



FACTORY PROFILE of ZA Apparels Ltd.

Corporate Office

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Factory Address

ZA Apparels. Ltd.

39 Kuturia, Ashulia, Saver,

Dhaka, Bangladesh

Tel: 880-02- 7792582,

Fax: 880-02-9898476,

E-Mail: kmmahmud@zaapparels.com

Z A APPARELS LTD.

Apparels Unit.



Introduction:

Z A Apparels has been setup by a group of highly educated, well-experienced entrepreneurs to run a garment factory who have excellent track record of Industrial Management, International Marketing as well as Local Business.

It is managed by highly qualified and experienced personnel. Skilled workers are deployed for its manufacturing units. The company's success is because of its maintaining the standard of quality, time schedule and of its preference on buyer's desire. Z A Apparels Ltd. employs 1,200 people and has an annual turnover \$25 Million.

Our work force consists of highly experienced Q.Cs (Quality Controllers) and the team's priority is "Quality comes first" basis, as well as engaged to pick up the best quality for our valued customers all over the world. The company has been maintaining the schedule time frame for each shipment and has been full filling customers with their every need.



Z A Apparels Ltd. has achieved worldwide reputation for quality, price and committed delivery. Its main work includes woven garment making and selling to overseas buyers in USA, UK, Europe and African countries.

General Information:

Name of the Organization	: ZA Apparels LTD. (100% Export Oriented Woven Garment Factory) BGMEA REG. NO. : 5543
Year of Establishment	: March, 2012
Legal Aspect of the Organization	: A Private Company limited
Factory Address	: ZA Apparels Ltd. 39 Kuturiah, Ashuliah, Saver, Dhaka. Bangladesh. Tel:880-02- 7792582, Fax: 880-02-9898476, E-Mail: kmmahmud@zaapparels.com ,
Factory Location	: Twenty five Kilometer towards from the Shahjalal (Rh.) International Airport, Dhaka, Bangladesh. It is Situated near of Saver Cantonment.
Certified Of compliance	: SEDEX, BSCI, Accord, Alliance, AQL, NEXT
Advising Bank	: Sonali Bank Ltd. B.B Avenue Corporate Branch.



Management

	<p>CHAIRMAN MRS. KAZI MEHAZABIN MOMTAZ A person with wisdom and belief pursuing the best output with available resources. Honesty and affection is her priceless assets of life which is the inspiration for the company staffs. A respected and caring mother of two child is equally mother like to all the members of ZA Apparels Limited.</p>
	<p>MANAGING DIRECTOR MD. ZAHANGIR ALAM, FCA Pacing the momentum of modernization in Garment Manufacturing worldwide Mr Zahangir Alam is an icon to the whole business family for his education, experience, wisdom and passion. All the company members are lead to the best result through his charismatic management of every affair of the business. A widely acceptable visionary character Mr. Alam is firmly believed and depended by all for his timely decision, honesty, sincerity , discipline and care.</p>
	<p>DIRECTOR (Operations & Development) MR. MOMREZ MAHMUD, RTD. LIEUTENANT COLONEL A nationally recognized x soldier & Media Celebrity coupled with best and brilliant education on Business studies leading the company for its best of operations and development. His dynamic leadership is the workforce for all at the work site. Believing in the best of time and quality he leads the team with spirit, teamwork, sincerity and workmanship.</p>

Managing Director	: Mr. Zahangir Alam Mobile: +88 01711532232 E-mail: md@designsourcebd.com
Director	: Mr. Momrez Mahmud Mobile: +88 01713257622 E-mail: kmmahmud@zaapparels.com

Technical Information:

Floor Space for Wovn Garments	: 30,000 Square Feet.
Number Of Building	: 1 (5 storied)
Nature of Product	: Woven Tops and Bottoms.
Product Type	: All kinds of Woven items Trouser, Jacket, Pullover, Long pant. Denim item etc.
Total Manpower	: 750 Persons



Capacity

Name of Unit	No of Worker	Capacity / Day	Capacity Utilized
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Finishing	95	5000 Pcs	100 %
Cutting	36	5000 pcs	100 %
Sewing	465	5000-10000 pcs	100 %

