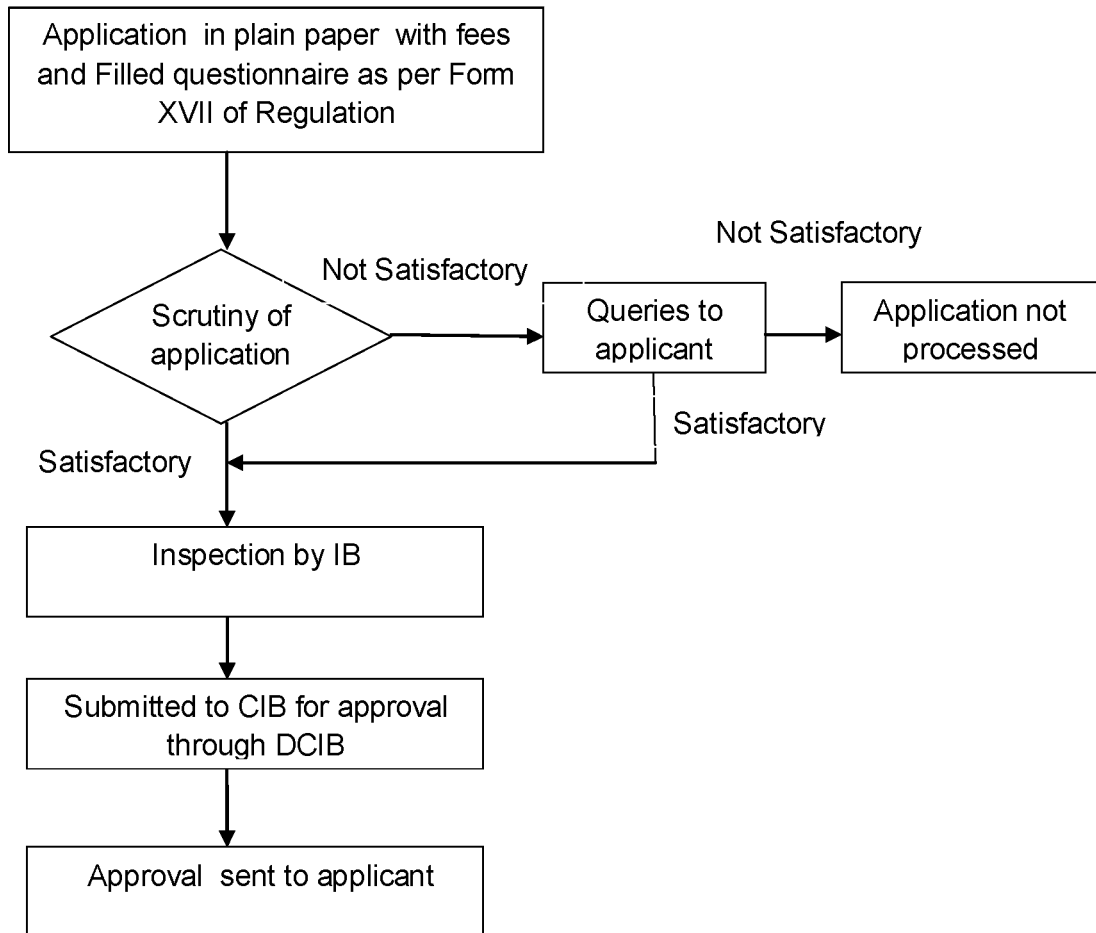


**OFFICE OF THE CHIEF INSPECTOR OF FACTORIES AND  
BOILERS, PUDUCHERRY**

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**FLOW CHART AND PROCEDURE FOR APPROVAL OF ERECTOR /  
REPAIRER:**



**Checklist**

- Relevant registration of the Factory in such as Factory Licence etc;
- List of Tools & Plants required for Repair/Erection
- Details of workshop facilities for repair and refurbishing
- Technical manpower employed for erection and supervision.
- The ownership details of the Firm/Factory .
- Fees as per Regulation 392
- Filled questionnaire as “ Form XVIII” of regulation.

**Time Line:**

Maximum Number of Days to complete : 15 days

# OFFICE OF THE CHIEF INSPECTOR OF FACTORIES AND BOILERS, PUDUCHERRY

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## Approval/renewal of Boiler Erector /repairer

- The Firm shall submit a request letter with the following requisite documents for approval of **ERECTOR/REPAIRER** to The Chief Inspector of Boilers, Labour Department, Vazhudavur Road, Gandhi Nagar, Puducherry 605009
  - The Name and address of the Firm/Factory.
  - Mention the Class of competency requested as per regulation 392.
  - Relevant registration of the Factory in such as Factory Licence , etc:
  - Tools & Plants required for Repair/Erection
  - Details of workshop facilities for repair and refurbishing
  - Technical manpower employed for erection and supervision.
  - The ownership details of the Firm/Factory .
  - Fees as per Regulation 392 shall to be paid through SBI Treasury Branch and the original challan shall be enclosed in the request letter.
  - Filled questionnaire as “ Form XVIII” of regulation.
- ii) After verification of the request, if there is any query in the request intimation willne sent to the firm/factory within 7 working days through post. If the request is in order within 15 working days, (from the date of receipt of the request) the inspecting Authority shall visit the firm.
- iii) If the documents are inline with Act and Regulation, the approval of the firm/factory for the period of 2 years as Erector/repairer shall be permitted and intimated to the firm within 7 working days through post.

# OFFICE OF THE CHIEF INSPECTOR OF FACTORIES AND BOILERS, PUDUCHERRY

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## Procedure for Renewal of Boiler Erector / Repairer:

- After the completion of two year from the date of approval as **Erector/repairer**, the firm shall renew the approval for every two year. The procedure for the renewal is given as below:
  - The request shall be made before 30 days of expiry of approval
  - The details of Boiler or Boiler Components which were **Erected/Repaired** during the approval period are to be mentioned in the request letter.
  - The fees for renewal of Erector/repairer are as per Regulation 392 shall be paid through SBI Treasury Branch and the original challan shall be enclosed in the request letter.
  - The Firm/factory shall employ IBR certified welder for renewal (Copy of the welder certificate to be enclosed)
  - Filled questionnaire as “ Form XVIII” of regulation
- If any query is raised, intimation will be given within 4 working days through post.
- If the request is in order, renewal letter will be given within 7 working days through post.