

SOP (Standard Operating Procedure) for Factory Selection for OSH Training Programme (OSHTP)

PURPOSE OF THE PROCEDURE

New factors Selection for continuing RSC OSHTP in RSC listed factories.

ASSIGNED STAFF MEMBER

Responsible Team Leader is assigned for this task besides his other assignments.

PROCESS/PROTOCOL

Step 1: Responsible Team Leader will select cluster of factories for OSHTP rollout from the FFC, based on status & criteria. i.e. Active, Inactive Responsible.

Step 2: Check the Factory status from FFC: i). Initial Inspection status (Held or pending), ii). Corrective Action Plan Status (Share with the factory management or not), iii). Escalation Stage. (Stage - 01, 02 or Terminated).

Step 3: Provide the factory list to the Remediation Programme Department for collecting the initial contact number and any outstanding factory issues.

Step 4: Provide the factory list to the "Labour Union Liaison" (OSHTPS – Mir Monir) to check with the IndustriAll Bangladesh Council for factory Union or Solidarity Members status.

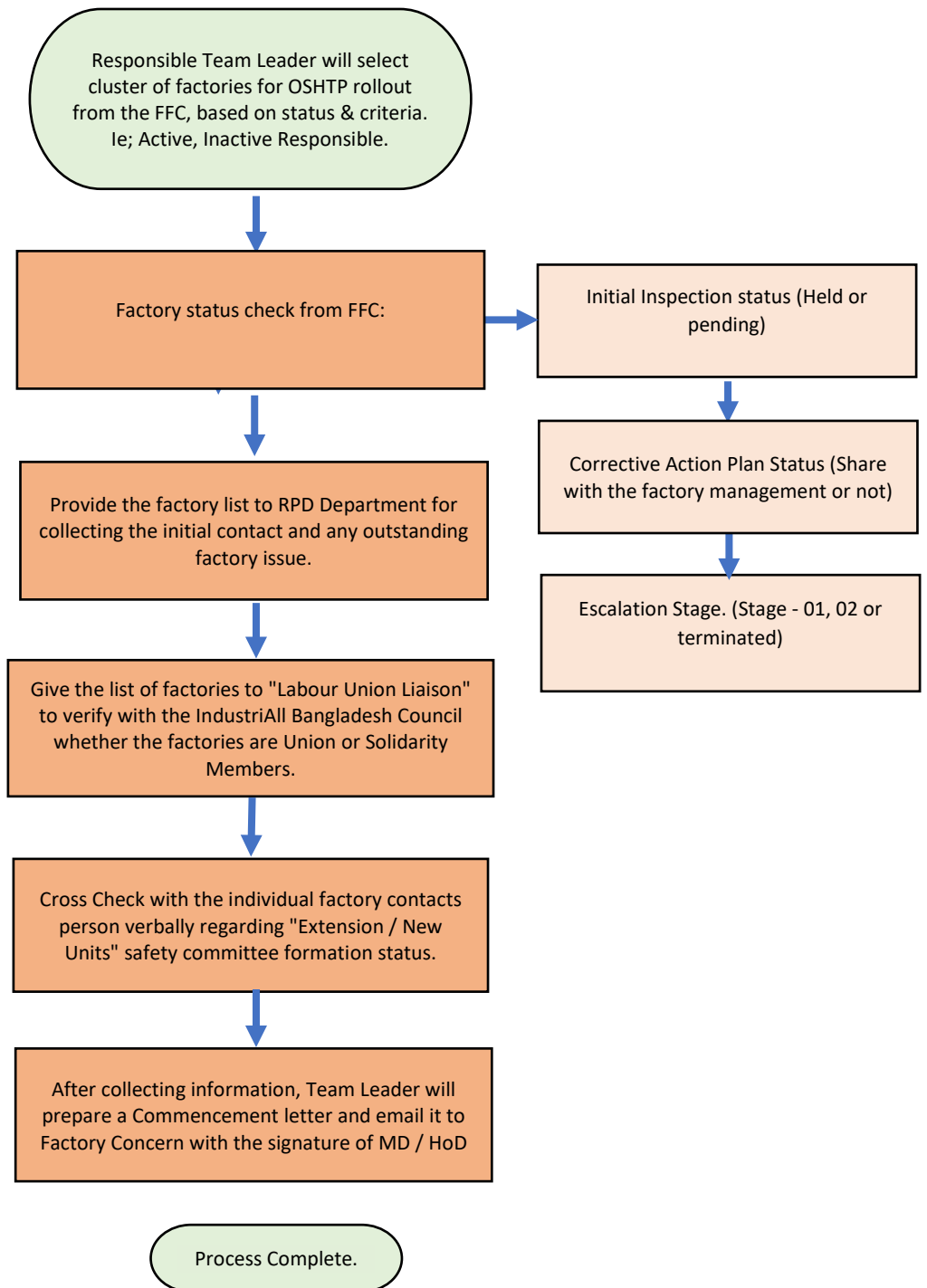
Step 5: Assigned Team Leader/ Responsible OSH Training Program Specialist will cross-check with the individual factory contact person verbally regarding the "Extension / New Units" safety committee formation status.

Step 6: After collecting the above information now Team Leader will prepare a Commencement letter with the signature of the MD / HOD and email it to the Factory concerned.

Process complete.

OSOP #	RSC-SCST-SOP-2021-025	Reviewed By	HoD @ (MP)
Revision #	01	Approved By	MD
Prepared By	TL - Sohel	Approval Date	21-May-2022
Last Review Date	14-Nov-2024	Implementation Date	21-May-2022

PROCESS FLOW CHART



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