

Government of Tripura
Labour Department
(Factories & Boilers Organisation)

Procedure & Checklist for inspection of Factories
(under the Factories Act, 1948 & the Tripura Factories Rules, 2007)

❖ **Procedure For Inspection:**

1) The Government of Tripura hereby decided to bring more transparency in the inspection procedures of factories by introducing Computerised Systems of Risk Assessment based Inspections with random allocation of Inspecting Officers. The Risk Classification is as under:

a) The High Risk category of the Factories is as follows:

1. Major Accident Hazardous Factories.
2. Factories covered under Section 87 (Dangerous Operations) of the Factories Act 1948 & Rule 160 of Tripura Factories Rules, 2007.
3. Factories covered under Section 89 (Notice or certain diseases) of the said Act and Rules made there under.
4. Factories covered under Section 2(cb) (List of Industries Involving Hazardous Process) of the said Act and Rules made there under.
5. Factories where more than 150 workers are employed.

The above said Factories will be inspected once in every six months.

b) The Low Risk Factories are the Factories under section 85 (1) of the Factories Act, 1948 employing less than 10 workers (if working with the aid of power) and more than 20 workers (if working without the aid of power) and they will be inspected once in twelve months.

c) The remaining Factories (those which do not fall under the above two categories) shall be classified as Medium Risk and they will come up for inspection once in nine months.

There is an option for the Medium Risk Category Factories to opt for the Self-Certification scheme.

2) Selection of establishments for inspection will be determined using computerised risk assessment. The Factories will be selected randomly as per the frequency of inspections indicated above. The Inspecting Officer will be selected randomly through computerised online inspection module. The same Inspecting Officer will not inspect the same factory twice consecutively.

3) The Inspection Report will be uploaded online in the Central Inspection System (CIS) by the Inspecting Officer within 48 hours. An alert will be sent to the Occupier of the Factory, so that he may view/download the inspection report.

- 4) There shall be joint inspection under the Factories and Labour Laws under CIS.
- 5) Surprise inspection or inspections based on complaints are conducted with specific permission from the Head of the Department.
- 6) Inspections shall be limited to the checklist except complain-based inspections.

❖ **Checklist for inspection:**

During inspection of factories, the Inspecting Official should inspect/verify the following items as applicable under the relevant Act & Rules.

1. Name of the Factory :
2. Address of the Factory :
3. Name of Occupier :
4. Registration No. : Dated
5. Date of Inspection :
6. Name of the Person present during inspection on behalf of the factory:

A. General Information

Sl.	Description	Status
1	Is there any change in Name of the Factory New name of the Factory	Yes / No
2	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 Yes / No
3	a) Maximum Horse Power to be Installed in hp (Licence Limit) b) Actual Power Installed in hp c) Standby Power in KVA / KW Is there any change in Installed hp / standby power	a) b) c) Yes / No Yes / No
4	Manufacturing Process	
5	Licence Renewed up to	
6	Factory building plans approved detail	
7	Are there any Plan deviations?	Yes / No
8	Are there any additional constructions / machinery	Yes / No

	installations?	
9	Occupier Details Is there any change in Occupier?	Name : Age : Father's Name : Mobile No. : e-mail : Yes / No
10	Factory Manager Details Is there any change in Manager?	Name : Age : Father's Name : Mobile No. : e-mail : Yes / No
11	Responsible Person Details	Name : Age : Father's Name : Mobile No. : e-mail :
12	Is there any child labour employment?	Yes / No
13	Is there any adolescent worker employment without certificate of fitness?	Yes / No

B. For Maintenance of Registers & Records of any Factory

I	RECORDS / REGISTERS	FORM No.	WHETHER THESE REGISTERS HAVE BEEN MAINTAINED (YES / NO / NA)
1	Register of Adult workers	22	
2	Register of Leave with wages & leave card	25 & 26	
3	Register of Accidents and Dangerous Occurrences	38	
4	Register of Lime washing, painting etc	9	
5	Humidity Register	11	
6	Register of Compensatory holiday	19	
7	Overtime muster roll for exempted workers	20	
8	Health Register	29	
9	Record of Eye examination	18	
10	Is application submitted for renewal of license upto the current year ?	6	
11	Register of Child Workers	24	
12	Register of workers employed for work on or near machinery in motion	12	
II	RETURNS	FORM No.	REMARK (YES / NO / NA)
1	Is Half yearly Return submitted for the period January to June in	36	
2	Is Annual Return submitted in	35	
III	NOTICES		REMARKS (YES / No /

			NA)
1	Is a copy of valid factory license displayed ?	7	
2	Is Abstract of the Factories Act displayed ?	24	
3	Is Notice of periods of work displayed ?	21 & 23	
4	Are cautionary notices displayed with list of notifiable diseases (for dangerous operations and hazardous processes)?	Notices / Placards	

C. For Maintenance of Safety, Health & Welfare provisions of any Factory

I	SAFETY	REMARKS (YES/NO/NA)
1	Whether every moving part of a prime mover/ dangerous part of any machinery is securely fenced by safeguards of substantial construction which shall be constantly maintained and kept in position while the parts of machinery are in motion or in use ?	Sec 21
2	Is there any special trained adult male worker wearing tight fitted clothing whose name has been recorded in the register prescribed in this behalf is available for work on or near machinery in motion ?	Sec 22
3	Whether any young person is engaged/allowed to work on dangerous machine ?	Sec 23
4	Is suitable devices for cutting off power in emergencies from running machinery shall provided and maintained in every workroom ?	Sec 24
5	Is casing of new machinery ensured to the machine driven by power ?	Sec 26
6	Whether any woman and children is employed to work near cotton openers ?	Sec 27
7	Whether hoists and lifts are thoroughly examined by a competent person at least once in every period of six months?	Sec 28
	Whether lifting machines, chains, ropes and lifting tackles are thoroughly examined by a competent person at least once in every period of twelve months ?	Sec 29
	Is effective measures taken to ensure safe working in revolving machinery?	Sec 30
8	Whether effective measures taken to ensure safe working in pressure plant ?	Sec 31
9	Whether all floors, steps, stairs, passages and gangways are of sound construction and properly maintained?	Sec 32
10	Whether pits, sumps, fixed vessel, tank or opening in the ground or in a floor which may be source of danger are securely covered or securely fenced?	Sec 33
11	Whether any person is engaged to lift, carry or move any load beyond the weights prescribed in Tripura Factories Rules, 2007 ?	Sec 34
12	Is suitable goggles provided for the protection of eyes ?	Sec 35
13	Whether certificate is obtained from competent person to enter any chamber, tank, vat, pit, pipe, flue or other confined spaces ?	Sec 36
14	Whether all practicable measures taken to avoid to explode to ignition for production of dust, gas, fume or vapour during any manufacturing process in factory?	Sec 37
15	Whether all practicable measures taken to prevent outbreak of fire and its spread, both internally and externally ?	Sec 38
16	Is there any safe means of escape for all persons provided and maintained in the event of fire ?	Sec 38
17	Whether necessary equipment and facilities provided and maintained to prevent outbreak of fire and its spread, both internally and externally ?	Sec 38
18	Whether any building or part of building or any part of the ways, machinery or plant in factory is in such a condition that it may be dangerous to human life or safety ?	Sec 39/40
19	Whether the occupier of factory where hazardous process is involved in manufacturing process has disclose all information regarding dangers, including health hazards to the workers employed in the factory, the Chief Inspector, the local authority and the general public in the vicinity?	Sec 41 B
20	Whether the occupier of factory where hazardous process is involved in manufacturing	Sec 41 B

	process has drawn up an on-site and off-site emergency plan and detailed disaster control measures ?	
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II	HEALTH	REMARKS (YES / NO / NA)
1	In accumulation of dirt and refuse removed daily by sweeping or by any other effective method from the floors and benches of workroom and from staircases and passages, and disposed of in a suitable manner ;	
2	Are the floor of every workroom cleaned at least one in every week by washing, using disinfectant, where necessary, or by some other effective method ;	
3	Is effective means of drainage provided and maintained where a floor is liable to become wet in the course of any manufacturing process	
4	Whether all inside walls and partitions, all ceilings or tops of rooms and all walls, sides etc of latrines & urinals are being painted or whitewashed / colour-washed as prescribed under Rule 59.	
5	Record of dates on which white washing, colour washing, varnishing etc maintained in Form No. 9	
6	Are sufficient measures taken to provide adequate ventilation, comfortable temperature and proper lighting etc (Specify numbers in space for provision provided) ?	
	(i) Exhaust Fans	
	(ii) Windows	
	(iii) Doors	
	(iv) Ventilators	
	(v) Sky lights	
	(vi) Air conditioners	
7	Are sufficient exhaust systems provided for the removal of dust & fumes	
	a. Exhaust Fans	
	b. Duct with hood	
8	Sufficient and suitable lighting, natural or artificial, or both provided where workers are working or passing- a. The general illumination where persons are regularly employed shall not be less than 65 lux measured in horizontal places at a level of 90 cm above the floor b. The illumination over all other interior parts of the factory over which persons employed pass shall not be less than 5 lux at floor level	
9	No glare, either directly from a source of light or by reflection from a smooth or polished surface ;	
10	No formation of shadows to cause eye-strain or the risk of accident to any worker	
11	Are sufficient arrangements made for the provision of safe drinking water ?	
12	Drinking points legibly marked “ Drinking Water ” in a language understood by majority of the workers	
13	Drinking points not situated within six meters of any washing place, urinal, latrine, spittoon, open drain carrying sludge or effluent or any other source of contamination	
14	Cooled drinking water provided during hot weather (1 st April to 30 th September) (applicable wherein more than 250 workers are employed and one water centre for every 100 persons up to first 500 and one for every 200 persons above that)	
15	Are sufficient Latrines & Urinals facilities provided and arrangements made for their cleanliness- Latrine – One for every 25 workers separately for male and female. Urinal – One for every 50 workers separately for male and female.	
16	Whether Sweepers employed to keep clean latrines, urinals and washing places ?	
17	Is sign or notice displayed indicating the sex for which latrines, is provided where workers of both sexes are employed?	

III	WELFARE	REMARKS (YES / NO /NA)
1	Is ambulance room adequately staffed & equipped ? (applicable if, more than 500 workers employed) (Specify numbers in Remarks column for provision provided)? (i) Ambulance Room Sq.ft. (ii) No. of Doctors (iii) No. of nursing staff (iv) Oxygen cylinder with attachments (v) First aid box with trained personnel on this	
2	Is ambulance van provided to carry injured workers to the hospital? (applicable for 250 or more workers employed)	
3	Is Canteen provided ? (Applicable if, more than 250 workers employed) (i) Dining Hall Sq. ft. (ii) Canteen Managing committee constituted (iii) Date of constitution	
4	Is rest room provided? (applicable if, more than 150 workers employed) (Specify numbers in Remarks column for provision provided) (i) Rest roomSq. ft. (ii) Benches with backrest provided	
5	Is crèche facilities provided ? (applicable in case of more than 30 women workers are employed) (i) Creche room Sq. ft. (ii) Name of Aya / attendant (iv) No. of Children (vi) Wash room provided.	
6	Are leave with wages calculated and paid to the workers?	
7	Return related to maternity benefit are submitted in prescribed forms ?	

D. UNDER THE PAYMENT OF WAGES ACT, 1936.

IV	PARTICULARS	YES / NO/ NA
1	Whether the prescribed registers and records are maintained?	
2	Whether all the employed persons are being paid wages within the stipulated time?	
3	Whether notice displayed containing the abstract of the Act and rules made thereunder?	
4	Whether wage period has been fixed and notice has been displayed ?	
5	Whether Annual return is being submitted?	

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