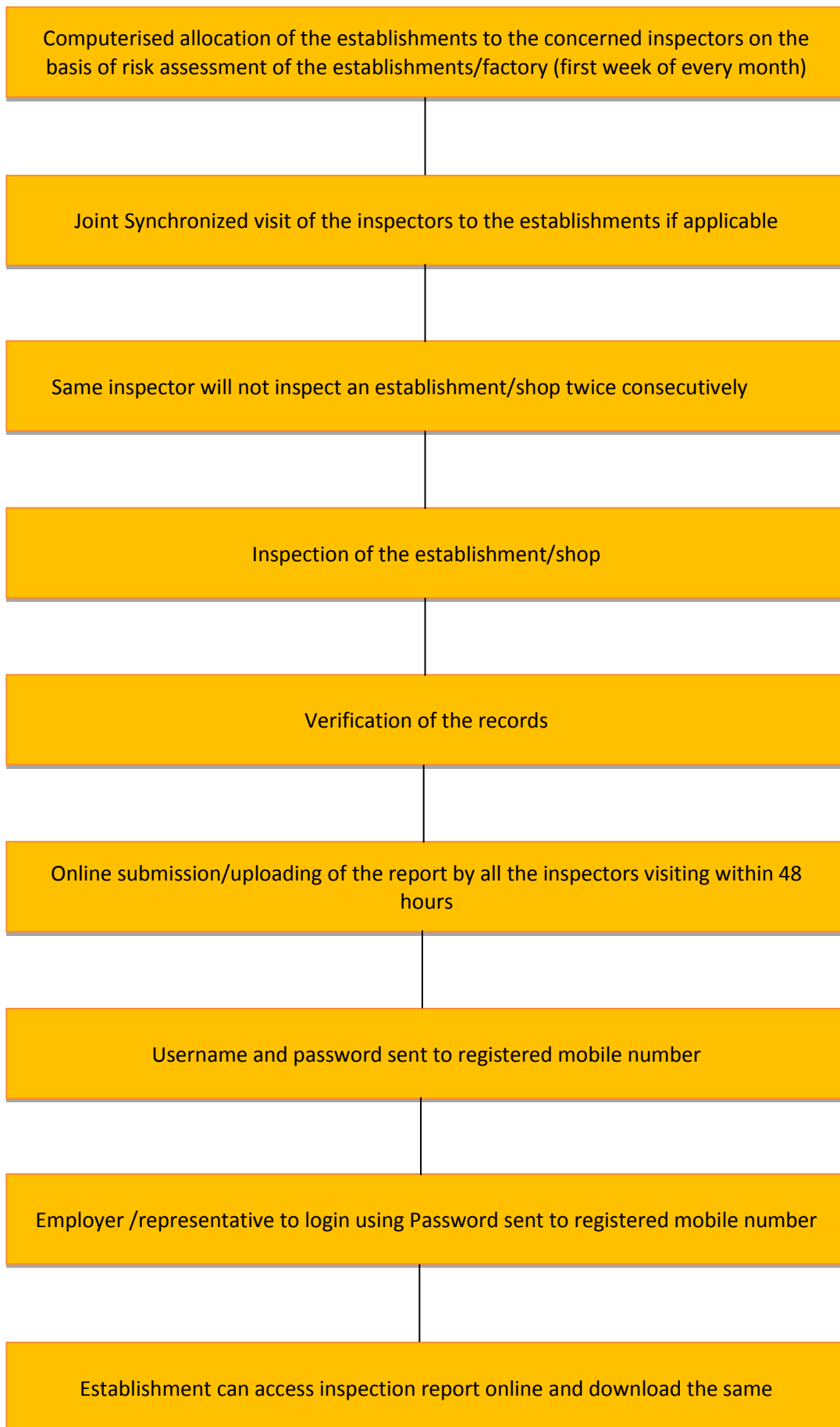


## Procedure for Planned Inspection under The Factories Act, 1948



Procedure for Planned <u>Inspection</u> under The Factories Act,1948			
Step	Application Format	Documents to be verified	Timelines
Online allocation of inspectors for Risk Based assessment			
1. Communication of the date of inspection of identified factory to the respective Inspector of	-----	-----	-----
2. Preparation by IF on status	-----	-----	-----
3. Visit of the Factory	-----	-----	-----
4. Preliminary discussion	-----	-----	-----
5. Inspection of factory site	Standard Inspection Report format	-----	-----
6. Discussion with the	None	-----	-----
7. Verification of the records	Standard Inspection Report format	<ul style="list-style-type: none"> <li>• Factory Plan approval</li> <li>• Factory registration/licensing/renewal/amendment</li> <li>• Review of health, safety and other facilities as applicable</li> <li>• Compulsory disclosure of information by the occupier</li> <li>• Health record of workers</li> <li>• Material safety data sheet (MSDS)</li> <li>• Records on Appointment of qualified welfare officers</li> <li>• Holiday register</li> <li>• Shift Register</li> <li>• Overtime register</li> <li>• Notice of period of work display</li> <li>• Register of adult workers</li> <li>• Identity cards in prescribed formats</li> <li>• Annual Leave with Wages register</li> <li>• Notifiable dies register</li> <li>• OT-Slips /Register</li> <li>• Leavebook</li> <li>• Musterroll</li> <li>• Register of accidents</li> <li>• Abstracts of Factories Act and Rules display</li> </ul>	-----
8. Briefing with the employer	-----	-----	-----
9. Submitting/Uploading of the report with a Unique number	Standard Inspection Report format	-----	48 hours from the time of completion of inspection

## **Inspection Points (Checklist) in relation to security related provisions Rules under the Factory Act-1948**

1. Name of the Factory:
2. Name of the Occupier:
3. Name of the Manager:
4. License Number:
5. Number of Workers/Horse Power:
6. Manufacturing Activity:
  
7. Whether Maps of the Factory are sanctioned & no changes have been made after sanction under the Section-6 of the Factory Act & Rule-3 of the Uttarakhand Factory Rule.
8. Whether the Factory License is renewed under the Section-6 of the Factory Act & Rule-9 of the Uttarakhand Factory Rule & the number of workers employed in the Factory are in accordance with the same.
9. In relation to ensure the security of the workers working in the Factory, whether the arrangements of security in the workplace, Supervision, awareness & training to the workers for working in the above place are provided according the Section 7A of the Factory Act.
10. Whether the security cover/fencing is fixed in the Transmission Machinery installed in Factory according to the Section-21 of the Factory Act.
11. Hoist & Lift installed in the Factory is according to the quality & whether arrangements of the security to safe use of this equipment's are according to the section-28 of the Factory Act.
12. Lifting machines, Chains, Ropes & Lifting Tackles installed in the Factory is according to the quality & whether arrangements of the security to safe use of this equipment's are according to the section-29(1) of the Factory Act.
13. Whether to estimate the weight capacity & quality of the Hoist, Lift, Lifting Machine, Chains, and Ropes & Lifting Tackles is inspected through the competent person, appointed by the Chief Inspector of Factories & records are being maintained according to the Section-29, Rule-55 of the Factory Act in above reference.
14. Revolving Machine installed in the Factory by which grinding work is done, whether information about the spindle speed, peripheral speed of the grinding wheel is indicated according to Section-30 of the Factory Act.
15. Whether all such pressure vessels installed in the Factory that works above atmospheric pressure are certified & their Hydraulic test is being carried out by the competent person every 2 years of interval under Section-31 & Rule-56 of Uttarakhand Factory Rule.
16. Whether Safety Valve for safe working pressure is working fine for all such pressure vessels installed in the Factory that works above atmospheric pressure & condition of pressure gauge installation is being estimated according to the Section-31(1) & whether air circulation around the pressure vessel is equal or not.
17. Whether inspection of all such pressure vessels installed in the Factory that works above atmospheric pressure are carried out by the competent person every 6 months interval under Section-31(2) & Rule-56 of Uttarakhand Factory Rule.
18. Whether condition of the passages for safe transportation of material, equipment to all the workplaces & gangways for marching the workers is being used according to the Section-32(a) of the Factory Act.
19. Whether arrangements of hand railing stairs to reach all the workplaces located at height in the Factory & to come out from these places safely in the emergency period is done according to the Section-32(b) of the Factory Act.
20. Whether fencing is installed to the platform located at height in the Factory according to the Section-32(c) thereby worker cannot fallen down from the height.
21. All the floor of the places whether it is located at ground or at height cover is imposed on pits, sumps & Floor openings according to the Section-33 of the Factory Act.
22. To move the load from one place to another place in the Factory by the workers itself, whether lifted weight is according to the Section-34 of the Factory Act & Rule-57 of the Uttarakhand Factory Rule.
23. Such manufacturing activities is carried out in the Factory during which dust or small particles are emitted & spread out or such activities in which eyes of the worker is compel to face excessive

- light whether eyes face shield & glasses are provided to the workers to ensure the safety of the workers according to the Section-35 of the Factory Act.
24. For Evictions of Hazardous Fumes or Gasses exist in any chamber, Tank, vat, Pit, Pipe & narrow work area of the Factory, suitable size of main holes or effective means are present as per Section-36 of Factory Act.
  25. Certificate has been issued by the competent person to the Factory with this effect that there is no existence of inflammable fumes & gasses thereafter according to the Section- 36(2) of the Factory Act in the said workplaces by providing the compatible breathing operators to the worker & tied the belt in workers waist whose one side is holder by the other workers from outside, work is being conducted.
  26. Whether 24 volt of current is supplied to arrange the light in all the narrow work areas of the Factory as per Section-36A of the Factory Act.
  27. Arrangements of flame proof fittings in all the narrow workplaces of the Factory such as chamber, Tank, Pipe, Pit, vat etc. where inflammable gasses might be possible is done as per Section 36A(b) of the Factory Act.
  28. Such manufacturing activities which is likely to explode where arrangements have been made to expulsion of dust, Gas, Fume & Vapour so that it cannot be stored in one place & in case of the explosion, effects are limited. For this whether arrangements of chokes, baffles, vents or other compatible devices are available in all equipment's related to the process according to the Section-37 of the Factory Act.
  29. Such parts of Plants & machinery installed in the Factory in which highly inflammable & explosive in nature gas or vapour is collected above the atmospheric pressure where arrangements of stop valve in the pipeline to open it or arrangements to reduce the pressure has been made. Welding, brazing, soldering or cutting operation is done in such plants & machinery after removing e gasses, vapours etc. completely according to the Section-37 of the Factory Act.
  30. Arrangements of the way has been made to the workers to escape safely according to the Section 38(1)(a) in case of fire in every workplace of the Factory.
  31. In reference to all the Substances & their nature stored in the every workplace of the Factory & being brought into use, fire extinguishers are available in sufficient quantity as per Section-38(1)(b) of the Factory Act.
  32. Maps of the building or any parts of the building in which machinery & plants are located came into knowledge during inspection of the Factory so to ensure the Safety objective it has been instructed to conduct supervision according to the Section-39 of the Factory Act.
  33. Such Buildings & Machineries that appears risky or embodied any risk while inspection so arrangements of the safety to be made according to the Section-40 of the Factory Act have been instructed & prohibiting its use until the security measures to be fulfilled.
  34. In terms of the necessary maintenance work to be supplied any building of the Factory instruction is given in writing according to the Section-40A of the Factory Act.
  35. Factories which are hazardous in nature & wherein one thousand or more workers are ordinarily employed be appointed Safety officers as per qualification prescribed in Section-40B(2) of the Factory Act.
  36. Factories wherein one thousand workers are ordinarily employed in addition to the one thousand or more another safety officer has been appointed as per Section-40B (2).
  37. Factories which comes under the dangerous category of Section -2(cb) of the Factory Act their on-site emergency plan & disaster control measures has been made with consent of Chief Inspector of Factories as per Section-41B(4) of the Factories Act.
  38. Factories which comes under the dangerous category of Section -2(cb) of the Factory Act there workplaces are being monitored.
  39. Medical examination is being conducted & records are maintained according to the Section-41C(c) of the Factory Act for the workers working in the Factories which comes under the dangerous category of Section -2(cb) of the Factory Act.
  40. Supervisors which possess at least Master degree in Science have been appointed to supervise the workers working in the Factories which comes under the dangerous category of Section - 2(cb) of the Factory Act.
  41. The threshold limits of exposure of dust & fumes in manufacturing processes in any factory is of the value indicated in Second Schedule of the Factory Act Section 41-F.

42. Whether the security Committee is constituted & the work is being conducted as per the provision given in Section-41F of the Factory Act.
43. Arrangements of canteens in a Factory as per Section-46 & Rule-68 of the Factory Act wherein more than two hundred and fifty workers are ordinarily employed.
44. Arrangements of rest rooms & lunch rooms in a Factory as per Section-47 & Rule-68 of the Factory Act wherein more than one hundred and fifty workers are ordinarily employed.
45. Whether Social Welfare Officer is appointed in a factory as per Section-49 of the Factory Act, wherein more than five hundred workers are ordinarily employed.
46. Whether safety equipment's as helmet, dust mask, gas mask, respiratory mask, face shield, safety shoes, hand gloves, safety goggles, safety belt, leg guard, ear plug & ear muff etc. are provided to every worker to handle the substances/equipment's used in manufacturing process in a Factory as per Uttarakhand Factory Rule-1950.
47. Whether toilet & bathroom accommodation is available in a Factory as per Rule-41 of the Uttarakhand Factory Rule.

**Establishments to be inspected under the following labour laws:**

- Payment of Wages Act, 1936 and the Rules
- Industrial Employment (Standing Order) Act, 1946 and Rules made
- Minimum Wages Act, 1948 and Rules
- Uttarakhand Dookan Aur Vanijya Adhishthan Adhiniyam, 1962
- Maternity Benefit Act, 1961 and Rules
- The Motor Transport Workers Act, 1961
- Payment of Bonus Act, 1965 and Rules
- Contract Labour (Regulation & Abolition) Act, 1970 and Rules
- Payment of Gratuity Act, 1972 and Rules
- The Equal Remuneration Act, 1976 and Rules
- The Inter State migrant workmen (RECS) Act 1979 and Rules
- The Building and Other Construction Workers (Regulation of Employment and Condition of Service) Act, 1996 and Rules
- Child Labour (Prohibition and Regulation) Act 1986
- The Factories Act, 1948 and Rules