

ANNUAL ENVIRONMENTAL & CHEMICAL INTERNAL AUDIT SCHEDULE

Year -2022

Department	MONTHS OF THE YEAR - 2022											
	2022											
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Admin / Security / Canteen →	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>
Compliance/HR →	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>
Quality →	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>
Mechanical / Electrical →	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>
Accessories Store / Fabric Store →	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>
Fitted Sheet →	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>
Jersey Sheet Set →	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>
Towel →	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>	<div>1 2 3 4</div>



Audit Planned



Audit Carried out reported and nonconformities agreed



Nonconformities stated to be corrected



Nonconformities closed by follow up audit



Audit Carried out and No Nonconformity reported



Management Representative

Date: 12-May-22

ANNUAL ENVIRONMENTAL & CHEMICAL INTERNAL AUDIT SCHEDULE

Year -2021

Department	MONTHS OF THE YEAR - 2021											
	2021											
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Admin / Security / Canteen →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compliance/HR →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quality →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mechanical / Electrical →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accessories Store / Fabric Store →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fitted Sheet →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jersey Sheet Set →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Towel →	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Audit Planned



Audit Carried out reported and nonconformities agreed



Nonconformities stated to be corrected



Nonconformities closed by follow up audit



Audit Carried out and No Nonconformity reported

Management Representative



Date 09-11-2021

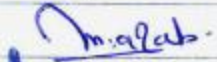


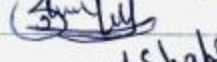
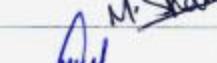






	<h1>Homecare Textiles</h1>	Document Number HCT-FM-05	
	Audit Notice	Issue 01	Issue Date 06/08/2018

Dated: 02-11-2021

Dear All Concerned,

It is to inform to the below mentioned department heads that an internal audit will be conducted on 09-11-2021.

You are therefore requested to please update all records, documents and relevant forms related to the Environmental Management Systems & Chemical Management as per the **STeP** Standard requirement and have them made available for review.

S. No.	Department	Date	Signature
1	Administration & Security/Canteen	09-11-2021	
2	Compliance/HR	09-11-2021	
3	Quality	09-11-2021	
4	Mechanical	09-11-2021	
5	Electrical	09-11-2021	
6	Accessories Store	09-11-2021	
7	Fabric Store	09-11-2021	
8	Waste Store	09-11-2021	
9	Fitted Sheet	09-11-2021	
10	Jersey Sheet Set	09-11-2021	
11	Towel	09-11-2021	

Thank you



Issued by
Management Representative (MR)

	HEMOCARE TEXTILES INTERNAL AUDIT PLAN	Document no: HCT-FM-204 Issue no: 01 Issue Date: 06-08-2018
---	--	---

Audit Facility Homecare Textiles
Address D-117 SITE
Audit Date 9-Nov-21

Audit Purpose: To assess conformance and effectivity of **Standard 14001** and **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 system as per the **STeP** standard requirement and applicable social policies Standard, of Internal Environmental Safety 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 hygene & Work place conditions

Approx Time	Activity to be Assessed	Team member Involved
09:00 to 9:30	Opening Meeting	Junaid Aftab , Syed M. Iftekhar, Mr. Tanveer
09:30 to 09:45	Review of Pervious CAP status	Junaid Aftab
09:45 to 10:00	Document Review	Syed M. Iftekhar
10:00 to 10:30	Audit Team meeting	All Audit Team
10:30 to 1:00	Facility visit Interviews Ground Floor Accessories Store Fabric store	Junaid Aftab Mr. Tanveer
01:00 to 02:00	Lunch and prayer break	
02:00 to 03:30	Facility visit (Continue) First Floor Cut to Pack 2nd Floor Cut to pack 3rd Floor Cut to pack Quality Department	Syed M. Iftekhar Syed M. Iftekhar, Mr. Tanveer Syed M. Iftekhar Junaid Aftab
03:30 to 4:00	Electrical & Mechanical	Syed M. Iftekhar, Mr. Tanveer
04:00 to 04:15	Audit team meeting and sharing findings	All Team
04:30 to 05:00	Audit report preperation	Junaid Aftab
05:00 to 05:30	Closing meeting	Junaid Aftab , Syed M. Iftekhar, Mr. Tanveer
05:30 to 05:45	Exit	All Team

