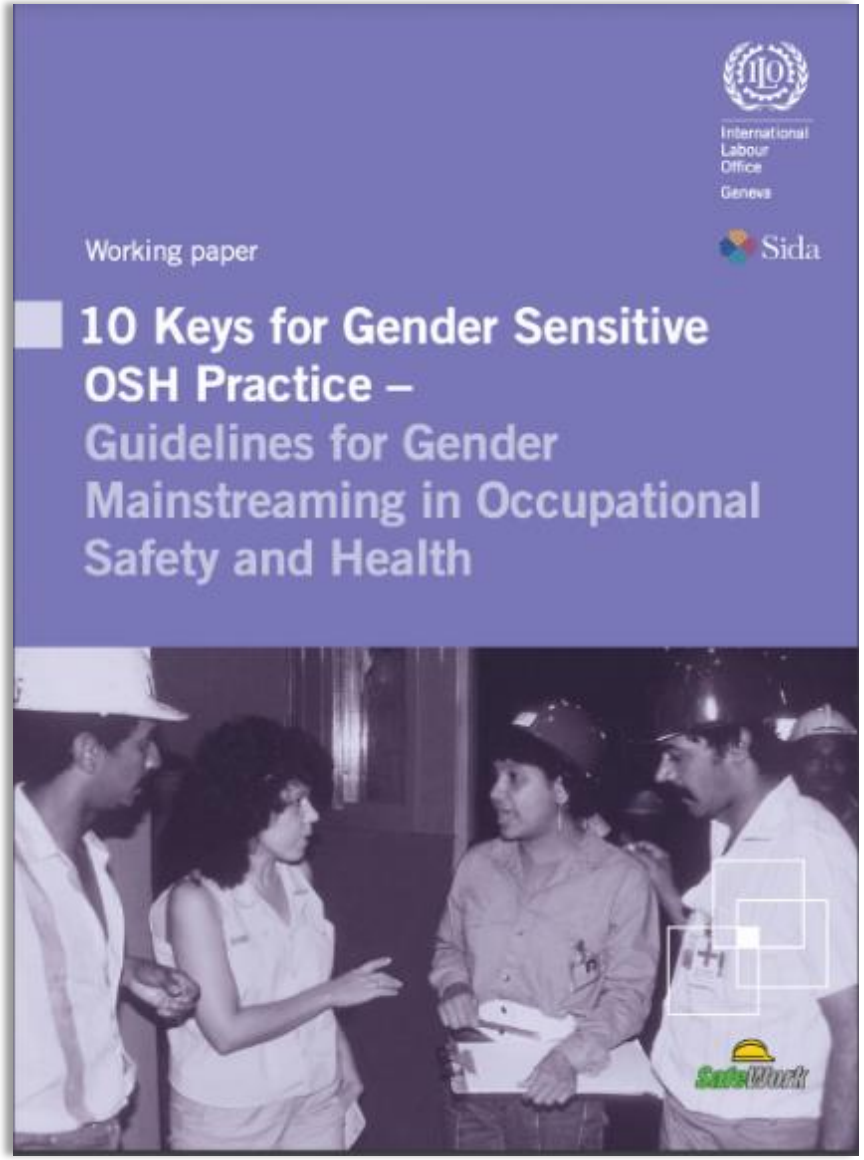
CHALLENGES

- **Women are less involved** than men in OSH decision-making due to a **patriarchal structure** or culture which renders them especially subordinate and powerless. For example, because **they are less likely to hold managerial positions,** and are less represented in trade union hierarchies. This way it is challenging to address their specific needs.
- Women often have to balance competing work and domestic tasks which creates **double load burden**

Check points on where women can play a role in safety elements of the office & factory

Policy actions:

- Measures to protect women's reproductive and maternity capacity: maternity protection, special conditions of employment for pregnant women and mothers breastfeeding.
- Actions to protect women because of perceived vulnerability and the "need for protection."
- Include it in written regulations regarding the proportion of women who must be involved in OSH



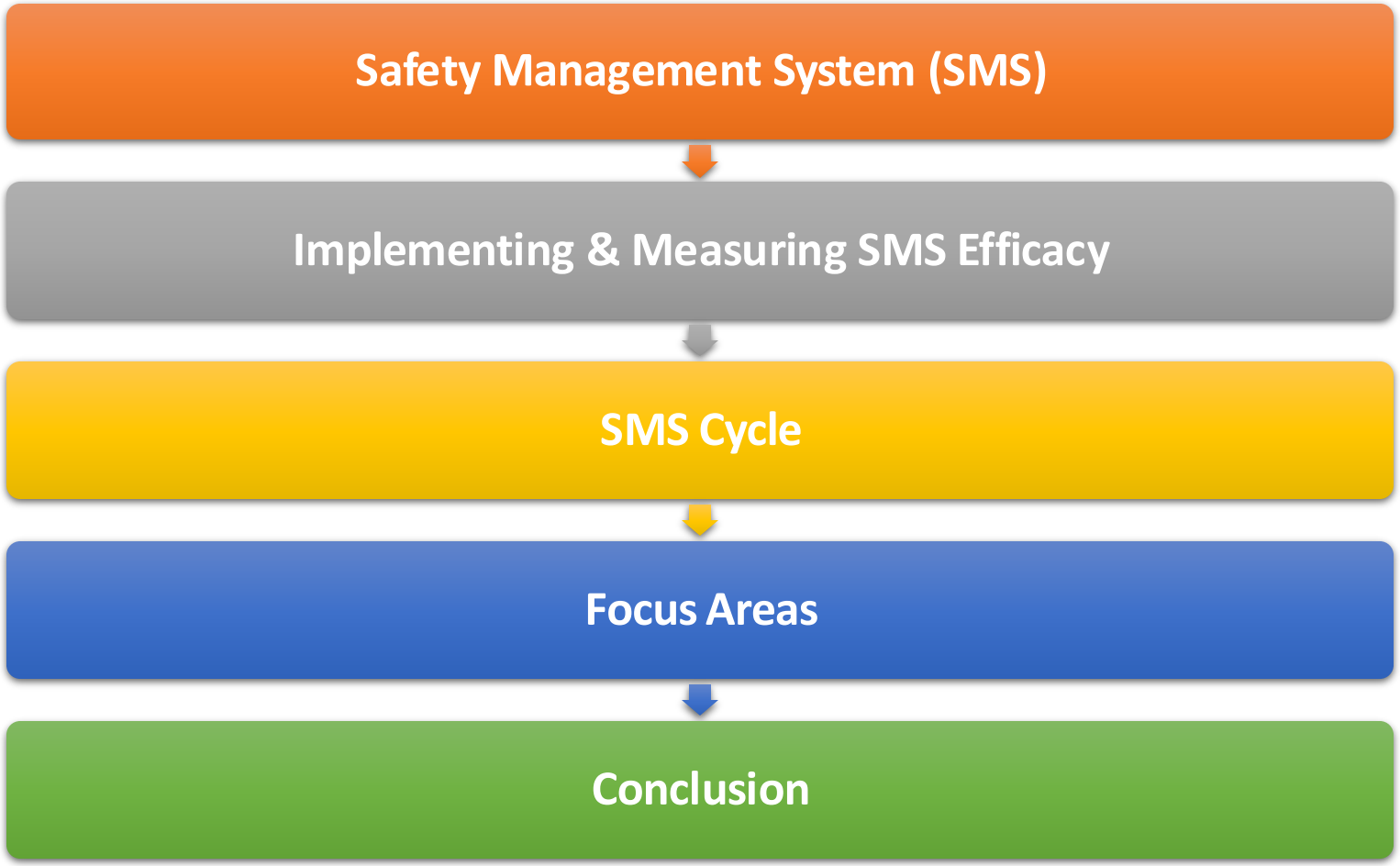
Check points on Actions OSH Committee & Management Can Take

- Ensuring that adequate safety and health programs are included in the workplace and the program addresses the specific needs of women and enables the participation of women workers.
- Campaign against gender-based discrimination and any harmful practices
- Taking precautions early on at every level for the collective as well as individuals through training.
- Establish a team and channels that serves for reporting mechanism and referring cases

Campaign example

Safety Management System

Safety Management System



Understanding the need for SMS

Safety Management System refers to a systematic approach to managing safety by organizational goals, policy, structure, planning, accountability and safe standard operating procedures.

Objectives

- Set up effective system to identify and mitigate risks
- Relentless monitoring
- Continuous improvement
- Set-up identified-tangible goals

Advantages

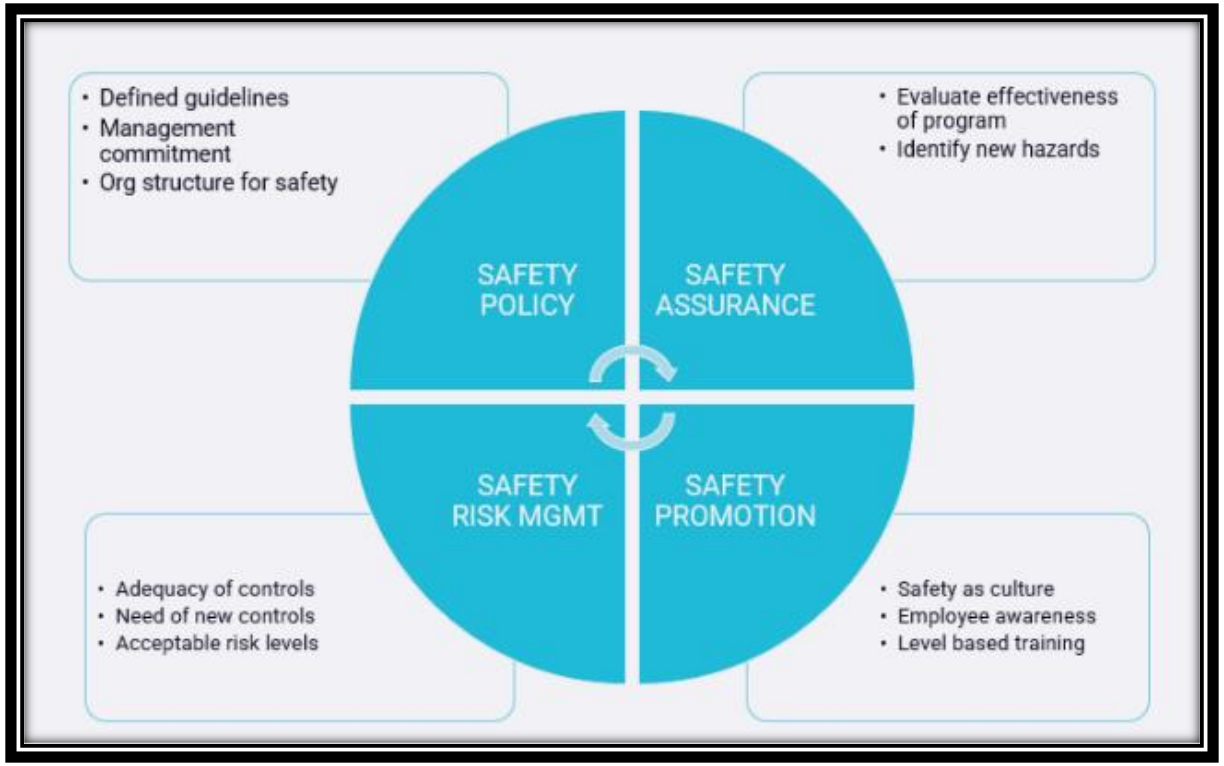
- Encourages safety culture
- Protects and enhances an organization's reputation and credibility
- Reflects business is socially responsible
- Maximize the performance and/or productivity of employees
- Increased employees' commitment to the team/organization
- More competent, happier and healthier workforce
- Reduces business costs and disruption
- Enables organizations to meet customers' OHS expectations, and
- Workforce in general to stay longer in active life

