

**AUDIT REPORT N° 20 IQ 35 MR/STG2**

ORGANISATION
Organisation name
OASIS HOMETEX PRIVATE LIMITED
Registered address
S.F.No- 873, D.No- 16A, Parameshwari plaza, Ramanujam nagar (south), anna nagar,, Karur-639 002 ,Tamil nadu, India.
Name and address of the sites subject to certification ¹
S.F.No- 873, D.No- 16A, Parameshwari plaza, Ramanujam nagar (south), anna nagar,, Karur-639 002 ,Tamil nadu, India.
ACTIVITIES, PRODUCTS AND/OR SERVICES UNDER AUDIT
Manufacture and Export of Home Textiles, Knitted and Woven Garments which includes Cutting, Sewing, Checking and Finishing.
Manufacture and Export of Home Textiles, Knitted and Woven Garments which includes Cutting, Sewing, Checking and Finishing.
IAF sector: 04

AIM OF AUDIT: ASSESSMENT OF MANAGEMENT SYSTEM CONFORMITY TO SA 8000:2014
Audit criteria used as reference: requirements of the reference standard for the audit, policies, procedures and documented information of the Organisation
Other standard: SAAS Procedure , Performance Indicator Annex and Rina Rules
The audit team has evaluated and accepted the justification provided by the Organisation about non-applicable clause of the rule: NIL

AUDIT	Type: Stage 2 Audit	Start date: 03/02/2020	End date: 04/02/2020	Man/days: 2,50
Extension activity description (if applicable): N/A				

AUDIT TEAM	POSITION
VINOTH KUMAR SOUNDARARAJAN	Team Leader
KASIVISWANATHAN CHOKKALINGAM	Co-Teamer

COMPANY REPRESENTATIVES	OPENING MEETING	CLOSING MEETING	POSITION
Mr.C.Ashok Kumar	X	X	Managing Director/SMR
Mr.M.Karthikeyan/Mrs.L.Renuka/Mrs.S. Lakshmi	X	X	SPT- Management
Mr.P.Sivanathan/Mr.J.Varun/Mrs.Mythili	X	X	SPT-Workers

Vinoth Kumar Soundararajan
RINA
Vinoth Kumar Soundararajan
Lead Auditor

ORGANISATION'S REFERENCE DOCUMENTS	Rev.	of
SA 8000: 2014 Manual	01	26/07/2019
PREVIOUS AUDIT REPORTS	N°	of

¹ Indicate the sites under that are shown on the certificate, identifying the type of each (e.g. factory, warehouse, offices of...)



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CHANGES WITH RESPECT TO THE PREVIOUS AUDIT		UNCHANGED	CHANGED		REMARKS
			C	NC	
COMPANY NAME		X			Verified during the audit
SCOPE		X			Verified during the audit
ORGANISATIONAL STRUCTURE		X			Verified during the audit
OPERATIONAL YARDS		X			N/A-Verified during the audit
LIST OF APPLICABLE LAWS/STANDARDS		X			Verified during the audit
MANAGEMENT SYSTEM DOCUMENTS		X			Verified during the audit
STAFF (*)	Figure actual:50			X	On roll (December 2019) Total no of employees - 50 No's (male- 33; female - 17; staff-12). Total no of employees present on audit day - 44 (male- 28 and female -16).

(*) in case of fluctuations in the number of staff, enter the average number of staff for the year declared by the Organisation

Have the corrective actions implemented by the Organisation on the basis of the findings (type A and/or B) set out below as per the previous audit report been verified?(indicate):

NIL

Has the Organisation resolved the Recommendations (type-C findings) set out below as per the previous audit report?(indicate):

One "C" type recommendation was given on the previous audit dated/- 16/07/2019 and it was implemented and closed effectively.

