

# Fire Safety Requirements Updates to Ethical Toy Program Audit Protocol

Effective: 1<sup>st</sup> August, 2016

ETP-P-10 V03 (E)

## What is happening?

At ICTI Ethical Toy Program, our first priority is the safety and well-being of workers. We are 100% committed to promoting safe and fair working conditions throughout the toy industry supply chain. It is vital that we review our policies and audit protocols periodically to ensure workers are protected with up-to-date safety standards which meet the responsible sourcing requirements of toy brands and retailers.

A fire which broke out in a Bangladeshi Garment factory back in 2012 was a tragic incident which alerted many buyers, suppliers and regulators to the failings of fire safety regulations. This led to a global focus on the issue and a widespread review of certification standards on fire safety across the globe.

## What does this mean for the Ethical Toy Program?

As a part of our annual policy and audit protocol review, we have updated Ethical Toy Program Audit Protocols on Fire Safety, adding some additional requirements and updating the existing requirements. These changes are made to keep the certification standard up-to-date, and in-line with the expectations of the toy brands and retailers which use it.

## When will the changes come into effect?

The new fire safety requirements have been reviewed by the Program Monitoring and Development Team of Ethical Toy Program and approved by the Technical Advisory Council.

The updates to Section 10, 11 & 12: Fire Safety related requirements of the Audit Check List will be effective on 1<sup>st</sup> August 2016; we will implement the examination of these new requirements in three phases.

### **1<sup>st</sup> Phase:**

In order to help factory to evaluate if they need to make any changes in order to comply with our new requirements, all non-compliances found in an audit will be record as **audit remarks** instead of audit violations between **1<sup>st</sup> August – 31<sup>st</sup> October 2016**.

### **2<sup>nd</sup> Phase:**

Starting from **1<sup>st</sup> November 2016**, if a factory does not comply with the following updated requirements, those not meeting the standard will be seen as audit violations:

#### *Section 10.3*

- *There should be at least two (2) emergency coordinators per shift.*
- *Fire and emergency coordinators should be clearly recognizable to ensure they can be identified during an emergency. Such as: 1. Armbands; 2. Visible badges or flag; 3. Uniforms of a different color than others workers.*

#### *Section: 10.11*

- *Factories which do not have sprinklers or fire hydrants installed must conduct fire drills at least once a quarter.*

#### *Section 10.17*

- *Fire extinguishers should be placed in all “Designated Smoking Areas” with routine inspection.*

#### *Section: 10.36*

- *The factory should have proof of adequate water supply for fire hydrants or sprinklers systems. (The factory will need to prove onsite that the fire-fighting system is functional when necessary.)*
  - *If suction tank, elevated tank or reservoir is installed in the factory, water level of these facilities should be evaluated by facility coordinator to ensure adequate water supply, and inspection records should be documented monthly. Metering device should be installed in suction tank or elevated tank to evaluate the water level. The water level should be within 1 foot (0.3 meter) of the tank’s full capacity.*

#### *Section: 11.4*

- *EHS committee/team(s) should include workers who are responsible for handling and transportation of hazardous waste; these workers should attend each meeting.*

Section: 12.7

- *Nursery area should be set up at ground floor of a non-production area (if applicable).*

### **3<sup>rd</sup> Phase:**

Starting from **1<sup>st</sup> April 2017**, if factory does not comply with the following updated requirements, those not meeting the standard will be seen as **audit violations**; any non-compliance that was identified prior to 1<sup>st</sup> April will only be record as audit remarks:

Section: 10.36

- *All other fire-fighting equipment such as fire hydrant, sprinkler systems etc., where installed, should be inspected by an external party periodically to ensure the equipment is effective, at least on an annual basis.*
  - *The external inspection party can be representatives from the fire department at the county, prefectural or higher level, or an independent fire inspection company qualified by the government. The factory should provide a copy of said party's qualification certificate issued by the government for our review.*
  - *The external inspection must at least include the fire extinguishers, fire alarm system, fire hydrants, and sprinkler system (if installed).*
- *If these facilities are connected to a public water supply, the factory needs to provide an external inspection report as proof of adequate water pressure (external report should be provided at on an annual basis).*
- *Internal inspection should be conducted on all firefighting equipment at least on a monthly basis. As a minimum it must include the fire extinguishers, fire alarm system, fire hydrant, sprinkler system (if installed).*
- *Fire-fighting equipment should be used only for fire-fighting purposes.*

Factory management should pay attention to the important dates mentioned above and work to ensure your factory is in compliance with the new requirements.



If you have any questions on how to implement these requirements, please contact our Factory Helpdesk at [info@ethicaltoyprogram.org](mailto:info@ethicaltoyprogram.org), or attend any upcoming Open Forum training sessions hosted by your local toy associations.

You can view the [full audit checklist of the Ethical Toy Program](http://www.ethicaltoyprogram.org) on our website [www.ethicaltoyprogram.org](http://www.ethicaltoyprogram.org).