

No. 1

Original

Inspector's/Sr. Inspector's/Dy. Chief Inspector's of Factories Remarks

CHECKLIST FOR THE INSPECTION OF FACTORIES CARRIED OUT DANGEROUS OPERATION

GENERAL INFORMATION

- 1 Date of Inspection
- 2 RJ Number.
- 3 Name of Factory
- 4 Address of Factory
- Total Number of Workers employed
- 5 Numbers of Male workers
Numbers of female workers
- 6 Total Power installed in hp/kva/kw
- 7 Manufacturing Process
- 8 License Renewed up to
- 9 Factory building plans Approval detail
- 10 Name of Occupier with Mobile No. and Email Address
- 11 Name of Factory Manager with Mobile No. and Email Address
- 12 Name of responsible person present at the time of inspection

SAFETY PROVISIONS

- 1 Safety guard or fencing are provided to all moving parts of machineries Yes or No
- 2 Striking gear and devices are provided for cutting off power in case of any emergency Yes or No
- 3 Are there any hoist and lifts used, If yes then examined by competent person Yes or No
- 4 Are there any Lifting machines, chains, ropes and lifting tackles available (Attach List) Available or not Available
- 5 If Lifting machines, chains, ropes and lifting tackles available, examined by competent person Yes or No
- 6 Are there any pressure vessels used during process, If yes Yes or No

then examined by competent person (Attach List)

- | | | |
|----|--|--|
| 7 | Floors, stairs and passages are provided and maintained safe means of access to every place at which any person is at any time required to work | Yes or No |
| 8 | Any pits, sumps openings in floors are securely covered or fenced | Yes or No |
| 9 | Effective measures are provided to control any excess fumes, dust and gas | Yes / No |
| 10 | Fire fighting facilities provided to control fire incident in case of fire | Yes / No |
| 11 | Qualified Safety Officers shall be appointed where 1000 workers are ordinarily employed | Appointed/Not appointed/
Not applicable |
| 12 | Safety committee shall be constituted in every factory wherein more than 50 workers are ordinarily employed | Constituted/Not constituted/
Not applicable |
| 13 | As per Indian standard, Personal Protective equipments like safety belts, helmets, safety shoes ,goggles , mask and gloves are available in sufficient quantity for workers employed therein | Available/ Not available |
| 14 | Health and Safety policy prepared in every factory wherein more than 50 workers are ordinarily employed | Provided /Not provided /Not applicable |
| 15 | Workers employed in hazardous process are medically examined by factory medical officer or certifying surgeon | Yes or No |
| 16 | Health register of workers maintained in form no. 19 | Yes or No |
| 17 | Occupational Health Centre shall be provided in every factory wherein more than 500 workers employed | Provided /Not provided/ Not applicable |
| 18 | Sensors with alarm system are provided for detection of leakage of chemicals | Yes / No/Not applicable |
| 19 | In case of leakage of chemicals, Proper Neutralization Arrangements provided | Provided/ not provided/Not applicable |
| 20 | Safety Precautions Board displayed at various approach location within factory premises | Yes or No |
| 21 | Safety training given to all workers | Yes or No |
| 22 | Record of Safety training given to all workers maintained | Yes or No |

HEALTH PROVISIONS

1	Cleanliness status of work place such as Floors, stairs and passages	Good/Satisfactory/Need Improvement
2	Effective arrangements are provided for the treatment of waste and effluents	Yes or No
3	Effective arrangements are provided for control of excess dust and fumes	Yes or No
4	Drinking water facilities available in factory	Yes or No
5	Latrines and urinals are provided in proportion to the no. of male and female workers employed	Yes or No
6	Latrines and urinals are connected to sewerage system	Yes or No
7	Sufficient and suitable lighting (natural or artificial or both) shall be provided in every part of factories	Yes or No

WELFARE PROVISIONS

S.No.	Check Points Related to Welfare Provisions	Status
1	Adequate and suitable facilities for washing provided and maintained for the use of the workers	Yes or No
2	First aid Facilities available in factory	Yes or No
3	Canteen provided in every factory wherein more than 250 workers are ordinarily employed	Yes / No/ Not Applicable
4	Shelters, rest rooms and lunch rooms provided in every factory wherein more than 150 workers are ordinarily employed	Yes / No/ Not Applicable
5	Creches provided in every factory wherein more than 30 women workers are ordinarily employed	Yes / No/ Not Applicable
6	Welfare officer shall be appointed in every factory wherein more than 500 workers employed	Appointed/Not appointed/ Not Applicable
7	Ambulance room provided in every factory wherein more than 500 workers are ordinarily employed	Provided /Not provided/ Not Applicable

OTHER PROVISIONS

S.No.	Check Points Related to Other Provisions	Status
1	Following Records are to be produced:-	Yes or No
	1. Muster-roll	Yes or No
	2. Payment Register	Yes or No

	3. Overtime register.	Yes or No
	4. Accident register	Yes or No
	5. Leave with wages register	
2	Single Integrated Return submitted	Yes or No
4	Building Stability Certificate received from competent person	Yes or No