

The factual information set forth on the Tracking Charts was submitted to the FLA by each Independent External Monitor and Participating Company and reviewed by FLA staff. It is being made available to the public pursuant to the FLA Charter in order to strengthen the monitoring process. The FLA Charter provides for regular public disclosure of the factual results of independent monitoring and the resulting specific actions taken by Participating Companies.

What is a Tracking Chart?

Compliance is a process, not an event. A Tracking Chart outlines the process involved in FLA independent external monitoring and remediation. It is used by the accredited independent external monitor, the participating company and the FLA staff to do the following:

- **Record Findings:** The independent external monitor uses the Tracking Chart to report noncompliance with FLA Code standards. The monitor should also cite the specific Code benchmark or national/local law that was used to measure compliance.
- **Report on Remediation:** The FLA participating company uses the Tracking Chart to report on the remediation program that was implemented in order to resolve the noncompliance and prevent any future violations.
- **Evaluate Progress:** The FLA uses the Tracking Chart for purposes of collecting and analyzing information on the compliance situation of a particular factory and for publication on our website. This information is updated on an ongoing basis.

What a Tracking Chart is NOT -

- An exhaustive assessment of factory conditions

Working conditions - in any type of workplace - are dynamic. Each Tracking Chart represents a survey of the factory's conditions on a specific day. Over time, a fuller picture emerges as we compile information from various sources to track the compliance progress of a factory.

- A pass or fail evaluation

The Tracking Charts do not certify whether or not factories are in compliance with the FLA Code. Monitoring is a measurement tool. The discovery of noncompliance issues is therefore not an indication that the participating company should withdraw from a factory. Instead, the results of monitoring visits are used to prioritize capacity building activities that will lead to sustainable improvements in the factory's working conditions.

- A one-time event

Each monitoring visit is followed by a remediation program, further monitoring and remediation in an ongoing process. The Tracking Charts are updated accordingly.

Note on Language

Please be advised that because FLA independent external monitors are locally-based and English is generally not their native language, the language presented may at times appear unclear to a reader who is a native English speaker. In order to preserve the integrity of the transparency process and the information we receive, our policy is to publish the original text from the monitor and participating company. However, the reader will note that we have taken the precaution to remove any identifying information about the factory that was monitored or the workers interviewed.

For example, in cases where monitors and/or participating companies have cited the actual number of workers in reference to a noncompliance issue, in order to protect the workers' identities, we have replaced the numbers with generic wording in brackets (i.e. "[some]", "[worker interviews revealed that]", etc.).

We do not disclose the name of the factory that was monitored in order to ensure that the FLA's efforts to encourage and reward transparency do not have detrimental consequences for the factory and the workers.

Instructions for Printing

The information contained in the Tracking Charts is organized by columns and rows in a table format. Due to the number and width of the columns, the charts have been formatted for legal size (8.5 x 14in.) paper. To print the charts, please make sure to select "legal" size paper from Print properties.

FLA Audit Profile	
Country	Thailand
Factory name	10007421C
IEM	Kenan Institute Asia
Date(s) in facility	December 16-17, 2004
PC(s)	Phillips-Van Heusen
Number of workers	417
Product(s)	Shirts
Production processes	Cutting, Sewing, Pressing, QC, Packing

FLA Code/ Compliance issue	Country Law/Legal Reference	FLA Benchmark	Findings				Remediation				
			Monitor's Findings	Documentation (If finding was corroborated/verified through multiple sources, list all sources)	Was Finding Corroborated? Yes or No	If not corroborated, explain why	PC Remediation plan	Target Completion Date	Factory Response (Optional)	Company follow up (Cite date of follow up)	Documentation
1. Code Awareness											
	Labor Protection Act BE.2541 Chapter 9 Section 108:	FLA Principles of Monitoring, Obligations 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.	The posted minimum wages is not updated.	Visual inspection.	Yes		Maintain and post an updated version of the minimum wage.	Dec 30, 2004	Management will update this immediately and post in the factory.	During the follow up visit conducted on July 8,2005, it was confirmed that the factory posted the updated minimum wage notification.	Photographs are on file to illustrate the improvement
2. Forced Labor											
There will not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise											
Employment Records		Employers will maintain sufficient hiring and employment records to demonstrate and verify compliance with this Code provision	Some worker has been worked completed 120 days (Probation period) but s/he did not sign the permanent contract with the facility yet There is the lack of the supervision and the HR did not follow the hiring procedure.	Document reviewed and Management interviewed			Ensure all workers sign their permanent contract after their probation period.	December 30,2004	All permanent contracts have been signed.	During the follow up visit conducted on July 8,2005, it was confirmed through review of records that factory issued confirmation letters after completing the probation period of 120 days as per Labor Protection Act.	Auditor verified this improvement through interview of workers and review of relevant documentation
3. Child Labor											
No person will be employed at an age younger than 15 (or 14 where the law of the country of manufacture allows) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15.											
4. Harassment or Abuse											
Every employee will be treated with respect and dignity. No employee will be subject to any physical, sexual, psychological or verbal harassment of abuse.											
Disciplinary Practices		Employers will utilize consistent written disciplinary practices that are applied fairly among all workers	Some warning letters were not acknowledged by worker or signed by the management. There is the lack of supervision and investigation from the Management.	Document reviewed and Management interviewed			All warning letters need to signed by both workers and management	December 30,2004	Both worker and factory management representative sign the warning letters.	During the follow up visit conducted on July 8,2005, it was confirmed that the factory management and workers have signed warning letters	Auditor verified this improvement through interview of workers and review of relevant documentation
5. Nondiscrimination											
No person will be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.											

