

CHECKLIST FOR THE INSPECTION OF FACTORIES CARRYING OUT DANGEROUS OPERATIONS (MEDIUM RISK)

GENERAL INFORMATION

- 1 Date of Inspection
- 2 Lic. Number.
- 3 Name of Factory
- 4 Address of Factory
- 5 Total Number of Workers employed
Number 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

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| 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 | Safety committee shall be constituted in every factory wherein more than 50 workers are ordinarily employed | Constituted/Not constituted/
Not applicable |
| 13 | 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 |
| 14 | Health and Safety policy prepared in every factory wherein more than 50 workers are ordinarily employed | Provided /Not provided /Not applicable |

19	In case of leakage of chemicals, Proper Neutralization Arrangements provided	Provided/ not provided/Not applicable
20	Safety Precautions Board displayed at various approach location within factory premises	Yes or No
21	Safety training given to all workers	Yes or No
22	Record of Safety training given to all workers maintained	Yes or No
HEALTH PROVISIONS		
1	Cleanliness status of work place such as Floors, stairs and passages	Good/Satisfactory/Need Improvement
2	Effective arrangements are provided for the treatment of waste and effluents	Yes or No
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	Creches 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
OTHER PROVISIONS		
S.No.	Check Points Related to Other Provisions	Status
1	Following Records are to be produced:-	Yes or No
	1. Muster-roll	Yes or No
	2. Payment Register	
	3. Overtime register.	Yes or No
	4. Accident register	
	5. Leave with wages register	Yes or No
		Yes or No
2	Single Integrated Return submitted	Yes or No
4	Building Stability Certificate received from competent person	Yes or No