

JOINT INSPECTION CHECKLIST

FACTORIES DEPARTMENT

PART-A (For all factories)

General Information		
Sl.No	Description	Status
1	Date of Inspection	
2	Registration Number	
3	Name of the Factory Is there any change in Name of the Factory	_____ Yes <input type="radio"/> No <input type="radio"/>
4	Address of Factory	
5	Maximum number of workers to be employed (Licence Limit) Total number of workers employed a) Regular workers - Male b) Regular workers - Female c) Contract workers - Male d) Contract workers - Female Is there any change in workers Licence Limit?	_____ _____ a) _____ b) _____ c) _____ d) _____ Yes / No
6	a) Maximum Horse Power to be Installed in hp (Licence Limit) b) Actual Power Installed in hp c) Stand by Power in KVA / KW Is there any change in Installed hp / standby power	a) _____ b) _____ c) _____ Yes / No
7	Manufacturing Process	
8	Licence Renewed up to Licence fee paid	_____ Yes / No
9	Factory building plans approved detail	
9.1	Are there any Plan deviations?	Yes / No
9.2	Are there any additional constructions / machinery installations?	Yes / No
10	Occupier Details Is there any change in Occupier?	Name : _____ Age : _____ Father Name : _____ Mobile No. : _____ e-mail : _____ Yes / No
11	Factory Manager Details Is there any change in Manager?	Name : _____ Age : _____ Father Name : _____ Mobile No. : _____ e-mail : _____ Yes / No
12	Responsible Person Details	Name : _____ Age : _____ Father Name : _____ Mobile No. : _____ e-mail : _____
13	Is there any child labour employment?	Yes / No
14	Is there any adolescent worker employment without certificate of fitness?	Yes / No

Safety Provisions

Sl.No	Check Points related to Safety Provisions	Status
1	Whether Safety guards or fencing is provided to the moving parts of the Machinery	Yes / No / Not Applicable
2	Whether hoist and lifts examined by competent person?	Yes / No / Not Applicable
3	Whether lifting machines, chains, ropes and lifting tackles examined by competent person?	Yes / No / Not Applicable
4	Whether pressure vessels examined by competent person?	Yes / No / Not Applicable
5	Floors, stairs with handrails, safe means of access, and platforms with toeboards provided and maintained properly	Yes / No / Not Applicable
6	Are all the pits, sumps, openings in floors are securely covered or fenced?	Yes / No / Not Applicable
7	Whether Eye sight and colour vision of the persons employed to operate or to give signals to a crane / locomotive / fork lift truck examined by a qualified ophthalmologist?	Yes / No / Not Applicable
8	Are sufficient number of exits from every machinery hall provided?	Yes / No / Not Applicable
9	Whether adequate fire fighting equipment provided and workers are trained in fire fighting?	Yes / No / Not Applicable
10	Whether thick rubber matting (or) insulating stand provided at electrical panels?	Yes / No / Not Applicable
11	Whether all electric wiring Laid in permanent conduits to prevent danger to work men?	Yes / No / Not Applicable
12	Three way plug pin used for supply to portable electrical apparatus	Yes / No / Not Applicable
13	Earth Leakage Circuit Breaker (ELCB) provided in the main circuit, to protect the persons working on electrical equipment from excess of leakage current	Yes / No / Not Applicable
14	Proper earthing to the portable electric apparatus Provided	Yes / No / Not Applicable
15	Whether Qualified Safety officers appointed?	Yes / No / Not Applicable
16	Whether a Safety committee is constituted?	Yes / No / Not Applicable
17	As per Indian Standard, Personal Protective Equipment like safety belts, helmets, safety shoes, goggles, mask and gloves are available in sufficient quantity for workers employed therein	Yes / No / Not Applicable
18	Health and Safety Policy prepared and displayed	Yes / No / Not Applicable
19	Whether persons who possess qualifications and experience to supervise handling of hazardous substances appointed?	Yes / No / Not Applicable
20	Whether Work permits for critical / jobs are followed and record maintained	Yes / No / Not Applicable
21	Safety training given to all workers	Yes / No / Not Applicable
22	Whether any walls / structures damaged in the factory?	Yes / No / Not Applicable

Fire Prevention and Control

Sl.No	Observations	Status
1	Whether fire hydrant systems are provided to all the hazardous areas which are prone to Fire?	Yes / No / Not Applicable
2	Automatic fire extinguishing appliances, fire resisting dampers electrically interlocked with heat sensitive / smoke detectors for ventilations ducts, pneumatic conveyors and similar equipment Provided	Yes / No / Not Applicable
3	Unobstructed access to fire fighting provided	Yes / No / Not Applicable
4	Is protection from lightening provided a) For building in which explosive / flammable substances are manufactured, stored or handled b) Storage tanks containing flammable liquids c) Buildings, tall chimneys or sacks where flammable gases or vapours likely to present d) Substation buildings / transformers / switch yards	Yes / No / Not Applicable

Welfare Amenities

Sl.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 / No / Not Applicable
2	First aid facilities available in factory	Yes / No / Not Applicable
3.1	Whether Canteen provided?	Yes / No / Not Applicable
3.2	Fly proof mesh to the doors and windows of canteen provided	Yes / No / Not Applicable
3.3	Floor and inside walls of the canteen made smooth and impervious?	Yes / No / Not Applicable
3.4	Hot water facility for cleaning of utensils provided	Yes / No / Not Applicable
3.5	Fly proof safes for storing the food material provided	Yes / No / Not Applicable
3.6	A canteen managing committee with equal number of persons nominated by occupier and elected by the workers constituted	Yes / No / Not Applicable
3.7	The staff of the canteen engaged in handling food stuffs medically examined by the medical officer	Yes / No / Not Applicable
3.8	Price list of food stuffs being supplied in canteen displayed at a conspicuous place in dining hall	Yes / No / Not Applicable
4.1	Whether Shelters, rest rooms provided	Yes / No / Not Applicable
4.2	Whether lunch rooms provided	Yes / No / Not Applicable
5	Whether Creche provided?	Yes / No / Not Applicable
6	Whether Welfare officer appointed?	Yes / No / Not Applicable
7.1	Whether Ambulance Room provided?	Yes / No / Not Applicable
7.2	Whether whole time medical officer assisted by atleast one qualified nurse or dresser cum compounder appointed?	Yes / No / Not Applicable
7.3	Whether Ambulance Van provided?	Yes / No / Not Applicable

