



# HOME CARE TEXTILE

Doc # HCT-FM-04  
Issue # 01  
Issue Date: 06-08-2018

## Annual Environmental Management & Chemical Management Systems Internal Audit Schedule

Year 2021

Department	MONTHS OF THE YEAR 2021											
	2021											
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Admin / Security / Canteen →												
Compliance/HR →												
Mechanical / Electrical →												
Accessories Store →												
Yarn →												
Knitting / Griegh →												
Chemical Store / Lab →												
Dyeing / Finishing →												
Stitching cut to pack →												



Audit Planned



Non-Conformities stated to be corrected



Nonconformities closed

Management Representative







# Homecare Textiles

Document Number

HCT-FM-05

## Audit Notice

Issue

01

Issue Date

01/01/2011

Date 23-11-2021

Dear All Concerned,

It is to inform to the below mentioned department heads that an internal audit of Environmental and Chemical Management will be conducted on 26-11-2021.

You are therefore requested to please update all records, documents and relevant forms related to the Environmental and Chemical Management and have them made available for review.

S. No.	Department	Date	Signature
1.	Administration/Compliance	23-11-2021	
2.	Receiving Store	23-11-2021	
3.	Yarn Godown	23-11-2021	
4.	Printing Press	23-11-2021	
5.	Electrical	23-11-2021	
6.	Mechanical	23-11-2021	
7.	Greigh	23-11-2021	
8.	Dyeing & Finishing	23-11-2021	
9.	Cut to pack	23-11-2021	
10.	Knitting	23-11-2021	
11.	Office Area	23-11-2021	
12.	Chemical Store & Lab	23-11-2021	
13.	Utility	23-11-2021	

Thank you.

Issued by

MANAGER, HR &amp; COMPLIANCE







**HOME CARE TEXTILES  
INTERNAL AUDIT PLAN**

Document no: HCT-FM-204

Issue no: 01

Issue Date: 06-08-2018

**Audit Facility** Homecare Textiles

**Address** D-115 SITE

**Audit Date** 26/11/2021

**Audit Purpose:** To assess conformance and effectivity of **Environmental & Chemical Management** to highlight findings for sake of continual improvement.

**Scope** Homecare Textiles's entire facility and supporting activities will be included in audit. The area of Interest include Standard Environmental Management, Chemical Management & STeP Standards and applicable social policies Standard, of Internal Environmental Safety & chemical Management and applicable social policies, procedures and customer requirements.

**Requirements:** EMS & Chemical Management Policy, Standard, procedures and records, work instructions, Machine Safety parts Chemical Safety, Safety Equipement And Handling, Working Enviroment Personal hygine & Work place conditions

Approx Time	Activity to be Assessed	Team member Involved
09:00 to 9:30	Opening Meeting	Junaid Aftab
09:30 to 09:45	Review of Pervious CAP status	Junaid Aftab
09:45 to 10:00	Document Review	Ahmed Ali
10:00 to 10:30	Audit Team meeting	All Audit Team
10:30 to 1:00	Facility visit Interviews	Ahmed Ali
	Ground Floor Accessories Store	
	Dyeing	Ahmed Ali
	Compliance Department	
12:00 to 01:00	Lunch and prayer break	
01:00 to 02:30	Facility visit (Continue)	
	First Floor Cut to Pack	Syed Iftkhar
	2nd Floor Cut to pack	Junaid Aftab
	3rd Floor Cut to pack	Ahmed Ali
	Knitting	Ahmed Ali
	Dyeing	Junaid Aftab
	Chemical Store/Lab	Junaid Aftab
	Yarn Godown / Greigh	Syed Iftkhar
	Quality Department	Ahmed Ali
02:30 to 3:00	Electrical & Mechanical	Junaid Aftab
03:00 to 03:15	Audit team meeting and sharing findings	All Team
04:30 to 05:00	Audit report preperation	Ahmed Ali
05:00 to 05:30	Closing meeting	Ahmed Ali
05:30 to 05:45	Exit	All Team

**Team Members**

**Team Leader:** Junaid Aftab

**Auditors:** Mr. Ahmed ali, Syed Iftkhar

  
Sign  
Prepared by

  
Sign  
Received by  






# HOME CARE TEXTILES D-115

Doc # HCT-FM-06

Issue # 01

## AUDIT CHECKLIST

Issue Date:

06-08-2018

Audit Date: 26/9/2021

### 4.2 Environmental policy

Requirements	Conformity		
	Y	N	N/A
1. Has the organization defined and documented its environmental policy?	✓		
2. Is the environmental policy based on: Significant environmental aspects? Corporate policy?	✓		
3. Is the policy appropriate to the organization's activities and their potential environmental impacts?	✓		
4. Does the policy include commitments to: Continual improvement Prevention of pollution Comply with environmental legislation and other requirements to which the company subscribes	✓		
5. Does the policy provide a framework for setting environmental objectives and targets?	✓		
6. Is the policy documented, implemented, maintained and communicated to all persons working for or on behalf of the organisation?	✓		
7. Is the policy available to the public?	✓		

### 4.3.1 Environmental aspects

Requirements	Conformity		
	Y	N	N/A
1. Has a procedure been established, implemented and maintained to identify the environmental aspects of its current and relevant past activities?	✓		
2. Has risk management defined including evaluation of influence/impact on environment?	✓		
3. Have aspects related to potential significant environmental aspects been considered in establishing and implementing the EMS?	✓		
4. Have aspects having legal and/or regulatory reporting, monitoring or operational requirements been identified as "significant" aspects?	✓		





# HOME CARE TEXTILES D-115

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Issue # 01

Issue Date:

06-08-2018

Audit Date: 26-11-2021

### 4.3.1 Environmental aspects

Requirements	Conformity		
	Y	N	N/A
5. Are the following environmental aspects considered in sufficient detail? Air emission Wastewater effluent Waste management Soil pollution Raw material and natural resource usage Hazardous and toxic material Impact on well being (e.g. noise, smell, heat, landscape, protection) Utility, energy and resource Other environmental specific issues on site such as housekeeping, storage, areas, piping Documentation regarding energy, water consumption, waste water and air emission.	✓		
6. Are the following operational aspects considered? Normal operating conditions Abnormal operating conditions (e.g. start up and shut down conditions, maintenance, incidents) Development of new or modified processes, products or services Actual and potential emergency conditions and accidents	✓		
7. Have significant aspects been identified?	✓		
8. Are the significance evaluation criteria reasonable and adequate?	✓		
9. Are all significant environmental aspects controlled by objectives, targets, and programmes, procedures or monitoring?	✓		
10. Have indirect aspects such as the following considered? Supplier evaluation Subcontractors on site Transportation Products and service related impacts	✓		
11. Have environmental aspects identified and evaluated for planned or new developments, or new or modified activities, products and services?	✓		

### 4.3.2 Legal and other requirements

Requirements	Conformity		
	Y	N	N/A





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### 4.3.2 Legal and other requirements

Requirements	Conformity		
	Y	N	N/A
1. Has a procedure been developed and implemented to identify applicable regulatory, legal and other requirements?	✓		
2. Are current copies of all applicable regulatory and other requirements accessible to personnel as necessary?	✓		
3. Have all further agreements the organization needs to fulfill been integrated in the procedure? Business related agreements Agreements with public authorities Guideline other than legal requirements (e.g. company policy, industry codes and practices, etc.)	✓		
4. Are the following licenses, permits and approvals available to demonstrate full legal compliance? Licenses of waste collectors Air emission permits Wastewater discharge permits Permits and licenses related to dangerous goods Environmental fees, e.g. wastewater discharge fee Registration at authorities (e.g. wastewater discharge, air emission inspection)	✓		

### 4.3.3 Objectives, targets and programmes

Requirements	Conformity		
	Y	N	N/A
1. Have environmental objectives and targets been established at each relevant function and level in the organization?	✓		
2. Are objectives and targets documented?	✓		
3. Are objectives and targets specific, measurable, concrete and understandable?	✓		
4. Do the objectives and targets take into consideration of the followings? The compliance with the relevant legislation and other requirements The significant environmental aspects The criteria for selection of adequate technology, financial operation and business requirements The views of interested parties	✓		
5. Are the objectives and targets consistent with the following? Environmental policy	✓		





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### 4.3.3 Objectives, targets and programmes

Requirements	Conformity		
	Y	N	N/A
The commitment for prevention of pollution			
The commitment for continual improvement of the environmental performance (where applicable)	✓		
6. Has an environmental performance evaluation system been established to periodically review the achievement of the objectives and targets?	✓		
7. Are evaluation criteria or meeting records available to determine what significant environmental aspects become objectives and targets?	✓		
8. Have programmes for the achievement of environmental objectives and targets been established and implemented?	✓		
9. Have responsibilities been assigned for programmes at each appropriate function and level?	✓		
10.	✓		
11. Do the programmes include the following elements? Designation of responsibility for achieving objectives and targets at each relevant function and level of the organization The means and time-frame by which the programmes are to be achieved Are the programmes, where appropriate, revised and amended to apply to new development, new or modified activities, products or services	✓		

### 4.4.1 Resources, roles, responsibility and authority

Requirements	Conformity		
	Y	N	N/A
1. Is an organization chart available?	✓		
2. Have responsibilities and authorities for environmental management been defined and documented?	✓		
3. Has a Management Representative been assigned?	✓		
4. Have the roles, responsibilities, and authorities for the Management Representative been defined?	✓		
5. Are the required resources (e.g. personnel, technology, finance) for implementation and control of the environmental management system provided by management?	✓		
6. Does the personnel appointed in environmental management have the required competence?	✓		

### 4.4.2 Competence, training, and awareness

Requirements	Conformity		
	Y	N	N/A





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### 4.4.2 Competence, training, and awareness

Requirements	Conformity		
	Y	N	N/A
1. Have training needs been identified?	✓		
2. Are all personnel, whose work can cause significant environmental impacts, competent on the basis of education, training and or experience?	✓		
3. Have procedures been established to assure all persons working for or on behalf of the company are aware of the Environmental Policy, actual and potential impacts and their responsibilities?	✓		
4. Has the organization ensured that personnel performing environmental specific tasks have the required knowledge (e.g. education, training experience)?	✓		
5. Does the communication process ensure that business partners, suppliers and contractors are aware of the relevant requirements of the organization's EMS?	✓		
6. Do the contractors working on site have the requisite knowledge and skills or have been trained to perform the work in an environmental responsible manner?	✓		
7. Are training records, certificates and licenses available to demonstrate the competence?	✓		

### 4.4.3 Communication

Requirements	Conformity		
	Y	N	N/A
1. Are procedures maintained for communication of environmental issues between various levels of the organization?	✓		
2. Are procedures maintained for receiving, documenting and responding to communications from external interested parties?	✓		
3. Has the organization recorded its policy and/or processes for external communications on its significant environmental aspects?	✓		

### 4.4.4 Documentation

Requirements	Conformity		
	Y	N	N/A
1. Have the core elements of the EMS and their interaction been described in paper or electronic form?	✓		
2. Does documentation of core EMS elements provide direction to related documentation?	✓		
3. Are the following EMS documents documented : - policy, objectives & targets, scope of the EMS	✓		





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### 4.4.5 Control of documents

Requirements	Conformity		
	Y	N	N/A
1. Are procedures maintained to ensure periodic review and appropriate revision of all required documents?	✓		
2. Are current versions of all required documents available at all essential locations?	✓		
3. Are obsolete documents promptly removed or otherwise assured against unintended use?	✓		
4. Is all documentation legible, readily retrievable and identifiable, and revision level or date identified?	✓		
5. Have procedures been established for the creation modification and appropriate approval of the various types of documents?	✓		

### 4.4.6 Operational control

Requirements	Conformity		
	Y	N	N/A
1. Are activities associated with significant environmental aspects planned and carried out under specified conditions?	✓		
2. Have documented procedures been established, implemented and maintained for operations associated with significant environmental aspects, policy, objectives and targets?	✓		
3. Have, during development of the documented procedure, the following elements considered? Activities where their absence could cause deviation from environmental policy, objectives and targets Stipulating operating criteria and limits for control of the important activity characteristics Control processes of significant environmental aspects of products and services Release of new or modified processes and products	✓		
4. Are, during the development of the documented procedures, other indirect impacts considered?	✓		
5. Have procedures been established relating to the significant environmental aspects of materials and services purchased and used by the organization?	✓		
6. Have procedures been established to communicate relevant procedures and/or requirements, regarding environmental aspects of purchased products or services, to suppliers and subcontractors?	✓		

