

How to make a CAP?

The National Initiative



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)

Index

- Introduction
- Step by step explanations
 - ❖ Examples
- Contacts for help

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

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	A	B	C	D	E	F	G	H	I
1	Date								
2	[Date]		STRUCTURAL & BUILDING SAFETY						
3									
4			National Initiative Remediation Summary of Actions Required						
5									
6		Factory Name & Address	[Name], [Address: Street, #, Area, Postcode, City]						
7		Date of Assessment by National Initiative	[Date]						
8		National Initiative Rating	[Red, Amber, Yellow, Green, Black, DEA Required]						
9									
10		Item No	NI Assessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
11		1	[Description] COPY + PASTE from Assessment Report	[Recommendation / Priority] COPY + PASTE from Assessment Report	[Whom is going to carry out the recommendation?] [How will the recommendation be carried out?]	[When will remediation be finished?]	[Remarks from DIFE about the process]	[Immediate / Within 1 month / 6 weeks / 3 months / 6 months] COPY + PASTE from Assessment Report	[In progress / Pending Verification / Verified]
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		3							
		4							

Structural
Fire
Electrical
+

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**

- The **BLUE** columns

- The **RED** columns

- The **GREEN** columns

STRUCTURAL & BUILDING SAFETY								
National Initiative Remediation Summary of Actions Required								
Factory Name & Address			[Name], [Address: Street, #, Area, Postcode, City]					
Date of Assessment by National Initiative			[Date]					
National Initiative Status			[Red, Amber, Yellow, Green, Black, DEA Required]					
Item No	NI Assessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status	
1	[Description] COPY + PASTE from Assessment Report	[Recommendation] / Priority COPY + PASTE from Assessment Report	[When is going to carry out the recommendation?] [How will the recommendation be carried out?]	[When will remediation be finished?]	[Remarks from DIFE about the process]	[Immediate / Within 1 month / 6 weeks / 3 months / 6 months] COPY + PASTE from Assessment Report	[In progress / Pending Verification / Verified]	
2								
3								
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Structural Fire Electrical

- 1) This is called a **"row"**
- 2) You cannot change this row
- 3) This is called a **"column"**
- 4) You cannot change the width of columns
- 5) This is called a **"cell"**

	A	B	C	D	E	F	G	H	I
1		Date							
2		[Date]		STRUCTURAL & BUILDING SAFETY					
3									
4				National Initiative Remediation Summary of Actions Required					
5									
6		Factory Name & Address		[Name], [Address: Street, #, Area, Postcode, City]					
7		Date of Assessment by National Initiative		[Date]					
8		National Initiative Rating		[Red, Amber, Yellow, Green, Black, DEA Required]					
9									
10		Item No	NI Assessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
11		[Description] COPY + PASTE from Assessment Report	[Recommendation / Priority] COPY + PASTE from Assessment Report	[Who is going to carry out the recommendation?] [How will the recommendation be carried out?]	[When will remediation be finished?]	[Remarks from DIFE about the process]	[Immediate / 6 weeks / 3 months / 6 months] COPY + PASTE from Assessment Report	[In progress / Pending Verification / Verified]	
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13									
14									

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

1) Make sure you are on the “structural” sheet

	A	B	C	D	E	F	G	H	I
1	Date		STRUCTURAL & BUILDING SAFETY						
2	[Date]								
3									
4			National Initiative Remediation Summary of Actions Required						
5									
6		Factory Name & Address	[Name], [Address: Street, #, Area, Postcode, City]						
7		Date of Assessment by National Initiative	[Date]						
8		National Initiative Rating	[Red, Amber, Yellow, Green, Black, DEA Required]						
9									
10		Item No	NI Assessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
11		1	[Description] COPY + PASTE from Assessment Report	[Recommendation / Priority] COPY + PASTE from Assessment Report	[Whom is going to carry out the recommendation?] [How will the recommendation be carried out?]	[When will remediation be finished?]	[Remarks from DIFE about the process]	[Immediate / Within 1 month / 6 weeks / 3 months / 6 months] COPY + PASTE from Assessment Report	[In progress / Pending Verification / Verified]
12		2							
13		3							
14		4							

