

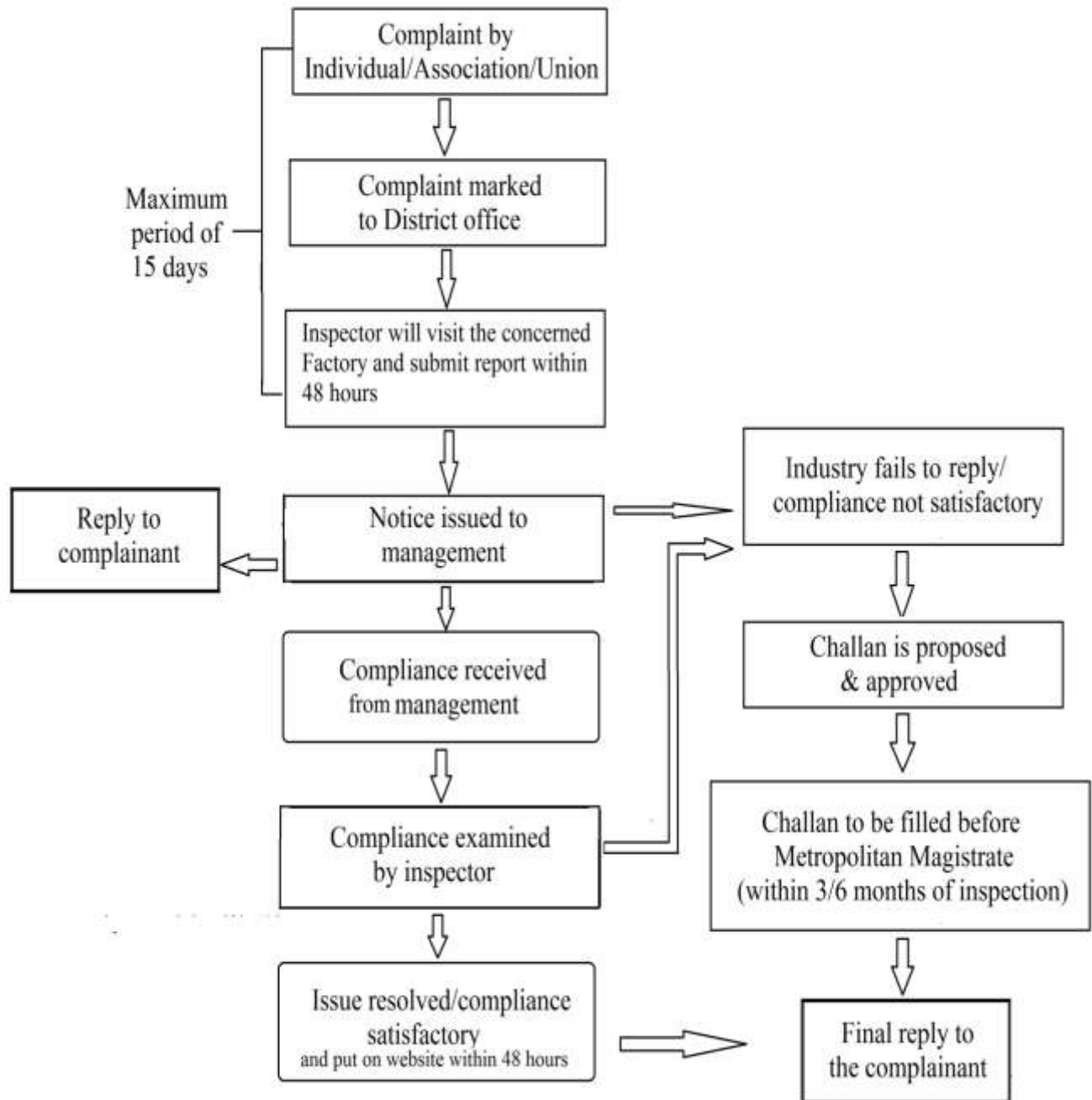
INSPECTION PROCEDURE FOR CARRYING OUT INSPECTIONS IN FACTORIES/ UNITS

1. Presently, no suo- moto inspections are being carried out by the Directorate of Industrial Safety & Health, Govt. of NCT of Delhi.
2. Inspections are carried out by Assistant Directors/ Deputy Directors on the basis of references only.
3. References may be in the form of complaints by trade unions/individuals, complaints in case of FIR received from various police stations, VIP references, renewal, amendment, issuance of fresh licences and directions from Deputy Director/ Director (ISH) in certain cases and on order of appropriate authority, as the case may be.
4. Inspections are carried out by the officers within 15 working days of receipt of references.
5. Inspection reports are put up within 48 working hours of inspection to the superior officers for approval of proposed action.
6. Notices/ letters are sent to the management/ complainant after approval.
7. Further action, as deemed necessary including the legal action, is taken after examination of the reply of the management/ expiry of notice period.

Inspection procedure under Factories Act, 1948

Steps to be taken during inspection	Time for each step/task
a. Receipt of reference by the concerned inspector	1 days
b. Inspection of the premise, Issuance of notice after approval of competent authority & Dispatch	14 days
c. Submission & uploading of inspection report	Within 48 working hours of inspection

**FLOW CHART OF INSPECTION CARRIED OUT UNDER THE PROVISIONS OF
THE FACTORIES ACT, 1948**



- | | | | |
|----------|----|---------------------|----|
| (c) From | To | Rest Intervals From | To |
| (d) From | To | Rest Intervals From | To |
2. No. of Shift in Force
 3. Whether notice of period of work displayed Yes / No
 4. Whether weekly Holiday given Yes / No

PART-V Health

1. No. of Latrines & Urinals
2. Ventilation Condition Satisfactory/Unsatisfactory
3. Lighting Arrangements Satisfactory/Unsatisfactory
4. Water supply arrangements Satisfactory/Unsatisfactory
5. Drinking purpose Yes / No
6. Washing purpose Yes / No
7. Are sufficient number of spittoons provided Yes / No
8. Is factory over crowded Yes / No

PART-VI Safety

1. Whether the records of periodic testing/ examination of the following plant/ machinery from competent person maintained as per Rules-
 - (a) Pressure Plants Yes / No
 - (b) Hoist & lifts Yes / No
 - (c) Lifting machinery Yes / No
 - (d) Power Presses Yes / No
 - (e) Thermic Fluid Heaters Yes / No
 - (f) Oven & Driers Yes / No
2. General conditions of fencing/ guarding of machinery Satisfactory/Unsatisfactory
3. Whether safety officer has been appointed Yes / No
4. Whether Fire Fighting equipments have been provided
 - (a) Fire Bucket Yes / No
 - (b) Fire Extinguishers Yes / No
 - (c) Water supply arrangements Yes / No
 - (d) Fire Alarms Yes / No
5. Provisions of escape in case of fire/ emergency Yes / No
6. Whether any person is required to lift excessive weight Yes / No

PART-VII Welfare

- | | |
|--|----------|
| 1. Whether First Aid Box is provided | Yes / No |
| 2. Whether Trained First Aider is available | Yes / No |
| 3. Whether Crèche provided | Yes / No |
| 4. Whether rest Room/ shelter Room/ Lunch Room | Yes / No |
| 5. Whether Ambulance Room provided | Yes / No |
| 6. Whether medical & nursing staff provided | Yes / No |
| 7. Whether canteen provided | Yes / No |
| 8. Whether welfare officer appointed | Yes / No |

PART VIII- Child/ Young Persons

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|--|----------|
| 1. Particulars of child workers if any found on work | |
| 2. Particulars of Adolescent workers if any found on work | |
| 3. Whether Fitness certificate in respect of adolescent worker | Yes / No |

PART IX- Provisions relating to hazardous process & MAH installations:

- | | |
|--|----------|
| (a) Health & Safety Policy | Yes / No |
| (b) Safety Committee | Yes / No |
| (c) Safety Data Sheet | Yes / No |
| (d) Occupational Health Centre | Yes / No |
| (e) Factory Medical Officer | Yes / No |
| (f) Notification Site | Yes / No |
| (g) On-site Emergency Plan | Yes / No |
| (h) Mock onsite emergency drill | Yes / No |
| (i) Safety reports | Yes / No |
| (j) Safety Audit reports | Yes / No |
| (k) Appointment of qualified Supervisors | Yes / No |

Directorate of Industrial Safety & Health, Delhi

INSPECTION MECHANISM:

Objective: The main objective of the inspection mechanism is to achieve a rational and effective inspection system and introduce more transparency and accountability in inspections under the provisions of Factories Act, 1948 and Rules made there under. Certain criteria have been introduced under this mechanism for selection of factories for inspection.

The factories are classified under following categories for the inspection mechanism. This classification is solely for the purpose of devising this inspection mechanism.

- A. Very High Risk: All Major Hazard Installations (MAH)
- B. High Risk: All units carrying out Hazardous/ Dangerous Operations
- C. Medium Risk: Readymade Garments, Plastic Industry, Printing & Paper units, SS Rolling, Rubber Industry etc.
- D. Low Risks: Engineering Units, Electronics, Food Industry, Auto Parts, Vehicle workshops etc.

Scope: The mechanism is applicable to all factories registered under the Factories Act, 1948 in NCT of Delhi.

Mandatory Inspections: - Inspections will be mandatory for all the following factories at least once in a year

- i) Factories under Category A.
- ii) The factories where fatal accident had occurred in last two years including the factories subscribed under Self Certification Scheme launched by Labour Department, GNCTD.
- iii) Factories where references have been received in the form of complaints, fatal/ non-fatal accidents, FIR's and other such references which have prior approval of competent authority including the factories subscribed under Self Certification Scheme launched by Labour Department, GNCTD.

Optional inspections:- In following cases, the inspections would be generated through computer using pre-decided number tables taking into account the following factors:-

- i) Factories under Category B [50%],

- ii) Factories under Category C [30%],
- iii) Factories under Category D [20%],
- iv) The Factories under Category D who have opted for Self-certification scheme launched by the Labour Department, GNCTD [Nil].

Methodology:-

1. Employers shall submit annual and half-yearly returns online through e-biz portal.
2. Inspectors to submit detailed inspection report within 48 hrs of inspection.
3. Computer software based on risk assessment based on inspection criteria laid down under the mechanism shall be provided by NIC.
4. Computerized generation of inspection programme and communication to the inspecting staff shall be kept confidential.