### 4.4.7 Emergency preparedness and response

Requirements	Conformity
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	Y	N	N/A
1. Have procedures been implemented to identify the potential for and respond to accidents and emergencies?	✓		
2. Have procedures been established to prevent and mitigate impacts of accidents and emergencies?	✓		
3. Are emergency procedures tested where practicable?	✓		
4. Are emergency plans available? Are procedures defined to ensure that environmental impacts of accidents and emergency situations are mitigated?	✓		
5. Are the responsibility defined to review and revise, where necessary, the emergency preparedness and response procedures?	✓		

### 4.5.1 Monitoring and measurement

Requirements	Conformity		
	Y	N	N/A
1. Have procedures been documented and implemented to monitor key characteristics of operations that can have significant impacts?	✓		
2. Has any environmental performance indicator that relates to objectives and targets been established?	✓		
3. Are records available to track performance and conformity with objectives and targets?	✓		
4. Are all monitoring equipment appropriately maintained and calibrated?	✓		

### 4.5.2 Evaluation of compliance

Requirements	Conformity		
	Y	N	N/A
1. Are documented procedures established, implemented and maintained to periodically evaluate compliance with relevant environmental legislation and other requirements?	✓		
2. Has monitoring and measuring data been recorded to evaluate the compliance with relevant environmental legislation and other requirements?	✓		

### 4.5.3 Nonconformity, corrective action and preventive action

Requirements	Conformity		
	Y	N	N/A
1. Have procedures been established to define the responsibility for handling, investigating and controlling, and mitigating nonconformity?	✓		
2. Are corrective and preventive actions timely, appropriate and effective?	✓		
3. Are procedures changed and/or updated as a result of corrective	✓		





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### 4.5.3 Nonconformity, corrective action and preventive action

Requirements	Conformity		
	Y	N	N/A
action and preventive action?	✓		
4. Does the procedure include the fact that complaints from interested parties are to be integrated in the process?	✓		

### 4.5.4 Control of Records

Requirements	Conformity		
	Y	N	N/A
1. Have procedures been implemented to identify maintenance and disposal of environmental records?	✓		
2. Are environmental records legible, readily retrievable, and protected against damage?	✓		
3. Have retention times been specified?	✓		
4. Do the records include the followings: Training records Audit results Management review records Information on applicable environmental laws and other requirements Inspection, maintenance and calibration records Information on emergency preparedness and response Information on significant environmental aspects and associated impacts Permits Monitoring data Details of nonconformity, incidents, complaints and follow-up actions Contractors and suppliers records Process and product information	✓		

### 4.5.5 Internal audit

Requirements	Conformity		
	Y	N	N/A
1. Have internal audit procedures been developed and implemented?	✓		
2. Are audit frequencies and topics based on the environmental importance of the activity concerned and the results of prior audits?	✓		
3. Do audit procedures cover how results are reported and how results are provided to management?	✓		





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### 4.5.5 Internal audit

Requirements	Conformity		
	Y	N	N/A
4. Do audit procedures adequately define scope, frequency, methods and responsibilities?	✓		
5. Has the audit system been fully and effectively implemented?	✓		
6. Do audit reports and records indicate a reliable system which can be used as a tool in the third party audit process?	✓		
7. Are the auditors conducting the audits competent and in a position to conduct the audits objectively and impartially?	✓		

### 4.6 Management review

Requirements	Conformity		
	Y	N	N/A
1. Do periodic management reviews take place to ensure the continuing suitability and effectiveness of the EMS?	✓		
2. Does management review result in changes as appropriate to the policy, objectives, targets etc.?	✓		
3. Are management reviews records retained?	✓		
4. Are the reviews carried based on the following documents or information? Audit results reports Evaluations of compliance with legal requirements and other requirements to which the company subscribes Achievement of environmental management system objectives and targets Communications and complaints from relevant interested parties The environmental performance of the organization Status of corrective and preventive actions Follow-up actions from previous management reviews Changing circumstances, including developments in legal and other requirements related to its environmental aspects, and Recommendations for improvement	✓		





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Doc # HCT-FM-06

Issue # 01

Issue Date:

06-08-2018

## AUDIT CHECKLIST

Audit Date: 2.6.11.2021

### 4.7 Chemical Storage

Requirements	Conformity		
	Y	N	N/A
1. Is there a system to control the purchase of chemicals?	✓		
2. Is there an accurate inventory for the chemicals?	✓		
3. Are MSDS Sheets available for the chemicals?	✓		
4. Are chemicals stored safely in the lab i.e. no risk of being knocked over and glass items below head height?	✓		
5. Are incompatible chemicals stored separately?	✓		
6. Are minimum quantities of chemicals stored in the laboratory / work area?	✓		

### 4.8 Waste

Requirements	Conformity		
	Y	N	N/A
1. Are waste chemicals labelled as waste and stored in a suitable location until final disposal?	✓		
2. Are facilities available for different chemical waste streams i.e solid waste, liquid waste?	✓		
3. Are bins clearly marked with their waste stream? Including general waste?	✓		
4. Is there a dedicated sink for acceptable liquid waste? Is the sink clearly marked?	✓		
5. Are waste chemicals disposed of promptly?	✓		
6. Are records kept of the chemicals disposed of?	✓		

### 4.9 CHEMICAL USE – STAFF / STUDENT KNOWLEDGE

Requirements	Conformity		
	Y	N	N/A
1. Are General Lab Rules displayed i.e. PPE, no eating, drinking?	✓		
2. Do staff understand the hazards associated with their work, good hygiene practice etc.?	✓		
3. Can evidence of training in the safe use of chemicals be provided?	✓		





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Issue Date:

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### 4.9 CHEMICAL USE – STAFF / STUDENT KNOWLEDGE

Requirements	Conformity		
	Y	N	N/A
4. Do staff know what to do in an emergency i.e. fire, first aid, personal contamination?	✓		
5. Do staffs know what action to take in the event of a chemical spill?	✓		

### 5.0 PPE AND SPILL KITS

Requirements	Conformity		
	Y	N	N/A
1. Are suitable gloves in a range of sizes freely available?	✓		
2. Are suitable goggles and masks freely available?		✓	
3. Are all lab staff wearing lab coats, gloves etc.?	✓		
4. Are chemical spill kits available with instruction on how to use them?	✓		

### 5.1 GASES

Requirements	Conformity		
	Y	N	N/A
1. Are gases / gas cylinders labelled with their content and the direction of flow if applicable?	✓		
2. Do regulators have in date inspection labels affixed?	✓		
3. Is there a central gas isolation point if bench mounted gas taps are present?	✓		
4. Are instructions displayed on the action to take if a gas is leaking?	✓		

### 5.2 HAND WASH FACILITIES

Requirements	Conformity		
	Y	N	N/A
1. Are hand wash sinks available with a hand wash only sink sign displayed?	✓		
2. Are sinks clean and tidy?	✓		
3. Are paper towels and soap provided?		✓	





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## AUDIT CHECKLIST

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Issue Date:

06-08-2018

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### 5.3 GENERAL

Requirements	Conformity		
	Y	N	N/A
1. Does electrical equipment have an in date PAT Test label?	✓		
2. Is there electrical equipment that shouldn't be there i.e. stereo?	✓		
3. Are details of the local First Aider provided?	✓		
4. Are a First Aid box and Eye Wash available? Are their contents in date?	✓		
5. Is there an Emergency Shower? Is this clean with evidence of legionella tests undertaken?	✓		
6. Are Fire Action Notices displayed detailing what action to take in a fire / if the fire alarm sounds?	✓		
7. Are appropriate fire extinguishers available and which have been inspected in the last year?	✓		
8. Are fire exits / fire escape routes clear?		✓	
9. Is the area generally clean and tidy with items stored safely i.e. no trip hazards, heavy / glass items stored above head height?	✓		