Permanent sites checked during this audit

Address	Activity performed	Date
S.F.NO- 873, D.NO- 16A, PARAMESHWARI PLAZA, RAMANUJAM NAGAR(SOUTH), ANNA NAGAR,, 639 002 Karur (33), INDIA		
S.F.No- 873, D.No- 16A, Parameshwari plaza, Ramanujam nagar (south), anna nagar,, Karur-639 002 ,Tamil nadu, India.		

Temporary site checked during this audit

Address	Activity and/or service performed	Date
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Description of other outsourced activities audited by survey

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Any activities audited on the basis of documents

HR documents, Wage and working hour records, Management system documents and legal records

Fire license - No.189/2019 dated 06-04-2019 having validity for next one year

Stability certificate - BL.No, 2647/2017 dated 07-08-2017 having validity till 15-05-2022



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AUDIT RESULTS

Have any major non-conformities been raised (type A)?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	0
Have any minor non-conformities been raised (type B)?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	1
Have any recommendations been raised (type C)?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	0



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Identification of audit results (evidences, strength points, positive elements, comments to any NCs raised during the audit):

Manufacture and Export of Home Textiles, Knitted and woven garments which includes Cutting, Sewing, Checking and Finishing.

SA 8000:2014 Manual / Rev-01 / dated 26/07/2019, Organisation has established a well-balance Social performance team. There was no change in the scope compared to the previous audit.

One "C" type recommendation was given on the previous audit dated/-16/07/2019 and it was implemented and closed effectively.

Child labour:

Policy against the use and support of child labour is available and displayed. All employees found to be above 18 years of age. During facility tour that no child labors, adolescent workers were found to engage in the facility. Child remediation plan is available and displayed. Workers interview confirmed the same. Anti-child labour signage's in local language had been displayed at the main entrance of the facility.

Forced and compulsory labour:

Policy against the use and support of forced and compulsory labour is available and displayed. Recruitment policy available and employment is chosen voluntarily. Personnel files do not contain any evidence of original documentation being retained. No armed guard was present. Employees are free to terminate their employment and personnel files of left employees were verified.

Health and safety:

Adequate ventilation, lighting and temperature ensured in the facility. No hazardous materials are used in the facility. Risk analysis has been done. Adequate guarding has been provided to all machineries. Fire license, noise level, lux level, air ambient monitoring and stack emission, drinking water test report, issued by MK Enviro Solutions was verified during the audit and results found within the limits.

Environmental, Health & Safety committee meets regularly, recent meeting was conducted on 20/12/2019. Adequate signage's have been provided regarding health and safety. Pathways have been clearly marked in yellow and arrow marks in red have been marked leading to the nearest exit/safe assembly.

Fire drill is being conducted once in 2 months. Latest conducted on 05/01/2020, Employees attended -47 Nos. Total evacuation time was within 2 minutes, conducted by Internal Team. Fire training has been provided to 23 employees on 10/10/2019 by Bharath Fire Safety Equipment.

Accident register is being maintained in Form 18 and it was updated till January 2020. No accidents have been reported so far. Facility has provided adequate fire equipment like fire extinguisher, first aid box, emergency light, fire alarm point, evacuation plan. Health & Safety Risk Assessment / revised on 05/12/2019. 04 employees were trained for first aid appliances through St. John Ambulance on 27/01/2020.

Freedom of association and right to collective bargaining:

Policy recognizing the workers right to associate freely and to bargain collectively is available and displayed. No trade union exists in the facility. Worker committee meeting conducted regularly, recent meeting minutes dated 10/12/2019 was verified. No complaints received. Suggestion box monitoring register is maintained. Employees are free to join or form unions and workers interviews confirm the same.

Discrimination:

Policy against discrimination available and displayed. No evidence of discrimination was noted in any of the records. Workers interview showed that their rights are respected and not restricted. Anti-sexual harassment committee meeting is being conducted regularly, recent meeting minutes dated 30/12/2019. Employees are not subjected to virginity or pregnancy test under any circumstances. Woman representative from "SARASWATHI EDUCATIONAL TRUST" and "CENTRE FOR RURAL DEVELOPMENT TRUST" participated in the ICC meetings and records were verified.