Safety Management system

Safety Management System is a systematic approach to managing safety by organizational goals, policy, structure, planning, accountability, and safe standard operating procedures. Alternately, a safety management system can be defined as an explicit element of the corporate management responsibility which sets out the company's safety policy and defines how it intends to manage safety as an integral part of the overall business operations.

Component of SMS

1. Safety Policy
2. Safety Assurance
3. Safety Promotion
4. Safety Risk management



Elements of Safety policy

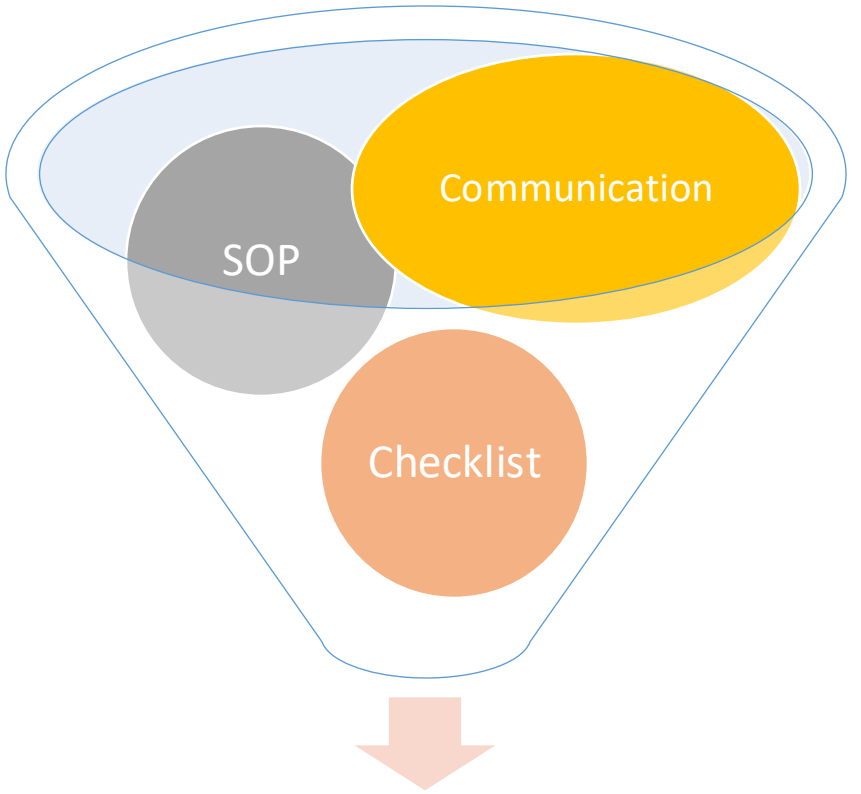
Safety Policy consist of management commitment towards managing safety in the workplace or organisation. Safety policy consist of outline to achieve safety specific outcome.

Implementation of Safety policy

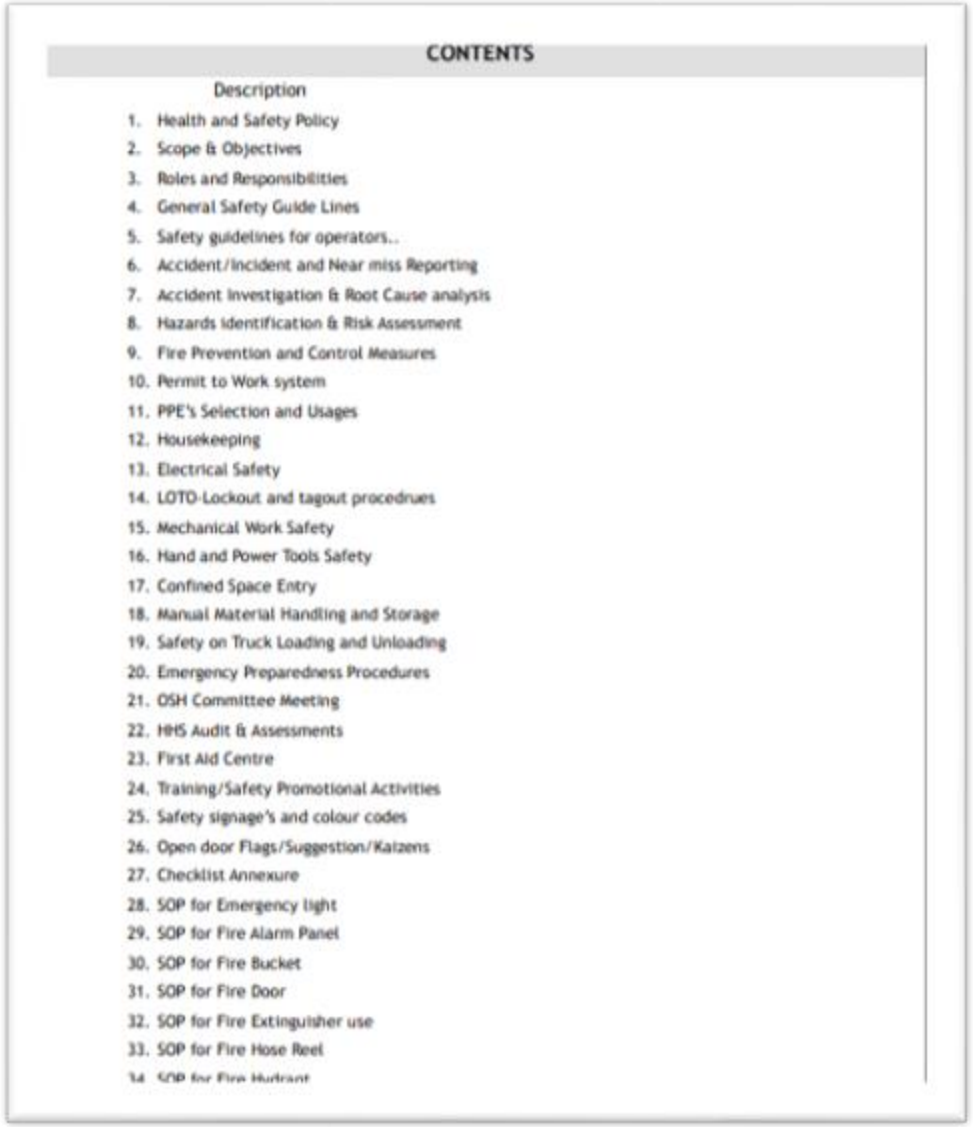
Safety Procedure – Safety Procedures are designed from the guidelines of safety policy. Procedure are designed to address the risk associated with a particular JOB It consists of directions of how work is to be carried out, responsibility, timeline for carrying out work, and applicability of the procedure.

