

## ELECTRICAL SAFETY FOLLOW UP INSPECTION REPORT (10<sup>TH</sup>)

<b>Factory Name</b>	Rumana Fashion Ltd.					Note:
<b>Address</b>	Chaydana, P.O. National University					
<b>FACTORY ID</b>	<b>9607</b>	<b>ELECTRICAL SAFETY INSPECTION DATES</b>				Other Factory: ----- ----- ----- ----- ----- ----- -----
<b>Initial Inspection Date</b>	29-Apr-2014	Date of 5 <sup>th</sup> Follow Up	27-Apr-2017	Date of 11 <sup>th</sup> Follow Up		
<b>Report Received Date</b>	15-May-2014	Date of 6 <sup>th</sup> Follow Up	06-Aug-2017	Date of 12 <sup>th</sup> Follow Up		
Date of 1 <sup>st</sup> Follow Up	13-Nov-2014	Date of 7 <sup>th</sup> Follow Up	28-Dec-2017	Date of 13 <sup>th</sup> Follow Up		
Date of 2 <sup>nd</sup> Follow Up	08-Dec-2015	Date of 8 <sup>th</sup> Follow Up	15-May-2018	Date of 14 <sup>th</sup> Follow Up		
Date of 3 <sup>rd</sup> Follow Up	29-May-2016	Date of 9 <sup>th</sup> Follow Up	18-Jul-2018	Date of 15 <sup>th</sup> Follow Up		
Date of 4 <sup>th</sup> Follow Up	24-Nov-2016	Date of 10 <sup>th</sup> Follow Up	24-June-2019	Date of 16 <sup>th</sup> Follow Up		
<b>Inspected by</b>	Md Khitabul Islam					

Item No	Accord Inspection Observation	Accord Action Plan (Recommendation)	Accord Time line (given in report)	Comments from Accord (After Physical Inspection)	Final Timeline (Approved timeline)	Final Action Plan (Factory)	Progress Status (On the date of inspection)	Pictorial Evidence
1	Cables inside 11kV Substation are not properly dressed up .	Cables inside electrical room should be arranged properly and supported to avoid cable stress.	6 Months	On 15/05/2014 Corrected in first follow up.	15-Jun-2014	Already cleaned & dress up properly	Corrected	
2	11kV cable is laid on the floor .	Cable tray must be installed under the cable .	Within 1 month	On 08/12/2015 This issue is still open. New committed timeline is given till 20th February, 16.  On 29/05/2016 Corrected.	20-Feb-2016	Already installed Cable tray under the cable .	Corrected	

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3	The opening of the wall after passing cable not sealed	The opening should be sealed with proper material .	Within 1 month	On 15/05/2014 Corrected in first follow up.	28-Jul-2014	Opening already sealed with proper materials	Corrected	
4	Terminal Box of water pump is missing	Motor terminal box must be re-installed .	Within 1month	On 15/05/2014 Corrected in first follow up.	15-Jun-2014	Motor terminal re-installed	Corrected	
5	Earthing wire is laid on the floor	Earthing wire must be installed horizontally/vertically, not an angel ,inside pipe .	Within 1 month	On 15/05/2014 Corrected in first follow up.	18-Sep-2014	Earthing wire are installed vertically with inside pipe .	Corrected	

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6	Battery terminal cover is missing	Battery terminal cover must be installed .	Within 1 month	On 08/12/2015 Corrected in 2nd follow up.	15-Dec-2014	Battery terminal cover are installed .	Corrected	
7	Lint/dust is present inside Distribution panel .	Distribution should be cleaned and all panels must be vermin and dust proof .	3 Months	On 08/12/2015 This issue is still open. New committed timeline is given till 20th January, 16.  On 29/05/2016 Corrected.	20-Jan-2016	All Distribution panels are cleaned and vermin also dust proof .	Corrected	
8	Lint/dust is present inside lighting duct	Lint/dust inside duct must be cleaned regularly with vacuum cleaner.	Within 1 month	On 08/12/2015 This issue is still open. New committed timeline is given till 20th January, 16. On 29/05/2016 Not Corrected. On 24/11/2016: Not corrected. 28.12.2017: Corrected.	20-Jan-2016	Corrected on 6th flow up.	Corrected	

