



Corrective Action Request

CAR ..01.... of ..06....

Major Minor

Organization:	Rajby Industries		
Site(s) audited:	02	Date(s) of audit(s):	17 th & 18 th Dec 2018
Auditor(s):	Maqbool Imran Ahmed / Noman Jehangir / Nadia Asghar		
Standard(s):	SA8000:2014		
Organization Representative:	Zeeshan Ali (Manager Systems & Complaine)		
Area / Department / Process:	Health & Safety		
Document Ref.:		Standard Ref.:	Caluse 3.1
Issue/Rev. Status:		CAR Close out date:	

Details of Non-Conformity:

Health and Safety issues were could not appropriately monitored; Following issues were identified during visit

At Site 03:

- Inspection / maintenance records of safety valves for Wood fired Boiler needs to be maintained.
- Although factory has provided the required PPE however during visit it was observed that few workers are not using it, which needs to be ensured.
- Review the record of Monthly Earth Pit testing records, and it was observed that few pits having values upto 2.5 Ohm which needs to assessed as per Electricity Rule 1937.
- Records of Drinking water test not yet available.

At Site 01:

- No insect o-culler was found installed.
- One of food handler, personal hygiene was not found appropriate.
- First aid item replenishment record was not found updated at stitching 3rd floor

Organization Representative:		Auditor:	
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Cause Analysis and Corrective Action taken to prevent recurrence:

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Organization Representative:		Date:	
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Job / Cert. n°:	PK09405	Visit Type:	Sur	Visit n°:	02
Document:	GS0401	Issue n°:	5	Page n°:	1 of 7

Acceptance of Corrective Action / Comments (use additional sheets if necessary):

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Auditor:		Date:	
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Response required (in months)	Major		Minor	
	Define	Close Out	Define	Close Out
Corrective Action must be addressed within time frame stated. Verification of action will occur at next visit. Additional follow up may be required as indicated.				



Corrective Action Request

CAR ..02.... of ...06.....

Major Minor

Organization:	Rajby Industries		
Site(s) audited:	02	Date(s) of audit(s):	17 th & 18 th Dec 2018
Auditor(s):	Maqbool Imran Ahmed / Noman Jehangir / Nadia Asghar		
Standard(s):	SA8000:2014		
Organization Representative:	Zeeshan Ali (Manager Systems & Compliance)		
Area / Department / Process:	Freedom of Association		
Document Ref.:		Standard Ref.:	Caluse 4.3
Issue/Rev. Status:		CAR Close out date:	

Details of Non-Conformity:			
Few of interviewed workers informed that they are able to access their worker representatives at an agreed upon time and place during scheduled breaks and outside of working time			
Organization Representative:		Auditor:	

Cause Analysis and Corrective Action taken to prevent recurrence:			
Organization Representative:		Date:	

Acceptance of Corrective Action / Comments (use additional sheets if necessary):			
Auditor:		Date:	

Response required (in months)	Major		Minor	
Corrective Action must be addressed within time frame stated. Verification of action will occur at next visit. Additional follow up may be required as indicated.	Define	Close Out	Define	Close Out



Corrective Action Request

CAR ...03.... of ...06....

Major Minor

Organization:	Rajby Industries		
Site(s) audited:	02	Date(s) of audit(s):	17 th & 18 th Dec 2018
Auditor(s):	Maqbool Imran Ahmed / Noman Jehangir / Nadia Asghar		
Standard(s):	SA8000:2014		
Organization Representative:	Zeeshan Ali (Manager Systems & Compliance)		
Area / Department / Process:			
Document Ref.:		Standard Ref.:	Clause 9.9
Issue/Rev. Status:		CAR Close out date:	

Details of Non-Conformity:			
<p>The organisation has implement a training plan for all personnel to effectively implement the SA8000 Standard as informed by the results of risk assessments. The organisation could not kept record for periodically measure the effectiveness of training and record their nature and frequency.</p>			
Organization Representative:		Auditor:	

Cause Analysis and Corrective Action taken to prevent recurrence:			
Organization Representative:		Date:	

Acceptance of Corrective Action / Comments (use additional sheets if necessary):			
Auditor:		Date:	

Response required (in months)	Major		Minor	
Corrective Action must be addressed within time frame stated. Verification of action will occur at next visit. Additional follow up may be required as indicated.	Define	Close Out	Define	Close Out



Corrective Action Request

CAR ..04.... of ...06...

