



# A and A SHOES

A 100% export oriented shoe manufacturing factory

*“Committed to deliver  
Quality and satisfaction.”*

**Factory**



**Kotta Bazar, Banshbaria,  
Sitakunda, Chittagong**



## Introduction

A and A SHOES is a 100% export oriented shoes manufacturing factory with the ability to deliver impeccable quality and punctual shipment with in a framework through a professional, reliable and sincere business atmosphere.

We are starting with our first factory and R & D building in 2018 where we can serve with 2 assembly lines with expecting 25% supporting growth in each half year to fulfill our first building capacity till year 2020.





## *Vision Statement*

Our vision is to be :

we will develop new ways of doing business with the aim of doubling the size of our company while reducing our environmental impact.

We will earn our customers' enthusiasm through continuous improvement driven by strong commitment, integrity, teamwork and innovation of A and A people.

## *Mission Statement*

To be one of the finest shoe factory in Bangladesh.



## Factory Profile at a Glance

|                   |  |
|-------------------|--|
| Factory Name :    | A and A SHOES  |
| Factory Address : | Kotta Bazar, Banshbaria, Sitakunda,<br>Chittagong, Bangladesh  |
| Ownar Name        | Ismat Jahan  |
| Telephone :       | +88 031 711038, +88031711009   |
| Fax :             | +88 031 2517950  |
| E-mail :          | info@aandashoes.com  |
| Web :             | www.aandashoes.com.bd  |
| Bank :            | MEGHNA Bank Ltd,<br>Jublee Road Branch, Chittagong.  |
| Legal Status :    | Private ownership Company.   |
| Contact Person    | Mohd. Amzad Hossain Chowdhury (C.E.O/M.D),<br>Email : amzadhc@aandashoes.com<br>Phone : +8801817159333<br><br>Piyapong Samerpitak (Project Director),<br>Email : piyapong@aandashoes.com<br>Phone : +8801877090268<br><br>Sharear H Chowdhury (Executive Director),<br>Email : shahrear@aandashoes.com<br>Phone : +8801925777788 |



|                                      |  |
|--------------------------------------|--|
| <b>Main Product :</b>                | Sports/Atheletic, Casual and Vulcanized Shoes and sandal for Men, Women and Children   |
| <b>Raw Metarials :</b>               | All outsole chemicals and upper raw materials except leather are well sourced from renown companies of various countries.                        |
| <b>Total Area :</b>                  | Building area: 200000 sqf<br>Total Land area :19.79 Acres.   |
| <b>Production Capacity / Annual:</b> | Rubber Outsole: 2.4 milion pair.<br>EVA Sheet : 1500 ton<br>Finish Footwear : 2.4 million and expndng up to 6.00 million pairs with in year 2020 |
| <b>Production Lead time :</b>        | Min 60 days after L/C receiving.   |
| <b>Distance from port :</b>          | 18 kilometers.   |
| <b>Establishment Cost</b>            | 25 million USD   |
| <b>Year of Establishment</b>         | June'2018  |
| <b>Total Employee</b>                | Male : 180 / 40%<br>Female : 270 / 60%   |



|                   |                       |       |
|-------------------|-----------------------|-------|
| <b>Machinery</b>  | Sewing                | : 405 |
|                   | Assembly (2 line)     | : 84  |
|                   | Lamination            | : 2   |
|                   | Cutting               | : 25  |
|                   | Outsole & EVA         | : 79  |
|                   | Laboratory            | : 7   |
|                   | Vulcanizing           | : 1   |
|                   | <hr/>                 |       |
|                   | Total                 | : 603 |
| GPS coordinates   | 22.5525234,91.6910333 |       |
| Production volume | 104000 per month      |       |

### Business Model





Producer : A & A Shoes

OSD : 369103 and Audit M : 141311

Audit Date : 20/12/2018

Audit Type : Full Audit

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Trade with purpose

#### Audit Details

|   |   |  |   |
|---|---|--|---|
| Audit Range :   | <input checked="" type="checkbox"/> Full Audit      | <input type="checkbox"/> Follow-up Audit       |   |
| Audit Scope :   | <input checked="" type="checkbox"/> Main Auditing   | <input type="checkbox"/> Main Auditing & Farms |   |
| Audit Environment :                                   | <input checked="" type="checkbox"/> Industrial      | <input type="checkbox"/> Agricultural          | <input type="checkbox"/> Small Producer |
| Audit Announcement :                                  | <input checked="" type="checkbox"/> Fully-Announced | <input type="checkbox"/> Fully-Unannounced     | <input type="checkbox"/> Semi-Announced |
| Random Unannounced Check (RUC) :                      | No  |  |   |
| Audit extent (if applicable) :                        | none  |  |   |
| Audit interference or contingencies (if applicable) : | none  |  |   |
| Overall rating :                                      | C   |  |   |
| Need of follow-up :                                   | Yes   | If YES? by : 27/12/2019                        |   |

| Rating per Performance Area (PA) |      |      |      |      |      |      |      |      |       |       |       |       |
|----------------------------------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|
| PA 1                             | PA 2 | PA 3 | PA 4 | PA 5 | PA 6 | PA 7 | PA 8 | PA 9 | PA 10 | PA 11 | PA 12 | PA 13 |
| C                                | C    | A    | B    | B    | A    | B    | A    | A    | A     | A     | B     | A     |

#### Executive summary of audit report

"A & A Shoes" is currently located at Kotla Bazar, Banafadar, Sitakunda, Chittagong, Bangladesh. The company is under proprietorship and started operation from July 2018 at same location. Currently total 880 employees including management process workers and service workers are working in the factory. All employees are permanent basis. No piece related workers found in the facility as all the workers are found salary based. Facility does not assess the peak season as they have started their operation from July 2018. Total area of the factory is 1,85,000 square feet.

The facility is engaged in manufacturing and exporting of footwear. The main production processes are listed as follows:

Leather-cutting->Fusing->Preparation->Printing->Stitching->Assembly.

There are 08 buildings in the facility provides which description as below:

Building-1:  
Ground floor: Ironing, Cutting, Emboss, Hot press, EVA, Lat, in bond  
1st floor: Sewing section, Assembly section, Chemical section, Ventilating section  
RoofTop: Vacant

Building-2:  
Ground floor: Dining, Canteen, Training room  
1st floor: Vacant (under construction)  
2nd floor: Office, R&D  
RoofTop: Vacant

Building-3:  
Ground floor: Children room  
RoofTop: Vacant

Building-4:  
Ground floor: Transformer  
RoofTop: Vacant  
Building-5:  
Ground floor: Security room  
RoofTop: Vacant

Building-6:  
Ground floor: Generator (under construction)  
RoofTop: Vacant

#### Audit Process

This full audit was concluded in 03 days as per "as audited plan". On the 1st day of audit 08 December 2018, 01 auditor arrived in the factory at 10:30 AM and an opening meeting was held with the factory management and worker representative. During opening meeting, auditors explained about the amfori BSCI full audit scope & process and a short presentation about the amfori BSCI, its upgrade system and auditing approach. Immediately after the opening meeting, a floor walk was conducted with factory management. Documents list was provided and supplied documents were reviewed. For worker's interview, the auditors selected workers from different production processes and different age groups & gender. The workers were comfortable with the management and with the working environment. Factory started their operation from July 2018. So, auditors verified documents from July 2018 to 31 audit date as available in the factory. The total audit procedure has been completed in 03 days as per "as audited plan".

#### Management Cooperation

Factory management was cooperative with the audit team throughout the audit. They grant the auditors access to all areas, let auditors perform worker interview in separate confidential area without their presence, take photos, provide all required information and documents promptly.

#### Closing Meeting

At the end of the audit process, a closing meeting was held on 27 December 2018 to discuss all the findings raised in the findings report with the factory management. Mr. Ulfari Kumer Chowdhury- Manager (HR, Admin & Compliance) was responsible for the findings report. Overall findings report was issued in both Local & English language. During the closing meeting, factory management agreed with all the findings and agreed the findings report.

#### Remarks

There were two prefabricated one storied sheds owned by some owner. Facility declared that those sheds were out of their scope. Owner has not decided yet for which purpose those sheds will be used. Auditor did not visit as the area was separated by fencing.

Management has requested to change the name from "Chittagong" to "Chittogram" in all required area as the name is changed recently.

Audit scope was from July 2018 to 18 date as factory operation started from July 2018.

Question-7.24 is rated as 'NA' as factory does not provide housing/territory facility to the workers.

Question-8.6 is rated as 'NA' as no young worker was available in the factory.

Question-11.2 is rated as 'NA' as factory did not engage or recruit any migrant worker.

Contractor license is not required as no contracted workers/security is contracted by the facility.

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## Compliance Initiative



Fire Fighting Team



Fire Drill



Fire Fighting Equipment



First Aid Equipment at Floor



In-House Medical Facility



Child Care Facility



Chemical Store



Proper Floor Marking



Using PPE





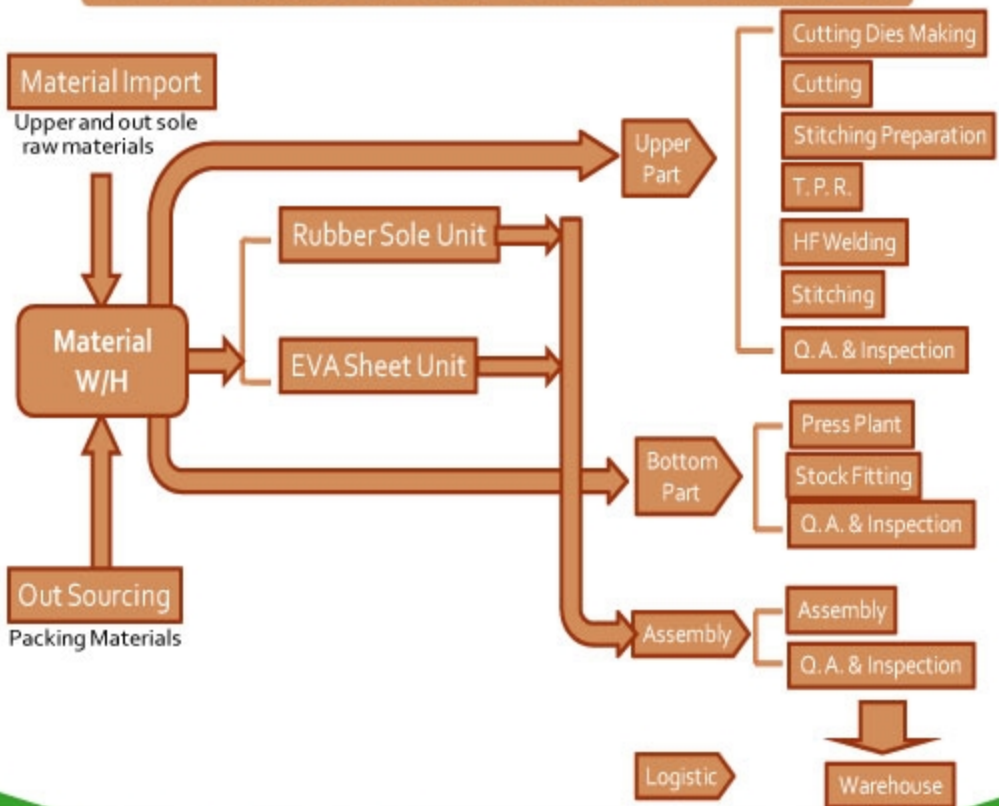
## Different Production Units's

The whole factory operation has been deviated in to two different units.

1. Outsole Unit:
  - Rubber section
  - EVA section
2. Finishing and Assembly Unit:
  - Cutting section
  - Stitching Section
  - Assembly section
  - Finishing section
  - Packaging section



# Production Flow Chart





## Lamination



## Printing





## Outsole (Rubber Section)

- Hot Press Machine: Semi - Automatic #3
- Capacity/Day: 8,000 Pairs for 2018

Auto hot press





## Outsole (EVA Section)

- Hot Press Machine: 1 (one)
- Capacity/Day: 5 Tons





## Finishing and Assembly Unit

- Capacity/Day: 5,000 pairs per day by June 2019





## Lab Facilities

|  |                                |
|--|--------------------------------|
| Servo Control System Universal Testing | Bally leathers flexing tester  |
| Aging oven testing machine             | Din abrasion resistance tester |
| Rheometer                              | Digital Thermometer            |
| 5 Liters kneader mixer                 | Thickness gauge                |





## Design and Development

A and A SHOES have experienced team to make design, development and sample making for bulk production. Our R & D center would be able to support the customers to create and assist in designing and developing new designs. We would be fully equipped facilities such as sample room, showroom, technical center and embroidery shop to meet our customers' requirements.

**Sampling Capacity/Day: 50 Pairs**







## Training center

We are developing our training center under our R & D wing to develop skill labor and employee. We do have experienced skilled trainers to maintain the standard of our workers and employees. Every single labor and employee has to go through the training program.





## **Quality Control**

### **QA and QC Technical Support:**

Our quality control and assurance team in A and A SHOES are skilled and experienced to deliver our clients THE TRUST require to produce mass production.

### **Quality control department Staff:**

QA team 1

QC team 4

### **Procedures of testing Details:**

Quality Control personnel who are all experts in their respective product assignments check the quality at every stage of production, from the incoming raw materials to the finished product.



## Code Of Conduct

### *Employment and the Workplace:*

Equal Employment Opportunity/Nondiscrimination? We believe that all terms and conditions of employment should be based on an individual's ability to do the job and not on the basis of personal characteristics or beliefs. We provide employees with a working environment free of discrimination, harassment, intimidation or coercion relating directly or indirectly to race, religion, sexual orientation, political opinion or disability.

### *Child Labour:*

We do not utilize child labor in the production of any product. We do not employ any person under the age of 18 or the age at which compulsory schooling has ended, whichever is greater.

### *Hours of Labour:*

We maintain reasonable employee work hours based on the limits on regular and overtime hours allowed by local law, or where local law does not limit the hours of work, the regular work week. Overtime, when necessary, is fully compensated according to local law, or at a rate at least equal to the regular hourly compensation rate if there is no legally prescribed premium rate. Employees are permitted reasonable days off (at least one day off in every seven-day period) and leave privileges.

### *Coercion and Harassment:*

We acknowledge the value of our staff and treat each employee with dignity and respect. We do not use cruel and unusual disciplinary practices such as threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse.

### *Compensation:*

We fairly compensate our employees by complying with all applicable laws, including minimum wage laws, or the prevailing local industry wage, whichever is higher.

### *Health and Safety*

We maintain a safe, clean and healthy environment in compliance with all applicable laws and regulations. We provide adequate medical facilities, clean restrooms, reasonable access to potable water, well lit and ventilated workstations, and protection from hazardous materials or conditions.



## Code Of Conduct (Cont.)

### ***Concern for the Environment***

We believe it is our duty to protect the environment and we do this by complying with all applicable environmental laws and regulations.

### ***Ethical Business Practices***

#### **Sensitive Transactions:**

It is our policy to prohibit employees from entering into sensitive transactions -- business dealings generally considered to be either illegal, immoral, unethical or to reflect adversely on the integrity of the Company. These transactions usually come in the form of bribes, kickbacks, gifts of significant value or payoffs made to favorably influence some decision affecting a company's business or for personal gain of an individual.

#### **Confidential or Proprietary Information:**

We take extra care to keep our customers' trust and confidence in us. Thus, we prohibit employees from disclosing confidential or proprietary information outside the Company that could be harmful to our clients, or to the Company itself. Such information may only be shared with other employees on a need-to-know basis.

#### **Fraud and Similar Irregularities**

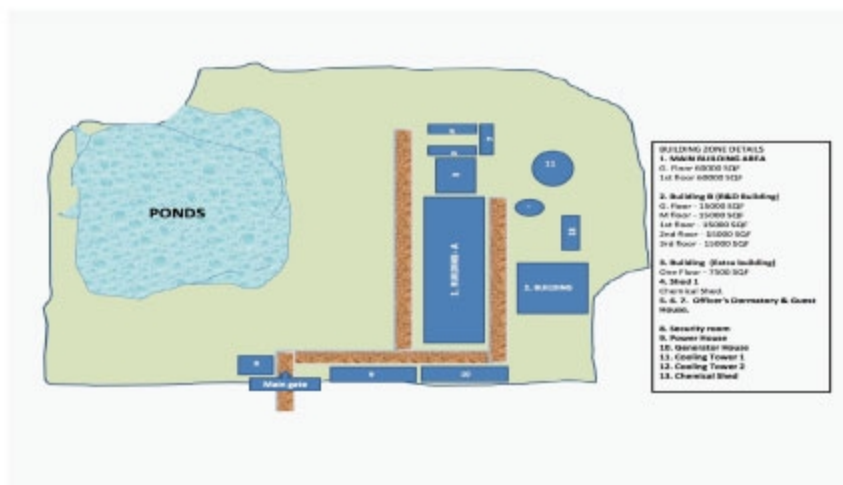
We strictly prohibit any fraudulent activity that might injure our customers and suppliers, as well as the Company. We follow certain procedures concerning the recognition, reporting and investigation of any such activity.

### ***Inspection and Documentation***

We designate one or more of our officers to inspect and certify that the company's Code of Conduct is being observed. Records of this certification shall be accessible to our employees, agents, or third parties upon request.



## A And A Shoes Building And Land Layout



Thanks for staying with us!!