

**HARYANA GOVERNMENT**  
**LABOUR DEPARTMENT**  
**ORDER**

In supersession of all the earlier instructions issued from time to time, including order no. 1612-56 dated 04.03.2014, the instructions are hereby issued that all the inspections under various Labour Laws as mentioned in Transparent Inspection Policy shall be conducted strictly in accordance with the checklists duly approved by the Labour Commissioner-cum-Chief Inspector of Factories, Haryana (copies enclosed), except in case of complaint based inspections.

It is hereby, directed that all the Industrial Establishments, Factories, Shops & Commercial Establishments and Construction sites coverable for inspection under various Labour Laws and the officers / officials of the Labour Department, Haryana shall adhere to these instructions, with immediate effect.


Dated, Chandigarh  
the 31<sup>st</sup> October, 2018

**DR. MAHAVIR SINGH,**  
Principal Secretary to Government, Haryana,  
Labour Department.

Endst No 2/48/2018-2Lab

Dated, Chandigarh the: 31.10.2018

✓ A copy is forwarded to Labour Commissioner, Haryana, Chandigarh with the request to publish on the website of [www.hrylabour.gov.in](http://www.hrylabour.gov.in) for information and necessary action by all concerned. Further the same may also be forwarded to all concerned.

  
Superintendent Labour  
for Principal Secretary to Government, Haryana,  
Labour Department

Internal Distribution:-

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## Inspection Report

### Under Factories Act, 1948

Sr. No.	Particular	Detail
1	Name & Address Of the Factory	
2	Name & Designation of Inspecting Officer/ Officers with office address	
3	Date and time of inspection	
4	Name & address of occupier with E-mail ID Phone No.	
5	Name & address of the Manager with E-mail ID & Phone No.	
6	No. of Workers employed	Male=                      Female=                      Total=
7	Sanctioned Load/Power-	
8	Manufacturing Process	
9	Name & designation of the person found in-charge at the time of inspection	
10	Weather on-line BIP Submitted (Yes/No)	
11	Factory License No and ID	
12	Category of the Factory (MAH/H/NH)	

### Check List for inspection under Factories Act, 1948

To be filled by inspecting officer ( No box should be left blank)

Sr. No.	Section	Rule	Details	Yes/No/ N.A
1	6	7,8,10, 14	Has the management submitted an application in Form No. 2 along with prescribed license fees for grant of factory licence?	
2	6	9	Does it need any amendment or change (regarding number of workers, H.P. etc.)?	
3	6	3-A	Are the building plans of the factory approved from the Chief Inspector of Factories, Haryana?	
4	6	4	Has the certificate of stability (Form 1-B) been accepted by the Chief Inspector of Factories?	
5	6	3-A, 4	Are the buildings constructed in accordance with the approved plans?	
6	6	3-A, 4	If not, unauthorized additions /alterations made in building/plant/machinery.	
7		67-B	Has the Safety Committee constituted in accordance with the prescribed rules?	
8		70-B	Is written statement of policy in respect of Health and Safety of the workers prepared as prescribed?	
9	21		Are dangerous/moving parts of transmission machinery properly guarded?	
10	7-A		Are the workers without sufficient training and effective supervision allowed to operate the machines?	
11	24(2)		Are suitable devices for cutting off power in emergency in every workroom provided and kept in order?	
12	28, 29	60, 60-A, B	Are hoists/ lifts / cranes or other lifting machinery suitably constructed and properly maintained?	
13	28, 29	60, 60-A	Are they periodically examined as prescribed by the competent person and the prescribed register maintained?	
14	30		Are the provisions of Section 30 complied in respect of revolving machinery and the required notice exhibited?	
15	31	61	Are all the prescribed precautions taken in the case of pressure plants and are these periodically examined?	
16	32 (a)		Are floors, steps, stairs, passages and gangways of sound construction and maintained properly?	
17	32 (a)	66(9) (ff)	Are hand rails of substantial construction provided on steps, stairs, passages, platforms, gangways etc.?	
18	32 (b)		Are safe means of access provided to all the places of work?	
19	33		Are all the tanks, pits, etc., securely covered/fenced?	
20	34	62	Are excessive weights carried by the workers?	
21	35	63	Are proper precautions taken for protection of eyes?	
22	36		Are necessary precautions taken against dangerous fumes?	
23	36-A		Are necessary precautions taken for use of portable electric light inside any chamber, tank, pit, vat etc.?	
24	37		Are necessary precautions taken against explosions?	
25	38(1)		Are all precautions taken to prevent out break and spread of fire?	
26	38(1)(a)		Are means of escape in case of fire adequate?	
27	38(1)(b)		Are necessary equipments and facilities for extinguishing of fire provided?	
28	38	66(9) (t), (u)	Are exit doors of prescribed size provided and fitted to slide or open out wards?	

29	38	66(9)(aa-gg)	Are staircases constructed in accordance with Rule-66 (9)?	
30	38	66(9)(d)	Are the passageways etc. free of obstructions?	
31	39		Is there any building or part of building or machinery or plant in a dangerous condition?	
32	40		Is any building or part of building in a dangerous condition involving imminent danger to human life or safety?	
33	7-A	66-A	Is any wall, chimney, gallery, stairway, ramp, platform, staging or other structure constructed, situated or maintained in the factory in unsafe manner?	
34	7-A	66-B	Is any machinery, plant or equipment constructed, situated, operated or maintained in unsafe manner?	
35	7-A	66-C	Is any process or work carried on in the factory in unsafe manner so as to cause risk of life or bodily injury?	
36	7-A	66-D	Is any material or requirement stacked or stored in unsafe manner?	
37	7-A	66-E	Are all the prescribed precautions taken in the case of Ovens and Driers and are these periodically examined?	
38	7-A	66-F	Are all the prescribed precautions taken in the case of Reaction Vessels and Kettles?	
39	7-A (2)		Are adequate precautionary measures taken to prevent the electrical hazards?	
40	21	55-Sch-1	Are all the prescribed precautions taken for Textile machinery?	
41	21	55-Sch-II	Are all the prescribed precautions taken for Cotton Ginning machinery?	
42	21	55-Sch-III	Are all the prescribed precautions taken for Wood working machinery?	
43	21	55-Sch-IV	Are all the prescribed precautions taken for Rubber Mills?	
44	21	55-Sch-V	Are all the prescribed precautions taken for Centrifugal Machines?	
45	21	55-Sch-VI	Are all the prescribed precautions taken for Power Presses?	
46	21	55-Sch-VII	Are all the prescribed precautions taken for Shears, Slitters and Guillotine machines?	
47	46	71-77	Is the Canteen provided according to the prescribed provisions?	
48	47	78	Is a Rest Room provided according to the prescribed provisions?	
49	48	79-82	Is the crèche provided according to the prescribed provisions?	
50	49		Is the Welfare Officer appointed and working in accordance with the prescribed rules (PWOR&CS Rules, 1952) in the factory?	
51	40(B)	66	Is Safety Officer appointed and working in accordance with the prescribed rules?	



52		110	Is the must roll in Form No. 25 or any other register containing the same information maintained?	
53	51		Is any adult worker employed for more than 48 hours in any week?	
54	63		Is any worker required to work for hours other than specified in the notice of periods of work?	
55	52(1) (a)		Was substituted holiday given to any person employed on the first day of any week?	
56	52(1)(b) (i), (ii)		Was a notice displayed in the factory and delivered to the Inspector in accordance with Section 52(1) (b)?	
57	59(1)		Are overtime wages paid in accordance with Section 59?	
58	66(1) (b)		Is any woman employed in the night shift between 7 PM and 6 AM?	
59	54		Is any worker employed for more than nine hours on any day?	
60	55		Are intervals for rest granted in accordance with provisions of Section 55?	
61	67		Is any child allowed to work in the factory?	
62	79(1)		Is leave with wages granted in accordance with Section 79(1)?	
63	79(3)		Are wages in lieu of leave paid in accordance with section 80 to the workers who either quit/ discharged from service?	
64	87	102	Is any breach of safety provisions laid down in schedule I to XXVII of Rule 102 taking place?	
65	88(1)	103	Are notices of accident sent in accordance with Section 88 and Rule 103?	
66	53	83	Is Compensatory Holiday register in Form No. 9 maintained?	
67	59	85	Is Over Time Muster Roll in Form No.10 maintained?	
68	61	86	Is Notice of Periods of work in Form No.11 displayed and copies of it sent in duplicate to the Inspector?	
69	62	87	Is Register of Adult Workers in Form No.12 maintained?	
70	79(1)	94	Is Register of Leave with wages in Form No.15 maintained?	
71	79	95	Is Leave Book in Form No.15 provided to each worker?	
72	88	111	Is Register of Accidents & Dangerous Occurrences in Form No.26 maintained?	
73		112	Is Inspection Book in Form No.35 maintained?	
74	61, 108	69A	Are notices under different sections of Factories Act displayed? (61, 108 & Rule 69-A etc.)?	
75	110	107	Is Annual Return in Form No.21 in duplicate submitted in accordance with the prescribed rules?	
76	110	107	Is Half-Yearly Return in Form No.22 in duplicate submitted in accordance with the prescribed rules?	

77	110	107	Is Annual Return of Accidents in Form No. 31 in duplicate submitted in accordance with the prescribed rules?	
78	45 (1)	69	Are sufficient numbers of First-Aid Boxes provided with all the prescribed equipments?	
79	45(3)		Are these kept in the charge of trained persons?	
80	45(4)	70	Is the ambulance room provided according to the prescribed provisions?	
81	45(4)	70(4)	Is an Ambulance van provided?	
82	11(1) (a)		Is the factory kept clean?	
83	11(1) (d)		Are the inside walls and ceilings including all woodwork, lime-washed /colour-washed/painted as prescribed?	
84	12	19	Are the trade wastes and effluents disposed off in an unsanitary manner?	
85	13(1) (a)		Are the ventilation adequate and working conditions comfortable?	
86	14(1)		Are the exhaust arrangements satisfactory for dust or fume given off during the manufacturing process?	
87	16(2)		Is any workroom over crowded?	
88	17		Is lighting in all the rooms and passages sufficient and suitable?	
89	18	36, 37	Is sufficient quantity of approved drinking water provided according to the prescribed provisions for the use of the workers?	
90	18(3)	41	Is cool drinking water supplied in case of more than 250 persons employed as prescribed?	
91	19(1)	42 - 51	Are the latrine and urinal accommodation for male and female workers provided according to the prescribed provisions?	
92	89		Has any worker suspected to have contracted any notifiable disease?	
93	89(1)	104	Are notices of notifiable diseases sent in accordance with the prescribed rules?	
94	87	102	Is any breach of the Health provisions laid down in schedules I to XXVII of Rule 102 taking place??	