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Hiring Discrimination Practices		Employment decisions will be made solely on the basis of education, training, demonstrated skills or abilities. All employment decisions will be subject to this provision. They include: hiring, job assignment, wages, bonuses, allowances, and other forms of compensation, promotion, discipline, assignment of work, termination of employment, provision of retirement	The application form asking about race, religion, nationality, status of marry [marital status], blood group and military service of the applicant.	Application form and worker's file reviewed.			Management needs to revise their application form to ensure that this information is not included	April 30,2005	Factory does not require application form when hiring workers. This form will not be used for employment.	During the follow up visit conducted on July 8,2005, it was confirmed that the factory has deleted the information regarding race, nationality, marital status, blood group, etc. and uses a revised application form.	Auditor verified this improvement through review of revised application form.
6. Health and Safety											
Employers will provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities											
Machinery Maintenance	The Notification of Ministry of Interior Machinery Safety Chapter 1 Section 5(8):	All production machinery and equipment shall be maintained, properly guarded, and operated in a safe manner.	60% of sewing machines were not equipped with the lower pulley guard.	Visual inspection	Yes		Install lower pulley guards on all sewing machines	December 30,2004	These pulley guards will be installed immediately.	During the follow up visit conducted on July 8,2005, it was confirmed that the factory has installed the pulley guards on all sewing machines.	Auditor verified this improvement through observation on their walk through of the factory.
Safety Equipment		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	The area using the chemical (cleaning solvent) is not provided the eyes wash equipment.	Visual inspection	Yes		Install eye wash equipment at the area where the cleaning solvent is used	December 30,2004	Eye wash equipment will be installed immediately.	During the follow up visit conducted on July 8,2005, it was confirmed that the factory has installed the eye wash equipment in the medical room.	Auditor verified this improvement through observation on their walk through of the factory.
Safety Equipment	The Notification of Ministry of Interior Fire Safety Chapter 3 Section 16.3(B):	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	No records of semi-annual of fire extinguishers inspection are tagged on each unit.	Visual inspection	Yes		Ensure all records are maintained of the semi annual inspections of the fire extinguishers and the tags are placed on the units.	December 30,2004	All inspection tags will be maintained on each unit.	During the follow up visit conducted on July 8,2005, it was confirmed that the factory tagged each fire extinguisher unit with the appropriate update of its last inspection.	Auditor verified this improvement through observation on their walk through of the factory.
Evacuation Procedure	The Notification of Ministry of Interior Fire Safety Chapter 3 Section 19: (1)	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	During the work through the facility, there is some fire extinguishers are blocked by the production in sewing A, B C and pressing sections. Noted: it is temporary block due to high production.	Visual inspection	Yes		All fire extinguisher equipment needs to be kept clear at all times.	December 30,2004	Obstructions of the fire extinguishers will be removed immediately.	During the follow up visit conducted on July 8,2005, it was confirmed that the factory has removed all obstructions from the areas surrounding fire fighting equipment.	Auditor verified this improvement through observation on their walk through of the factory.
Safety Equipment	The Notification of the Ministry of Interior RE: Working Safety relating to protection and Prevention of Fire for Employees, Chapter 2, Clause 9 and The Notification of Ministry of Industrial Issue#2 BE.2513 Chapter 4 Sections 14.	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	Some of fire extinguishers have been installed less than one meter. (The national law said each fire extinguisher installed high above the working floor of not less than one meter but not more than one meter and forty centimeters.)	Visual inspection	Yes		Factory must adjust the height of the fire extinguishers in order to meet the local law requirements.	December 30,2004	The adjustment to the height of the fire extinguishers will be made immediately.	During the follow up visit conducted on July 8,2005, it was confirmed that the factory has adjusted the heights of their fire extinguishers to meet local law requirements.	Auditor verified this improvement through observation on their walk through of the factory.
Fire Safety Health and Safety legal compliance	The Notification of the Interior; Ministerial Regulation Occupation Health Welfare Section 1:	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	Inadequate the no. of drinking unit when compare with the no. of workers; there is 7 faucets with 3 chill dispenser machines. The law stated as below: No. of worker No. of drinking unit More less 40 1 More less 80 2 Over 80 +1 for 50 workers Noted: factory shall provide drinking water at least 10 faucets.	Visual inspection	Yes		Install an adequate number of faucets in accordance with the local law.	December 30,2004	Installation of the faucets will be completed.	During the follow up visit conducted on July 8,2005, it was confirmed that the factory has installed the additional faucets to be in compliance with the local law - the factory has a total of 10 faucets. for cool drinking.	Auditor verified this improvement through observation on their walk through of the factory.