Structural Fire Electrical

2) Fill out these details as on your assessment report

Example

Preliminary Structural Safety Assessment Report

Factory ID : 943
Factory Name : Capital Fashion Limited.
Address : Holding # 6/4, Block#B, Sundor Ali Lane, Tongi, Millgate, Gazipur
GPS Coordinate : Latitude 23.8985°, Longitude 90.3968°
Name of Auditor : Md. Hemayat Uddin, Md. Salman Farshi, Md. Salim Reza
Name of Reviewer : Md. Hemayat Uddin
Date of Inspection : 23 January, 2015
Date of report : 25 January, 2015
Report Status : V2

YELLOW



VERITAS Engineering & Consultant

STRUCTURAL & BUILDING SAFETY								
National Initiative Remediation Summary of Actions Required								
Factory Name & Address			Capital Fashion Limited., Holding # 6/4, Block #B, Sundor Ali Lane, Tongi, Millgate, Gazipur					
Date of Assessment by National Initiative			23/01/2015					
National Initiative Rating			Yellow					
Item No	NI Assessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status	
1	[Description] COPY + PASTE from Assessment Report	[Recommendation / Priority] COPY + PASTE from Assessment Report	[Whom is going to carry out the recommendation?] [How will the recommendation be carried out?]	[When will remediation be finished?]	[Remarks from DIFE about the process]	[Immediate / Within 1 month / 6 weeks / 3 months / 6 months] COPY + PASTE from Assessment Report	[In progress / Pending Verification / Verified]	
2								
3								
4								

Structural

Fire

Electrical



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

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

• The 4 BLUE columns

2) Copy and Paste the information as in your assessment report in the rows below

STRUCTURAL & BUILDING SAFETY								
National Initiative Remediation Summary of Actions Required								
Factory Name & Address			Capital Fashion Limited., Holding # 6/4, Block #B, Sundor Ali Lane, Tungi, Millgate, Gazipur]					
Date of Assessment by National Initiative			23/01/2015					
State of the Building			Yellow					
Item No	NI Assessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status	
1	[Description] COPY + PASTE from Assessment Report	[Recommendation / Priority] COPY + PASTE from Assessment Report	Whom is going to carry out the recommendation? [How will the recommendation be carried out?]	[When will remediation be finished?]	[Remarks from DIFE about the process]	[Immediate / Within 1 month / 6 weeks / 3 months / 6 months] COPY + PASTE from Assessment Report	[In progress / Pending Verification / Verified]	
2								
3								
4								

StructuralFireElectrical

Example

Structural Integrity Assessment Report: Capital Fashion Limited



Chapter 4 Details Observation of Non Compliance Issues

Observations are listed in order of priority

OBSERVATION 1	Lack of Bracing
Description:	There is no vertical bracing between steel column.
Location:	
Priority 1 actions (Immediate)	N/A
Priority 2 actions (6 weeks)	Building engineer to confirm requirement for lateral bracing in long direction. Fit lateral bracing if required.
Priority 3 actions (6 months)	N/A



PEB shed without vertical bracing

STRUCTURAL & BUILDING SAFETY							
National Initiative Remediation Summary of Actions Required							
Factory Name & Address			Capital Fashion Limited., Holding # 6/4, Block #B, Sundor Ali Lane, Tongi, Millgate, Gazipur]				
Date of Assessment by National Initiative			23/01/2015				
National Initiative Rating			Yellow				
Item No	NI Assessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comment from DIFE	NI Timeline	Progress Status
1	There is no vertical bracing between steel column.	Building engineer to confirm requirement for lateral bracing in long direction. Fit lateral bracing if required.				6 weeks	
2							
3							
4							

Example

Structural Integrity Assessment Report: Capital Fashion Limited



OBSERVATION 2	Masonry cracks on wall
Description	There are some visible masonry cracks but these are not severe
Location	Bonded ware house, near toilet and some other periphery walls
Priority 1 actions (Immediate)	N/A
Priority 2 actions (6 weeks)	Building engineer to conduct assessment to determine cause of cracking.
Priority 3 actions (6 months)	N/A



Cracks in walls

National Initiative Remediation Summary of Actions Required

1	Date							
2	[Date]		STRUCTURAL & BUILDING SAFETY					
			National Initiative Remediation Summary of Actions Required					
	Factory Name & Address	Capital Fashion Limited., Holding # 6/4, Block #B, Sundor Ali Lane, Tongi, Millgate, Gazipur]						
	Date of Assessment by National Initiative	23/01/2015						
	National Initiative Rating	Yellow						
	Item No	NI AAssessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
		There is no vertical bracing inbetween steel column	Building engineer to confirm requirement for lateral bracing in long direction. Fit lateral bracing if required				6 weeks	
1	2	There are some visible masonry but these are not severe	Building engineer to conduct assessment to determine cause of cracking				6 weeks	
2	3							
3	4							
				</				

Structural

Fire

Electrical

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Step 2

Structural

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

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

1) Make sure you are on the “structural” sheet

• The 2 **RED** columns

2) Write down what your factory is going to do to implement the “NI Action Plan”

1	Date								
2	[Date]								
3									
4									
5									
6									
7									
8									
9									
10	Item No	NI Assessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status	
11	1	There is no vertical bracing in between steel column	Building engineer to confirm requirement for lateral bracing in long direction. Fit lateral bracing if required				6 weeks		
12	2	There are some visible masonry but these are not severe	Building engineer to conduct assessment to determine cause of cracking				6 weeks		
13	3	Structural drawing is available; however, those do not match with field measurement (the building was 2 ft. shorter and 4 ft. less wide than the drawings suggested, measured columns were the same as on the drawings)	Need to prepare As-built structural drawing.				6 months		
14	4								
15	5								

Structural

Fire

Electrical

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?

A		B	C	D	E	F	G	H	I
1		Date							
2		25-May-2015				STRUCTURAL & BUILDING SAFETY			
3									
4						National Initiative Remediation Summary of Actions Required			
5									
6		Factory Name & Address	Capital Fashion Limited., Holding # 6/4, Block #B, Sundor Ali Lane, Tongi, Millgate, Gazipur]						
7		Date of Assessment by National Initiative	23/01/2015						
8		National Initiative Rating	Yellow						
9									
10		Item No	NI Assessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
11		1	There is no vertical bracing inbetween steel column	Building engineer to confirm requirement for lateral bracing in long direction. Fit lateral bracing if required	The Factory Management will hire a building engineer The building engineer will confirm the requirement	06-Jul-15		6 weeks	
12		2	There are some visible masonry but these are not severe	Building engineer to conduct assessment to determine cause of cracking				6 weeks	
13		3	Structural drawing is available; however, those do not match with field measurement (the building was 2 ft. shorter and 4 ft. less wide than the drawings suggested, measured columns were the same as on the drawings)	Need to prepare As-built structural drawing.				6 months	
14		4							
15		5							

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

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

STRUCTURAL & BUILDING SAFETY								
National Initiative Remediation Summary of Actions Required								
Factory Name & Address			Capital Fashion Limited., Holding # 6/4, Block #B, Sundor Ali Lane, Tongi, Millgate, Gazipur]					
Date of Assessment by National Initiative			23/01/2015					
National Initiative Rating			Yellow					
Item No	NI Assessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status	
1	There is no vertical bracing inbetween steel column	Building engineer to confirm requirement for lateral bracing in long direction. Fit lateral bracing if required	The Factory Management will hire a building engineer The building engineer will confirm the requirement	06-Jul-15		6 weeks		
2	There are some visible masonry but these are not severe	Building engineer to conduct assessment to determine cause of cracking				6 weeks		
3	Structural drawing is available; however, those do not match with field measurement (the building was 2 ft. shorter and 4 ft. less wide than the drawings suggested, measured columns were the same as on the drawings)	Need to prepare As-built structural drawing.				6 months		
4								
5								

