

Corrective Action Plan

Client	Galls	QIMA Service Number	R-Cloud-24204522
Supplier	SH VIET NAM CO.,LTD	Auditor(s)	Sammie Dang
Factory	SH VIET NAM CO.,LTD	Date	20-May-2025
Industry	Textile, Apparel, Footwear & Accessories	Country/Region	Vietnam
Audit Type	EA/Announced		

Item No	Result	Finding	Corrective Action Plan	Factory Completion Date	Responsible Person
1.1.1	Minor	The risk assessment was not conducted annually for production activities as required. The latest time was conducted in Mar 2024.	The factory is recommended to conduct risk assessment annually as required.	18-Aug-2025	Mr. KWON MIN/HR and IM - EX Manager
1.1.4	Major	The working condition inspection was not conducted annually as legally required. the latest time was conducted in 08-Apr-2024 and expired on 07-Apr-2025. Ref: Law No 84/2015/QH13 on occupational safety and hygiene, Article 18	The factory is recommended to conduct the working condition inspection annually as required.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.1.5	Major	The annual work-related accidents tracking report which was submitted to local bureau was not available for the review at the assessment time. Ref: Decree No. 39/2016/ND-CP, Article 24.	The factory is recommended to conduct the annual work-related accidents tracking report and submit it to local bureau as required.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.1.6	Major	There was no sufficient required PPE provided at chemical warehouse at the assessment time.	The factory should provide all required PPE.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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1.1.7	Major	1. At least 6 out of ten observed sewing workers did not wear mask while working at the assessment time. 2. Four workers who interacted chemical directly at preparation section were not fully wear required PPEs. 3. Two workers at cutting room were not wear mask while operating. 4. There was no sufficient required PPE provided at chemical warehouse at the assessment time. Ref: Circular 5/2022/TT-BLDTBXH, Article 6.	The factory is recommended to remind and train workers on how to use PPE during working time.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.1.11	Minor	The annual first aid training for first aid team was not conducted as legally required. The latest time was conducted on 30-Mar-2024.	The factory is recommended to provide the annual first aid training as required.	18-Aug-2025	Mr. KWON MIN/HR and IM - EX Manager
1.1.13	Major	The factory conducted the health checks for employees who performed heavy and dangerous jobs as legally required. However, the assessment was not covered the Occupational byssinosis checks for sewing workers as legally required. Ref: Circular 15/2016/TT-BYT, Article 3.	The factory should provide sufficient test of health checks for workers.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.2.1	Major	No evidence of building construction permit of canteen building and laser room available for the verification. Remark: This is the repeat finding.	The factory should obtain the building construction permit of canteen building and laser room for the verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.3.1	Major	The fire-fighting skill training was not conducted annually by local bureau for fire brigade as required. The latest time was conducted on 08-May-2024.	Recommend to conduct annually fire-fighting skill training for fire brigade as required	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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1.3.2	Major	It was noted that all exit doors at accessories warehouse were rolling doors instead of outward doors as required. Ref: Decree 130/2020/ND-CP, Article 5	Recommend to have adequate exits for every floor and each building that meet all legal requirement.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.3.5	Major	At least three emergency routes at finished goods warehouse, accessories warehouse were partially obstructed by cartoons at the assessment time. Ref: TCVN 7435-1:2004 PCCC – Portable fire extinguisher, Point 5.3	Recommend to ensure all evacuation routes free from obstructed all the time including unlocked/unblocked emergency exits, clear aisles, passageways, stairs, etc.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.3.6	Major	No installed fire extinguishers at motorbike parking area at the assessment time. Ref: TCVN 7435-1:2004 PCCC – Portable fire extinguisher, Point 5.3	Recommend to install more fire extinguishers at motorbike parking area in case of emergency.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.3.7	Major	1. There was no maintenance records from qualified service company for fire-fighting system provided at the assessment time. 2. The jockey pump of fire-fighting pump was not functional at the assessment time. Ref: TCVN 3890:2023, clause 4.14. and TCVN 7435-2:2004, Fire protection- Portable and wheeled fire extinguisher, Part 2: Inspection and maintenance, Point 4	Recommend to ensure all fire extinguishing systems (including fire hoses) inspected, maintained properly and ready to use at all times.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.3.9	Major	No the minute of acceptance report or approved for sprinkler design report provided at warehouse for the review at the assessment time.	Recommend to obtain all required documents for sprinkler system for the verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.3.10	Major	The fire drill was not conducted annually with fire policeman as legally required. the latest time was conducted in Mar 2024.	