Checklist – A checklist is a tool to review if safety practices are followed, it reminds the individual of steps to be followed for efficiently and safely carrying out a Job.
A checklist should be descriptive about the steps to be checked and it should be timebound with a defined schedule.

Communication – It is very important to communicate safety procedures to other employees for the implantation of safety control and to address hazards that are reduced by the procedure.

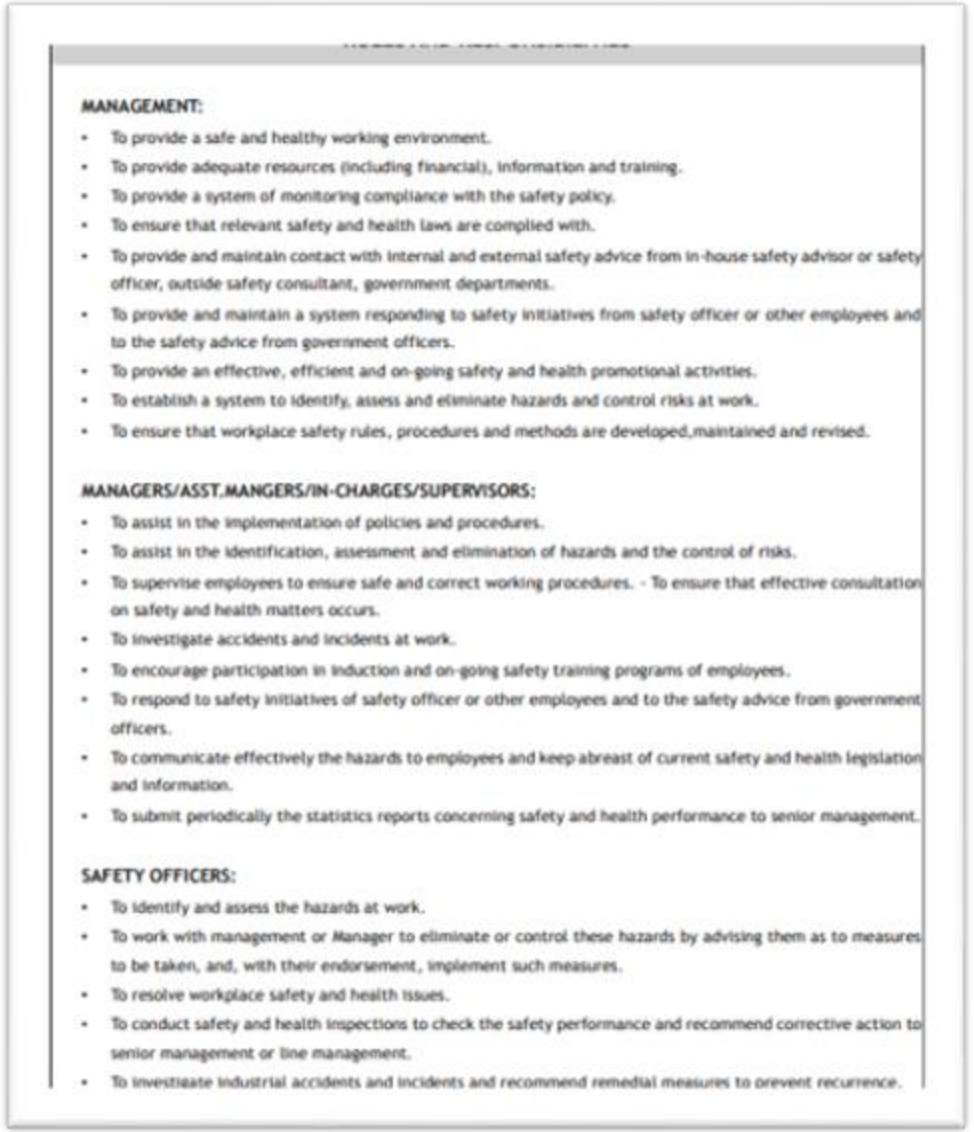


Elements of Safety policy



CONTENTS

Description



MANAGEMENT:

- To provide a safe and healthy working environment.
- To provide adequate resources (including financial), information and training.
- To provide a system of monitoring compliance with the safety policy.
- To ensure that relevant safety and health laws are complied with.
- To provide and maintain contact with internal and external safety advice from in-house safety advisor or safety officer, outside safety consultant, government departments.
- To provide and maintain a system responding to safety initiatives from safety officer or other employees and to the safety advice from government officers.
- To provide an effective, efficient and on-going safety and health promotional activities.
- To establish a system to identify, assess and eliminate hazards and control risks at work.
- To ensure that workplace safety rules, procedures and methods are developed,maintained and revised.

MANAGERS/ASST.MANGERS/IN-CHARGES/SUPERVISORS:

- To assist in the implementation of policies and procedures.
- To assist in the identification, assessment and elimination of hazards and the control of risks.
- To supervise employees to ensure safe and correct working procedures. - To ensure that effective consultation on safety and health matters occurs.
- To investigate accidents and incidents at work.
- To encourage participation in induction and on-going safety training programs of employees.
- To respond to safety initiatives of safety officer or other employees and to the safety advice from government officers.
- To communicate effectively the hazards to employees and keep abreast of current safety and health legislation and information.
- To submit periodically the statistics reports concerning safety and health performance to senior management.

SAFETY OFFICERS:

- To identify and assess the hazards at work.
- To work with management or Manager to eliminate or control these hazards by advising them as to measures to be taken, and, with their endorsement, implement such measures.
- To resolve workplace safety and health issues.
- To conduct safety and health inspections to check the safety performance and recommend corrective action to senior management or line management.
- To investigate industrial accidents and incidents and recommend remedial measures to prevent recurrence.

Elements for Safety assurance

- A safety audit is an in-depth, impartial review of a company or organization's health and safety program, procedures and processes. Safety audits report on a safety program's effectiveness, completeness and reliability.
- Accident analysis is a process carried out in order to determine the cause or causes of an accident (that can result in single or multiple outcomes) so as to prevent further accidents of a similar kind.
- A hazard report is an account of any potential risk to the health or safety of any person, property or equipment in the workplace.
- Safety KPIs are performance indicators that show an organization's efforts regarding health and safety as a metric. By tracking health and safety KPIs, you maintain a safe work environment.
- Checklists are used both to ensure that safety-critical system preparations are carried out completely and in the correct order, and in less critical applications to ensure that no step is left out of a procedure

Elements for Safety assurance

A joint walk through start onward 11 AM by the senior management along with LABS representative as per LABS standard .

Below following participates are participate in walk through :

SI	NAME	DESIGNATION	Evidence attachment
C1	Mr.Jaisheel Chaturvedi	Sr.GM-HR	
C2	Mr.Sudhanshu Sekhar Jena	Manager-Maintain acne	
C3	Mr.Pramod kumar sahoo	Asst.Manager-Complience	
C4	Mr.Rajeshkumar mohanty	Dept.Manager-Maintainacne	
C5	Himanshu bhusan Nayak	Safety officer	
C6	Smruti Ranjan Nayak	Safety officer	
C7	Sanoj Kumar Poiei	Safety officer	
C8	Mr.Susanta Jena	Manager-Admin	

Senior Management Walk through Report

S.NO	Issue Details	Issue Related To	Action To be Taken	Responsibility	Time line	Status	Remarks
1	Wall crack observed in front of admin office	Structural	Crack to be filled and it should be verified by site engineer	Manager Maintenance	Immediate	Closed	
2	AC unit observed at main LT panel	Electrical	LT panel area needs to be cleaned all time and all access needs to be cleared	Manager Maintenance	Immediate	Closed	
3	Cobweb observed at cable trays at LT panel room	Electrical	All cobwebs needs to be cleared	Admin Manager	Immediate	Closed	

		EFFECTIVE DATE	01/05/22
BBSR,OD-1	NEAR MISS REPORTING FORMS	NEXT REVIEW DATE	30/04/23

A near-miss is a potential hazard or incident in which no property was damaged and no personal injury was sustained, but Where, given a slight shift in time or position, damage or injury easily could have occurred. Near misses also may be referred to as close calls, near accidents, or injury-free events.

DEPARTMENT	Project	LOCATION	Mezzanine floor
DATE & TIME	10.01.2023	WITNESSED BY	SMRUTI RANJAN NAYAK

TYPE OF NEAR MISS	TYPE OF CONCERN
[✓] Near Miss [ ] Safety Concern	[ ] Unsafe act [✓] Unsafe use of equipment
[ ] Safety Idea/suggestion	[ ] Unsafe conditions of the area [ ] Safety Policy Violations
[ ] Others :	[ ] Unsafe conditions of the equipment [ ] Others:

BEFORE	AFTER RECTIFICATION

BRIEF DESCRIPTION OF THE ISSUE

Its being observed during newly staircase installation work at Mezzanine floor at a height of around 10 meters. Suddenly the hammer fall down from above by one workman(Mr.Amar) hand touched/hit 10 meters height.

ROOT CAUSE OF THE ISSUE

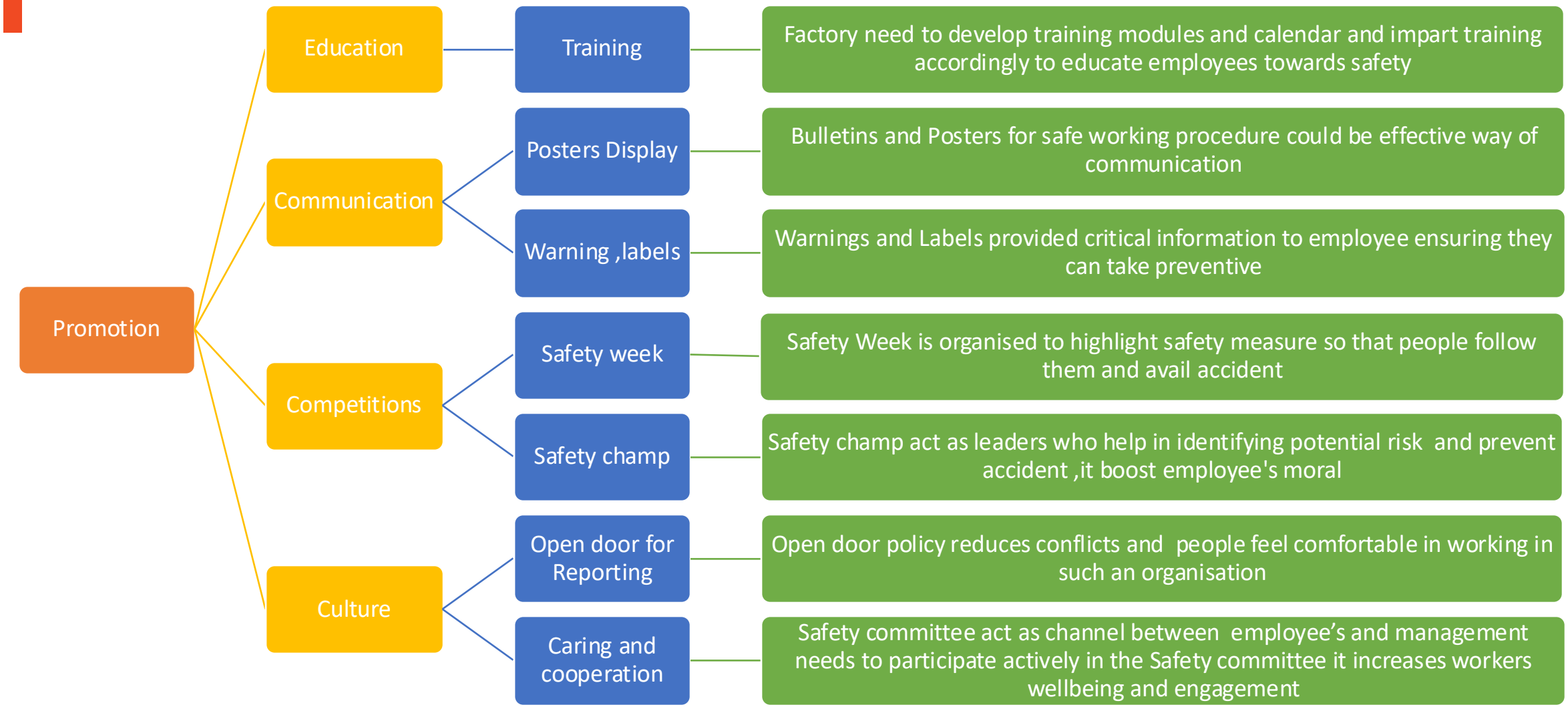
- Improper securing of manual hand tools.
- Poor supervision.

CORRECTIVE ACTIONS TAKEN

- Barricading the bottom area and keeping a stand by person at the barricading area to prevent unauthorized entry into the barricaded zone.
- Adequate and vigilant supervision.
- Communication of job procedure along with the risks and its control measures to the workmen .
- Securing objects with binding wire/rope to the structure.

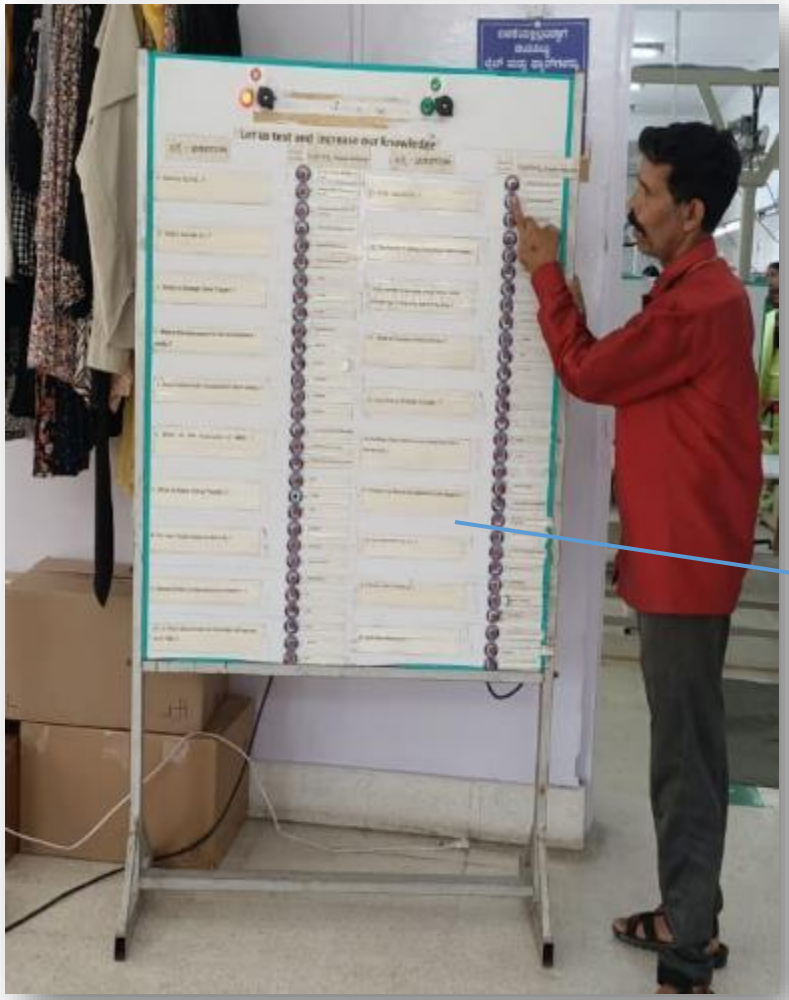
Issue Cleared By	Mr. Smruti Jena	Date& Time	10.01.2023	Signature	
Verified By	Himanshu bhusan nayak	Date& Time	10.01.2023	Signature	