Step 3

Structural

- Continue to do this until all rows are completed

	A	B	C	D	E	F	G	H	I
1	Date								
2	25-May-2015			STRUCTURAL & BUILDING SAFETY					
3									
4				National Initiative Remediation Summary of Actions Required					
5									
6		Factory Name & Address	Capital Fashion Limited., Holding # 6/4, Block #B, Sundor Ali Lane, Tongi, Millgate, Gazipur]						
7		Date of Assessment by National Initiative	23/01/2015						
8		National Initiative Rating	Yellow						
9									
10		Item No	NI Assessment Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
11		1	There is no vertical bracing inbetween steel column	Building engineer to confirm requirement for lateral bracing in long direction. Fit lateral bracing if required	The Factory Management will hire a building engineer The building engineer will confirm the requirement	06-Jul-15		6 weeks	
12		2	There are some visible masonry but these are not severe	Building engineer to conduct assessment to determine cause of cracking	The Factory Management will hire a building engineer The building engineer will conduct assessment	06-Jul-15		6 weeks	
13		3	Structural drawing is available; however, those do not match with field measurement (the building was 2 ft. shorter and 4 ft. less wide than the drawings suggested, measured columns were the same as on the drawings)	Need to prepare As-built structural drawing.	The Factory Management will hire a building engineer The building engineer to develop As-built drawing	25-Nov-15		6 months	
14		4							
15		5							

Structural

Fire

Electrical

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Congrats!
Structural

- 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

	A	B	C	D	E	F	G	H	I
1	Date								
2	[Date]		FIRE SAFETY						
3									
4			National Initiative Remediation Summary of Actions Required						
5									
6		Factory Name & Address			[Name], [Address: Street, #, Area, Postcode, City]				
7		Date of Assessment by National Initiative			[Date]				
8		National Initiative Rating			[Red, Amber, Yellow, Green, Black, DEA Required]				
9									
10		Item No	NI Inspection Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
11	1	[Description]	[Recommendation / Priority]	[Whom is going to carry out the recommendation?] [How will the recommendation be carried out?]	[When will remediation be finished?]	[Remarks from DIFE about the process]	[Immediate / Within 1 month / 6 weeks / 3 months / 6 months]	[In progress / Pending Verification / Verified]	
12	2								
13	3								
14	4								
15	5								

Structural

Fire

Electrical

- Click on the yellow tab "fire"

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

1	A	B	C	D	E	F	G	H	I
2		Date							
3		[Date]							
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National Initiative Remediation Summary of Actions Required

Factory Name & Address		[Name], [Address: Street, #, Area, Postcode, City]						
Date of Assessment by National Initiative		[Date]						
National Initiative Rating		[Red, Amber, Yellow, Green, Black, DEA Required]						

Item No	NI Inspection Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
1	[Description]	[Recommendation / Priority]	[Whom is going to carry out the recommendation?] [How will the recommendation be carried out?]	[When will remediation be finished?]	[Remarks from DIFE about the process]	[Immediate / Within 1 month / 6 weeks / 3 months / 6 months]	[In progress / Pending Verification / Verified]
2							
3							
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5							

Structural Fire Electrical

Step 4

Fire

- 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

Fire Safety Assessment Report: **Capital Fashion Ltd**

Chapter 5
Details Observation of Non Compliance Issues
1.0 DOCUMENTATION

1) **Issue** Availability of 'As Built Drawing' with machine layout & escape route

2) **Status** Inadequate

3) **Problem observed with location** As built drawing is available without dimension

4) **Capital Fashion Ltd** **Importance Factor** C-3

Color Code **Deadlines** Mid Term Action (6 Weeks)

Recommendation Factory need to prepare 'As Built Drawing' for each working floor showing machine layout and means of escape with proper dimension

References Article No. 2.8.1 of NTPA Guideline (Page 31)

