PROCEDURE & LIST OF DOCUMENTS REQUIRED FOR AVAILING SERVICES UNDER THE PROVISIONS OF THE FACTORIES ACT, 1948
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)
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 / 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 telephonenumbers.
- 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
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)

START

Applicant buys Form and challan from Factories and Boilers paying prescribed fees

Applicant pays the requisite fees in Treasury or Accounts section

Applicant submits the application form, documents, challan to Labour Inspector (Engineering) LI(E)

LI(E) verifies the application form and documents

Yes

LI(E) forwards the application to Area Inspector (Factories) AI(F) with scrutiny report

AI(F) forwards file to CIF with comments

CIF evaluates application & subject to his satisfaction

Yes

AI (F) approves the lay out plan

CIF approves the lay out plan

Plan of Factories approved and certificate issued to applicant

STOP

No

Application form complete

(LI(E)) reverts the application to applicant to rectify the form

AI(F) conducts physical inspection of the premise

AI(F) submits inspection report to CIF

CIF calls concerned factory owner for discussion and or sends AI(F) for inspection

CIF approves the lay out plan

AI (F)/LI(E) forwards the application to Chief Inspector of Factories (CIF) for approval of the plan

CIF puts up the file for approval with AI (F)/LI (E)

AI (F)/LI(E) stamp drawings along with cover letter

AI (F) puts up the file with CIF for signature and issuance of approved plan

Applicant complies to all rules under the act

Yes

AI (F)/LI(E) sends letter to applicant to comply to all the regulations

Applicant rectifies the deficiencies and writes to AI(F) for re-inspection

LI (E) resubmits file to AI(F) for verification

AI(F) examines and submits file to CIF

No

(LI(E)) reverts the application to applicant to rectify the form
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 telephonenumbers.
- 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
3. Procedure for registration of factories under the Factories Act, 1948

Flowchart: Registration of factories under the Factories Act, 1948

START

Applicant buys Form and challan from Factories and Boilers paying prescribed fees

Applicant pays the requisite fees in Treasury or Accounts section

Applicant submits the application form, documents, challan to Area Inspector (Factories) AI(F)

AI(F) verifies the application form and documents

Application form complete

No

AI(F) reverts the application to applicant to rectify the form

Yes

AI(F) conducts physical inspection of the factory

Yes

Applicant complies to all rules under the act

No

AI(F) sends letter to applicant to comply to all the regulations

Yes

Applicant rectifies the deficiencies and writes to AI(F) for re-inspection

CIF approves the registration

Yes

Applicant issued Registration Certificate

No

CIF sought clarification from AI(F) on the approval for registration

AI(F) provides comments on the concerned raised by CIF

STOP
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.
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

START

Applicant buys Form and challan from Factories and Boilers paying prescribed fees

Applicant pays the requisite fees in Treasury or Accounts section

Applicant submits the application form, documents, challan to Labour Inspector (Engineering)L[I](E)

LI(E) verifies the application form and documents

Application form complete

(LI(E)) reverts the application to applicant to rectify the form

Yes

LI(E) forwards the application to Area Inspector (Factories) AI(F)

AI (F) forwards the application to Chief Inspector of Factories (CIF) for renewal of registration

CIF approves the renewal

Renewal certificate granted to applicant

STOP

No

LI(E)/AI(F) provides comments on the concerns raised by CIF

CIF sought clarification from LI(E)/AI(F) on the renewal

Yes

No
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.
5. Procedure for inspection of factories under the Factories Act, 1948

Flowchart: Inspection of factories under the Factories Act, 1948

Area Inspector (Factories) Al(F) identifies the factories that need to be inspected based on the guidelines given by the Department

Al(F) selects a factory at random for inspection from the list of identified factories

Al(F) conducts physical inspection of the factory and prepares inspection report on the spot

Al(F) provides a copy of inspection report to Authorised Representative (AR) of factory and seeks additional information that needs to be furnished by 7 days by establishment/factory owner

Factory owner submits additional documents for examination

Yes

Factory complies to all rules

No

Repeated non-compliance observed

Yes

Al(F) files case in court for legal action against non-compliance with the approval of CIF

No

Al(F) asks AR of factory to rectify the deficiencies and submit compliance letter with proofs (Letter, photographs)

AR of factory removes deficiencies and submits compliance report to Al(F)

Al(F) issues supplementary inspection report within 3 working day from the date of receipt of said information

Al(F) closes the inspection report and submits a copy of report to Chief Inspector of Factories (CIF)

STOP