

## **INSPECTION PROCEDURE FOR FACTORIES REGISTERED UNDER THE FACTORIES ACT, 1948**

1. **Physical Inspections**: The factories registered under The Factories Act, 1948 shall undergo physical inspection by the Inspector of Factories as under:

- (1) Mandatory inspection shall be in case there is an occurrence of a fatal accident or accident of serious nature or dangerous occurrence takes place during the said year or any specific complaint / grievance is received regarding violation of the law during the said year;
- (2) Routine inspection shall be as per the following frequency giving due intimation / notice to the Occupier / Manager prior to the inspection:
  - (i) Once in a year for the factories which are categorized as “major accident hazard (MAH) installations” as defined under clause (ja) of rule 2 of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989, as amended from time to time;
  - (ii) Once in two years for the factories -
    - (a) wherein the “hazardous process” defined under clause (cb) of section 2 of the Factories Act, 1948 is involved or carried out; and
    - (b) involving isolated storage and industrial activity at a site handling (including transport through carrier or pipeline) of hazardous chemicals less than the threshold quantities specified in column 3 of Schedules 2 and 3 of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 but greater than 100 litres or kg at a time;
  - (iii) Once in three years for the factories other than specified in clause (i) and (ii) above but licensed to employ more than 50 workers.
  - (iv) Once in five years for the factories other than specified in clause (i) and (ii) above but licensed to employ less than 50 workers.

2. **Issue of Inspection Reports**: Report of deficiencies, if any noticed during the physical inspections stated above, will be communicated as under:

- (i) Inspection Report will be prepared on the work spot itself by the Inspecting Officer and handed over to the Occupier / Manager for compliance.
- (ii) In case, after physical inspection, if any additional information and documents are sought by the Inspecting Officer then a supplementary Inspection Report will be issued within 3 working days, from the date of receipt of the said additional information and documents for compliance.

Provided that the Department may initiate necessary action against a factory that does not take due corrective measures and shall also reserve the right to prosecute the offender under the relevant provisions of the said Act and Rules made there under with prior approval of the Chief Inspector.

ID No. 

**INSPECTION REPORT**  
(Under The Factories Act, 1948)

**PART-I GENERAL**

Date of previous inspection

Date of Inspection:

Working/not working/closed factory

1	Name of the Factory	
2	Address of the factory:	
3.	Approval of Factory Building Plan from C.I.F	No and date
4.	Factory Licence /registration No. validity	
5.	Category of the factory (please Tick mark)	Section 2 m (i) Section 2 m (ii) Section 85
6	Classification of the factory (please Tick mark)	Major Accident Hazards Unit (MAH) Hazardous Unit Potentially Hazardous unit others
7.	Inspected by	
8.	Name & residential address of the occupier	
9.	Name & address of factory manager	
10.	Responsible Person present during inspection	
11.	Nature of manufacturing process	
12.	Installed load/Stand by power	
13.	Sector (please Tick mark)	Private/public/cooperative
14.	A) Name of Occupier i) Proprietor ii) Partner in case of Partnership Firm iii) Director in case of company	
15.	Telephone no Fax No email id Mobile No	
16.	B) Name of the Manager	
17.	Telephone no Fax No email id Mobile No	

18. Total number of workers employed	Total Number of Workers		Nature of Work	Service since When	Whether of seasonal nature
	Male	Female			
Permanent Workers					
Staff					
Contract workers					
Daily Wages					
Temporary					
Watchmen/Security					
Apprentice/trainee					
Adolescent					
Total					

[illegible]



## PART-II: OBSERVATION CHECKLIST

Sl. No.	Section F.A, 1948	Details	Yes / No / N.A.
1)	6	Is there any change in layout, addition of machineries or change in process after the last plan approval.....	
2)	6	Certificate of Stability Obtained on: .....Valid till:	
3)	6	If not, unauthorized additions /alterations made in building/plant/machinery.	
4)	7-A	Is any material or requirement stacked or stored in unsafe manner?	
5)	7-A	Are all the prescribed precautions taken in the case of Ovens and Driers and are these periodically examined?	
6)	7-A	Are all the prescribed precautions taken in the case of Reaction Vessels and Kettles?	
7)	7-A (2)	Are adequate precautionary measures taken to prevent the electrical hazards?	
8)	7(A) -3	Is written statement of Policy in respect of Safety & Health and of the works prepared as prescribed?	
9)	7 (A)-3	Are the revisions in the Safety Policy brought to the notice of the workers?	
10)	11(1) (a)	Is the general house keeping of the factory satisfactory ?	
11)	11(1) (d)	Whether valid consent to operate from state pollution control board has been obtained or not	
12)	13(1) (a)	Are all effective and adequate ventilation measures provided?	
13)	14(1)	Are the exhaust arrangements satisfactory for dust or fume given off during the manufacturing process?	
14)	16(1)	Is any workroom over crowded? Details of no. of workers working therein	
15)	17	Is adequate lighting in all the rooms and passages sufficient and suitable?	
16)	18	Is sufficient quantity of drinking water provided and its source, cool drinking water supplied in case of more than 250 persons in summer?	
17)	19(1)	Are the latrine and urinal accommodation for male and female workers provided according to the prescribed provisions?	



18)	20 (i)	Are sufficient numbers of spittoons provided in convenient places and maintained?	
19)	21	Are dangerous/moving parts of transmission machinery properly guarded?	
20)	21	Is a prescribed register regarding examination/lubrication and adjusting while its in operation	
21)	22(1)	Is any woman or young person allowed to clean, lubricate or adjust any part of a prime mover or any transmission machinery?	
22)	23	Is any young person employed on dangerous machine without adequate training and supervision?	
23)	28, 29	Are hoists/ lifts / cranes or other lifting machinery/tackle periodically examined by a competent person and records maintained?	
24)	28	Are safe measures provided for the persons working at heights and whether permit to work systems exists ?	
25)	31	Are all the pressure plants/vessels are periodically examined by a competent person and records maintained?	
26)	32 (a)	Are floors, steps, stairs, hand rails, toe boards, passages and gangways, etc. of sound construction and maintained?	
27)	32	Are safe means of access provided to all the places of work and free from obstructions?	
28)	33	Are all the tanks, pits, sumps openings etc., securely covered/fenced? For entry into confined space whether permit to work systems exists?	
29)	34	Are excessive weights being carried by the workers?	
30)	35	Are proper precautions taken for protection of eyes?	
31)	36	Are necessary precautions taken against explosion due to dangerous fumes, gases etc. ?	
32)	36-A	Are necessary precautions taken for use of portable electric light inside any chamber, tank, pit, vat etc.?	
33)	38	Are adequate precautions/measures taken to prevent out break and spread of fire and means of escape in case of fire ?	
34)	39, 40	Is there any building or part of building or machinery or plant in a dangerous condition and imminent danger to human life?	



35)	40(B)	Is Safety Officer appointed and working in accordance with the prescribed rules?	
36)	41 (B) (2)	Is appropriate health and safety policy formulated periodically updated and intimated to the CIF?	
37)	41(B)(4)	Has the company drawn up an on-site emergency plan and detailed disaster control measures as envisaged in the provision?	
38)	41 (C)(a)	Are the medical records of the workers exposed to chemical, toxic or any harmful substances maintained as per the provisions?	
39)	41(C)(b)	Do persons possess qualifications and experience in handling hazardous substances appointed to supervise such handling?	
40)	41 (F)	Whether workplace monitoring is carried out and records maintained	
41)		Whether MSDS of Hazardous Chemicals are available and important do's and don'ts and displayed	
42)		Whether SOPs developed and workers are implementing the same	
43)	41-G	Has the Safety Committee constituted in accordance with the prescribed rules?	
44)	42 (A)	Are adequate and suitable facilities for washing provided and maintained to the workers as per the prescribed standards ?	
45)	45 (1)	Are sufficient numbers of First-Aid Boxes provided with all the prescribed equipments and kept in the charge of trained persons? And list of trained first aider displayed	
46)	45(4)	Is the ambulance room provided as prescribed? If so whether adequate	
47)	46	Is the Canteen provided according to the prescribed provisions?	
48)	47	Is a Rest Room provided according to the prescribed provisions?	
49)	48	Is the crèche provided according to the prescribed provisions?	
50)	49	Is Welfare Officer appointed and working in accordance with the prescribed rules?	
51)	59	Is Over Time Muster Roll in prescribed Form maintained ?	
52)	59(1)	Are overtime wages paid to the workers as prescribed under Section 59?	



53)	61, 108	Is Notice of Periods of work in the prescribed Form displayed and copies of it sent in duplicate to the Inspector?	
54)	62	Is Register of Adult Workers in the prescribed Form maintained?	
55)	63	Is any worker required to work for hours other than specified in the notice of periods of work?	
56)	66(1) (b)	Is any woman employed in the night shift between 7 PM and 6 AM?	
57)	67	Is any child allowed to work in the factory?	
58)	79	Is Leave Book in the prescribed Form provided to each worker?	
59)	79(1)	Is leave with wages granted in accordance with Section 79(1)?	
60)	79(1)	Is Register of Leave with wages in the prescribed Form maintained?	
61)	79(3)	Are wages in lieu of leave paid in accordance with section 80 to the workers who either quit/ discharged from service?	
62)	87	Is there any breach of the safety, health and welfare measures as envisaged in the provisions?	
63)	88, 89	Is Register of Accidents, Dangerous Occurrences and notifiable diseases in the prescribed form maintained?	
64)	88(1)	Are notices of accident sent in accordance with Section 88 and corresponding rules ?	
65)	110	Is Annual/ half yearly Return in the prescribed Form in duplicate submitted in accordance with the prescribed rules?	
66)		Any additional information	

PART III: List of violations noticed during the inspection:

S. No.	Item No.	Description of violation	Section/ Rule violated

Signature of Occupier/ Factory Manager/  
Responsible Person in his absence

Date:

Signature of Inspecting Officer  
Name:  
Designation:  
Date: