How to make a CAP?



Welcome

Dear Sir / Madam,

Earlier your factory was assessed on structural, fire and electrical safety by the National Initiative.

You have now received the reports with findings and recommendations to improve the safety in your factory.

The plan to improve your factory is called "Corrective Action Plan" (CAP).

This manual explains how to make a CAP.

Please follow the instructions carefully.

Thank you for your cooperation,

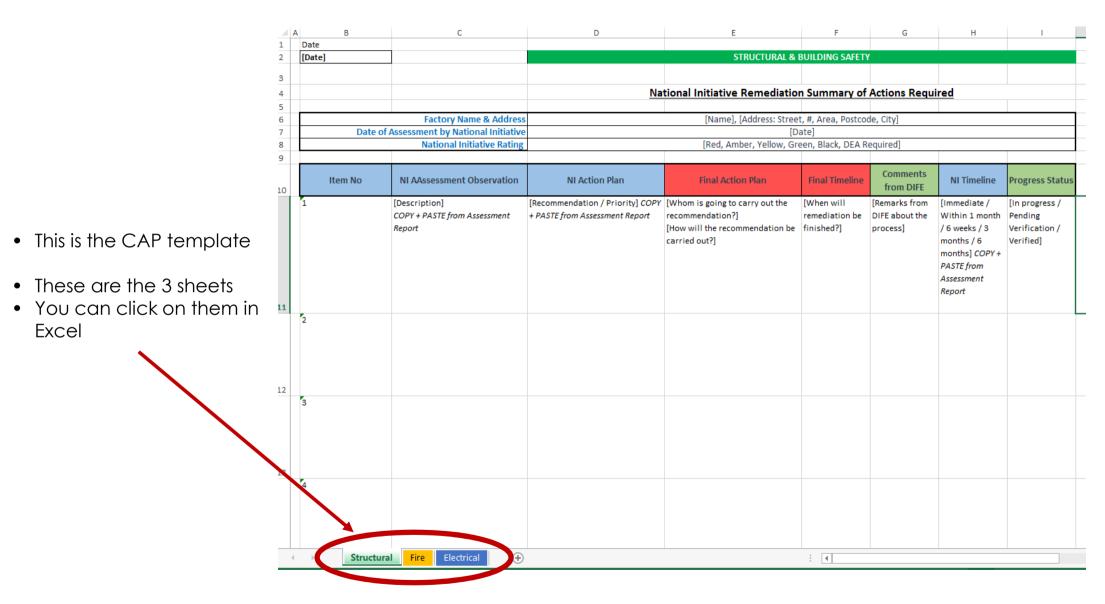
Syed Ahmed, Inspector General (DIFE)

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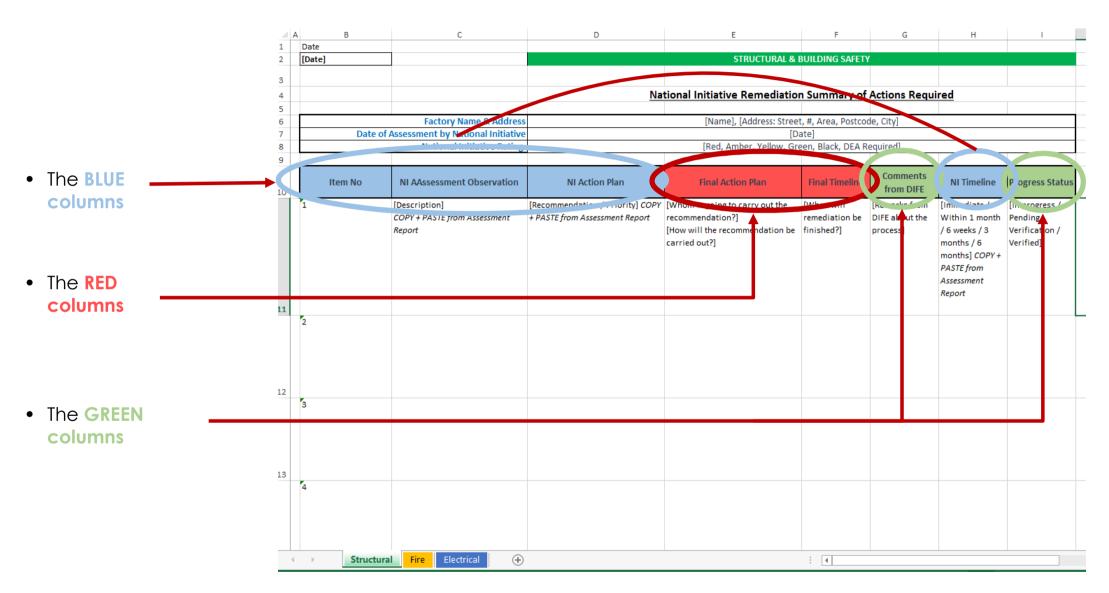
Introduction CAP Template