Health Provisions

Sl.No	Check Points related to Health Provisions	Status
1	Cleanliness status of workplace such as floors, stairs and passages are cleanliness	Yes / No / Not Applicable
2	Effective arrangements are provided for the treatment of waste and effluents	Yes / No / Not Applicable
3	Effective arrangements are provided for control of excess dust and fumes	Yes / No / Not Applicable
4	Drinking water facilities available in factory	Yes / No / Not Applicable
5	Latrines and urinals are provided in proportion to the no. of male and female workers employed	Yes / No / Not Applicable
6	Latrines and urinals are maintained in a clean and sanitary condition	Yes / No / Not Applicable
7	Sufficient and suitable lighting (natural or artificial or both) shall be provided in every part of factories	Yes / No / Not Applicable
8	Adequate ventilation by the circulation of fresh air provided	Yes / No / Not Applicable

Occupational Health Centres

Sl.No	Observations	Status
1	Whether Occupational Health Centre provided?	Yes / No / Not Applicable
2	Whether medical officer is appointed? Whether qualified and trained dresser cum compounder Whether a minimum of 5 persons are trained in First aid procedures	Yes / No / Not Applicable
3	Whether a fully equipped ambulance van provided?	Yes / No / Not Applicable
4	Pre employment and Periodical (once in six months) medical examination of all the workers engaged in hazardous process carried out	Yes / No / Not Applicable

Other Provisions

Sl.No	Check Points related to Other Provisions	Status
1	Muster roll maintained	Yes / No / Not Applicable
2	Payment of wages Register maintained	Yes / No / Not Applicable
3	Overtime Register maintained	Yes / No / Not Applicable
3.1	Overtime within prescribed limits i.e., less than or equal to 50 hours in a quarter?	Yes / No / Not Applicable
4	Accident Register maintained	Yes / No / Not Applicable
5	Leave with wages Register maintained	Yes / No / Not Applicable
6	Maternity Benefit Act and Rules maintained	Yes / No / Not Applicable
7	Common Annual Return submitted	Yes / No / Not Applicable
8	Building Stability Certificate received from competent Person for New Registration of Factories	Yes / No / Not Applicable
9	Whether weekly off given to Regular / contract workers	Yes / No / Not Applicable
10	Information of accidents and dangerous occurrences as per section 88 and 88-A to the Inspectorate in Form 18 /18-A	Yes / No / Not Applicable
11	Whether a report in form No.19 sent to the Director of Factories in respect of any occupational diseases detected (as mentioned in third schedule of section 89)	Yes / No / Not Applicable

PART-B

(Only for hazardous factories listed in the First Schedule under section 2(cb) of the Factories act, 1948)

I. Hazard Identification and Risk Reduction

S.No.	Observation	Yes/ No
1	Are all the hazardous areas identified	
2	Are all the hazards involved in the handling of raw material and actual process including dangerous chemical reactions identified	
3	Are the properties of raw material, finished products and by products are studied	
4	Are remedial measures suggested for removal of hazards	
5	Are all the measures suggested for removal of hazards been undertaken	
6	Does the design, construction, installation, operation, maintenance and disposal of the buildings, plants and facilities considered effective safe guards against all the safety and health hazards so evaluated	
7	Whether HARA report is prepared for all the products manufactured in the factory	
8	Whether recommendations of HARA report are complied with	
9	Are safety reports submitted in Schedule 8	
10	Are safety audits by third party done periodically	
11	Whether compliance report to safety audit is submitted	
12	Whether information regarding Major accident Hazard and safety measures to be taken by public is given to persons likely to be affected by a major accident	

II. Safety in Chemical Storages and Handling

S.No.	Observation	Yes/ No
1	Does the chemical storage equipment have adequate labeling and colour coding arrangement	
2	Does it conform to respective ISI code	
3	Are the damaged containers handled under the supervision of a knowledgeable and responsible person	
4	Are adequate facilities provided for making chemical spillages innocuous	

5	Are adequate precautions taken to prevent accumulation of flammable, explosive and toxic concentration of substances in storage areas?	
6	Does the chemical storage areas have sufficient ventilation to prevent formation of dangerous chemical concentration	
7	Is flooring of storage area compatible with chemicals being stored	
8	Are the chemicals stored at one place are compatible with each other	
9	Does storage of unstable, reactive and explosive chemicals and intermediates are limited for two months usage	
10	Is permission of CIF is taken for exceeding the above limits	
11	Does standby arrangement is provided for transfer of toxic substances quickly if any defect is found in the storage tank	
12	FRP and Glass vessel storage: a. Does the storage vessels have proper anchorage, working platform, access ladders, pipelines etc b. Are they independently supported instead of having direct supporting structure on the storage tank	
13	Whether MSDS is available for all the hazardous substances or material handled in the premises	
14	Are the following labeling arrangement is done for all the containers containing hazardous substance a. Contents of the container b. Name and address of the manufacturer or importer of the substance c. Physical and Health Hazards d. Recommended PPE needed to work safely with the substance	
Fire and Explosion Risk		
15	does the receptacles for flammable liquids have metallic connections to earthed supply tanks to prevent static sparking	
16	are conductive hoses/pipes used for transfer of solvents and other flammable material	
17	are mobile tank wagons earthed during filling and discharge	
18	are precautions taken to ensure earthing is effective before such filling or discharge (work permit system)	
19	are adequate lightning arresters provided	
20	are adequate and suitable fire fighting appliances available near the vicinity of flammable storages	
21	Are pipe lines carrying flammable or explosive substances protected from mechanical damage	