Disciplinary practices:

Policy on disciplinary practices is available and displayed. Worker interview showed that the threat of corporal punishment or verbal abuse, mental or physical abuse is not engaged by the management.

Working hours:

Policy on working hours is available and displayed. Facility works in a general shift (9.30 am to 18.30 pm; morning and evening tea breaks- 15 minutes & Lunch 1 Hour (i.e.- 11.30 am to 11.45 am; 16.15 pm to 16.30 pm; lunch breaks- 13.30 pm to 14.30 pm) Weekly holiday- Sunday.

Biometric time card is being used to monitor the in/out time records. Wage records for the months of December 2019, November



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2019 and October 2019 were verified. Time records are consistent with attendance records and wage records. No Overtime was performed on any of selected pay periods.

Remuneration:

Policy on remuneration is available and displayed. Wage's is being paid on monthly basis on or before 7th day of the following month. Wage slips are being issued in local language also. Wage records are consistent with in/out time records and attendance register. Wages are being paid by bank (100%) from Bank of baroda.

The Legal minimum wages for Zone B tailoring industries, Tailor – Grade 2 – INR 8694 / month; Tailor - Grade 1 INR 8864, Cutter 8992/ month and checker grade 1 – 8992 / month; checker grade 2 – 8864 / month Packer and Trimmer – INR 8481 / Month.

The minimum wages paid by the organization is Tailor – Grade 2 – INR 8694 / month; Tailor - Grade 1 INR 8894, Cutter grade 1 INR 8884/ month and checker grade 2 – 8884 / month Packer and Trimmer – INR 8481 / Month.

Food basket survey had been done and BNW had been calculated on 10/09/2019 and the estimated amount is INR 6511.71/ month, which is above the minimum wages paid to Packer / Trimmer category (INR 8481/ Month). No deductions are made for any disciplinary purposes. Social security benefits like provident fund and employee's state insurance scheme is being provided to all the employees.

Management systems:

Supplier control plan, monitoring plan is available. No home workers are engaged in the facility. Organisation has not conducted due diligence on few of their suppliers as per the schedule, like Elumalaiyan dyeing, Tirumala printing, for the same one minor Nc was raised, Suggestion box is provided in the facility for the workers to report non-conformances.

No suggestions/complaints are received so far. The SA 8000 policy had been communicated to interested parties like Deputy Director of Industrial Safety and Health, The St. John's Ambulance. Organisation had established dialogue with Saraswathi educational trust NGO, EPF Karur, District fire officer Karur, as part of Stakeholder engagement and continual improvement process. Latest communication to interested parties dated/-10/12/2019.

No any significant issues were raised. No addition/deletion in the manufacturing process when compared to last periodic audit. As per the senior management representative, there is no complaints have been received from clients/customers.

SA 8000 awareness is being conducting once in 6 months. Latest conducted on 01/01/2020, training records are being maintained and verified.

Management of claims received by the Organisation and of claims received by the CB (to be filled in the presence of claims):

NIL

SPECIFIC INFORMATION RELATED TO THE SCHEME

Audit Scope of this organisation includes manufacturing process of Cutting-Sewing-checking and Finishing.

Excluded Scope is the process of Weaving, Dyeing, printing, processing and Accessories. These processes were being monitored through supplier control plan by on-site assessment and getting commitment letter from them.



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CONCLUSIONS OF THE AUDIT TEAM

During the opening meeting, the company's top management was reminded of the importance of the expected outcome of an organisation with a management system with accredited certification.

The audit was carried out by sampling the available information, verifying the processes/aspects defined by the organisation and the requirements of the reference standard; the absence of findings does not ensure the total absence of abnormal conditions in the audited areas and/or in other areas.

Has the audit team verified all processes/aspects, organisational and functional units indicated in the audit plan?

