

“ Checklist for Inspection of Factories ”

UNDER THE FACTORIES ACT, 1948 & THE TRIPURA FACTORIES RULES, 2007 (For Maintenance of Registers & Records of any Factory.)

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

| I | RECORDS / REGISTERS | FORM No. |
|-----|--|--------------------|
| 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. |
| 1 | Is Half yearly Return submitted in | 36 |
| 2 | Is Annual Return submitted in | 35 |
| III | NOTICES | |
| 1 | Is a copy of valid factory license displayed ? | 7 |
| 2 | Is Abstract of the Factories Act displayed ? | 34 |
| 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 |

(For Maintenance of Health & Welfare provisions of any Factory.)

| I | HEALTH |
|----|--|
| 1 | Is accumulation of dirt and refuse removed daily by sweeping or by any other effective method from the floors and benches of workrooms and from staircases and passages, and disposed of in a suitable manner; |
| 2 | Are the floor of every workroom cleaned at least once 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 ? |
| 7 | Are sufficient exhaust systems provided for the removal of dust & fumes ? |
| 8 | Are sufficient and suitable lighting, natural or artificial, or both provided where workers are working ? |
| 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? |


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| 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 (1st April to 30th 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 - <u>Latrine</u> - One for every 25 workers separately for male and female. <u>Urinal</u> - 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 latrine is provided where workers of both sexes are employed ? |
| II | WELFARE |
| 1 | Is ambulance room adequately staffed & equipped ? - (applicable if, more than 500 workers employed) |
| 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) |
| 4 | Is rest room provided ? - (applicable if, more than 150 workers employed) . |
| 5 | Is creche facilities provided ? - (applicable in case of more than 30 women workers are employed). |
| 6 | Are leave with wages calculated and paid to the workers ? |
| 7 | Return related to maternity benefits are submitted in prescribed forms ? |

UNDER THE PAYMENT OF WAGES ACT, 1936 & MINIMUM WAGWS ACT, 1948

(For Establishments covered under the Factories Act, 1948 & the Tripura Factories Rules, 2007)

| I | PARTICULARS |
|----|---|
| 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 ? |
| 6. | Whether payment of minimum wages is maintained ? |

This will take immediate effect and until further order.


 (Kumar Jamatia)
 Deputy Secretary to the
Government of Tripura.