



# Social Re-Audit Report

January 2009

BSCI 8-01/09

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Systain Consulting GmbH, Hamburg

# Social Re-Audit Report

<b>Factory Name:</b>	Rajda Industries & Exports Pvt. Ltd.		
<b>Factory Address:</b>	5/1D, Tiljala Road, Kolkata, West Bangal		
<b>Management Representative:</b>	Mr Gautam Rajda / Director		
Audit Results for BSCI Social Requirements Part B:	Good <sup>1</sup> <input type="checkbox"/>	Improvement Needed <input checked="" type="checkbox"/>	Non-compliant <input type="checkbox"/>
Audit Results for Best Practice for Industry Part C:	Good <input type="checkbox"/>	Improvement Needed <input checked="" type="checkbox"/>	
Audit initiated by:	BSCI Member : <input type="checkbox"/>	Supplier: <input checked="" type="checkbox"/>	
Auditing Company Name:	SGS India Pvt Ltd		
Audit report number:	IN/GUR/CTS/20100086/002		
DBID number:	18662		
Lead Auditor's name and SAAS certificate number:	Yograj Yadav/Lead Auditor Certificate No. A0810		
Auditing Company Address:	250, Udyog Vihar Phase-IV, Gurgaon, Haryana, India		
Audit Date:	19.11.2010		
Date of the new BSCI to be started: (3 years from the initial audit)	07.01.2013		
Number of Initial audits performed at this facility (Cycle number 1, 2, 3..):	1		
Agreed date for closing the CAP (if applicable):	18.02.2011		
Date, Signature & Stamp:	Yograj Yadav 19/11/2010 SGS India Pvt. Ltd.		

<sup>1</sup> Due to the sampling nature of the auditing exercise, absence of findings during an assessment does not assure the full compliance of the facility nor does it guarantee that violations may not appear in the future. BSCI and the auditing company do not accept responsibility for conditions at other locations that may be used in the supply chain of the relevant product or service since this report covers the production site listed under 'audited company' only.

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<b>Lead-Auditor</b>	Yograj Yadav	<b>Additional Auditor</b>	-
<b>Audit Date</b>	19.11.2010	<b>Number of man days applied</b>	1.5 (onsite and reporting)
<b>First Re-audit</b>	<input checked="" type="checkbox"/>	<b>Second Re-Audit</b>	<input type="checkbox"/>

**A. Master Data – For full details on the business structure of the company, see complete Master Data in the Audit Questionnaire.**

Location of audited Company		Basic Data	
Name of Company	Rajda Industries & Exports Pvt. Ltd.	Year of foundation	1992
http://www.	www.rajda.in	Legal status	Private Limited
Street	5/1D, Tiljala Road	Language(s) spoken in company	English,Hindi, Bengali
City	Kolkata, West Bengal	Total production capacity per month	10,000 pieces of wallets 500 pieces of baags
Zip Code	700039	<b>Contact Person</b>	
Country	India	Name	Mr Gautam Rajda
Phone	91-33-23444343/5077	Position / Language	English,Hindi, Bengali
Fax	-	Phone	91-33-23444343/5077
DBID Number	18662	E-mail	gautam.rajda@rajda.in

Business Activities					
Clothing:	<input type="checkbox"/>	Construction Material:	<input type="checkbox"/>	Electronic Groups:	<input type="checkbox"/>
Eyewear (Glasses):	<input type="checkbox"/>	Furniture:	<input type="checkbox"/>	Leather Goods (except shoes):	<input checked="" type="checkbox"/>
Machinery:	<input type="checkbox"/>	Other hard goods:	<input type="checkbox"/>	Shoes:	<input type="checkbox"/>
Textiles:	<input type="checkbox"/>	Toys:	<input type="checkbox"/>	Textiles raw material or accessories	<input type="checkbox"/>

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## B. BSCI Mandatory Social Requirements

Date of Initial Audit: 08.01.2010	Date of First Re- Audit: 19.11.2010	Date of Second Re- Audit:
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		Initial Results				First Re-audit Result					Second Re-audit Results				
		2	1	0	NA	2	1	0	NA	NR	2	1	0	NA	NR
B.1	Management Practice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.2	Documentation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.3	Working Time	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.4	Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.5	Child Labour / Young Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.6	Forced Labour / Prisoner Labour / Disciplinary Measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.7	Freedom of Association / Collective Bargaining	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.8	Discrimination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.9	Working Conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.10	Health and Social Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.11	Occupational Health and Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.12	Dormitories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.13	Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Total Result for the current audit:</b>	<b>Good</b> <input type="checkbox"/>	<b>Improvements Needed</b> <input checked="" type="checkbox"/>	<b>Non-compliant</b> <input type="checkbox"/>
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### Remarks

This first re-audit was conducted at 'Rajda Industries & Exports Pvt Ltd.' which is located at 5/1D, Teljala road, Kolkata, West Bengal, India. The opening meeting started at 10:45 AM. During the meeting the auditor explained the purpose and process of the audit. The management was receptive and full access to the facility and the documents was provided.

The total land area of the factory is 10000 sq. feet and the covered area is 50000 sq. feet.

The production process is carried out in one concrete building consisting of 4 floors. The factory has started re-construction work on fourth floor (cutting section) and presently this floor is not operational. The floorwise production processes are as follows:

Ground floor: Office, sampling, show room, studio, plating

First floor: Leather store, accessories store, lining cutting

Second floor: Finishing, packing, production (assembling), stitching

Please fill in under results

2 = Good	1 = Improvements Needed	0 = Non-compliant	NA = Not Applicable
No deviation from requirements or only minor deviations and full protection of employees is given	Deviations in the minority of requirements and no crucial points	Deviations in 50% or in the majority of requirements or/and in crucial points (double framed)	Requirements do not match to the company structure

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Third floor: Production, cutting, skieving  
Fourth floor: Under construction

The company manufactures leather wallets and bags.

The factory has hired 2 contract agencies 'NIS Management Pvt Ltd' for security guards (5 guards) and 'Gint' for production workers (60 workers).

#### B.1 MANAGEMENT PRACTICES:

B.1.1 The company is not certified for any management system.

B.1.2 The company has appointed a senior management representative Mr. Sunil Prasad, Manager Admin who irrespective of other duties is responsible that the BSCI social requirements are met.

B.1.3 Mr. SK Banarjee, Factory Manager is responsible for the updating and implementation of the legal regulation within the factory.

B.1.4 The company has appointed a qualified person on the operational level for implementation and checking compliance with the BSCI social requirements including health and safety. Mr. Sunil Prasad is responsible for the same.

B.1.5. The executives, management and staff are aware of the legal rights and duties under labour legislation.

B.1.6. The company has an adequate ongoing communication about social requirements between staff and management.

B.1.7 The company has developed and established a system and developed the policy of anti-corruption/ bribery for all business activities.

B.1.8 The company has not developed a system to identify specific risks for health and safety of the employees and prevent recurrence of work accidents.  
This is violation of BSCI code B.1.8.

B.1.9 Cost accounting is done and records were reviewed as well.

B.1.10 Capacity planning is done in the factory and records are maintained for the same.

B.1.11, B.1.12, B.1.13 & B.1.14.

The company does not use any subcontractor for any process either fully or partially. All the processes are carried out in house. Hence, this is not applicable.

#### B.2 DOCUMENTATION

B.2.1 The facility has obtained the valid business license for adequate number of employees (150).

B.2.2 Factory has obtained the Registration Certificate to use contract workers. Further, individual labour contractor has obtained the licence from the concerned authority. Factory has also obtained the stability certificate from the competent person. However, the factory has not provided the approved building plan.

This violates BSCI code B.2.2

Local Law: This violates Section 6 (1) of The Factories Act, 1948, The State Government may make rules (a) requiring for the purpose of this act, the submission of plans of any class of description of factories to the chief inspector or the state government. (b) requiring for the purpose of considering

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applications for such permission the submission of plan and specifications.