Recommend to conduct the fire drill annually as required.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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1.4.2	Major	1. At least four out of seven stitching workers were not use safety guard while operating at the assessment time. 2. One worker who operated laser machine were not used the lid to cover while machine operated at the assessment time. 3. The safety guards for wheels of ladder at accessories warehouse was not functional at testing. Ref: Labor Code No. 45/2019/QH14, Chapter Ix Occupational Safety And Health, Article 134.	Recommend to ensure adequate guarding or devices installed for moving/rotating parts of machine, pulleys and belts or any other dangerous parts of machines.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.5.1	Major	There was no chemical label for oil machine containers at chemical warehouse. And at least three glueing bottles were not provided secondary containment at preparation section.	Recommend to provide chemical label and secondary containment for chemical containers when storing.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
1.5.2	Major	The hazard diagram on MSDS of chemical were not fully reflected and translated into chemical label for worker's reference.	Recommend to have MSDS and warning / "No Smoking" signs for each chemical products.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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1.6.1	Major	1. There was no prevention method/measurement to cover food while separation at the assessment time. 2. At least two catering staffs did not wear sufficient required PPE while separating food at the assessment time. Remark: 1. The canteen obtained the certificate of food hygiene and safety with valid in 3 years from 25-Sep-2024 to 25-Sep-2027 with Document No. 282/2024/ATTP-CNDK. 2. All food service workers were trained on food hygiene safety in 2024 for 6 employees. 3. All food service workers were provided health exam in yearly and the latest was conducted on 30-Mar-2024 for all employees. 4. The cooking water test was conducted annually and the latest result was complied with local standard.	Recommend to have prevention method to cover food separation and remind workers use required PPEs when separation food.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
2.2.3	Minor	No evidence to prove that the factory have taken actions to reduce/recycle/re-use solid wastes as much as possible.	Recommend to prove that they have taken actions to reduce/recycle/re-use solid wastes as much as possible	18-Aug-2025	Mr. KWON MIN/HR and IM - EX Manager
2.3.3	Major	The result of wastewater test was not available for the review at the assessment time.	Recommend to obtain the result of wastewater test was not available for the review .	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
2.3.5	Major	There was no register for laser section on the registered environment protection plan with local bureau.	Recommend to inventory all air emissions, with sources and identification of treatment needed	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
2.3.6	Major	The result of air quality test was not available for the review at the assessment time.	Recommend to obtain the result of air quality test for the review.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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3.1.1	Critical	Local legal minimum age was 15 years old. It was found that one catering staff with youthful appearance were working at the assessment time. However, when the auditor asked to show ID or any government certificate, he was unable to provide. On the list of caterer staffs working at this audited facility, there was no name of this worker. As the result, the auditor could not verify the compliance on child labor practices at this facility.	Recommend to comply with all requirement on child labor.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
3.1.2	Major	The factory has established a recruitment procedure. But the factory has procedure for their direct workers only not included workers from any contractors.	The factory has established a effective recruitment procedure for all workers.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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3.1.3	Critical	Through the document review, employee and management interview, it was verified that the factory signed a labor contract with all employees and retained proof of age documentation (such as copies of ID, CV, Health Certificates, Application Letter, Resident paper, Education Certificates and photos) for each employee and maintain the information in the employee's personnel file in order to check age as required. But it was found that one catering staff who had the young look were working at the assessment time. However, when the auditor asked to show ID or any government certificate, he could not to provide. On the list of catering staffs working at this audited facility, there was no name of this worker. As the result, the auditor could not verify the compliance on child labor practices at this facility.	Recommend to keep copies or records of ID documents of all workers or similar way to check age.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
