

CHECKLIST FOR INSPECTION OF FACTORIES IN TELENGANA STATE

General Information

Sl.No	Description	Status
1	Date of Inspection	28/07/2016
2	Registration Number	64511
3	Name of the Factory	Astra Microwave Products Ltd
	Is there any change in Name of the Factory?	No
4	Address of factory	Sy. No 1/1, Imarath Kancha, Raviryala (V), Maheswaram Mandal, R. R. Dist.
	Working Factory (or) Closed Factory?	Working Factory
5	Maximum number of workers to be employed (Licence Limit) Total number of workers employed a) Regular workers - Male b) Regular workers - Female c) Contract workers - Male d) Contract workers - Female	500 352 a) 247 b) 52 c) 31 d) 22
	Is there any change in workers Licence Limit?	No
6	a) Maximum Horse Power to be Installed in hp (Licence Limit) b) Actual Power Installed in hp c) Stand by Power in KVA / KW	a) 722 b) 1492 c) 720 KVA
	Is there any change in Installed hp / Stand by power?	Yes Sec.6 Rule 5: The licence granted is for the limit not exceeding 722 HP which has been exceeded by installing 1492 HP as found at the time of inspection and no application has been made for amendment of licence so far.
7	Manufacturing Process	Manufacturing of Micro waves Components & Subsystems
8	Licence Renewed up to	31/12/2016
	Licence fee paid	Yes
9	Factory building plans approved detail	Approved for 720 HP only
9.1	Are there any Plan deviations?	No
9.2	Are there any additional constructions / machinery installations?	Yes 1. Section 6 Rule 3(1)(b): The factory premises taken into use was extended with the following additional constructions / Installations there in without obtaining the previous permission in writing approving the plans from Director of Factories, Telangana State, Hyderabad. 1) Constructed a gable roof shed covering the gap between the two main R C C buildings. 2) Installed machinery connected with additional load of 770 H.P.
10	Occupier Details	Name : Sri P A Chitrakar Mobile No. : e-mail : Father Name : A M Chitrakar Age : 64
	Is there any change in Occupier?	No
11	Factory Manager Details	Name : Sri B Malla Reddy Mobile No. : e-mail : Father Name : Age : 65
	Is there any change in Manager?	No
12	Responsible Person Details	Name : Sri R Y Srinivas Mobile No. : 9849240444 e-mail : srinivas.ry@astramp.com Father Name : R Ramanujaya Age : 42
13	Is there any child labour employment?	No

14	Is there any adolescent worker employment without certificate of fitness?	No
Safety Provisions		
Sl.No	Check Points related to Safety Provisions	Status
1	Whether Safety guards or fencing is provided to the moving parts of the machinery	Yes
2	Whether hoist and lifts examined by competent person?	Yes
3	Whether lifting machines, chains, ropes and lifting tackles examined by competent person?	No Section 29 Rule 55 A: Get the Gantry, chain / rope / lifting tackle examined by a competent person once in a year, submit a copy of such examination in Form No.38.
4	Whether pressure vessels examined by competent person?	No 1) Section 31 and Rule 56: The following pressure vessels are taken into use in the Factory: 1.Air compressors 4 No's 2.Air receiver 1 No. They shall be thoroughly examined by the competent person (1) Hydro statically once in a every period of 4 years. A report of such examination shall be maintained in form No.8 2) Section 31 Rule 56: Mobile air compressors 2 No's are not examined thoroughly internally and externally by the competent person and test reports are not maintained in Form No.8 and not produced.
5	Floors, stairs with handrails, safe means of access, and platforms with toeboards provided and maintained properly	Yes
6	Are all the pits, sumps, openings in floors are securely covered or fenced?	Yes
7	Whether Eye sight and colour vision of the persons employed to operate or to give signals to a crane / locomotive / fork lift truck examined by a qualified ophthalmologist?	NA
8	Are sufficient number of exits from every machinery hall provided?	No Section 38 Rule 61: Provide fire exits from all the rooms and places of working without any obstruction. Exits shall be marked clearly visible and with suitable illumination.
9	Whether adequate fire fighting equipment provided and workers are trained in fire fighting?	Yes
10	Whether thick rubber matting (or) insulating stand provided at electrical panels?	Yes
11	Whether all electric wiring Laid in permanent conduits to prevent danger to work men?	Yes
12	Three way plug pin used for supply to portable electrical apparatus	Yes
13	Earth Leakage Circuit Breaker (ELCB) provided in the main circuit, to protect the persons working on electrical equipment from excess of leakage current	Yes
14	Proper earthing to the portable electric apparatus Provided	Yes
15	Whether Qualified Safety officers appointed?	NA
16	Whether a Safety committee is constituted?	No Section 41(G) AND Rule 61(SG)A: Constitute a safety committee in the factory as provided in these rules, with equal representation from management, as well as workers side. Send the list of safety committee members to the undersigned, conduct periodical meetings of the safety committee (atleast once in a quarter) and send copies of minutes of meeting to the Inspector of Factories.
17	As per Indian Standard, Personal Protective Equipment like safety belts, helmets, safety shoes, goggles, mask and gloves are available in sufficient quantity for workers employed therein	No 1. Section 41 Rule 61 E: Provide the following personal protective equipment to the workers: i. Provide safety shoes to the workers.

18	Health and Safety Policy prepared and displayed	Yes
19	Whether persons who possess qualifications and experience to supervise handling of hazardous substances appointed?	NA
20	Whether Work permits for critical / jobs are followed and record maintained	No Section 7-A(2) read with Sec.41 and Rule 61-F(3): Implement permit to work systems for the following works. (i) Working at heights / fragile roofs, (ii) Mechanical maintenance works, (iii) Excavation works, (iv) Work in confined spaces, (v) Electrical works (vi) Hot work
21	Safety training given to all workers	Yes
22	All walls / structures in the factory are in good condition?	Yes

Health Provisions

Sl.No	Check Points related to Health Provisions	Status
1	Cleanliness status of workplace such as floors, stairs and passages are cleanliness	Yes
2	Effective arrangements are provided for the treatment of waste and effluents	Yes
3	Effective arrangements are provided for control of excess dust and fumes	Yes
4	Drinking water facilities available in factory	Yes
5	Latrines and urinals are provided in proportion to the no. of male and female workers employed	Yes
6	Latrines and urinals are maintained in a clean and sanitary condition	Yes
7	Sufficient and suitable lighting (natural or artificial or both) shall be provided in every part of factories	Yes
8	Adequate ventilation by the circulation of fresh air provided	Yes

Welfare Amenities

Sl.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
2	First aid facilities available in factory	Yes
3.1	Whether Canteen provided?	Yes
3.2	Fly proof mesh to the doors and windows of canteen provided	No Section 46 and Rule 65(7): Provide the fly proof mesh to the doors and windows of canteen.
3.6	A canteen managing committee with equal number of persons nominated by occupier and elected by the workers constituted	No Section 46 and Rule 70: Constitute a canteen managing committee with equal number of persons nominated by occupier and elected by the workers.

3.7	The staff of the canteen engaged in handling food stuffs medically examined by the medical officer	No Section 46 and Rule 71: Get the staff of the canteen engaged in handling food stuffs medically examined by the medical officer by conducting the following tests once in a year. (i) Routine blood examination (ii) Routine and bacteriological testing of faces and urine for germs, dysentery and typhoid fever (iii) Any other examination including Chest X-Ray that may be considered necessary by the Factory medical officer or Certifying surgeon
3.8	Price list of food stuffs being supplied in canteen displayed at a conspicuous place in dining hall	No Section 46 and Rule 68(3): Display price list of food stuffs being supplied in canteen at a conspicuous place in dining hall.
4.1	Whether Shelters, rest rooms provided	Yes Section 47 Rule 72: Increase the size of the rest room and keep it open during working hours as it is found locked.
4.2	Whether lunch rooms provided	Yes
5	Whether Creche provided?	No 1. Section 48 and Rule 73-76: (i) Provide 6 No. cradles in the crèche with beds. (ii) Provide milk and wholesome refreshment for the children in the creche (ii) Appoint trained women to look after the children (iii) Provide convenient chairs for the mothers to feed their children. (iv) Arrange suitable toys for older children. (v) Arrange a suitably fenced and shady open air play ground. (vi) Provide suitable clothing to the crèche staff.
6	Whether Welfare officer appointed?	NA
7.1	Whether Ambulance Room provided?	NA
7.2	Whether whole time medical officer assisted by atleast one qualified nurse or dresser cum compounder appointed?	NA
7.3	Whether Ambulance Van provided?	NA
Other Provisions		
Sl.No	Check Points related to Other Provisions	Status
1	Muster roll maintained	No Section 112 Rule 103 read with Rule 102 A: Produce the muster roll in respect of the workers working in the factory.
2	Payment of wages Register maintained	No Payment of wages Act and Rules: Rule 5: Produce the Record of Payment of wages to all the workers.
3	Overtime Register maintained	No Section 59 Rule 78 C: (i) Issued over time slips to the workers duly signed by the manager furnishing the period of over time work immediately after the completion of over time work. (ii) Pay double the rate of normal wages for the over time work done by the workers and maintain record.
3.1	Overtime within prescribed limits i.e., less than or equal to 50 hours in a quarter?	Yes
4	Accident Register maintained	No Section 112 Rule 102-A: Produce the Record of Accidents that took place in the Factory.
5	Leave with wages Register maintained	No Section 83 Rule 87 read with Rule 102-A: i) Produce the record of leave with wages allowed to each worker. ii) Leave with wages is not allowed to the workers who are entitled for the annual leave with wages as per the annual return submitted by you for the year ending 2015.

6	Maternity Benefit Act and Rules maintained	No Maintain records under Maternity Benefit Act and Rules and produce.
7	Common Annual Return submitted	Yes
8	Building Stability Certificate received from competent Person for New Registration of Factories	NA
9	Whether weekly off given to Regular / contract workers	Yes
10	Information of accidents and dangerous occurrences as per section 88 and 88-A to the Inspectorate in Form 18 /18-A	NA
11	Whether a report in form No.19 sent to the Director of Factories in respect of any occupational diseases detected (as mentioned in third schedule of section 89)	NA

Fire Prevention and Control

Sl.No	Observations	Status
1	Whether fire hydrant systems are provided to all the hazardous areas which are prone to Fire?	No Section 38 and Rule 61: Failed to provide pressurized fire hydrant system with sufficient storage of water, fire pump and jockey pump inside the factory premises and ensure that 7 Kg/cm ² pressure is maintained in the fire hydrant line.
2	Automatic fire extinguishing appliances, fire resisting dampers electrically interlocked with heat sensitive / smoke detectors for ventilations ducts, pneumatic conveyors and similar equipment Provided	Yes
3	Unobstructed access to fire fighting provided	Yes
4	Is protection from lightening provided a) For building in which explosive / flammable substances are manufactured, stored or handled b) Storage tanks containing flammable liquids c) Buildings, tall chimneys or sacks where flammable gases or vapours likely to present d) Substation buildings / transformers / switch yards	Yes

Occupational Health Centres

Sl.No	Observations	Status
1	Whether Occupational Health Centre provided?	NA
2	Whether medical officer is appointed? Whether qualified and trained dresser cum compounder Whether a minimum of 5 persons are trained in First aid procedures	NA
3	Whether a fully equipped ambulance van provided?	NA
4	Pre employment and Periodical (once in six months) medical examination of all the workers engaged in hazardous process carried out	NA

Chemical Orders

Sl.No	Observations	Status
1.1	Whether the following safety systems are provided to chemical storage vessels / tanks / reactors Pressure relief system / rupture disk	NA
1.2	Whether the following safety systems are provided to chemical storage vessels / tanks / reactors Pressure Gauges	NA
1.3	Whether the following safety systems are provided to chemical storage vessels / tanks / reactors Emergency shut off system	NA

1.4	Whether the following safety systems are provided to chemical storage vessels / tanks / reactors Dump Tank	NA
1.5	Whether the following safety systems are provided to chemical storage vessels / tanks / reactors Bundwall	NA
2	Sensors with alarm system are provided for detection of leakage of chemicals	NA
3	Safe Operating Procedures (SOP) for carrying all hazardous operations are prepared / displayed at all work areas	NA
4	Has the management prepared on-site emergency plan as per the MSIHC Rules, 1989	NA
5	Whether mock drills conducted as per on-site emergency plan	NA
6	Technique adopted to assess the hazards (i) Risk Assessment report (ii) Hazop study report	NA
7	Whether Safety audit report required as per MSIHC Rules, 1989 Submitted to the Director of Factories?	NA
8	Disclosure of information regarding hazards / dangers including health hazards from design stage to disposal and measures taken to overcome such hazards arising from the exposure to or handling of the material or substances in the manufacturing process, to the workers. To the chief inspector of factories and local authority before commencement of manufacturing process and also subsequently whenever there is change in the process as per the section 41-B /Section 87 and rule 95 and Sch-XV	NA
9	Precautions against ignition a) Flame proof electrical fittings in areas of risk b) Effective measures for prevention of accumulation of static charge c) Workers shoes without iron or steel nails to cause friction d) Prohibition of smoking	NA

Special Standard Order

Sl.No	Observations	Status
3	Drier & Ovens	Section 41 & Rule 61 (o): 1. Electrical power supplied to the driers/ ovens shall be by means of a separate circuit. 2. Oven shall be provided with a positive and effective safety ventilation system. 3. Oven shall be provided and maintained with efficient interlocking arrangements. 4. Oven shall be provided with automatic arrangement to ensure desired Temperature. 5. Oven shall be provided maintained, thoroughly examined, and tested at Frequent intervals to ensure its safe operations by a responsible person designated by Occupier or Manager. 6. A register shall be maintained giving details of various tests carried out and Signed by person making the tests. 7. Provide mesh cover over top of the hot air ovens 2 No's.
		Section 7-A(2): i) Provide secure mesh covers on both sides to all exhaust fans and over the lighting sheets of the building. ii) Provide double hand rails to the steps of vibration machine hall. iii) Raise the electrical panel and provide rubber mat in solar panel area.

Signature of Inspecting Officer