B.2.3 The facility has developed written policies on all issues related to BSCI standards including child labour, forced labour, freedom of association, working hours, compensation, health and safety, environment, subcontractors etc.

B.2.4 The company has committed to their employees to comply with the BSCI social requirements including national legal requirements and has posted the commitments in the company premises together with the BSCI Code of conduct visible to all employees in local language or attached to each employee's contract.

B.2.5. Ten personnel files were reviewed. All the personnel files are complete with application for employment, employment contracts, age proof documents (school leaving certificates & voter ID cards).

B.2.6 The company maintains manual in and out time records in the factory.

B.2.7 Pay slips are provided to the workers.

B.2.8 The company has maintained the social insurance records (Provident Fund and Employees State Insurance) of all the workers.

B.2.9 A wage list exists in the factory.

B.2.10 All the female employees covered under maternity benefits. However no female employees had availed such benefits. Employees also confirmed that they are provided with maternity benefits.

B.2.11 The factory has developed work rules for workers and same has been posted on notice board. This is known as standing order which include the working rules and regulations of the factory.

B.2.12 Factory has provided and maintained the health and safety training records.

B.2.13 The facility does not use any hazardous chemical in the factory. Hence, this is not applicable.

B.2.14 Factory has maintained and provided the first aid training certificates issued by the authorised agency.

B.2.15 The factory has maintained the inspection certificate of compressor and diesel generator. Factory does not use lift.

B.2.16 The company has obtained potable water test report.

B.2.17 No official inspection or social audit has been carried out in the facility till date.

B.2.18 The facility has maintained accident and injuries register.

B.2.19 Security guards' contract agreement and duties are defined and were verified.

B.2.20 The facility does not have any trade union. Hence is is not applicable.

### B.3 WORKING TIME

The facility management stated that the peak season is from October and November. The samples

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reviewed were for October 2010 (current month), July 2010 and April 2010 (random months).

B.3.1 The facility operates in a single shift from 10.00 am to 7.00 pm.

B.3.2 Factory provides one hour of lunch break from 1:30pm to 2.30 pm.

B.3.3 Normal work week is for 6 days from Monday to Saturday.

B.3.4 Normal work hours per week are 48 hours.

B.3.5, B.3.6, B.3.7, B.3.8, B.3.10 & B.3.11

Factory has maintained the manual in and out time records for all the workers including contractor workers from the month of April 2010. During review of in and out time records maintained by the factory and workers interviews, it was observed that factory has not conducted overtime in any month. Weekly off is provided to all the employees. Factory has also maintained manual in and out time records of security guards. Security guards work in 3 shifts of 8 hours each and weekly off is provided to all of them. Factory has respected the local law and international standards of 48 hours per week as standard work week and 60 hours per week including overtime.

B.3.9 It was observed through workers interviews that overtime is voluntary.

B.3.12 This is not applicable to the facility.

#### B.4 COMPENSATION

B.4.1 In compliance with legal requirement it was observed that the facility is paying legal minimum wages to all the workers:

Legal minimum wage for standard time:

Unskilled workers- INR 3737.00 per month

Semi skilled workers- INR 3837.00 per month

Skilled workers- INR 3987.00 per month

Factory's norm for this region

Same as above

B.4.2 The lowest minimum wages paid by the facility to regular employees is INR 4000.00 per month.

B.4.3 & B.4.4, B.4.5

The average wages (excluding overtime) for workers is INR 4000.00. The statutory regulations with regard to minimum wage are that every worker including full time and contract workers' should receive at least minimum wages stipulated by the government. There are 3 categories of workers i.e. unskilled, semi skilled and skilled and they are paid their respective minimum wages.

B.4.6 Overtime work was not observed in the factory.

B.4.7 It was observed during review of in and out time records of security guards that they were not compensated as per law for working on national holidays and festival holidays. It was noted that they are being paid at 100% for working on national and festival holidays.

This is the violation of BSCI code B.4.7

Local Law: This violates the section 5 of The National, Festival Holidays, Casual and Sick Leave Act 1956, (2) Where a worker works on any holidays allowed under section 3, he/she shall at his option

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be entitled to (a) twice his average daily wages of that day, or (b) his average daily wages for that day and a substitute holiday with in 90 days from the day on which he so works. Section 3(1) Every worker shall, in each calander year, be allowed in such a manner and such condition as prescribed (a) Three national holidays of one whole day each on 26th January, 15th August and 02nd October and (2) 5 other holidays on any of the festivals specified in the schedule in this act.

B.4.8 All the workers are paid for the leave taken in compliance with law.

B.4.9 Holidays are paid to all workers.

B.4.10& B.4.11.

Women workers are getting maternity benefits. Records were available for review. However, on the day of audit no pregnant women were working in the factory. It was confirmed from workers interviews that females are covered under maternity benefits and they can avail such benefits.

B.4.12 Facility has provided applicable statutory benefits such as leave with wages and bonus to the workers.

B.4.13 Benefits are provided to all the employees.

B.4.14. This facility has provided Provident Fund and Employees State Insurance benefits.

B.4.15 All workers are paid on a monthly basis in cash. Records of payment is maintained for all workers.

B.4.16 No illegal deduction was found on the date of audit during the document review. No deduction for loss, damage or fine is exercised by the management.

B.4.17 Wages are paid on or before 7<sup>th</sup> of every month in cash and the wage period is from the first day to the last day of the calendar month.

B.4.18 This is not applicable to the factory.

#### B.5 CHILD LABOUR

On the date of audit it was found that minimum age of the workers was 19 years. No child/young labour was found on the day of the audit as per the visual observation. This section was not re-audited since no-nonconformances were found during the previous audit.

#### B.6 FORCED LABOUR/PRISONER LABOUR/DISCIPLINARY MEASURES

As per the documents review, workers interviews and facility walkthrough, no instance of forced labour was observed on the day of audit. This section was not re-audited since no non-conformances were found during the previous audit.

#### B.7 FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

This section was not reaudited since no-nonconformances were found during the previous audit. However, no non-conformances were found during this re-audit.

#### B.8 DISCRIMINATION

As per the workers interviews there is no practice of discrimination in the factory. This section was

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not reaudited since no-nonconformances were found during the previous audit.

#### B.9 WORKING CONDITIONS:

B.9.1 The facility appears to be in good condition. The work floor and the facility premise is cleaned on a regular basis as per the time chart maintained for this purpose. Noise and temperature level is acceptable at all areas of the facility. Lighting and ventilation is found to be adequate. Further, the production area is clean on the audit date. This section was not reaudited since no non-conformances were found during the previous audit.

#### B.10 HEALTH AND SAFETY FACILITIES:

B.10.1 The factory has provided an acceptable clean sickroom / first aid room.

B.10.2 Potable drinking water is provided for the workers at a convenient distance. Water is tested to prove it is potable.

B.10.3 Factory has provided an eating area for the workers.

B.10.4 Factory has provided sufficient number of toilets for male workers. Factory has provided 05 toilets for male and 03 toilets for female workers.

B.10.5 Washing facility is provided to the house keeping workers.

B.10.6 No such special personal protective equipment is required for which special changing rooms are necessary.

B.10.7 The facility has emergency response procedure which details the actions to be taken in such cases. List of important telephone numbers and contact persons are displayed all through the facility premise.

B.10.8 The facility has an adequate number of first aid boxes which are adequately stocked with the prescribed contents and maintained at each department and floor.

B.10.9 Each floor has an in-charge for the disbursement of medicines.

B.10.10 The factory has sufficient number (08 Nos) of first aid trained persons.

#### B.11 OCCUPATIONAL HEALTH AND SAFETY

B.11.1. A walkthrough of the entire facility was conducted to assess the health and safety conditions. The facility operates under a single building that houses the office and production sections. The building is maintained in an adequate state of repair and provides protection from the elements. Ventilation and lighting in the facility is adequate and enables the workers to perform their work efficiently and effectively.

B.11.2 Adequate personal protective equipment (PPE) like aprons, masks, gloves, goggles, caps etc. are provided to the workers as per requirement. The workers are not charged for the PPE and were found to be wearing/using them sincerely. Training is provided to all the employees. The facility has assessed the risk of new and expectant mothers.

B.11.3 Adequate personal protective equipment was provided and worn by the workers. Factory does not use any chemicals in the factory. Factory uses only dendrite for adhesive purpose.

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B.11.4 Electrical conditions in the factory are satisfactory. All panels are marked and equipped with danger signs as well as provided with rubber mats for safety. Electrical cords in the facility are in good condition and there are no exposed wires. No material is kept below the electrical switch boxes and panels.

B.11.5 An adequate number of fire extinguishers are available throughout the factory premise. The fire extinguishers are unblocked, clearly marked, charged and adequately mounted. Factory has installed fire alarm on all the floors. All the employees are trained . Factory has conducted fire drill twice in a month. The last fire drill was conducted on 18.09.2010.

B.11.6 Escape routes was unblocked on the day of audit and facility has provided emergency light on workflow. Escape routes were marked and evacuation plan was posted on each floor.

B.11.7 Factory has provided secondary exit on all the floors and all the exits were found unlocked and unblocked on the day of audit. Exit signs were marked. Further, the cutting section (fourth floor) is under construction.

B.11.8 Belt and pulley guards and other protective covers were provided on the sewing machines and other machines. Exhaust fans which are at hand reachable height were provided with fencing on all the floors.

B11.9 Factory is not using boiler. Hence this section is not applicable.

#### B.12 DORMITORIES

Dormitory is not provided by the facility.

#### B.13 ENVIRONMENT

This section was not re-audited as there was no non-compliance was observed during initial audit.

#### CONCLUSION

At the end, a closing meeting was conducted and Mr. Gautam Rajda, Mr. SK Banerjee and Mr. Anjan Gupta (Consultant), were briefed about the results. The management agreed to take corrective actions on the findings at the earliest.

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### Previous Corrective Action Plan (CAP) Part B BSCI Social Requirements

	<b>Findings and Requested Improvements</b>	<b>Implement- ation Date</b>	<b>Full- filled?</b>
<b>Management Practice</b>	B.1.7 Company shall establish a system of anti-corruption/anti-bribery for all business activities.	07.02.2010	Fullfilled
	B1.8 Company shall identify specific risk for health and safety of the employees and prevent reoccurrence of work accident.	07.02.2010	Not fullfilled
<b>Documentation</b>	B2.1 Factory shall obtain the factory license for adequate number of employees.	07.04.2010	Fullfilled
	B.2.2 (a) Factory shall provide approved building plan and building certificate.	07.04.2010	Partially fullfilled
	(b) Factory shall obtain registration certificate for all the contractors from concerned authority.	07.04.2010	Fullfilled
	(c ) Contractor shall obtain the license from the concerned authority.	07.04.2010	Fullfilled
	B.2.4 Factory shall have written commitment to their employees to comply with BSCI requirements including legal requirement in the country and same shall be posted along with the BSCI code of conduct on notice board where employees can read.	07.02.2010	Fullfilled
	B.2.11 Factory shall develop work rules for workers.	07.04.2010	Fullfilled
<b>Working Time</b>	B.3.5, B.3.6, B.3.7, B.3.8, B.3.10, B.3.11 Factory shall maintain correct and accurate in and out time records for all the contract workers and ensure that overtime shall not exceed 2 hours per day, 12 hours per week and 50 hours per quarter. Weekly off shall be provided to all the employees.	07.02.2010	Fullfilled
<b>Compensation</b>	B.4.6, B.4.7 Factory shall maintain correct and accurate wage records for all the employees and ensure that overtime wages shall be paid at the rate of 200% of ordinary rate of wages.	07.02.2010	Partially Fullfilled
<b>Child Labour / Young Employees</b>	No non compliance was observed on the day of audit.	NA	NA
<b>Forced Labour / Prisoner Labour / Disciplinary Measures</b>	No non compliance was observed on the day of audit.	NA	NA
<b>Freedom of Association and Collective Bargaining</b>	No non compliance was observed on the day of audit.	NA	NA
<b>Discrimination</b>	No non compliance was observed on the day of audit.	NA	NA
<b>Working Conditions</b>	No non compliance was observed on the day of audit.	NA	NA

