

Fire Protection and Emergency Preparedness Audit Report

Survey Introduction

The objectives of this survey are to review good management practices for fire prevention, emergency preparedness, and fire control. This is not intended to be a comprehensive fire protection inspection or regulatory compliance review, nor should be interpreted as such.

The survey is accomplished through a process that requires a review of emergency response plans, site observations of work practices and conditions, and interviews with management and employees. The results of this survey will help to provide an understanding of management practices for fire prevention, emergency preparedness, and fire control.

Supplier: Shenzhen XXX Electronic & Telecom Ltd.
New Supplier (X) or Existing Supplier in Approval Process () or Approved Supplier ()
First Fire Protection Survey (X) or Review of Fire Protection ()
Date of Survey: April/19/2005
Contact Person at Facility and Phone Number: Mr. F.M. Yeung (Operation Director); (86-755) 2777 9xxx
Street Address: XX XX Industrial Estate, Fuyong Town, Huang Tin, Bao An Country,
City: Shenzhen
State / Province: Guangdong
Country: China
Name of Survey Team Leader and or Consultant Group: Alex Wong, Daintily Quality Consulting Co., Ltd.
Team Members:
Total Number of Employees: 1,500
Type of Operations at Site: Pager, Mobile phone, electronic games, calculator

SURVEY RATING & PROFILE

Instructions and Guidelines:

- 1) The survey consists of three major categories of questions that are evaluated:
 - a) Emergency Preparedness -- Is the site prepared for a fire emergency?
 - b) Fire Prevention -- Does the site have controls or practices in place to prevent fires?
 - c) Fire Control -- Can the site respond to small fires that are extinguishable by fire extinguishers?
- 2) Classification of questions: Questions are classified as: Yes, Partially, and No. The surveyor must mark the appropriate box. If the question is not applicable then the question should be marked as NA.
- 3) Rating the questions:
 - a) Yes -- The site has an established control or practice in place and is being maintained.
 - b) Partially -- The site has not fully implemented the control or practice.
 - c) No -- The site does not have an established control or practice.
 - d) NA -- The control or practice is not applicable to the site.
- 4) Risks & Corrective Action:
 - a) Emergency Preparedness Section: all questions related to this section (page 4 and 5) are considered to be high risk categories that can pose a high potential risk to life. Sites must be prepared to safely evacuate personnel from the site if a fire occurs. Any responses on this section rated as **partial or no must be addressed immediately**.
 - b) Fire Prevention and Fire Control Sections: all questions related to these sections (page 6 and 7) are considered to be high-risk categories that can pose a high potential risk to property loss and business interruption. These sections also significantly contribute to the overall safety of the site's personnel. Any responses on this section rated as **partial or no must be addressed with in a timely manner**.
- 5) New Suppliers vs. Existing Suppliers:
 - a) New Suppliers are expected to meet all requirements of the survey prior to final approval for business.
 - b) Existing Suppliers are expected to address the Emergency Preparedness section immediately and work aggressively to meet the requirements of the Fire Prevention and Control sections.
- 6) Fire Equipment Profile: This section (below) is provided to determine the fire control capabilities of a site. This section does not require a corrective action plan.

FIRE EQUIPMENT PROFILE	Yes	Partially	No	Comments
EQUIPMENT				
1. Does the site have an automatic fire detection and alarm system?		X		Manual activated alarm system and automatic Smoke detection system installed.
2. Does the site have a fire water supply?	X			
3. Does the site have fire pumps?	X			At the Ground floor, beside the thinner warehouse.
4. Does the site have standpipe and hoses?	X			
5. Does the site have automatic sprinklers?		X		Installed in canteen in dormitory area.
6. Does the site have fire hydrants?	X			
7. Does the site have a trained fire brigade?	X			Total 108 members including managers, supervisors.
8. What is the approximate distance from the nearest local fire department to the site?				Approx. Less than 5 minutes driving time apart. Huang Tin Airport is beside the factory.

EMERGENCY PREPAREDNESS

CONTROLS IN PLACE / PRACTICED	Y - yes P - partial N - no	Comments
WRITTEN EMERGENCY PLAN		
Does the site have a written emergency preparedness plan that includes the following elements below?		
1. Listing of alarms and signals to alert people of fire and evacuation?	Y	Through training to inform workers.
2. Listing of emergency telephone numbers to include fire department and medical services?	Y	
3. Responsibilities for managers, supervisors, and employees?	Y	
4. Location of assembly area for personnel?	Y	
5. Procedures to account for personnel after evacuation?	Y	
6. Responsibilities for rescue and medical duties?	Y	
7. All clear and re-entry procedures?	Y	

CONTROLS IN PLACE / PRACTICED	Y - yes P - partial N - no	Comments
EXITS & EVACUATION		
1. Does the site have an emergency alarm system for notifying personnel to evacuate the site?	Y	Manually activated alarm system installed and smoke detection system is also installed.
2. Are aisles kept clear for employee emergency evacuations?	Y	
3. Is emergency powered lighting installed?	Y	
4. Are emergency exit doors clearly marked and illuminated?	Y	

<p>5. Are evacuation routes posted in the work areas with clear directions on how to exit?</p>	<p>P</p>	<p>Evacuation routes arrows are posted in some workshop, but missing in the departments at 1/F. Need improvement for evacuation routes plans to indicate the location of fire preventive device, such as fire extinguishers, fire alarm activation button, fire hydrants.</p>
<p>6. Does each employee have access to not less than two remotely located emergency exits in case the primary emergency exit is blocked?</p>	<p>Y</p>	
<p>7. Is the travel distance appropriate for the employees to the exits? (Shall not exceed 200 feet without supervised sprinkler system)</p>	<p>Y</p>	
<p>8. Are emergency exit doors accessible and kept clear with no obstructions at or near the door?</p>	<p>Y</p>	
<p>9. Do emergency exit doors open freely (unlocked) without any special knowledge to open?</p>	<p>Y</p>	
<p>10. Do emergency exit doors open in the direction of travel? (occupancy of room exceeds 50 people or more)</p>	<p>Y</p>	
<p>11. Are emergency exit discharge paths to safety kept clear?</p>	<p>Y</p>	
<p>12. Does the site conduct annual emergency evacuation drills?</p>	<p>Y</p>	<p>Lasted fire drills were held at May/28/2004 (factory) and June/3/2004 (Dormitory). The fire drill records are in place.</p>

FIRE PREVENTION

CONTROLS IN PLACE / PRACTICED	Y - yes P - partial N - no	Comments
HOUSEKEEPING		
1. Is trash stored in non-combustible containers and emptied on a regular basis?	Y	
2. Are rags soaked with oil and grease disposed of in covered metal containers?	Y	
3. Are areas free of unnecessary combustible materials?	Y	
4. Are floors kept clean from spills and materials?	Y	
5. Are containers labeled with their contents?	Y	
6. Are hazardous and other areas appropriately posted with "No Smoking" signs?	Y	Posted throughout the plant.
7. Is heat-producing equipment such as portable heaters, motors, ovens, etc., kept clear of combustible materials?	Y	
8. Are combustible materials properly stored outside of the building?	Y	Thinner, paints are stored in dangerous goods warehouse outside the factory building.

CONTROLS IN PLACE / PRACTICED	Y - yes P - partial N - no	Comments
ELECTRICAL		
1. Are electrical wires properly covered / insulated to prevent exposure of wires?	Y	
2. Are wires properly attached to fixtures, plugs, circuit breakers, and other equipment?	Y	
3. Are electrical covers in place for junction boxes, outlets, and panel boards?	Y	
SPECIAL HAZARDS		
1. Are flammable liquids properly stored in safety cabinets and / or flammable storage rooms?	Y	

2. Are flammable liquids in use properly stored in safety dispensing containers?	Y	
3. Are hot work permits used when (welding / grinding / cutting / brazing / soldering)?	Y	
4. Are gas cylinders properly stored and secured?	N/A	
5. Are combustible dust operation areas maintained clean (wood / flour / starch)?	N/A	
6. Are spray painting operation areas maintained clean and constructed of non combustible materials, and at least 20 feet from flames, sparks, operating electric motors, and other ignition sources?	N	On/Off switches is close to spraying booths (<20 ft.)

FIRE CONTROL

CONTROLS IN PLACE / PRACTICED	Y - yes P - partial N - no	Comments
ALARMS AND EXTINGUISHERS		
1. Are fire alarms clearly marked and accessible?	Y	
2. Are fire extinguishers available in the work area?	Y	
3. Are fire extinguishers clearly marked and accessible?	Y	
4. Are fire extinguishers fully charged and inspected monthly?	Y	Generally inspection records are in place. It is recommended that inspection record can be traceable to individual device.
5. Are personnel trained on proper operation of fire extinguishers?	Y	