3.2.1	Critical	It was found that one catering staff with youthful appearance were working at the assessment time. However, when the auditor asked to show ID or any government certificate, he was unable to provide. On the list of caterer staffs working at this audited facility, there was no name of this worker. As the result, the auditor could not verify the compliance on child labor practices at this facility. Except what have mention above, no other young workers observed at production activities in the factory.	Recommend to keep copies or records of ID documents of all workers or similar way to check age.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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3.2.2	Major	It was found that one catering staff with youthful appearance were working at the assessment time. However, when the auditor asked to show ID or any government certificate, he was unable to provide. On the list of caterer staffs working at this audited facility, there was no name of this worker. As the result, the auditor could not verify the compliance on child labor practices at this facility. Except what have mention above, no other young workers observed at production activities in the factory.	Recommend to keep copies or records of ID documents of all workers or similar way to check age.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
3.2.3	Major	It was found that one catering staff with youthful appearance were working at the assessment time. However, when the auditor asked to show ID or any government certificate, he was unable to provide. On the list of caterer staffs working at this audited facility, there was no name of this worker. As the result, the auditor could not verify the compliance on child labor practices at this facility. Except what have mention above, no other young workers observed at production activities in the factory.	Recommend to keep copies or records of ID documents of all workers or similar way to check age.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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3.2.4	Major	It was found that one catering staff with youthful appearance were working at the assessment time. However, when the auditor asked to show ID or any government certificate, he was unable to provide. On the list of caterer staffs working at this audited facility, there was no name of this worker. As the result, the auditor could not verify the compliance on child labor practices at this facility. Except what have mention above, no other young workers observed at production activities in the factory.	Recommend to keep copies or records of ID documents of all workers or similar way to check age.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

Item No	Result	Finding	Corrective Action Plan	Factory Completion Date	Responsible Person
4.1.1	Critical	Based on timekeeping records in the last 12 months from May 2024 to Apr 2025, it was noted that: 1. Exceed daily OT hours: Workers worked up to 5 OT hours per day instead of not exceed 04 OT hours per day. 2. Exceed total weekly OT hours: Workers worked up to 68 hours per week instead of not exceeding 60 hours per month. 3. Exceed monthly OT hours: Workers worked up to 87,8 OT hours in Apr 2025, 43,4 OT hours in Dec 2024 and 70 OT hours in Sep 2024 instead of not exceeding 40 OT hours per month. Ref: Labor Code No. 45/2019/QH14, Article 107 2. According to security logbook, announcement hiring poster and other relevant documents, it was noted that there were group of anonymous workers worked at this facility without any detailed timekeeping records and payroll. The entry logbook mentioned that having a group of anonymous workers leaving 16:10 without OT (or OT) each evening. When interview the security guards and management team, they could not explained who are they and provided any relating documents. As the result, the auditor were unable to verify wage-related issues (including minimum wage, overtime compensation, and benefits) and working hour-related issues (including standard working hours, weekly rest, and overtime hours).	Recommend to maintain transparent system regarding working hours, wage, and benefits for full verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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4.1.2	Critical	Based on timekeeping records in the last 12 months from May 2024 to Apr 2025, it was noted that: 1. Exceed daily OT hours: Workers worked up to 5 OT hours per day instead of not exceed 04 OT hours per day. 2. Exceed total weekly OT hours: Workers worked up to 68 hours per week instead of not exceeding 60 hours per month. 3. Exceed monthly OT hours: Workers worked up to 87,8 OT hours in Apr 2025, 43,4 OT hours in Dec 2024 and 70 OT hours in Sep 2024 instead of not exceeding 40 OT hours per month. Ref: Labor Code No. 45/2019/QH14, Article 107 2. According to security logbook, announcement hiring poster and other relevant documents, it was noted that there were group of anonymous workers worked at this facility without any detailed timekeeping records and payroll. The entry logbook mentioned that having a group of anonymous workers leaving 16:10 without OT (or OT) each evening. When interview the security guards and management team, they could not explained who are they and provided any relating documents. As the result, the auditor were unable to verify wage-related issues (including minimum wage, overtime compensation, and benefits) and working hour-related issues (including standard working hours, weekly rest, and overtime hours).	Recommend to maintain transparent system regarding working hours, wage, and benefits for full verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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4.1.3	Critical	Based on timekeeping records in the last 12 months from May 2024 to Apr 2025, it was noted that: 1. Exceed daily OT hours: Workers worked up to 5 OT hours per day instead of not exceed 04 OT hours per day. 2. Exceed total weekly OT hours: Workers worked up to 68 hours per week instead of not exceeding 60 hours per month. 3. Exceed monthly OT hours: Workers worked up to 87,8 OT hours in Apr 2025, 43,4 OT hours in Dec 2024 and 70 OT hours in Sep 2024 instead of not exceeding 40 OT hours per month. Ref: Labor Code No. 45/2019/QH14, Article 107 2. According to security logbook, announcement hiring poster and other relevant documents, it was noted that there were group of anonymous workers worked at this facility without any detailed timekeeping records and payroll. The entry logbook mentioned that having a group of anonymous workers leaving 16:10 without OT (or OT) each evening. When interview the security guards and management team, they could not explained who are they and provided any relating documents. As the result, the auditor were unable to verify wage-related issues (including minimum wage, overtime compensation, and benefits) and working hour-related issues (including standard working hours, weekly rest, and overtime hours).	Recommend to maintain transparent system regarding working hours, wage, and benefits for full verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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4.2.1	Critical	According to security logbook, announcement hiring poster and other relevant documents, it was noted that there were group of anonymous workers worked at this facility without any detailed timekeeping records and payroll. The entry logbook mentioned that having a group of anonymous workers leaving 16:10 without OT (or OT) each evening. When interview the security guards and management team, they could not explained who are they and provided any relating documents. As the result, the auditor were unable to verify wage-related issues (including minimum wage, overtime compensation, and benefits) and working hour-related issues (including standard working hours, weekly rest, and overtime hours).	Recommend to maintain transparent system regarding working hours, wage, and benefits for full verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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4.2.2	Critical	According to security logbook, announcement hiring poster and other relevant documents, it was noted that there were group of anonymous workers worked at this facility without any detailed timekeeping records and payroll. The entry logbook mentioned that having a group of anonymous workers leaving 16:10 without OT (or OT) each evening. When interview the security guards and management team, they could not explained who are they and provided any relating documents. As the result, the auditor were unable to verify wage-related issues (including minimum wage, overtime compensation, and benefits) and working hour-related issues (including standard working hours, weekly rest, and overtime hours).	Recommend to maintain transparent system regarding working hours, wage, and benefits for full verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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4.2.3	Critical	According to security logbook, announcement hiring poster and other relevant documents, it was noted that there were group of anonymous workers worked at this facility without any detailed timekeeping records and payroll. The numbers of anonymous workers were not fixed everyday. The least numbers were 5 and maximum up to 20 temporary workers. The entry logbook mentioned that having a group of anonymous workers leaving 16:10 without OT (or OT) each evening. When interview the security guards and management team, they could not explained who are they and provided any relating documents. As the result, the auditor were unable to verify wage-related issues (including minimum wage, overtime compensation, and benefits) and working hour-related issues (including standard working hours, weekly rest, and overtime hours).	Recommend to maintain transparent system regarding working hours, wage, and benefits for full verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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4.2.5	Major	According to security logbook, announcement hiring poster and other relevant documents, it was noted that there were group of anonymous workers worked at this facility without any detailed timekeeping records and payroll. The numbers of anonymous workers were not fixed everyday. The least numbers were 5 and maximum up to 20 temporary workers. The entry logbook mentioned that having a group of anonymous workers leaving 16:10 without OT (or OT) each evening. When interview the security guards and management team, they could not explained who are they and provided any relating documents. As the result, the auditor were unable to verify wage-related issues (including minimum wage, overtime compensation, and benefits) and working hour-related issues (including standard working hours, weekly rest, and overtime hours).	