

# **AM Retail Group, Inc.**

## **Fire Safety Assessment**

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### **Health & Safety**

The employer shall ensure all applicable laws, regulations, and rules that pertain to health and safety in the workplace are followed. The employer, bearing in mind the prevailing knowledge of the industry and of any specific hazards, shall provide workers a clean, safe, and healthy working environment, including systems and training designed to help prevent accidents, illness, and injury attributable to the operation of the facility and machinery. Responsible measures must be adopted to mitigate negative impacts on the environment. Employers must provide all required and appropriate workers compensation coverage in the event of injury. The employer shall appoint a management representative who is accountable for the health and safety of all personnel.

The below form is specialized for Fire Safety in manufacturing facilities.

It shall be completed for all Production Facilities used to manufacture AMRG merchandise and returned to AMRG within two weeks from the date of receipt.

This form is not exhaustive nor does it reflect all legal requirements, laws, or regulations that apply in all individual countries, but it sets forth the basic minimum level Fire Safety Assessment for manufacturing facilities. AMRG strongly encourages vendors and factories to exceed these Fire Safety Standards and promote the Best Practices in all factories in which they manufacture merchandise. For any comments or additional Fire Safety requirements that apply to your facility please use the field at the bottom of this document.

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Date: \_\_\_\_\_

Vendor Code	Vendor Name	Production Type	Factory Name & Number	Factory Country

Fire Safety Checking Key Points			Compliance		Remarks
Items	Important Level	Description	Yes	No	
<b>Emergency Exit</b>	<b>I</b>	1. At least 2 exits per floor on opposite sides of the room. This is a minimum requirement.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	2. Clearly visible and accessible emergency exits must be unobstructed and unlocked during working hours.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	3. Plans with clearly marked escape routes leading to emergency exits should be displayed on every floor.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	4. Even if Exits locked for whatever reason, inside opening devices must guarantee immediate opening.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	5. Clear arrow marks on the floors leading to the exits, and keep sufficient space (at least 22", i.e.: 0.56m, more is better) in the aisles and properly marked.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	6. Emergency exits must be clearly indicated and illuminated	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	7. All doors must open outward, same direction of evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Installation</b>	<b>I</b>	8. No existence of loose and unprotected electrical wiring	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	9. Each machine or device must have its own electrical connection/socket	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	10. Main switch, sub-switches, electrical panels, distribution boards and circuit brakes must be in good condition and safely connected (no loose or unprotected wiring), and keep clear at all time.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	11. Factory must post an emergency evacuation plan with the location of all fire extinguishers and the "You Are Here" marking at each section.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	12. Chemical materials storage, transferring points and operation must be not close to generators, boilers, Switches boxes etc.	<input type="checkbox"/>	<input type="checkbox"/>	

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	<b>I</b>	13. All floors and exits must be equipped with functional emergency lights and exit signs with charged batteries and back-up batteries.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	14. Audible and visual fire alarm system with battery backup, the system must be the whole series connection with alarm sounds and flash lights for all floors, i/o for individual each floor.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	15. The factory must install the lightning and thunder protection equipments in place for the buildings.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II</b>	16. There is an overhead Sprinkler/Spray system, at least, factory need install smoking detector and anti-explosive lights at warehouse, dormitory also need install smoking detectors.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II</b>	17. There is a listing emergency phone numbers in places at factory.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II</b>	18. Updated electrical design is available and signed by a qualified professional	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II</b>	19. Switches box and Electric Points are quipped with inner and outer covers properly, and marked each function clearly, also, need put rubber mats beneath.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Fighting Equipments</b>	<b>I</b>	1. At least 1 working fire-extinguisher per 1000 square feet (92.9 square meters) and/or 1 per 75 operators, or at least 2 on every level if the total surface is below 200 square meters, and the travel distance to any extinguisher from any location in the factory should be less than 75 feet (22.86 meters).	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	2. CO2 fire extinguisher for electrical fire (main switch, sub main switch, distribution board etc), if a distribution board is available at a production area, two types of extinguishers (DCP and CO2) must be present	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	3. For other types of fire Dry Chemical powder (DCP) extinguishers are allowed	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	4. Extinguishers/hoses should be highly visible (e.g. wall mounted between 15cm-150cm above ground) and their position must have clear signs and unobstructed access, need mark 'yellow boxes' under all extinguishers/hoses, and post operation instruction poster beside of them clearly.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	5. Extinguishers must be serviced every year by	<input type="checkbox"/>	<input type="checkbox"/>	

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		external official department. Service date must be indicated on the extinguisher or service reports must be available.			
	<b>I</b>	6.If there is a pressure gauge at fire equipments, indication of pointer must be in the "green" area	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	7. Fire equipments including fire extinguishers, fire hydrants, emergency lights, exit signs, fire alarm etc. must be regular checked monthly or weekly, to ensure its good working conditions.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II</b>	8.‘No smoking’ signs and warning posted in the corresponding areas clearly, special at chemical material storages and working areas.			
<b>Fire Brigade and Fire Drills</b>	<b>I</b>	1. An internal fire brigade with qualified representatives in all areas, departments and floors is available and are visually identified. The fire fighters with qualification certificates must be at least 2% out of all employees, and at least one per section.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	2. Factory must have at least 40% (suggested 100%) of the workforce trained in the proper use of fire extinguishers and fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	3. At least twice per year a fire drill must be conducted including a simulation of an emergency situation leading to a full scale evacuation (For Bangladesh fire drill shall be conducted at least once in a month). At least once per year the fire drill is done by external official fire department.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II</b>	4.The Internal Fire Brigade was trained by the local Fire Department – document check (certification, attendance records, training materials, pictures)	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II</b>	5.Ideally an unannounced fire drill should be conducted.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II</b>	6. Documentation about fire drill and shortcomings should be kept with photographical evidences, the photos must be with the actual conduct date clearly.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Certificates and Others</b>	<b>I</b>	1.Factory must get and keep electrical inspection certificates which be issued by local official department for all buildings constructions.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	2.Factory must get and keep fire inspection certificates which be issued by local official fire	<input type="checkbox"/>	<input type="checkbox"/>	

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		department for all buildings and facilities.			
	<b>I</b>	3.Factory need conduct regular (i.e.: annual or quarterly etc.) fire safety checking and keep the reports.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	4.Factory need get and keep regular (i.e.: annual or quarterly etc.) electrical safety checking reports.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	5.Factory must organize a ESH (Health/Safety/Environment) committee, and keep regular meeting and actions records, the members need be from difference sections and has clear organization chart special for fire and electric, health safety. The relevant ESH member need conduct fire risk assessment regularly monthly	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	6.The employer shall appoint a top management representative who is accountable for the health and safety of all personals.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	7.Factory must have all sets of emergency plan (special including fire emergencies) and conduct the training to all workers regularly	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>I</b>	8.Dormitories must be in separate location from factory production areas and facilities	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>II</b>	9.Factory must have a current inspection of its electrical grounding.	<input type="checkbox"/>	<input type="checkbox"/>	

For all non-compliances a time bound corrective action plan must be submitted to AMRG along with this form.

Comments or additional Fire Safety measures please use text box below: