### Audit Report – SA8000
#### Surveillance 1 Audit

**Company:** SUPER SPINNING MILLS LIMITED, C – UNIT  
**Certificate ref. number:** IND14.0038 dated 28/02/2008 valid till 30/12/2016  
**Reference Standard:** SA8000 ed. 2008  
**Other ref.:** 3148491

**Company Name (To be displayed on Certificate):**  
SUPER SPINNING MILLS LIMITED C – UNIT

**Site(s) address(es):**  
D. GUDALUR – 624 620, DINDIGUL DISTRICT, TAMIL NADU, INDIA

**Status of SA8000 Management System Manual/Procedures:** Compliant

**Scope of Audit:**  
MANUFACTURE AND SUPPLY OF 100% COTTON, CARDED, COMBED, COMPACT, OPEN END, BCI AND ORGANIC YARNS

**EA Sector:** TEXTILES

**Number of Certificates:** -

### Summary of Audit Findings:

<table>
<thead>
<tr>
<th>Number of SF02’s raised:</th>
<th>Major:</th>
<th>0</th>
<th>Minor:</th>
<th>2</th>
</tr>
</thead>
</table>

**Is a follow up visit required?**  
Yes

**Date(s) of follow up visit:**  
Assigned auditor:
Team Leader Recommendation

<table>
<thead>
<tr>
<th>All NCR's now cleared</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceed to / Continue certification</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Signed Lead Auditor: G. HEMAMALINI  
Date: 25/07/2014

Signed Company Representative: Mr. Rajendra Kumar  
Date: 25/07/2014

AUDIT SUMMARY

Basic Inputs
The surveillance 1 audit was conducted for 2 mandays audit by 2 auditors at M/s. Super Spinning Mills Ltd, C-unit located at Dindigul.
The opening meeting was conducted to explain the audit criteria, methodology, grading of NCs, etc. The audit plan sent earlier was re-confirmed with the SAR.

Description of the company activities [mandatory for all audits]:
- **Birth of the company, main events (history):**
  Super Spinning Mills Limited C-Unit was established in the year 1992, is a landmark industry in textiles in Southern India. Factory is situated at D.Gudalur, Vedasandur Taluk, Dindigul District. This is located in an area of around 1,19,494 Sq. meter. Factory Build up in an area of 15,490 Sq. meter. The ability to comprehend customer needs and to evolve customized solutions has resulted in both Backward and Forward integration with products ranging from Organic Cotton and BCI Yarn (NE 24s to NE 40s). With over two decades of experience, the company has been the vanguard of technological advancements and has carved a niche for itself on the textile map of the country. Corporate office of Super Spinning Mills is situated at ELGI TOWERS, P.B.No.7113, Green fields, Coimbatore, India. Corporate office deals with Raw material purchase, testing, approval and allotment to group Mills. In addition to the above, receipt / finalisation of sales contract, approval of production planning are also carried out by the Corporate office.
The products of this company are highly respected in various countries from Europe to Far East. A significant amount of the yarn produced by SSML is exported. All are ring spun yarn only. At present the yarn produced from the mills is being widely used for Knitwear, Dhoties, Sarees, Lungies, Shirtings, Curtains etc. Super spinning Mills Limited, has experience in exporting yarn to countries like Japan, Singapore, Hong Kong, South Korea, Dubai, China, Bangladesh etc. Canada, Germany & Italy etc.
The company is also certified to ISO 9001:2008, 14001:2004.
- **Description of the process**
The main processes are: Receipt of Cotton, Mixing, Blow Room, Carding, Combing, drawing, Roving, Spinning, Doubling. Each Operations follows inspection.
- **Describe work shifts**
The company operates
  General Shift : 8:30 AM To 17:00 PM for the staff.
  Workers, I shift – 8:00AM – 16:30PM, II shift - 16:30 PM – 01:00AM, III shift - 01:00 AM – 8:00 AM.
- **Activities in outsourcing (if any)**
The company does not outsource any activity related to product.
- **Rate of Productivity (per hour/day/month):**
The current capacity is 10165 kgs/day.
- **Production (quantity);(last month)**
  Productivity last month (June’2014) – 343 Tonnes.
- **Capacity (last month)/(average (last year)**
  The average production last year was 3,500 Tonnes.
- **Turnover (money); (last year)**
  The turnover last year was INR 80 Cr. (2013 - 14)
- **Main clients**
- **Other commitments in the Corporate Social Responsibility field and the aspect of the reputation**
The company provides employment for personnel in the vicinity of their factories.

Manual adequacy:
The company's existing SA manual was reviewed and for any changes since last audit and found no major changes were affected after last audit.

### Verification of entire previous cycle Bureau Veritas Certification audit reports [mandatory for Recertification Audit]:

Not Applicable.

### Description of system conformance [mandatory for all audits]:

*(Each SA8000 element shall be addressed as a macro-area of assessment, and more specific and descriptive notations should be provided for those issues (single requirements) that are relevant to the specific facility/area.)*

Existing Scope of the Organisation has been re-defined as

**MANUFACTURE AND SUPPLY OF 100% COTTON, CARDED, COMBED, COMPACT, OPEN END, BCI AND ORGANIC YARNS**

Scope defined by the organisation has been validated during the course of audit and found relevant to the activities carried out by the organization. The company is practicing SA Management System since 2008. Efforts have seen in sustaining the established system. The improvement of the SA management system in order to enhance overall performance verified through the elements stated by the standard, Policy Commitment, System Conformance and through Internal Audit & Management Review.

#### Management Systems :

<table>
<thead>
<tr>
<th>Provide information regarding: SA8000 Policy &amp; achievements, management reviews, internal audits, role and effectiveness of worker representative/s including involvement in management reviews, objectives &amp; targets discussed/implemented, effectiveness of the company’s corrective action system, compliance to applicable legal requirements, complaints/grievance handling processes, worker awareness about SA8000, control of suppliers, sub-suppliers, homeworkers, outside communication, access for verification/unannounced audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal audits and management reviews are conducted 6 monthly.</td>
</tr>
<tr>
<td>There are 3 qualified internal auditors.</td>
</tr>
<tr>
<td>Internal audits are conducted once in 3 months and MRM once in 6 months.</td>
</tr>
<tr>
<td>Verified the last two internal audits 27/02/2014-28/02/2014 – 2 NCs and 22/05/2014 – 23/05/2014 – 1 NC raised and the same was found to be closed.</td>
</tr>
<tr>
<td>Evidenced the MRM dated 08/05/2014.</td>
</tr>
<tr>
<td>Mr. S. Rajendra kumar, Unit In-charge, SAR</td>
</tr>
<tr>
<td>Mr. K. Socrates, Head - HR, HSR</td>
</tr>
<tr>
<td>Mr. S. Vijayakumar, Head – Production, Grievance Handling In-charge</td>
</tr>
<tr>
<td>Ms. J. Roselin Mary – Women Welfare Officer, evidenced the appointment order dated 05/05/2014.</td>
</tr>
<tr>
<td>Ms. R. Girijadevi, Preparatory sider, NMR found to be selected on 03/05/2010.</td>
</tr>
<tr>
<td>Verified the agreement with Mr. P. Chinnadurai for Canteen dated 1/04/2013 for the period of 1 year.</td>
</tr>
<tr>
<td>Verified the agreement with M/s. Industrial security services, Coimbatore dated 01/04/2013 for the period of 2 years.</td>
</tr>
<tr>
<td>The SA 8000 awareness among workers has improved. Complaints and grievances are handled through committee meetings and suggestion boxes. Verified the election records of the NMR, Ms. R. Girijadevi.</td>
</tr>
<tr>
<td>No supplier audit plan is evidenced to monitor their compliance with respect to SA 8000 requirements.</td>
</tr>
<tr>
<td>Total no. Of suppliers listed is 9. The list of suppliers include the Packing materials, cotton traders, etc. But, the list doesn't include sub-contractors and service providers.</td>
</tr>
</tbody>
</table>

#### Human Resources:

<table>
<thead>
<tr>
<th>Provide information regarding: Company’s recruitment policies, career/evaluation processes, composition of workforce, employee turnover, rate of absenteeism, Number of dismissals, Statutory Labour inspections etc</th>
</tr>
</thead>
<tbody>
<tr>
<td>The recruitment is for the general cadre of casual workers and no apprentices were present during the course of audit.</td>
</tr>
<tr>
<td>The male and female composition is 35:65.</td>
</tr>
<tr>
<td>Absenteeism rate is 11%.</td>
</tr>
<tr>
<td>Nearly 50 workers had left the organisation.</td>
</tr>
<tr>
<td>Verified the last visit of DCIF dated 07/12/2013.</td>
</tr>
</tbody>
</table>

#### Workers’ interviews:

<table>
<thead>
<tr>
<th>Number &amp; type of interviews like individual, group &amp; off site Interviews, methods used to maintain confidentiality, methods used to select personnel for interviews, workers from all shifts &amp; sites (if applicable), Place &amp; duration of interviews in case of multi site audits, %age number of employees interviewed, duration &amp; outcome of the interviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total strength of the organisation is 620 (Male – 219 , Female – 401).</td>
</tr>
<tr>
<td>The personnel present on the day of audit is 271 (Male – 91 and Female – 160) and the rest of the employees will come in the half night and night shifts.</td>
</tr>
</tbody>
</table>
Nearly 35 employees were interviewed. The interview was carried out in individual and groups and all the shifts were covered. 

General work environment is good 
Remuneration is paid in a fair and timely manner 
No discrimination between employees 
No use of coercion or force on workers 
Most employees have been working with this company 1 to 22 years. 
The women feel comfortable and safe in the working environment. 
Pick up and drop facility is by a bus provided by the company for days all employees which is free of cost. 
PPEs are provided to all workers free of cost. 
Salary is paid through the banks on 7th of each month and employee can draw the same by their ATM cards and Bank details of 3 employees verified and found satisfactory 

There is a hostel facility for women employees and sample interview confirmed that they are satisfied with the hostel facilities. They enjoy freedom of movement, and freedom to talk to their family members any time. 
No child labour. 
No requirement to deposit any documents. 
No forced labour and discrimination in promotions, remuneration or other benefits 
Annual medical check ups carried out to all employees. 

**Child labour:** (Describe company’s policy about child labour & Young workers, National minimum age for employment, company’s remediation procedure for child labour) 

Verifed the child remediation procedure defined in the manual. 

The company follows the policy not to engage any child labours, but the young workers are employed after getting the certificate of fitness from the government officials. 

Minimum age for employment is 14 years & above in the company. 

**Forced and Compulsory Labour:** (Describe company’s policy about forced & compulsory labour. Describe the level of communication given to the workers about the awareness of their rights and duties and in general of their labour condition) 

No form of forced/compulsory labour was evidenced during the plant visit and the interaction with the workers. 
They were able to communicate they concerns to their supervisor and if not addressed, then to the managers. 
No lodging of original documents are evidenced. 

**Health & Safety:** (Describe company’s policy on health & safety, H & S risk evaluations with resultant ratings. (If one or several risk categories are graded 1 or 2, then major non conormities need to be given to companies for appropriate corrective actions), Rates of injury, occupational diseases, lost days/absenteeism and number of work-related fatalities with main reasons & effects, Plans for improvements, H & S inspections and main results, Education, instructions, prevention and risk control programmes in place for assisting workforce members, their families or community members affected by HIV/AIDS or other serious communicable diseases, risk evaluation for expectant mothers & provision of maternity leave, specific comments on accommodation facilities, if provided by the company) 

The Health and Safety Representative is Mr. Socrates, Head - HR. 


Internal air quality survey reports dated 25/03/2013 and found the RPM is more than the permissible limit 200 in most of the places. 

Fire rescue team of 28 employees are identified. 

First aid training dated 03/09/2013 given to 20 employees by the st. John Ambulance. 

Verified the register of Accidents, Dangerous occurrences, no accidents were reported since 2002. 
Evidenced the health records dated 25/10/2013 for the canteen employees. 
Evidenced the internal mock drill dated 25/12/2013 and 19/11/2013, mock drill reports are adequate 
The youngest employee is Ms. S. Fathima, autoconer, employee no. 14566, DOJ – 02/09/2013 with DOB – 12/04/1997, evidenced the certificate of fitness dated 25/10/2013. 

The risk assessment for the various operations carried out in the organisation and the risk assessment for the new/expectant mothers demonstrated didnot address all the potential risks, hence a non conformity is raised. 

Verified the requirements of the fire safety checklist and the organisation is graded as 3.
### Audit Report – SA8000
#### Surveillance 1 Audit

<table>
<thead>
<tr>
<th>No</th>
<th>Risk Category</th>
<th>Number Rating (1-5 scale)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Evacuation</td>
<td>4</td>
<td>Workers are aware of the emergency procedures and the conditions of the emergency exit doors, routes found to be unobstructed and the assembly area found to be identified away from the workplace.</td>
</tr>
<tr>
<td>2</td>
<td>Fire Safety</td>
<td>3</td>
<td>The wirings found to be unsafe in some areas and eventhough adequate fire extinguishers and hydrants were present, the length of the water hoses in the hydrant may be reviewed in the storage areas.</td>
</tr>
<tr>
<td>3</td>
<td>Documentation</td>
<td>3</td>
<td>Though the trainings related to the fire safety and health &amp; Safety was evidenced, the risks assessment was not demonstrated during the audit.</td>
</tr>
<tr>
<td>4</td>
<td>Management System</td>
<td>3</td>
<td>The newly appointed H &amp; S Representative may be trained in detail about the SA8000 requirements.</td>
</tr>
<tr>
<td>5</td>
<td>Health &amp; Safety</td>
<td>4</td>
<td>The housekeeping needs to be improved in some areas and the PPEs were found to be used by the employees.</td>
</tr>
</tbody>
</table>

**Freedom of Association & right to collective bargaining:**

(Describe the support provided by the organisation for free unionisation by the workforce, Describe main aspects of TU agreement or other documents, Describe the election of TU or other person involved in this type of activity. Minimum notice period(s) and consultation and negotiation practices with employees and/or their representatives regarding operational changes, % of employees /workers join to trade Union, N° and type of strikes(if any in the last two years)).

There is no trade union exists in the company, however, the employees are not restricted from joining any trade unions. Committees are formed by the employees. There are five committees.

- Grievance and Work Committee
- Welfare committee
- Anti-harassment committee
- Health & Safety Committee
- Canteen committee

The committee consists of personnel from all sections of the factory including women representatives. The awareness of the existence of the committee, frequency of the meetings, outcome of the meetings etc were verified during workers’ interviews and found to be satisfactory.

In the worker category, no notice period is applicable for exiting from the company. Any worker can exit from the company at any time and the monetary dues in the form of unpaid wages, leave salary, eligible bonus @ minimum 8.33% and gratuity are paid to the concerned employee immediately.

No workers’ unrest or strikes of any form was reported in any of the company's factories.

**Discrimination:**

(Describe the company policy related to: the employment practice in relation to the age, equal opportunity, training, workforce performance evaluation, remuneration…trade union membership etc; Supporting evidences that may be reported are: Employment opportunities for disabled & socially disadvantaged groups, number of women in senior position, %age of people with trade union memberships. Number of hours of various trainings provided to different categories of employees, ratio of average remuneration of men & women, % age of employees receiving regular performance & career development reviews etc).

During the audit, no evidences of any discriminatory practices in relation to age, equal opportunity, training, performance evaluation remuneration. During the workers interviews and the subsequent verification of wage records did not show any unfair or discriminatory practices with regards to recruitment, salary pay offs, overtime hours engaged between men and women work force. The remuneration paid is based only on the attendance and number of hours of work performed for the different nature of work involved.

**Disciplinary Practice:**

(Describe company’s policy about disciplinary practices, N° and type of disciplinary practices (last year) and main reason)
The company's disciplinary practices are documented in the “Standing Order” and circulated within the organisation for the knowledge of all workers.


The company's policy is not to institute any disciplinary practice against any employee. No instances of any verbal abuse or physical coercion were reported during employee interviews also. The company has not dismissed any personnel since its inception. Industrial relations are good and workers have good opinion about senior staff and management.

**Working Hours:**

<table>
<thead>
<tr>
<th>Shift</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Shift</td>
<td>08:00 am – 04:30 pm</td>
</tr>
<tr>
<td>Evening Shift</td>
<td>04:30 pm - 01:00 am</td>
</tr>
<tr>
<td>Night Shift</td>
<td>01:00 am – 08:00 am</td>
</tr>
</tbody>
</table>

The time tracking is being done through the time cards and the biometric system found to be not working. The company's policy is to avoid overtime hours. Proper order booking and timely execution of the same are practised to avoid overtime hours. The company has enough capacity to meet the current demand of its customers.

The number of working hours per day is only 8, with 1 Hour 30 minutes lunch break after 4 hours of work. The engagement of overtime is purely voluntary and any employee can refuse overtime. The overtime wages are paid at double the rate as required by 'The Factories Act 1948' whenever engaged.

No overtime hours could be seen in the past few months.

**Remuneration:**

- **Basic Wage:**
  - Apprentices: INR 110/day, DA: INR 113.85/day, Effective rate of wages: INR 223.85/day
  - Min Wages: INR 170/day, Max Wages: INR 380/day

- **Benefits:**
  - INR 5/meal paid by the workers

- **Bonus:**
  - 8.33% of wages paid during the festival Diwali and the payment of bonus was done during the end of October 2013.

- **Earn Leave Payment:**
  - Evidenced the payment done for 228 workers during January 2013 for the period 2012.

- **Wages:**
  - Paid on 7th & 10th of each month by crediting the same to their bank accounts.

- **Attendance:**
  - Basic & DA paid attendance register, wage register, time card and pay slip is verified and found to be OK.

- **Deductions:**
  - No overtime allowed and hence no OT payment

- **BNW:**
  - INR 3459.41 Kindly refer the Living wage calculation and press-release-68th-HCE for the calorie
The take home salary after the deductions is INR 3924. Category of workers permanent, Casuals, Hostel and staff. No apprentice workers are employed.

**System strengths [mandatory for all audits]:** (Identify the key positive findings from the audit)
- Actions for most of the observations raised during the last audit found to be done.

**Improvement observed [recommended for all audits]:** (Identify the key improvements actually observed during the audit)

Verification of each previous BVC audit nonconformity [mandatory for all audits after initial]:
(Identify the effectiveness of the corrective actions for each of the previous NCRs)

*NEW* For recertified clients with annual surveillance option, please mention the justification like absence of major concerns, no repeat of previous NCRs and the client's overall performance in the previous cycle & intervening period

Actions taken for all the NCs raised found to be acceptable, except that of the risk assessment done for the various activities carried out in the organisation, hence again raised as a non conformity.

**Opportunities for improvement :** (Details of areas where improvements are possible)

**Uncertainty / obstacles that could affect the reliability of audit conclusions [if any]:**

The audit team was able to complete the surveillance programme without any alterations within the planned dates and time.

**Unresolved diverging opinions between the audit team & auditee [if any]:**
No unresolved diverging opinions found between the audit team & auditee. The audit process went well.

**Use of logo [mandatory for all audits after initial audit]:** (Confirmation of correct use on letterheads, website, etc.
Confirmation that it is not used on product, primary packaging, etc)
Usage of logo verified and found inline with certification body requirements. However requirements on usage detailed during closing meeting to the auditee.

**Agreed follow-up actions [if NCR pending]:** (Agreed method and dates of the verification of corrective actions)

Two minor non conformities were raised, but, no follow up is required.

**System capability [mandatory for last surveillance in 3 year cycle]:** (Extent to which the system conforms with the audit criteria) Likelihood of company being re-certified.

*NEW* Include a review of the client’s performance history throughout their previous accreditation cycle and the risk associated in considering moving the client to an annual surveillance. [mention in the report of the last surveillance audit in the certification cycle]

The audit time was sufficient to visit and audit the organization. The company continues to effectively maintain the system through its SA 8000 policy and objectives. No uncertainties / obstacles were observed during the audit process and the involvement / commitment of the auditee was high. Also no unresolved or diverging opinions were kept pending and concurrence on audit observation and nonconformity was re-confirmed during the closing meeting.

The maintenance of Social Accountability management system as per SA 8000: 2008 version was verified and found conformance to standard.

Two minor non conformities was reported during this surveillance audit. Considering the effective maintenance, the confidence level of the staff in demonstrating the requirements the organisation will be recommended for continuation of certification to SA 8000: 2008 management system requirements after the effective closure of NCs raised.
# Audit Report – SA8000
## Surveillance 1 Audit

**Audit Summary Report for SA 8000: 2008**

### Contacts:
- **A** – Management Representative
- **B** – Committee Members
- **C** – Purchase & Supplier Controls, Supplier Visit
- **D** – Workers’ interviews (Various Depts)
- **E** – Health & Safety
- **F** – HR Dept.
- **G** – Top management.

<table>
<thead>
<tr>
<th>DEPARTMENTS</th>
<th></th>
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<th></th>
<th>TOTAL NUMBER OF OBS</th>
<th>NCRs</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
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</table>

<table>
<thead>
<tr>
<th>SA 8000 Requirements</th>
<th>Maj</th>
<th>Min</th>
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<tbody>
<tr>
<td>Interested Parties</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Legal Requirements</td>
<td>√</td>
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</tr>
<tr>
<td>Child labour</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Forced Labour</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
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<td>√</td>
</tr>
<tr>
<td>Freedom of Association &amp; Right to Collective Bargaining</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Discrimination</td>
<td>√</td>
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<tr>
<td>Disciplinary Practices</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Working Hours</td>
<td>√</td>
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<tr>
<td>Compensation</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Policy</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Management Review</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Company representatives</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Planning &amp; Implementation</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Consulting SA8000 Guidance Doc.</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Control of suppliers</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Addressing concerns &amp; taking corrective actions</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Outside communication</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Access for verification</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Records keeping</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Use of Logo</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BV General Services</td>
<td>0</td>
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</tr>
<tr>
<td><strong>TOTAL OF NON COMPLIANCE(S)</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL OF OBSERVATION(S)</strong></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
May ’13

Audit Report – SA8000
Surveillance 1 Audit

Auditor Notes

Documents Verified:
1. Factory License DL 575 for 1000 workers valid till 31/12/2014
2. PCB consent for Air and Water NO 6363 valid till 31/03/2016.
3. Stability certificate dated 03/03/2013 valid for 3 yrs. issued by S Ravichandran competency cert no H1/3028/2020 ,9-3-10
5. Fire License no. 10618/E/2013 dated 13/12/2013 valid for 1 year.
6. Pressure vessel examination report Form 8 dated 21/12/2012, the internal hydra test is done on 10-08-2009 and due for next test on 9-08-14. External test carried out valid for 1 year.
7. Explosive license no. P/HQ/TN/15/1540(P15217) dated 23-01-14 valid till 31/12/2018

Observation/Recommendation/Point of improvement raised during the audit:

<table>
<thead>
<tr>
<th>No.</th>
<th>During the next surveillance audit, actions put in place for the following observations, will be verified:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
<td></td>
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<td>3</td>
<td></td>
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<tr>
<td>4</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>The following actions are found in phase of implementation. During the next surveillance audit, the progress will be verified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<td>3</td>
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<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Mr. Rajendra Kumar, 25/07/2014
G. Hemamalini, 25/07/2014

Signed by Company Representative / Date
Signed by BV Auditor / Date

Follow-up visit remarks:

Signed by Company Representative / Date
Signed by BV Auditor / Date