

FLA Audit Profile

Factory Code	350082209H
Country	United States
FLA Affiliate	HarlandClarke
Monitor	Accordia Global Compliance Group
Audit Date	October 8-9, 2009
Products	Printed Checks
Processes	Printing, Binding, Packaging
Number of Workers	91



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Health & Safety: I. Evacuation Requirements and Procedure

H&S.9 All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, the installation and maintenance of an employee alarm and emergency lighting systems, ensuring aisles/exits are not blocked and that workers are not blocked within their workstations, employee education, evacuation procedures, etc.) shall be complied with. Workers shall be trained in evacuation procedures. Alarm systems shall be regularly tested and evacuation drills shall be undertaken at least annually. (S)

Audit Date	Audit Type	Audit Scope	Auditor	Score
10/09/2009	External	FLA IEM Audit Scope	Accordia Global Compliance	Noncompliance

Explanation: a) An emergency light was found out of service in the warehouse that is located at the emergency exit above the exit through the truck driver's waiting room. b) Monitor could not verify, through interviews with workers and document review, that the facility has conducted a fire drill within the past 12 months. Workers have stated that they remember having participated in an evacuation, however, they could not confirm if it occurred in the past 12 months.

Plan Of Action: a) Battery ordered for the out of service light and has been installed. SEI out on 10/30 to verify all lights and alarms are in working order. b) Plan to conduct fire drills at least 2 times/year. Conducted fire drills on Monday, October 19, 2009 with satisfactory evacuation times reported.

DeadLine Date: 12/09/2009

Supplier CAP:

Supplier CAP Date:

Action Taken: External provider verified working order of lights and alarms; Fire Drill was completed and results were under the standard response time. Next drill scheduled for no later than April 2010.

Plan Complete:

Plan Complete Date: 10/30/2009

Action Verified:

Action Verified Text:

Action Verified Date:

Comments:

Confidential Comments:

Health & Safety: M. Chemical Management and Training

H&S.13 All chemicals and hazardous substances shall be properly labeled and stored in accordance with applicable laws. Labels shall be placed in the local language and the language(s) spoken by workers, if different from the local language. Workers shall receive training, appropriate to their job responsibilities, concerning the hazards, risks and the safe use of chemicals and other hazardous substances. (S)

Audit Date	Audit Type	Audit Scope	Auditor	Score
10/09/2009	External	FLA IEM Audit Scope	Accordia Global Compliance	Noncompliance

Explanation: Monitor found flammables, including cans of aerosol paints and PVC cement stored in an unapproved/unrated storage cabinet located on the production floor adjacent to the machine repair shop.

Plan Of Action: Flammable storage cabinet was relocated to the plant floor near the maintenance office for easy accessibility for both maintenance and operators needing supplies. Cabinet was moved to the plant floor on Nov 13, 2009. Another storage cabinet has been received from another plant which was closing and is being placed on the plant floor as well, so there will be two storage areas.

DeadLine Date: 12/09/2009

Supplier

CAP:

Supplier CAP

Date:

Action Taken: HR Manager and the Location Manager have confirmed the relocation and proper usage of this flammable storage cabinet.

Plan

Complete:

Plan Complete Date: 11/13/2009

Action Verified:

Action Verified Text:

Action Verified Date:

Action Verified Date:

Comments:

Confidential Comments:

Health & Safety: R. Machinery Maintenance and Worker Training

H&S.18 All production machinery, equipment and tools shall be regularly maintained and properly guarded. Workers shall receive training in the proper use and safe operation of machinery, equipment and tools they use. Employers shall ensure safety instructions are either displayed/posted near all machinery or are readily accessible to the workers. (S)

Audit Date	Audit Type	Audit Scope	Auditor	Score
10/09/2009	External	FLA IEM Audit	Accordia Global	Noncompliance

Scope Compliance

Explanation: Monitor observed a printing press that was out of service and being worked on by two persons. Although the power source was turned off, there was no lock-out/tag out procedure followed (no lock or tag found at the power source to indicate workers were present and working on the press).

Plan Of Action: Maintenance employees re-educated on authorized Lock-out/Tag-out procedures Nov 11, 2009. Confirmed their understanding that use of a lock or tag is required when working on equipment.

DeadLine Date: 12/09/2009

Supplier CAP:

Supplier CAP Date:

Action Taken:

Plan Complete:

Plan Complete Date: 11/11/2009

Action Verified:

Action Verified Text:

Action Verified Date:

Comments: HR Manager and Location Manager have followed up to confirm continued compliance.

Confidential Comments:

Health & Safety: S. Proper Use of Machinery

H&S.19 Employers shall only use positive incentives (risk awareness training, demonstration of proper use, awards, bonuses, etc.) to ensure workers use machinery, equipment and tools properly and safely. Workers shall not suffer any negative consequences for refusing to work with machinery, equipment or tools that are not properly guarded or reasonably considered unsafe. (P)

Audit Date	Audit Type	Audit Scope	Auditor	Score
10/09/2009	External	FLA IEM Audit Scope	Accordia Global Compliance	Noncompliance

Explanation: One powered industrial vehicle, an "order picker" forklift, is in use. Operators are required to wear safety device that secures them to the cage by means of a belt and harness. Although the facility has the harness, it has not been in much use according to a worker, and was found stored in a cabinet. The use of this safety device is an OSHA requirement.

Plan Of Action: Main Warehouse/Material Handlers re-educated on Oct 12, 2009 to ensure they understand use of the harness is mandatory. Harness permanently reattached to cherry picker on Oct 12, 2009. All other Material Handlers were re-educated on or by Oct 30, 2009.

DeadLine Date: 12/09/2009

Supplier

CAP:

Supplier CAP

Date:

Action HR Manager and Location manager have followed up to confirm compliance.

Taken:

Plan

Complete:

Plan 10/30/2009

Complete

Date:

Action

Verified:

Action

Verified

Text:

Action

Verified

Date:

Comments:

Confidential

Comments:
