

## Template for Inspection of Factories

Sr.no	Particulars	Observations
1.	Name and address of factory along with Phone No. and Fax No	
2.	Manufacturing Process, raw materials & finished products	
3.	Name of the Occupier / Manager along with Mob. No. and E-mail ID	
4.	Licence No. and its renewal position	
5.	Status of Plan Approval, compliance of conditions of approved plans and certificate of stability	
6.	Status of Annual Return, Women sexual harassment committee	
7.	Inspection of records (Muster – Roll, Leave- Register, Accident Register, Health Register etc.)	
8.	Status of various Notices displayed under Factories Act-1948	
9.	Status of Machine Guarding, Flame proof fittings, Electrical Fitting, Emergency exits, Ventilation, Illumination, Noise level and Housekeeping etc	
10.	Status of Fire-fighting arrangement	
11.	Status of Personal protective equipments	
12.	Status of testing of pressure vessels and lifting machines	
13.	Status of On- Site Emergency plan, Risk Analysis, Safety Audit. HAZOP Study Reports etc. Applicable to hazardous processes.	
14.	Status of First-Aid Box, Ambulance Room / OHC, Ambulance-Van, Canteen, Lunch Room, Rest-Room and Crèche	

15.	Status of appointment of Welfare officer, Safety Officer, Medical Officer.	
16.	Any Other observations	
17.	Any contraventions	

Signature.  
Name and Designation  
of management representative

Signature.  
Name of Asst/Dy. Director  
Industrial Safety & Health