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9	Flexible PVC pipe for light installation is not properly fixed .	PVC flexible pipe must be supported to avoid wire drop .	Within 1 month	On 15/05/2014 Corrected in first follow up.	22-Jun-2014	PVC flexible pipe are supported to avoid wire drop .	Corrected	
10	Unused materials inside cable trench	Remove unused materials and protect cable trench from outside .	Within 1 month	On 15/05/2014 Corrected in first follow up.	28-Jun-2014	Remove all unused materials and protect cable trench from outside .	Corrected	
11	Panels are not fixed to foundation .	Replace temporary shimplate to permanent steel shimplate and put the anchoring .	3 Months	On 15/05/2014 Corrected in first follow up.	22-Sep-2014	Already replace temporary thin plate to permanent steel thin plate and put the anchoring .	Corrected	

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12	Cable is not properly routed and installed	Cable should be supported properly . (horizontally/vertically, not at an angel inside pipe)	Within 1 month	On 08/12/2015 Corrected in 2nd follow up.	18-Jul-2014	Cable are supported properly	Corrected	
13	Inadequate length of Bus bar strips .	Replace the bus bar strips with long ones .	3 months	On 08/12/2015 This issue is still open. New committed timeline is given till 20th February, 16. On 29/05/2016 Corrected.	20-Feb-2016	Already Replaced the bus bar strips with long ones .	Corrected	
14	Oil cup below transformer breather is empty.	Breather oil cup must be filled with transformer oil to required level as instructed by the manufacturer.	3months	On 15/05/2014 Corrected in first follow up.	15-Oct-2015	Filled up transformer oil by instruction of manufacturer	Corrected	

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15	Cable trenches are not protected.	Raised existing cable trenches in electrical room must be covered with protective covers.	3 Months	On 15/05/2014 Corrected in first follow up.	05-Jun-2014	cable trenches in electrical room covered by slab.	Corrected	
16	Cable entering electrical room, through wall & fence, is not protected.	Cables passing through permanent walls must be protected in steel pipes and remaining holes around the pipe must be sealed.	3 Months	On 15/05/2014 Corrected in first follow up.	15-Sep-2014	Cables passing area sealed .	Corrected	
17	HT service cable dropping from pole is not protected near the base of the pole, above ground level.	HT cable dropping from 11kV pole must be protected in steel pipe of required size at least 2m from the ground level to protect from physical injury by moving objects.	3 Months	On 15/05/2014 Corrected in first follow up.	23-Sep-2014	Protect HT cable dropping area by brick wall .	Corrected	

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18	Panel back door is opened due to temperature rising inside LT panel .	Cables must be rearranged and panel back should be always closed .	9 Months	On 15/05/2014 Corrected in first follow up.	23-Sep-2014	Cables are rearranged and panel back always closed.	Corrected	
19	Earthing wire is connected without terminal lug .	Earth wire must be connected with proper size of lug .	Within 1 Month	On 08/12/2015 Corrected in 2nd follow up.	21-Sep-2014	Earth wire are connected with proper size of lug .	Corrected	
20	Hot spot at terminations inside LT panel at 11 kV substation .	Consult with the manufacturer (Adex) regarding temperature rising and fix .	9 Months	On 08/12/2015: This issue is still open. New committed timeline is given till 20th January, 16. On 29/05/2016: Not Corrected. On 24/11/2016: Still not corrected. 28.12.2017: Not Corrected. On 15/05/2018: Not Corrected. Few hot spots observed during inspection.	20-Jan-2016	Thermographic scanning has been performed.	Corrected	

