

Factories Act 1948 and Tamil Nadu Factories Rules 1950

1	Name & Registration Number of the Factory.	
2	Address of the Factory.	
3	Particulars of Manufacturing Process (NIC code, Nature of Manufacturing Process, Dangerous operation / Hazardous Process if any)	
4	Details of the occupier (Name, Age, Father's Name and Address)	
5	Details of the Manager (Name, Age, Father's Name and Address)	--
6	No. of workers employed on the date of inspection:	Adult Workers : Male – Female – Total – Adolescent Workers Male – Female – Total –
7	Particulars of Plan Approval	Number - Date - Authority -
8	Particulars of License	Horse Power - Number of Workers - Renewed up to -

Sl. No	Questions	Yes	No	Remarks
1	Are the plans of all the buildings in the factory approved? If so, are the buildings constructed according to the approved plans?			
2	Is the factory registered and licensed? Is the license fee paid correctly?			
3	Is the change of manager intimated?			
4	Is the factory kept clean?			
5	Is the floor of every workroom washed at least once in a week?			
6	Are the drains properly constructed and kept clean?			
7	Are the inside walls and ceiling including all wood work lime washed or color washed once in fourteen months or painted or varnished once in five years?(give dates of such treatments)			
8	How are the trade wastes and effluents disposed of? Is the approval of the health officer obtained?			
9	Is there adequate number of windows in all the working rooms of the adequate circulation of fresh air?			
10	Is the temperature in the working rooms high? If so, what are the measures to be taken to reduce it?			
11	Is dust or fume given off in the manufacturing process? If so, are the exhaust arrangements satisfactory?			
12	Is the artificial humidification carried on? If so, is purified water used for the purpose?			
13	Is adequate number of hygrometers of the prescribed specifications provided?			
14	Is humidity register in form 6 maintained?			
15	Is artificial humidification provided? Is a copy of the schedule appended to rule 18 affixed near each hygrometer?			
16	Is any working room over crowded? Are sufficient floor built areas, air space provided for the each worker?			
17	Is a notice giving the particulars of each room in the form 29 exhibited prominently in each working room?			
18	Is lighting in all the rooms and passages sufficient and suitable?			
19	Is artificial lighting provided, and if so, does it conform to the standards laid down in the rules 29 to 31.			
20	Is sufficient quantity of drinking water provided for the use of the workers?			
22	What is the source of supply? If it is not from public water-supply system, has it been approved in writing by the health officer?			

23	Is drinking water stored in suitable vessels with water and taps and dust -proof covers placed on raised platform in shade? Is the surrounding of the platform on which the vessels are placed kept dry and clean?			
24	Are more than 250 persons employed? If so, is cooled drinking water supplied?			
25	Is sufficient latrine and urinal accommodation provided to the workers separately for men and women?			
26	Are the latrines and urinals of a type approved by the health officer?			
27	Is the latrine provided with roof? Are the seats partitioned and each partition provided with a proper door and fastenings to secure privacy?			
28	Are pictorial sign boards exhibited at the entrances of latrines for men and woman?			
29	Are the walls of the latrines and urinal white-washed or color washed at least once in every four months?			
30	Are the latrines, urinals, drains and surroundings kept clean			
31	Are the water taps or water cisterns with cans provided in the latrines?			
32	Is sufficient number of spittoons of the prescribed type provided? Are they kept clean?			
33	Are floors, stairs and passages maintained properly and hand rails provided wherever necessary?			
34	Are safe means of access provided to all the places of work?			
35	Are all the tanks, pits, etc., securely covered?			
36	Are excessive weights carried by the Workers?			
37	Are proper precautions taken for protection of eyes?			
38	Are necessary precautions taken against dangerous fumes?			
39	Are Necessary precautions taken against explosions?			
40	Are means of escape in case of fire adequate?			
41	Are exit doors of not less than 6.5 feet x 4 feet Size fitted to slide or open outwards?			
42	Are staircases constructed in accordance with Section 38(6) and Rule 1(c) (d) and (e)?			
43	Are the passage, ways, etc free of obstructions?			
44	Are adequate precautions taken against danger of fire?			
45	Is there any building or part of a building or machinery or plant in a dangerous condition? if so what is the action to be taken?(Specify time)			
46	Is any building or part of a building in dangerous condition involving imminent danger to human-life or safety? If so what is the action to be taken?			