Comments

Capital Fashion Ltd
VERITAS Engineering & Consultant

Page | 11

A	B	C	D	E	F	G	H	I
1	Date							
2	25/05/2015							
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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

	A	B	C	D	E	F	G	H	I
1		Date							
2		25/05/2015			FIRE SAFETY				
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Step 5

Fire

- 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

A	B	C	D	E	F	G	H	I
1	Date							
2	25/05/2015							
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Item No	NI Inspection Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
1.1	As built drawing is available without dimension	Factory need to prepare "As Built Drawing" for each working floor showing machine layout and means of escape with proper dimension	Building engineer to develop 'As built drawings'	06-Jul-15		6 weeks	
1.3	Fire department pre- planning is not available	Factory needs to have a proper pre-plan for fire service & civil department	Safety manager to make a pre-plan for fire service and civil department	06-Jul-15		6 months	
1.3	There is no relevant document available in the factory	Factory needs to have proper testing plan & record of fire safety equipment	Safety manager to make a testing plan & record of safety equipment	06-Jul-15		6 weeks	
7.1	There was inadequate number of emergency light in the escape route and only some energy saving bulb was used as emergency light	Factory need to ensure adequate illuminated emergency lighting in the escape route(In working floor & all the emergency exit route)	Safety manager and electrician to install additional lights in the escape route	06-Jul-15		6 weeks	
7.2	There is no backup power for detection & alarm system, inadequate solar system was used as backup power for some emergency light (Energy bulb) in the floor	Factory need to have emergency backup power for critical fire safety system with sufficient capacity & arrangement according to NTPA Guideline	Hire electrical engineer to install emergency backup power	06-Jul-15		6 weeks	
7.4	There is no centralized detection system available in the factory, only some standalone types smoke detectors are installed in the	Factory need to install centralized automatic smoke detection system with proper sitting arrangement	Hire electrical engineer and install centralized smoke detection system	25-Nov-15		6 months	
7.5	Only manual fire alarm switch found in the factory near the exit	Factory need to be installed with automatic fire alarm system with call point on	Hire electrical engineer to install automatic fire alarm system	25-Nov-15		6 months	

<	>	Structural	Fire	Electrical	+	:	<	
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Congrats!

Fire

- 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

	A	B	C	D	E	F	G	H	I
1	Date								
2	[date]			ELECTRICAL SAFETY					
3									
4				National Initiative Remediation Summary of Actions Required					
5									
6		Factory Name & Address			[Name], [Address: Street, #, Area, Postcode, City]				
7		Date of Assessment by National Initiative			[Date]				
8		National Initiative Rating			[Red, Amber, Yellow, Green, Black, DEA Required]				
9									
10		Item No	NI Inspection Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
11	1	[Description]	[Recommendation / Priority]	[Whom is going to carry out the recommendation?] [How will the recommendation be carried out?]	[When will remediation be finished?]	[Remarks from DIFE about the process]	[Immediate / Within 1 month / 6 weeks / 3 months / 6 months]	[In progress / Pending Verification / Verified]	
12	2								
13	3								
14	4								
15	5								

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>

Structural

Fire

Electrical

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- Click on the blue tab "electrical"

1) Make sure you are on the “electrical” sheet

1	Date							
2	25/05/2015	ELECTRICAL SAFETY						
3								
4	National Initiative Remediation Summary of Actions Required							
5								
6	Factory Name & Address	Capital Fashion Limited., Holding # 6/4, Block #B, Sundor Ali Lane, Tongi, Millgate, Gazipur]						
7	Date of Assessment by National Initiative	23/01/2015						
8	National Initiative Rating	Yellow						
9								
10	Item No	NI Inspection Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
11	1	[Description]	[Recommendation / Priority]	[Whom is going to carry out the recommendation?] [How will the recommendation be carried out?]	[When will remediation be finished?]	[Remarks from DIFE about the process]	[Immediate / Within 1 month / 6 weeks / 3 months / 6 months]	[In progress / Pending Verification / Verified]
12	2							
13	3							
14	4							
15	5							

Structural
Fire
Electrical

- # Step 4

Electrical

- 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

Electrical Safety Assessment Report : Capital Fashions Ltd.



Chapter - 4

Details Observations of non-compliance issues

4.1 General Documentation on Design and Maintenance

Serial No: 01	
Are as-built electrical drawings indicating information such as panel and circuit locations throughout the building(s) available for review?	
Observation:	Electrical single line diagram and drawings were not available.
Location:	Not applicable
	Severity Level: Low
	Source of Findings: Technical interview
	Time frame: 6 Months
	Color Code: Yellow
Recommendation:	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.
Standard/Reference:	NTPA- 4.4.9; BNBC-(2006), 2.5.3.1

Serial No: 02	
Is testing and inspection of insulation and earth resistance program established and recorded?	
Observation:	Insulation and earth resistance program was not established and recorded.
Location:	Not applicable
	Severity Level: Medium
	Source of Findings: Technical interview
	Time frame: 6 Months
	Color Code: Yellow
Recommendation:	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 " $\geq 5 \text{ M}\Omega$ " and " $\leq 1\Omega$ " respectively
Standard/Reference:	NTPA- 4.16.2, 4.16.4; & BNBC-2006, 2.11.1.2, 2.11.2

Capital Fashions Ltd.
VERITAS Engineering & Consultant

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National Initiative Remediation Summary of Actions Required

Factory Name & Address	Capital Fashion Limited., Holding # 6/4, Block #B, Sundor Ali Lane, Tongi, Millgate, Gazipur]
Date of Assessment by National Initiative	23/01/2015
National Initiative Rating	Yellow

Item No	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.				5 months	
2							
3							
4							
5							

Structural Fire Electrical

- **Step 4**
Electrical

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

All Observations copied

	A	B	C	D	E	F	G	H	I
1		Date							
2		25/05/2015		ELECTRICAL SAFETY					
3									
4				National Initiative Remediation Summary of Actions Required					
5									
6		Factory Name & Address	Capital Fashion Limited., Holding # 6/4, Block #B, Sundor Ali Lane, Tongi, Millgate, Gazipur]						
7		Date of Assessment by National Initiative	23/01/2015						
8		National Initiative Rating	Yellow						
9									
10		Item No	NI Inspection Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
11		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.				6 months	
12		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 MΩ" and "<=1Ω" respectively				6 months	
13		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.				6 months	
14		4	Rubber mat is not provided in front of the distribution panel.	Ensure graded rubber mats are provided in front of all distribution boards.				6 weeks	
		5	All internal components of distribution boards are not properly concealed	Ensure distribution boards have no opening and all live internal components are concealed properly.				6 months	
<div><div>Structural</div><div>Fire</div><div>Electrical</div></div>									

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

	A	B	C	D	E	F	G	H	I
1	Date								
2	25/05/2015			ELECTRICAL SAFETY					
3									
4				National Initiative Remediation Summary of Actions Required					
5									
6		Factory Name & Address	Capital Fashion Limited., Holding # 6/4, Block #B, Sundor Ali Lane, Tongi, Millgate, Gazipur]						
7		Date of Assessment by National Initiative	23/01/2015						
8		National Initiative Rating	Yellow						
9									
10		Item No	NI Inspection Observation	NI Action Plan	Final Action Plan	Final Timeline	Comments from DIFE	NI Timeline	Progress Status
11		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	
12		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 " $\geq 5 \text{ M}\Omega$ " and " $\leq 1\Omega$ " respectively	Hire an electrical engineer who makes a periodical insulation and earth resistance measurement program and record test data	25-Nov-15		6 months	
13		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	
14		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	
15		5	All internal components of distribution boards are not properly 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	
<div> <div>Structural</div> <div>Fire</div> <div>Electrical</div> </div>									

Congrats!
Electrical

- 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
 - ❖ www.bangladeshaccord.org
 - ❖ www.bangladeshworkersafety.org

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