Major Minor

Organization:	Rajby Industries		
Site(s) audited:	02	Date(s) of audit(s):	17 th & 18 th Dec 2018
Auditor(s):	Maqbool Imran Ahmed / Noman Jehangir / Nadia Asghar		
Standard(s):	SA8000:2014		
Organization Representative:	Zeeshan Ali (Manager Systems & Complaine)		
Area / Department / Process:	Management System		
Document Ref.:		Standard Ref.:	Clause 9.4
Issue/Rev. Status:		CAR Close out date:	

Details of Non-Conformity:			
The organization conducts monitoring of the workplace limited to Internal Audits and management review. Some other multiple source should be consul i.e. Results of COC external audits and Interviews with workers and managers			
Organization Representative:		Auditor:	

Cause Analysis and Corrective Action taken to prevent recurrence:			
Organization Representative:		Date:	

Acceptance of Corrective Action / Comments (use additional sheets if necessary):			
Auditor:		Date:	

Response required (in months)	Major		Minor	
Corrective Action must be addressed within time frame stated. Verification of action will occur at next visit. Additional follow up may be required as indicated.	Define	Close Out	Define	Close Out



Corrective Action Request

CAR ..05.... of ...06...

Major Minor

Organization:	Rajby Industries		
Site(s) audited:	02	Date(s) of audit(s):	17 th & 18 th Dec 2018
Auditor(s):	Maqbool Imran Ahmed / Noman Jehangir / Nadia Asghar		
Standard(s):	SA8000:2014		
Organization Representative:	Zeeshan Ali (Manager Systems & Complaine)		
Area / Department / Process:	Management System		
Document Ref.:		Standard Ref.:	Clause 9.7
Issue/Rev. Status:		CAR Close out date:	

Details of Non-Conformity:			
<p>Relevant stakeholders/interested parties are identified,. Records are not available to ensure that engage with interested parties, e.g. Consult them during internal and external audits, Routinely report back to them on complaints and resolutions etc.</p>			
Organization Representative:		Auditor:	

Cause Analysis and Corrective Action taken to prevent recurrence:			
Organization Representative:		Date:	

Acceptance of Corrective Action / Comments (use additional sheets if necessary):			
Auditor:		Date:	

Response required (in months)	Major		Minor	
Corrective Action must be addressed within time frame stated. Verification of action will occur at next visit. Additional follow up may be required as indicated.	Define	Close Out	Define	Close Out



Corrective Action Request

CAR ..06.... of ..06....

Major Minor

Organization:	Rajby Industries		
Site(s) audited:	02	Date(s) of audit(s):	17 th & 18 th Dec 2018
Auditor(s):	Maqbool Imran Ahmed / Noman Jehangir / Nadia Asghar		
Standard(s):	SA8000:2014		
Organization Representative:	Zeeshan Ali (Manager Systems & Compliance)		
Area / Department / Process:	Management System		
Document Ref.:		Standard Ref.:	Clause 9.8
Issue/Rev. Status:		CAR Close out date:	

Details of Non-Conformity:			
<p>Corrective action found taken for last internal / external audits. The root cause analysis is used to take corrective actions to address non-conformances and to improve the management system to prevent the non-conformance from recurring not found for the some of findings.</p> <p>In order to effectively implement corrective and preventive actions, the organisation should create action plans that include objectives, targets, timeframes and proper allocation of resource.</p>			
Organization Representative:		Auditor:	

Cause Analysis and Corrective Action taken to prevent recurrence:			
Organization Representative:		Date:	

Acceptance of Corrective Action / Comments (use additional sheets if necessary):			
Auditor:		Date:	

Response required (in months)	Major		Minor	
Corrective Action must be addressed within time frame stated. Verification of action will occur at next visit. Additional follow up may be required as indicated.	Define	Close Out	Define	Close Out

“Rajby Industries”

Corrective Action Plan

Surveillance Audit of SA-8000 Conducted on Dec 17-18, 2018

(CAR 01 of 06)

S. No.	Non Conformity	Root Cause Analysis	Suggested Corrective Action	Responsibility	Target Date
1	Health and Safety issues were could not appropriately monitored; Following issues were identified during visit At Site 03: Inspection / maintenance records of safety valves for Wood fired Boiler needs to be maintained.	After careful review and investigation, it was concluded that, due to lake of responsibilities which is assigned the job it was happened that not maintain records of safety valves of wood fire boiler. Also overlooked during the internal audit.	Inspection / maintenance records of safety valves are being maintained by maintenance officer as per check list. The same practice is to be check by schedule internal audit.	Maintenance Department /System & Compliance	Done
2	Although factory has provided the required PPE however during visit it was observed that few Workers are not using it, which needs to be ensured.	After careful review and investigation, it was concluded that, it was already in practice of respective department to ensure the usage of PPE but which could not take responsibility to perform on priority.	Assessed it. Workers are being used their appropriate PPE. Team Compliance will visit on periodically to ensure their implementation with strong follow up.	System & Compliance	Done
3	Review the record of Monthly Earth Pit testing records, and it was observed that few pits having values upto 2.5 Ohm which needs to assessed as per Electricity Rule 1937.	Based on the thorough investigation that negligence found to assess electrical requirements while making checking parameters which are mention in electricity Rule 1937.	After Reviewed the testing record, we will revise the testing records to incorporate the checking parameters as per electricity rule 1937.	System & Compliance	Done

“Rajby Industries”

Corrective Action Plan

Surveillance Audit of SA-8000 Conducted on Dec 17-18, 2018

4	Records of Drinking water test not yet available.	After review the aspect, concluded Due to lake of correspondence with their service provider regarding testing result and plan, it happened to not received drinking water test report on time. Although all testing sample have been collected from us.	Drinking water had been collected for testing. Now drinking water test reports have been received and result is satisfactory.	System & Compliance	Done
5	At Site 01: No insect o-culler was found installed.	Based on the thorough investigation, it was identified that, insect catchers already installed at canteen are due to more extend of cooking area it was missed to install more insect o-culler.	Assessed it, more two insect o-culler will be installed in canteen.	Administration	Done
6	One of food handler, personal hygiene was not found appropriate.	After thorough investigation that trainings have been given to all however one of them food handler found dirty hands. He was unaware of personal hygiene.	Scheduled refresher training on Health & safety with personal and workplace hygiene to all food handlers. Training will be evaluated by training evaluation forms or ask the questions.	Administration / System & compliance	Done
7	First aid item replenishment record was not found updated at stitching 3rd floor	After the detailed investigation, irresponsibility and poor monitoring of concern	Checked all the supply at their first aid boxes. Finally refill records will be maintain and display at first aid box to	Administration / System & compliance	Done

“Rajby Industries”

Corrective Action Plan

Surveillance Audit of SA-8000 Conducted on Dec 17-18, 2018

		admin officer that record of supply of first aid not update as per checklist.	ensure the availability of first aid item. The training on how to check the first aid items and their availability will be given to admin staff. It will be monitor by schedule internal audit.		
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S. No.	Non Conformity	Root Cause Analysis	Suggested Corrective Action	Responsibility	Target Date
8	Few of interviewed workers informed that they are able to access their worker representatives at an agreed upon time and place during scheduled breaks and outside of working time	After thorough investigation concluded, workers representative are engage their job responsibilities so they do not provide sufficient time to workers on their issues separately with full of attention.	Decided it, Management will allocate place with convenient schedule time to workers representative that ensure workers could easy access to representatives their issues. The same information communicated to workers by general Notice will display with worker representative setting station and their schedule.	System & Compliance	Done

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S. No.	Non Conformity	Root Cause Analysis	Suggested Corrective Action	Responsibility	Target Date
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“Rajby Industries”

Corrective Action Plan

Surveillance Audit of SA-8000 Conducted on Dec 17-18, 2018

9	The organization has implement a training plan for all personnel to effectively implement the SA8000 Standard as informed by the results of risk assessments. The organization could not kept record for periodically measure the effectiveness of training and record their nature and frequency.	Base on thorough investigation concluded, that training of scheduled base was not effectively evaluated regarding effectiveness. Also effectively check by internal audit on set frequency biannually.	Assessed it, Effectiveness of training will be measure as per training evaluation form and other method like question answer, work shop activities & Etc. through the internal audit will measure their training effectiveness on set frequency.	System & compliance	Done
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(CAR 04 of 06)

S. No.	Non Conformity	Root Cause Analysis	Suggested Corrective Action	Responsibility	Target Date
10	The organization conducts monitoring of the workplace limited to Internal Audits and management review. Some other multiple source should be consul i.e. Results of COC external audits and Interviews with workers and managers	After thorough review found that overlook the area of monitoring like external audits result and workers & managers interviews although we have area for review the workplace.	Assessed it, Management system procedure has been revised incorporated more sources like Results of external audits and Interviews with workers and managers to review and monitor the workplace improvement. In next management review management will review the above mention source to monitor the work place improvement.	System & Compliance	Done

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“Rajby Industries”

Corrective Action Plan

Surveillance Audit of SA-8000 Conducted on Dec 17-18, 2018

S. No.	Non Conformity	Root Cause Analysis	Suggested Corrective Action	Responsibility	Target Date
11	Relevant stakeholders/interested parties are identified,. Records are not available to ensure that engage with interested parties, e.g. Consult them during internal and external audits, Routinely report back to them on complaints and resolutions etc.	Base on thorough investigation, we have identified our stakeholder / interested parties, but not formal records are not maintained and align with internal & external audits & Etc	We will develop the list of stack holder / interested parties & their need & expectation also will consult them during internal, external audit & Etc.	System & Compliance	04-02-2019

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S. No.	Non Conformity	Root Cause Analysis	Suggested Corrective Action	Responsibility	Target Date
12	Corrective action found taken for last internal / external audits. The root cause analysis is used to take corrective actions to address non-conformances and to improve the management system to prevent the non-conformance from recurring not found for the some of findings. In order to effectively implement corrective and preventive actions, the organization should create action plans that include objectives, targets, timeframes and proper allocation of resource.	After detailed investigation, Training of internal auditors was not effectively evaluated regarding root cause analysis to prevent recurrence of non-conformities. Moreover we need to correlate and align to them. Although we set our goal and objectives driven to effective correction and preventive actions.	A thorough training has been planned for individual responsible to effectively maintain the RCA in internal and external audit how to prevent recurrence of non-conformities. While internal audit checklist has been revised by incorporating Verification mechanism related to RCA to prevent its recurrence. We will develop the objective, goal & target align and allocate with the source of effective	System & Compliance	04-02-2019

“Rajby Industries”

Corrective Action Plan

Surveillance Audit of SA-8000 Conducted on Dec 17-18, 2018

			corrective and preventive actions of internal or external audit.		
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Management Representative: Mr. Zeeshan Ali

Date: Dec 29, 2018

Date of CAP Received by SGS:

Date of CAP reviewed & accepted by Auditor: