



ASSESSMENT REPORT

Report No S00481
Date of Assessment Report Sep 23, 2004

SECURITY ASSESSMENT REPORT
Manufacturer Rating And Score
[checked] Pass [ ] Conditional Pass [ ] Fail
Refer to Section F for explanation of score and Section G for Corrective/Preventive actions
Vendor Name Collins Co., Ltd.
Manufacturer Name Collins Fashion (PVT ) Ltd.
Manufacturer Code F00705
Manufacturer Address Rotarygama, Inamaluwa, Dambulla Sri Lanka
Manufacturer Contact Persons Mr. Wenders Shieh
Phone Number 94-11-2686200 94-66-2285401 94-11-2686203/4
Fax Number 941-2678089 94-11-2686202 94-66-2685403
Email Address collins@itmin.com; wenders@collinsfashion.com
Basic Products Garments
Type Of Assessment [ ] Initial Assessment [checked] Re-Assessment
Re-Assessment [checked] Failure of Last Assessment [ ] Re-Assessment
Last Report Number S00073
Date of Assessment Feb 12, 2004

Name(IN BLOCK) - Auditor Name(IN BLOCK) - Manufacturer Rep Date
JANELLE WHITLEY MR. LASANTHA Sep 23, 2004

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SECTION A. FACILITIES

SECTION A. FACILITIES	
A.1	Is the facility rented or owned by the manufacturer?
	Owned
A.2	What is the total floor area of the facility in square meters?
	6000 square meters
A.3	What is the type of construction (Concrete, Brick, Metal, Wood or Other)?
	brick/concrete and metal
A.4	Average daily number of personnel in facility?
	850
A.5	Number of supervisory personnel?
	50
A.6	Number of Security Guards at facility?
	12
A.7	How many daily working shifts in the facility?
	1 shift
A.8	Does the facility hire part time employees?
	no
A.9	How many days does the facility operate in a week?
	5.5 days
A.10	How many hours do the employees work in a day?
	8 hours
A.11	Is the facility near major highways or ports?
	4 hours to port, 5 minutes to highway
A.12	Does the facility maintain a separate place to load the merchandise into the container?
	Yes



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SECTION B. SECURITY (120 POINTS CAN BE EARNED)				
PROCEDURAL SECURITY		YES	NO	POINTS GIVEN
B.1	Does the facility have a designated security officer to supervise the introduction/removal of cargo?	<input checked="" type="checkbox"/> 20	<input type="checkbox"/> 0	20
B.2	Does the facility have all goods properly marked, weighed, counted and documented?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.3	Does the facility have procedures and maintain records for verifying seals on containers, trailers and trucks?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.4	Does the facility have procedures and maintain records for tracking the timely movement of incoming and outgoing goods?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.5	Does the facility have procedures for secure storage of empty and full containers to prevent unauthorized access?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.6	Does the facility have procedures to notify Customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company?	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
B.7	Does the facility have adequate written security procedures/manuals in place?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.8	Does the facility have procedures for detecting and reporting shortages and overages?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.9	Does the facility have procedures and maintain records to monitor the raw material vendors?	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
B.10	Does the facility have procedures and maintain records to monitor subcontract vendors?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.11	Does the facility keep customer security procedures/policies, product specifications, purchase orders and manifests?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
<b>SUB TOTAL POINTS GIVEN :</b>				<b>100</b>

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SECTION C. SECURITY (110 POINTS CAN BE EARNED)				
PHYSICAL SECURITY		YES	NO	POINTS GIVEN
C.1	Is the facility constructed of materials that resist unlawful entry and protect against outside intrusion? (Walls, fences, windows and gates)	<input checked="" type="checkbox"/> 20	<input type="checkbox"/> 0	20
C.2	Does the facility have sufficient lighting inside and outside?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
C.3	Does the facility have hired security guards shift on duty for 24 hours?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
C.4	Does the facility have an electronic security system? (automatic alarms, security cameras, etc)	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
C.5	Does the facility have an internal communication system to contact security guards? (Telephone, intercom, walkie-talkies, etc)	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
C.6	Do the security guards regularly check all enclosures inside and outside facility? (Doors, windows, gates and fences, etc.)	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
C.7	Does the facility maintain an external communication system to contact the local law enforcement authorities? (Telephone or alarm, etc.)	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
C.8	Does the facility provide for segregation and marking of international, domestic, high-value and dangerous goods cargo within the facility by a safe, caged or otherwise fenced-in area?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
C.9	Does the facility maintain a parking area for private vehicles separate from the shipping, loading dock and cargo areas?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
C.10	Do the security guards have keys and codes to all locks and alarms on doors, windows, gates, fences, etc?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
C.11	Do other persons in the facility have copies of keys and codes?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
C.12	Are all buildings, cargo-receiving areas, cargo-loading areas, parking areas and entrances monitored by recorded CCTV systems?	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
<b>SUB TOTAL POINTS GIVEN :</b>				<b>90</b>