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21	Debris deposited behind the generator control panel	Clean and remove all the debris.	Within 1 Month	On 15/05/2014 Corrected in first follow up.	27-Sep-2014	The generator control panel are Cleaned and remove all the debris.	Corrected	
22	No phase separator between different phases of MCCBs	Put the rubber type(insulator) phase separator between phases.	Within 1 Month	On 08/12/2015 This issue is still open. New committed timeline is given till 20th January, 16. On 29/05/2016 Not Corrected. On 24/11/2016: Corrected.	20-Jan-2016	Already set up phase separator .	Corrected	
23	Flexible PVC outside building without proper support.	Flexible conduit must be installed with proper support, either vertically or horizontally .	Within 1 Month	On 15/05/2014 Corrected in first follow up.	22-Aug-2014	Flexible conduit are installed with proper support, by horizontally .	Corrected	



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24	Panel opening after passing cables cables not sealed .	Opening must be blocked and keep the panel vermin and dust proof .	Within 1 Month	On 08/12/2015: This issue is still open. New committed timeline is given till 20th January, 16. On 29/05/2016: Not Corrected. On 24/11/2016: Not corrected. 28.12.2017: Not Corrected. On 15/05/2018: Not Corrected. Remains at few panels. On 18/07/2018:	20-Jan-2016	Work has been completed . Waiting for follow up Audit	Corrected	
25	Electrical room located ground floor only separated by wooden frame.	Remove the wooden frame and install brick wall .	3 Months	On 15/05/2014 Corrected in first follow up.	19-Aug-2014	Electrical Room separated by brick wall	Corrected	
26	New Findings: Electrical Single line Diagram (SLD) IS NOT AMENDED PROPERLY	Amend Electrical SLD PROPERLY .Mention all the modification these as present in the factory	Jan 15 2016	On 08/12/2015: This issue is still open. New timeline is 20th February, 16. On 29/05/2016: Not Corrected. On 24/11/2016: Not corrected. 28.12.2017: Not Corrected. On 15/05/2018: Not Corrected. SLD is not as built. On 18/07/2018: Corrected	20-Feb-2016	SLD already reviewed from Accord . Waiting for Follow UP Audit .	Corrected	

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27	New Findings: Electrical power cables covered by wood planks	Remove all the wood plank from cable trench and then cover the trench by checkered plate	Dec 15 2015	On 08/12/2015 Corrected in 2nd follow up.	15-Feb-2016	Already covered the trench by checkered plate .	Corrected	
28	New Findings: Power cables entering to or exiting from Distribution board /panel are not fixed.	Power cables entering to or exiting from Distribution board /panel must be fixed through panel base plate using cable glands (metal/PVC)	Jan 15 2016	On 08/12/2015: Corrected in 2nd follow up. Factory asking 20/09/2016 not accepted. Final time line expired On 24/11/2016: Not corrected. 28.12.2017: Not Corrected. On 15/05/2018: Not Corrected. On 18/07/2018:	20-Feb-2016	This problem has been solved by install bus bar system set up . Now Waiting for follow up audit	Corrected	
29	New Findings: Panel DOORS NOT CONNECTED WITH EARTH BOND	All metal panel doors shall have earth connection by at least 4rm earth cable	Dec 15 2015	On 08/12/2015 This issue is still open. New committed timeline is given till 20th February, 16. On 29/05/2016 Not Corrected. On 24/11/2016: Corrected.	20-Feb-2016	Already connected by 4rm earth cable into all metal panel doors earth	Corrected	

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30	New Findings: Sub station room has inadequate ventilation.	Use cross ventilation for sub station room	Dec 15 2015	On 08/12/2015 This issue is still open. New committed timeline is given till 20th February, 16.  On 29/05/2016 Corrected.	20-Feb-2016	Already set up cross ventilation in sub station	Corrected	
31	New Findings: Cables behind distribution board is disorganized.	Organize all the power cables securely thus no chance of any electrical hazard	Dec 15 2015	On 08/12/2015: This issue is still open. New committed timeline is given till 20th February, 16. On 29/05/2016 Not Corrected. On 24/11/2016: Not Corrected. 28.12.2017: Not Corrected. On 15/05/2018: Not Corrected. On 18/07/2018: Not corrected. On 24-06-2019: Corrected.	20-Feb-2016	Cables behind distribution board now organized .	Corrected	

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32	New Findings: Burning sign is noticed at the current transformer(CT)	Need to replace the burnt current transformer by new ones immediately.	Immediate	On 08/12/2015 Corrected in 2nd follow up.	15-Jan-2016	The burnt sign of transformer already removed and set up new one.	Corrected	
33	New Findings: Exhaust fans are used direct from MCB and fan frame is not connected with earth	Use Direct On Line (DOL) switch to stop auto start after power failure and connect each individual fan frame with earth	Jan 15 2016	On 08/12/2015 This issue is still open. New committed timeline is given till 20th February, 16. On 29/05/2016 Not Corrected. This issue is still not corrected yet. On 24/11/2016: Corrected.	20-Feb-2016	Already Used Direct On Line (DOL) switch to stop auto start after power failure and connect each individual fan frame with earth.	Corrected	
34	New Findings: Distribution boards are inaccessible/poorly accessible	Bring down all the poor accessible electrical distribution boards	Jan 15 2016	On 08/12/2015 This issue is still open. New committed timeline is given till 20th February, 16. On 29/05/2016 Not Corrected. On 24/11/2016: Not Corrected. 28.12.2017: Not Corrected. On 15/05/2018: Not Corrected. On 18/07/2018:	20-Feb-2016	All conventional Distribution boards has been removed & set up bus bar system .	Corrected	

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35	New Findings: Multiple cables terminated at MCCB terminals.	Terminate each power cable at single terminal and use proper sized cable lug.	Dec 15 2015	On 08/12/2015 Corrected in 2nd follow up.	15-Dec-2015	We ensure that , all terminate power cable will be set up at single terminal and use proper sized cable lug.	Corrected	
36	New Findings: Lightning protections system (LPS) is inadequate for the factory.	Redesign/modify LPS for your factory to increase safety; Factory have to submit LPS design to Accord before implementation	Jan 15 2016	On 08/12/2015. This issue is still open. New committed timeline is given till 20th February, 16. On 29/05/2016: Not Corrected. On 24/11/2016: Not Corrected. 28.12.2017: Not Corrected. On 15/05/2018: Not Corrected. LPS is not installed properly; loose contact of air terminal base.	20-Feb-2016	Installation completed	Corrected	
37	New Finding: Circuit is drawn from bus bar without Circuit breaker or any protective means.	For distribution board, along with the main circuit breaker all outgoing circuits shall have individual outgoing circuit breaker.	3 Months	On 29/05/2016 This issue is not corrected yet. New extended timeline has given till 30-06-2016 On 24/11/2016: Not corrected. 28.12.2017: Not Corrected. On 15/05/2018: Not Corrected. On 18/07/2018: Corrected	30-Jun-2016	Corrected on 03 August 2017	Corrected	

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38	New Finding: Generator output cables (laid on floor) are not supported.	Provide support to cables by using ladder type cable tray or by any suitable means. Do not make any arrangement that obstacle personnel's movement within working clearance.	2 Months	On 29/05/2016 This issue is not corrected yet. New extended timeline has given till 30-06-2016 On 24/11/2016: Corrected.	30-Jun-2016	Corrected on 4th flow up.	Corrected	
39	New Finding: Multiple cables connected in the bus bar through single lug.	Each cable must be connected in the bus bar through single lug.	3 Months	On 29/05/2016 This issue is not corrected yet. New extended timeline has given till 30-06-2016 On 24/11/2016: Not corrected. 28.12.2017: Not Corrected. On 15/05/2018: Not Corrected. On 18/07/2018: Corrected.	30-Jun-2016	Working has been completed by bus bar install.	Corrected	
40	New Finding: Safety program is initiated but has no influence.	Electrical safety training and awareness program for the electrical personal and workers must be conducted and recorded. After the training, there should be exam to evaluate the influence of the training program.	1 Month	On 29/05/2016 This issue is not corrected yet. New extended timeline has given till 30-06-2016 On 24/11/2016: Not corrected. 28.12.2017: Not Corrected. On 15/05/2018: Corrected. Factory shall arrange proper rated hand gloves.	30-Jun-2016	Corrected on 03 August 2017	Corrected	

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41	New Finding: Cables passing through wall/floor slab are not protected at the entry/exit point(s)	Cables passing through permanent wall/floor slab must be protected. Seal the opening by fire rated material protecting power cables thus no smoke can pass through this.	Within 1 Month	On 24/11/2016: Not corrected. 28.12.2017: Corrected.	30-Jun-2016	Cables passing through wall/floor slab are protected at the entry/exit point(s)	Corrected	
42	New Finding: Burning sign is seen at the terminal	Need to check the connected load, Check the thermal issue. But need to replace the burnt cable and lugs immediately.	Immediate	On 24/11/2016: Not corrected. 28.12.2017: Corrected.	30-Jun-2016	Corrected on 03 August 2017	Corrected	
43	New Finding: Unterminated wire is kept inside the electrical panel/cable tray.	All unterminated wires shall be removed	Within 1 Month	On 24/11/2016: Corrected.	30-Jun-2016	Already set up machine bus bar as result all unterminated wires has been removed	Corrected	

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44	New Finding: Loop connection has been used powering multiple circuits through MCB/MCCBs.	No loop connection shall be used; each single cable shall be terminated using cable lug (flat/I) at each terminal. Combo bus bar may be used (but incoming cable size must meet the rated capacity)	Within 1 Month	28.12.2017: Not Corrected. On 15/05/2018: Not Corrected. On 18/07/2018: Corrected.	02-Oct-2017	All loop connection has been removed	Corrected	
45	New Finding: Cable connected to bus bar/MCCB/MCB terminal without cable lug.	Each electrical circuit must be terminated at single bus bar/MCB/MCCB terminal using cable proper sized cable lug (where applicable).	1 Month	On 18/07/2018: Corrected.	20-Jun-2018	Corrected	Corrected	
46	New Finding: Panel doors are not connected with earth.	All metal installation which are part of electrical system must be connected to earth to avoid electrical shock or electrocution.	1 Month	On 18/07/2018: Corrected.	20-Jun-2018	Corrected	Corrected	



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47	New Finding: Improper termination at bus bar.	Heat shrink tube must be properly removed from the termination point before terminating cable on bus bar thus there will be no insulation material in between cable lugs and copper bus bar.	1 Month	On 18/07/2018: Corrected.	20-Jun-2018	Corrected	Corrected	
48	New Finding: Distribution boards, electrical power cables and circuit breakers are not identified properly.	All distribution boards, switchboards, sub main boards and switches shall be marked clearly for proper identification. Proper identification shall be done on power cables, circuit breakers used in the system according to SLD.	1 Month	On 18/07/2018: Corrected.	20-Jun-2018	Corrected	Corrected	
49	New Finding: Power sockets are hanging without proper support and tied by combustible material.	Power socket has to be installed on rigid support/base securely and free from combustible material.	1 Month	On 18/07/2018: Not corrected. On 24-06-2019: Corrected.	20-Jun-2018	All hanging Power socket changed and install new Male & Female Power socket .	Corrected	