YES ☒ NO ☐

Reason for any deviations from the audit plan and any significant issues affecting the audit programme:

N/A

Evidences concerning the management system capability to meet the applicable requirements and achieve the expected goals and evidences concerning the internal audit process and management review

Satisfactory

Internal audit is being conducted in the frequency of once in 6months and recent internal audit for SA 8000: 2014 standard requirements was conducted on 19/12/2019 . Two major non-conformity was observed and it was closed on dated 30/01/2020. MRM is being conducted in the frequency of once in six months. Recent MRM minutes dated 27/12/2019. List of attendees were verified and found satisfactory.

In the audit team's judgement, does the Organisation effectively monitor the use of the logo and the advertisement of its management system?

YES ☒ NO ☐

Does the audit team confirm that the audit objectives have been achieved?

YES ☒ NO ☐

In the audit team's judgement, is the certification scope adequate?

YES ☒ NO ☐

In the audit team's judgement, is the Organisation's Management System, as a whole, effective and compliant with the requirements of the standard and the reference certification Rules?

YES ☒ NO ☐

Does the audit team propose the Organisation for certification/recertification or certification validity confirmation?

YES ☒ NO ☐



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The Audit Team considers that the next Periodic audit within .././.... or within 6 months from this audit for the following reasons (only fill in if the proposed date is less than 12 months after this audit):

The Organisation undertakes to inform RINA about the corrective actions it decides on and the relevant implementation deadlines within days from this audit.

The Organisation may propose corrective actions and the relevant implementation deadlines immediately after receiving the audit report from the Audit Team, but it must bear in mind that the Certification Body may modify the report and the attached findings after checking them. In this case, the Organisation may be required to propose the corrective actions once again and the relevant implementation deadlines.

The Organisation may also propose the corrective actions and the dates for their implementation using the Member Area.

N. Personal Interview

3 (Male – 2, Female – 1)

Interviewed Groups

2 group of 2 male employees: 1 group of 3 female employees.

Total workers interviewed in groups

07

Information and additional remarks

The Organisation works in General shift only and hence night shift audit was not planned. Man days were adequate.

An unannounced audit requirement, Communication to RINA in case of any changes in the activities, personnel or any other reasons was explained in the closing meeting.

No any Critical/Major/Time bound non-conformity was observed. One "B" type minor non conformity was given during the entire audit process.

Based on the demonstration, the organisation is recommended for the certification to the requirements of SA8000:2014 Standard.

SPACE RESERVED FOR THE ORGANISATION

The Organisation accepts the contents of this audit report, including the attached findings and recommendations (if any).

RESERVATIONS AND OBSERVATIONS

Vinoth Kumar Soundararajan



Vinoth Kumar Soundararajan

For Oasis Hometex Pvt. Ltd.

C. Ashok Kumar
Managing Director

SIGNATURE OF THE ORGANISATION REPRESENTATIVE FOR ACCEPTANCE

Mr.C.Ashok Kumar

SIGNATURE OF TEAM LEADER

VINOTH KUMAR SOUNDARARAJAN



FINDING N° 1		
Organisation's documents	Area involved	Classification
Management systems documents	Supplier control	B
Paragraph of reference standard 9.4		
Description of finding There is no adequate evidence to demonstrate that monitoring on supply chain management has been taken care off for their few suppliers.		
Note : No records found available for verification for suppliers like 1. Elumalaiyan dyeing 2.Tirumala printers.		
Signature of Team Leader VINODH KUMAR SOUNDARARAJAN Lead Auditor		Signature of the Organisation's representative for acceptance For Oasis Hometex Pri. C. Ashok Kumar Managing Dir.
To be filled in by the Organisation		
Analysis of causes Due to less order it was got delayed.		
Correction we will do the due diligence at earliest.		
Corrective action proposed In future. MR - will advise the SPT. to monitor the due ditigence of all suppliers and ensure it has been monitored periodically.		
Planned implementation deadline	Signature of Organisation's representative	Signature of Team Leader
To be filled in by the audit team		
Audit of corrective action		
Outcome of audit	Date	Signature of Team Leader