### 5.4 Physical Identification

Requirements	Conformity		
	Y	N	N/A
1. Has the facility correct marking / GHS symbols of chemicals (dyestuff, auxiliaries, machine oils, solvents etc.)?	✓		
2. Does the facility have a storage of chemicals and gas cylinders?	✓		
3. Has the storage of production waste (hazardous / Non-hazardous) defined?	✓		
4. Has the facility defined WWTP (incl. outlet) and air emission?	✓		



**HOMECARE TEXTILES** D-115**NON-CONFIRMITY REPORT**

Doc # HT-FM-11

Issue # 01

Issue Date:

01-09-10

Dated 26/11/2021Reporting Person Ahmed Ali Designation Manager Department ComplianceProcess — Time — Customer Name / Supplier Name Home Care TextileOther Information —

## Non-Conformance Description:

During Factory visit it was noted that  
one Mask found Damage in chemical Store.

Submitted To Mr. Ahsan Time — Sign Ab Sam

## Root Cause:

Due to consistency use the Mask was Damage  
in chemical Store.

Assigned for Action Mr. Ahsan Date & Sign Ab Sam  
26/11/2021

## Action Taken:

Replacement New Mask Provided till  
Target in chemical Store.

Action taken by Mr. Ahsan Target Date 29/11/2021Action Result: Done on timeAction Verified by Ahmed Ali Date & Signature —



**HOMECARE TEXTILES** D-115**NON-CONFIRMITY REPORT**

Doc # HT-FM-11

Issue # 01

Issue Date:

01-09-10

Dated 26/11/2021Reporting Person Ahmed Ali Designation Manager Department ComplianceProcess - Time - Customer Name / Supplier Name Home Care TextileOther Information -

## Non-Conformance Description:

During Factory visit it was Noted that  
bound Soap Missing in Finishing Depart.

Submitted To Mr. Ahsan Time - Sign Ah San

## Root Cause:

it was Recently Due to used.

Assigned for Action Mr. Ahsan Date & Sign Ah San

## Action Taken:

Provided on time

Action taken by Mr. Ahsan Target Date 26/11/2021Action Result: Done on timeAction Verified by Ahmed Ali Date & Signature Ahmed Ali



**HOMECARE TEXTILES** D-115

Doc # HT-FM-11

Issue # 01

Issue Date:

01-09-10

**NON-CONFIRMITY REPORT**Dated 26/11/2021Reporting Person Ahmed Ali Designation Manager Department ComplianceProcess — Time — Customer Name / Supplier Name Home Care TextileOther Information —

## Non-Conformance Description:

During factory visit it was noted that found  
Five exit routes is Block in Greigh  
Depart.

Submitted To Mr. AltafTime —Sign Altaf

## Root Cause:

Due to shifting stock fabric roll  
Put on the Emergency Path way.

Assigned for Action Mr. AltafDate & Sign Altaf

## Action Taken:

After Finishing work Emergency  
Pathway is cleared.

Action taken by Mr. AltafTarget Date 26/11/2021Action Result: Done on timeAction Verified by Ahmed Ali

Date &amp; Signature







## HOEMCARE TEXTILES D-115

Doc # HCT-FM-07  
Issue # 01  
Issue Date: 01-03-2022

## AUDIT FINDING REPORT

ID / Clause	Department	Process / Section	Finding Details	Corrective Action To Be Done	Target Date	Responsible Person	Remarks
5.0.2	Chemical Store	Chemical Storage	one face mask found damage	Replacement of New masks provided till target.	29-11-2021	Mr. Ahsan.	closed
5.2.3	Finishing Depart	Fabric Finishing	Soap missing in male washroom.	soap provided on time.	26-11-2021	Mr. Ahsan	closed
5.3.8	Greigh Depart	Greigh Storage	Fire exit route Block.	After Finishing work emergency Pathway is cleared.	26-11-2021	Mr. Altaf	closed





# HEMOCARE TEXTILES D-115

## AUDIT SUMMARY REPORT

Doc # HT-FM-03

Issue # 01

Issue Date:

01-09-2010

Audit Date: 26-11-2021

S. No.	Departments	NCR's		Total
		Major	Minor	
1.	Chemical Store	0	01	01
2.	Finishing	0	01	01
3.	Greigh	0	01	01
TOTAL				03

Issued by

