

COMPLIANCE INSPECTION UNDER THE FACTORIES ACT, 1948.

Inspection Procedure

1. Base on the Complain received, accident happens, non compliance to the Act or risk involved etc a factory is identified to carry out an inspection with or without prior information to the factory owner/ employer.
2. Inspector prepares a brief status of the concerned factory before due date of inspection
3. Inspector conducts visit to the factory and hold preliminary discussion with the factory owner/ employer and workers.
4. Inspector validates the following documents/ records and collects copy of the same if required.
 - a. Display of Factory License Number on the main entrance and factory name
 - b. Factory Plan Approval
 - c. Factory Registration/ Licensing/ Renewal/ Amendment
 - d. Review of health, safety and other facilities as applicable
 - e. Compulsory disclosure of information by the occupier
 - f. Health record of workers
 - g. Record on welfare officers/safety officer.
 - h. Holiday registers
 - i. Overtime Register
 - j. Annual leave with wages register
 - k. Health register
 - l. Muster Roll
 - m. Register of accidents
 - n. Abstract of Factories Act and rules on display
 - o. Any other queries regarding compliances of the Act
5. Inspector after completing the review and discussion briefs the factory owner/ employer about his findings.
6. Inspector submits the inspection report to Chief Inspector of Factories with his recommendation for initiating necessary actions (if applicable).
7. For any non-compliance, Chief Inspector of Factories/ Inspector issues a show-cause notice to the factory owner/ employer to provide necessary clarification/ documentations for compliance within the prescribed timeline.
8. Factory owner/ employer submit necessary clarification/ documentation for compliance within prescribed timeline. If necessary clarification/ documentation for compliance are not submitted within the prescribed timeline, another reminder letter is issued
9. Chief Inspector of Factories/ Inspector reviews the clarification/ documentations submitted for compliance and assess its adequacy. If the clarifications/ documentations are adequate, then the closure report is filed.
10. If the clarifications/ documentations are not adequate or. If the factory owner/ employer do not submit necessary document in the stipulated time, Prosecution proposal is prepared by the Inspector and submitted to Chief Inspector of Factories for sanction. Chief Inspector of Factories reviews the application and accord necessary sanction. After sanction, Inspector of Factories initiates the prosecution in the court.

INSPECTION PERFORMA

Date & time of inspection: ___/___/___ ___ A.M/P.M

1. Name of the factory and other details.

- i) Name of the factory:
- ii) Address :
- iii) Nature of manufacturing process:
- iv) Name of the Manager:
- v) Responsible person present during inspection:

2. Details regarding Registration/ licence.

- i) Licence No/Reg. No:
- ii) Total rated H.P installed(as per the licence):
- iii) Total nos. of workers employed:
- iv) Maximum workers at a time:
- v) Actual nos. of workers during inspection:
- vi) Nos. of contractor's/agencies workers:

3. Health Provisions.

- i) Whether the Health provisions of the Act has been generally complied with?

YES	<input type="text"/>	NO	<input type="text"/>
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- ii) If Not, mention deficiencies in short:
- iii) Nos. of latrines:

For (M)	<input type="text"/>	For(F)	<input type="text"/>
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- iv) Nos. of drinking water points:

4. Safety Provisions.

- i) Whether the Safety Provisions of the Act has been generally complied with?

YES	<input type="text"/>	NO	<input type="text"/>
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- ii) If Not, mention deficiencies in short:
- iii) Whether provisions of emergency exit have been generally complied with?

YES	<input type="text"/>	NO	<input type="text"/>
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- iv) Nos. of Safety Officers appointed (if applicable):
- v) Whether the lifting tackle and pressure vessels are tested by Competent Persons?

YES	<input type="text"/>	NO	<input type="text"/>
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- vi) Whether PPE's are provided and used by the workers?

YES	<input type="text"/>	NO	<input type="text"/>
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5. Does the manufacturing process involve any hazardous process?

YES	<input type="text"/>	NO	<input type="text"/>
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If Yes

- i) Status of compulsory disclosure of information by the occupier:

ii) Status of Health records and medical examination of worker:

iii) Status of Safety Committee:

6. Welfare Provision.

i) Whether washing facility for M/F provided:

ii) Status of First Aid appliances/Ambulance Room:

iii) Name & nos. of welfare officer:

iv) State whether provided (if the provision is applicable)

i) Canteen:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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ii) Lunch room/Rest room:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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iii) Creche:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7. General Information.

i) Whether Safety Suggestion scheme exist?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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ii) Whether Safety policies have been declared?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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iii) Whether Safety propaganda/education work was done?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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iv) Employment of young person and certificate of fitness thereof.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Whether Annual & Half Yearly Return has been submitted:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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vi) State whether ESIC is applicable:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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vii) If all workers are not covered under the ESIC scheme, whether scheme exist for payment of compensation due o accident. If yes mention the details in brief:

viii) Detail of working hours, over time and leave with wages:

ix) Maintenance of register/records etc. :

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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x) Any incident of accident in last two years:

xi) Violation detected during last inspection, thereof rectification:

8. For MAH units/isolated storage only.

i) Main activity:

ii) Assessment of safety system.

• Is a work permit system available:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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iii) Safety policy.

• Is a documented safety policy available?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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iv) Emergency provisions.

- Has the management prepared on-site emergency plan? YES NO
- Type and frequency of emergency mock drill (on-site)
- Has the district authority prepared & approved the off-site emergency plan? YES NO
- Type and frequency of emergency mock drill (off-site)

v) Safety audit & safety report.

- Whether safety audit has been conducted by external agency and safety report prepared as required under Rule 10 of the MSIHC Rules? YES NO
- Whether safety report submitted to the Chief Inspector of Factories? YES NO

vi) Specific information.

- Availability of process flow sheet : YES NO
- P&I diagram available: YES NO
- Nature of process (chemical or physical)

Endothermic/Exothermic

Continuous/ batch process

- Hazardous chemicals

Name	Nature of hazard	Quantity
1.		
2.		
3.		
4.		
5.		

- MSDS available: YES NO

vii) Safety equipments

Whether the following systems are provided

- Pressure relief system: YES NO
- Temperature/pressure/flow sensors: YES NO
- System preventing over flow: YES NO
- Safety shut down system: YES NO
- Alarm system based on functioning of sensors, detection of failure of safety related components, detection of fire/leak etc.: YES NO