

SMETA Corrective Action Plan Report (CAPR)



Version 6.0




GURSALI TEKSTİL

Gursali Tekstil Sanayi ve Ticaret A.Ş.
Cumhuriyet Sanayi ve Ticaret Bölgesi
0224 261 07 49
Etiler/Beşiktaş/İstanbul
Faks: 0224 261 22 86
Mersis No: 0785001211500

Audit Details			
Sedex Company Reference: (only available on Sedex System)	ZC: 1020073	Sedex Site Reference: (only available on Sedex System)	ZS: 1069719
Business name (Company name):	BURSALI TEKSTİL SANAYİ VE TİCARET A.Ş.		
Site name:	BURSALI TEKSTİL SANAYİ VE TİCARET A.Ş.		
Site address: (Please include full address)	DEMİRTAS ORG. SAN. BOLG. CİGDEM 1 SK. NO:14 OSMANGAZI / BURSA	Country:	TURKEY
Site contact and job title:	SELİN KAVAS – SOCIAL COMPLIANCE SPECIALIST / SOSYAL UYGUNLUK UZMANI		
Site phone:	00 90 224 261 07 49	Site e-mail:	selin.kavas@bursalitekstil.com
SMETA Audit Type Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health & Safety	<input type="checkbox"/> Environment <input type="checkbox"/> Business Ethics
Date of Audit:	18&19.12.2018		

Audit Company Name & Logo: 	Report Owner (payee): BURSALI TEKSTİL SANAYİ VE TİCARET A.Ş. 
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Audit Conducted By					
Commercial	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Brand owner	<input type="checkbox"/>	NGO	<input type="checkbox"/>	Trade Union	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)			



Audit company: Intertek

Report reference: AU133449

Date: 18&19.12.2018

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2

BURSALI TEKSTİL
Bursalı Tekstil Sanayi ve Ticaret A.Ş.
Demirtas Bulvarı No: 14 SK. No: 14 BURSA
T: 0224 261 07 49
F: 0224 261 22 36
E: bursalitekstil@bursalitekstil.com.tr
Tic. Sic. No: 0785001211500022

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.0 April 2017 was applied. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers and workers provided by other contractors. Any deviations from the SMETA Methodology are stated (with reasons for deviation) in the SMETA Declaration.

(2) The audit scope was against the following reference documents

2-Pillar SMETA Audit

- ETI Base Code
- SMETA Additions
 - Universal rights covering UNGP
 - Management systems and code implementation,
 - Responsible Recruitment
 - Entitlement to Work & Immigration,
 - Sub-Contracting and Home working,

4-Pillar SMETA

- 2-Pillar requirements plus
- Additional Pillar assessment of Environment
- Additional Pillar assessment of Business Ethics
- The Customer's Supplier Code (Appendix 1)

(3) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non compliances on both the audit report, CAPR and on Sedex.

(4) Any Non-Compliance against customer code shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

BURSA TEKSTİL
Bursa Tekstil Sanayi ve Ticaret A.Ş.
Denizli Dumlupınar O.S.B. Çiğdem 1 Sk.No:14 BURSA
T : 0224 261 07 49
F : 0224 261 22 36
Mersis No: 0785001211500622

SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

- (1) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.
- (2) Any Non-Compliance against customer code alone shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

Any exceptions to this must be recorded here
(e.g. different sample size):

NONE

Auditor Team (s) (please list all including all
interviewers):

Lead auditor:

Team auditor:

Interviewers:

Report writer:

Report reviewer:

Audit Company Report Reference:

Date of declaration:

SERAP TUMEN
MELTEM OZKARA
SERAP TUMEN & MELTEM OZKARA
SERAP TUMEN
CEREN GULDALI
AU133449
19.12.2018

Note: The focus of this ethical audit is on the ETI Base Code and local law. The additional elements will not be audited in such depth or scope, but the audit process will still highlight any specific issues.

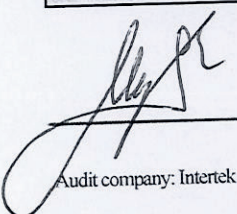
This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post-audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.

BURSALI TEKSTİL
Bursalı Tekstil Sanayi ve Ticaret A.Ş.
Germiye Dumlupınar O.S.B. Çiğdem 1 Sk.No:14 BURSA
T : 0224 251 07 49
F : 0224 251 07 49
Sicil No: 270800
Tic. Sicil No: 0785001211500022

Audit Parameters

Audit Parameters			
A: Time in and time out	Day 1 Time in: 09:00 Day 1 Time out: 17:00	Day 2 Time in: 09:00 Day 2 Time out: 17:00	Day 3 Time in: Day 3 Time out:
B: Number of auditor days used:	2 auditors / denetçi x 2 days/gun		
C: Audit type:	<input type="checkbox"/> Full Initial <input checked="" type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other If other, please define:		
D: Was the audit announced?	<input type="checkbox"/> Announced <input checked="" type="checkbox"/> Semi-announced: Window detail: 4 weeks/hafta <input type="checkbox"/> Unannounced		
E: Was the Sedex SAQ available for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, why not		
F: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please capture detail in appropriate audit by clause		
G: Who signed and agreed CAPR (Name and job title)	SELIN KAVAS – SOCIAL COMPLIANCE SPECIALIST / SOSYAL UYGUNLUK UZMANI		
H: Is further information available (if yes, please contact audit company for details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
I: Previous audit date:	22&23&24.01.2018		
J: Previous audit type:	Periodic / Periyodik		
K: Were any previous audits reviewed for this audit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

Audit attendance	Management	Worker Representatives	
	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Present at the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Present at the closing meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



Audit company: Intertek

Report reference: AU133449

Date: 18&19.12.2018

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5

Borsan Tekstil Sanayi ve Ticaret A.Ş.
 Çanakkale Bulvarı No: 14 BURSA
 T: 0224 261 07 49
 F: 0224 261 22 26
 E: info@borsan.com.tr
 Web: www.borsan.com.tr

D: If Worker Representatives were not present please explain reasons why (only complete if no worker reps present)	There is no worker committee, but there were worker representatives and interviewed with two of them.
E: If Union Representatives were not present please explain reasons why: (only complete if no union reps present)	There was no unionisation activity in the company.

Guidance:

The Corrective Action Plan Report summarises the site audit findings and a corrective, and preventative action plan that both the auditor and the site manager believe is reasonable to ensure conformity with the ETI Base Code, Local Laws and additional audited requirements. After the initial audit, the form is used to record actions taken and to categorise the status of the non-compliances.

N.B. observations and good practice examples should be pointed out at the closing meeting as well as discussing non-compliances and corrective actions.

To ensure that good practice examples are highlighted to the supplier and to give a more 'balanced' audit a section to record these has been provided on the CAPR document (see following pages) which will remain with the supplier. They will be further confirmed on receipt of the audit report.

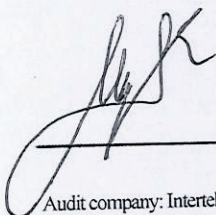
Root cause (see column 4)

Root cause refers to the specific procedure or lack of procedure which caused the issue to arise. Before a corrective action can sustainably rectify the situation it is important to find out the real cause of the non-compliance and whether a system change is necessary to ensure the issue will not arise again in the future.

See SMETA BPG Chapter 7 'Audit Execution' for more explanation of "root cause".

Next Steps:

1. The site shall request, via Sedex, that the audit body upload the audit report, non-compliances, observations and good examples. If you have not already received instructions on how to do this then please visit the web site www.sedexglobal.com.
2. Sites shall action its non-compliances and document its progress via Sedex.
3. Once the site has effectively progressed through its actions then it shall request via Sedex that the audit body verify its actions. Please visit www.sedexglobal.com web site for information on how to do this.
4. The audit body shall verify corrective actions taken by the site by either a "Desk-Top" review process via Sedex or by Follow-up Audit (see point 5).
5. Some non-compliances that cannot be closed off by "Desk-Top" review may need to be closed off via a "1 Day Follow Up Audit" charged at normal fee rates. If this is the case then the site will be notified after its submission of documentary evidence relating to that non-compliance. Any follow-up audit must take place within twelve months of the initial audit and the information from the initial audit must be available for sign off of corrective action.
6. For changes to wages and hours to be correctly verified it will normally require a follow up site visit. Auditors will generally require to see a minimum of two months wages and hours records, showing new rates in order to confirm changes (note some clients may ask for a longer period, if in doubt please check with the client).



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6

URSAL TEKSTİL
 Sanayi ve Ticaret A.Ş.
 S.B. Çiğdem 1 Sk. No:14 BURSA
 Ertuğrulgazi Y.D. 7850012115
 Mersis No: 0785001211500022
 Telas Pazarlama
 0224 251 67 49
 0224 251 22 36

Corrective Action Plan

Corrective Action Plan – non-compliances									
Non-Compliance Number The reference number of the non-compliance from the Audit Report, for example, Discrimination No.7	New or Carried Over Is this a new non-compliance identified at the follow-up or one carried over (C) that is still outstanding	Details of Non-Compliance Details of Non-Compliance	Root cause (completed by the site)	Preventative and Corrective Actions Details of actions to be taken to clear non-compliance, and the system change to prevent re-occurrence (agreed between site and auditor)	Timescale (Immediate, 30, 60, 90, 180, 365)	Verification Method Desktop / Follow-Up [D/F]	Agreed by Management and Name of Responsible Person: Note if management agree to the non-compliance, and document name of responsible person	Verification Evidence and Comments Details on corrective action evidence	Status Open/Closed or comment
N/A	N/A	Denetim süreci dahilinde herhangi bir eksikliğe rastlanmamıştır. No non-compliance was noted during the whole audit process	<input type="checkbox"/> Training <input type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other – please give details:	N/	N/A	N/A	N/A		

Corrective Action Plan – Observations				
Observation Number The reference number of the observation from the Audit Report, for example, Discrimination No.7	New or Carried Over Is this a new observation identified at the follow-up or one carried over (C) that is still outstanding	Details of Observation Details of Observation	Root cause (completed by the site)	Any Improvement actions discussed (Not uploaded on to SEDEX)
		NONE / YOKTUR		



MERSALİ TEKSTİL
 Mersali Tekstil Sanayi ve Ticaret A.Ş.
 Gıda Tarım ve Hayvancılık Bakanlığı
 T.C. 0224 261 07 49
 Ertugralgazi V.D. 7850072115
 Mersis No: 073500721150001

Good examples		
Good example Number The reference number of the non-compliance from the Audit Report, for example, Discrimination No.7	Details of good example noted	Any relevant Evidence and Comments
5. Yaşam Ücreti ve Yan Haklar / Living Wages and Benefits (1)	Meal is provided free of charge to all employees. Yemek tüm çalışanlara ücretsiz sağlanmaktadır.	Employee interview, document review Çalışan görüşmesi, doküman inceleme
5. Yaşam Ücreti ve Yan Haklar / Living Wages and Benefits (2)	Transportation is provided free of charge to all employees. Servis tüm çalışanlara ücretsiz sağlanmaktadır.	Employee interview, document review Çalışan görüşmesi, doküman inceleme
5. Yaşam Ücreti ve Yan Haklar / Living Wages and Benefits (3)	Supermarket cards (equals to 100tl) were given to all workers in every 4 months in a year. Tüm çalışanlara, yılda her 4 ayda bir supermarket kartı (100TL lik) verilmektedir.	Employee interview, document review Çalışan görüşmesi, doküman inceleme
5. Yaşam Ücreti ve Yan Haklar / Living Wages and Benefits (4)	Gift checks (valid in contracted stores or supermarkets) were given to workers who gave suggestions regarding social and quality issues. Sosyal ve kalite konularında öneri veren çalışanlara hediye çekleri (anlaşmalı mağaza ve supermarketlerde geçerli olan) verilmektedir.	Employee interview, document review Çalışan görüşmesi, doküman inceleme



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Bursalı Tekstil Sanayi ve Ticaret A.Ş.
Gömlükler Çarşısı O.S.B. Çiğdem 1 Sk.No:14 BURSA
Tic. Sic. No: 251 07 49
Ertuğrulgazi V.D.7890012115003
Mersis No: 07850012115003



Sedex Audit Reference: 2018TRZAA405794882 SMETA Corrective Action Plan Report (CAPR) Version 6.0

Confirmation

Please sign this document confirming that the above findings have been discussed with and understood by you: (site management)
If actual signatures are not possible in electronic versions, please state the name of the signatory in applicable boxes, as indicating the signature.