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<b>Health and Social Facilities</b>	B.10.3 Factory shall provide eating room for workers.		07.04.2010	Fullfilled
<b>Occupational Health and Safety</b>	B.11.2(k) Company shall assess the risk of new and expectant mother.		07.02.2010	Fullfilled
	B.11.4(k) Company shall ensure that no material kept below the electrical switch boards.		07.02.2010	Fullfilled
	B.11.7(a) Company shall provide second exit on Cutting section on 4th floor.		07.02.2010	Fullfilled
	B.11.7(c ) Factory shall ensure that emergency exit shall be open during working hours of the factory.		07.02.2010	Fullfilled
	B.11.7(e) Factory shall mark Exit signs on all the floors.		07.02.2010	Fullfilled
	B.11.8(a) factory shall provide fencing on exhaust fan which are with hand reach height.		07.02.2010	Fullfilled
<b>Dormitories</b>	Not Applicable		NA	NA
<b>Environment Environment</b>	No non compliance was observed on the day of audit.		NA	NA

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### Current Re-Audit Corrective Action Plan (CAP) Part B BSCI Social Requirements

	Findings and Necessary Improvements	Implementation Date
<b>Management Practice</b>	B1.8 Company shall identify specific risk for health and safety of the employees and prevent reoccurrence of work accident.	18.12.2010
<b>Documentation</b>	B.2.2 (a) Factory shall provide approved building plan.	18.02.2011
<b>Working Time</b>	No non compliance was observed on the day of audit.	NA
<b>Compensation</b>	4.7 National and festival holidays shall be compensated to the security guards as per legal requirements.	18.12.2010
<b>Child Labour / Young Employees</b>	Not Re-audited	NA
<b>Forced Labour / Prisoner Labour / Disciplinary Measures</b>	Not Re-audited	NA
<b>Freedom of Association and Collective Bargaining</b>	Not Re-audited	NA
<b>Discrimination</b>	Not Re-audited	NA
<b>Working Conditions</b>	Not Re-audited	NA
<b>Health and Social Facilities</b>	No non compliance was observed on the day of audit,	NA
<b>Occupational Health and Safety</b>	No non compliance was observed on the day of audit,.	NA
<b>Dormitories</b>	Not Applicable	NA
<b>Environment</b>	Not Re-audited	NA

Yograj Yadav /19.11.2010

Mr Gautam Rajda / Director/ 19.11.2010

Date / signature / stamp Auditor

Signature / stamp Company

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**C. Best Practice for Industry - Voluntary implementation but auditing is mandatory**

Date of Initial Audit: 08.01.2010      Date of First Re- Audit: 19.11.2010      Date of Second Re- Audit:

		Initial Results			First Re-audit Results				Second Re-audit Results			
		2	1	NA	2	1	NA	NR	2	1	NA	NR
C.1	Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.2	Planning and Implementation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3	Management Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.4	Control of Subcontractor / Suppliers / Sub-suppliers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.5	Control of Homeworkers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.6	Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.7	Child Labour	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.8	Evasion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.9	Outside Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Ripe for SA8000 Certification with regard to audit results B and C**       YES       NO

**Training and assistance necessary but SA8000 certifiable**       YES       NO

Please fill in under results		
2 = Good	1 = Improvements Needed	NA = Not Applicable
No deviation from requirements	Deviation from requirements	Requirements do not match to the company structure

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**Previous Corrective Action Plan (CAP) Part C Best Practice for Industry - Voluntary implementation but auditing is mandatory**

	Findings and Requested Improvements	Agreed		Implement- Tation date	Ful- filled?
		Yes	No		
<b>Policy</b>	C.1.1. The top management shall define a company policy for social accountability & labour conditions that include commitment to all requirements of SA 8000 standard/ comply with national & other applicable law, other requirement/ continual improvement and it is effectively documented, implemented & is accessible/ publicly available.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA	Not fulfilled
<b>Planning and Implementation</b>	C.2.1. The company shall ensure that the requirements for SA 8000 standard are understood & implemented at all levels of the organizations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA	Not fulfilled
<b>Management Review</b>	C.3. The top management shall conduct periodical reviews on adequacy, suitability & continuing effects of company's policy, procedures & performance results vis a vis the requirement of SA 8000 standards and requirements to which the company subscribes. • Any system amendments& improvements shall be implemented, as appropriate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA	Not fulfilled
<b>Control of Subcontractor / Suppliers / Sub-suppliers</b>	C.4.1. The company shall establish & maintain appropriate procedures to recruit sub- contractors/ suppliers/ sub suppliers based on their ability to meet requirement of SA 8000. C.4.2. The company shall maintain appropriate records of subcontractors/ suppliers/sub suppliers written commitments to social accountability. C.4.3. The company shall establish a system to monitor the subcontractors / suppliers / sub-suppliers social performance against the requirements of SA 8000 Standard. C.4.4. The company shall maintain reasonable evidence that the subcontractors/ suppliers /sub suppliers continuously improve conditions to meet the requirements of the SA8000 Standard.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA	Not fulfilled
<b>Control of Homeworkers</b>	Not applicable as factory is not using home workers.	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA
<b>Compensation</b>	C.6. The company shall calculate the basic needs wage for the region and the same shall be paid accordingly to employees to provide some discretionary income.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA	Not fulfilled
<b>Child Labour</b>	C.7.1. The company shall establish and document policies and procedures about child labour and remediation of children found to be working. Also effectively maintaining & communicating to personnel & interested parties, as per SA 8000 standards.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA	Not fulfilled
<b>Evasion</b>	No non conformity found on the date of audit.	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA

<b>BSCI</b> Social Re-Audit Report	Name of Company	Audit Date	DBID number		
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<b>Outside Communication</b>	C.9.1. The company shall establish and maintain procedures to communicate regularly to all interested parties data and other information regarding performance of the requirements of SA 8000 Standards, including, but not limited to, the results of management reviews and monitoring activities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA	Not fulfilled

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### Current Re-Audit Corrective Action Plan (CAP) Part C Best Practice for Industry

	Findings and Necessary Improvements	Agreed		Implement- ation date
		Yes	No	
<b>Policy</b>	C.1.1. The top management shall define a company policy for social accountability & labour conditions that include commitment to all requirements of SA 8000 standard/ comply with national & other applicable law, other requirement/ continual improvement and it is effectively documented, implemented & is accessible/ publicly available.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
<b>Planning and Implementation</b>	C.2.1. The company shall ensure that the requirements for SA 8000 standard are understood & implemented at all levels of the organizations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
<b>Management Review</b>	C.3. The top management shall conduct periodical reviews on adequacy, suitability & continuing effects of company's policy, procedures & performance results vis a vis the requirement of SA 8000 standards and requirements to which the company subscribes. • Any system amendments& improvements shall be implemented, as appropriate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
<b>Control of Subcontractors / Suppliers / Sub-suppliers</b>	C.4.1. The company shall establish & maintain appropriate procedures to recruit sub- contractors/ suppliers/ sub suppliers based on their ability to meet requirement of SA 8000. C.4.2. The company shall maintain appropriate records of subcontractors/ suppliers/sub suppliers written commitments to social accountability. C.4.3. The company shall establish a system to monitor the subcontractors / suppliers / sub-suppliers social performance against the requirements of SA 8000 Standard. C.4.4. The company shall maintain reasonable evidence that the subcontractors/ suppliers /sub suppliers continuously improve conditions to meet the requirements of the SA8000 Standard.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
<b>Control of Homeworkers</b>	Not Applicable	<input type="checkbox"/>	<input type="checkbox"/>	NA
<b>Compensation</b>	C.6. The company shall calculate the basic needs wage for the region and the same shall be paid accordingly to employees to provide some discretionary income.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
<b>Child Labour</b>	C.7.1. The company shall establish and document policies and procedures about child labour and remediation of children found to be working. Also effectively maintaining & communicating to personnel & interested parties, as per SA 8000 standards.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
<b>Evasion</b>	Not Re-audited	<input type="checkbox"/>	<input type="checkbox"/>	NA

