

	<p style="text-align: center;">Government of West Bengal Office of the Director/Chief Inspector of Factories Government of West Bengal New Secretariat Buildings,8th Floor 1, K.S. Ray Road, Kolkata – 700001</p>	Control Copy	
Document no./ Title	Procedure for inspection of Factories under Factories Act, 1948 & The West Bengal Factories Rule,1958, The Payment of Wages Act,1936		
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1.0 **Purpose:** Efficient and fruitful Inspection of factories for enforcing the provisions of Factories Act, 1948 & The West Bengal Factories Rule, 1958 , The Payment of Wages Act,1936

2.0 **Scope:** This procedure is applicable for inspection of all the factories defined under the Factories Act, 1948and West Bengal Factories Rule,1958 by the Directorate of Factories.

3.0 **Function & Duties of Inspectors as envisaged under section 9 of the Factories Act,1948**

Inspector may, within the local limits for which he is appointed,--

- I. Enter, with such assistants, being persons in the service of the Government, or any local or other public authority, or with an expert as he thinks fit, any place which is used, or which he has reason to believe is used, as a factory;
- II. Make examination of the premises, plant, machinery, article or substance;
- III. Inquire into any accident or dangerous occurrence, whether resulting in bodily injury, disability or not, and take on the spot or otherwise statements of any person which he may consider necessary for such inquiry;
- IV. Require the production of any prescribed register or any other document relating to the factory;
- V. Seize, or take copies of, any register, record or other document or any portion thereof, as he may consider necessary in respect of any offence under the Factories Act, which he has reason to believe, has been committed;
- VI. Direct the occupier that any premises or any part thereof, or anything lying therein, shall be left disturbed (whether generally or in particular respects) for so long as is necessary for the purpose of any examination under clause(ii);
- VII. Take measurements and photographs and make such recordings as he considers necessary for the purpose of any examination under clause (ii), taking with him any necessary instrument or equipment;
- VIII. In case of any article or substance found in any premises, being an article or substance which appears to him as having caused or is likely to cause danger to

the health or safety of the workers, direct it to dismantle or subject it to any process or test, and take possession of any such article or substance or a part thereof, and detain it for so long as is necessary for such examination;

IX. Exercise such other powers as may be prescribed.

4.0 Procedure

- I. Inspection visits can broadly be classified in two categories:
 - a. Routine Inspection
 - b. Special visits to address specific issues like investigation into complaints, investigation of accidents/dangerous occurrences etc.
2. The frequency of inspection of factories is determined on the basis of risk/hazards associated with the manufacturing process carried on in the factory. On the basis of the said criteria of hazards, factories are classified into 3 categories such as
 - I. Major Accident Hazard Factory (MAH) identified by the parameters laid down under MSIHC Rules 1989
 - II. Hazardous Factory identified by the parameters laid down in schedule 1, under Section 2(cb) of the Factories Act, 1948.
 - III. Non Hazardous Factory
3. Factories are selected for inspection on the basis of computerized risk assessment
4. In the course of routine inspection visit to the working areas of a factory the inspector should ask to be accompanied by the Occupier, Manager or other responsible person so that his observation and corrective actions needed can be communicated to someone with sufficient authority to take action in the matter
5. Compliance of the various sections and rules should be checked during inspection as per the Checklist.
6. The Occupier, Manager or other responsible person shall be informed of the inspection findings for corrective actions.
7. Inspection report should be issued whenever a factory is inspected within the time limit as per circular No. 470-1R/3C-04/2015 dated 23/05/ 2016.
8. No inspector shall visit the same factory twice consecutively for the purpose of inspection.
9. Where inspection involves enquiry into accidents, occupational diseases, complaints etc. visit must be made without undue delay.
10. In case of accident enquiry, the time limit obviously must be in consonance with rule 98 of the West Bengal factories Rules, 1958.

INSPECTION CHECKLIST

Name of Factory-

Address -

Registration No.-

Licence No.-

Plan Approval No-

No. of workers-Male- Female- Total-

Name of Occupier with Phone no.-

Name of Manager with Phone no-

Sl. No	Check Points	Observation
Documents to check		
1	Licence file including renewal application, returns etc	
2	Copy of approved plan	
3	Register of adult workers (Form13)(S-62)	
4	Register of leave with wages(Form 15)(S-79)	
5	Leave Book(Form 16)(S-89)	
6	Register of Wages (under Payment of Wages Act)	
7	Register of Accidents & Dangerous occurrences(Form24)	
8	Notice of Accidents(Form18)	
9	Notice of Dangerous occurrences(Form 19)	
10	Test certificates of lifting machine & lifting tackles(Form 8)(S-29)	
11	Test Certificates of Air Receiver/Pressure vessels(Form 9)(S-31)	
12	O.T Register	
13	Copy of Health and Safety Policy(Rule 63)	
14	Minutes of Safety Committee meeting	
15	Trained personnel in First aid treatment/Occupational Health center etc. First Aid(Rule 65)	
16	Fire fighting apparatus with buckets-Date of refilling & date of expiry/Precautions(S-38)	
17	N.O.C of WBPCB	
18	In chemical Industry-M.S.D.S	
19	Eye testing report of crane/Fork lift operators	
NOTICES TO BE DISPLAYED		
1	Abstract of Factories Act & Rules	
2	Notice of Period of work(Form 12/12A/12B	
3	Notice of Date of payment	

PHYSICAL VERIFICATION		
1	Illumination	
2	Ventilation/Exhaust System	
3	Emergency Exit	
4	Fencing of machines(S-21)	
5	Obnoxious fumes(S-14)	
6	Nuisance Dust(S-14)	
7	Noise	
8	Grinding m/c-notice & guard(S-30)	
9	Clearance/Passageway for movement of crane	
10	Cleanliness/Housekeeping	
11	Latrine & urinal	
12	Employment of young persons on Dangerous m/c(S-23)	
13	Protection of eyes(S-35)	
14	Excessive weight(S-34)	
15	Work on machinery in motion(S-22)	
16	Overcrowding(S-16)	
WELFARE FACILITIES		
1	Ambulance Room(R-66)	
2	Canteen(S-46)	
3	Rest Room/Shelter/Lunch Room(S-47)	
4	Creche	
5	Welfare Officer-Actually appointed	
6	Welfare Officer-Required to be appointed	
7	Safety Officer-Actually appointed	
8	Safety Officer-Required to be appointed	
9	Drinking Water(S-18)	
10	Washing Facilities(S-42)	
11	Floors, stairs & means of access(S-32)	
12	Pits, sumps, openings in floors	
WORKING HOURS FOR ADULTS		
1	Weekly Hours(S51)	
2	Weekly holidays(S52)	
3	Daily hours(S54)	
4	Rest interval(S55)	
5	Spread over(S56)	
6	Night Shift(S-57)	
7	Overlapping Shifts(S-58)	
8	Employment of Women(S-66)	
9	Overtime Wages(S-59)	
10	Notice of Period of Work(S-61)	
11	Exemption Rules	
12	Double Employment	
ADDITIONAL INFORMATION REQUIRED		
1	Schedules related to Section 21	
2	Dangerous operation & its safety etc. under section 87	
3	Method of work under section 41 &112	