

CHECKLIST FOR THE INSPECTION OF NON HAZARDOUS FACTORIES (LOW RISK)

GENERAL INFORMATION

- 1 Date of Inspection
- 2 Lic. Number.
- 3 Name of Factory
- 4 Address of Factory
- 5 Total Number of Workers employed
Numbers of Male workers
Numbers of female workers
- 6 Total Power installed in hp/kva/kw
- 7 Manufacturing Process
- 8 License Renewed up to
- 9 Factory building plans Approval detail
- 10 Name of Occupier with Mobile No. and Email Address
- 11 Name of Factory Manager with Mobile No. and Email Address
- 12 Name of responsible person present at the time of inspection

SAFETY PROVISIONS

- 1 Safety guard or fencing are provided to all moving parts of machineries Yes or No
- 2 Striking gear and devices are provided for cutting off power in case of any emergency Yes or No
- 3 Are there any hoist and lifts used, If yes then examined by competent person Yes or No
- 4 Are there any Lifting machines, chains, ropes and lifting tackles available (Attach List) Available or not Available
- 5 If Lifting machines, chains, ropes and lifting tackles available, examined by competent person Yes or No
- 6 Are there any pressure vessels used during process, If yes then examined by competent person (Attach List) Yes or No
- 7 Floors, stairs and passages are provided and maintained safe means of access to every place at which any person is at any time required to work Yes or No
- 8 Any pits, sumps openings in floors are securely covered or fenced Yes or No
- 9 Effective measures are provided to control any excess fumes, dust and gas Yes / No
- 10 Fire fighting facilities provided to control fire incident in case of fire Yes / No
- 11 Qualified Safety Officers shall be appointed where 1000 workers are ordinarily employed Appointed/Not appointed/ Not applicable
- 12 As per Indian standard, Personal Protective equipments like safety belts, helmets, safety shoes ,goggles , mask and gloves are available in sufficient quantity for workers employed therein Available/ Not available
- 13 Health and Safety policy prepared in every factory wherein more than 100 workers are ordinarily employed Provided /Not provided /Not applicable
- 14 Safety Precautions Board displayed at various approach location within factory premises Yes or No
- 15 Safety training given to all workers Yes or No

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| 3 | Effective arrangements are provided for control of excess dust and fumes | Yes or No |
| 4 | Drinking water facilities available in factory | Yes or No |
| 5 | Latrines and urinals are provided in proportion to the no. of male and female workers employed | Yes or No |
| 6 | Latrines and urinals are connected to sewerage system | Yes or No |
| 7 | Sufficient and suitable lighting (natural or artificial or both) shall be provided in every part of factories | Yes or No |

WELFARE PROVISIONS

- | S.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 or No |
| 2 | First aid Facilities available in factory | Yes or No |
| 3 | Canteen provided in every factory wherein more than 250 workers are ordinarily employed | Yes / No/ Not Applicable |
| 4 | Shelters, rest rooms and lunch rooms provided in every factory wherein more than 150 workers are ordinarily employed | Yes / No/ Not Applicable |
| 5 | Crèches provided in every factory wherein more than 30 women workers are ordinarily employed | Yes / No/ Not Applicable |
| 6 | Welfare officer shall be appointed in every factory wherein more than 500 workers employed | Appointed/Not appointed/
Not Applicable |
| 7 | Ambulance room provided in every factory wherein more than 500 workers are ordinarily employed | Provided /Not provided/
Not Applicable |

RECORD KEEPING PROVISIONS

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|---|---|-----------|
| 1 | Following Records are to be produced:- | Yes or No |
| | 1. Muster-roll | Yes or No |
| | 2. Payment Register | Yes or No |
| | 3. Overtime register. | Yes or No |
| | 4. Accident register | Yes or No |
| | 5. Leave with wages register | Yes or No |
| 2 | Single Integrated Return submitted | Yes or No |
| 3 | Building Stability Certificate received from competent person | Yes or No |