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50	New Finding: Power Cables are hanging without proper support and protection.	Power cables must be supported by cable tray (ladder- where needed). Outdoor arrangement and cable trench/tray on floor must be covered.	1 Month	On 18/07/2018: Not corrected. On 24-06-2019: Not Corrected.	20-Jun-2018	Power Cables are hanging with ladder and tray .	In Progress	
51	New Finding: MCCBs are not adjusted per load demand.  MCB is installed without any enclosure.	All the MCCBs must be adjusted per cable current ampacity/load current; if adjustment is not possible, replacement will be the only way.  Each MCCB/MCB must be enclosed by proper type material. the material must not be more than 18 SWG graded.	1 Month	On 18/07/2018: Corrected.	20-Jun-2018	Corrected	Corrected	
52	New Finding: BBT feeder terminal left open.	BBT feeder terminal must be covered/enclosed properly.	1 Month	On 18/07/2018: Corrected.	20-Jun-2018	Corrected	Corrected	

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53	New Finding: Lint and dust deposited on and around the transformer.	Transformer top and around it shall be kept neat and clean.	1 Month	On 18/07/2018: Corrected.	20-Jun-2018	Corrected	Corrected	
54	New Finding: Transformer/ System neutral has inadequate earth connection.	Adequate earthing for generator/ transformer neutral must be ensured.	1 Month	On 18/07/2018: Corrected.	20-Jun-2018	Corrected	Corrected	
55	<b>New Finding:</b> Lightning Protection System (LPS) is not installed where the risk index equal or greater than 40 (According to BNBC), i.e. generator room, transformer room & substation room etc.	Factory has to design Lightning Protection System (LPS) for the whole factory (where the Risk index is equal or greater than 40). Once a LPS is designed properly, installation must be done accordingly.	1 Month		06-Aug-2019			

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56	<p><b>New Finding:</b> Lights in the store room / storage areas are uncovered/unprotected.</p>	<p>Lights in the store room / storage areas shall be covered by proper type material; or non-hazardous lights shall be installed in these areas. And a secure cabling shall be ensured.</p>	1 Month		06-Aug-2019			
57	<p><b>New Finding:</b> Earthing system is inadequate for transformer &amp; generator.</p>	<p>Two separate earth connection &amp; one separate and distinct neutral connection must be provided over generator/transformer. The earth cable size shall be determined according to BNBC or Adiabatic method (if possible). Number of earth pits shall be determined by the size of connected earth cable.</p>	1 Month		06-Aug-2019			
58	<p><b>New Finding:</b> Field information has less reflection in existing SLD</p>	<p>Draw as built electrical SLD mentioning all required information by qualified engineer and get it reviewed by Accord. Electrical SLD must be updated properly when electrical system is modified.</p>	1 Month		06-Aug-2019			

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59	<p><b>New Finding:</b> Panel/Distribution boxes are inaccessible or cannot be opened to perform any maintenance work.</p>	<p>Each electrical distribution board/panel must be easily accessible. In case of height its top shall not be higher than 2m from base; and door opening shall be at least 90 degree.</p>	1 Month		06-Aug-2019			
60	<p><b>New Finding:</b> Distribution Board's top/bottom is left open (typical issue)</p>	<p>Each electrical distribution board/panel must be properly sealed to avoid ingress of fluffs; but an adequate ventilation system must also be ensured. Gland shall be used, where required.</p>	1 Month		06-Aug-2019			
61	<p><b>New Finding:</b> Transformer Oil Test (dielectric strength test) report result is not satisfactory and report is not available for 100kva unit.</p>	<p>Transformer oil test (dielectric strength test for oil) shall be done once in a year from any govt organization.</p>	1 Month		06-Aug-2019			

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62	<b>New Finding:</b> Safety program is initiated but has no influence in the factory.	Electrical safety training and awareness program for the electrical personal and workers must be conducted and recorded. Training must have an impact on the safety attitude of the personnel.	1 Month		06-Aug-2019			
63	<b>New Finding:</b> Inadequate working space around transformer for performing maintenance work	Minimum working space (1.07m) around the transformer (and related electrical installations) must be maintained	1 Month		06-Aug-2019			