



CORRECTIVE ACTION PLAN



AUDITED SITE NAME	YANGZHOU EVER BRIGHT CAPS MANUFACTURE CO.,LTD	YEAR ESTABLISHED	2003
AUDITED SITE ADDRESS	NO.10 HAIWO ROAD, YANGZHOU GUANGLING INDUSTRIAL AREA, YANGZHOU, JIANGSU, CHINA		
CITY / STATE / PIN CODE	YANGZHOU, JIANGSU, 225006	COUNTRY	CHINA
CONTACT PERSON NAME	HUAN ZHILIN	CONTACT TITLE	HR MANAGER
TELEPHONE NUMBER	86-514-87228810	EMAIL	linkin@riorexap.com

SUPPLIER / AGENT NAME	NEW ERA		
SUPPLIER / AGENT ADDRESS	160 DELAWARE AVE., BUFFALO, NY 14202		
CITY / STATE / PIN CODE	NEW YORK	COUNTRY	USA
CONTACT PERSON NAME	JAY.S.SECOR	CONTACT TITLE	DIRECTOR OF GLOBAL QUALITY AND MANUFACTURING ENGINEERING
TELEPHONE NUMBER	0:716-604-9000 X 1801/ C:716-954-7893	EMAIL	Jay.Secor@neweracap.com

AUDIT DATE	Sep10, 2019								
AUDIT TYPE	INITIAL		FOLLOW UP		ANNUAL	V	ANNOUNCED	SEMI-ANNOUNCED	NOT ANNOUNCED
AUDIT TEAM / ROLES									

FINDINGS		CORRECTIVE ACTION PLAN / TIMELINES (to be filled by factory / supplier)	
SOCIAL COMPLIANCE	A6: THE CLIENTS CONDUCT CODE POSTER ARE OLD AND WORN-OUT. H-D CONDUCT CODE IS NOT ON-SITE.	CAP : We will post H-D conduct code on-site. Timeline : September 27th , 2019	
CHILD LABOR			
FORCED LABOR			
DISCIPLINE, HARASSMENT & ABUSE			
DISCRIMINATION			
EMPLOYMENT CONTRACT			
FREEDOM OF ASSOCIATION			
WAGES & BENEFITS			
WORKING HOURS			
GENERAL WORKPLACE CONDITIONS			
OCCUPATIONAL INJURY			
MACHINE & SAFETY HAZARDS	L6:SOME OF WORKERS ARE NOTICED WITHOUT PROPER PPE (EARPLUG / MASKS) IN THE CUTTING AND EMB DEPT.	CAP : 1. We will train workers to wear PPE.2. Regular inspection by supervisor. Timeline : September 27th , 2019	
CHEMICALS & HAZARDOUS MATERIALS			
EMERGENCY PREPAREDNESS & FIRE SAFETY	N1:NO RESPONSIBLE PERSON ASSIGNED.	CAP : We will appoint a responsible person for emergency preparedness and fire safety. Timeline : September 27th , 2019	
ENVIRONMENT	O4:NO FACTORY DOES NOT HAVE NOMINATED INDIVIDUAL .O5:NO PROGRESS MADE IN RECORDS.	CAP: We will appoint a responsible person for environment and record progress. Timeline : September 27th , 2019	
PRODUCT COMPLIANCE	P1/2/4:NO OEKO-TEX® certification.	Q2: CAP : We will contact the certification authority for this certification. Timeline : March 31th,2020	



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QUALITY CONTROL	Q2:INSPECTION TOOL LIKE MEASUREMENT TAPE, WEIGHT ARE NOT CALIBRATED. Q7:THE FACTORY DOES NOT HAVE IN-HOUSE LAB. Q15:PRODUCT SPEC AND SAMPLES ARE NOT VISIBLE AT THE PRODUCTION STAGE. Q19:DOCUMENTATION OF FABRIC INSPECTION WAS MISSED ON -SITE	Q2: CAP : Inspection tools are calibrated./Timeline : October 22th,2019 Q7: CAP : If the customer requests, we will commission a qualified third-party testing agency to test caps. /Timeline : October 31th,2019 Q15 : CAP : Product spec and sample will be placed in the production stage. /Timeline : September 27th,2019 Q19 : CAP : Documentation of fabric inspection will be posted on-site./Timeline : September 27th,2019
RANDOM INSPECTION	1. 4 OUT 5 FOUND DIRTY MARK STAINED OF CAP INSIDE PAPER INSERT CARD. 2. 2 OUT 5 EMB SEWING DEFECT.	CAP :

A CLOSING MEETING HAS BEEN PERFORMED, THE ABOVE FINDINGS WERE DISCUSSED AND A CORRECTIVE ACTION PLAN WAS AGREED UPON.

SIGNATURE - AUDITOR	
KENNY CHAN	
DATE	2019-9-11

SIGNATURE - FACTORY/SUPPLIER REPRESENTATIVE	
HUAN ZHILIN	
DATE	2019-9-11