Team Members

Team Leader: Mr. Junaid Aftab
Auditors: Syed M. Iftekhar, Mr. Tanveer


Sign
Prepared by


Sign
Received by



	HEMOCARE TEXTILES	Doc # HCT-FM-06
	CHEMICAL MANAGEMENT AUDIT	Issue # 01
	CHECKLIST	Issue Date: 06-08-2018

DATE: 09-11-2021

CHEMICAL STORAGE				
Finding No.	Item	YES	NO	Comment / Action
01	Is there a system to control the purchase of chemicals?	√		
02	Is there an accurate inventory for the chemicals?	√		
03	Are MSDS Sheets available for the chemicals/ Are all workers using this PPE'S at the time of job?		√	It was noted that no MSDS for machine oil was found in stitching area on 2 nd floor.
04	Are chemicals stored safely in the lab i.e no risk of being knocked over and glass items below head height?	√		
05	Are incompatible chemicals stored separately?	√		
06	Are minimum quantities of chemicals stored in the laboratory / work area?	√		

WASTE				
Finding No.	Item	YES	NO	Comment / Action
07	Are waste chemicals labelled as waste and stored in a suitable location until final disposal?	√		

	HEMOCARE TEXTILES	Doc # HCT-FM-06
		Issue # 01
	CHEMICAL MANAGEMENT AUDIT CHECKLIST	Issue Date: 06-08-2018

DATE: 09-11-2021

08	Are facilities available for different chemical waste streams i.e solid waste, liquid waste?	√		
09	Are bins clearly marked with their waste stream? Including general waste?	√		
10	Is there a dedicated sink for acceptable liquid waste? Is the sink clearly marked?	√		
11	Are waste chemicals disposed of promptly?	√		
12	Are records kept of the chemicals disposed of?	√		

CHEMICAL USE – STAFF				
Finding No.	Item	YES	NO	Comment / Action
13	Are General Lab Rules displayed i.e PPE, no eating, drinking?	√		
14	Do staff understand the hazards associated with their work, good hygiene practice etc?	√		
15	Can evidence of training in the safe use of chemicals be provided?	√		
16	Do staff know what to do in an emergency i.e fire, first aid, personal contamination?	√		


	HEMOCARE TEXTILES	Doc # HCT-FM-06
		Issue # 01
	CHEMICAL MANAGEMENT AUDIT CHECKLIST	Issue Date: 06-08-2018

DATE: 09-11-2021

17	Do staffs know what action to take in the event of a chemical spill?	√		
----	--	---	--	--

PPE AND SPILL KITS				
Finding No.	Item	YES	NO	Comment / Action
18	Are suitable gloves in a range of sizes freely available?	√		
19	Are suitable goggles and masks freely available?		√	It was noted that PPE's provided to the workers but 2 out of 3 workers were not using their PPE's in wash area on first floor.
20	Are all lab staff wearing lab coats, gloves etc?	√		
21	Are chemical spill kits available with instruction on how to use them?		√	It was noted that spill kit was found in chemical storage area but instruction was not found.

GASES				
Finding No.	Item	YES	NO	Comment / Action
22	Are gases / gas cylinders labelled with their content and the direction of flow if applicable?	√		
23	Do regulators have in date inspection labels affixed?	√		
24	Is there a central gas isolation point if bench mounted gas taps are present?	√		


	HEMOCARE TEXTILES	Doc # HCT-FM-06
		Issue # 01
	CHEMICAL MANAGEMENT AUDIT CHECKLIST	Issue Date: 06-08-2018

DATE: 09-11-2021

25	Are instructions displayed on the action to take if a gas is leaking?	√		
----	---	---	--	--

HAND WASH FACILITIES				
Finding No.	Item	YES	NO	Comment / Action
26	Are hand wash sinks available with a <i>hand wash only sink</i> sign displayed?	√		
27	Are sinks clean and tidy?	√		
28	Are paper towels and soap provided?	√		

GENERAL				
Finding No.	Item	YES	NO	Comment / Action
29	Does electrical equipment have an in date PAT Test label?	√		
30	Is there electrical equipment that shouldn't be there ie stereo?	√		
31	Are details of the local First Aider provided?	√		
32	Are a First Aid box and Eye Wash available? Are their contents in date?	√		

	HEMOCARE TEXTILES	Doc # HCT-FM-06
	CHEMICAL MANAGEMENT AUDIT	Issue # 01
	CHECKLIST	Issue Date: 06-08-2018

DATE: 09-11-2021

33	Is there an Emergency Shower? Is this clean with evidence of legionella tests undertaken?	√		
34	Are Fire Action Notices displayed detailing what action to take in a fire / if the fire alarm sounds?	√		
35	Are appropriate fire extinguishers available and which have been inspected in the last year?	√		
36	Are fire exits / fire escape routes clear?	√		
37	Is the area generally clean and tidy with items stored safely ie no trip hazards, heavy / glass items stored above head height?	√		



HOEMCARE TEXTILES D-117

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
21	Administration	Chemical Storage Area	During the factory visit it was noted that spill kit was found in chemical storage area but instruction was not found.	Spill kit instruction has pasted in chemical storage area and also instructed to the EHS officer to check it on daily basis.	12-Nov-21	Mr. Zayan Khan- Officer CMS	Verified & Closed
3	Jersey Sheet Set	Stitching Area	During the floor visit it was noted that no MSDS for machine oil was found in stitching area on 2 nd floor.	MSDS sheet has pasted now and instructed to the depart incharge to check it on daily basis.	10-Nov-21	Mr. Zayan Khan- Officer CMS	Verified & Closed
19	Fitted Sheet	Wash Area	During the audit it was noted that PPE's provided to the workers but 2 out of 3 workers were not using their PPE's in wash area on first floor.	PPE's is being used now by the worker on daily basis. Also instructed to EHS officer to check it on daily basis.	10-Nov-21	Mr. Junaid Asghar- Manager Production	Verified & Closed

Prepared By: _____
Manager Compliance



Verified By: _____
Manager System & Development

	HEMECARE TEXTILES D-117	Doc # HCT-FM-03
		Issue # 01
	AUDIT SUMMARY REPORT	Issue Date: 06-08-2018

Audit Date 09-11-2021

S. No.	Departments	NCR's		Total
		Major	Minor	
1.	Administration & Security/Canteen		01	
2.	Compliance/HR		03	
3.	Quality			
4.	Mechanical			
5.	Electrical			
6.	Accessories Store			
7.	Fabric Store			
8.	Waste Store			
9.	Fitted Sheet		01	
10.	Jersey Sheet Set		01	
11.	Towel		01	
Total NCRs				07



Issued by

Auditor

**HOMECARE TEXTILES** D-117**NON-CONFIRMITY REPORT**

Doc # HT-FM-11

Issue # 01

Issue Date:

01-09-10

Dated : 09-11-2021

Reporting Person: Mr. Tanveer/Syed Iftekhhar Designation: Consultant

Department Fitted sheetProcess: Cut to Pack Time — Customer Name / Supplier Name Homecare TextilesOther Information: —**Non-Conformance Description:**

During the audit it was noted that PPE's provided to the workers but 2 out of 3 workers were not using their PPE's in wash area on first floor.

Submitted To : EHS OfficerTime — Sign *[Signature]***Root Cause:**

Due to the negligence of floor incharge.

Assigned for Action: EHS OfficerDate & Sign *[Signature]*
10/11/21**Action Taken:**

PPE's is being used now by the worker on daily basis. Also instructed to EHS officer to check it on daily basis.

Action taken by: EHS OfficerTarget Date 10/11/21Action Result: NC verified and closed.Action Verified by: Junaaid AftabDate & Signature *[Signature]*
10/11/21

**HOMECARE TEXTILES** D-117**NON-CONFIRMITY REPORT**

Doc # HT-FM-11

Issue # 01

Issue Date:

01-09-10

Dated : 09-11-2021

Reporting Person: Mr. Tanveer Designation: Consultant Department Ground FloorProcess: ✓ Time ✓ Customer Name / Supplier Name Homecare TextilesOther Information : ✓**Non-Conformance Description:**

During the factory visit it was noted that spill kit was found in chemical storage area but instruction was not found.

Submitted To : EHS OfficerTime —Sign Zangar Sh.**Root Cause:**

It was removed due to the wall painting.

Assigned for Action : EHS OfficerDate & Sign Zangar Sh.
10/11/21**Action Taken:**

Spill kit instruction has pasted in chemical storage area and also instructed to the EHS officer to check it on daily basis.

Action taken by: EHS OfficerTarget Date 12/11/21Action Result: Closed and Verified.Action Verified by : Junaid AftabDate & Signature Junaid Aftab
16/11/21

**HOMECARE TEXTILES** D-117**NON-CONFIRMITY REPORT**

Doc # HT-FM-11

Issue # 01

Issue Date:

01-09-10

Dated : 09-11-2021

Reporting Person: Mr. Tanveer Designation: Consultant Department Jersey Shirt Sd

Process: Cut to Pack Time - Customer Name / Supplier Name Homecare Textiles


Other Information: -

Non-Conformance Description:

During the factory visit it was noted that MSDS for machine oil was found in stitching area on 2nd floor.

Submitted To: Kamran

Time - Sign


10/11/21**Root Cause:**

It was removed due to the lubricated wall.

Assigned for Action: Kamran

Date & Sign


10/11/21**Action Taken:**

MSDS sheet has pasted now and instructed to the depart incharge to check it on daily basis.

Action taken by: Kamran

Target Date 10/11/21

Action Result:

NC closed and verified

Action Verified by: Junaid Aftab

Date & Signature


10/11/21