



Government of Goa
Inspectorate of Factories and Boilers
Altinho, Panaji, Goa

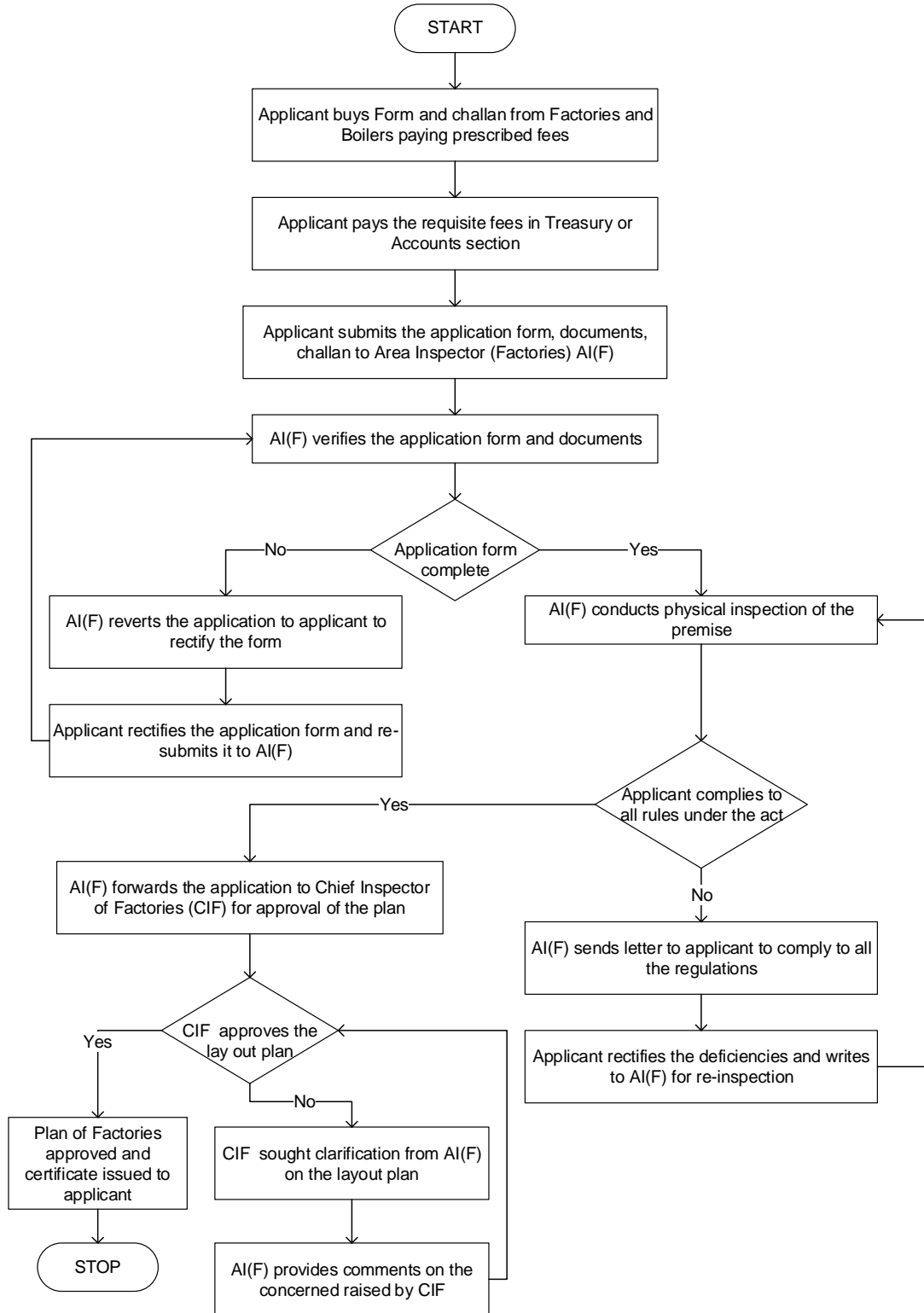
PROCEDURE & LIST OF DOCUMENTS REQUIRED
FOR AVAILING SERVICES UNDER THE
PROVISIONS OF THE FACTORIES ACT, 1948



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1. Procedure for approval of plans in respect of new factories under the Factories Act, 1948

Flowchart: Approval on Factories Plan under the Factories Act, 1948 (New factories)





Government of Goa
Inspectorate of Factories and Boilers
Altinho, Panaji, Goa

Document checklist for approval on new factories plan under the Factories Act, 1948

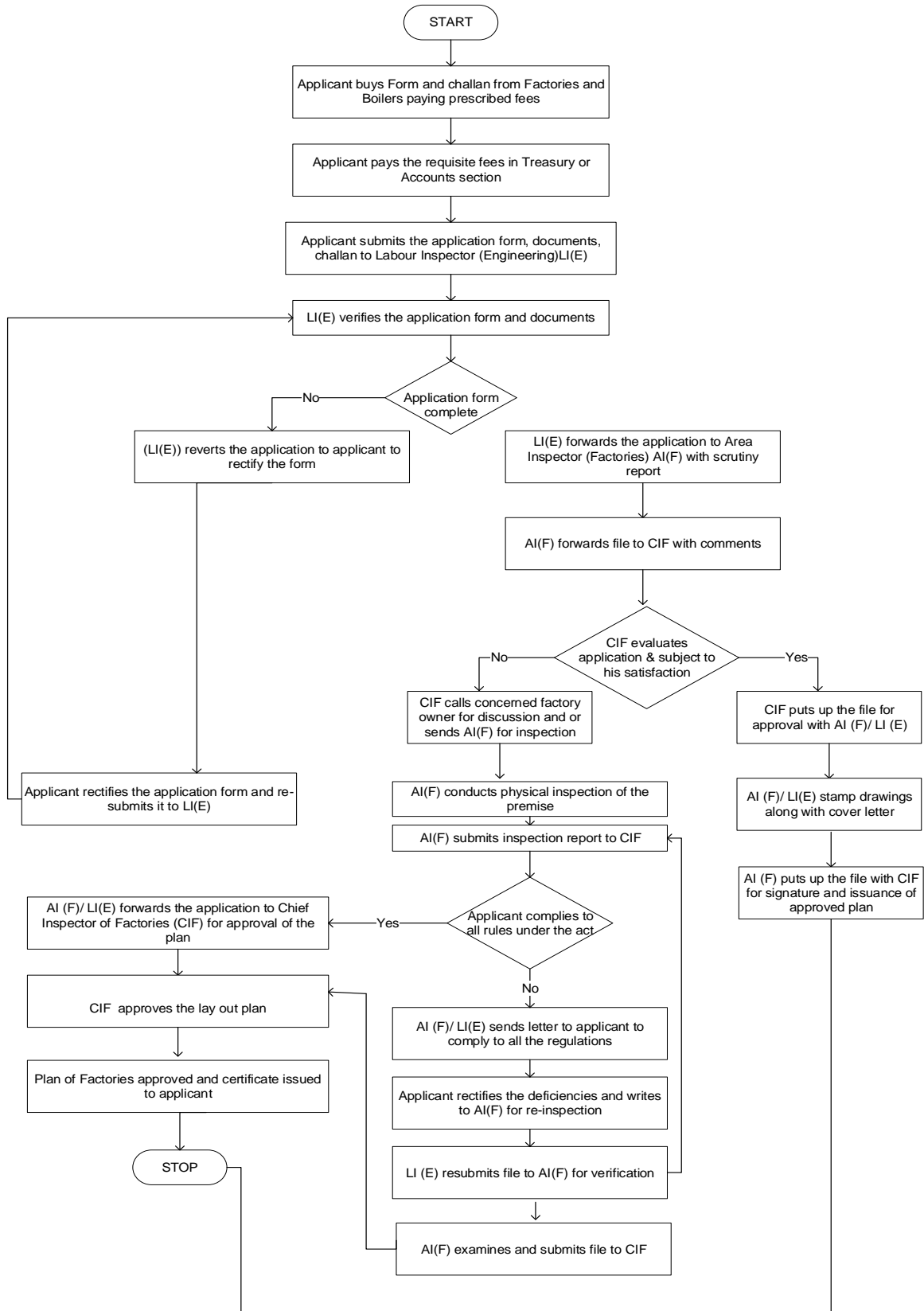
- Application in Form No.1 obtained from the Department
- Paid e-challan / receipt of Rs.1000/- in original towards payment of fees
- Approval for project / proposal by Goa Investment Promotion & Facilitation Board / UdyogAadhar
- N.O.C from Local Authority i.e. Municipality / Panchayat / Goa Industrial Development Corporation along with photo copy of approved plans
- N.O.C from Goa State Pollution Control Board (Consent to Establish / Consent to Operate & Authorization)
- N.O.C from Petroleum and Explosives Safety Organization in case of factories using / manufacturing / storing explosives or petroleum substances
- N.O.C from Directorate of Foods and Drugs Administration for pharmaceutical, liquor, foods and drugs factories.
- N.O.C from Captain of Ports / Mormugao Port Trust for shipyard, docks or any site near river banks, sea, etc.
- List of directors/partners in case of company/firm with their permanent address and telephonenumber.
- Board Resolution appointing one of the Directors/partners as Occupier of the factory in the format given in the said form.
- Ownership documents of the premises i.e. Sale Deed/Lease Deed
- List of raw material used in the manufacturing process
- List of finished products manufactured in the factory.
- Schematic flow chart of the manufacturing process
- Brief description of the manufacturing process.
- List of chemicals/oils/ solvents/gases that are stored, produced or discharged in the format given in the said form.
- Details of trade waste in the format given in the said form.
- Statistical data in the format given in the said form.
- Stability Certificate of the building/ shed / structure / work of engineering construction obtained from competent person approved by Chief Inspector of Factories.
- Plans in duplicate in blue print / CAD print prepared as per the guidelines given in the said form.
- Details of safety fittings, equipment, devices and the measures to be adopted with the list of protective wears.
- List of machineries /equipment with their power rating in HP / kilo watts
- List of other power / steam generating equipment along with their details
- List of raw materials imported indicating the name of the country from where it is imported and the quantity imported
- Risk Analysis Report in case of Major Accident Hazard installation / Chemical Unit



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2. Procedure for approval of plans pertaining to extension / expansion of registered factories under the Factories Act, 1948

Flowchart: Approval on Extension of Factories Plan under the Factories Act, 1948 (Existing Factories)





Government of Goa
Inspectorate of Factories and Boilers
Altinho, Panaji, Goa

Document checklist for approval on extension of factories plan under the Factories Act, 1948

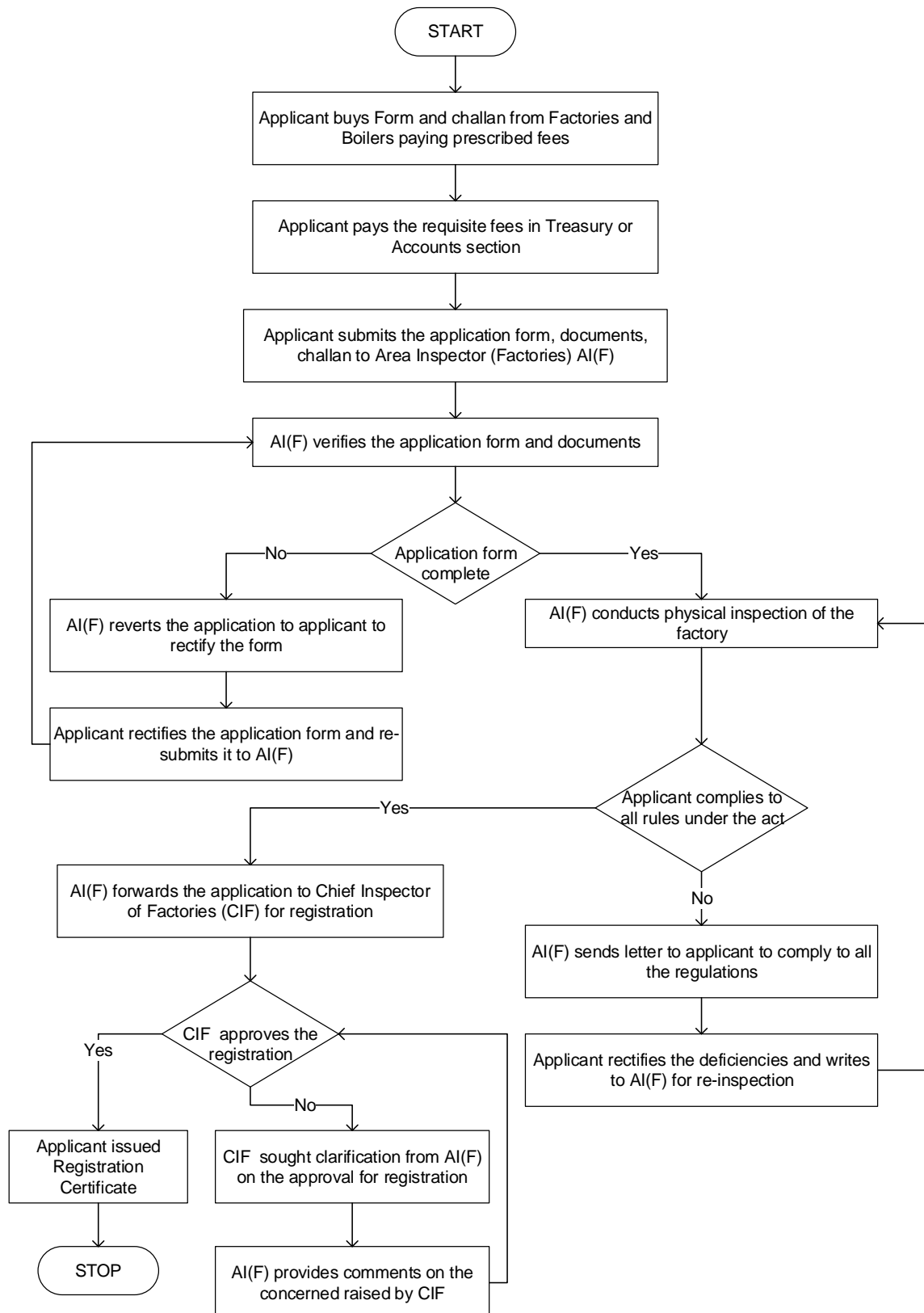
- Application in Form No.1 obtained from the Department
- Paid e-challan / receipt of Rs.1000/- in original towards payment of fees
- Approval for project / proposal by Goa Investment Promotion & Facilitation Board / UdyogAadhar
- N.O.C from Local Authority i.e. Municipality / Panchayat / Goa Industrial Development Corporation along with photo copy of approved plans
- N.O.C from Goa State Pollution Control Board (Consent to Establish / Consent to Operate & Authorization)
- N.O.C from Petroleum and Explosives Safety Organization in case of factories using / manufacturing / storing explosives or petroleum substances
- N.O.C from Directorate of Foods and Drugs Administration for pharmaceutical, liquor, foods and drugs factories.
- N.O.C from Captain of Ports / Marmugao Port Trust for shipyard, docks or any site near river banks, sea, etc.
- List of directors/partners in case of company/firm with their permanent address and telephonenumber.
- Board Resolution appointing one of the Directors/partners as Occupier of the factory in the format given in the said form.
- Ownership documents of the premises i.e. Sale Deed/Lease Deed
- List of raw material used in the manufacturing process
- List of finished products manufactured in the factory.
- Schematic flow chart of the manufacturing process
- Brief description of the manufacturing process.
- List of chemicals/oils/ solvents/gases that are stored, produced or discharged in the format given in the said form.
- Details of trade waste in the format given in the said form.
- Statistical data in the format given in the said form.
- Stability Certificate of the building/ shed / structure / work of engineering construction obtained from competent person approved by Chief Inspector of Factories.
- Plans in duplicate in blue print / CAD print prepared as per the guidelines given in the said form.
- Details of safety fittings, equipment, devices and the measures to be adopted with the list of protective wears.
- List of machineries / equipment with their power rating in HP / kilo watts
- List of other power / steam generating equipment along with their details
- List of raw materials imported indicating the name of the country from where it is imported and the quantity imported
- Risk Analysis Report in case of Major Accident Hazard installation / Chemical Unit



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3. Procedure for registration of factories under the Factories Act, 1948

Flowchart: Registration of factories under the Factories Act, 1948





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Inspectorate of Factories and Boilers
Altinho, Panaji, Goa

Document checklist for registration of factories under the Factories Act, 1948

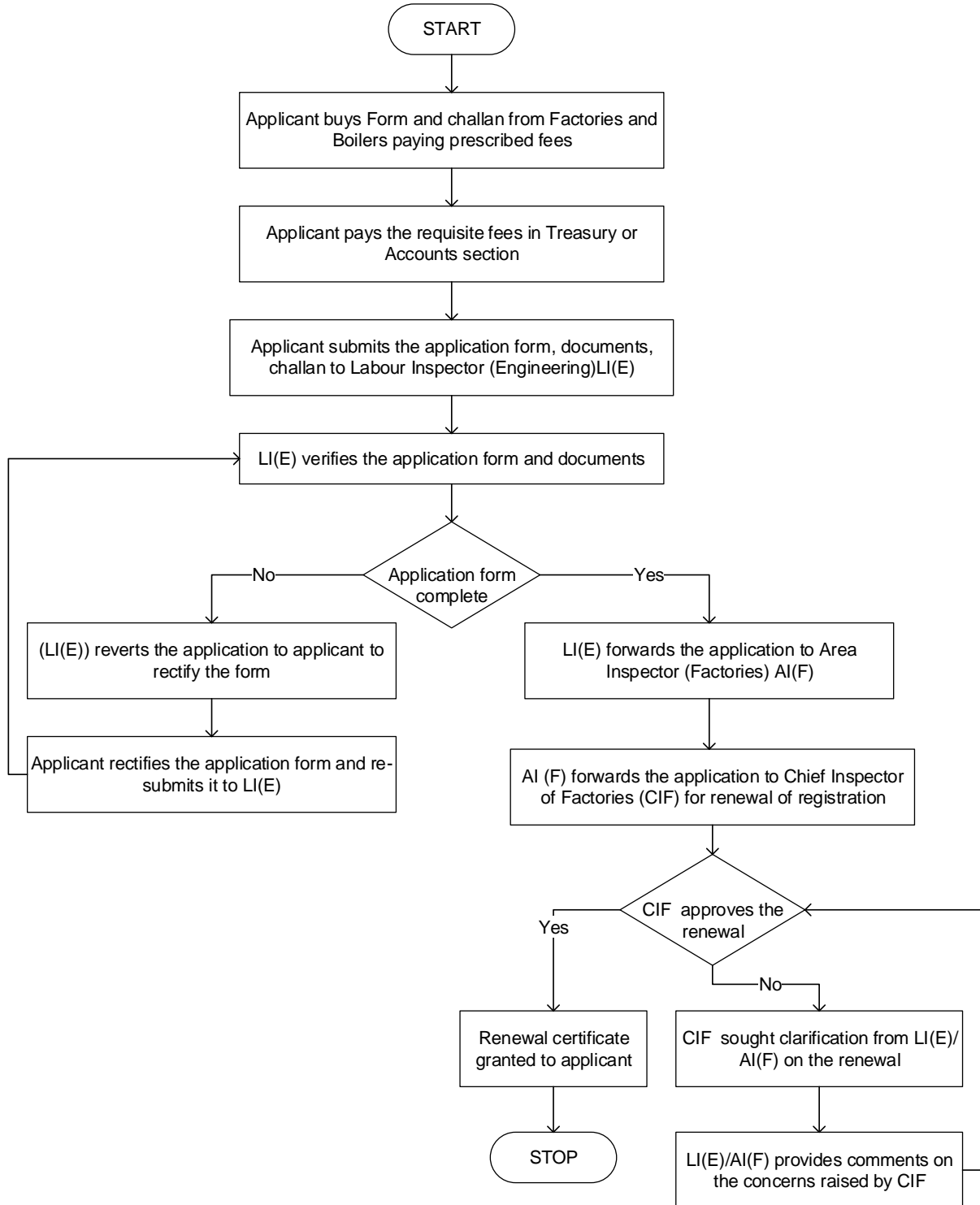
- Application for registration (Form 2)
- Paid e-challan / receipt in original towards payment of fees.
- Documentary / objective evidence in respect of compliance to the condition(s), if any, laid during approval of factory plans.



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4. Procedure for renewal of license of the factories under the Factories Act, 1948

Flowchart: Renewal of registration of factories under the Factories Act, 1948





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Document checklist for renewal of license of factories under the Factories Act, 1948

- Application for renewal of license (Form 3)
- Paid e-challan / receipt in original towards payment of fees.



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5. Procedure for inspection of factories under the Factories Act, 1948

Flowchart: Inspection of factories under the Factories Act, 1948