A: Site Representative Signature:	SELIN KAVAS	Title SOCIAL COMPLIANCE SPECIALIST / SOSYAL UYGUNLUK UZMANI
		Date 19.12.2018
B: Auditor Signature:	SERAP TUMEN	Title LEAD AUDITOR / BAS DENETCI
	MELTEM OZKARA	AUDITOR / DENETCI
		Date 19.12.2018
C: Please indicate below if you, the site management, dispute any of the findings. No need to complete D-E, if no disputes.		
D: I dispute the following numbered non-compliances: NONE		
E: Signed: (If any entry in box D, please complete a signature on this line)	N/A	Title N/A
		Date
F: Any other site Comments: N/A		

Guidance on Root Cause

Explanation of the Root Cause Column

If a non-compliance is to be rectified by a corrective action which will also prevent the non-compliance re-occurring, it is necessary to consider whether a system change is required.

Understanding the root cause of the non-compliance is essential if a site is to prevent the issue re-occurring.

The root cause refers to the specific activity/ procedure or lack of activity /procedure which caused the non-compliance to arise. Before a corrective action can rectify the situation it is important to find out the real cause of the non-compliance and whether a system change is necessary to ensure the issue will not arise again in the future.

Since this is a new addition, it is not a mandatory requirement to complete this column at this time. We hope to encourage auditors and sites to think about Root Causes and where they are able to agree, this column may be used to describe their discussion.

Some examples of finding a "root cause"

Example 1

Where excessive hours have been noted the real reason for these needs to be understood, whether due to production planning, bottle necks in the operation, insufficient training of operators, delays in receiving trims, etc.

Example 2

A non-compliance may be found where workers are not using PPE that has been provided to them. This could be the result of insufficient training for workers to understand the need for its use; a lack of follow-up by supervisors aligned to a proper set of factory rules or the fact that workers feel their productivity (and thus potential earnings) is affected by use of items such as metal gloves.

Example 3

A site uses fines to control unacceptable behaviour of workers.

International standards (and often local laws) may require that workers should not be fined for disciplinary reasons.

It may be difficult to stop fines immediately as the site rules may have been in place for some time, but to prevent the non-compliance re- occurring it will be necessary to make a system change.

The symptom is fines, but the root cause is a management system which may break the law. To prevent the problem re-occurring it will be necessary to make a system change for example the site could consider a system which rewards for good behaviour

Only by understanding the underlying cause can effective corrective actions be taken to ensure continuous compliance.

The site is encouraged to complete this section so as to indicate their understanding of the issues raised and the actions to be taken.

Disclaimer for CAP (please insert after 'Guidance on Root Cause' section in the CAP Report):
DISCLAIMER:

"This report is for the exclusive use of the client of Intertek named in this report ("Client") and is provided pursuant to an agreement for services between Intertek and Client ("Client Agreement"). This report provides a summary of the findings and other applicable information found/gathered during the audit conducted at the specified facilities on the specified date only. Therefore, this report does not cover, and Intertek accepts no responsibility for, other locations that may be used in the supply chain of the relevant product or service. Further, as the audit process used by Intertek is a sampling exercise only, Intertek accepts no responsibility for any non-compliant issues that may be revealed relating to the operations of the identified facility at any other date. Intertek's responsibility and liability are also limited in accordance to the terms and conditions of the Client Agreement. Intertek assumes no liability to any party, for any loss, expense or damage occasioned by the use of this information other than to the Client and in accordance with the Client Agreement and these disclaimers. The disclaimer should be read in conjunction with the Terms and Conditions of Intertek."



For more information visit: Sedexglobal.com

Your feedback on your experience of the SMETA audit you have observed is extremely valuable. It will help to make improvements to future versions.

You can leave feedback by following the appropriate link to our questionnaire:

Click here for Buyer (A) & Buyer/Supplier (A/B) members:

http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5Iw_3d_3d

Click here for Supplier (B) members:

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d

Click here for Auditors:

<https://www.surveymonkey.co.uk/r/BRTVCKP>

TEKSALI TEKSTİL
TEKSALI TEKSTİL Sanayi ve Ticaret A.Ş.
Emirler Mahallesi, Çiğdem 1 Sok. No:14 BURSA
Tic. Sic. No: 251 67 49
0224 251 22 36
Ertugruloglu V.D.7850012115001
Mersis No: 07850012115001