

CHECKLIST FOR INSPECTION OF FACTORIES IN TELENGANA STATE

General Information		
Sl.No	Description	Status
1	Date of Inspection	
2	Registration Number	
3	Name of the Factory Is there any change in Name of the Factory	_____ Yes / No
4	Address of 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 Is there any change in workers Licence Limit?	_____ _____ a) _____ b) _____ c) _____ d) _____ Yes / 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 Is there any change in Installed hp / standby power	a) _____ b) _____ c) _____ Yes / No
7	Manufacturing Process	
8	Licence Renewed up to Licence fee paid	_____ Yes / No
9	Factory building plans approved detail	
9.1	Are there any Plan deviations?	Yes / No
9.2	Are there any additional constructions / machinery installations?	Yes / No
10	Occupier Details Is there any change in Occupier?	Name : _____ Age : _____ Father Name : _____ Mobile No. : _____ e-mail : _____ Yes / No
11	Factory Manager Details Is there any change in Manager?	Name : _____ Age : _____ Father Name : _____ Mobile No. : _____ e-mail : _____ Yes / No
12	Responsible Person Details	Name : _____ Age : _____ Father Name : _____ Mobile No. : _____ e-mail : _____
13	Is there any child labour employment?	Yes / No
14	Is there any adolescent worker employment without certificate of fitness?	Yes / 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 / No / Not Applicable
2	Whether hoist and lifts examined by competent person?	Yes / No / Not Applicable
3	Whether lifting machines, chains, ropes and lifting tackles examined by competent person?	Yes / No / Not Applicable
4	Whether pressure vessels examined by competent person?	Yes / No / Not Applicable
5	Floors, stairs with handrails, safe means of access, and platforms with toeboards provided and maintained properly	Yes / No / Not Applicable
6	Are all the pits, sumps, openings in floors are securely covered or fenced?	Yes / No / Not Applicable
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?	Yes / No / Not Applicable
8	Are sufficient number of exits from every machinery hall provided?	Yes / No / Not Applicable
9	Whether adequate fire fighting equipment provided and workers are trained in fire fighting?	Yes / No / Not Applicable
10	Whether thick rubber matting (or) insulating stand provided at electrical panels?	Yes / No / Not Applicable
11	Whether all electric wiring Laid in permanent conduits to prevent danger to work men?	Yes / No / Not Applicable
12	Three way plug pin used for supply to portable electrical apparatus	Yes / No / Not Applicable
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 / No / Not Applicable
14	Proper earthing to the portable electric apparatus Provided	Yes / No / Not Applicable
15	Whether Qualified Safety officers appointed?	Yes / No / Not Applicable
16	Whether a Safety committee is constituted?	Yes / No / Not Applicable
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	Yes / No / Not Applicable
18	Health and Safety Policy prepared and displayed	Yes / No / Not Applicable
19	Whether persons who possess qualifications and experience to supervise handling of hazardous substances appointed?	Yes / No / Not Applicable
20	Whether Work permits for critical / jobs are followed and record maintained	Yes / No / Not Applicable
21	Safety training given to all workers	Yes / No / Not Applicable
22	Whether any walls / structures damaged in the factory?	Yes / No / Not Applicable

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 / No / Not Applicable
2	Effective arrangements are provided for the treatment of waste and effluents	Yes / No / Not Applicable
3	Effective arrangements are provided for control of excess dust and fumes	Yes / No / Not Applicable
4	Drinking water facilities available in factory	Yes / No / Not Applicable
5	Latrines and urinals are provided in proportion to the no. of male and female workers employed	Yes / No / Not Applicable
6	Latrines and urinals are maintained in a clean and sanitary condition	Yes / No / Not Applicable
7	Sufficient and suitable lighting (natural or artificial or both) shall be provided in every part of factories	Yes / No / Not Applicable
8	Adequate ventilation by the circulation of fresh air provided	Yes / No / Not Applicable

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 / No / Not Applicable
2	First aid facilities available in factory	Yes / No / Not Applicable
3.1	Whether Canteen provided?	Yes / No / Not Applicable
3.2	Fly proof mesh to the doors and windows of canteen provided	Yes / No / Not Applicable
3.3	Floor and inside walls of the canteen made smooth and impervious?	Yes / No / Not Applicable
3.4	Hot water facility for cleaning of utensils provided	Yes / No / Not Applicable
3.5	Fly proof safes for storing the food material provided	Yes / No / Not Applicable
3.6	A canteen managing committee with equal number of persons nominated by occupier and elected by the workers constituted	Yes / No / Not Applicable
3.7	The staff of the canteen engaged in handling food stuffs medically examined by the medical officer	Yes / No / Not Applicable
3.8	Price list of food stuffs being supplied in canteen displayed at a conspicuous place in dining hall	Yes / No / Not Applicable
4.1	Whether Shelters, rest rooms provided	Yes / No / Not Applicable
4.2	Whether lunch rooms provided	Yes / No / Not Applicable
5	Whether Creche provided?	Yes / No / Not Applicable
6	Whether Welfare officer appointed?	Yes / No / Not Applicable
7.1	Whether Ambulance Room provided?	Yes / No / Not Applicable
7.2	Whether whole time medical officer assisted by atleast one qualified nurse or dresser cum compounder appointed?	Yes / No / Not Applicable
7.3	Whether Ambulance Van provided?	Yes / No / Not Applicable

Other Provisions		
Sl.No	Check Points related to Other Provisions	Status
1	Muster roll maintained	Yes / No / Not Applicable
2	Payment of wages Register maintained	Yes / No / Not Applicable
3	Overtime Register maintained	Yes / No / Not Applicable
3.1	Overtime within prescribed limits i.e., less than or equal to 50 hours in a quarter?	Yes / No / Not Applicable
4	Accident Register maintained	Yes / No / Not Applicable
5	Leave with wages Register maintained	Yes / No / Not Applicable
6	Maternity Benefit Act and Rules maintained	Yes / No / Not Applicable
7	Common Annual Return submitted	Yes / No / Not Applicable
8	Building Stability Certificate received from competent Person for New Registration of Factories	Yes / No / Not Applicable
9	Whether weekly off given to Regular / contract workers	Yes / No / Not Applicable
10	Information of accidents and dangerous occurrences as per section 88 and 88-A to the Inspectorate in Form 18 /18-A	Yes / No / Not Applicable
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)	Yes / No / Not Applicable

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?	Yes / No / Not Applicable
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 / No / Not Applicable
3	Unobstructed access to fire fighting provided	Yes / No / Not Applicable
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 / No / Not Applicable

Occupational Health Centres

Sl.No	Observations	Status
1	Whether Occupational Health Centre provided?	Yes / No / Not Applicable
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	Yes / No / Not Applicable
3	Whether a fully equipped ambulance van provided?	Yes / No / Not Applicable
4	Pre employment and Periodical (once in six months) medical examination of all the workers engaged in hazardous process carried out	Yes / No / Not Applicable

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	Yes / No / Not Applicable
1.2	Whether the following safety systems are provided to chemical storage vessels / tanks / reactors Pressure Gauges	Yes / No / Not Applicable
1.3	Whether the following safety systems are provided to chemical storage vessels / tanks / reactors Emergency shut off system	Yes / No / Not Applicable
1.4	Whether the following safety systems are provided to chemical storage vessels / tanks / reactors Dump Tank	Yes / No / Not Applicable
1.5	Whether the following safety systems are provided to chemical storage vessels / tanks / reactors Bundwall	Yes / No / Not Applicable
2	Sensors with alarm system are provided for detection of leakage of chemicals	Yes / No / Not Applicable
3	Safe Operating Procedures (SOP) for carrying all hazardous operations are prepared / displayed at all work areas	Yes / No / Not Applicable
4	Has the management prepared on-site emergency plan as per the MSIHC Rules, 1989	Yes / No / Not Applicable
5	Whether mock drills conducted as per on-site emergency plan	Yes / No / Not Applicable
6	Technique adopted to assess the hazards (i) Risk Assessment report (ii) Hazop study report	Yes / No / Not Applicable
7	Whether Safety audit report required as per MSIHC Rules, 1989 Submitted to the Director of Factories?	Yes / No / Not Applicable
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	Yes / No / Not Applicable
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	Yes / No / Not Applicable

Special Standard Order		
Sl.No	Observations	Status
1	Ammonia	
2	Centrifuge	
3	Drier & Ovens	
4	Chlorine	
5	Fork Lift Horn	
6	Protection of Eyes	
7	Generator Thermal Lagging	
8	Electro Plating	
9	Stone Crusher	
10	Transformer Testing	
11	Ginning Mill	
12	Induction Furnace	

Signature of the Occupier/Manager/Responsible
Person available at the time of Inspection

Signature of Inspecting Officer