

FACTORY PROFILE



DAYLIGHT APPAREL LTD.

100% EXPORT ORIENTED APPAREL MANUFACTURING INDUSTRY

**Transform your brand into
a statement of luxury
with Daylight Apparel Ltd.**



*under process

ADDRESS

Corporate Address	House # 21, Floor # 3rd, Lake Drive Road, Sector# 07 Uttara, Dhaka: 1230, Bangladesh
Factory Address	Kumarpara, Duptara, Araihaazar, Narayanganj - 1450, Dhaka, Bangladesh
Email	hello@daylightbd.com
Website	daylightbd.com
Telephone	+880 255093388

CONTACT PERSONS

Amzad Hossain Mustakim

Managing Director

E-mail : ahmustakim@daylightbd.com

Call : +880 1756 001234

Shofiquel Alam

Additional Managing Director & CEO

E-mail : shofiq@daylightbd.com

Call : +880 1713 046455

ABOUT US

Daylight Apparel Ltd. is 100% Export Oriented Ready-Made Garment (RMG) Manufacturer in Bangladesh, specialized on all kinds of knitted & woven items. It is housed on its own land (1,00,000 sft). The determination to achieve superior customer service and on time delivery has Daylight Apparel Ltd. Recognition as an invaluable player and the desire to succeed in customer satisfaction with every order makes it steam stronger.

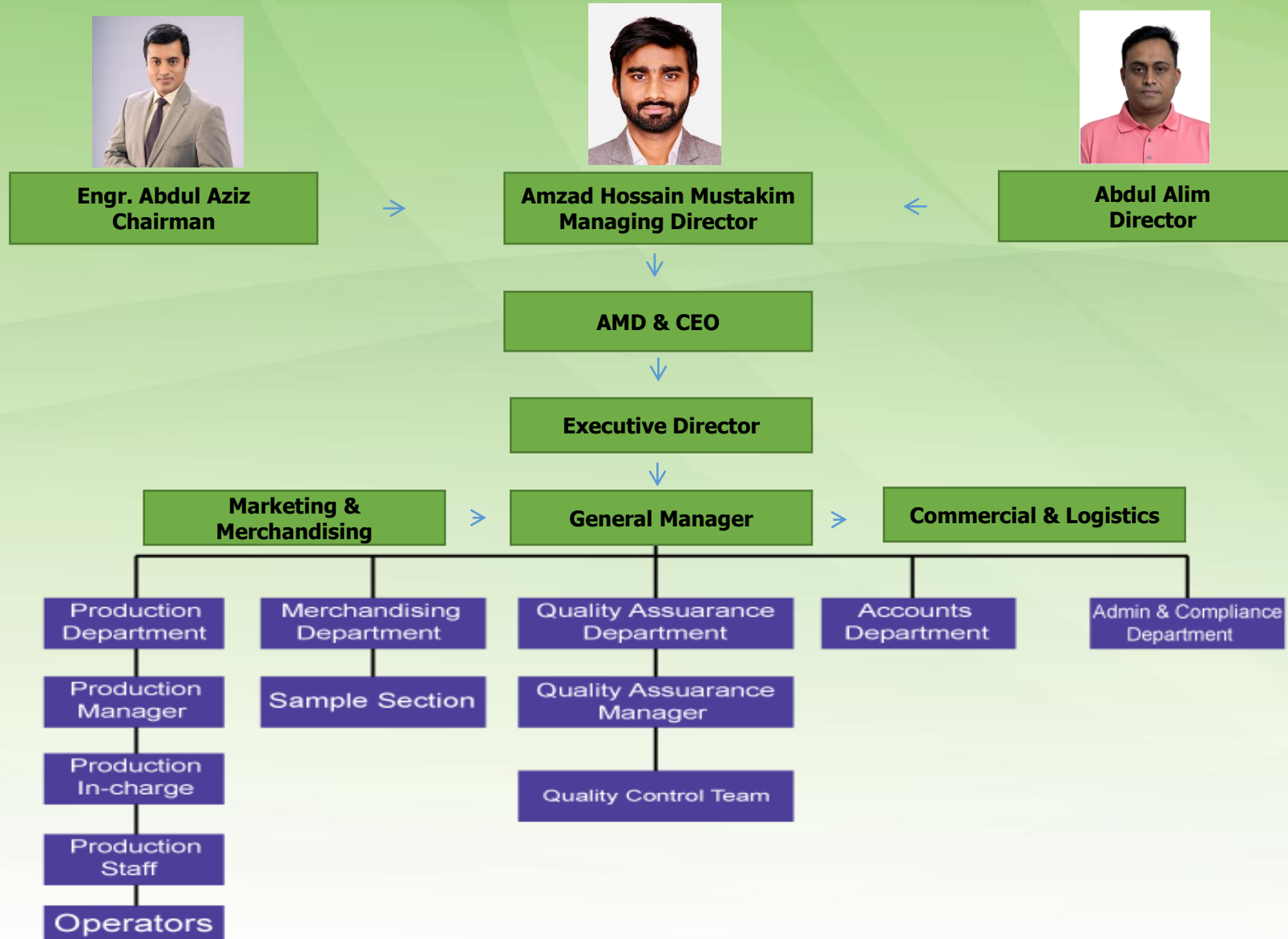
We strictly abide by the instruction and brief received from our honorable clients and are not satisfied until we believe that our suppliers have the same kind of understanding. We offer fast and reliable delivery, excellent Quality Control with flexible manufacturing and production facilities. We have a unique methodology of paper work that immaculately followed and managed by our well-experienced team; we are committed to our customers to deliver High Quality Apparels.

Quality and on time delivery has been the prime target of the company and that is why we have been continuously expanding our facilities. The company dedicates its utmost effort and time to ensure the control process consistently produce high quality products. The task of safeguarding quality is the responsibility of our team of technical quality controllers. Our goal is to achieve product that has no defects. Our quality control team works hard to check the different stages of the production process and acts immediately if any irregularities found. We check quality and accuracy among a set of parameters at each stage of the manufacturing process to assure consistency. Further, for the assurance of consistency on line production systems are applied. As a result, we always produce quality products and always receive appreciations from our honorable buyers.

Being a professional knitwear Manufacturer in Bangladesh, our prime goal is to mark ourselves as a fast-growing, well- established and renowned company. Our main products include all kinds of T-Shirt, Polo Shirt, Sweat Shirt, Jacket, Shorts, Tank-Top, Pajama Set, Children Knitwear and all kinds of knitwear. We frequently improve our garments production complying with excellent quality standards in the fast flourishing garments & research industry. We would like to assure on- time delivery with top class garments after-maintaining all steps of quality level. We are always on the lookout for new designs, so get a hold of us if you want to be part of the family! Inquiries from global wholesalers, distributors, buyers, agents are welcome. Let us have a glance of our core departments.



ORGANOGRAM OF MANAGEMENT



VISION



Be an unmatched
leading ONE STOP
apparel
manufacturing
solution company

MISSION



To produce a wide
range of apparels with
exceptional price,
innovative designs and
value addition



VALUES



Commitment:

We value our commitments for on time delivery, quality and sustainability.



COMPLIANCE



Compliance:

We test our social & technical compliance rigorously & routinely for accountability & transparency.

PRODUCTS

We produce all types of Basic & Fancy Knitwear Garments i.e. T-Shirts, Polo Shirts, Sweat Shirts with Hood & Full Zipper, Half Zipper, Tank-Tops, Boxer Shorts, Overall, Bermuda's, Jogging Trousers, Sportswear, Work wear, Pajamas, Nightwear, Polo Wear, Casual Wear, Formal Wear for Men, Women, Children & Kids. Specially we are manufacturing private label apparels for different Brands & Buyers based on their requirements.



R&D DEPARTMENT

R&D (Research and Development) section plays a vital role in the overall production and quality of the fabric. The task of R & D section starts from fabrication and ends at the final inspection of the finished fabric. That is they used to follow up all the sections like fabric planning, knitting, dyeing, printing, finishing, lab, quality control and assurance etc. till the final finished fabric comes out. Our key strengths are in house Design Studio, Trend Analysis & Forecasting team, 3D rendering, sourcing & manufacturing in one place.