FLA Code/ Compliance issue	Findings						Remediation				
	Country Law/Legal Reference	FLA Benchmark	Monitor's Findings	Documentation (If finding was corroborated/verified through multiple sources, list all sources)	Was Finding Corroborated? Yes or No	If not corroborated, explain why	PC Remediation plan	Target Completion Date	Factory Response (Optional)	Company follow up (Cite date of follow up)	Documentation
PPE	The Notification of Ministry of Interior Machinery Safety Chapter 1 Section 2:	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.	It was observed that most of workers (50%) did not wear mouth guard during working hour and PPE sign and symbol posted in the workplace where require.	Visual inspection.	Yes		Provide all workers with the appropriate personal protective equipment. Ensure training is provided to ensure workers understand the benefits of it use.	February 28,2005	PPE will be provided and training on its use and benefit will be provided	During the follow up visit conducted on July 8,2005, it was confirmed that the factory has provided workers with masks. Training on it use and benefits will be conducted.	Auditor verified this improvement through observation on their walk through of the factory.
Fire Safety Health and Safety legal compliance	The Notification of The ministry of Labor Re: Occupational Safety of Employees: Chapter 4, section 14:	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	The Safety officer at the professional level XXX did not work fulltime in safety professional position, she is now working for H/R officer and Safety officer in the same time which is violated the legal requirement.	Visual inspection, Safety office and Management interviewed.	Yes		Factory needs to amend the responsibilities of the safety officer so that they do not conflict with the duties of the H/R officer.	December 30,2004	The personnel staff who is responsible for safety issue has been promoted as full time safety officer.	During the follow up visit conducted on July 8,2005, factory has corrected this situation in accordance with the law.	Auditor verified this improvement through review of relevant documentation
Fire Safety Health and Safety legal compliance	The Notification of the Ministry of Interior RE: Committee on Occupational Safety, Health and Working Environment Chapter 1, Clause 7, 10	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	The ratio of employer and worker's representative of the committee on occupational safety, health and working environment is not compliance with the legal require. (Employer's representative 3 and worker's representative 2) due to one worker's representative quit from the factory then factory did not arrange the election to replace the one that quit.	Document reviewed and Safety officer interviewed.	Yes		Increase the number of workers representatives on the committee.	February 28,2005	Factory has a welfare committee with 7 representatives of workers. This committee meets once every 3 months.	During the follow up visit conducted on July 8,2005, factory has elected a total of 7 workers to this committee. The committee meets once every 3 months.	Auditor verified this improvement through review of relevant documentation
Fire Safety Health and Safety legal compliance	The Notification of The ministry of Labor Re: Occupational Safety of Employees: Chapter 4, section 16:	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	No accident investigation report was kept in the official file as the legal require.	Document reviewed and Safety officer interviewed.	Yes		Maintain on file accident investigation report for all incidences that occur.	December 30,2004	Factory now maintains "Accident Report" and "Minor Injuries Record"	During the follow up visit conducted on July 8,2005, factory is now maintaining an accident report and a minor injuries report.	Auditor verified this improvement through review of relevant documentation
Fire Safety Health and Safety legal compliance	The Notification of Ministry of Interior Boiler Safety Chapter 1 Section 10:	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	No boiler controller certificate was found since the boiler controller has not been trained the boiler control course yet.	Document reviewed and Safety officer interviewed.	Yes		Ensure factory maintains on file the boiler certificate. In addition, boiler controller needs to be trained in the position in which they are responsible for.	December 30,2004	Factory maintains a certificate issued by the Government agency to the boiler attendant.	During the follow up visit conducted on July 8,2005, factory is now maintaining a boiler certificate as well as the certificate from the Government for their boiler attendant.	Auditor verified this improvement through review of relevant documentation
PPE	The Notification of Ministry of Interior, Re: Working Safety Relating to harmful Chemicals, Chapter 1, Clause 19	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.	At the QC section, there is using the cleaning solvent (Solklen 1414b) but no MSDS posted and the worker who work with the chemical did not wear PPE such as respiratory guards, Transparent goggles and latex gloves.	Visual inspection	Yes		Post MSDS of the chemicals used in the factory, and ensure workers are provided the necessary protective equipment	December 30,2004	MSDS for Solklen 14b is posted at the cleaning station.	During the follow up visit conducted on July 8,2005, factory has posted the appropriate MSDS.	Auditor verified this improvement through observation - walkthrough of the factory.
Chemical Management	The Notification of Ministry of Interior, Re: Working Safety Relating to harmful Chemicals, Chapter 1, Clause 4	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	The factory did not provided special health check for chemical operator, who deals with Acetone (Cleaning solvent), in order to verify chemical exposure level by such worker.				Provide special health check ups for all workers who deals with chemicals.	December 30,2004	Two employees who use chemicals at cleaning station have been medically examined on 15 Jan 2005. Factory confirmed that it will continue this practice every year.	During the follow up visit conducted on July 8,2005, factory has provided medical check ups to these workers.	Auditor verified this improvement through review of relevant documentation and workers' interviews.

