

Dated, Agartala, the 10<sup>th</sup> November, 2020.

### NOTIFICATION

In exercise of the powers conferred under Rule 25A of the Tripura Factories Rules, 2007 (as amended) the Government of Tripura in Labour Department (Factories & Boilers Organisation) to bring more transparency in the inspection procedures hereby notify the procedure and checklist for inspection of factories under the Factories Act, 1948 and Rules made thereunder.

#### Procedure for inspection:

Computerised systems of risk assessment based inspections with random allocation of Inspecting Officials, the risk classifications of factories are as under:

Category of factories	Factories / Industries	Inspection Frequency
High Risk	1. All Major Accident Hazard Factories (MAH units). 2. All factories having "hazardous process" 3. All factories more than 50 Workers. 4. All factories where there is risk of workers as mentioned in Third Schedule of the Factories Act, 1948. 5. All factories covered under Section 87 of the Factories Act, 1948 & Rule 160 of the Tripura Factories Rules, 2007, employing more than 20 workers. 6. All factories where motive power is more than 100 HP.	9 months
Medium Risk	1. All factories more than 20 workers, but less than equals to 50. 2. All factories covered under Section 87 of the Factories Act, 1948 & Rule 160 of the Tripura Factories Rules, 2007, employing less than 20 workers.	12 months
Low Risk	All factories less than equals to 20 (not classified elsewhere).	18 months

- 1) 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 establishment 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, to be ensured that details are recorded in the system.
- 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:

Contd.

**A. General Information**

Sl.	Description	Status
1	Is there any change in Name of the Factory New name of the Factory	
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?	
3	a) Maximum Horse Power to be Installed in hp (Licence Limit) b) Actual Power installed in Horse Power c) Standby Power in KVA / KW Is there any change in installed HP / standby power	
4	Manufacturing Process	
5	Licence Renewed up to	
6	Factory building plans approved detail	
7	Are there any Plan deviations?	
8	Are there any additional constructions / machinery installations?	
9	Occupier Details  Is there any change in Occupier?	Name : Father's Name : Mobile No. : e-mail : Yes / No
10	Factory Manager Details  Is there any change in Manager?	Name : Father's Name : Mobile No. : e-mail : Yes / No
11	Responsible Person Details	Name : Father's Name : Mobile No. : e-mail :
12	Is there any child labour employment?	
13	Is there any adolescent worker employment without certificate of fitness?	

**B. For Maintenance of Registers & Records of any Factory**

I	RECORDS / REGISTERS	FORM No.	MAINTAINED OR NOT
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
1	Is Half yearly Return submitted for the period January to June in	36	
2	Is Annual Return submitted in	35	
III	NOTICES		REMARKS
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
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 ? (Under 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 ? (Under Sec 22)	
3	Whether any young person is engaged/allowed to work on dangerous machine ? (Under Sec 23)	
4	Is suitable devices for cutting off power in emergencies from running machinery shall provided and maintained in every workroom ? (Under Sec 24)	
5	Is casing of new machinery ensured to the machine driven by power ? (Under Sec 26)	
6	Whether any woman and children is employed to work near cotton openers ? (Under Sec 27)	
7	Whether hoists and lifts are thoroughly examined by a competent person at least once in every period of six months? (Under Sec 28)	
8	Whether lifting machines, chains, ropes and lifting tackles are thoroughly examined by a competent person at least once in every period of twelve months ? (Under Sec 29)	
9	Is effective measures taken to ensure safe working in revolving machinery? (Under Sec 30)	
10	Whether effective measures taken to ensure safe working in pressure plant ? (Under Sec 31)	
11	Whether all floors, steps, stairs, passages and gangways are of sound construction and properly maintained? (Under Sec 32)	
12	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? (Under Sec 33)	
13	Whether any person is engaged to lift, carry or move any load beyond the weights prescribed in Tripura Factories Rules, 2007 ? (Under Sec 34)	
14	Is suitable goggles provided for the protection of eyes ? (Under Sec 35)	
15	Whether certificate is obtained from competent person to enter any chamber, tank, vat, pit, pipe, flue or other confined spaces ? (Under Sec 36)	
16	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? (Under Sec 37)	
17	Whether all practicable measures taken to prevent outbreak of fire and its spread, both internally and externally ? (Under Sec 38)	
18	Is there any safe means of escape for all persons provided and maintained in the event of fire ? (Under Sec 38)	
19	Whether necessary equipment and facilities provided and maintained to prevent outbreak of fire and its spread, both internally and externally ? (Under Sec 38)	
20	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 ? (Under Sec 39/40)	
21	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? (Under Sec 41B)	
22	Whether the occupier of factory where hazardous process is involved in manufacturing process has drawn up an on-site and off-site emergency plan and detailed disaster control measures ? (Under Sec 41B)	
II	HEALTH	REMARKS
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 " <b>Drinking Water</b> " 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 <sup>st</sup> April to 30 <sup>th</sup> 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
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 room .....Sq. 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 ?	

By Order of the Governor

*[Signature]*  
Deputy Secretary to the  
Government of Tripura.

Copy to:-

1. P.S. to the Special Secretary, Labour Department, Tripura for kind information of Special Secretary.
2. The Director, Industries & Commerce, Government of Tripura.
3. The Chief Inspector of Factories & Boilers, Government of Tripura.
4. The Joint Director, Information Technology Directorate, Tripura for uploading the Notification heading with "Inspection Procedure and inspection checklist for factories" in the department's website under EoDB.
5. The Inspector of Factories, HQs/ West /Gomati / Unakoti District.
6. The Manager, Government Press, Govt. of Tripura with request to publish the Notification in the Tripura Gazette, Extra ordinary issue and send to this Department 5(five) spare copies for record.