

Monitoring summary report for Skylark Apparel Limited

MONITORING ID: 26-0378810



Monitored Party Skylark Apparel Limited	amfori ID 050-003066-000	Address Kaliakoir, Birulia Savar, , Dhaka, Dhaka, Bangladesh
Monitoring Activity amfori Social Audit - Manufacturing	Monitoring Type Full Monitoring	Monitoring Partner Bureau Veritas Hong Kong Limited
Monitoring Start Date 23/02/2026	Closing Meeting Finished Date 23/02/2026	Submission Date 04/03/2026
Expiration Date 04/03/2028	Announcement Type Semi Announced	
Site Skylark Apparel Limited	Site amfori ID 050-003066-001	

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OVERALL RATING



SECTION RATING

PA1: Social Management System	C	
PA 2: Workers Involvement and Protection	C	
PA 3: The Rights of Freedom of Association and Collective Bargaining	A	
PA 4: No Discrimination, Violence or Harassment	C	
PA 5: Fair Remuneration	B	
PA 6: Decent Working Hours	A	
PA 7: Occupational Health and Safety	B	

PA 8: No Child Labour	A	
PA 9: Special Protection for Young Workers	A	
PA 10: No Precarious Employment	A	
PA 11: No Bonded, Forced Labour or Human Trafficking	A	
PA 12: Protection of the Environment	B	
PA 13: Ethical Business Behaviour	B	

GENERAL DESCRIPTION

Name of lead auditor: Iffat Fatema Jahan; APSCA membership number: CSCA 21701632

Name of team auditor (if applicable): Md. Arafat Hossain - CSCA 21704850 and SK. Rezowan-Ul-Islam - ASCA 21704591

Name of observers, translators, trainees, advisors/consultants (if applicable): Not applicable

Monitoring partner name: Bureau Veritas Consumer Products Services (Bangladesh) Ltd.

Audit schedule details: This monitoring was planned 03 auditors in one day on February 23, 2026 for 03 Person-days (2.5 Person-days onsite, and 0.5 Person-day reporting). This monitoring starts on 09:05 am and ends on 04:10 pm.

Announcement Type: This was the Semi-announced amfori BSCI full monitoring at Skylark Apparel Limited.

Business partner information: The factory started its operation since October 2025 at Kaliakoir, Birulia, Savar, Dhaka, Bangladesh. The factory specializes in the manufacture of apparel manufacturing; Knit (Tops & Bottom). The main production process is Cutting, Sewing, Finishing and Packing. The factory had no peak season and production is round the year same. The production capacity of the facility is 3,90,000 pieces per month. Total area is about 25610 square feet and production area is about 24000 square feet.

Audited location information: There is no other factory inside the premises. The factory site was owned by the business owner. The facility area consists of 03 buildings. Details are in below

Building #1:

Ground floor: Cutting Section, Accessories Store, Bonded Warehouse, Finished Goods Area, Meeting Room, Office, Medical Room, Childcare Room.

1st floor: Sewing Section, Finishing Section, Packing section, Maintenance Room, Metal Free Zone, Inspection Room, Conference Room, Office

Building #2:

Ground floor: Generator, Substation, Boiler, Compressor, Security Room

Building #3:

Ground floor: Security post

The facility does not provide a dormitory facility for the workers; these are also not legally mandatory. The facility has not ensured a canteen facility for taking light snacks in the facility.

Operating shifts and hours: The facility has a general work shift from 8:00 am to 5:00 pm with 60 minutes' lunch break from 01:00 pm to 2:00 pm. Facility has 03 shifts (Shift-A 6:00 am to 2:00 pm, Shift-B 2:00 pm to 10:00 pm and Shift-C 10:00 pm to 6:00 am) in security section with one-hour break time in each shift. All employees of the factory work 6 days (Saturday to Thursday) in a week. The weekend at the factory is Friday. Security section weekend 01 day provided by rotation. There were no special working hours for vulnerable workers.

Time recording system: The factory is maintaining electronic time keeping system (Face detection) for all workers.

Salary payment details: Per payroll review and interviews with management and employees, all the workers were paid by the monthly wage system. All workers were paid a fixed salary. There were no piece-rated workers. The factory's wage calculation period is from the 1st to the 30th or 31st of every month. Employees were paid a monthly wage at the end of each month by cash within the 7th working day of the following pay period. The last payment date was February 08, 2026, for the month of January 2026. The factory is following minimum wage gazette for RMG, 2023 to determine wages for its workers and providing the lowest minimum wage of BDT. 12500/- to the workers that met the local law.

Worker number information: The facility has approximately 150 employees (male 97 and female 53). Amongst them, 126 are workers (male 75, female 51), and 24 are management staff (male 22, female 02). All workers were recruited by the facility as permanent types, and 100% were Bangladeshi citizens. The youngest worker was above 18 years old in the

factory, which was complying with local law. No pregnant worker, disabled workers, migrant workers, interns, apprentices, or contractor workers were found during the monitoring day.

Good practises: There were no good practices observed in the facility.

Worker organization details: Facility management has formed a Participation Committee (PC) through the collaboration of management and workers by selection on January 01, 2026 Total 10 participation committee members (04 from management side and 06 from workers side). Factory management conducts participation committee meetings in two-month intervals, and the last meeting was conducted on January 22, 2026.

Circumstances: "There were no special circumstances during the monitoring."

Summary of findings: During this monitoring, findings were raised under PA1, PA2, PA3, PA4, PA5, PA7, PA10, PA12 and PA 13.

Living wage calculation: Facility did not estimate living wage to determine a potential gap between present local minimum wage and living wage to meet a decent living standard and so no actions to fill the gaps. As per The Anker Methodology, monthly living wage for the Satellite Cities & areas Surrounding Dhaka, Bangladesh BDT. 30459.00 which includes food cost, housing, non-food non-housing costs with pay stamp. However, factory is providing above minimum wages to all the workers as per law. The Monitoring Person followed GLWC website as the standard living wage for this area.

A total of 20 selected employees (12 males and 08 females) from different sections were interviewed individually and in groups.

At the end of the monitoring, a closing meeting was held with factory representatives; all of the current findings along with corresponding corrective action plans were disclosed and communicated to facility management, and Mr. Md. Bakul Hossain, Manager (HR, Admin & Compliance) and vice president of the Participation Committee, signed the onsite findings report and agreed to take corrective actions.

Remarks:

1. A contractor license or permit, an agency labour contract, government waivers, and collective bargaining agreements, Photographs of dormitories, high-risk health and safety areas, and inconsistencies between time and production records have not been uploaded as these were not applicable for this facility.
2. The facility has verbally discussed with employees regarding Speak for Change (S4C) and taken the necessary steps to implement Speak for Change (S4C) programs.

SITE DETAILS

Site

Skylark Apparel Limited

Site amfori ID

050-003066-001

GICS Classification

Sector	Industry Group	Industry
Industrials	Capital Goods	Industrial Conglomerates
Sub Industry		
Industrial Conglomerates		

amfori Process Classifications

N.A.

NACE Classification

N.A.

GS1 Classifications

N.A.

Water Stress Situation

N.A.

METRICS

Key Metrics

Total workforce	144	Workers
Legal minimum wage in local currency	12,500	Monthly
Lowest wage paid for regular work at the site	12,500	Monthly
Calculated living wage in local currency	30,459	Monthly
Total sample	20	Workers

Other Metrics

Male workers	92	Workers
Female workers	52	Workers
Non-binary workers	0	Workers
Permanent workers - Male	97	Workers
Permanent workers - Female	53	Workers
Permanent workers - Non-binary	0	Workers
Temporary workers - Male	0	Workers
Temporary workers - Female	0	Workers
Temporary workers - Non-binary	0	Workers
Seasonal workers - Male	0	Workers
Seasonal workers - Female	0	Workers
Seasonal workers - Non-binary	0	Workers
Management - Male	22	Workers
Management - Female	2	Workers
Management - Non-binary	0	Workers
Apprentices - Male	0	Workers
Apprentices - Female	0	Workers
Apprentices - Non-binary	0	Workers
Workers on probation - Male	50	Workers
Workers on probation - Female	40	Workers
Workers on probation - Non-binary	0	Workers
Workers with night shift - Male	2	Workers
Workers with night shift - Female	0	Workers
Workers with night shift - Non-binary	0	Workers
Workers with disabilities - Male	0	Workers
Workers with disabilities - Female	0	Workers
Workers with disabilities - Non-binary	0	Workers
Domestic migrant workers - Male	0	Workers
Domestic migrant workers - Female	0	Workers
Domestic migrant workers - Non-binary	0	Workers
Foreign migrant workers - Male	0	Workers

Foreign migrant workers - Female	0	Workers
Foreign migrant workers - Non-binary	0	Workers
Workers hired directly - Male	97	Workers
Workers hired directly - Female	53	Workers
Workers hired directly - Non-binary	0	Workers
Workers hired indirectly - Male	0	Workers
Workers hired indirectly - Female	0	Workers
Workers hired indirectly - Non-binary	0	Workers
Unionised workers - Male	0	Workers
Unionised workers - Female	0	Workers
Unionised workers - Non-binary	0	Workers
Workers under CBA - Male	0	Workers
Workers under CBA - Female	0	Workers
Workers under CBA - Non-binary	0	Workers
Pregnant workers	0	Workers
Workers on parental leave - Male	0	Workers
Workers on parental leave - Female	0	Workers
Workers on parental leave - Non-binary	0	Workers
Sample - Male	12	Workers
Sample - Female	8	Workers
Sample - Non-binary	0	Workers

FINDINGS



PA1: Social Management System

Site: Skylark Apparel Limited | Site amfori ID: 050-003066-001

Question: 1.1 Is there satisfactory evidence that the auditee has set up an effective management system to implement the amfori BSCI Code of Conduct?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through documents review and management interview that the facility management has taken many actions to integrate amfori BSCI requirements into their day-to-day business activities and social aspects but some improvement areas were identified under different Performance Areas, which is evidence of improvements identified in the overall management system against amfori BSCI COC requirements. Note that as the facility has appropriate policies and procedures on social compliance management and the due diligence of amfori BSCI monitoring system is practiced by the facility. So partial rating has been selected in this questionnaire.

Reference: amfori BSCI COC Performance Area 1- Social Management System 1.1

The facility is comfortable with English to receive the report.

Question: 1.3 Is there satisfactory evidence that the auditee has identified their significant business partners and their level of alignment with the amfori BSCI Code of Conduct?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through documents review and management interview that, the procedure to select suppliers and sub-contractors of the facility was not as per amfori BSCI Code of Conduct, as business partner's social performance monitoring procedure (audit criteria, process, responsible person, etc.) was not included in the policy. Moreover, no recording system found for the grievance of communities and business partners.

As the facility has documented partial information for business partners and has a policy and procedure for supplier selection, so partial rating was given to this checkpoint.

The facility is comfortable with English to receive the report.

Finding

Reference: amfori BSCI COC Performance area
1-Social Management System 1.3

PA 2: Workers Involvement and Protection

Site: Skylark Apparel Limited | Site amfori ID: 050-003066-001

Question: 2.1 Is there satisfactory evidence that the auditee has good management practices that involve workers and their representatives in sound information exchange on workplace issues?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through documents review, workers and management interview that the facility management has formed participation committee of the factory through selection basis instead of election basis. Moreover, the facility management did not send meeting minutes of PC to the labour department within seven days of the date of the meeting as per law.

Note: The facility had a policy and procedure about freedom of association and had formed the participation committee by selection and meetings took place regularly. So, partial rating is given in this section.

Reference: Bangladesh Labour law 2006 (Amended on 14 Nov, 2018), Section-205 and Bangladesh Labour Rules 2015, Chapter-13, Rules-187 and Bangladesh Labour Law, 2006, section: 207(2).

The facility is comfortable with English to receive the report.

Question: 2.2 Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the amfori BSCI Code of Conduct?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through document review and management interviews that the facility management has developed vision, mission and long-term goals of the company but no strategic plan has been developed to achieve the goals. Also, long-term goals and general objectives of the company was not developed considering gender-

The facility is comfortable with English to receive the report.

Finding	
responsive plan and needs of most vulnerable groups (e.g. Disable worker, pregnant worker etc.).	
Note: The facility has developed a vision and mission statement as per the requirement of amfori BSCI Code of conduct, so partial rating is given in this section.	
Reference: amfori BSCI COC Performance Area 2-Workers Involvement and Protection 2.2	

Question: 2.4 Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?

ENGLISH	LOCAL LANGUAGE
Finding	
It was noted through interviews with workers, and document review that the facility has provided training on amfori BSCI COC awareness to the workers but 05 out of 20 sampled workers were found not well aware of the requirements of amfori BSCI Code of Conduct. As the facility has a practice to provide training to the workers on amfori BSCI so partial rating has been selected in this questionnaire. Reference: amfori BSCI COC Performance Area 2-Workers Involvement and Protection 2.4.	The facility is comfortable with English to receive the report.

Question: 2.5 Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?

ENGLISH	LOCAL LANGUAGE
Finding	
It was noted through document review and management interviews that the factory did not have a proper grievance-handling procedure to address complaints from the workers through written communication because potential conflicts of interest, investigation process, and grievances solving time frame have not been considered in the procedure. Besides, the factory keeps a grievance register to record complaints received from workers through verbal communication and grievance	The facility is comfortable with English to receive the report.

Finding

boxes but this register did not include essential elements such as the hearing of the parties involved, whether further investigation is necessary, the conclusions reached and accepted by both parties, and the involvement of higher-level management in the lodged grievances. Furthermore, the facility has yet to implement any grievance satisfaction surveys for its business partners and the surrounding communities.

Note that the facility responsible person was assigned to take grievance-related issues and have a system for recording the grievance. So partial rating has been selected in this questionnaire.

Reference: amfori BSCI COC Principle - Workers Involvement and Protection 2.5

PA 3: The Rights of Freedom of Association and Collective Bargaining

Site: Skylark Apparel Limited | Site amfori ID: 050-003066-001

Question: 3.1 Is there satisfactory evidence that the auditee respects the right of workers to form unions - or to refrain from doing so- without distinction whatsoever and irrespective of gender in a free and democratic way?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through documents review, workers and management interview that the facility management has formed participation committee of the factory through selection basis instead of election basis.

Note: The facility had a policy and procedure about freedom of association and had formed the participation committee by selection and meetings took place regularly. So, partial rating is given in this section.

Reference: Bangladesh Labour law 2006 (Amended on 14 Nov, 2018), Section-205 and Bangladesh Labour Rules 2015, Chapter-13, Rules-187.

The facility is comfortable with English to receive the report.

PA 4: No Discrimination, Violence or Harassment

Site: Skylark Apparel Limited | Site amfori ID: 050-003066-001

Question: 4.1 CRUCIAL: Is there satisfactory evidence that the auditee takes the necessary measures to avoid or eradicate discrimination in the workplace?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through documents review and management interview that facility management has developed discrimination policy for the workers but did not conduct any internal assessment on the most frequent grounds used for discrimination as well as the most common activities through which discrimination may occur and did not identify the root cause of discriminatory behaviours.

Note: as facility developed anti-discrimination policy and interviewed employees informed that they are not discriminated in terms of sex, age, religion and region so partial rating is given in this checkpoint.

Reference: amfori BSCI Performance Area 4 - No Discrimination 4.1

The facility is comfortable with English to receive the report.

PA 5: Fair Remuneration

Site: Skylark Apparel Limited | Site amfori ID: 050-003066-001

Question: 5.4 Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through documents review and management interview that the factory has started to collect the data from worker regarding living wage. Only 05 worker's data of living wage are collected. The rest data collection is in process to assess the data regarding basic living wage for the workers. Besides, they did not define their food basket considering the daily nutrition requirements, hence they did not define living wage for the region to identify the gap between provided wage and sufficient remuneration that allows workers to meet a decent living standard.

As factory is providing minimum wage to the workers so partial rating has been selected in this questionnaire.

The facility is comfortable with English to receive the report.

Finding

Reference: amfori BSCI Performance Area 5 - Fair Remuneration 5.4

Question: 5.5 Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted without negative impact on their pay, level of seniority, position, or promotion prospects?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through documents review and management interview that group insurance certificate of the factory has been expired on January 01, 2026 but the factory did not apply yet for the renewal.

As the factory is providing other benefits as per law as partial rating has been selected for this questionnaire.

Reference: Bangladesh Labour Law (Amendment) 2013, Section-99 (1)

The facility is comfortable with English to receive the report.

PA 7: Occupational Health and Safety

Site: Skylark Apparel Limited | Site amfori ID: 050-003066-001

Question: 7.1 Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through documents review, and management & workers' interviews that some lacking's were observed in the Health and Safety System applicable in the occupational health and safety regulations in the factory activities. Thus, relevant issues were noted in some areas to improve in the Health and Safety section. There were no designated people who will be responsible for childcare room.

As, workers are informed on the specific health risks and the necessary protocols they need to follow to overcome those risks, so partial rating is given in this section.

The facility is comfortable with English to receive the report.

Finding	
Reference: Bangladesh Labour Law, 2006, Chapter-8, Section-94	

Question: 7.3 Is there satisfactory evidence that the auditee set up an effective management system that ensures they regularly carry out risk assessments for safe, healthy and hygienic working conditions?

ENGLISH	LOCAL LANGUAGE
Finding	
It was noted through management interview that the facility had not conducted an assessment of potential building or equipment-related safety risks through recognized organizations such as Accord, Alliance, RMG Sustainability Council (RSC), Nirapon, or a government-approved engineering firm. As the facility has conducted risk assessments for other areas, partial rating is given in this section. Reference: amfori BSCI Performance Area 7- Occupational Health and Safe 7.3	The facility is comfortable with English to receive the report.

Question: 7.4 Is there satisfactory evidence of active cooperation between management and workers (and/or their representatives) when developing and implementing systems towards ensuring OHS?

ENGLISH	LOCAL LANGUAGE
Finding	
It was noted through documents review, and management & workers' interviews that safety committee was not formed engaging elected participation committee members as per legal requirements as the facility did not form this participation committee through election yet. Note: The facility management has formed the safety committee by selection but conducted regular meetings with the safety committee. So, a partial rating has been selected in this questionnaire. Reference: Bangladesh Labour Rules, 2015, Chapter-8, Section-81 (1),	The facility is comfortable with English to receive the report.

Question: 7.5 Is there satisfactory evidence that the auditee regularly provides OHS trainings to ensure workers understand the rules of work, personal protection and measures for preventing and reacting to injury to themselves and fellow workers?

ENGLISH	LOCAL LANGUAGE
Finding	
It was noted through documents review, worker and management interview that the facility did not have required (27) trained fire fighting team from appropriate authority as per law. Moreover, date and time was not mentioned in the pictorial record of fire drill record. Note that the facility has appropriate policies and procedures on health & safety and responsible person was assigned to take care for health & safety issues. Facility is keeping record of fire drill in prescribed format. So partial rating has been selected in this questionnaire. Reference: Bangladesh Labour Rules 2015, Chapter- 6, Section-55 (12 & 14);	The facility is comfortable with English to receive the report.

Question: 7.11 Is there satisfactory evidence that the auditee confirms that the equipment and buildings used for production are stable and safe?

ENGLISH	LOCAL LANGUAGE
Finding	
It was noted through documents review and management interview that a. no generator waiver certificate found for the capacity of 200KW generator and did not apply yet. b. No boiler license found for 01 out of 01 boiler and not applied yet for the license. c. It was found that the facility did not obtained building approval plans from the concern authority. However, the facility received building approval from the Local Union Parishad Chairman, who is not authorized to issue such approvals. As other licenses were found valid so partial rating has been selected in the questionnaire. Reference: Bangladesh Energy Regulatory Commission License Regulations, 2006, Section 9 and The Boilers Act 2022, Section-18: Building Construction Act, 1952, Section 3(1,2).	The facility is comfortable with English to receive the report.

Question: 7.17 Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted based on facility visit that, 07 gas cylinders (using for boiler) in three-wheeler van was noted in openly 01 kept near the front of building #2, without proper fencing posing risk of hazards from the explosion. Note: As the facility had other machine guards in place, so partial rating is given in this section.
Reference: Bangladesh Labor Law 2006, section 63(1) D (iii);

The facility is comfortable with English to receive the report

Question: 7.21 Is there satisfactory evidence that the auditee provides workers with access to an appropriate, clean area for storing food, eating and/or cooking?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through plant tour that the factory did not provide dining and canteen facility for their employees. Noted that the facility has 150 employees.

Reference: Bangladesh Labor Law- 2006
Section-93, (1) and Bangladesh Labour Rules 2015 amended in September 1st 2022, Rule-87,

The facility is comfortable with English to receive the report

PA 10: No Precarious Employment

Site: Skylark Apparel Limited | Site amfori ID: 050-003066-001

Question: 10.2 Is there satisfactory evidence that the auditee engages workers based on recognised and documented employment relationships?

ENGLISH

LOCAL LANGUAGE

Finding

Based on document review and interview it was noted that the factory did not arrange service books for 16 out of 20 sample workers.
Note that as facility has provided ID card, nominee form and all other required documents to all employees, so partial rating is given in this section.

Reference: Bangladesh Labor Law 2006, Section 6

The facility is comfortable with English to receive the report.

Finding

(1),

PA 12: Protection of the Environment

Site: Skylark Apparel Limited | Site amfori ID: 050-003066-001

Question: 12.3 Is there satisfactory evidence of the auditee's required environmental permits and licences?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through management interview that factory management did not obtain Environment Clearance Certificate from the Department of Environment (DOE) as per law and not applied yet.

As facility management is aware regarding having environment clearance certificate so partial rating has been selected in this questionnaire.

Reference: Environment Conservation Rules, 2023, section 06 :

The facility is comfortable with English to receive the report.

Question: 12.5 Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through document reviews and management interviews that factory management did not take any initiative on water management such as how to reduce the waste of water, how to increase the conservation of water and what steps they need to take for implement that program. Moreover, the auditee did not have proper identification of water springs, rivers, lakes, and other water ecosystems in the area of the facility. Further, facility management did not collect water extraction permission from the respective authority. Furthermore, the factory management has not installed any water meter to monitor and record the use of underground water in the factory, as such no consumption record was maintained for daily water withdrawal and water use. Note that the facility has appropriate policies and

The facility is comfortable with English to receive the report.

Finding

procedures on water management. So partial rating has been selected in this questionnaire.

Reference: Bangladesh Water Act 2013, Section -24 (1)

PA 13: Ethical Business Behaviour

Site: Skylark Apparel Limited | Site amfori ID: 050-003066-001

Question: 13.4 Is there satisfactory evidence that the auditee collects uses and otherwise processes personal information with reasonable care and in accordance with privacy and information security laws and regulatory requirements?

ENGLISH

LOCAL LANGUAGE

Finding

It was noted through management interviews that facility management did not have any policy or procedure for employees' personal data protection, exchange, and handling, etc.

Reference: amfori BSCI COC Performance Area 13 -Ethical Business Behaviour.13.4

The facility is comfortable with English to receive the report.