

OFFICE OF THE DIRECTOR OF FACTORIES, ANDHRA PRADESH, VIJAYAWADA

Circular Memo No A1/3117/2017

Dated : 13.03.2019

Sub: Factories Inspection system for verification of compliance of the provisions of the Factories Act, 1948 & Rules made thereunder and other related legislations-Instructions – Issued.

Ref: Business Reform Action Plan -2019- Recommendations.

PROCEDURE TO BE FOLLOWED FOR INSPECTION OF FACTORIES UNDER FACTORIES ACT, 1948.

- The following category of factories randomly generated by the system based on risks are assigned for inspection:
 - (i) Factories classified as Major Accident Hazard factories under Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989
 - (ii) Factories involving hazardous processes as defined under Section 2 (cb) of the Factories Act, 1948
 - (iii) Factories carrying out dangerous operations as prescribed under Section 87 and Rule 95 of the Factories Act, 1948 and Rules made thereunder.
 - (iv) Factories carrying out operations likely to expose workers to Occupational diseases listed in the Third Schedule under Section 89 of Factories Act, 1948.
 - (v) Factories employing more than 150 workers.
 - (vi) Other factories are inspected once in two years.
 - (vii) In case of surprise inspections or complaint enquiries in factories, permission from the Head Of The Department shall be obtained.
- List of factories to be inspected in a month by the concerned Deputy Chief Inspector of Factories / Inspector of Factories/ Joint inspections along with Labour and other departments are assigned randomly in CIS portal based on Risk Assessment.
- The randomly assigned list of factories is available to the concerned Inspecting Officers in their respective logins.

- An SMS alert will be sent to the Occupier/ Manager of the factory before inspection and a link is provided on CIS portal to download the Inspection checklist.
- The format has to be filled up with "Yes" or "No" answers by the Occupier or Manager. A separate sheet can be attached if any further information is required to be furnished by them.
- The Inspecting officers will visit the factory on a mutually convenient date as per the allotment for verification of compliance of the Inspection checklist furnished by the Occupier or Manager.
- The Inspecting officer records his observations / non-compliance of provisions of the law restricting to the Inspection checklist and submits in Inspection Report online provided in the CIS portal within 24 hours from the time of inspection of the factory.


13/12/19
Director of Factories

To

1. The Joint Chief Inspector of Factories, Visakhapatnam
2. All Deputy Chief Inspectors of Factories in the state
3. All Inspectors of Factories in the state

Copy submitted to

1. The Special Chief Secretary to Government, LET&F Department, Government of A.P.
2. The Principal Secretary to Government, Industries & Commerce Department, Govt. of A.P.
3. The Commissioner of Industries, Government of Andhra Pradesh

Copy to officers and staff in Head office by circulation