Ways for Safety promotion



Factory need to develop process to implement promotion practices monitor its implementation and also record its impact for further improvement in their system

Ways for Safety promotion



Display Board for training employees

List of trained employees

SOP

Monitoring checklist

Safety Risk Management

SRM determines the need for, and adequacy of, new or revised risk controls based on the assessment of acceptable risk. A formal process within the SMS composed of:

- Describing the system
- Identifying the hazards
- Assessing the risk (who might be at risk)
- Evaluating the risk
- Controlling the risk
- Reviewing the assessment

Risk Assessment is an activity that need to be planned and conduct routinely as described in the procedure. The importance of Risk assessment should be communicated to every responsible person.

Safety Risk Management

LT Panel Preventive maintenance SOP	Annexure-EP-1
Sr. No.	**Points to be Inspected**
1	Switch off main power
2	Check Change over switch & FN switch connection if loose then tight
3	Clean the panel with Blower & Earthing check.
4	Check all input and output connection if loose then tight
5	Check all indication lamps & meters.
6	Check sealing of door cover should be proper
7	Check breaker and circuit of closing and tripping operation of breaker.
8	Check Busbar if loose then tight.
9	Double Earthing check.
10	Check All phase current R Y B.
11	To check that the LT Panel has been inspected in time as per prescribed maintenance schedule enclosing Annexure – E-2.
12	The LT Panel checklist is being checked the responsible person, the inspection must be verified the supervisor and the checklist must be authorized by their HOD as per Annexure-EP-2.
Verified By:	
Approved By:	

Trimming Machine Preventive maintenance SOP	Annexure-ETR-1
Sr. No.	**Points to be Inspected**
1	Check push button .
2	Tight power and control connection in drive Side.
3	Check load of motors .
4	Clean motor & cover.
5	Check all operating system.
6	Check earthing motor .
7	Check Motor bearing sound.
8	Check 3pin Top And wire connection.
9	Check trimming wire.
10	Check trimmer.
11	To check that trimming machine has been inspected in time as per prescribed maintenance schedule enclosing Annexure – E-2.
12	The trimming machine checklist is being checked the responsible person, the inspection must be verified the supervisor and the checklist must be authorized by their HOD as per Annexure-ETR-2.
Verified By:	
Approved By:	

SMS – Role, Responsibilities & Accountability

Leaders

- Commitment to safety
- Budget allocation
- Motivation to team

Safety Manager

- Adherence to policy
- Risk Management Framework
- Awareness & training programs
- Incident response
- Corrective & Preventive Actions
- Safety audits and closure of gaps
- Performance Monitoring
- Certifications / Standards (if applicable)
- Compliances
- Reporting

Specialist Functions

Fire safety

- Focus on fire safety
- Fire prevention
- Fire response
- Fire drills
- Training

- **Electrical safety**
  - Safety standards
  - System Health Check including Audits
  - Maintenance
  - Record keeping
- **Structural safety**
  - Safety standards
  - Structural safety check including Audits
  - Maintenance

Employees

- Awareness about policy & procedures
- Carry out tasks safely
- Report concerns and incidents
- Participate in improvement programs

SMS Checklist for Factories

SETTING UP

- Well defined policy exists
- Roles & responsibilities earmarked specifically
- Sufficient resources allocated
- Safety objectives are measurable
- Is there an effort to involve all employees and contractors

SAFETY RISK MANAGEMENT

- Methodology for risk identification and assessment
- Regular review of risk assessment
- Timely mitigation of identified gaps
- Risk register in place
- Frequency of review of risk controls is less at least six months

SAFETY ASSURANCE

- Well established mechanism for incident reporting
- Defined process for incident investigation and CAPA
- At least bi-annual internal safety audits
- Change management of policies and procedures
- Use of technology for assurance
- Score card for safety measurables
- Trend analysis used to prevent future incidents

SAFETY PROMOTION

- Safety training to all employees
- SME Training for personnel allocated responsibility of safety management
- Gratifying awareness and communication campaigns
- Safety is positive culture rather activity
- Training records maintained
- Level based safety drills and simulation

MONITORING & IMPROVEMENT

- Safety forum/committee established
- Evidence of regular meetings (preferred monthly) of safety forum
- SMS improved based on review of risks, risk control and incident trends
- Regular increase in safety scores (of measurable values)

idh

LABS
Life And Building Safety

Factory Graduation

When does a Factory Graduate?