22	Are the above pipeline examined by a responsible person once in a week to detect any defect or accumulation of material	
23	Any record is maintained for defects and repairs made	
Toxic Substances		
24	Are catch pits, bund walls, dykes or other suitable safeguards provided to restrict the serious effects of leakage of toxic substances	
25	Are catch pits provided below joints in pipelines	
26	Is adequate drainage leading to collection tanks with neutralizing media provided	
27	Are vessels of toxic material less than 90cms in height from ground are provided with fencing to a height of 90 cm	
28	Are adequate arrangements made for storage and disposal of waste material containing toxic material	
Corrosive Substances		
29	Is the flooring where corrosive materials handled made of impervious, corrosive and fire resistant material	
30	Does water facilities with eye wash fountain and shower provided near corrosive material handling area	
31	Is the cautionary notice prescribe in Schedule XX displayed	
32	Are the containers of corrosive material properly labeled	
33	Whether implements made of wood or other material (which prevents formation of arseniuretted hydrogen) provided for cleaning residues of chemicals storage tanks	
34	Are the corrosive materials stored along compatible materials only	
35	Are any precautions for avoiding overflowing of chemicals taken	
36	Are the chemical storage vessels examined once in a year	
37	Are any records for the above examination maintained	

III. Process Safety

S.No.	Observation	Yes/ No
1	Are safe operating procedures prepared for all the hazardous processes	
2	Are these SOPS displayed at appropriate places	
3	Are they translated in regional language	

4	Are workers adequately trained on these SOPs	
5	Do the management obtained undertaking from the workers that they were informed the hazards and trained about preventive measures and SOPs	
6	Does authorized entry system prescribed and followed for entry in to factory or plant having dangerous operations or dangerous chemical reactions	
7	Are adequate precautions taken while cleaning and removal of sludge from the equipment for testing to avoid fire, explosion	
8	Does adequate seating arrangement provided to operating personnel to prevent exposure to toxic, flammable and explosive substances during course of manufacturing and maintenance	
9	Are sampling workers adequately informed about safe procedures	
10	Are adequate precautions taken to prevent mixing of effluents from different processes and operations which may cause evolution of dangerous or poisonous gases	
11	Are qualified supervisors appointed for supervising the handling of hazardous substances	
12	are any hot exhaust pipes are installed inside the building	
13	whether all hot pipes, surfaces and surfaces likely to become hot are suitably protected	
14	is hazardous area classification done	
15	are the electrical appliances are provided based on hazardous area classification	
16	does soles of shoes worn by workers contain metal on them	
17	are wheels of trucks of conveyors conductive	
18	are tools and appliances used in the above area are non sparking type	
19	is smoking prohibited in the above areas and cautionary notice displayed	
20	does machinery, plant, equipment, pipe lines, belt drives etc which are source of accumulation of static charge are effectively earthed	
21	does automatic cutoff (solenoid valve etc) of heating is provided to limit the temperatures of process below predetermined safe limits	

22	are bund walls, dykes, sumps etc are provide to confined possible leakages from flammable liquid storage tanks	
23	are arrangements made to dispose off waste material in contact with flammable substances under supervision of knowledgeable and responsible person	
24	Whether continuous exhaust arrangement is provided to draw the toxic gases, vapors and fumes	
25	Whether the above arrangement is interlocked with process	
26	Does the facility exist for automatic stoppage of process in the event of failure of exhaust arrangement (for processes generating toxic fumes)	
27	Are work benches on which toxic substances are manipulated, have smooth impervious surface	
28	Does the above surface is washed daily after the completion of work	
	<u>Personal Protective Equipment:</u>	
29	Are workers provided with appropriate and approved type of PPE	
30	Are they adequately supervised for usage of PPE	
31	Are safety sampling workers provided with proper and approved PPE	
32	Does suitable personal protective equipment (suitable protective wear for hands and feet, suitable aprons, face shields, chemical safety goggles and respirators etc) are provided for persons handling corrosive material	
33	Are the workers using the PPE while handling corrosive materials	

IV. Equipment Safety

S.No.	Observation	Yes/ No
<u>Equipment in built safety measures:</u>		
1	Does the electrical installations used in the process suitable to the hazards prevailing in the area like dust, dampness, corrosion, flammability and explosivity	
2	Is quick isolation of plant or part of the plant or equipment is possible	
3	Does the lay out plan containing quick isolation facility available with security, maintenance and safety personnel	

4	Are alarm systems (audio and visual) provided to warn operational parameters exceeding predetermined safe limits	
5	Are the alarm systems checked daily?	
6	Are the alarm systems tested at least once in a month	
7	Are adequate precautions taken to prevent escape and spread of flammable, explosive and toxic substances during normal working hours and in emergencies	
8	If the above system fails, are the arrangements made to control the process and bring the escape below safe limit	
9	Are facilities available to render the substances escaping in to working environment innocuous	
10	Are automatic and or remote control arrangements made to control the effects of dangerous chemical reactions	
11	Does automatic flooding or blanketing or other effective arrangements made to control dangerous chemical reactions.	
12	Does adequate ventilation arrangements provided and maintained at all times in the process area to ensure concentrations of chemical vapour below safe limits	
13	Is substantial wire mesh enclosure provided to protect persons in the event of breakage of glass vessels and equipment like flasks, condensers etc	
14	<u>Reaction Vessels(Closed):</u> <ol style="list-style-type: none"> a. Are safety relief valves/rupture discs of adequate size provided b. Are suitable vents of adequate size to draw and disposed contents safely from SRV/Rupture Discs provided c. Is pressure gauge/vacuum gauge/compound gauge provided d. Is temperature gauge provided e. Is blow leg provided to prevent free fall of solvent or other flammable material while feeding to reactor to prevent accumulation of static charge f. Are the reactors adequately earthed to prevent accumulation of static charge g. Are the condenser vents are terminated outside with flame arresters 	
15	<u>Centrifuges:</u> <ol style="list-style-type: none"> a. Are the centrifuges periodically examined by competent persons to ensure safe operation b. Are the lids provided with limit switches c. Are vents provided to centrifuges to draw the vapours away from process hall d. Are the centrifuges properly earthed e. Are arrangements made to collect MLs (non acidic) from centrifuges in SS containers closed and provided with vent line 	

16	<p><u>Driers:</u></p> <ul style="list-style-type: none"> a. Are the driers fixed with explosion relief panels of adequate size and capacity b. Are Automatic temperature control arrangements(like solenoid valve in steam line or water line) provided to limit temperature below predetermined safe limits c. Are the driers examined by competent persons once in a year and once in a year d. Are any records maintained showing such examination e. Are the operators trained in safe operating procedures of driers f. Does safety ventilation system provided to dilute flammable mixture in air to limit the concentration to 25% of LEL g. Does the exhaust ducts of safety ventilation system designed to discharge flammable mixture away from work room h. is automatic pre ventilation provided to purge the driers before activation of heating system i. are arrangements made to prevent dripping of combustible substances on electric heaters or burner flame 	
<u>Testing of Equipment:</u>		
17	Does all the instruments and safety devices used in the process tested before taking into use and after carrying out any repair to them	
18	Are they examined once in a month by a competent person	
19	Does records of above tests and examinations maintained in a register	
20	Does all instruments and safety devices used in the process operated daily or as often as it is necessary to ensure efficient and effective functioning at all times	
21	Are all parts of the plant, equipment and machinery used in the process examined by competent person before commencement of process	
22	Are they retested once in two years or after carrying out repairs to it.	
23	Are equipment found to be unfit for safe use destroyed or rendered unusable under intimation to Chief Inspector	
24	Does testing marks indicating person by whom testing is done and date of testing indicated on the equipment.	
25	Are all parts of the plant, equipment, machinery which in the likely event of failure may give rise to an emergency situation examined once in a month by competent person	
26	Are the records of above testing and examination maintaining	
27	Are the repair works including alteration, modification and addition to plant, equipment and machinery done under the supervision of a responsible person	

28	Any permit to work system is adopted for the above work	
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V. Maintenance Safety:

S.No.	Observation	Yes/ No
1	Does the staging erected for the purpose of maintenance work confirms to ISI	
2	Does adequate ventilation is provided to prevent exposure of persons working on the stages	
3	Does the staging provided with safe access and proper hand rails of one meter height and toe board	
4	Are all the confined spaces identified	
5	Does the work in confined space is regulated by means of work permit system.	
6	Does facilities for adequate testing of confined space by ca competent person available	
7	Are the persons involved in confined space entry are educated and trained about the hazards in the work	
8	Is the confined space work undertaken under the supervision by a responsible and knowledgeable person	
9	Whether a log book is maintained for confined space entry with all relevant entries	
10	Does permit to work system is followed for cleaning of empty containers previously containing hazardous chemicals.	
11	Are the persons involved in cleaning of chemical containers are educated and trained about the hazards in the work	
12	Is the cleaning work undertaken under the supervision by a responsible and knowledgeable person	
13	Whether isolation of plant, machinery, equipment etc is forming part of work permit system	
14	Does the system has work procedures integrating safety with the work	
15	Are the workers engaged in activity under Permit to Work are physically fit to carry out the specified	
16	Are they provided with adequate PPE for rescue, resurrection and first aid	
17	Does work permit system exists for working at heights	

18	Are adequate number of safety belt provided	
19	Are safety belts tested by competent persons once in six months	
20	Is any certificate regarding its suitability obtained from competent person	
21	Are suitable and sufficient ladders, duck ladders or crawling board provided to work at heights	
22	Does work permit system exists for working on fragile roof	

VI. Worker's Participation in Safety Management:

S.No.	Observation	Yes/ No
Safety Committee		
1	Does the safety committee constituted in the factory?	
2	Does it have equal representation of management and workers	
3	Are the workers in the committee selected as per Rule 61(SG)A	
4	Is it chaired by a senior official who can contribute for effective functioning of the committee	
5	Are safety officer and medical officers are made member of the committee	
6	Does it have representation from production, maintenance and purchase department	
7	Does the meetings held at least once in a quarter	
8	Are the minutes recorded and produced	
9	Is implementation of recommendations are monitored	
10	Are health and safety surveys conducted by the committee	
Disclosure of Information to workers		
Are the workers provided with the following information		
11	List of hazardous process carried on in the factory	
12	Location and availability of MSDS	
13	Physical and health hazards arising from the exposure to or handling of substances	
14	Measures taken by the occupier to ensure safety and control of physical and health hazards	

15	Measures to be taken by the workers to ensure safety handling, store and transportation of hazardous substances ;	
16	Personal protective equipment required to be used by workers employed in 'hazardous process' or 'Dangerous' operations	
17	Meaning of various label and markings used on the containers of hazardous substances as provided under Rule 61(SB)B	
18	Signs and symptoms like to be manifested on exposure to hazardous substances and to whom to report	
19	Measures to be taken by the workers in case of any spillage or leakage of hazardous substance	
20	Role of workers vis-a-vis the emergency plan of the factory in particular evacuation procedures	
21	Whether information containing the above information is supplied in the form of booklets or leaflets and display of cautionary notices	
22	Are they prepared in regional language	
23	Are the health records available to workers	

VII. Fire Prevention and Control

S.No.	Observation	Yes/ No
1	Are process, storages, equipments and plans involving serious explosion and flash fire hazards are located in segregated buildings	
2	Are plant and equipment having serious fire hazard isolated	
3	Automatic fire extinguishing appliances, fire resisting dampers electrically interlocked with heat sensitive/smoke detectors for ventilation ducts, pneumatic conveyors and similar equipment having fire risk : provided/not provided	
4	Is Minimum clearance of 2mm provided between top of the pile and ceiling	
5	Unobstructed access to firefighting provided/not provided	
6	Is protection from lightening provided <ul style="list-style-type: none"> a. for building in which explosive/flammable substances are manufactured, stored or handled. b. Storage tanks containing flammable liquids c. Grain elevators d. Buildings, tall chimneys or sacks where flammable gases or vapours likely to present 	

	e. Substation buildings/transformers/switchyards	
7	<p>Precautions against ignition:</p> <ul style="list-style-type: none"> a. Flame proof electrical fittings in areas of risk b. Effective measures for prevention of accumulation of static charge c. Workers shoes without iron or steel nails to cause friction d. Prohibition of smoking e. Transmission belts with iron fasteners f. Open flames/frictional sparks/overheated surfaces 	
8	Precautions to remove air pockets and maintenance of wet condition in case of substances causing spontaneous ignition	
9	Storage of compressed cylinders – shade/away from flammable substances, furnace	
10	<p>Storage of flammable liquids:</p> <ul style="list-style-type: none"> a. Is the quantity stored in a room is more than the minimum required for the process b. Close fitting covers are provided to containers of flammable liquids c. Is the storage of flammable liquid with flashpoint less than 21 °C more than 20 liters d. Storage of flammable liquids in containers: limited quantity in well ventilated room, isolated from remainder of the building by fire walls and self closing fire doors e. Storage of large quantities of flammable material, preferably below the ground, and at a distance from any building as required under Petroleum Rules f. Effective steps to prevent leakage of liquids and confining the escaping liquid (BundWalls) 	
11	Steps taken to prevent accumulation of flammable dust, gas, fume or vapour in air or flammable waste	
12	Are sufficient number of exits from every machinery hall provided	
13	Are sufficient number of exits from storage rooms/godowns provided	
14	Is a second and emergency stair case in addition to regular staircase provided for all floors of the building	
15	Is travel distance to the exit is less than 22.5m in factories where high hazard materials are stored or used	
16	Is exit capacity of doors and stairs within limits	
17	Is size of doorway is more than 100cm in width and 200cm in height?	
18	Is minimum width of internal staircase is 100cms	
19	Is minimum width of treads is 25cms for internal staircase	
20	Is maximum height of riser 19cms for internal staircase	

21	Is maximum number of risers is limited to 12 per flight	
22	Is handrailing with a minimum height of 100cms provided	
23	Is fire alarm automatic/manual provided for multistory buildings	
24	Is water storage for fire hydrant system sufficient	
25	Are trailer pumps of adequate capacity provided	
26	Is water supply sufficient for 100 minutes at the rate specified in rules	
27	Is the size of water main of fire hydrant system more than or equal to 15cms in diameter	
28	Is it supplying water at the rate of 4500 liters per minute at a pressure of not less than 7 kg per sq cm	
29	Is NOC obtained from Fire Services Department	
30	Are fire fighting drills conducted once in two months	
31	Are automatic fire sprinklers provided	
32	Is number of fire extinguishers provided in the factory premises are adequate	
33	Is fire hydrant system provided in the factory	

VIII. Emergency Preparedness Plans

S.No.	Observation	Yes/ No
1	Are all possible types of emergencies from processes during the course of work or while carrying out maintenance work or repair work identified	
2	Are the above emergencies are reviewed every year	
3	Does a detailed plan to meet all identified emergency is formulated	
4	Does it contain arrangements for summoning outside help for rescue, fire fighting and arrangement for making available urgent medical needs	
5	Does the copy of emergency plan is sent to CIF	
6	Doses distinctive and recognizable warning arrangements made to cautions all persons inside the plant as well as neighboring community to enable safe evacuation of persons	
7	Are they informed bout warning arrangement	

8 a)	Are these arrangements reviewed once in a month	
8 b)	Are Alternate power supply arrangements and interlocking it with normal power supply made to ensure constant supply of power to facilities and equipment to ensure safety of the equipment and process	
9	Are the workers trained in emergency procedures and action to be taken by them during emergencies	
10	Are at least 10% of workers trained in the use of first aide, fire fighting appliances and rendering specific first aide measures on the special hazards of the particular process	
11	Are arrangements made to furnish identity of hazardous substances to treating physician	
12	Are mock drills conducted twice a year	
13	Are all the stake holders informed during conducting of mock drills	

IX. Occupational Health:

S.No.	Observation	Yes/ No
1	Are all the workers engaged in hazardous process are medically examined by factory medical officer a. Pre employment b. Periodical (once in six months)	
2	Is certificate of fitness granted to every worker by factory medical officer	
3	Are medical examination particulars entered in register	
	Occupational Health Centres (OHC) (A) Factories with Haz process employing > 50 workers but < 200 workers: Please specify Yes or No against each of the items below:	
1)	Is an occupational Health Centre having a room with a minimum floor area of 15 sq. mt. with floors and wall made of smooth and impervious surface and with adequate illumination and ventilation provided?	
2)	Have the plans of OHC been approved by Director of Factories, AP, Hyd?	
3)	If so, furnish the reference number:	
4)	Has the OHC been constructed as per plans?	
5)	Is a part time Medical Officer appointed?	
6)	Name and qualifications:	
7)	If appointed, is he visiting the factory at least twice in a week?	