<b>BSCI</b> Social Re-Audit Report	Name of Company	Audit Date	DBID number		
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<b>Outside Communication</b>	C.9.1. The company shall establish and maintain procedures to communicate regularly to all interested parties data and other information regarding performance of the requirements of SA 8000 Standards, including, but not limited to, the results of management reviews and monitoring activities.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA

Yograj Yadav /19.11.2010

Mr Gautam Rajda / Director/19.11.2010

Date / signature / stamp Auditor

Signature / stamp Company

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<b>Remarks</b>
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C.1.1 The company does not elaborate a company policy towards social accountability and labour conditions that include:

- a) Commitment to comply with the SA 8000 standard.
- b) Commitment to comply with the national law and other applicable regulations and international standards.
- c) Commitment to permanent improvement

C.2.1 The company does not communicate and ensure that all levels of the company understand and implement the SA 8000 standard.

C.3 The top management does not periodically review the accuracy, suitability and continuing effectiveness of its company policy, procedures and performance results, according to the SA8000 Standard.

C.4.1 The company does not establish in writing the procedure of recruiting subcontractors, suppliers and sub-suppliers based on their ability to meet the social requirements as required under SA 8000.

C.4.2 The company does not maintain proper records of subcontractors, suppliers and sub-suppliers commitments to SA 8000.

C.4.3 The company does not establish a system to monitor the subcontractors, suppliers, and subsuppliers performance against the requirements of SA 8000 standard.

C.4.4 The company does not maintain reasonable evidence that subcontractors, suppliers, and subsuppliers continuously improve the conditions to meet the requirements of SA 8000 standard.

C.5.1 The factory does not have home workers.

C.6 Basic need wages is not calculated for the location. Facility does not provide any discretionary income to the workers. Facility provides only minimum wages as set by the legal authority.

C.7.1 The company does not establish, document, maintain and effectively communicate to personnel and other interested parties policies and procedures for remediation of children found to be working.

C.9.1 The company does not implement procedures to communicate to the interested parties the data and information of compliance of the SA 8000 standards including the management reviews and the monitoring systems.

REMARKS:

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The auditor informed the factory management about the audit findings. The management stated that they are working for SA8000 certification. Factory has agreed to take the corrective action on Part C observation.

### List of Re-Audit Attachments

	<b>Obligatory Attachments</b>	Attached?
1.	Employees Interview Sheet	Yes
2	Photos: outside factory compound, production floor, canteen, dormitories, display of the code of conduct, nursery, etc.	Yes
3	Child Labour Record Sheet	NA

	<b>Required copies to be available as part of the audit pack, if no legal prohibition for collecting the record, according to local law.</b>	Available with the audit files?
4	Collective Bargaining Agreement	NA
5	Personnel File sample	Yes
6	Time Record sample	Yes
7	Payslip sample	Yes
8	Payment to Social Insurance Fund	Yes
9	Wage List sample	Yes
10	Maternity Leave sample	NA
11	Work Rules	Yes
12	Documentation on Health and Safety Training	Yes
13	Documentation on Social Issues made by officials or other social audit	NO
14	Agreement with a union or other worker representative	NA
15	Authorization for exemptions from statutory regulations	NA
16		
17		
18		
19		

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