

**FACTORY INSPECTION REPORT FOR THE USE OF FACTORY**  
**INSPECTORS—FIRST INSPECTION**

Preliminary—

Region ..

Commune ..

Village ..

Postal address (in full) ..

Date of inspection ..

1. Serial number and name of factory ..

2. Licence number and date ..

3. Class of factory ..

(a) Major industry ..

(b) All other industries ..

**N.B.**—All industries carried on or likely to be carried on should be entered.

(c) Dangerous operation, if any (Section 87) ..

4. Name of occupier or occupiers ..

5. Name of manager or managers ..

6. Factory working/not working ..

**N.B.**—If the factory is working, the industry that is being carried on at the time of inspection should be noted. If not working the reason and the date on which it, last worked should be stated.

7. Section 2 (m) (i) or 2 (m) (ii) or notified factory. ..

**N.B.**—If notified whether power or non-power factory should be stated.

8. What are the exemptions applicable or granted to the factory and whether availed. (Quote the number and date of the order)..



## 9. (a) Number of persons working at the time of inspection—

	Adults	Adolescent adults		Children	Adolescent children
Men .. ..			Boys .. ..		
Women .. ..			Girls .. ..		

## (b) Names and particulars of the persons found working—

Sl. No.	Name of worker	Father's name	Residential address	Age	Nature of work	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

10. Have more than 9 or 19 persons been employed by the present occupier on any day in the preceding 12 months? If so, give the earliest and latest dates of such employment and the number of persons employed on those days? ..
11. What is the maximum number of persons employed on any day during the current calendar year and the date of employment?..
12. Nature and total amount of power installed and the details of machinery installed. ..



**Note.—IMPORTANT—**The questionnaire only indicates the various points to note when inspecting factories. They should thoroughly acquaint themselves with the provisions of the act and rules and to refer to the Act and rules whenever necessary and make a detailed inspection.

## CHAPTER—I

### Preliminary

(Plans, Licences and Notice of occupation)

13. (a) Are the plans of all the buildings in the factory approved by the C. I. F. ? (Give number and date of order of approval.) If so, are the buildings constructed according to the approved plans? [Section 6 (1) and rule (3)]..
- (b) Is the factory registered and licensed? Is the licence fee paid correctly ? [Section 6 (1) and rules 4 and 5] ..
14. (a) Is the notice of occupation sent ? [Section 7 (1) and rule (11)] ..
- (b) Is the change of manager intimated ? [Section 7 (4) and rule 12] ..

## CHAPTER—III

### Health

Cleanliness: ventilation and temperature dust and fume; overcrowding, lighting, drinking water, latrines and spittoons.

15. (a) Is the factory kept clean? [Section 11 (1) (a)] ..
- (b) Is the floor of every work-room washed at least once in a week ? [Section 11 (1) (b)] ..
- (c) Are the drains properly constructed and kept clean ? [Section 11 (1) (c)] ..
- (d) Are the inside walls and ceilings including all wood-work lime-washed or colour-washed once in fourteen months or painted or varnished once in five years? (Give dates of such treatment.) [Section 11 (1) (d)] ..
16. How are the trade wastes and effluents disposed off? Is the approval of the Health Officer obtained? (Section 12 and rule 19) ..



## CHAPTER—III—Contd.

## Health—Contd.

17. (a) Are there adequate number of windows in all the working rooms for adequate circulation of fresh air? [Section 13 (1) (a)] ..
- (b) Is the temperature in the working rooms high? If so, what are the measures to be taken to reduce it? [Section 13 (1) (b)] ..
18. Is dust or fume given off in the manufacturing process? If so, are the exhaust arrangements satisfactory? [Section 14 (1)] ..
19. (a) Is artificial humidification carried on? If so, is purified water used for the purpose? [Section 15 (2)] ..
- (b) Are adequate number of hygrometers of the prescribed specifications provided? (Rules 21 and 25) ..
- (c) Is Humidity Register in Form No. maintained? (Rule 24) ..
- (d) Is artificial humidification controlled? Is a copy of the schedule appended to rule 20 affixed near each hygrometer? (Rules 20 and 23). ..
20. (a) Is any working room overcrowde? Are sufficient floor area and air space provided for each worker? [Section 16 (2) and rule 120 (1)] ..
- (b) Is a notice giving particulars of each room in Form No. 28 exhibited prominently in each working room? [Rules 119 and 120 (1)] ..
21. (a) Is lighting in all the rooms and passages sufficient and suitable? [Sections 17 (1), (2) and (3)] ..
- (b) Is artificial lighting provided, and if so, does it conform to the standards laid down in rules 31 to 33 [Section 17 (b) and rules 31 to 33] ..
22. (a) Is sufficient quantity of drinking water provided for the use of the workers? (Rule 36) ..
- (b) What is the source of supply? If it is not from public water-supply system, has it been approved in writing by the Health Officer? (Rules 37, 39 and 40) ..



## CHAPTER—III—Contd.

## Health—Contd.

- (c) Is drinking water stored in suitable vessels with water taps and dust-proof covers placed on raised platforms in shade? Is the surrounding of the platform on which the vessels are placed kept dry and clean? (Rule 38) ..
- (d) Are more than 250 persons employed? If so, is cooled drinking water supplied? (Rule 41) ..
23. (a) Is sufficient latrines and urinals accommodation provided to the workers separately for men and women? (Rules 42 and 46) ..
- (b) Are the latrines and urinals of a type approved by the Health Officer? (Rules 43 and 47) ..
- (c) Is the latrine provided with a roof? Are the seats partitioned and each partition provided with a proper door and fastenings to secure privacy? (Rule 44)..
- (d) Are pictorial sign-boards exhibited at the entrances of latrines for men and women? (Rule 45) ..
- (e) Are the walls of the latrines and urinals white-washed or colour-washed at least once in every four months? (Rule 49) ..
- (f) Are the latrines, urinals, drains and surroundings kept clean? (Rule 50) ..
- (g) Are water taps or water cisterns with cans provided in the latrines? (Rule 51)..
24. Are sufficient number of spittoons of the prescribed type provided? Are they kept clean? (Rules 52 to 54)

## CHAPTER—IV

## Safety

Note.—Safety provisions relating to power factories under sections 21, to 311.  
Use Part—II of the questionnaire

25. (a) Are floors, stairs and passages maintained properly and hand rails provided wherever necessary? [Section 32 (a)] ..
- (b) Are safe means of access provided to all the places of works [Section 32 (b)] ..



## CHAPTER—IV—Contd.

## Safety—Contd.

26. Are all the tanks, pits, etc. securely covered?  
(Section 33) ..
27. Are excessive weights carried by the workers?  
(Section 34 and rule 61) ..
28. Are proper precautions taken for protection  
of eyes? (Section 35 and rule 62) ..
29. Are necessary precautions taken against  
dangerous fumes? (Section 36 and rule 63) ..
30. Are necessary precautions taken against  
explosion due to inflammable dust, gas, etc.?  
(Section 37) ..
31. (a) Are means of escape in case of fire  
adequate? [Section 38 (1) and rule 65  
(1) (a)] ..
- (b) Are exit doors of not less than  
2.0 m. × 1.22 m. and fitted to slide or open  
outwards? [Section 38 (2) and rule  
6.5 (1) (b)] ..
- (c) Are staircases constructed in accordance  
with section 38 (6) and rule 65 (1) (c),  
(d) and (e)? ..
- (d) Are the passage, ways, etc., free of  
obstructions? [Section 65 (5) ] ..
- (e) Are adequate precautions taken against  
danger of fire? [Section 38 and Rule 65(A)] ..
32. (a) Is there any building or part of building  
or machinery or plant in a  
dangerous conditions. If so, what is the  
action to be taken? (Specify time.)  
(Section 39) ..
- (b) Is any building or part of building in  
dangerous condition involving imminent  
danger to human life or safety? If so  
what is the action to be taken? (Specify  
time). (Section 40A) ..
- (c) Is Safety Officer appointed? (Section 40B) ..



## CHAPTER—V

## Welfare

33. Are adequate and suitable washing facilities (including soap and brushes) provided separately for men and women? (Section 42 and rule 66) ..
34. (a) Are sufficient number of First-Aid Boxes according to the scale provided containing all the required equipments provided? [Section 45 (1) and rule 68] ..
- (b) Are they in-charge of trained persons? [Section 45 (3)] ...
- (c) Is ambulance room provided [Section 45 (4) and rule 69] ..
35. Is the factory notified to maintain a canteen? (Section 46) If so,— ..
- (a) Is the canteen constructed according to approved plans? (Rule 70) ..
- (b) Is the accommodation sufficient? (Rule 71)..
- (c) Is it well-equipped? (Rule 72) ...
- (d) What are the foodstuffs supplied and at what cost? What are the items of expenditure borne by management? Is the canteen run on non-profit basis? (Rule 73) ..
- (e) Are accounts properly maintained? (Rule 74)...
- (f) If there a Managing Committee for the canteen? (Rule 75) ..
36. Is the factory ordinarily employ more than 150 workers? (Section 47) ..
- (a) Are they constructed according to plans approved? Is the accommodation sufficient? (Rule 77) ..
- (b) Are they maintained in a clean state? (Rule 77) ...



## CHAPTER—V—Contd.

## Welfare—Contd.

37. Is the Factory ordinarily employs more than 30 workers? (Section 48) ..
- (a) Is it constructed according to plans approved and is the accommodation sufficient? [Rule 78 (2) to (6)] ..
- (b) Is it adequately furnished and equipped? [Rule 78 (7)] ..
- (c) Is there a play-ground for older children? [Rule 78 (8)] ..
- (d) Is there a wash room with the required equipments? (Rule 79) ..
- (e) Are refreshments and milk supplied to the children free of cost? (Rule 80) ..
- (f) Is it adequately staffed and the staff provided with suitable clothes (Rule 81) ..
38. Is Welfare Officer appointed? (Section 49) ..

## CHAPTER—VI

## Working Hours of Adults

39. Is any adult worker employed for more than 48 hours in any week? (Section 51) ..
40. (a) If any person was employed on the first day of any week, was substituted holidays given? [Section 52 (1) (a)] ..
- (b) Was a notice delivered to the Inspector in accordance with? [Section 52 (1) (b) (i)] ..
- (c) Was a copy of notice displayed in the factory? [Section 52 (1) (b) (ii)] ..
41. (a) Is the factory exempted from section 52? If so, are compensatory holidays granted? (Section 53 and rule 82) ..
- (b) Is a register maintained in Form No. 9? (Rule 82) ..
42. Is any adult worker employed for more than nine hours in any day? (Section 54) ..
43. Are intervals for rest granted in accordance with section 55? ..
44. Is the spreadover in order? (Section 56) ..
45. Are there any overlapping shifts? (Section 58) Is the factory exempted? ..



## CHAPTER VI—Contd.

## Working hours of Adults—Contd.

46. Are any workers exempted from sections 51 and 54? If so,— ..
- (a) Are overtime wages paid in accordance with section 59? ...
- (b) Is overtime work muster roll maintained in Form No. 10? ..
47. Is any worker required to work on the same day in more than one factory? (Section 60) ..
48. Is notice of period of work framed in Form No. 11 and exhibited in the factory in English and the local language in accordance with section 108 (2)? Are copies of it sent in duplicate to the Inspector? (Section 61 and rule 87) ..
49. Is register of adult workers maintained correctly and up-to-date in Form No. 12? (Section 62 and rule 88) ..
50. Is any worker required to work otherwise than in accordance with the notice of periods of work? (Section 63) ..
51. Are all or any of the classes of workers exempted under section 64 (2)? If so, what are the processes exempted and from what sections? ..
- Are conditions attached to the exemption duly observed? ..
52. Is any woman employed in the nights between 7 p.m.? and 6 a.m. [Section 66 (1) (b)] ..

## CHAPTER—VII

## Employment of Young persons

53. Is any child who has not completed 14 years of age allowed to work in the factory? (Section 68) ..
54. (a) Is any child or adolescent allowed to work without certificate of fitness? [Section 68 (a)] ..



## CHAPTER—VII—Contd.

## Employment of Young persons—Contd.

- (b) Are certificates of fitness in the custody of the Manager? [Section 68 (a)] ..
- (c) Is every child or adolescent in possession of a token? [Section 68 (b)] ..
55. Is any adolescent who has completed 18 years of age allowed to work as an adult? If so, is he certified as fit to work as an adult? (Section 70)
56. (a) Does any child or adolescent not certified to work as an adult worker for more than  $4\frac{1}{2}$  hours in any day, or in the nights between 7 p.m. and 6 a.m.? [Section 71 (1) (a) and (b)]..
- (b) Is the spreadover more than 5 hours for children? [Section 71 (2)] ...
- (c) Is the weekly holiday given? [Section 70 (3)]
- (d) Is any child or adolescent required to work in more than one factory on the same day? ..
57. Is notice of periods of work framed for children and adolescent in Form No. 13 and exhibited in the factory in accordance with section 108 (2)? Are copies in duplicate sent to the Inspector? [Section 72 (1)] ..
58. Is register of child and adolescent workers maintained correctly and up-to date in Form No. 14 (Section 73 and rule 95) ..
59. Is any child or adolescent allowed to work otherwise than in accordance with the notice of periods of work? (Section 74) ..

## CHAPTER—VIII

## Leave with Wages

60. (a) Is leave with wages granted in accordance with section 79 (1)? ..
- (b) Is leave refused to any worker who is eligible for leave? [Section 79 (10)] ..
- (c) Is leave granted according to any scheme [Section 79 (8) and (9)] ..
- (d) Are wages *in lieu* of leave granted to workers whose services are terminated? [Section 79 (11)] ..



## CHAPTER—VIII—Contd.

## Leave with Wages—Contd.

61. Are wages for leave period calculated and paid in accordance with section 80? ..
62. Is the factory exempted under section 84? ..
63. Is leave with wages register maintained correctly and up-to-date in Form No. 15? (Rule 97) ..
64. Is leave book in Form No. 15 provided to each worker? (Rule 98) ..

## CHAPTER-IX

## Special Provisions

65. Are special precautions taken in the case of dangerous operations? (Section 87 and rule 105) ..
66. Are notice of accidents sent in accordance with section 88 and rule 106? ...
67. Are notice of certain diseases sent in accordance with section 89 and rule 107? ..

## CHAPTER-X

## Notices and Registers

68. Are abstracts of the Act and Rules in English and in the local language exhibited? [Section 108 (1) and rule 109] ...
69. Is a muster roll in Form No. 23 maintained correctly and up-to-date? (Rule 115) ..
70. Is a muster roll in Form No. 24 maintained correctly and up-to-date for the exempted workers? ..
71. Is a register of accidents and dangerous occurrences maintained correctly and up to-date in Form No. 25? (Rule 117) ..
72. Is there any Inspection Book maintained correctly and up-to-date? (Rule 118) ..



## PART—II

(To be used in case of Power Factories)

## CHAPTER—IV—Contd.

## Safety

1. Are the following parts of machinery securely and fully fenced? :—
  - (a) All exposed moving parts of prime mover and fly wheel connected to it. [Section 21 (1) (i)] ..
  - (b) Head race and tail race of water wheel and water turbine [Section 21 (1) (ii)] ..
  - (c) Any part of stock bar which projects beyond the head stock of lathe. [Section 21 [(1) (iii)] ..
  - (d) Electric generator, motor or rotary converter [Section 21 (1) (iv) (a)] ..
  - (e) Transmission machinery [Section 21 (1) (iv) (b)] ..
  - (f) Dangerous parts of any other machinery [Section 21 (1) (iv) (c)] ..
2. Are special precautions taken in the case of following machinery? [Section 21 (2) and rule 55] ..
  - (a) Cotton textile machinery. (*Vide* Schedule-I appended to rule 55) ..
  - (b) Cotton ginning machinery. (*Vide* Schedule-II) ..
  - (c) Wood-work machinery. (*Vide* Schedule-III)..
  - (d) Printing presses. (*Vide* item I of Schedule-IV) ..
  - (e) Brick and tile factories (*Vide* item 2 of Schedule-IV) ..
  - (f) Decorticating factories (*Vide* item 3 of Schedule-IV) ..
3. (a) Are only experienced and trained men wearing tight fitting clothing allowed to lubricate the bearings, etc.? [Section 22 (1)] ..



## PART—II—Contd.

## CHAPTER IV—Contd.

## Safety—Contd.

- (b) Are their names entered in the prescribed register? [Section 22 (1)] ..
- (c) Are women and children prevented from cleaning or lubricating machinery [Section 22 (2)] ..
4. Are young persons without sufficient training and supervision employed on dangerous machinery? [Section 23 and rule 56] ..
5. (a) Are proper belt movers provided? [Section 24 (1) (a)] ..
- (b) Are proper belt hangers provided? [Section 24 (1) (b)] ..
- (c) Are suitable devices for cutting off power in emergencies in every work-room provided? [Section 24 (2)] ..
6. Are women and children prevented from working in a room in which cotton opened in work? —
7. (a) Are hoists and lifts suitably constructed and properly maintained? (Section 28) ..
- (b) Are they periodically examined at least once in six months by a competent persons and the prescribed register maintained? [Section 28 (2) and rule 58 (1)] ..
8. (a) Are cranes and other lifting machinery (other than hoists and lifts) suitably constructed and properly maintained? (Section 29) ..
- (b) Are they periodically examined at least once in twelve months and the prescribed register maintained? [Section 29 (a) (ii)] ..
9. Are the provisions of section 30 complied with in respect of evolving machinery and the required notices exhibited? (Section 30) ..
10. Are special precautions taken in the case of pressure plants and report in Form No. 8 obtained? (Section 31 and rule 60) ..



## PART—III—SUPPLEMENT

## Welfare Measures

1. Lowest wage paid to full-time adult workers ..
2. Dearness allowance in cash with scale, if any ..
2. (a) Is the register of wages maintained as required under rule 5 of the Pondicherry Payment of Wages Rules, 1964? ..
3. Bonus—(a) What bonuses (prosperity, production, etc.) have been paid? ..
- (b) Are they governed by rule or agreement or are they purely ad hoc war bonuses in the discretion of management? ..
4. Savings schemes for workers (including provident funds). Brief details should be given of any scheme in force with dates of inspection of the schemes, and total savings to date (with average monthly rate of increase) ..
5. (a) Is there store? When was it started? ..
- (b) What are the articles sold? ..
- (c) Are the articles sold at cost price or at concessional rate? ..
- (d) How is it run? (Employer, Co-operative, etc.) ..
- (e) What is the cash value of such concessions (per worker per month) ..
6. (a) Is there any Workers Co-operative Society? When was it started? ..
- (b) To what extent is it managed and financed by workers themselves and what is the scope of its activities? ..
7. Are holidays allowed under National and Festival Holidays Act and register maintained? ..



## PART—III—SUPPLEMENT—Contd.

## Welfare Measures—Contd.

8. (a) Is there a canteen? When was it started? ..
- (b) What are the items of food sold? ..
- (c) How is it run? (Employer, Co-operative, etc.) ..
- (d) Are the articles sold at concessional rate or at cost price? (Give prices.) ..
- (e) What are the items of expenditure borne by the management? ..
- (f) Maximum number of workers who use the canteen at any particular time in a day? ..
9. (a) Are rest-sheds provided? When were they constructed? ..
- (b) Maximum number of workers that take rest in the factory at any particular time in a day ..
- (c) Are the rest-sheds sufficient to accommodate the number of workers stated above? ..
10. Other amenities provided—
- (a) Creche with or without milk and food supply for babies. When was it started? ..
- (b) Any ante and post-natal care for mothers? ..
- (c) Medical facilities other than first-aid ..
- (d) Sickness benefits, if any ..
11. Are schools provided for workers or their children? When were they started? ..
12. (a) Is any housing accommodation provided? ..
- (b) How many houses were constructed during the current year? ..



## PART—III—SUPPLEMENT—Contd.

## Welfare Measures—Contd.

13. Maternity Benefit Act & Rules—
13. (a) Other measures taken expressly for the benefit of the workers ...
14. (1) Particulars relating to strikes, fires epidemics, etc. ...
- (2) Special features for Administration Report—strikes, fires, epidemics, etc. —
15. General remarks, if any—

## PART—IV

1. Note to the Chief Inspector of Factories—
  - (1) Time of inspection —
  - (2) Whether working or not? (If working the nature of work) ...
  - (3) (a) Proof i. e., number of workers at the time of inspection. —

*Asst. Inspector of Factories.*

JOINT CHIEF INSPECTOR OF FACTORIES.