- LABS Factory Coordinator monitors the factory's progress on fulfilling the criteria for graduation
- The Factory triggers the graduation by confirming the completion of all the elements
- LABS Factory Coordinator will review the checklist shared by the factory and will schedule a "Graduation Verification Visit" for the factory with the Inspection Firm that has conducted the CAP Closure visit
- Graduation Verification Checklist adherence will be conclusive for issuing Graduation letter to the factory

Graduation fulfilment criteria

- LABS Assessment completed ✓
- CAP Closure completed ✓
- Safety trainings completed ✓
- Graduation Checklist adherence ✓

Self-Assessment:

- *Graduated factories are required to undergo **self-assessment twice a year** by filing the self-assessment checklist.*
- *LABS team will review the checklist and in case of any deviations identified, the information will be communicated to the respective brand participants along with the recommendations for factory to enrol back into the LABS Program.*

LABS Graduation Checklist

No.	Key questions:
1	All issues (P1, P2, P3 and P4) identified as per the Corrective Action Plan (CAP) of initial assessment reports have been remediated as per LABS Standard guideline and graduation verification visit has been completed by the Inspection Firm.
2	CAP Closure report provided by Inspection Firm that provides well documented and supporting documents, including but not limited to pictorial evidence which indicates that issue remediation has been completed, with root cause of the issue addressed thoroughly aligned with LABS Standard and Methodology of the applicable country.
3	No infrastructural changes made to the building which includes but not limited to changes in electrical, fire and structure or their designs and drawings layout by carrying out any additions, alterations and/or extensions of any new floors after the CAP Closure visit conducted by the Inspection Firm.
4	Ensuring to maintain defined safe load limit of floor and/or electrical circuits in case of any addition/removal of machinery, etc. as per design and drawings (such as single line diagram, as-built drawings etc.) approved by the competent Authorities
5	All electrical equipment being maintained periodically in accordance with the equipment manufacturer's guidelines
6	Structural floor load limits being monitored within the factory
7	Follow up visits by LABS Team concluded
8	Thermo-graphic scans are carried out by qualified and trained personnel at least on a tri- annual basis and any high temperatures (where temperatures of components are >20°C the ambient temperature) are rectified at priority as per LABS Standards
9	Frequent evacuation drills (2 per year minimum documented)

LABS Graduation Checklist

No.	Key questions:
10	Sufficient & well-maintained firefighting equipment present
11	Designated staff trained to use and maintain firefighting equipment
12	Factory supports that the Helpline is operating and functioning well by communicating the Helpline to workers (through trainings and posting danglers, stickers, posters etc.) and neither inhibits nor discourages its usage.
13	All levels of Safety Trainings completed (Advanced Safety Training Level-1 and Advanced Safety Training Level-2)
14	OHS Committee has been established (proportional to factory size and having at least 1 women representation where women actively speak up and have greater say on decision making and contributing to solutions on safety) and the LABS mandated trainings are further being conducted by the OHS Committee established by the factory while ensuring 100 % workers' coverage. (Ownership of establishing OHS Committee lies with the factories)
15	Frequency of conducting OHS committee meetings as per legislative framework of local laws
16	Safety Management Systems (SMS) are set up and effectively implemented by the leadership, management team and trained staff of the factory
17	Is there a written Safety and Health Policy? Is it communicated and workers aware of the policy?
18	100% of workers should have completed required health and safety training
19	Adequately qualified and dedicated safety manager available and reporting directly to CEO/GM
20	Incident/accident report available?

LABS Graduation Checklist

No.	Key questions:
21	Suggestion box for safety suggestions as per LABS focus and mandate
22	Open door policy implemented for workers to flag safety issues
23	Process in place to periodically conduct employee meetings and record participation rates?
24	At least one factory joint walk through conducted per month to ensure structural, fire and electrical safety
25	Procedures in place to eliminate the hazards and control the risks
26	System to investigate cause of incidents, identify root causes and to prevent similar incidents from reoccurring in the future.
27	Timely completion of corrective actions after a workplace hazard is identified or an incident occurs
28	Timely completion of planned preventive maintenance activities

Partnership Fees

Partnership Fees

Criteria	LABS fee/year
More than 2000 workers	EUR 2,600
Between 501 and 2000 workers	EUR 1,800
500 workers or less	EUR 1,550

This provides the factory with access to the LABS FFC platform, 02-03 Follow-up visits, Safety trainings, and access to the Workers Helpline.

Assessment	CAP Sign off*	Design Approval*	CAP Closure*	Graduation Verification Visit
2,500 - 2,700 USD	400 - 452 USD	400 - 450 USD	1500 -1752 USD	600 - 800 USD

** In factories where issues of only a given discipline are reported, Inspection Firms shall charge proportionately as per quote by sending the auditor specific to that discipline only and not all the three auditors (Refer next slide)*

Above highlighted costs are subject to revision after 01 year

Costs Involved- CAP Sign off, Design Approval and CAP Closure Process

Rating	Red, Red/Amber, Amber			Yellow, Green		
Discipline	Electrical	Fire	Structure	Electrical	Fire	Structure
Issues Identified	Yes	Yes	Yes	Yes	No	Yes
Auditors required	03			02		
CAP Sign-Off	400			267		
Design Approval	400			267		
CAP Closure	1500			1000		
Total Cost	2300			1534		

**Above prices in USD, are indicative and may vary*

For the satisfactory completion of CAP Sign-off, Design Approval and CAP Closure, the Inspection Firm is entitled to charge the factory rates that have been agreed for the CAP Sign-off, Design Approval and CAP Closure as agreed in the submitted proposal. In factories where issues of only a given discipline are reported, Inspection Firms shall charge proportionately as per quote by sending the auditor specific to that discipline only and not all the three auditors – including case specific situations rate. "For example:- If a factory has only electrical issues, IF will send only an electrical engineer to complete the process of Draft CAP Sign- off , Design Approval and CAP closure".

Q & A

For further queries, contact –

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LABS Website: https://labsinitiative.com/


THANK YOU