	8) Are his services are readily available during medical emergencies?	
	9) Is one qualified and trained dresser-cum-compounder on duty available throughout the working period?	
	10) Is a fully equipped first aid box available in all the departments?	
	<p>11) Is the equipment as follows available in OHC?</p> <ol style="list-style-type: none"> 1. A glazed sink with hot and cold water 2. A table with a smooth top at least 180 cm X 105 cm. 3. Means for sterilizing instruments. 4. A couch. 5. Two buckets or containers with close fitting lids. 6. A kettle and spirit stove or other suitable means of boiling water. 7. One bottle of spiritus ammonia aromatiuus (120ml.). 8. Two medium size sponges. 9. Two 'kidney' trays. 10. Four cakes of toilet, preferably antiseptic soap. 11. Two glass tumblers and two wine glasses. 12. Two clinical thermometers. 13. Two tea spoons. 14. Two graduated (120ml) measuring glasses. 15. One wash bottle (1000 cc) for washing eyes. 16. One bottle (one litre) carbolic lotion 1 in 20. 17. Three Chairs. 18. One Screen. 19. One electric hand torch 20. An adequate supply of tetanus toxoid. 21. Coramine liquid (60 ml). 22. Tablets - antihistaminic, antispasmodic (25 each). 23. Syringes with needles - 2 cc, 5 cc and 10 cc. 24. Two needle holders, big and small. 25. Suturing needles and materials. 26. One dissecting forceps. 27. One dressing forceps. 28. One scalpels. 29. One stethoscope. 30. Rubber bandage - pressure bandage. 31. Oxygen cylinder with necessary attachments. 32. One blood pressure apparatus . 33. One patellar Hammer. 34. One peak-flow meter for lung function measurement. 35. One stomach wash set. <p>36. Any other equipment recommended by the Factory Medical Officer according to specific need relating to manufacturing process.</p> <ol style="list-style-type: none"> 37. Four plain wooden splints 900mm X 100mm X 6mm. 38. Two plain wooden splints 250mm X 50mm X 12mm 39. One paid artery forceps 40. Injections - Morphia, Pethidine, atropine, adrenaline, coramine, Novocan (2 each) 41. One surgical scissors 	

	12) Has an arrangement been made for procuring an ambulance with out loss of time in case of any need? If so, furnish the details:	
	Occupational Health Centre(OHC) (A) Factories with Haz process employing >200 workers: Please specify Yes or No against each of the items below:	
	1) Is an occupational Health Centre having two rooms each with a minimum floor area of 15 sq. mt. with floors and wall made of smooth and impervious surface and with adequate illumination and ventilation provided?	
	2) Have the plans of OHC been approved by Director of Factories, AP, Hyderabad?	
	3) If so, furnish the reference number:	
	4) Has the OHC been constructed as per plans?	
	5) Is a full time Medical Officer appointed?	
	6) Name and qualifications: Dr. A. Raghurama Sharma M.B.B.S, D.T.C.D.	
	7) If appointed, is he visiting the factory every day?	
	8) Are his services are readily available during medical emergencies?	
	9) Is one nurse and dresser-cum-compounder and one sweeper-cum-ward boy throughout the working period;	
	10) Is the Occupational Health Centre suitably equipped to manage medical emergencies?	
	11) Is the equipment as follows available in OHC? 1. A glazed sink with hot and cold water 2. A table with a smooth top at least 180 cm X 105 cm. 3. Means for sterilizing instruments. 4. A couch. 5. Two buckets or containers with close fitting lids. 6. A kettle and spirit stove or other suitable means of boiling water. 7. One bottle of spiritus ammonia aromatiuous (120ml.). 8. Two medium size sponges. 9. Two 'kidney' trays.	

10. Four cakes of toilet, preferably antiseptic soap.
11. Two glass tumblers and two wine glasses.
12. Two clinical thermometers.
13. Two tea spoons.
14. Two graduated (120ml) measuring glasses.
15. One wash bottle (1000 cc) for washing eyes.
16. One bottle (one litre) carbolic lotion 1 in 20.
17. Three Chairs.
18. One Screen.
19. One electric hand torch
20. An adequate supply of tetanus toxide.
21. Coramine liquid (60 ml).
22. Tablets - antihistaminic, antispasmodic (25 each).
23. Syringes with needles - 2 cc, 5 cc and 10 cc.
24. Two needle holders, big and small.
25. Suturing needles and materials.
26. One dissecting forceps.
27. One dressing forceps.
28. One scalpels.
29. One stethoscope.
30. Rubber bandage - pressure bandage.
31. Oxygen cylinder with necessary attachments.
32. One blood pressure apparatus .
33. One patellar Hammer.
34. One peak-flow meter for lung function measurement.
35. One stomach wash set.
36. Any other equipment recommended by the Factory Medical Officer according to specific need relating to manufacturing process.
37. Eight Plain wooden splints 900mm x 100mm x 6mm
38. Eight Plain wooden splints 350mm x 75mm x 6mm