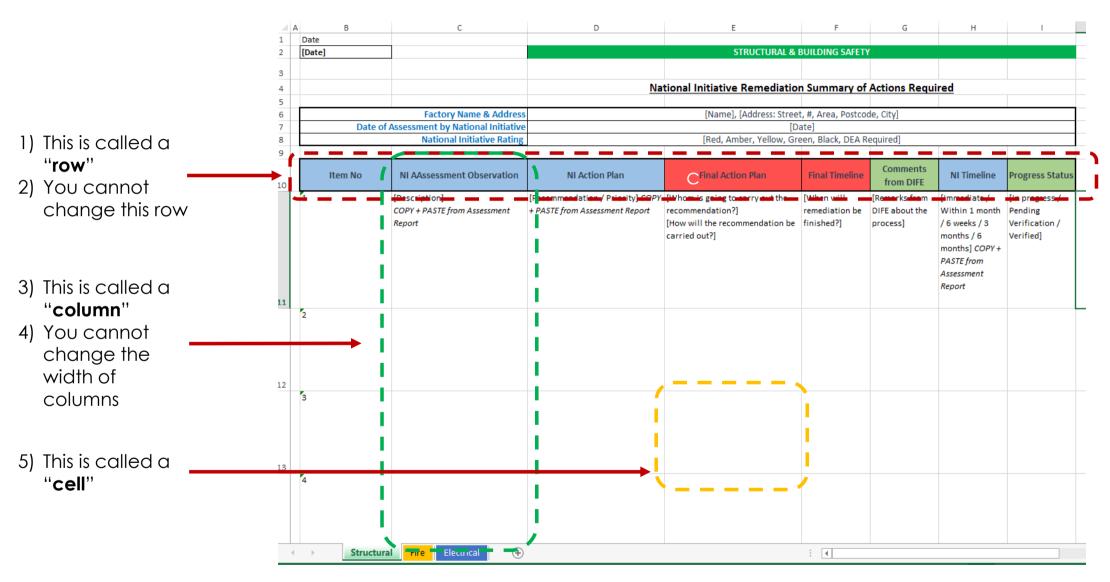
- Attached to this manual and on DIFE's website you find a "CAP template"
- It is an Excel document
- The Excel document has 3 sheets:
 - structural
 - fire
 - *electrical
- You need to fill out all sheets
- TIP: save your document regularly when working on it



Introduction CAP Template

- You COPY and PASTE descriptions, recommendations and timeline from the assessment reports in the BLUE columns
- You MUST fill out the RED columns
- You do not fill out the GREEN columns





Introduction CAP Template

- We are now going to explain step by step how to make the CAP
- Take your CAP template and
- Take your assessment reports
- Ready to start!

Step 1 Structural

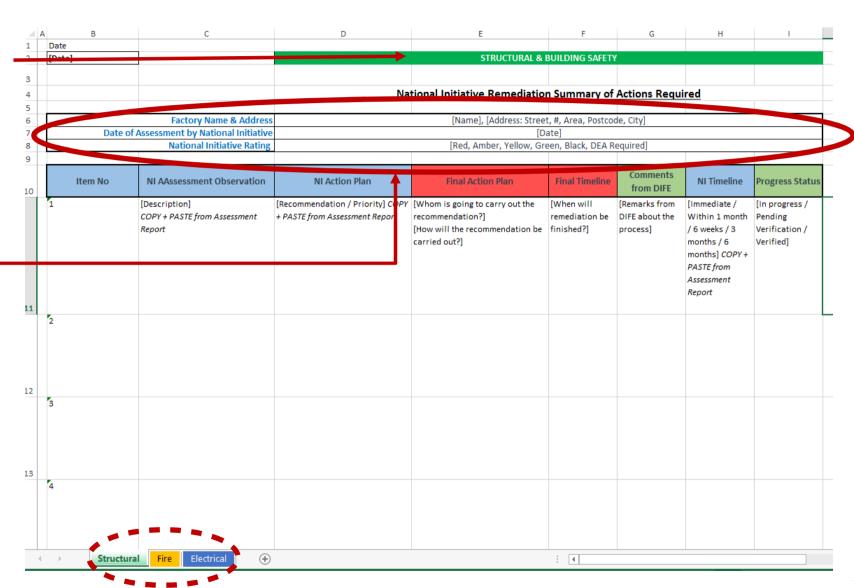
- Take your "Preliminary Structural Safety Assessment Report"
- Take the CAP template:
- On the 1st sheet "structural" you start to fill out basic details:

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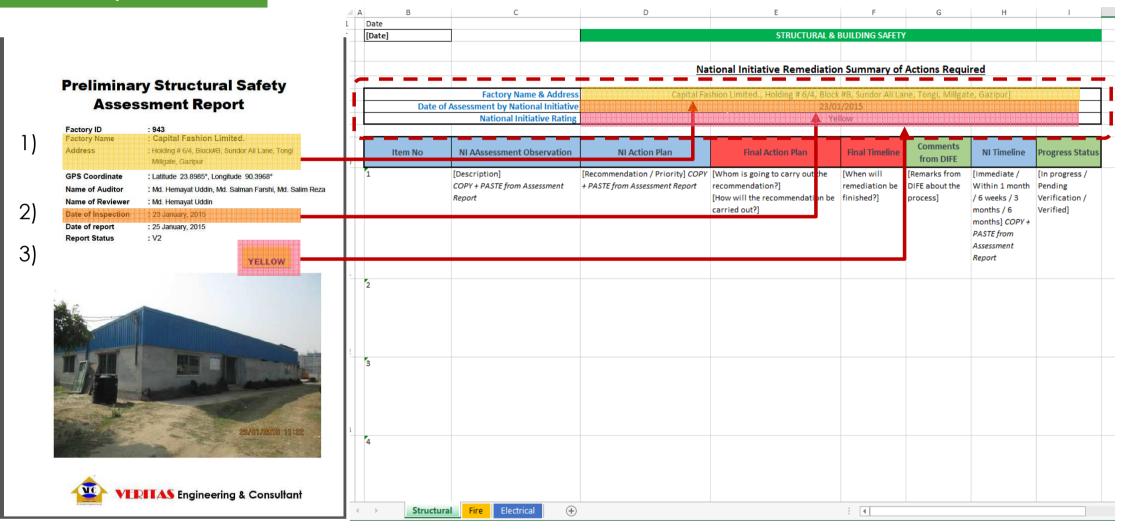
- Factory name
- Address
- Date of assessment
- Rating of your factory (colour coding)