Production Capacity For Garments

Name of Products	Pcs. / Day	Pcs. / Month	Capacity Utilized
Trouser	6,000	1,56,000	100 %
Jackets	4,000	104,000	100%
Long Pant Twill	6,000	1,50,000	100 %
Long Pant Denim	5,000	1,30,000	100 %
Swimming Short	8,000	2,08,000	100 %
Etc			



Buyers Information:

Name of the Buyer	Country of Origin
DEBENHAMS	UK
WHISPWRING SMITH	UK
EDCON	South Africa
NEXT	UK
FOOT LOCKER	USA
CBD BRAZIL	BRAZIL
CANADA SPORTSWEAR	CANADA
BLANCO	SPAIN
MANGO	SPAIN
COCUY	SPAIN



Manpower Details:

Sl. No.	Name Of Section	Male	Female	Total
1.	Factory Administration	00	3	3
2.	HRD & Compliance	2	1	3
3.	Merchandising Section	3	00	3
4.	Commercial Section	02	00	02
5.	Accounts Section	02	00	02
6.	Store	12	00	12
7.	Personnel	00	01	01
8.	Time Section	00	02	02
9.	Cutting Section	32	04	36
10.	Production	25	00	25
11.	Sewing Section	111	355	466
12.	Quality	18	42	60
13.	Finishing Section	28	63	91
14.	Maintenance	14	00	14
15.	Security	11	00	11
16.	Checker	00	04	4
17.	Cleaner	00	11	11
Total =		260	485	745 Person



Cutting Section Details :

Marker type : Manual

Method of fabric inspection : Four point grading system using Fabric inspection machine

Spread checking : 100% check during spreading.

Cut piece checking : 100% check of component from Cut block.

Procedures for cutting : After getting approval to start cutting, cutting staff will open all rolls of fabric required for days cutting at least 24 hours prior to commencement of cutting for the purpose of fabric setting. This fabric setting is required to make the fabric return to its actual shrink form.
After setting of the fabric, laying of fabric if laying single color then paper separator to be used to



separate each roll, if laying other colors too, then will use different color to separate rolls. This will reduce shading problem.

The lay height not by any means exceed above 6"

Before start Cutting:

- Check that the marker is placed on the spread with edge parallel to the selvage of the piece goods. Verify that all cut pieces will complete. Also check that no markers are creased.
- Check for shading. Unless all parts are marked, it is essential to have a system to control shading.
- Check the sharpness of the cutting machine blade, do not use blunt blades, this will damage the fabric.
- While cutting the fabric make sure that: Cutting tolerance will exceed 1/32 of an inch.

During spreading cutting quality will fill-up the Spread check list. Will mark all defect parts during laying and will report in spread defect format. After cutting each cut blocks has to be checked by hard pattern. The cut block is to be placed in between two hard patterns and have to check for Miss Cuts, Matching plies, Notches.

CUT BLOCK INSPECTION:

Cut block inspection is made and recorded as per cutting component replacement report. The defect components have to be replaced immediately and placed in the layer from where rejected. This has to be recorded strictly.

Manpower of Cutting Section:

Category of Personnel	Number of Manpower
Cutting Manager	01
Cutting In charge	01
Cutting Supervisor	02
Cutter man	3
Marker Man	3
Layer Man	25
TOTAL =	35 Persons

Cutting Equipments Details:

Name of the Equipment	Size of Equipment	Quantity
Fabric Inspection Machine	6'30"X6'	01 Nos
Cutting Machine	08"	02 Nos
"	10"	02 Nos
Cutting Computer Auto	Eastman	00 Sets
Spider	Eastman	00 Sets
Lap Top Monitor	Eastman	00 nos
Monitor CPU	Eastman	00 nos
DIG Pan	Eastman	00 nos
Plotter	Eastman	00 nos
Cutting Hand Gloves	9"X5"	04 Sets
Cutting Table	56'X6'	03 Nos

Sewing Section Details :