	<p>39. Four Plain wooden splints 250mm x 50mm x 12mm</p> <p>40. Two pairs artery forceps</p> <p>41. Injections - morphia, pethadine, atropine, adrenaline Ceramine, movacan (4 each)</p> <p>42. Two surgical scissors.</p>	
12)	<p>Is an ambulance van provided? If so, furnish Registration number:</p>	
13)	<p>Has it been manned by</p> <p>i) a full time driver –cum – mechanic?</p> <p>ii) a helper trained in first aid? (if so furnish their names)</p>	
14)	<p>Has the ambulance been provided with the following equipment?</p> <p>(a) General</p> <ul style="list-style-type: none"> • A wheeled stretcher with folding and adjusting devices, with the head of the stretcher capable of being fitted upward- • Fixed suction unit with equipment. • Fixed oxygen supply with equipment. • Pillow with case - Sheets - Blankets; Towels. • Emesis bag; Bed pan; - Urinal - Glass <p>(b) Safety Equipment</p> <ul style="list-style-type: none"> • Flares with life of 30 minutes - Flood lights • Flash lights - Fire extinguisher dry powder type; • Insulated gauntlets. <p>(c) Emergency care equipment</p> <p>(i) Resuscitation:</p> <ul style="list-style-type: none"> • portable suction unit, portable oxygen units • Bag-valve-mask, hand operated artificial units • Airways, Mouth gaga - Trachoesotomy adaptors • Short spine board, I V Fluids with administration units • B.P. Manometer,Cugg,- Stethoscope <p>(ii) Immobilisation:</p> <ul style="list-style-type: none"> • Long and short boards, wire ladder splints • Triangular bandage, long and short spine boards <p>(iii) Dressings:</p> <ul style="list-style-type: none"> • Gauge pads 4" x 4", Universal dressing 19" x 36" • Roll of Aluminium foils, soft roller bandages 6" x 5" yards adhesive tape in 3" roll, safety pins • Bandage sheets-burn sheets <p>(iv) Poisoning:</p> <ul style="list-style-type: none"> • Syrup of Ipecac, Activated charcoal pre-packed in doses, snake bite kit, drinking water-pre-packed in doses <p>(v) Emergency medicines as per requirement (under the advice of medical officer only)</p>	

X. Health and Safety Policy: (Rule 61(SB)A)

S.No.	Observation	Yes/ No
1	Does the organization have a Health and Safety Policy?	
2	Is it signed by Occupier	
3	Does the policy declare commitment of top management towards OHS?	
4	Does it contains arrangement for involvement of workers/	
5	Does it fixes responsibility of contractors, sub contractors, transporters and other agencies entering the premises	
6	Does it requires providing resume on OHS performance of the factory in its annual report	
7	1.Does it requires integration of OHS in all decisions like purchase of plant, equipment, machinery, material and selection of personnel	
8	Does the copy of policy is distributed to all the workers including contract workers	
9	Does the policy displayed in conspicuous place	
10	Is it translated in regional language	
11	Are arrangements made for reviewing the policy whenever there are extensions, modification , use of new substances and materials having impact on OHS of workers	

XI. Safety Orgainsation

S.No.	Observation	Yes/ No
1	Number of safety officers required to be appointed and number of safety officers appointed. Is it adequate?	
2	Are they qualified and experiences as per Rule 61A	
3	Is the appointment of all the safety officers ratified by Director of Factories	
4	Does the safety department adequately staffed for effective functioning	
5	Does the safety department adequately equipped for effective functioning	
6	Does the safety officer reports to chief executive	

7	Are the safety officers required to perform other duties not connected to duties of safety officer	
8	Does safety officer undertakes job safety studies of selected hazardous processes	
9	Does safety officer is having a role in purchase of PPE	
10	Does he conducts periodical safety inspections and advise on hazard mitigation measures	
11	Does he investigate accidents, dangerous occurrences and occupational diseases	
12	Does he associate in organizing safety campaigns and competitions to promote safety	
13	Is he involved in organizing safety training programmes	
14	Does he actively participate and advise safety committees	

XI. Education, Training and motivational measures

S.No.	Observation	Yes/ No
1	Whether adequate training provide to all the workers including contract workers on OSH (Sec 7A)	
2	Are specially trained adult workers appointed for adjustment operation as required under Sec 22	
3	Are the workers are trained to be familiar with the means of escape in case of fire and have been adequately trained in the routine to be followed in such cases.	
4	Are sufficient number of workers trained in usage of first aid firefighting equipment	
5	Are workers trained in routine examination and maintenance of first aid firefighting equipment	
6	Are adequate number of t rained operators available for operation of thermic fluid heaters	
7	Are adequate number of trained operators available for operation of driers/ovens	
8	Are the arrangements available for education, training and retraining of workers	
9	Are the workers trained adequately to work in confined space	
10	Are workers trained to work in maintenance works like cleaning of tanks	
11	Are the workers informed and trained on use of PPE	

12	Are workers trained in opening valves fitted to containers holding corrosive material	
13	Are the workers trained regarding evacuation procedures as part of emergency plan	
14	Are 10% of workers trained in first aid and fire fighting operations	
15	Does trained and responsible fire fighting squad available to handle firefighting and life saving equipment	
16	Are the squad leaders trained in recognized Government Institutions	
17	Are certified and trained operator available for operating solvent extraction plant	
18	Are operators trained in safe operation of electric furnace of Carbon Di Sulphide Plant	
19	Are workers trained in usage of personal protective equipment, particularly SCBA	
20	Are safety competitions organized in factory to increase safety awareness among workers	
21	Are safety poster and slogans displayed in the factory premises	
22	Does the factory have induction training programme in which OSH is included	
23	Are the workers periodically trained on safety systems and changed processes/products/equipment	
24	Are the employees sponsored for any external training programmes on safety	

LABOUR DEPARTMENT

Checklist Act wise for Inspector

Violations Under Minimum Wages Act, 1948 & Ap Rules, 1960		
S.No	Description of The Provisions Required To Be Complied By The Employer	Yes/No
1	Non Payment of Minimum Rate of Wages * To The Employees * Employed In The Scheduled Employment Notified By The Govt.	
2	Failure To Issue Wage Slips In Form XI Atleast A Day Prior To Disbursement of Wages	
3	Failure To Display Notice In Form-XII Containing Minimum Rates of Wages Fixed Together With Abstract of Provisions of The Act and Rules	
Check List For Online Inspection Under A.P. Shops & Estt. Act, 1988 & Rules, 1990		
S.No	Description of The Provisions Required To Be Complied By The Employer	Yes/No
1	Non Registration of Shop/Estt.	
2	Non Renewal of Registration	
3	Employed Children In The Employments/Process Prohibited	
4	Non Payment of Overtime Wages	
5	Non Maintenance of Register of Employment In Form-XXII	
5 B	Non Maintenance of Register of Wages In Form-XXIII	
5 C	Non Maintenance of Register of Leave	
5 D	Notice of Weekly Holiday Not Displayed	
6	Non Issue of Appointment Letters	
7	Non Display of Name Board In Telugu	
Check List For Online Inspection under A.P. Labour Welfare Fund Act, 1987		
S.No	Description of The Provisions Required To Be Complied By The Employer	Yes/No
1	Non Payment of Contribution of Employees and Employers	
2	Non Payment of Un-Paid Accumulations	
Check List For Online Inspection under A.P. Factories And Establishments(National, Festival And Other Holidays Act 1974 And Ap Rules		
S.No	Description of The Provisions Required To Be Complied By The Employer	Yes/No
1	Failure To Allow National, Festival and Other Holidays Notified By The Authority	
2	Failure To Send Statement Showing Holidays Allowed In The Manner Prescribed	
3	Failure To Allow Wages/Substituted Holiday	
2	Non Maintenance of Register Showing Set-Off And Set-On of Allocable Surplus In Form-B	
3	Non Maintenance of Register Showing Details of Bonus Payable And Actually Paid In Form-C	

4	Non Payment of Bonus	
Check List For Online Inspection / Violations Under Payment of Wages Act, 1936 & Ap Rules, 1937		
S.No	Description Of The Provisions Required To Be Complied By The Employer	Yes/No
1	Failure To Pay The Wages Before Expiry of The Day Specified After The Last Day of The Wage Period	
2	Failure To Pay The Wages Through The Bank Account of The Workers	
3	Deduction of Wages of The Workers Made Not In Accordance With The Provisions of The Act/Rules	

Compulsory Gratuity Insurance Rules, 2011		
S.No	Description of The Provisions Required To Be Complied By The Employer	Yes/No
1	Non Registration	
2	Non Payment of Gratuity In Time	
3	Non Obtaining of Insurance	

Check List For Online Inspection/Violations Under Contract Labour Act, 1970 & Ap Rules, 1971		
S.No	Description of The Provisions Required To Be Complied By The Employer	Yes/No
1	Registration Not Obtained By PRL. Employer	
2	License Not Obtained By The Contractor	
3	License Not Renewed By The Contractor	
4	Non Observance of Conditions of License Viz. Leave,Holiday,Rates of Wages,Hours of Work Etc.	
5	Non Observance of Health And Safety Provisions	
6	Non Maintenance of Register of Contractors In Form-XII	
6 B	Non Maintainance of Muster Roll In Form-XVI	
6 C	Non Maintainance of Register of Wages In Form-XVII	
6 D	Non Issue of Wage Slips In Form-XIX	
6 E	Non Issue of Employment Card	
7	Non Payment of Wages/Short Payment of Wages By PRL. Employer/Contractor	

Check List For Online Inspection/Violations Under Equal Remuneration Act, 1976 & Rules 1976		
S.No	Description of The Provisions Required To Be Complied By The Employer	Yes/No
1	Non Payment of Remuneration At Equal Rates To Men And Women Workers For Same Work Or Work of A Similar Nature	
2	Reduced The Rate of Renuneration For Complying With The Provision of Equal Remuneration	
3	Discrimination While Recurting Men and Women	

Inspection/Violations Under Payment of Gratuity Act, 1972 & AP Rules, 1972, A.P.

Check List For Online Inspection / Violations Under Motor Transport Workers Act, 1961 & Ap Rules, 1963

S.No	Description of The Provisions Required To Be Complied By The Employer	Yes/No
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Check List For Online Inspection/Violations Under Payment of Bonus Act, 1966 & AP Rules

1	Non Registration	
2	Non Renewal of Registration	
Welfare and Health provisions		
3	Failure to provide canteen (more than 100 workers)	
4	Failure to provide rest room	
5	Failure to provide uniforms	
6	Failure to provide medical facilities	
7	Failure to provide First Aid Facilities	
Service Conditions		
8	Failure to observe hours of work	
9	Failure to observe hours of work to adolescent workers	
10	Failure to observe daily intervals of rest	
11	Failure to observe spread over	
12	Failure to observe split duty	
13	Failure to display Notice of hours of work	
14	Failure to allow weekly rest	
15	Failure to allow compensatory day of rest	
16	Allowed / employed children	
17	Failure to obtain Fitness Certificate in respect of adolescent workers	
18	Failure to pay overtime wages	
19	Failure to allow annual leave with wages	
Maintenance of Registers		
20	Failure to maintain Leave Book	
21	Failure to maintain Register of workers	
22	Failure to issue of Letter appointments	
23	Failure to Maintain Muster Roll	
24	Failure to maintain Overtime Muster Roll	
25	Failure to issue Individual Control book to the travelling workers	
26	Failure to submit annual returns	

S.No	Description of The Provisions Required To Be Complied By The Employer	Yes/No
1	Non Maintenance of Register of Allocable Surplus In Form-A	