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Chemical Management	The Notification of Ministry of Interior Chemical Safety Chapter 1 Section 8	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	The QC section where using the chemical is not well ventilation.	Visual inspection	Yes		Improve ventilation where chemicals are used.	December 30,2004	Ventilation will be improved. We have moved the cleaning station where chemicals are used to an isolated and ventilated.	During the follow up visit conducted on July 8,2005, factory has moved the cleaning section to a ventilated area, isolated from the rest of the production floor.	Auditor verified this improvement through observation - walkthrough of the factory.
PPE		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.	At the pressing section, some working station is missing the floor mat since those worker have to stand when perform work for long hours, they shall be provided a properly item of ergonomic concerns.	Visual inspection	Yes		Provide floor mats to all workers at the pressing station	December 30,2004	Floor mats will be provided.	During the follow up visit conducted on July 8,2005, factory has provided floor mats to workers at the pressing department.	Auditor verified this improvement through observation - walkthrough of the factory.
Safety Equipment		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	The first aid procedure is not established and posted in the workplace.				Establish a first aid procedure and post in the factory.	February 28,2005	First aid procedure will be established and posted	During the follow up visit conducted on July 8,2005, it was noted that this had not been completed yet.	
Evacuation Procedure		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	After the workers finished their lunch, most of them back to their workstation and took a nap. The monitor concerned that if there is emergency case the workers may not escape from the workplace due to the exits and lights are closed during the lunch time.	Visual inspection.			Ensure all exits remain open throughout the day including lunch time and all lights remain turned on during this period as well.	February 28,2005	This issue will be remedied immediately.	During the follow up visit conducted on July 8,2005, factory keeps all exits open throughout the day including lunch time to evacuate workers quickly in case of emergency. Employee interviews confirmed this new arrangement.	Auditor verified this improvement through observation - walkthrough of the factory and through interview of workers.
Evacuation Procedure		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	Due to the limited area because of facility located in the community area which could not be extended and when there is peak production, the workplace is always obstructed by production that may risk of emergency case due to there is one time conducted the fire fighting a year. The emergency training shall frequency conduct and orient the workers.	Visual inspection and document reviewed			Aisles and passageways need to be kept clear at all time, in case of an emergency. In addition, factory needs to implement fire drills at least twice per year. All workers need to be trained in evacuation procedures.	February 28,2005	Training will be conducted on the appropriate evacuation procedures.	During the follow up visit conducted on July 8,2005, it was noted that this had not been completed yet.	
7. Freedom of Association and Collective Bargaining											
Employers will recognize and respect the right of employees to freedom of association and collective bargaining											