Recommend to maintain transparent system regarding working hours, wage, and benefits for full verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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4.2.6	Major	According to security logbook, announcement hiring poster and other relevant documents, it was noted that there were group of anonymous workers worked at this facility without any detailed timekeeping records and payroll. The numbers of anonymous workers were not fixed everyday. The least numbers were 5 and maximum up to 20 temporary workers. The entry logbook mentioned that having a group of anonymous workers leaving 16:10 without OT (or OT) each evening. When interview the security guards and management team, they could not explained who are they and provided any relating documents. As the result, the auditor were unable to verify wage-related issues (including minimum wage, overtime compensation, and benefits) and working hour-related issues (including standard working hours, weekly rest, and overtime hours).	Recommend to maintain transparent system regarding working hours, wage, and benefits for full verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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4.2.7	Major	According to security logbook, announcement hiring poster and other relevant documents, it was noted that there were group of anonymous workers worked at this facility without any detailed timekeeping records and payroll. The numbers of anonymous workers were not fixed everyday. The least numbers were 5 and maximum up to 20 temporary workers. The entry logbook mentioned that having a group of anonymous workers leaving 16:10 without OT (or OT) each evening. When interview the security guards and management team, they could not explained who are they and provided any relating documents. As the result, the auditor were unable to verify wage-related issues (including minimum wage, overtime compensation, and benefits) and working hour-related issues (including standard working hours, weekly rest, and overtime hours).	Recommend to maintain transparent system regarding working hours, wage, and benefits for full verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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4.2.8	Major	According to security logbook, announcement hiring poster and other relevant documents, it was noted that there were group of anonymous workers worked at this facility without any detailed timekeeping records and payroll. The numbers of anonymous workers were not fixed everyday. The least numbers were 5 and maximum up to 20 temporary workers. The entry logbook mentioned that having a group of anonymous workers leaving 16:10 without OT (or OT) each evening. When interview the security guards and management team, they could not explained who are they and provided any relating documents. As the result, the auditor were unable to verify wage-related issues (including minimum wage, overtime compensation, and benefits) and working hour-related issues (including standard working hours, weekly rest, and overtime hours).	Recommend to maintain transparent system regarding working hours, wage, and benefits for full verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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4.2.9	Major	According to security logbook, announcement hiring poster and other relevant documents, it was noted that there were group of anonymous workers worked at this facility without any detailed timekeeping records and payroll. The numbers of anonymous workers were not fixed everyday. The least numbers were 5 and maximum up to 20 temporary workers. The entry logbook mentioned that having a group of anonymous workers leaving 16:10 without OT (or OT) each evening. When interview the security guards and management team, they could not explained who are they and provided any relating documents. As the result, the auditor were unable to verify wage-related issues (including minimum wage, overtime compensation, and benefits) and working hour-related issues (including standard working hours, weekly rest, and overtime hours).	Recommend to maintain transparent system regarding working hours, wage, and benefits for full verification.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager
5.2.3	Major	On the labor contract in probation period, the factory required the employee shall inform them 7 days in advance if the employees want to quit the job instead of no need to inform any party during the probation period as legally required. Ref: Law 45/2019/QH14, Article 27	Recommend to comply with the termination practices as legally required.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

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5.3.1	Critical	It was found that factory posted the hiring announcement on the main gate which was clearly mentioned that there were some positions only available for female workers such as: 50 female workers for normal jobs, 06 female helper for stitching lines, one helper female workers for cutting section, one female worker for internal security team. In addition, the poster only mentioned the factory has 50 special positions for temporary sewing workers also for the hiring.	Recommend to guarantee the non-discrimination in term of employment, promotion, compensation, welfare, dismissal and retirement, etc. within the company based on criteria of race, birth, religion, national or social origins, sex, family responsibilities, marital status, handicap, sexual orientation or political opinions.	19-Jun-2025	Mr. KWON MIN/HR and IM - EX Manager

Factory Stamp & Site Representative Signature:
Date:

Auditor Signature: 
Date: 20-May-2025