PROCEDURE & LIST OF DOCUMENTS REQUIRED FOR AVAILING SERVICES UNDER THE PROVISIONS OF THE BOILERS ACT, 1923
1. Procedure for Registration of Boilers under The Boilers Act 1923 – Packaged boiler

Flowchart: Registration of Boilers – Packaged Boiler

START

Applicant applies to Chief Inspector of Boilers (CIB) on a plain paper detailing the Boiler specification

Applicant obtains challan from Factories and Boilers

Applicant pays the requisite fees in Treasury or Accounts section

Applicant submits the application to Area Inspector of Boilers (AIB)

AIB conducts physical open inspection of Boiler and submits a preliminary inspection report

Documentation in order or no physical damage is observed

Yes

AIB conducts hydraulic test

Test result successful

Yes

Applicant is issued provisional certificate within 48 hours to use boiler

Boiler registration number issued to applicant in 30 days

Applicant engraves the boiler number in boiler and intimates CIB

STOP

No

AIB requests applicant to repair the damages in boiler and comply with the correct documentation

Applicant repairs the boiler and complies with correct documentation

Applicant applies to CIB for re-inspection and submits application to AIB for retesting of hydraulic test

STOP
Document checklist for Registration of Boilers under The Boilers Act 1923 – Packaged boiler

- Application Form along with Boiler manufacturer’s original documents pertaining to the boiler
- Certificate issued by Boiler Manufacturer
- Challan Receipt
2. Procedure for Registration of Boilers under The Boilers Act 1923 – Site erected boiler

Flowchart: Registration of Boilers – Site Erected Boiler

START

Applicant applies to Chief Inspector of Boilers (CIB) on a plain paper for staged inspection of boiler specifying date of staged inspection

Applicant obtains challan from Factories and Boilers

Applicant pays the requisite fees in Treasury or Accounts section

Applicant submits the application to Area Inspector of Boilers (AIB)

AIB conducts staged inspection as requested by applicant

Boiler installation is as per guidelines

Yes

After final staged inspection, AIB issues challan based on technical specification of boiler

Applicant pays the requisite fees

Applicant applies to CIB for open inspection and hydraulic test and submits to AIB

AIB conducts open inspection and hydraulic test

Test result successful

Yes

Applicant is issued provisional certificate within 48 hours to use boiler

Boiler registration number issued to applicant in 30 days

Applicant engraves the boiler number in boiler and intimates CIB

STOP

No

AIB asks applicant to rectify the deficiencies

Applicant rectifies the deficiencies

Applicant re-submits application for inspection

Applicant obtains challan from Factories and Boilers

Applicant pays the requisite fees in Treasury or Accounts section
Document checklist for Registration of Boilers under The Boilers Act 1923— Site erected boiler

- Application on plain paper for grant of permission for erection of boiler through approved agency under IBR
- Copies of Boiler Drawing certificate issued by Boiler Manufacturer
- Inspection clearance Certificate issued by competent person
- Application on plain paper by the agency approved under IBR for grant of permission for erection of boiler.
- Paid e-challan / receipt in original towards payment of fees.
- Final folder of the Boiler issued by the Inspecting / Competent Authority of the State where it is manufactured.
3. Procedure for steam test inspection of boilers

Flowchart: Steam Test Inspection of Boilers

START

Applicant applies for inspection within 6 months of new boiler registration

Yes

Applicant submits application to Chief Inspector of Boilers and submits to Area Inspector of Boilers

AIB conducts Steam Test Inspection of Boiler

Test successful

Yes

Final Registration certificate issued

STOP

No

Department issues notice to applicant for conducting inspection and hydraulic test

Provisional order is issued for six months pending steam test inspection of boiler

Yes

AIB asks to rectify the deficiencies

No

Applicant rectifies the deficiencies

Applicant intimates the department with proof of rectification
Document checklist for steam inspection of boilers

- Application on paper requesting for steam test of boilers
4. Procedure for renewal of registration of boilers / annual inspection under The Boilers Act 1923

Flowchart: Renewal / Annual Inspection of Boilers

START

Applicant applies before expiry of license

Yes

Applicant makes the application and obtains challan from Factories and Boilers Department

Applicant pays requisite fees at Accounts Section / Treasury

Applicant applies to Chief Inspector of Boilers and submits requisite document to Area Inspector of Boilers (AIB)

AIB intimates Date of Inspection to applicant

AIB conducts inspection of the boiler

Test successful

Yes

Final Registration certificate issued

STOP

No

Non-Satisfactory compliance to show cause notice

Inspector of Boiler files for prosecution

AIB asks to rectify the deficiencies

Yes

Applicant rectifies the deficiencies

Applicant intimates the department with proof of rectification

AIB asks to rectify the deficiencies

Applicant complies with show cause notice

Applicant is issued show cause notice and is directed to stop the Boiler

Applicant applies before expiry of license

Yes

Applicant pays requisite fees at Accounts Section / Treasury

No

Applicant is issued show cause notice and is directed to stop the Boiler

Applicant complies with show cause notice

Applicant applies before expiry of license

Non-Satisfactory compliance to show cause notice

Inspector of Boiler files for prosecution

AIB asks to rectify the deficiencies

Yes

Applicant rectifies the deficiencies

Applicant intimates the department with proof of rectification

AIB asks to rectify the deficiencies

Applicant complies with show cause notice

Applicant applies before expiry of license

Non-Satisfactory compliance to show cause notice

Inspector of Boiler files for prosecution
Document checklist for renewal of registration of boilers / annual inspection under The Boilers Act 1923

- Application on plain paper by the owner for renewal of certificate for use of a boiler.
- Paid e-challan / receipt in original towards payment of fees.
5. Procedure for registration of boiler manufacturer

Flowchart: Boiler Manufacturer Certificate

START

Obtains challan from Factories and Boilers Department by submitting documents

Applicant pays requisite fees at Accounts Section / Treasuery

Applicant applies to Chief Inspector of Boilers (CIB) and submits requisite document to Area Inspector of Boilers (AIB)

CIB verifies documents and fixes date for site inspection alongwith Area Inspector of Boilers (AIB)

AIB intimates Date of Inspection to applicant

AIB with CIB conducts site inspection of the boiler manufacturer with machineries and equipment

Irregularities observed

Registration certificate issued

Registration Certificate not issued citing reasons

STOP
Document checklist for registration of boiler manufacturer

- Application on plain paper
- Detailed profile of the company:
  - manpower including qualification and experience;
  - machinery possessed and workshop facility;
  - IBR welders & fitters along with their Indian Boiler Regulation (IBR) Welders Certificate;
  - Non Destructive Testing (NDT)& Quality Control facilities.
- Paid e-challan / receipt in original towards payment of fees.
6. Procedure for renewal of registration of boiler manufacturer

Flowchart: Renewal of Boiler Manufacturer Certificate

- **START**
- **Yes:** Applicant applies before expiry of registration
- **No:** Applicant pays late fees for inspection via challan

- Obtains challan from Factories and Boilers Department
- Applicant pays requisite fees at Accounts Section / Treasury
- Applicant applies to Chief Inspector of Boilers (CIB) and submits requisite document to Area Inspector of Boilers (AIB)
- AIB intimates Date of Inspection to applicant
- CIB along with AIB conduct inspection of the boiler manufacturer with respect to machineries and equipment
- Irregularities observed
  - **Yes:** AIB asks to rectify the deficiencies
  - **No:** Final Registration certificate issued
- Applicant rectifies the deficiencies
- Applicant intimates the department with proof of rectification
- **STOP**
Document checklist for renewal of registration of boiler manufacturer

- Application on plain paper
- Detailed profile of the company:
  - manpower including qualification and experience;
  - machinery possessed and workshop facility;
  - IBR welders & fitters along with their IBR Welders Certificate;
  - NDT & Quality Control facilities.
- Paid e-challan / receipt in original towards payment of fees.
7. Procedure for registration of boiler erector / repairer

Flowchart: Boiler Erector/Repairer Certificate

START

Applicant applies for renewal of boiler certification with challan from Factories and Boilers Department by submitting documents (Form XVIII)

Applicant pays requisite fees at Accounts Section / Treasury

Applicant applies to Chief Inspector of Boilers (CIB) and submits requisite document to Area Inspector of Boilers (AIB)

CIB verifies documents and fixes date for site inspection alongwith AIB

AIB intimates Date of Inspection to applicant

AIB with CIB conducts site inspection of the boiler erector/repairer workshops and machineries

Irregularities observed

No

Registration certificate issued for 2 years

Yes

AIB asks to rectify the deficiencies

Applicant rectifies the deficiencies

Applicant intimates the department with proof of rectification

STOP
Document checklist for registration of boiler erector / repairer

- Application Form (Form XVIII of IBR)
- Detailed profile of the company:
  - similar jobs undertaken previously;
  - manpower including qualification and experience;
  - machinery possessed and workshop facility;
  - IBR welders & fitters along with their IBR Welders Certificate;
  - NDT & Quality Control facilities.
- Paid e-challan / receipt in original towards payment of fees.
8. Procedure for renewal of registration of boiler erector / repairer

Flowchart: Renewal of Boiler Erector/ Repairer Certificate

START

Applicant applies for renewal of boiler certification with challan from Factories and Boilers Department by submitting documents (Form XVIII)

Applicant pays requisite fees at Accounts Section / Treasury

Applicant applies to Chief Inspector of Boilers (CIB) and submits requisite document along with Form XVIII to Area Inspector of Boilers (AIB)

CIB verifies documents and fixes date for site inspection along with AIB

AIB intimates Date of Inspection to applicant

AIB with CIB conducts site inspection of the boiler erector/repairer workshops and machineries

Irregularities observed

Yes

AIB asks to rectify the deficiencies

Applicant rectifies the deficiencies

Applicant intimates the department with proof of rectification

STOP

No

Registration certificate is renewed for 2 years

STOP
Document checklist for renewal of registration of boiler erector / repairer

- Application Form (Form XVIII of IBR)
- Detailed profile of the company:
  - similar jobs undertaken previously;
  - manpower including qualification and experience;
  - machinery possessed and workshop facility;
  - IBR welders & fitters along with their IBR Welders Certificate;
  - NDT & Quality Control facilities.
- Paid e-challan / receipt in original towards payment of fees.