Production System : Assembled system
Total Line : 06
Total Machine in Each Line : 56
List of Machineries : See Annexure A at Page 12
Total Manpower :



Sl. No.	Sewing Factors	Present Status
01	Sewing Quality Controlling	<p>The Factory has a Quality Control Department consisting of 4.0 Quality Controllers and Inspectors to control the In-Process Quality. The Quality Control Manager is the responsible person to monitor the department. He monitors the quality procedures of in process quality; performs inspection as per required AQL. And will prepare report accordingly twice daily. The sewing quality controller is to submit all reports directly to the Quality Assurance Manager. Quality Assurance Manager is to take action based on the report.</p> <p>The Quality Control Manager leads his team of Process Checkers, End Line Checkers and Roaming QC.</p> <p>Before In Put of new style Sewing Quality Controller assists Quality Assurance Manager in setting the quality layout, prepares QC specs for Process Checkers, and End Line Checkers, and also conducts Pre-production briefing. Sewing quality controller will measure three pieces per color per size of daily out put garments.</p>
02	Quality Assuring	<p>ZA Apparels Ltd. has a Quality Assurance Department for assuring the overall quality. The Department is consisted of 4 well experienced as well as dedicated Quality Assurance Officers. Quality assurance Manager is directly under the supervision of the Managing Director. The Quality Assurance Department is not at all involved in any Production matter. They are only engaged in Assuring the Quality of the Products. Quality Assurance Manager is totally responsible for the Quality Assurance Department, starting from fabric inspection to the finishing.</p> <p>The overall responsibility of quality Assurance Department regarding distribution of duty, leave recommendation etc. Final Inspection will be conducted by him. QAM also conducts training to the Quality Department's personnel; conduct Pre/Post Production briefing. He will be responsible for quality of all sorts of samples. He will conduct Pre- Final Audit of the total garments based on AQL 2.5 before offering for Final Inspection to the Buyer's representative.</p>

Sl. No.	Sewing Factors	Present Status
03	AQL. Followed	AQL Level 2.5 is strictly followed in all steps in Sewing and Finishing sections of the entire group.
04	Daily Finishing Capacity	The Daily Finishing and Packing Capacity of JAMUNA are 80% above of daily production. This is to avoid any back lot in the Finishing Section.
05	Folding System	Flat Pack to Standard Packing and Fancy Stand for required Folding.
06	Finishing Quality System	Garments are always checked 100% from Inside after thread cutting and 100% from Outside after ironing. Important components are 100% measured for acceptable tolerance. After Poly bagging, 100% checked for Get Up.
07	Pre-Final Audit	Garments are always sent for cartooning minimum thrice daily. Before sending for cartooning, Finishing quality Controller conducts audit and if it passes only then it is allowed for packing, otherwise all that garments are declared for re-check. After all garments are packed in the cartons, Quality Assurance Manager conducts Pre-Final inspection before offering for final inspection to the Buyer.

Quality Defects Grades:

Grade	Quality Audit Defects Definitions	Examples
Critical	A defect that would make the garment a second; would seriously shorten the life of the garment or would, if sold, resulting the garment being returned for full credit.	Holed Fabrics
Major	A defect which would be noticed by customer and would cause dissatisfaction.	Loose button
Minor	A defect which a customer would not notice but which manufacturer does not like and would put right.	Incorrect Positioning of label

Manpower of Quality Section:

Category of Man Power	Number of Manpower
Staff	9
QC / QI	55
Total =	64 Persons



Finishing Activities:

Inside Processing

Inside Process checkers check 100% of the garment from inside after thread cutting. The main things to be checked from inside is to check for; open stitch, open seam, missing Bar-tack etc. Inside Process checkers may need to trim un-cut thread but not on regular basis as a thread trimmer.

All defects are to be recorded in Process Checker hourly Defect Record Sheet.

Outside Process Checker's Job

Out side Process checkers checks 100% of the garment from outside after Ironing, so if there are any oil spots, then it is very easy to identify and rectify. Out side Process checkers work in a group. Three outside process checker form one group.

Procedure for Outside Process

Of the three checkers one will check front part; second person will check back part and third will check overall and will take 100% measurement of important part. For example if trouser: Waist, inseam, out seam. If shirt: Front part etc.

All defects are to be recorded in Process Checker's Hourly Defect Record Sheet.

Manpower of Finishing Section:

Category of Manpower	Number of Manpower
Staff	05
Operator	08
Helper	60
T.C. Helper	00
Packing Man/Faulding Man	12
Iron Man	8
Total =	94 Persons



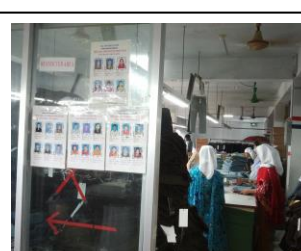
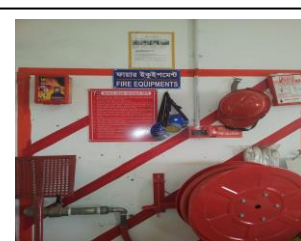
COMPLIANCE:



Sl. No.	Issues of Compliance	Company's Status
01	Internal Compliance Team	ZA Apparels Ltd. has its own dedicated Internal Compliance team having a Compliance Manager who is under the direct supervision of Managing Director. All the Compliance Officers are well educated in Local labor Law, Company law, as well as Environmental Law. They are also trained in Wages and Benefit policy, Health & Safety policy. The compliance officers conduct daily routine check of the factory and report to the Managing Director through the Compliance Manager. Compliance Manager is involved in Conducting Training Programs for workers on Compliance Issues.
02	Recruitment Policy	ZA Apparels Ltd. has a written Recruitment Policy. All Recruits are above 18 years of age. It has a strong Recruitment committee, where the Managing Director directly takes part to recruit the workers and staffs considering the age first then experiences and skills.
03	Record Policy	ZA Apparels Ltd. maintains Personal File for all workers and staffs with their full Bio-data and necessary particulars. The factory always arranges Attendance Card, makes record of Working Hour, Salary Statement, Leave Record, Disciplinary Action, etc.
04	Forced Labor	ZA Apparels Ltd. has no any practice of use forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise.
05	Child Labor	No person is employed here at an age younger than 18 or younger than the age for completing a certain level of education in Bangladesh where such age is higher than 18.
06	Harassment or Abuse	Every employee is treated with respect and dignity. No employee is subject to any physical, sexual, psychological or verbal harassment or abuse.
07	Nondiscrimination	No person is 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.
08	Health and Safety	ZA Apparels Ltd. provides 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. HN believes that in a sound work place workers can give their best output to reach at the goal.
09	Freedom of Association and Collective Bargaining	ZA Apparels Management recognizes and respects the right of employees to freedom of Association and Collective Bargaining.

Sl. No.	Issues of Compliance	Company's Status
10	Wages and Benefits	ZA Apparels Ltd. Management also recognizes that wages are essential to meeting employees' basic needs. So The Company pays employees, as a Garments Floor, at least the minimum wage required by our local law in Bangladesh prevailing industry wage, whichever is higher, and always provides legally mandated benefits. Wages and overtime charges are paid within the 7th of the following month. ZA Apparels pays BD.TK.5300 equivalents to \$ 68 as the monthly Minimum Salary to a new worker.
11	Hours of Work	Except in extraordinary business circumstances, employees are (i) not 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 Bangladesh, and (ii) are entitled to at least one day off in every seven day period.
12	Overtime Compensation	In addition to their (Workers) compensation for regular hours of work, employees are compensated for overtime hours at such premium rate as is legally required in Bangladesh or at a rate equal to the double of their regular hourly compensation rate.
13	Leave & other Facilities	ZA Apparels Ltd. provides all kinds of leave benefits to its worker as HN treats all the workers as its valuable asset. Maternity Leave Benefits, Two festival Bonus, Yearly increment of Monthly Salary, Attendance Bonus, and Financial supports to all employees in accordance with the recommendations by the Social Welfare Committee.
14	Health & Hygiene	The Factory is lighted well with sufficient Tube lights, natural flow of air. All floors are well ventilated and well furnished with sufficient hygienic toilets. Toilets are cleaned and well maintained with detergent, liquid toilet cleaner and flushing with sufficient quantity of tap water. Workers are provided with pure & safe drinking water.
15	Doctor' Room/ Medical Center	Considering the provision of health care facility to our workers and staffs under the prevailing labor act, HN has a complete dispensary supported by a Medical Officer trained in medicine and gynecology and two trained nurses. Necessary First Aid, along with supply of emergency medicines provided at free of cost from this dispensary. In the case of long term treatments of any worker, ZA Apparels takes the patient to a better hospital. Under the circumstances the authority takes necessary steps to provide full course of treatment.
16	Dining Hall	Dining hall is situated on the 5th floor. Numbers of Ayahs are engaged to maintain a hygienic environment taking necessary measures. Two hundred workers can sit at a time to take their lunch.

