

ANNEXURE-I
FACTORY INSPECTION FORM FOR SUBSEQUENT INSPECTIONS

Registration Number	:		
Last inspected on	:		
Previous Order	:		
Compliance received on	:		
Date and time of present visit	:		

PART-I
GENERAL

1. Name of Factory and Address :

2. Licence Number and year upto which licenced :
3. (a) Licensed HP :
- (b) Licensed Workers :
4. Name of Occupier :
5. Name of Manager :
6. Product / Process / Manufacturing Activity :
7. NIC Code—(a) in 3 digits :
- (b) in 5 digits :
8. Factory covered under Section 2(m) (i) or 2(m) (ii) or 85(i) :
9. Hazardous Process / Dangerous Operation :
10. Contract Workmen—Details :
11. Plans :
12. H.P. Installed :
13. Maximum number of Workers employed on any day during last 12 Months :
14. Exemptions under Factories Act, 1948 :
15. Number of Workers on Roll :

16. Number of workers employed on date of Inspection :

	Adults Numbers		Adolescent Numbers
Regular-Men		Boys	
Regular-Women		Girls	
Contract-Men		Boys	
Contract-Women		Girls	

17. Any deviation in respect of engagement of Contract Labour :

**PART-II
REGISTERS**

- | | | | | | |
|--|---|-----|--------------------------|----|--------------------------|
| 1. Muster Roll in Form 23 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Register of Adult Workers in Form 12 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Register of Leave with wages in Form 15 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Wages Register | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. National Festival Holidays in Form VII | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Accident / Dangerous Occurrences in Form 25 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. White washing details in Form 7 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8. Measurement of workroom in Form 28 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 9. Notice of periods of work displayed in Form 11 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 10. List of National and Festival Holidays in Form V | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 11. Certificate of Fitness in Form 26 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 12. Muster Roll of exempted workers in Form 24 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 13. Exemptions granted to factory in Form 27 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 14. Examination of Hoists and Lifts in Form 7A | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 15. Examination of Pressure Vessels in Form 8 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 16. Examination of Gas Holders Form 8A / 8B | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 17. Health Register in Form 16A | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 18. Dust extraction test Report in Form 16B | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 19. Record of eye examinations in Form 35 | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 20. Test Certificate for Driers | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

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|--|---|-----|--------------------------|----|--------------------------|
| 21. Display of Abstract of Act and Rules | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 22. Annual Returns / Half yearly Returns | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 23. Display of Statutory Boards | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

**PART-III
HEALTH**

1. Floorings walls and ceilings maintained clean? (Section 11) :
2. Means of ventilation and temperature (Section 13) :
3. Waste and effluent disposed as per approved methods? (Section 12) :
4. Control measure for dust and fumes (Section 14) :
5. Lighting (Section 17--(a) Natural :
(b) Artificial :
6. Drinking Water (Section 18) :
7. Sanitary provisions (Section 19) :
8. First-Aid facilities (Section 45) :
9. Washing facilities for Men / Women (Section 42) :
10. Factory Medical Officer (if required) (Section 87 with Rule 105) :
11. Remarks :

**PART-IV
SAFETY**

1. Precaution against Fire (Section 38 with Rule 65) :
2. Lifting Equipment (Section 29) :
3. Floors, Stairs and Means of Access (Section 32):
4. Pits, Openings in Floor and Sumps (Section 33) :
5. Fencing of Machinery whether Guarding provided, (Section 21) :
6. Safety of Building and Machines (Under Section 40) :
7. Handling of Chemicals (if applicable) (Under Section 41-F) :

8. Personal Protective Equipment (Rule 65 J) :
9. Any other remarks :

PART-V

HOURS OF EMPLOYMENT

1. Weekly Holiday (Section 52) :
2. Hours of Employment (Section 51 & 54) :

PART-VI

MATERNITY BENEFIT ACT

1. Maternity Benefit Act :

PART-VII

PAYMENT WAGES ACT

1. Wages paid for various categories
(whether as per Minimum Wages Act) :
2. Any other remarks :

PART-VIII

AMENITIES

1. Supply of Cooled Water (more than 250
workers) (Section 18) :
2. Latrine / Urinal accommodation (Section 19) :
3. Ambulance Room (more than 500 workers) :
4. Rest Room / Shelter / Lunch Room (more than
150 workers) :
5. Crèche (more than 30 female Workers) :
6. Canteen (more than 250 workers) :
7. Occupational Health Centres (in respect of
Hazardous Process Industries engaging more
than 50 workers) :

PART-IX
APPOINTMENTS

1. **Safety Officers** (For factories employing more than 1,000 workmen and notified factories) :
2. **Welfare Officers** (For factories employing more than 500 workmen) :
3. **Factory Medical Officer** (In respect of Industries involving Hazardous Processes) One for 500 Workers and one more for additional 1, 000 :
4. First Aid trained Personnel :
5. Qualified Nursing Staff (wherever crèche facilities are provided) One women in-charge and one female attendant for every 20 children :
6. Committee on preventions of sexual harassment of Women in Workplace :

PART-X
SPECIAL PROVISIONS FOR HAZARDOUS / DANGEROUS OPERATIONS

1. PPE Provided for all workers :
2. Safety Committee :
3. On-site plan :
4. MSDS available and known to all workers :
5. Pre-medical and periodical medical examination of Workers (Maintenance of Form 16A) :
6. Fitness certificate Form 26 (for dangerous operative) workmen employment in hazardous processes :
7. Any accident / dangerous occurrence :
8. Cautionary Notices and Instruction displayed :
9. Washing and bathing facilities :
10. Facility for isolation of chemicals :
11. Permit to work system :
12. Ventilation :
13. Effluent treatment :

Any other irregularities : PART-XI

Action Taken : PART-XII

Show cause notice / Inspection order issued : PART-XIII

Any other remarks :

Signature
Name and Designation of Inspecting Officer

(Faint, mirrored text from the reverse side of the page, including "SPECIAL PROVISIONS FOR HAZARDOUS DANGEROUS OPERATIONS")