Best Product Forever

**Transform your brand
into a statement of
luxury with Daylight
Group**

[MORE PRODUCT](#)




MERCHANDISING DEPARTMENT

Our Merchandising Department consists of some young and energetic professionals. A highly experienced merchandising manager leads this dynamic team. Who has profound knowledge in procurement, product development, material sourcing, consumption, costing, booking, pattern and all other necessary technical knowledge. There are senior merchandisers, merchandisers and assistant merchandisers who work coherently following a chain of command. The merchandisers deals with every individual orders independently in all aspects of logistic & technical requirements. They strictly follow the Time and Action plan set by merchandising manager. Knitting and dying department extensively related to this department on terms of fabric development, knitting-dying production, fabric, color, shade, construction and so on. Their activities are not limited to consumption, costing, booking & sampling only but also they are actively involved in production floors as well.



MERCHANDISING DEPARTMENT

Section	Corresponding Responsibilities		
Development and Costing	<ol style="list-style-type: none"> 1. Reviewing the development packs RCVD from buyer. 2. Put the developments into work with product development team. 3. Clarify all necessary info with buyer as much as possible. 4. Follow up on the delivered sample deadline. 5. Work out the initial costing (all costing must be checked by merchandising manager) 6. Price negotiation with buyer. 7. Follow up with buyer regarding the feedback of the sample and costing 	Bulk Fabric <ol style="list-style-type: none"> 1. Work out the consumption for each new style from CAD. 2. Provide fabric booking to fabric department with correct quantity and all necessary information. 3. Follow up on the lab dips/strike off submission and chase 4. Follow up on the fabric delivery against critical path 5. Follow up on all fabric approval related issues. 6. Prioritizing the fabric delivery schedule based on the garment delivery dates. 	Filing & Correspondence <ol style="list-style-type: none"> 1. Maintaining style file for all running orders 2. Maintaining the development file. 3. General correspondence with buyer and suppliers. 4. Critical correspondence with buyer and suppliers 5. Weekly updates for buyer, such as audit schedule, production status etc.
Order Confirmation	<ol style="list-style-type: none"> 1. Quoting the delivery dates to buyer after checking factory's capacity situation. 2. Checking all the details in the order sheet once received from buyer. 3. Communicate with buyer regarding any discrepancy in the order sheet. 4. Passing the correct order sheet to all concerned department i.e. planning, production, commercial etc. 	Bulk Trim <ol style="list-style-type: none"> 1. Preparing the cost sheet/ check list for individual trims 2. Chasing the trim details from the buyer. 3. Submitting required trims to buyer for approval. 4. Provide booking for individual trims to the approved source. 5. Chasing the P/I from the most ensure on time delivery. 6. Monitoring the Back to Back L/C or TT payment status. 7. Sourcing all trims from the most commercially viable source. 8. Follow up with suppliers to ensure on time delivery. 9. Liaise with store in order to ensure all trims RCVD in correct quantity and quality. 	Meeting <ol style="list-style-type: none"> 1. Meeting with foreign buyers and suppliers. 2. Meeting with local buyers and suppliers. 3. Internal meeting with production, planning, quality, commercial and HRD.
Sampling	<ol style="list-style-type: none"> 1. Updating production development team regarding different sample requirement of buyer at various stage (sales man, fit ,size set, pp sample etc) 2. Coordinating all fabric + trims which are required for sampling purpose. 3. Coordinating print, embroidery, wash for sampling. 4. Checking all the technical aspects of samples before releasing to customer. 5. Checking all the aesthetic aspects of samples before releasing to customer 6. Checking the quantity requirement of each sample. 7. Checking the necessary paper work of reach sample. 8. Follow up the buyer regarding each sample comments. 	Embellishment <ol style="list-style-type: none"> 1. Chasing the correct artwork for all print/embroidery from buyer. 2. Developing the design in the best possible method 3. Provide capacity booking to print /embroidery plant in advance. 4. Submitting print/embroidery strike off for buyer's approval 5. Passing approved copy of the strike off to the print/embroidery plant. 6. Negotiating the price with the subcontractors. 7. Monitoring the panels sent and receive dates to ensure smooth production flow 8. Communicate with supplier for general issues. 	

QUALITY DEPARTMENT

We have strong quality expert's team, they are maintaining 4 steps of quality level like first team beginning from yarn, knitting to the good quality fabric, second team maintaining proper way of cutting, third team maintaining stitching quality level & fourth team maintaining finishing up to the shipment. The whole processes maintained by a quality Manager. He closely monitors each stage of the manufacturing process from fabric selection to designing, cutting, stitching, finishing etc. keeping in mind the style and comfort of the wearer. Various quality parameters like shrinkage of the fabric, color fastness, light fastness and other specifications checked so that our clients get only the best.



HUMAN RESOURCE DEPARTMENT

We are also aware of our workers and employees whom we consider as the heart of our business. In this regard, we have established a Human Resources Department, which works as a moderator between the governing body and workers. This department is responsible for the recruitment of workers, their data, salaries, bonus, promotion, leave, medical and other facilities. They continuously look after the production floor to ensure a harmless and congenial atmosphere for the workers. They are also liable for the worker and factory's safety measurements. For this reason, they arrange different training programs, fire-drillings, checking the safety equipment on regular basis.



Roles and Responsibilities of HR

1. Recruitment and Hiring
2. Onboarding
3. Performance Management
4. Compensation and Benefits
5. Employee Engagement
6. Compliance
7. Policy Development
8. Talent management
9. Succession Planning
10. Labor Relations
11. Employee Communications
12. Strategic Planning
13. Risk Management
14. Data Analysis
15. Employee Retention
16. Employee Development
17. Change Management
18. Talent Acquisition
19. Employee Benefits
20. Employee Relations



MANPOWER DETAILS

Designation	Number	Designation	Number
Merchandiser	20	H.R/Compliance	04
Fashion Designer	05	Business Development	06
P.M	02	Finishing In-Charge	01
Sample Section	10	Quality Inspector	08
Q.C Manager	01	Quality Controller	04
Line Chief	08	Cutting Manager	01
Operator	160	Helper	60
Supervisor	04	Cutting Operator & Cutting Asst.	19
Iron Man	16	Folding Man	08
Packing Man	04	Poly Man	08
Finishing Quality	16	Mechanic	02
Electrician	01	Security Guard	04
Checker	04	Sweeper	02
Cleaner	04		

MACHINERY LIST

SL	Name Of The Machine	Brand	M/c Model	Qty.
01	Single Needle Lock Stitch (Auto)	Juki	DDL-9000A-S	40
02	Single Needle Lock Stitch	Juki	DDL-8700	15
03	Double Needle Lock	Juki	LH-3528A-2	04
04	Double Needle Chain	Juki	MH-380	04
05	Overlock M/c (4 thread)	Juki	MO-6814S	65
06	Overlock M/c (5 thread)	Juki	MO-6816S	16
07	Flatlock M/c	Juki	MF-7523	24
08	Feed of the Arm	Juki	MS-1261	04
09	Button Hole M/c	Juki	LBH-1790AN	04
10	Button Attach M/c	Juki	LK-1903BN-SS	04
11	Bar Tack M/c	Juki	LK-1900BN	04
12	Kancai M/c	Kancai	KS-1820826	02
13	Picoting M/c	Baihui	BH-1302-4W	02
14	Snap Buttong	Hesen	HS-818	08
15	Flatlock M/c (Small Cylinder)	K4	JK-8670BDI	06
16	Flatlock M/c (Big)	Jack	K4	12
17	Rib Cutter M/c	Jakson	JK-801A	03

FIRE EQUIPMENTS

SL	Item Description	Quantity
2.	05 KG DCP Fire Extinguishers	17 Nos.
3.	05 KG CO2 Fire Extinguishers	02 Nos.
4.	10 liter Foam Fire Extinguishers	02 Nos.
5	Exit and Emergency sign Lights	10 Nos.
6	Emergency For Lights	05 Nos.
7	Fire Extinguisher user manual instruction signs	19 Nos.
8.	Smoke detectors	12 Nos.
9.	Fire Alarm Siren & Rotary Lights	06 Nos.
10	Fire Alarm Switches	03 Nos.
11	First Aid Box	02 Nos.
12	Fire Hooks	02 Nos.
13	Fire Bitter	02 Nos.
14	Fire Belcha	02 Nos.
15	Stretcher	01 Nos.
16	Lock Cutter	01 Nos.
17	Emergency Hand Bell	01 Nos.
18	Fire Blankets	06 Nos.
19	Reserve water drum	02 Nos.
20	Fire Bucket	08 Nos.
21	Smoke Masks	06 Nos.
22	Fire Fighting Dresses	12 Nos.
23	Safety Helmet	06 Nos.
24	Gum Boots	06 Pairs
25	Protective Hand Gloves	06 Pairs
26	Ear Plugs	12 Pairs

SAMPLE SECTION

The sample section is one of the important sections in the apparel industry. Because Sample plays a vital role in attracting buyers and confirming the order. Here, the first duty is to make the correct sample according to the buyer's recommendation. As the buyers generally place the order once satisfied with the quality and responsiveness of the sample. Our corresponded team strongly follow up the sample section's activities.



Process of Sample Making:

1. **Received tech pack from the buyer:** Merchandiser receives all the tech pack from the buyer. Where tech pack contains all the required information about the garments order viz: reference sample, measurement chart, print instruction, embroidery instruction, wash instruction, and so on.
2. **Pattern making:** A sample pattern has to develop according to the tech pack provided by the buyer.
3. **Fabric cutting:** After developing a sample pattern, the fabric has to cut here by following the pattern.
4. **Print or embroidery (if required):** If the tech pack contains print or embroidery instructions then those should be completed in the cutting fabrics according to the tech pack.
5. **Sewing:** garments are sewn according to the measurement chart.
6. **Finishing:** Ironing or pressing has done in the garments here according to the measurement chart.
7. **QC check:** A quality controller inspects the sample garment here by following the tech pack.
8. **Send to the buyer for approval:** Garment sent to the buyer for approval. If it approves by the buyer then the garments merchandiser can start the next processes for the garments production.

CUTTING SECTION

- 4 Point system fabric inspection before Cutting.
- Maintain shade continuity for all Colors.
- Fabric relaxation rack.
- 100% panel inspection.
- Appropriate numbering system.
- 100% trail run before each bulk cutting
- Safety measures for all manual cutter.



SEWING SECTION

Sewing is an important department in the **garments manufacturing** industry. All the parts of a garment are joined here by making stitches with the help of a needle and thread. Where the sewing process flow chart helps to make a complete garment easily. By maintaining the sewing process flow chart, we complete all orders in timely.

- ❑ More than 380 skilled man-power.
- ❑ 10,500 Pcs daily production capacity.
- ❑ 8 Sewing Line.
- ❑ Equipped with latest (auto) machinery.



S/L	Process	Job
01	Product analysis	In which way, a product has to sew, it's decided here.
02	Set up a target for production	Have to set a target for production based on the shipping schedule.
03	Set up machine layout based on target	Have to prepare a machine setup layout based on daily target quantity.
04	Set up operator layout based on target	Prepare operator layout set up based on machine quantity.
05	QC check of the product	Each garment must have to fulfill its right quality. So, product checking must be needed by QC.
06	Line balancing	Line balancing is a tool used for production line to capacitate the flow line of production.
07	Line setup	Line setup must be needed to achieve healthy production.
08	Distribution of all the processes	All the processes of sewing must be distributed to the right person to avoid the damage of garments.
09	Cutting parts received section	A section, which received the cutting parts from the cutting department.
10	Cutting parts distribution to the operator and helper	All the cutting parts should be distributed to the operator and helper after receiving those from the cutting department.
11	Complete parts making individually	By joining all the parts, a complete garment has to make here individually.
12	Online QC check	During the running of garments sewing, an online QC check must be needed to make fault free garments.
13	Online quality audit	An online quality audit must be needed here to show the buyer actual fault free product making process.
14	Counting output and checking with the target	Comparing with the target quantity, all the output garments should be counted here to make sure achieving the target quantity.
15	Final quality check (for each Garment)	In this section, all the output garments are checked finally by maintaining one by one method to provide fault free clothing into the finishing department.

FINISHING SECTION



Garments finishing is an important section in the **readymade garments sector**. It's the last section of the **garments manufacturing** department. As with all the other sections of garments manufacturing, Our garments finishing section has also followed a process flow chart,.

S/L No.	Process	Procedure
01	Sewn garments received in finishing section	Here, sewn garments are received for finishing the garments.
02	Initial quality check	Sewn garments are checked here by the quality controller. If found major sewing problems then garments sent again to the sewing section for rectification.
03	Spot removing if there's any spot	Sometimes garments contain various types of spots which are removed here carefully.
04	Ironing or pressing	It's one of the important processes in garment finishing. Here garments are ironed by following the measurement chart of those garments.
05	Inspection	After completing ironing or finishing, garments are inspected again here by the quality controller to confirm the correct measurement of the apparel.
06	Hangtag attaching	In this section, the hangtag has to attach to the garments.
07	Folding	After completing all the above processes, garments are folded here.
08	Polybag	Garments are poly-bagged here to keep the garments dust, dirt, and other impurities free. send the garments safely to the buyer .
09	Metal check	In this section, garments should be passed through a metal detector machine to identify metal lies in the garments.
10	Packaging or cartooning	Finally, all the garments should pack to send the garments safely to the buyer.

MADICAL FACILITIES

Daylight Apparel Ltd. providing an in-house service of two doctors to advice workers if external medical advice or interventions are required. These services are provided by affiliated hospitals and diagnostic centres or hospitals or centres of workers' choice. HC4U provides administrative support, including verification of claims, user identification, invoicing and user allowance.

Side by side, also takes initiatives to aware as well as counsel workers on health issues such as sexual and reproductive health, children's health, use of potable drinking water and sanitary latrines, as well as basic health care and nutrition.



OFFICE STAFF

Team of experienced technical staffs are directly assisting the workers and coordinating pattern, cutting, sewing, quality, finishing and packaging.

LOGISTIC TEAM

A team under the General Manager is working to ensure proper and timely documentation to continue smooth procedure of export, banking and other logistic support.

AUDIT TEAM

There is an internal auditing system, which is continuously monitoring and ensuring responsibilities and minimizing the wastage and process loss.

OUR CODE OF CONDUCT

Daylight Apparel Ltd is committed to maintain a Code of Conduct in its work places. Daylight Apparel Ltd has sought to ensure that, all garments are manufactured in very good working conditions with meaningful job and providing all customers with high quality of products. Our goals to create and encourage the creation of model facilities. That not only provide good job at fair rates of pay, but also improve the workers' health and safety environment, working hours etc. Daylight Apparel Ltd. must respect and comply with national and international laws and regulations.

Child Labor: Daylight Apparel Ltd policy is to discourage and not to support the use of child labor as defined by local law and ILO convention. Daylight Apparel Ltd does not employ any worker below the age of 18 years old.

Forced Labor: Daylight Apparel Ltd does not support the use of forced labor, bonded or involuntary labor. Also Daylight Apparel Ltd does not keep any deposits for employment.

Harassment & Abuse: Daylight Apparel Ltd. treats employees with respect and dignity. No employee is subjected to any physical, sexual, psychological or verbal harassment and abuse. If any such incident takes place, it is dealt through existing disciplinary practices

Discrimination: Daylight Apparel Ltd protects and promotes the basic human rights of the work force. Daylight Apparel Ltd does not encourage or support discrimination in hiring, compensation, access to training, promotion, termination or recruitment, based on race, caste, gender, sexual orientation, nationality, origin, religion, disability, pregnancy or marital status.

Freedom of Association: Daylight Apparel Ltd. employees can form any committee and join a trade union of their own choice. Employee is not subjected to intimidation or harassment for this.

Wages & Benefits: Daylight Apparel Ltd. ensures that, wages are paid for a standard working month, which meets the legal standards. Daylight Apparel Ltd. follows the legally approved grading wage structure for the employee. Minimum wages is Taka 8000/= maintained. Daylight Apparel Limited is committed to pay all payments regularly in time. Also there is a provision of relation shop, from where employees can buy their day to day living items in subsidized rate.

Working Hours: Daylight Apparel Ltd. complies with the local law and industry standards on working hours. Workers do not require to work in excess of 48 hours per week. In case of more than 48 hours work over time, it is done with the concern of workers and is paid at premium rate as per local law. We ensures that, over time remains within legal limit. Minimum 01 (one) hour break is given during daily work period. 01 day weekend in every week is mandatory for all employees.

Health & Safety: We provides a safe and healthy working environment to prevent accident and injury to healthy. We contribute all facilities to the health care needs of the workers, Modern water purification system is in workplace to ensure pure drinking water including the provision of normal and cold water. Sufficient first aid boxes are available. Permanent Nurse and Doctor regularly check- up the health of workers at the pre mises.**Daylight Apparel Limited** does the best to have adequate ventilation, lighting, toilets, personal protective equipment's, firefighting and safety equipment's. Fire training provided and fire drills carried out in the premises and record maintained as per law.

Environmental: We committed to the environment to meet all applicable environmental local laws in the company and striving hard for a better environment at the factory.

- Full proof fire safety issues.
- Boards containing the facilities have been posted on the walls at visible places.
- In house Clinic consists of 6 sick beds with modern facility run by MBBS doctor.
- Day Care center.
- Prayer room for male and female workers.
- Canteen room.
- Toilets – 1 :25
- Mineral water drinking facility.
- Well equipped with sufficient fire fighting instruments.
- Adequate first aid boxes in each section.
- Monthly fire drill demonstration.
- Free medical facility.
- Life insurance for the workers.

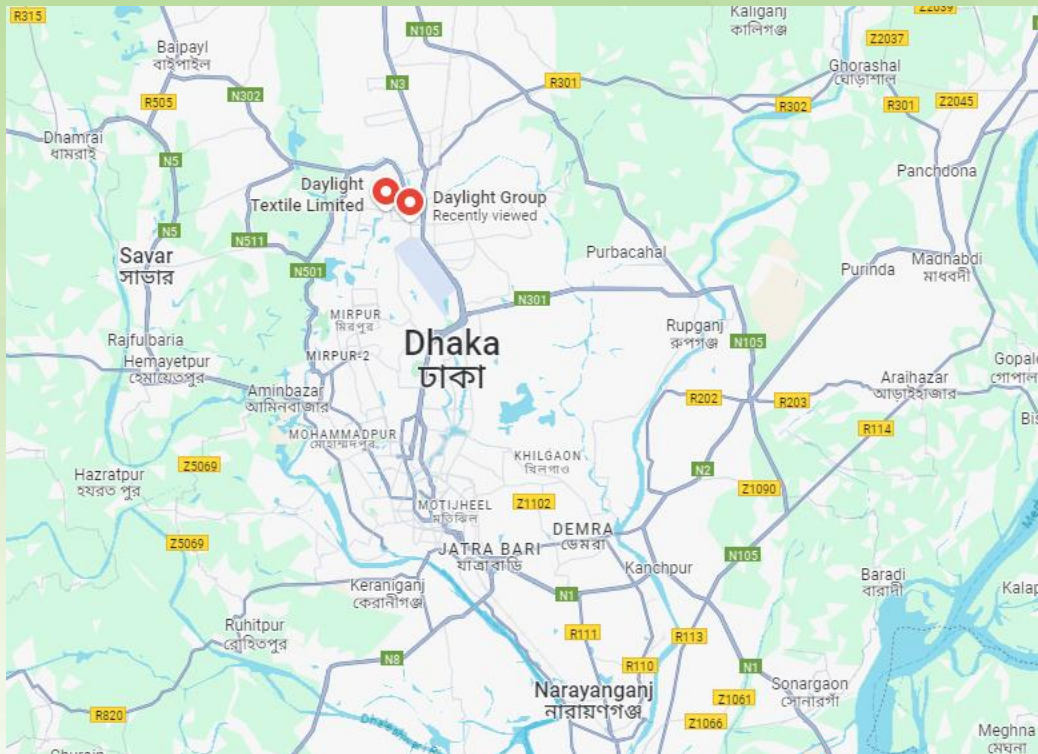
DIFFERENT FEATURES

- Clearly marks aisles and exits
- Separate spot removing place with exhauster Needle guard for every sewing machine Standby electricity Generators (01 No.)
- Fire Fighting and Escaping Mechanisms
- Fire alarm switches are located on every beside exit door.
- Fire extinguishers checked every month and operation instructions placed beside it. Most of the employees provided with firefighting training.
- Clear fire exit signs illuminated with IPS backup, in case of power failure. Minimum of two fire exits has been located in every floor.
- Security Features
- Secured warehouse for safe storage of fabric, accessories and finished goods. Well trained security personnel.
- Cartons and finished goods storage section is accessible only for authorized Personnel (those who related with export).



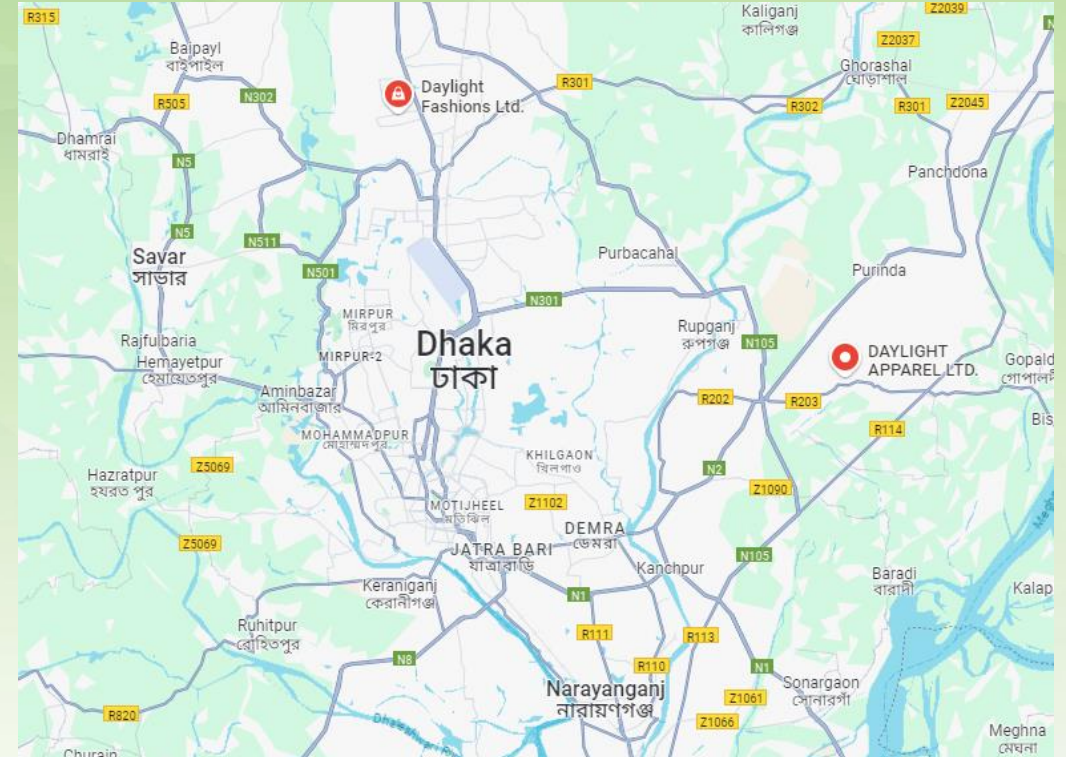
GEOGRAPHICAL LOCATION

CORPORATE OFFICE



House 21, Lake Drive Road, Sector 07, Uttara Model Town, Dhaka – 1230, Bangladesh

FACTORY



Kumarpara, Dupatara, Araihaazar – 1450, Narayanganj, Dhaka Bangladesh

A window display for a clothing store. On the left, a mannequin sits on a black barrel wearing a tan jacket, a white t-shirt with a graphic, and blue jeans. On the right, another mannequin sits on a similar barrel wearing a green t-shirt and blue jeans. In the center, several t-shirts are hanging on a rack. One is orange with a sunglasses graphic, another is yellow, and others are in various colors. The background is a large window with a grid pattern. The text 'THANK YOU FOR YOUR ORDER' is overlaid in the center.

THANK YOU
FOR YOUR ORDER

www.daylightbd.com

