



Subject: Correspondence from the Accord on Fire and Building Safety in Bangladesh (Accord) regarding upcoming factory inspections, remediation plans, and executing necessary safety remediations.

Dear Factory Owner/Representative,

The Accord is a legally binding agreement between international and national trade unions and international brands and retailers (Companies). Over 160 international brands and retailers have now signed the Accord. 4 international labour NGOs are witnesses to the agreement. The International Labour Organisation (ILO) acts as the independent chair.

The aim of the Accord is the implementation of a programme for reasonable health and safety measures to ensure a safe and sustainable Bangladeshi Ready Made Garment industry for a period of five years. Full details of the Accord are available in English and Bangla at [www.bangladeshaccord.org](http://www.bangladeshaccord.org).

The Accord on Fire and Building Safety in Bangladesh (Accord) shall be inspecting all factories producing for signatory brands for fire, electrical and structural safety. These 3 separate initial inspections will be commencing in early February 2014. The Accord is committed to doing our utmost to schedule the fire and electrical safety inspections for the same day and, to the extent possible, the structural. Each inspection requires approximately one day to complete.

The Accord is writing today in the effort to help you prepare for the inspections, to ensure they are conducted efficiently, and in the effort to minimize any disruption to the normal production at your factory. You will also be receiving a correspondence directly from the Accord signatory brands produced at your factory related to the Accord inspections and remediation plans processes.

In these regards please consider the following:

1. The Accord inspection team will provide written, advance notice of the date(s) of the 3 inspections (fire, safety, structural). Such letter will be sent to you and to each of the brands produced at the factory.
2. Please have the necessary documentation for the inspections prepared and ready for the inspectors to review on their arrival. These documents include: the original building plan (architect's drawings/blueprints) for the factory and same for any additions to the building subsequent to the original construction.
3. A management and worker representative<sup>1</sup> should accompany the inspection teams to observe the inspections.
4. Within two weeks of the completion of all 3 initial inspections, you will receive the reports and remediation requirements identified through the initial inspections. You will be offered one week to provide comments on the reports to the Chief Safety Engineer (CSI). The CSI will then finalize the reports and necessary remediations. The final report and remediations plan will be concluded in consult with you as the owner, the signatory brands produced at your factory, and the Accord engineering team.
5. As the factory owner and during the course of finalization of the reports and remediations plan described above, you must confirm that you understand the reports and will fully execute, within the provided timelines, all of the identified necessary remediations from the inspection reports. Should you face difficulty regarding the resources to complete these required remediations, please be informed that you should discuss options for identifying sources for the required resources with the Accord signatory brands producing at your factory. This does not mean the brands will directly provide you the needed resources but they are obligated to work with you to find the resources. Please note that the reports and necessary remediations will be simultaneously provided to the factory owner, each brand produced at the factory, and the worker representatives.
6. Please be aware that within 6 weeks of the initial reports, the results of the inspection reports and necessary remediations will be published on the Accord website. Updates on implementation of the remediation measures shall also be published. This is an important component of the Accord's commitment to transparency and an excellent opportunity for supplier factories to demonstrate their adherence to Accord requirements to brands, buyers, consumers, media, and others monitoring conditions in the Bangladesh RMG sector. Supplier factories which do this receive positive publicity

---

<sup>1</sup> In factories with a registered union, the union will select the worker representative. For those without a union, a fair method for selecting a worker representative shall be established by the Accord.

through the published updates. We remind all suppliers that the Accord, by its design, is remedial not punitive.

7. The Accord will film some of the inspections for internal and external communications purposes. The filming will be valuable to the training on safety and health with management and worker representatives, will assist in implementing corrective actions, and can serve as an effective means to demonstrate the commitment and cooperation of the brands, suppliers, and workers to safe factories in Bangladesh. Accordingly, inspections at your factory may be filmed. This will be done in a coordinated manner.

The Accord staff and the Accord signatory brands produced at your factory shall work with your factory throughout the above described components of the inspections and follow up. We look forward to working with your factory to ensure the inspections are conducted efficiently and fairly and the remediations are implemented sincerely and fully.

Please do not hesitate to contact either of us should you have questions.

Yours sincerely,

Brad Loewen, Chief Safety Inspector  
Rob Wayss, Executive Director-Bangladesh Operations

CC: Signatory brands at the factory  
Worker representative/union(s) at the factory