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SECTION D. SECURITY (110 POINTS CAN BE EARNED)				
ACCESS CONTROL		YES	NO	POINTS GIVEN
D.1	Does the facility have procedures in place to prevent unauthorized access to the shipping, loading dock and cargo areas?	<input checked="" type="checkbox"/> 20	<input type="checkbox"/> 0	20
D.2	Does the facility provide badges or photo IDs for employees?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
D.3	Does the facility require all employees to display these badges or photo IDs while at work?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.4	Does a security guard check all employees in the facility for these badges or photo IDs ?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.5	Does the security guard maintain a list of all employees in the facility?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.6	Is the list updated regularly to reflect new employees and departed employees?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.7	Does a security guard check in/out all vehicles of factory employees when these vehicles enter/exit the facility?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
D.8	Does a security guard check in/out all delivery trucks owned by the factory when these delivery trucks enter/exit the facility?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
D.9	Does this security guard keep a written log of all such delivery vehicles entering or exiting the facility?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.10	Does a security guard check in/out all visitors and their vehicles when visitors enter/exit the facility?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
D.11	Does this security guard keep a written log of all visitors and their vehicles entering/exiting the facility?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.12	Does a security guard always contact the employee in the facility who will meet visitors before allowing the visitors to enter the facility?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.13	If visitors will be entering the facility, does the security guard ensure that the visitors are escorted by a representative of the facility?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.14	Are all visitors accompanied by a representative of the facility at all times?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.15	Are visitors entering the facility required to wear a badge at all times?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
<b>SUB TOTAL POINTS GIVEN :</b>				<b>110</b>



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SECTION E. SECURITY (50 POINTS CAN BE EARNED)				
PERSONNEL		YES	NO	POINTS GIVEN
E.1	Does the facility have procedures for regular employment screening and interviewing of prospective employees, including periodic background checks and application verifications?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
E.2	Does the facility have a security training program to educate all security guards?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
E.3	Does the facility keep all employee personnel records for security tracking purposes?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
E.4	Does the facility have a code of Ethics or Conduct or other guidelines related to the conduct of employees?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
E.5	Does the facility have a procedure for employees to report of any potential security issues?	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 0	0
E.6	Is there any procedure to handle terminated employees to ensure that the keys, badges, etc. are returned to the Personnel Manager before the employees leave?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
E.7	Does the facility have a security awareness program for employees, including recognizing internal conspiracies, maintaining product integrity and determining and addressing unauthorized access?	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
<b>SUB TOTAL POINTS GIVEN :</b>				<b>35</b>



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SECTION F. SCORING

TOTAL POINTS: ( 390 POINTS POSSIBLE )

Table with 4 columns: RATING ATTRIBUTES, % OF TOTAL VALUE, POINTS POSSIBLE, POINTS GIVEN. Rows include B. PROCEDURAL SECURITY, C. PHYSICAL SECURITY, D. ACCESS CONTROL, E. PERSONNEL, and a TOTALS row.

TOTAL SCORE : 86%

(TOTAL POINTS GIVEN DIVIDED BY 390 EQUALS SECURITY ASSESSMENT RATING)

PASS: SCORE ON OR ABOVE 70%
CONDITIONAL PASS: SCORE BETWEEN 60% TO 69%
FAILED: SCORE BELOW 60%

NOTE: RE-ASSESSMENTS ARE CONDUCTED UPON CUSTOMER REQUEST

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**SECTION G. CORRECTIVE/PREVENTIVE ACTIONS & AUDITOR'S COMMENTS**

<b>G.1 SUMMARY OF DEFICIENCY</b>		<b>G.2 CORRECTIVE/PREVENTIVE ACTION</b>	
1	B6: Inadequate written procedures for contacting law enforcement and Customs of security issues.	1	Write procedures. Describe anomalies and illegal activities.
2	B9: No written procedure to monitor raw material and accessory vendors.	2	Write procedures.
3	C4, C12: No electronic and CCTV surveillance system.	3	Install automatic alarm and CCTV system in factory. Maintain CCTV records for 30 days.
4	E5, E7: Inadequate written procedures for employees to report all security issues and for procedures of security awareness training.	4	Write and implement procedures to report security issues (expand definition); and write procedure (program) for security awareness training.
<b>G.3 VENDOR/MANUFACTURER ADDITIONAL COMMENTS</b>			
<b>G.4 AUDITOR'S COMMENTS</b>			
<p>Factory hires private security guard company. (K.A.D)</p> <p>B10: Factory has no sub-contract vendors.</p> <p>B9: All material and accessories are either buyer nominated or nominated by their Taiwan office.</p>			



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**SECTION H. ATTACH PHOTOGRAPHS**

**H.1 List all attached documents here**

**H.2 Photo**