

**BISMILLAH TEXTILES LIMITED**  
**INTERNAL AUDIT REPORT AND CAP**

**Date:** June, 05 & 06, 2017  
**Report Number:** BTL-SCA-JUN-2017  
**Audit Scope:** Manufacturing and Export of Printed, Dyed and Finished Fabric & Made ups (Home Textiles)  
**Audit Basis:** Internal Audit  
**Areas to be Covered:** Main Gate, Security, ETP Plant, Stores, Officer Mess, Processing, Labor Colony, HRD, Classic Building, Grey Godown, Energy, Main Canteen, Boilers, Chemical Store, Trendz Building.  
**Address of the Facility** 1 K.M Jaranwala Road Khurrianwala Faisalabad, Pakistan  
**Auditor (s)** Mr. Sarwar Shah, Mr. Naeem Sharif, With the facilitation of SPT (For visit to whole factory)  
Mr. Qamar Razaq, Mr. Kamran Alam, With the facilitation of SPT ( For documentation)

Sr. #	Non-Conformance/Observation	Responsible Person/ Target Date	Route Causes	Corrective Actions	Follow up Date	Corrective Actions	Auditors Comments	Non-Conformance Status
1	Open and loose wiring found in different areas like ETP Plant, Engraving and Masjid backside area.	Electric Engineer June, 19th 2017	Some new connections were made and now these are fully covered.	Loose wires have been covered with proper ducts in identified areas.	22 June 2017	Taken	Corrective Actions Verified	Closed
2	Emergency Exit Box and Beam light OFF in Labor colony.	Electric Engineer June, 19th 2017	Wires were disconnected during maintenance.	Now Connection has been operational and lightened in said area.	22 June 2017	Taken	Corrective Actions Verified	Closed
3	Floors broken were found in processing areas.	Civil Engineer June, 19th 2017	Delayed due to pending approvals from management.	Civil Work has been done where required.	22 June 2017	Taken	Corrective Actions Verified	Closed
4	No MSDS found at chemical bottles in Engraving and Strike Off department.	Head of Department June, 07th 2017	Due to new appointment, worker did not aware regarding MSDS Usage.	MSDS have been placed on chemical bottles for safety in said areas and training delivered to new employee.	22 June 2017	Taken	Corrective Actions Verified	Closed
5	Unidentified cans were found in Strike Off.	Head of Department June, 07th 2017	Due to temporary storage of cans.	Identification placed on chemical cans for safety in said area.	22 June 2017	Taken	Corrective Actions Verified	Closed
6	Poor Chemical Handling in Strike Off color kitchen, NO PPE's were used during chemical handling.	Head of Department June, 07th 2017	Workers negligence, they are not comfortable to wear proper PPEs.	HOD instructed to employees for usage of proper PPEs and training has been delivered for awareness.	22 June 2017	Taken	Corrective Actions Verified	Closed
7	Eye wash shower was blocked with empty drums in finishing chemical area.	Head of Department June, 06th 2017	Just caused temporary storage area near that.	Empty drums have been removed on the same day.	22 June 2017	Taken	Corrective Actions Verified	Closed
8	Poor house keeping found in electric, Finishing, Strike Off, ETP Plant and labour colony areas.	Admin Department June, 06th 2017	Delayed in House keeping is the fault of poor management.	Clear all said areas on the same day	22 June 2017	Taken	Corrective Actions Verified	Closed

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9	Eye guards and needle guards are not used at stitching machines in Eton and Trends department.	Head of Department June, 06th 2017	Provided but not used deliberately, Negligence of Workers	Eye guards and needle guards installed for safety.	22 June 2017	Taken	Corrective Actions Verified	Closed
10	Emergency pathways were found blocked in Processing hall with batchers.	Head of Department June, 06th 2017	Due to production load did not care about clearing the emergency passage.	Emergency pathways cleared on the same day.	22 June 2017	Taken	Corrective Actions Verified	Closed
11	Unidentified drums were found out side energy department.	Head of Department June, 06th 2017	Due to temporary storage of drums.	Identification placed on drums for safety in said area.	22 June 2017	Taken	Corrective Actions Verified	Closed
12	Unidentified can found in CAD department.	Head of Department June, 06th 2017	Can used for AC waste water, not aware about its identification.	Identification placed at water can on same day.	22 June 2017	Taken	Corrective Actions Verified	Closed
13	Electric board was found broken in engraving department.	Electric Engineer June, 06th 2017	Due to load of maintenance electrician could not repair electrical board.	Electrical board has been repaired on same day.	22 June 2017	Taken	Corrective Actions Verified	Closed
14	Electrician was found working without PPE's.	Head of Department June, 07th 2017	Worker negligence, they are not comfortable to wear proper PPEs.	HOD instructed to employees for usage of proper PPEs and training has been delivered for awareness.	22 June 2017	Taken	Corrective Actions Verified	Closed
15	Air collar was found with out fan cover and side mesh's.	Admin Department June, 14th 2017	It happened due to carelessness of Canteen Incharge.	Fan cover and side mesh's installed on air collar.	22 June 2017	Taken	Corrective Actions Verified	Closed
16	Employees found working in color kitchen without PPE's	Head of Department June, 08th 2017	The workers did not care to use proper PPEs during working.	HOD instructed to employees for usage of proper PPEs and training has been delivered for awareness.	22 June 2017	Taken	Corrective Actions Verified	Closed
17	Broken fan is being used in Strike Off.	Electric Engineer June, 19th 2017	It happened due to carelessness of department Incharge.	Broken fan repaired and now is being used in good condition.	22 June 2017	Taken	Corrective Actions Verified	Closed
18	Unidentified cans were found in Sampling hall.	Head of Department June, 06th 2017	Cans used for AC waste water, not aware about its identification.	Identification placed at water can on same day.	22 June 2017	Taken	Corrective Actions Verified	Closed

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19	Sharp tools record not updated of previous three days.	Head of Department June, 08th 2017	It happened due to carelessness of department Incharge.	Sharp tools report has been prepared of missing days.	22 June 2017	Taken	Corrective Actions Verified	Closed
20	GHG inventory not updated for the month of Jun.	Head of Department June, 08th 2017	It happened due to not received analysis data.	GHG Inventory has been prepared of said month.	22 June 2017	Taken	Corrective Actions Verified	Closed

**Auditor's Name:**

**Mr. Qamar Razaq, Mr. Kamran Alam, Mr. Sarwar Shah, Mr. Naeem Sharif, Mr. Ejaz Ahmad, Mr. Amjad Javed.**

**MR Name:**

**Mr. Faisal Ashraf**