1) Make sure you are on the "structural" sheet

2) Fill out these details as on your assessment report



Example

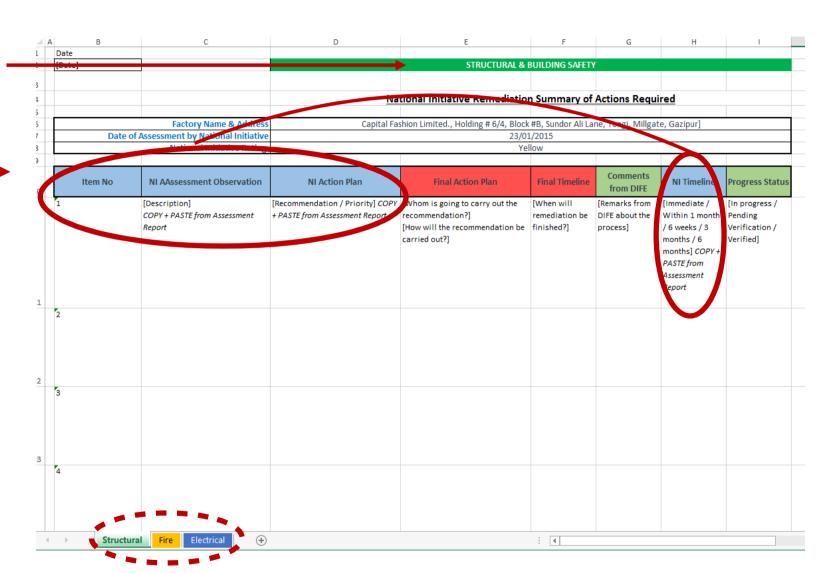


Step 2 Structural

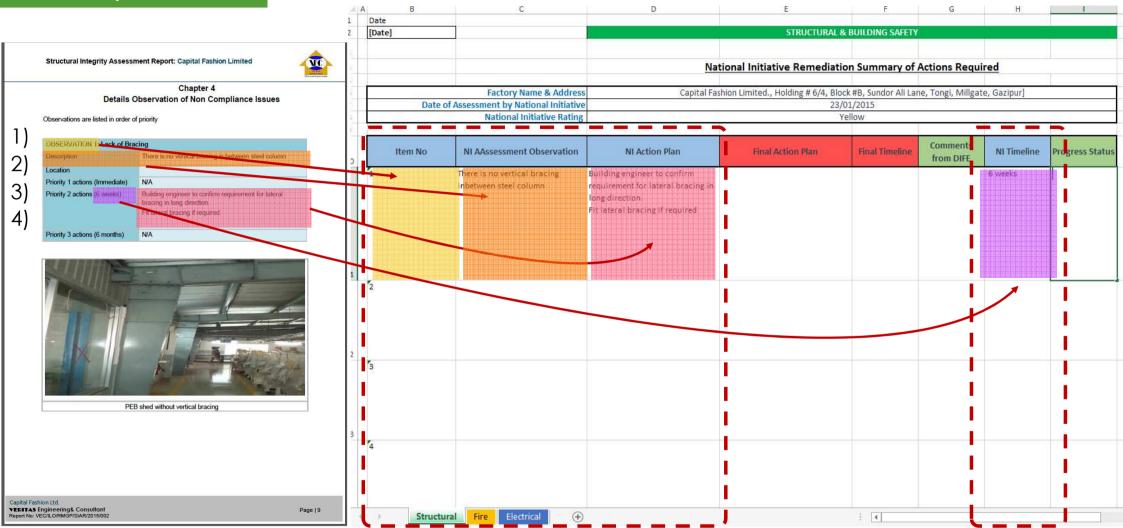
- Take your "Preliminary Structural Safety Assessment Report"
- Take the CAP template:
- On the 1st sheet "structural" you start to COPY and PASTE information in the 4 BLUE columns:
 - ❖ Item no
 - NI Inspection Observation
 - ❖ NI Action Plan
 - ❖ NI Timeline
 - Continue to do this until all Observations are copied

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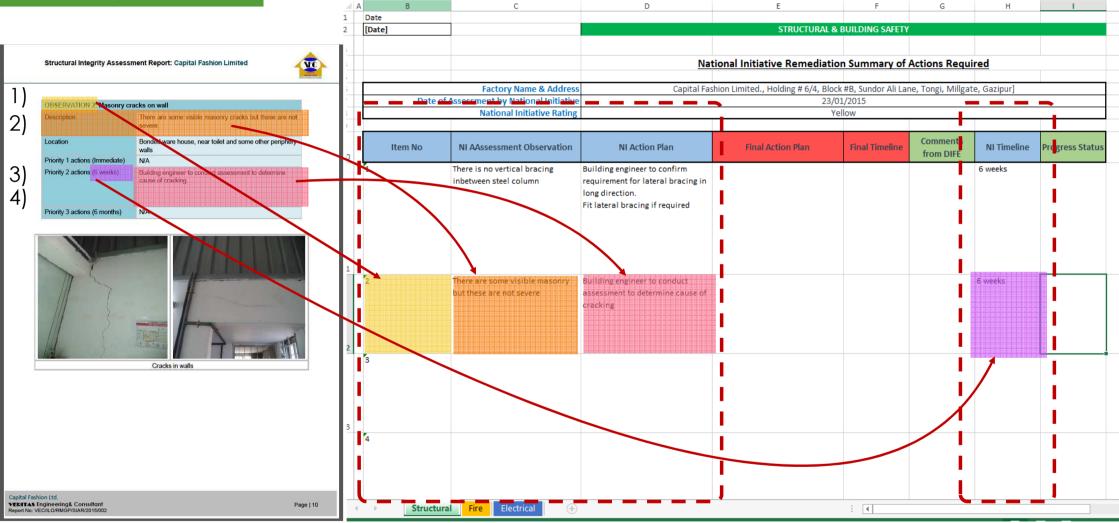
- 1) Make sure you are on the "structural" sheet
- The 4 BLUE columns
- Copy and Paste the information as in your assessment report in the rows below



Example



Example



Step 2 Structural

 Continue to do this until all Observations from the report are copied

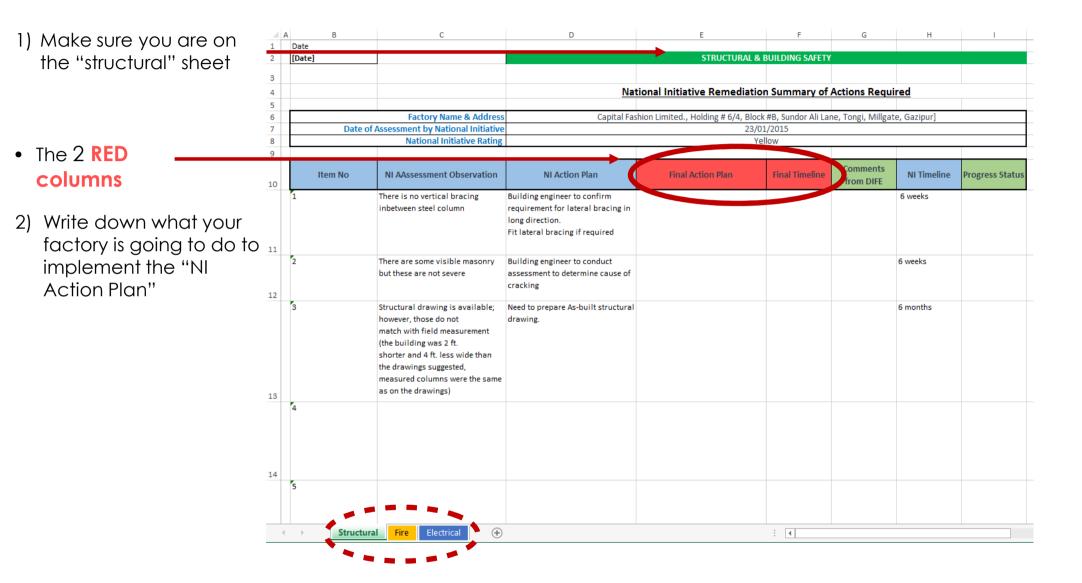
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Step 3 Structural

- Take your "Preliminary Structural Safety Assessment Report"
- Take the CAP template:
- On the 1st sheet "structural" you start to write information in the 2 **RED columns**:

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- Final Action Plan
- Final Timeline
- Continue to do this until all rows are complete

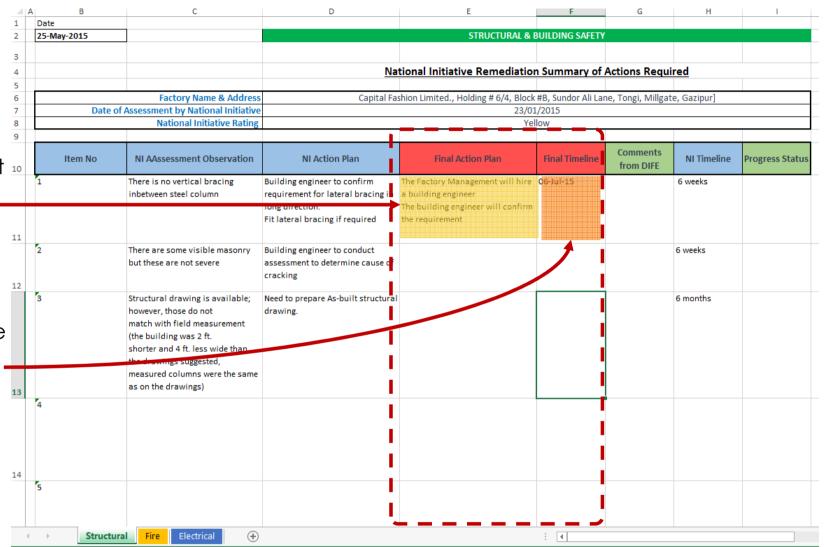


Example

1) Who is going to carry out the recommendation?

2) How will the recommendation be carried out?

3) When do you have to be finished carrying out the final action for this item no?



Step 3 Structural

- The **difference** between the **BLUE column** "NI Timeline" and the **RED column** "Final Timeline"
 - The BLUE column "NI Timeline" is copy pasted from the assessment report.
 - It is the timeline based on RMG Guidelines/ Standards
 - The RED column "Final Timeline" is the timeline your factory uses to implement the work

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- This timeline starts counting from the day you received the report.
- See the next page as example



1) The date of the report received by the factory:

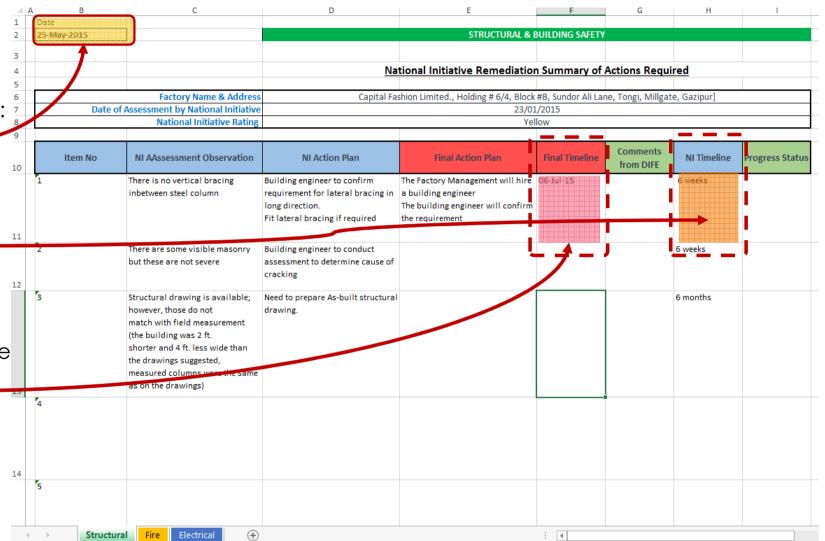
25 May 2015

2) The "NI Timeline" according to RMG Standards:

6 weeks

3) The "Final Timeline" is the sum of 1) + 2):
25 May + 6 weeks =

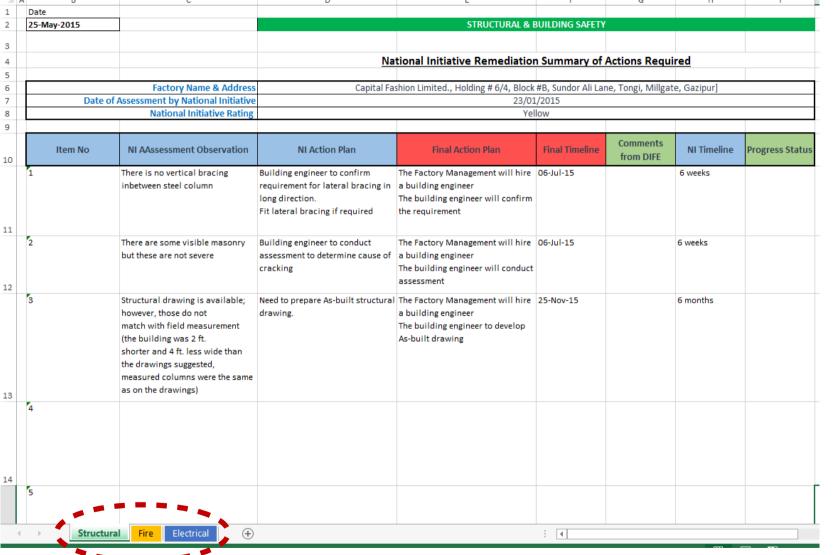
6 July 2015





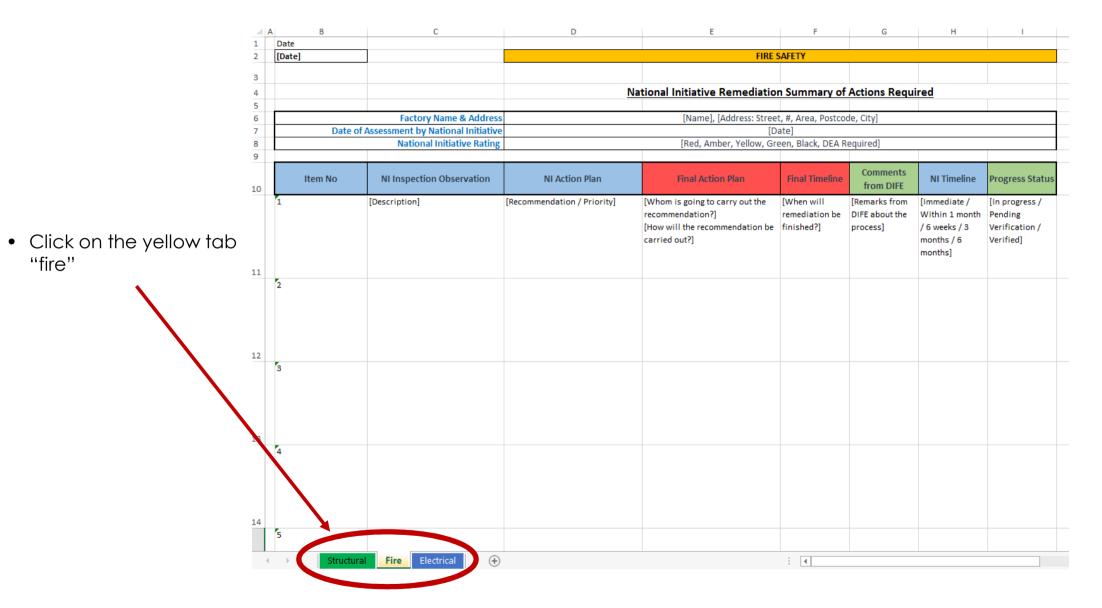
• Continue to do this until all rows are completed

All rows are completed



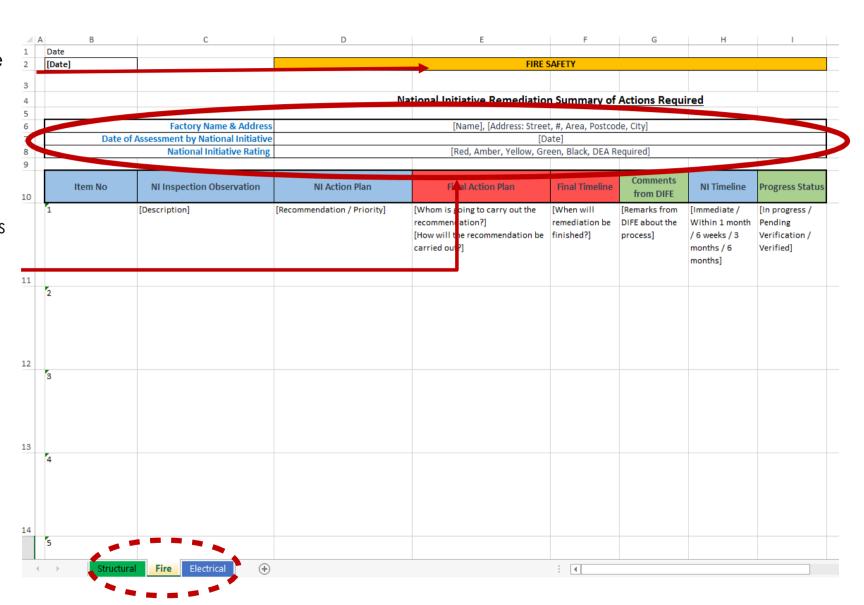
Congrats!

- Congratulations!
- The 1st sheet of your CAP is finished
- Now we move to the 2nd sheet: fire
- You will carry out the same steps 2-3



1) Make sure you are on the "fire" sheet

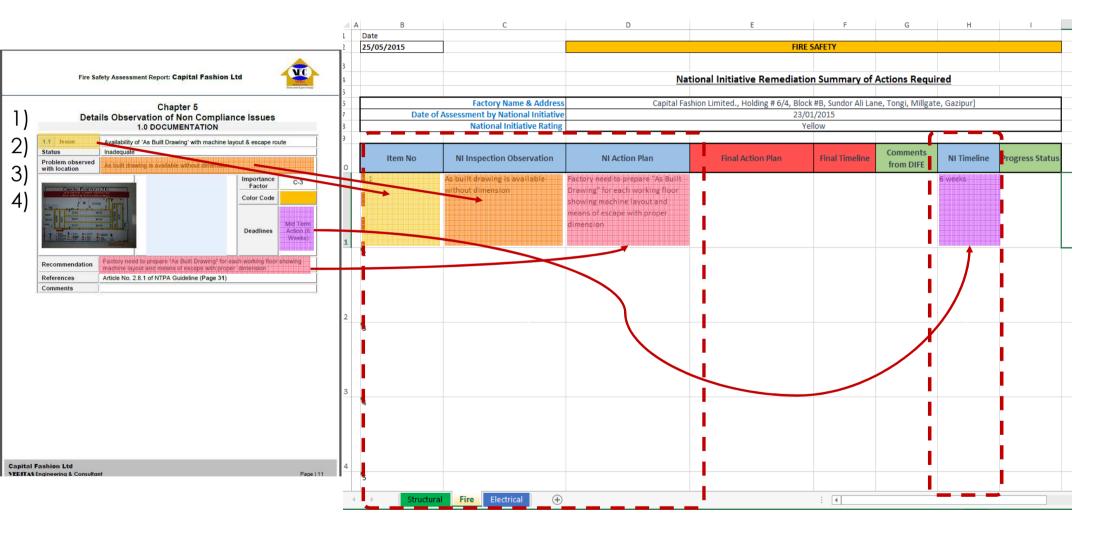
 Fill out these details as on your assessment report



Step 4

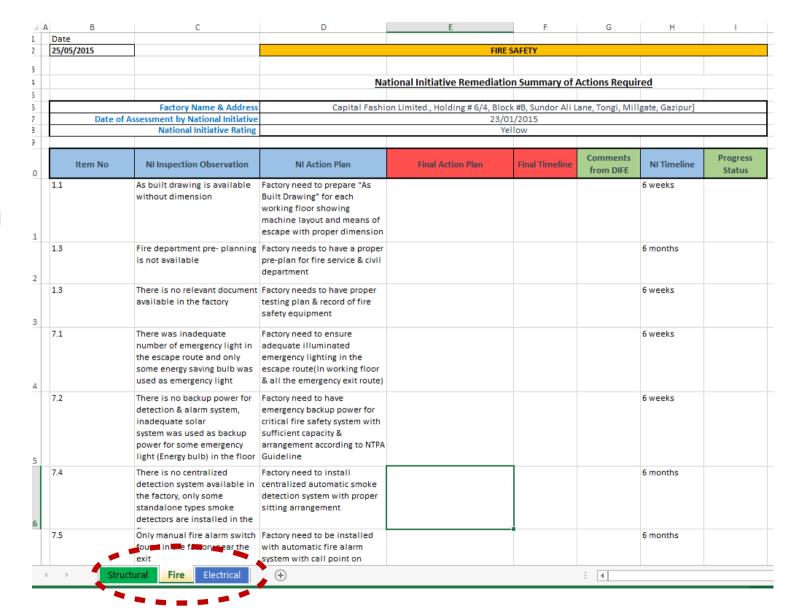
- Take your "Preliminary Fire Safety Assessment Report"
- Take the CAP template:
- On the 2nd sheet "fire" you start to COPY and PASTE information in the 4 **BLUE columns**:
 - Item no
 - NI Inspection Observation
 - NI Action Plan
 - NI Timeline
 - Continue to do this until all Observations are copied

Example



Step 4 Fire

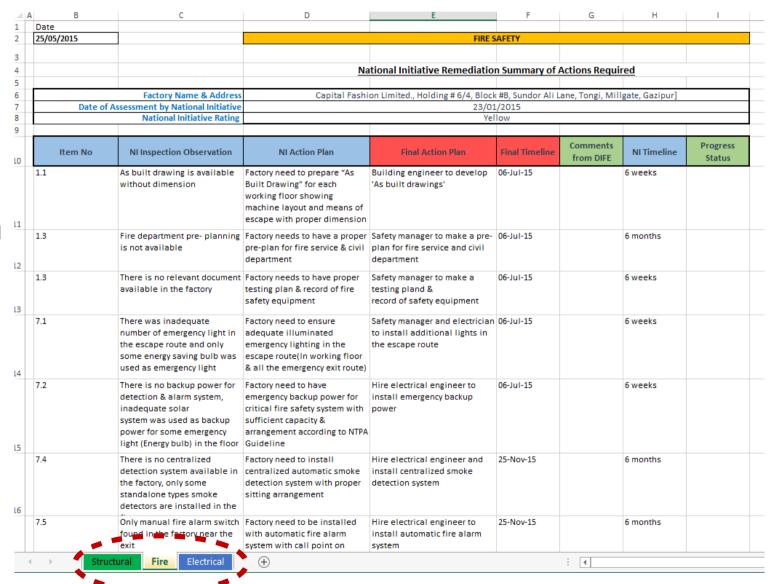
- Continue to do this until all Observations from the report are copied
- NOTE: the observations that are 'adequate' and do not have 'recommendation' do not require corrective action. Thus, they do not need to be in the CAP



All Observations copied

Step 5

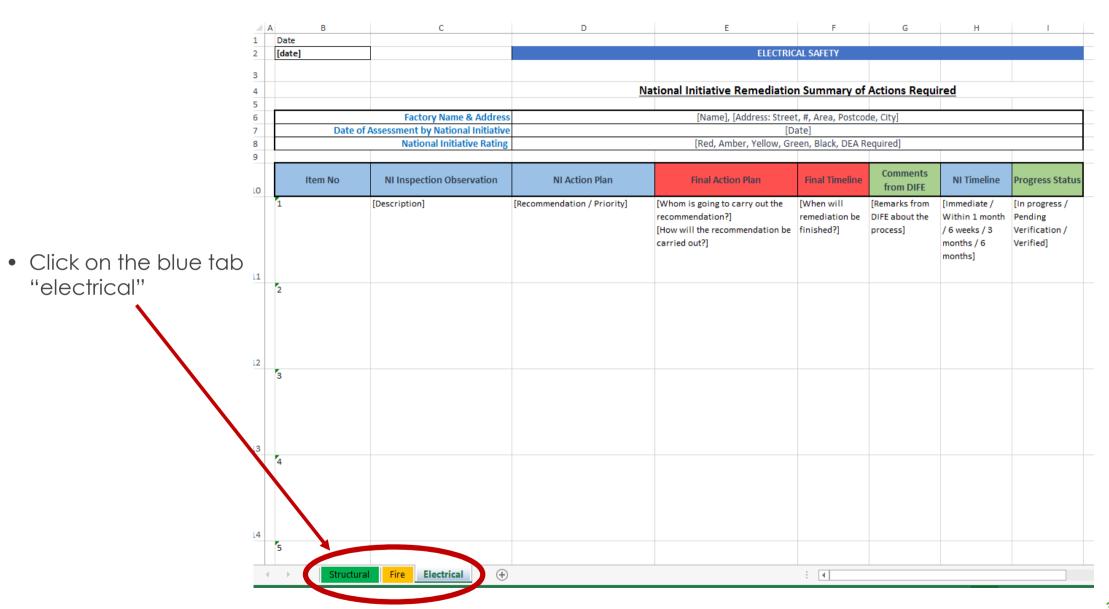
- Take your "Preliminary Fire Safety Assessment Report"
- Take the CAP template:
- On the 2nd sheet "fire" you start to write information in the 2 **RED columns**:
 - Final Action Plan
 - Final Timeline
 - Continue to do this until all rows are complete



All rows are completed

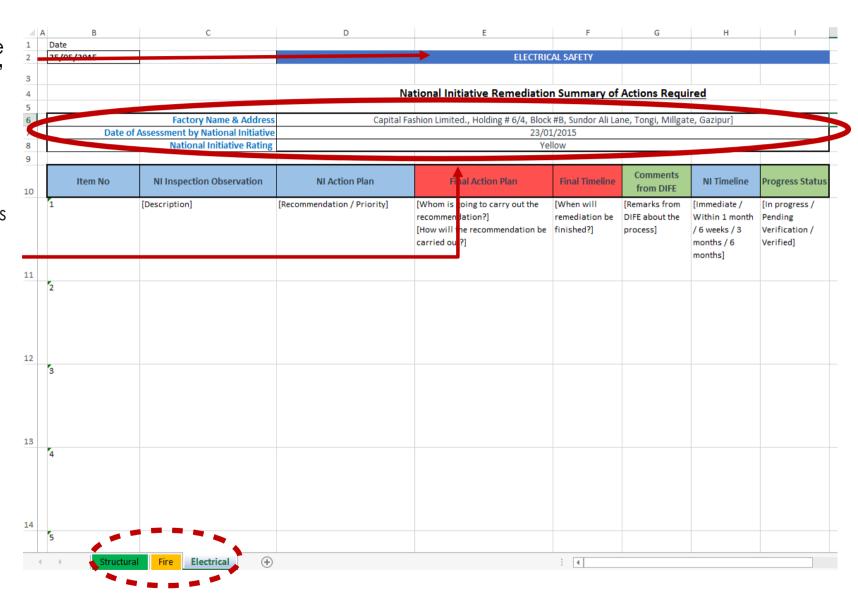
Congrats!

- Congratulations!
- The 2nd sheet of your CAP is finished
- Now you move to the 3rd (last) sheet: electrical
- You will carry out the same steps 2-3



1) Make sure you are on the "electrical" sheet

 Fill out these details as on your assessment report

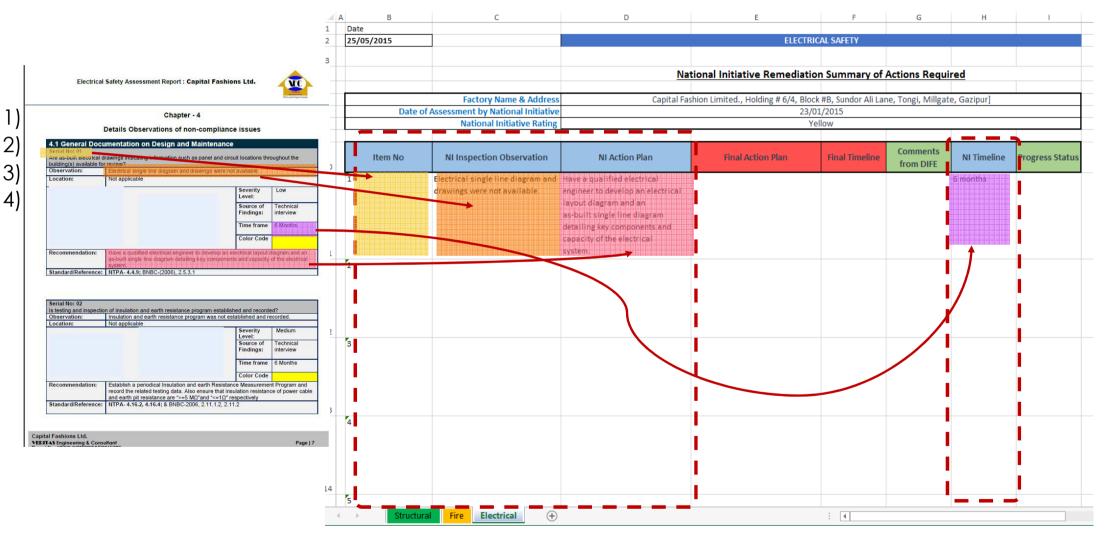


Step 4Electrical

- Take your "Preliminary Electrical Safety Assessment Report"
- Take the CAP template:
- On the 2nd sheet "electrical" you start to COPY and PASTE information in the 4 **BLUE columns**:
 - Item no
 - NI Inspection Observation
 - ❖ NI Action Plan
 - NI Timeline

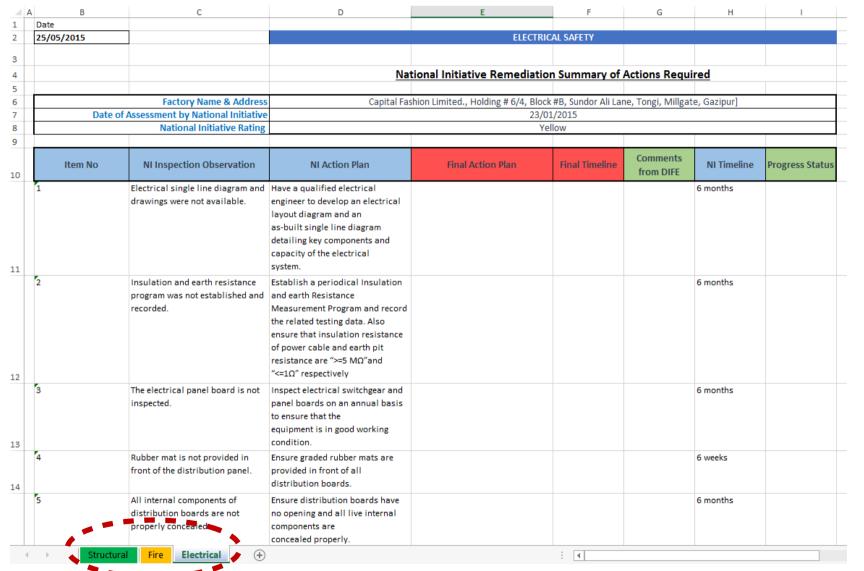
Continue to do this until all Observations are copied

Example



• Step 4
Electrical

 Continue to do this until all Observations from the report are copied



All Observations copied

Step 5 Electrical

- Take your "Preliminary Electrical Safety Assessment Report"
- Take the CAP template:
- On the 3rd sheet "electrical" you start to write information in the 2 **RED columns**:
 - Final Action Plan
 - Final Timeline
 - Continue to do this until all rows are complete

Date							
25/05/2015		ELECTRICAL SAFETY					
		National Initiative Remediation Summary of Actions Required					
	Factory Name & Address		shion Limited., Holding # 6/4, Block	#B, Sundor Ali Lan	e, Tongi, Millga	te, Gazipur]	
Date of Assessment by National Initiative							
	National Initiative Rating		Yel	low			
Item N	NI Inspection Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
1	Electrical single line diagram and drawings were not available.	Have a qualified electrical engineer to develop an electrical layout diagram and an as-built single line diagram detailing key components and capacity of the electrical system.	Hire an electrical engineer who develops and electrical layout diagram and as-built single line diagram	25-Nov-15		6 months	
2	Insulation and earth resistance program was not established and recorded.	Establish a periodical Insulation and earth Resistance Measurement Program and record the related testing data. Also ensure that insulation resistance of power cable and earth pit resistance are ">=5 $M\Omega$ " and "<=1 Ω " respectively	Hire an electrical engineer who makes a periodical insulation and earth resistance measurement program and record test data	25-Nov-15		6 months	
3	The electrical panel board is not inspected.	Inspect electrical switchgear and panel boards on an annual basis to ensure that the equipment is in good working condition.	Hire an electrical engineer who inspect the electrical switchgear and panel boards once a year	25-Nov-15		6 months	
4	Rubber mat is not provided in front of the distribution panel.	Ensure graded rubber mats are provided in front of all distribution boards.	Buy a rubber mat	06-Jul-15		6 weeks	
5	All internal components of distribution boards are not componently concealed.	Ensure distribution boards have no opening and all live internal components are concealed properly.	Hire and electrical engineer who ensures the distribution boards have no openings and components are concealed properly	25-Nov-15		6 months	

• All rows are completed

Congrats!

- Congratulations!
- The 3rd sheet of your CAP is finished
- You now have a full CAP
- You are on your way to start improving your working environment and the safety of you and your workers

Share your CAP

- Please share this CAP with your contact person / Labour Inspector at DIFE.
- Send it by email if possible
- Your contact person will get in touch with you within 1 week upon receipt

More info?

- For more information, please consult the following:
 - Flyer: "Preliminary Assessments: The National Initiative"
 - The Glossary of Terms
 - Your contact person at DIFE
 - www.dife.gov.bd
 - <u>www.bangladeshaccord.org</u>
 - www.bangladeshworkersafety.org

Supported by:

The National Initiative for Structural, Fire and Electrical Safety in the RMG sector is supported by:



ILO's activities to improve working conditions in the RMG sector are supported by:





