

FLA Audit Profile	
Country	USA
Factory name	17008214DV
IEM	ALGI
Date(s) in facility	July 11-13, 2007
PC(s)	Herff- Jones, Inc.
Number of workers	285
Product(s)	Graduation Robes, Graduation Hats, Diploma Frames
Production processes	

IEV

Accordia Global
Compliance Group
July 26- 27, 2007

Date of Verification

FLA Code/ Compliance issue	Country Law/Legal Reference	FLA Benchmark	Non-compliance	Risk of Non-compliance	IEM Findings			Sources/Documentation	Notable Features implemented by Factory Management or Company	PC Internal audit findings (Optional)	PC Remediation plan	Target Completion Date	Remediation		(Status)	
					Evidence of Non-compliance (un corroborated)	If not corroborated, explain why	Factory Response (Optional)						Company follow up (Cite date of follow up)	Documentation		Completed; Pending; Ongoing
1. Code Awareness																
Code posting/information		FLA Principle of Monitoring, Obligation of Companies: Establish and articulate clear, written workplace standards. Formally convey those standards to Company factories as well as to licensees, contractors and suppliers.	FLA Code of Conduct is not posted					Employer and employee interviews - Employer has not received Code from FLA	Herff Jones code of conduct is posted and employees are aware of the code				The plant will post the FLA Code when appropriate.		Look for Code	
Worker/management awareness of Code		FLA Principle of Monitoring, Obligation of Companies: Ensure that all Company factories as well as contractors and suppliers inform their employees about the workplace standards orally and through the posting of standards in a prominent place (in the local languages spoken by employees and managers) and undertake other efforts to educate employees about the standards on a regular basis.	Herff Jones Code of Conduct is posted only in English, not in languages spoken by employees (It should be noted this is due to the multitude of languages and dialects spoken in the factory)					Employer and employee interviews, monitoring team observations.	As per employer and employee interviews, Herff Jones Code of Conduct is posted and employees are informed of code in handbook and through training.				The plant consistently makes use of interpreters and translators to be sure all employees have access to company information.		1) look for training record and 2) interview workers	
2. Forced Labor																
There will not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded																
3. Child Labor																
No person will be employed at an age younger than 15 (or 14 where the law of the country of																
4. Harassment or Abuse																
Every employee will be treated with respect and dignity. No employee will be subject to any physical,																
5. Nondiscrimination																
No person will be subject to any discrimination in employment, including hiring, salary, benefits.																
6. Health and Safety																
Employers will provide a safe and healthy working environment to prevent accidents and injury to health																
Fire Safety Health and Safety legal compliance	29CFR1910	Employer will comply with applicable health and safety laws and regulations. In any case where laws and code of conduct are contradictory, the higher standards will apply. The factory will possess all legally required permits	Permanent shelving must be secured to the wall or floor					Observed by monitoring team and employer safety coordinator					All shelving with a risk of tipping is secured	Complete	Look at shelving to be sure that all is secured	Completed
Fire Safety Health and Safety legal compliance	29CFR1910	Employer will comply with applicable health and safety laws and regulations. In any case where laws and code of conduct are contradictory, the higher standards will apply. The factory will possess all legally required permits	Ethernet cable across floor creates a trip hazard					Observed by monitoring team and employer safety coordinator					Cable removed	Complete	Look for cables across floor	Completed
Fire Safety Health and Safety legal compliance	29CFR1910	Employer will comply with applicable health and safety laws and regulations. In any case where laws and code of conduct are contradictory, the higher standards will apply. The factory will possess all legally required permits	Accelerate replacement of wooden supports					Observed by monitoring team and employer safety coordinator					We have accelerated the replacement schedule for the posts.	Ongoing	???	On going
Fire Safety Health and Safety legal compliance	29CFR1910	Employer will comply with applicable health and safety laws and regulations. In any case where laws and code of conduct are contradictory, the higher standards will apply. The factory will possess all legally required permits	Replace loose floor boards					Observed by monitoring team and employer safety coordinator					Repaired	Complete	Look for flooring to be secured	Completed
Fire Safety Health and Safety legal compliance	29CFR1910	Employer will comply with applicable health and safety laws and regulations. In any case where laws and code of conduct are contradictory, the higher standards will apply. The factory will possess all legally required permits	Elevator safety gate must be extended to 48" in height					Observed by monitoring team and employer safety coordinator					The plant will extend the gate height	10/31/2006	inspect elevator	Pending
Fire Safety Health and Safety legal compliance	29CFR1910	Employer will comply with applicable health and safety laws and regulations. In any case where laws and code of conduct are contradictory, the higher standards will apply. The factory will possess all legally required permits	One staircase needs handrail installed					Observed by monitoring team and employer safety coordinator					The plant will install a handrail	10/31/2006	inspect for handrails	Pending
Fire Safety Health and Safety legal compliance	29CFR1910	Employer will comply with applicable health and safety laws and regulations. In any case where laws and code of conduct are contradictory, the higher standards will apply. The factory will possess all legally required permits	Forklift trainer needs to be certified					Observed by monitoring team and employer safety coordinator					Herff Jones training has been scheduled for October 2006	10/31/2006	look at training documentation	Pending

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Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	Semi annual fire drills are not conducted				Employer and employee interviews				The plant has resumed the practice of holding regular fire drills.	The next drill will be in October 2006.	1) look at FD report 2) Interview workers	On going
Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	Fire drill logs are not maintained.				Employer and safety coordinator interviews				Log maintained.	Ongoing	look at FD log	On going
Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	Ethernet cable across floor creates a trip hazard				Employer and safety coordinator interviews				Cable removed.	Completed		Completed
Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	Extension cord laying across floor creates a trip hazard				Employer and safety coordinator interviews				Cord removed.	Completed		Completed
Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	Exit signs need to be suitably illuminated.				Employer and safety coordinator interviews				New signs are being installed.	Ongoing	inspect exit signs	On going
Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	Major aisles must be 36" wide and unobstructed.				Employer and safety coordinator interviews				On going house keeping to maintain open aisles	Ongoing	inspect aisles	On going
Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	Fire exits must be unobstructed				Employer and safety coordinator interviews				On going house keeping to maintain exits	Ongoing	inspect fire doors	On going
Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	One fire exit is not properly sized. (in process of being replaced)				Employer and safety coordinator interviews				Old exit demolished after the new fire exit was completed in October 2005.	Completed	look at all emergency exits	Completed
Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	Fire exits must have street access.				Employer and safety coordinator interviews				Some exits lead into large, open fenced areas. We are looking into adding release mechanisms so auto gates can be opened from inside the gate.	Pending	review exits	Pending
Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	Replace or remove inoperable sliding fire door				Employer and safety coordinator interviews				Repaired	Completed	inspect doors	Completed
Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	Safety plan must be instituted.				Employer and safety coordinator interviews				Improvements to all safety related plans and records are in progress	Ongoing		Pending

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Evacuation Procedure	29CFR1910	All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures	Emergency evacuation plans need to be posted prominent places				Employer and safety coordinator interviews				In progress	Ongoing	look at evacuation plans	Pending	
Safety Equipment	29CFR1910	All safety and medical equipment (such as fire fighting equipment, first aid kits, etc.) shall be in place, maintained as prescribed and accessible to the employees	Fire extinguishers need monthly visual inspection				Observed by monitoring team and employer safety coordinator				The safety committee is performing a monthly inspection and we have a professional check on a yearly basis.	Ongoing	review fire ext	On going	
Safety Equipment	29CFR1910	All safety and medical equipment (such as fire fighting equipment, first aid kits, etc.) shall be in place, maintained as prescribed and accessible to the employees	Fire extinguishers must be unobstructed				Observed by monitoring team and employer safety coordinator				On going house keeping clear	Ongoing	inspect Fes	On going	
Safety Equipment	29CFR1910	All safety and medical equipment (such as fire fighting equipment, first aid kits, etc.) shall be in place, maintained as prescribed and accessible to the employees	Fire extinguishers must be properly mounted				Observed by monitoring team and employer safety coordinator				Fire extinguishers checked during inspection	Ongoing	inspect Fes	On going	
Safety Equipment	29CFR1910	All safety and medical equipment (such as fire fighting equipment, first aid kits, etc.) shall be in place, maintained as prescribed and accessible to the employees	Fire extinguishers need yellow demarcation lines in front of them to designate clear zones				Observed by monitoring team and employer safety coordinator				The plant has added demarcation lines in other areas where needed and will plan to add to fire extinguisher areas as well	Pending	inspect Fes	Pending	
Safety Equipment	29CFR1910	All safety and medical equipment (such as fire fighting equipment, first aid kits, etc.) shall be in place, maintained as prescribed and accessible to the employees	Stock must have 18" clearance from fire sprinkler heads				Observed by monitoring team and employer safety coordinator				Majority of shelves exceed 18" There is one area with 14"-16" clearance where increased height is not possible		inspect Sprinkler heads		
Safety Equipment	29CFR1910	All safety and medical equipment (such as fire fighting equipment, first aid kits, etc.) shall be in place, maintained as prescribed and accessible to the employees	Replace expired first aid supplies				Observed by monitoring team and employer safety coordinator				Supplies updated	Completed	inspect first aid kits	Completed	
Safety Equipment	29CFR1910	All safety and medical equipment (such as fire fighting equipment, first aid kits, etc.) shall be in place, maintained as prescribed and accessible to the employees	Sharps disposable container needed for used needles.				Observed by monitoring team and employer safety coordinator				Containers have been ordered.	10/15/2006	inspect	Pending	
PPE	29CFR1910	Workers shall wear appropriate protective equipment (such as gloves, eye protection, hearing protection, respiratory protection, etc.) to prevent unsafe exposure (such as inhalation or contact with solvent vapors, noise, dust, etc.) to hazardous elements including medical waste.	Use of respiratory masks in spray areas need to be enforced				Observed by monitoring team and employer safety coordinator				Enforced	Ongoing		On going	
PPE	29CFR1910	Workers shall wear appropriate protective equipment (such as gloves, eye protection, hearing protection, respiratory protection, etc.) to prevent unsafe exposure (such as inhalation or contact with solvent vapors, noise, dust, etc.) to hazardous elements including medical waste.	Cutter was observed not using mandated PPE				Observed by monitoring team and employer safety coordinator				New PPE was ordered and proper use is being enforced.	Complete		Completed	

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PPE	29CFR1910	Workers shall wear appropriate protective equipment (such as gloves, eye protection, hearing protection, respiratory protection, etc.) to prevent unsafe exposure (such as inhalation or contact with solvent vapors, noise, dust, etc.) to hazardous elements including medical waste.	Eye protection (goggles) must be used as needed				Observed by monitoring team and employer safety coordinator					Enforced	Ongoing		Completed
PPE	29CFR1910	Workers shall wear appropriate protective equipment (such as gloves, eye protection, hearing protection, respiratory protection, etc.) to prevent unsafe exposure (such as inhalation or contact with solvent vapors, noise, dust, etc.) to hazardous elements including medical waste.	Cushioned floor mats should be used for employees whose duties involve standing stationary for extended periods.				Observed by monitoring team and employer safety coordinator					Replacement of worn mats is planned before those areas are put in use next spring.	3/1/2007		On going
Chemical Management	29CFR1910	All chemicals and hazardous substances should be properly labeled and stored in accordance with applicable laws. Workers should receive training, appropriate to their job responsibilities, in the safe use of chemicals and other hazardous substances	Store insecticides in secure storage area				Observed by monitoring team and employer safety coordinator					Done	Complete		Completed
Chemical Management	29CFR1910	All chemicals and hazardous substances should be properly labeled and stored in accordance with applicable laws. Workers should receive training, appropriate to their job responsibilities, in the safe use of chemicals and other hazardous substances	Chemicals to be used in ventilated areas as indicated on MSDS				Observed by monitoring team and employer safety coordinator					Ongoing enforcement	Ongoing		On going
Ventilation/Electrical/facility maintenance	29CFR1910	All ventilation, plumbing, electrical, and lighting services shall be provided and maintained to conform to applicable laws and prevent hazardous conditions to employees in the facility	Circuit breaker panel has unsealed openings				Observed by monitoring team and employer safety coordinator					Done	Completed		Completed
Ventilation/Electrical/facility maintenance	29CFR1910	All ventilation, plumbing, electrical, and lighting services shall be provided and maintained to conform to applicable laws and prevent hazardous conditions to employees in the facility	Circuit breaker panels need demarcated 1 square foot clear zone.				Observed by monitoring team and employer safety coordinator					Done	Completed		Completed
Ventilation/Electrical/facility maintenance	29CFR1910	All ventilation, plumbing, electrical, and lighting services shall be provided and maintained to conform to applicable laws and prevent hazardous conditions to employees in the facility	Circuit breaker panel switches need to be labeled				Observed by monitoring team and employer safety coordinator					Done	Completed		Completed
Ventilation/Electrical/facility maintenance	29CFR1910	All ventilation, plumbing, electrical, and lighting services shall be provided and maintained to conform to applicable laws and prevent hazardous conditions to employees in the facility	Missing electric outlets with live wiring need to be replaced.				Observed by monitoring team and employer safety coordinator					Done	Completed		Completed
Ventilation/Electrical/facility maintenance	29CFR1910	All ventilation, plumbing, electrical, and lighting services shall be provided and maintained to conform to applicable laws and prevent hazardous conditions to employees in the facility	Missing light switches with live electric wiring need replacement.				Observed by monitoring team and employer safety coordinator					Done	Completed		Completed
Ventilation/Electrical/facility maintenance	29CFR1910	All ventilation, plumbing, electrical, and lighting services shall be provided and maintained to conform to applicable laws and prevent hazardous conditions to employees in the facility	Replace frayed electric wiring				Observed by monitoring team and employer safety coordinator					Done	Completed		Completed
Ventilation/Electrical/facility maintenance	29CFR1910	All ventilation, plumbing, electrical, and lighting services shall be provided and maintained to conform to applicable laws and prevent hazardous conditions to employees in the facility	Multitap cubes and extension cords in use. Factory use is not permitted by law				Observed by monitoring team and employer safety coordinator					Removed	Completed		Completed

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Ventilation/Electrical/facility maintenance	430 ILCS 75/10	All ventilation, plumbing, electrical, and lighting services shall be provided and maintained to conform to applicable laws and prevent hazardous conditions to employees in the facility	Annual boiler inspection certification has expired and new inspection is needed				Observed by monitoring team and employer safety coordinator				The boilers in the plant have never been out of current inspection status. Observance occurred after the yearly inspection had been completed but before the new certificate was received from the inspection company.	Completed		Completed
Ventilation/Electrical/facility maintenance	430 ILCS 75/10	All ventilation, plumbing, electrical, and lighting services shall be provided and maintained to conform to applicable laws and prevent hazardous conditions to employees in the facility	Annual air compressor inspection certification has expired and new inspection is needed				Observed by monitoring team and employer safety coordinator				Air compressor inspection is done at the same time as the boiler every year.	Completed		Completed
Ventilation/Electrical/facility maintenance	430 ILCS 75/10	All ventilation, plumbing, electrical, and lighting services shall be provided and maintained to conform to applicable laws and prevent hazardous conditions to employees in the facility	Electric hot plate is missing voltage rating information as required by law				Observed by monitoring team and employer safety coordinator				Removed	Completed		Completed
Record Maintenance	29CFR1910	All safety and accident reports shall be maintained for at least one year, or longer if required by law	MSDS sheets must be maintained in areas of use				Observed by monitoring team and employer safety coordinator				Updating MSDS sheets is in progress as part of the update of our complete safety plan.	Ongoing		On going
Machinery Maintenance	29CFR1910	All production machinery and equipment shall be maintained, properly guarded, and operated in a safe manner	Steam iron hoses must be insulated				Observed by monitoring team and employer safety coordinator				In progress	Ongoing		On going
Machinery Maintenance	29CFR1910	All production machinery and equipment shall be maintained, properly guarded, and operated in a safe manner	Elevator safety interlock is not operational				Observed by monitoring team and employer safety coordinator				Repair planned	10/31/2006		On going
Machinery Maintenance	29CFR1910	All production machinery and equipment shall be maintained, properly guarded, and operated in a safe manner	Air compressor joint connections must be lint free				Observed by monitoring team and employer safety coordinator				Cleaned	Completed		On going
Machinery Maintenance	29CFR1910	All production machinery and equipment shall be maintained, properly guarded, and operated in a safe manner	Some sewing machines were missing pulley guards				Observed by monitoring team and employer safety coordinator				Replacement and maintenance of guards is in progress.	Ongoing		On going
Sanitation in Facilities	29CFR1910	All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with applicable laws	Workers fail to wash soiled food containers, creating vermin infestation hazard				Observed by monitoring team and employer safety coordinator				Removed	Completed		Completed
7. Freedom of Association and Collective Bargaining														
8. Wages and Benefits														
Employers recognize that wages are essential to meeting employees' basic needs. Employers will pay														
Payment of wages	820ILCS115/4	Legally mandated bonuses (e.g. 13th month payments and severance payments will be paid in full and in a timely manner	Employer requires direct deposit of wages for all full time employees, in violation of Illinois labor law.				Illinois labor law, employer and employee interviews				General company policy is to encourage direct deposit, but it is not required.			
9. Hours of Work														
Except in extraordinary business circumstances, employees will (i) not be required to work more than														

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Overtime Limitations		Except in extraordinary business circumstances, employees will (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture or, where the laws of such country will not limit the hours of work, the regular work week in such country plus 12 hours overtime; and (ii) be entitled to at least one day off in every seven day period. An extraordinary business circumstance is a temporary period of extra work that could not have been anticipated or alleviated by other reasonable efforts	Some workers exceed 60 hours of work per work week (60 hour standard was used, although monitoring team was aware that in US, requirement is currently 52 hours)				Time records, employer and employee interviews				Ours is a very seasonal and time-sensitive business and extended hours are necessary during our busy season.				
10. Overtime Compensation															
Miscellaneous															
Illegal subcontracting															
Possible homework															
Other															

Updates (Cite Date of Follow up)		Third-Party Verification	Company Verification Follow up		
Company Follow up	Documentation	External Verification (Date)	Documentation	Company Follow up (Cite date of planned or follow up visit, if appropriate)	Documentation
		27-Jul-07	Monitor observed the posting of the FLA Workplace Code of Conduct. It is located inside a glass/framed information board in the main factory aisle outside of the lunch area where all workers frequently pass.		
		27-Jul-07	Monitor did not find the Herff Jones Code of Conduct during the visit, however, there was an FLA Code posted in English only. Worker demographics is representative of Vietnamese, Chinese, Laotian, Cambodian, Korean and some of French language origin. No other versions of the FLA Workplace Code were found.		
		27-Jul-07	Inspection of facility manufacturing and warehouse areas found that there were no unsecured shelving units.		
		27-Jul-07	Inspection of factory and warehouse areas found that all aisles were clear of wires/cables or other materials that would create a risk to workers walking in the area.		
		27-Jul-07	Monitor's tour of factory area and inspection of structural supports found that none appeared to be unsafe.		
		27-Jul-07	Monitor inspected floor area of third floor warehouse area. Though some boards were slightly uneven, none appeared to be loose or missing.		
		27-Jul-07	Monitor inspected the freight elevator and found the gate to be operational and in range to allow safe passage and loading.		
		27-Jul-07	Staircases in the factory were observed by monitor to be compliant with requirements for handrails		
		27-Jul-07	Evidence to show that the trainer has been adequately trained is still pending.	Training was scheduled and then the class was canceled. Next available class will be taken	

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		27-Jul-07	Most workers interviewed responded that there was no fire drill conducted within the past 6 months. Some said that they could not remember the dates, but that there was a fire drill in the past. Some workers did not reply to the question.	Fire drill held Sept. 28th	
		27-Jul-07	There was no documentary proof of the fire drill provided by the company (safety manager and plant manager were absent on the days of the IEV visit)	Fire drill log created and updated	
		27-Jul-07	Inspection of factory and warehouse areas found that all aisles were clear of wires/cables or other materials that would create a risk to workers walking in the area.		
		27-Jul-07	Inspection of factory and warehouse areas found that all aisles were clear of wires/cables or other materials that would create a risk to workers walking in the area.		
		27-Jul-07	Monitor toured the facility and observed that emergency exit signs were illuminated at all points of egress.		
		27-Jul-07	Monitor inspection of all three floors of the facility found that main aisles were passable and unobstructed. Work in process was present and not found stored in aisles, hallways or stair wells. No main passageways were found with less than 36" width		
		27-Jul-07	Emergency exit access points leading to designated emergency doors were found to be open and passable with a minimum clearance of 36 inches.		
		27-Jul-07	No emergency exit was found to be less than the mandatory width of 36".		
		27-Jul-07	Perimeter of facility is fenced in for security purposes.		
		27-Jul-07	Monitor inspection of facility fire doors separating building areas/ departments found all to be operational. Some were very heavy to move to open - facility should be vigilant to keep all in good repair/maintenance for easy opening.		
		27-Jul-07	Safety Plan is missing elements for safe evacuation, regular testing and emergency of the emergency lighting system, correct posting of evacuation routes.	Emergency light testing added to monthly Safety Committee checklist. New evacuation maps posted	

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		27-Jul-07	Monitor found emergency evacuation maps to be outdated (remodeling and reconstruction has occurred since original posting) and do not provide adequate information for evacuation during an emergency.	New maps posted	
		27-Jul-07	A sample of 35 fire extinguishers were inspected by monitor. All were found to have inspection tags indicating that a monthly inspection was performed. Most recent entry was for June 2007		
		27-Jul-07	A sample of 35 fire extinguishers were inspected by monitor. 8 fire extinguishers were found to have access blocked by various materials including boxes, floor fans, brooms and carts.	Fire extinguisher access is now part of the Safety Committee monthly checklist	
		27-Jul-07	A sample of 35 fire extinguishers were inspected by monitor. Three were found to be unmounted.	3 unmounted extinguishers were in maintenance area awaiting re charge. Storage area will be marked as such.	
		27-Jul-07	A sample of 35 fire extinguishers were inspected by monitor. All in the sample were found to have demarkation lines.		
		27-Jul-07	In third floor warehouse area, ceiling height is low and racks are present within approximately 24 inch distance. Fire sprinkler heads were found to be located between the racks and ceiling however the 18" clearance is not possible. There appeared to be no boxes at an elevation higher than the sprinkler heads.		
		27-Jul-07	First aid supplies were found in the first aid room that were out of expiration date (neosporin, eye wash).	All expired first aid supplies have been replaced. First aid kits have also been moved to offices where they can be more closely monitored for both quantity and expiration dates. Additionally Safety Committee members with kits in their area are responsible for a monthly inspection for expiration dates and other supply needs	
		27-Jul-07	Monitor observed containers have been put in place and are used by workers to dispose of used needles.		
		27-Jul-07	Spot cleaning area found with proper PPE. During the revisit, facility did not have any operator working in the area however interviews indicated that facility does provide and encourages use of PPE		
		27-Jul-07	During facility tour for Health and Safety, no workers were observed using cutting equipment. Inspection of the cutting room and interviews with workers indicate that the machine is an automated cutter and no worker intervention is necessary.		