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8. Wages and Benefits												
Employers recognize that wages are essential to meeting employees' basic needs. Employers will pay employees, as a base, at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and will provide legally mandated benefits												
Accurate recording of wage compensation		All hourly wages, piecework, bonuses, and other incentives will be calculated and recorded accurately	The factory calculates the workers' wages on a work unit perform and compare the wages with daily rate wages (Baht 170/day). If which one is more, the workers will get it. The factory will guarantee the wages at the legal minimum wage. However, auditor concerned that the factory calculated the wages from each work unit performed on working day so its workers should be call piece-rate paid workers but the factory call his workers as daily rate workers. In addition, the piece-rate paid workers should receive the wage for holiday or day of leave in an amount equivalent to the average daily wage rate that the workers receive during the payment period prior to such holiday or day of leave. And in case where the employer require the workers to work on holiday, the employer shall pay holiday pay to the workers not less than double the rate for work units	Payrolls and attendance records reviewed.						Factory strictly follow the law of minimum wage. Piece rate is only a tool of incentive.		
Legal benefits		Employers will provide all legally mandated benefits to all eligible workers	The workers informed that they're required to submit the medical certificate to supervisor even they took only 1 or 2 days of sick leave if not, the wage will be deducted on those day and they were forced to sign in the personal leave instead, however the consideration will be depend to the supervisor case by case. Noted: If the worker took any leave, s/he have to write the leave letter when come back to work with the reason such as personal leave (Without compensation), sick leave (Some time have to	Workers interviewed	No	Document reviewed found the workers were compensated when written the leave letter.	Factory needs to amend their policy in order to be in compliance with the local law.	April 30,2005	Workers need to produce certificates only when they take more than 3 days sick leave. This is in accordance with the local law.	During the follow up visit conducted on July 8,2005, factory's policy is workers need to submit certificates only when they take more than 3 days sick leave.	Auditor verified this improvement through review of relevant documentation and through interview of workers.	
9. Hours of Work												
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												
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.	The randomly attendance records reviewed was detected the overtime exceeded 12 hours / week; the average of over time working hour from September to November 2004 are 12.5 to 20 hours/ week.	Attendance records reviewed, Workers and Management interviewed.			Factory needs to maintain a maximum of 60 hours per week.	April 30,2005	Factory has developed a "Weekly OT Hours Tracking Chart" software to monitor and caution the production department. Factory monitors this chart on a daily basis and advises production executives of workers who are very close to the "hours of work limit". Based on the input, the production executives, distribute the excessive work to other workers who have not worked more overtime. Factory is developing workers on multi-skill operations to combat excessive OT	During the follow up visit conducted on July 8,2005, it was found that management has made some progress in reducing the amount of hours per week.	Auditor verified this improvement through review of relevant documentation and interview of workers.	

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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.	Sunday work was reported by *** worker testimony. The workers stated that factory requested Sunday work when there is high production and they have to sign their name in the over time sheet then the over time on holiday will be paid included regular wages on the pay day. However, the payroll, pay slips and attendance records are not revealed any Sunday work. Noted : The security guard stated that Sunday work was conducted in sometime and the related was done in the first week of December 2004.	Payroll, pay slips reviewed. Workers, Security guard and Management interviewed.			Ensure that all workers have one day off per seven day week.	February 28,2005	This issue will be remedied immediately.	During the follow up visit conducted on July 8,2005, it was confirmed through review of records - March, April and May 2005 - daily production records, broken needle records, wash garments records, security guard records and minor injury records and interviews with production employees and security guards factory did not work on rest days (Sundays).	Auditor verified this improvement through review of relevant documentation and interview of workers.
10. Overtime Compensation											
In addition to their compensation for regular hours of work, employees will be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws will not exist, at a rate at least equal to their regular hourly compensation rate.											
Accurate recording of OT hours worked		Employees will be paid for all hours worked in a workweek. Calculation of hours worked must include all time that the employer allows or requires the worker to work	Sunday work was reported by Workers and Security guard testimony; however, the monitors could not find any record that indicated there is Sunday was conducted. (Payrolls, attendance, production and needle records)	Payrolls, attendance, production, needle records and pay slips reviewed. Workers, Security guard and Management interviewed.			Ensure that all workers have one day off per seven day week.	February 28,2005	This issue will be remedied immediately.	During the follow up visit conducted on July 8,2005, it was confirmed through review of records - March, April and May 2005 - daily production records, broken needle records, wash garments records, security guard	Auditor verified this improvement through review of relevant documentation and interview of workers.
OT Compensation Awareness		Workers shall be informed about overtime compensation rates, by oral and printed means	The interviewed workers said they do not know how to calculate the wage of overtime hour, they just knew that 31.88 Baht per hour is the rate which factory provided for them.	Worker interviewed			Clearly communicate to all employees the hours of work policy - including overtime and overtime wages.	February 28,2005	Management will provide training to all workers on OT calculation method.	During the follow up visit conducted on July 8,2005, it was confirmed that the factory has given the training to workers regarding OT calculation method	Auditor verified this improvement through interview of workers.
Miscellaneous											