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

<table>
<thead>
<tr>
<th>Adults Numbers</th>
<th>Adolescent Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular-Men</td>
<td>Boys</td>
</tr>
<tr>
<td>Regular-Women</td>
<td>Girls</td>
</tr>
<tr>
<td>Contract-Men</td>
<td>Boys</td>
</tr>
<tr>
<td>Contract-Women</td>
<td>Girls</td>
</tr>
</tbody>
</table>

17. Any deviation in respect of engagement of Contract Labour

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### PART-II

**REGISTERS**

1. Muster Roll in Form 23 : Yes [ ] No [ ]
2. Register of Adult Workers in Form 12 : Yes [ ] No [ ]
3. Register of Leave with wages in Form 15 : Yes [ ] No [ ]
4. Wages Register : Yes [ ] No [ ]
5. National Festival Holidays in Form VII : Yes [ ] No [ ]
6. Accident / Dangerous Occurrences in Form 25 : Yes [ ] No [ ]
7. White washing details in Form 7 : Yes [ ] No [ ]
8. Measurement of workroom in Form 28 : Yes [ ] No [ ]
9. Notice of periods of work displayed in Form 11 : Yes [ ] No [ ]
10. List of National and Festival Holidays in Form V : Yes [ ] No [ ]
11. Certificate of Fitness in Form 26 : Yes [ ] No [ ]
12. Muster Roll of exempted workers in Form 24 : Yes [ ] No [ ]
13. Exemptions granted to factory in Form 27 : Yes [ ] No [ ]
14. Examination of Hoists and Lifts in Form 7A : Yes [ ] No [ ]
15. Examination of Pressure Vessels in Form 8 : Yes [ ] No [ ]
16. Examination of Gas Holders Form 8A / 8B : Yes [ ] No [ ]
17. Health Register in Form 16A : Yes [ ] No [ ]
18. Dust extraction test Report in Form 16B : Yes [ ] No [ ]
19. Record of eye examinations in Form 35 : Yes [ ] No [ ]
20. Test Certificate for Driers : Yes [ ] No [ ]
21. Display of Abstract of Act and Rules: Yes ☐ No ☐
22. Annual Returns / Half yearly Returns: Yes ☐ No ☐
23. Display of Statutory Boards: Yes ☐ No ☐

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 atttendant for every 20 children

6. Committee on prevention 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
PART-XI
Any other irregularities

PART-XII
Action Taken

PART-XIII
Show cause notice / Inspection order issued

Any other remarks

Signature
Name and Designation of Inspecting Officer