47	Are adequate and suitable washing facilities(Including Soap and Brushes) provided separately for men and Women			
48	Are sufficient number of First Aid Boxes according to the scale provided containing all the required equipments provided?			
49	Is the first-aid equipment in-charge of trained persons?			
50	Is ambulance room provided?			
51	Is the factory notified to maintain a canteen? [Section 45] if so,			
52	Is the canteen constructed according to the approved forms?			
53	Is the accommodation sufficient?			
54	Is it well equipped?			
55	What are the food stuffs supplied and at what cost? What are the items of expenditure borne by management? Is the canteen run on non profit basis?			
56	Are accounts properly maintained?			
57	Is there a managing committee for the canteen?			
58	Is the factory ordinarily employing more than 150 workers?			
59	Are the Lunch room / rest room constructed according to plans approved? Is the accommodation sufficient?			
60	Are they maintained in a clean state?			
61	Is the Factory ordinarily employs more than 30 woman workers			
62	Is a crèche constructed according to plans approved and is the accommodation sufficient?			
63	Is it adequately furnished and equipped?			
64	Is there a playground for older children?			
65	Is there a wash room with required equipments?			
66	Are refreshments and milk supplied to the children free of cost?			
67	Are it adequately staffed and the staff provided with suitable cloths?			
68	Is Welfare Officer appointed?			
69	Is any adult worker employed for more than 49 hours in any week?			
70	If any person was employed on the first day of any week, was substituted holiday given?			
71	Was a notice delivered to the Inspector in accordance with section 52 (1) (b) (i)?			
72	Was a copy of notice displayed in the factory?			

73	Is the factory exempted from Section 52? If so, are compensatory holidays granted?			
74	Is a register maintained in Form No.9?			
75	Is any adult worker employed for more than Nine hours in any day?			
76	Are intervals for rest granted in accordance with Section 55?			
77	Is the spread over in order?			
78	Are there any overlapping shifts? Is the factory exempted?			
79	Are any workers exempted form Section 51 and 54?			
80	If exempted, are overtime wages paid in accordance with Section 59?			
81	If exempted, are overtime work muster-roll maintained in Form No.10?			
82	Is any worker required to work on the same day in more than one factory?			
83	Is notice of period of work framed in Form No.11 and exhibited in the factory in English and the Local language in accordance with Section 108(2)? Are copies of it sent in duplicate to the inspector?			
84	Is register of adult workers maintained correctly and up to date in Form No.12			
85	Is any worker required to work otherwise than in accordance with the notice of period of work?			
86	Are all or any of the classes of workers exempted under Section 64(2)? If so, what are the processes exempted and from what Sections?			
87	Are condition attached to the exemption duly observed?			
88	Is any women employed in the nights between 10.pm and 6.a.m?			
89	Is any child who has not completed 14 years of age allowed to work in the factory?			
90	Is any child or adolescent allowed to work without certificate of fitness?			
91	Are certificates of fitness in the custody of the Manager?			
92	Is Every child or adolescent in possession of a token?			
93	Is any adolescent who has not completed 18 year as certified of age allowed to work as an adult? If so, is as fit to work as an adult?			
94	Does any child or adolescent not certified to work as an adult work for more than 4.1/2 hours in any day, or in the nights between 7pm and 6 am?			
95	Is the Spread over more than 5 hours for children?			
96	Is the weekly holiday given?			

97	Is any child or adolescent required to work in more than one factory on the same day?			
98	Is notice of periods of work framed for children and adolescent in Form No.13 and exhibited in the factory in accordance with Section 108(2)? Are copies in duplicate sent to the Inspector?			
99	Is register of child and adolescent workers maintained correctly and up to date in Form No.14? [Section 73 and Rule 86.]			
100	Is any Child or adolescent allowed to work otherwise than in accordance with the notice of periods of work?			
101	Is Leave with wages granted in accordance with Section 79(1)?			
102	Is Leave refused to any worker who is eligible for leave?			
103	Is Leave granted according to any Scheme?			
104	Are wages in lieu of leave granted to workers whose services are terminated?			
105	Are Wages for leave period calculated and paid in accordance with Section 80?			
106	Is the factory Exempted under Section 84?			
107	Is leave with wages register maintained correctly and up to date in Form No.15?			
108	Is leave book in Form No. 15 provided to each worker?			
109	Are special precautions taken in the case of dangerous operation?			
110	Are notice of accidents sent in accordance with Section 88 and Rule 96?			
111	Are notice of certain diseases sent in accordance with Section 89 and Rule 97?			
112	Are abstracts of the Act and Rules in Form No.20 in English and in the local language exhibited?			
113	Is a muster-roll in Form No.25 maintained correctly and up to date?			
114	Is a muster-roll in Form no.25-A, maintained correctly and up to date for the exempted workers?			
116	Is there any Inspection-Book maintained correctly and up to date?			
117	Are the following Parts of machinery securely and fully fenced:-			
	(a) All exposed moving parts of prime mover and fly wheel connected to it			
	(b) Head race and tail race of water wheel and water turbine.			
	(c) Any part of stock bar which projects beyond the head stock of lathe.			

	(d) Electric generator, motor or rotary convertor			
	(e) Transmission machinery.			
	(f) Dangerous parts of any other machinery			
124	Are special precaution taken in the case of following machinery?			
	(a) Cotton textile Machinery. (Vide Schedule) I appended to Rule 53.			
	(b) Cotton ginning machinery. (Vide Schedule II).			
	(c) Wood work machinery. (Vide Schedule III).			
	(d) Rubber mills (Vide Schedule iv).			
	(e) Printing presses.(Vide item 1 of Schedule V)			
	(f) Jute mills.(Vide item 2 of Schedule V)			
	(g) Tea factories.(Vide item 2 of Schedule V)			
	(h) Bricks and tiles factories. (Vide item 4 of Schedule V).			
	(I) Decorticating Factories. (Vide item 5 of Schedule V).			
134	Are only experienced and trained men wearing tight fitting clothing allowed to lubricate the bearings, etc..?			
135	Are their names entered in the prescribed register?			
136	Are women and children prevented from cleaning or lubricating machinery?			
137	Are young persons without sufficient training and supervision employed on dangerous machinery?			
138	Are proper belt movers provided?			
139	Are proper belt hangers provided?			
140	Are Suitable devices for cutting off power in emergencies in every work room provided? [Section 24(2).]			
141	Are woman and children prevented from working in a room in which cotton opener is at work?			
142	Are hoists and lifts suitably constructed and properly maintained?			
143	Are they periodically examined at least once in six months by a competent person and the prescribed register maintained?			
144	Are cranes and other lifting machinery other than hoists and lifts suitably constructed and properly maintained?			
145	Are they periodically examined at least once in twelve months and the prescribed register maintained?			
146	Are the provisions of Section 30 complied with in respect of revolving machinery and the required notices exhibited?			
147	Are Special precautions taken in the case of pressure plant and report in Form No.8 obtained?			

148	Lowest wage paid to full adult workers			
149	Dearness allowance in cash with scale ,if any			
150	Bonus :- (a) What bonuses (Prosperity, Production, etc....) have been paid?			
151	Are they governed by rule or agreement or are they purely ad hoc war bonuses in the discretion of management.			
152	Savings schemes for workers (Including provident funds); Brief details should be given of any scheme in force with dates of inspection of the schemes and total savings to date (with average monthly rate of increase.)			
153	Is there a store? When was it Started?			
154	What are the articles sold?			
155	Are the articles sold at cost price or at concessional rate?			
156	How is it run (employer, co-operative, etc?)			
157	What is the cash value of such concessions (per Worker per month)?			
158	Is there any worker's co-operative society when was it started?			
159	To what extent is it managed and financed by workers themselves and what is scope of its activities.			
160	Are Holidays allowed more than required under the Factories Act, If so, give details.			
161	Is there a canteen when it was started?			
162	What are the items of food sold?			
163	How is it run (employer, co-operative, etc?)			
164	Are the articles sold at concessional rate or at cost price? (Give prices)			
165	What are the items of expenditure borne by the management?			
166	Maximum number of workers who use the canteen at any particular time in a day.			
167	Are rest sheds provided when were they constructed?			
168	Maximum number of workers that take rest in the factory at any particular time in a day.			
169	Are the rest Sheds sufficient to accommodate the number of worker stated above?			
170	Other amenities provided-(a) Crèche with or without milk and food supply for babies. When was it started?			
171	Any ante and post-natal care for mothers			
172	Medical facilities other than first-aid			
173	Sickness benefits, if any			

174	Are schools provided for workers or their children? When were they started?			
175	Is any housing accommodation provided?			
176	How many houses were constructed during the current year?			
177	Other measures taken exclusively for the benefit of the workers.			
178	Particulars relating to strikes fires, epidemics, etc...			
179	Special features, if any, for Administration Report- Strikes, fires, epidemics, etc.			