Sl. No.	Issues of Compliance	Company's Status
17	Prayer Room	Paying the respect towards religious sentiment of our workers two separate prayer rooms; one for Male and another for Female have been set up near by the Dining Hall at the floor top.
18	Recreational Facilities	We arrange an annual picnic or special feast for the workers every year on our Bengali New Years Day or Pahela Baishakh. All workers and staffs enjoy and celebrate the day with a festive mood. In the evening they participate in a cultural event.
19	Safety Facilities/ Fire Fighting	The Factory has two spacious exits on each opposite side. The Factory is also staged with full range of Fire fighting equipments. Aisles are properly marked and are kept clear at all time to easily move. Fire drills are conducted every month. ZA Apparels has its own trained designated Fire fighting team, First Aid, and Rescue team who can be easily distinguished by their uniform. Beside this 40% of work forces are trained on how to operate fire extinguishers.
20	Machine Guarding	All machines are equipped with safety guarding, Eye guard, Pulley guard and Needle guards etc.
21	Personal Protective Equipments	ZA Apparels Ltd. provides Personal Protective Equipments, (PPE) such as Metallic Hand gloves, Masks for all workers, Over lock machine Operators, Nose mask for spot removers, Spectacles for relevant machine operators.
22	Power House	To overcome the effects of the irregular and insufficient power supply system of our country, HN has set up a complete power supply unit to keep its production running. Heavy generator units have been set up for this purpose.
23	Workplace Temperature	Entire floors are well ventilated by installing sufficient number of air circulation devises. Workers can work in cool atmosphere.
24	Environmental Management System / EMS	HN has set up of the entire requirements of ISO 14001 2004 standard and the company is going to be audited soon for the ISO 14001 2004 Certification by DET NORSKE VERITAS AS (DNV).



ANNEXURE-A

MACHINERY LIST FOR ZA Apparels Ltd.

SL. No.	Description of Machines	Total Number of Machines
01	Single Needle Plain Machine	235 Pcs
02	Double Needle Plain Machine	44 Pcs
03	Over Lock Machine	69 Pcs
05	Fat Lock	12 Pcs
06	Fit of the arm	09 Pcs
07	Kansai Machine	08 Pcs
08	Button Hole Machine	06 Pcs
09	Bar tack Machine	10 Pcs
10	Chain Stitch machine	03 Pcs
11	Vertical machine	02 Pcs
12	Eyelet Hole Machine	02 Pcs
13	Snap Button Machine	12 Pcs
14	BAND Knife Machine	04
15	Fabric Inspection Machine	01
16	Thread Sucking Machine	01
17	Metal Detector Machine	01
18	Light Box	01
19	Pull Test machine	01
20	Vacuum Table	20 Pcs
	Total Number of Machines=	452 Pcs



Supporting Machines

SL. No.	Description of Machines	Number of Machines
01	Gas Boiler	01
02	Electric Steam Iron	14 Pcs
03	Auto Thread Sucking Machine	01
04	Fabric Inspection Machine	01
05	Cutting Machine	04
06	Metallic Hand Gloves	04
07	Electric Generator	03
	Total Number of Supporting Machines=	
	Grand Total Number of Machines=	