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		27-Jul-07	Cleaning areas were observed to have eye goggles available for use by workers performing spot cleaning operations with use of chemical cleaners.		
		27-Jul-07	Worker interviews and observation of work stations indicate that workers have been provided with floor mats.		
		27-Jul-07	Inspection of all work areas and maintenance area did not find insecticides stored improperly during factory visit.		
		27-Jul-07	Spot cleaning area has a cleaning table with integrated air handler to remove vapors. Cleaning areas are located in an area where air movement appeared to be adequate to disperse any fumes or vapors.		
		27-Jul-07	Monitor inspected 15 breaker service panels. All were found to have proper covers where no exposure to energized components was possible.		
		27-Jul-07	Monitor inspected 15 breaker service panels. All were found to have proper space for access which is 36" from face of panel (original finding indicated 1 square foot - in error)		
		27-Jul-07	Monitor inspected 15 breaker service panels - second floor east wall sewing area and west wall, first floor various locations. 5 found to not be properly labeled showing the device(s) that the circuit powers.	All new or replaced wiring will be labeled properly when installed. Existing breaker boxes will be evaluated in order to develop a labeling plan within a reasonable time frame.	
		27-Jul-07	Inspection found all electrical outlets to be properly covered.		
		27-Jul-07	Inspection found all electrical switches to be adequate and properly covered.		
		27-Jul-07	General inspection of electrical systems, including transformers, service panels, junction boxes, receptacles and powered equipment to have adequate wiring. No observations of improper splices, bare wires, or loose connections were made.		
		27-Jul-07	General inspection of electrical systems, including transformers, service panels, junction boxes, receptacles and powered equipment to have adequate wiring. No observations of improper splices, bare wires, or loose connections were made. Other than computer equipment, no equipment was found connected to power strips.		

Updates (Cite Date of Follow up)		Third-Party Verification		Company Verification Follow up	
Company Follow up	Documentation	External Verification (Date)	Documentation	Company Follow up (Cite date of planned or follow up visit, if appropriate)	Documentation
		27-Jul-07	Monitor inspected the boilers and air compressors. Boilers are currently within their inspection period which ends in September, 2007. Inspection certificates were issued by the State of Indiana Fire Marshall and inspections were made by the company insurer.	All boilers were inspected prior to the expiration date and have been issued new certificates.	
		27-Jul-07	Monitor inspected the boilers and air compressors. Air compressors are also within their inspection period which ends in July 2008. Inspection certificates were issued by the State of Indiana Fire Marshall and inspections were made by the company insurer.		
		27-Jul-07	Hot plates not found during visit to be missing voltage/electrical rating.		
		27-Jul-07	MSDS were not found near areas where chemicals are used. MSDS are currently being updated.	MSDS sheets have been updated and distributed to proper areas.	
		27-Jul-07	Steam hoses were found to be in good condition.		
		27-Jul-07	Freight elevator was inspected and found to be in safe working order.		
		27-Jul-07	Inspection of compressor and high pressure air lines found no unreasonable build up of lint at the time of the visit.		
		27-Jul-07	Inspection of sewing machines found that some upper and lower pulley guards were missing. In total 25 various machines were observed and 7 were without proper guards.	5 of the 7 machines have been repaired. Parts are on order for the remaining. Guard checks have been added to monthly inspection items	
		27-Jul-07	No indication from factory tour that unsanitary conditions exist from soiled food containers.		
		27-Jul-07	Interviews with workers confirm that Direct Deposit is highly encouraged by the factory in communication to its workers. No one indicated that they were forced to accept Direct Deposit. The statement to workers in the Employee Handbook states that "Using direct deposit is mandatory for all salary and hourly employees as allowed by law"		

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		27-Jul-07	Facility is currently in a slow period of production. Worker interviews indicate that overtime is necessary and is voluntary for the most part. Original finding indicates that requirement is 52 hours, however, FLA precedent in the US allows up to 60 hours.		