

## Inspection Checklist

### 1. Labour & Employment Department (L&ED)

#### Checklist for inspection procedure under following Labour Laws:

S.N.	Description
A.	The Contract Labour (R & A) Act, 1970
B.	The Minimum Wages Act, 1948
C.	The Payment of Gratuity Act, 1972
D.	The Payment of Bonus Act, 1965
E.	The Equal Remuneration Act, 1976
F.	Inspection under The Labour Welfare Fund Act (as applicable)

#### Checklist for inspection procedure under following Labour Laws:

S.N.	Description
G.	The payment of wages act 1936
H.	The maternity benefit act 1961
I.	The factories act 1948

#### Common information form - Particulars of the establishment:

S.N.	Particulars	Remarks		
1.	Labour Identification Number of the establishment			
2.	Name & address of establishment/employer/proprietor			
3.	Date of commencement of Establishment.			
4.	Registration code under PF/ESI/Registration No./License No.			
5.	Working Hours			
6.	Wage period and date of payment			
7.	Nature of Work			
8.	Weekly holiday			
9.	Number of workers employed on the date of inspection:			
		<b>Regular</b>	<b>Contract Labour</b>	<b>TOTAL</b>
	<b>Male</b>			
	<b>Female</b>			
	<b>TOTAL</b>			
10.	Name and designation of employer/s representatives/ responsible officer present during the inspection.			
11.	Notice and abstract of the Act displayed			
12.	Registration /Licenses/Code taken under EPF/ESI/CL(R&A)/or any other Act applicable in the establishment			

(A): Contract Labour (R&A) Act, 1970

**For Principal Employer**

S. N.	Particulars	Remarks
1.	Name & full address of the principle employer	
2.	Certificate of registration (Form - I)	
3.	Amount of Registration Fee paid	
4.	No. of Contractors Engaged	
5.	Register of contractors (in form - XII)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM XII.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM XII.pdf</a>
6.	Notice of commencement / completion of the contract work (in form - VI B)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM VI-B.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM VI-B.pdf</a>
7.	Notice showing the rates of wages, hours of work, wages period, and date of payment, name and address of inspectors	
8.	Annual return (in Form - XXV)	<a href="https://labour.gujarat.gov.in/Images/download/pdf/contlabourFORM_XXV.pdf">https://labour.gujarat.gov.in/Images/download/pdf/contlabourFORM_XXV.pdf</a>

**For Contractor**

S. N	Particulars	Remarks
1.	Name & Location of Contract work	
2.	Name & Present address of the Contractor(s)	
3.	Nature of work in which Contract Labour is Employed	

S. N	Particulars	Remarks
4.	Permanent address of the Contractor	
5.	Date of Commencement of the Contract work	
6.	Date of Completion of the Contract work	
7.	No. & date of License	
8.	Wage Register (in Form - XVII)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XVII.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XVII.pdf</a>
9.	Employment Cards. (in Form - XIV)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM XIV.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM XIV.pdf</a>
10.	Muster Roll (in Form - XVI).	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM XVI.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM XVI.pdf</a>
11.	Register of persons employed (in Form XIII).	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XIII.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XIII.pdf</a>
12.	Wages Slip (in Form XIX)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM XIX.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM XIX.pdf</a>
13.	Register of Advance (in Form XXII)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XXII.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XXII.pdf</a>
14.	Register of overtime. (in Form XXIII)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XXIII.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XXIII.pdf</a>
15.	Register of deductions for damage or loss (in Form - XX).	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM XX.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM XX.pdf</a>
16.	Register of fines (in form - XXI).	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XXI.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XXI.pdf</a>
17.	Notice of commencement of the contract work (in form - VI A).	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM VI-A.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contractlabour FORM VI-A.pdf</a>
18.	Half yearly return (in Form XXIV)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XXIV.pdf">https://col.gujarat.gov.in/Images/lc/pdf/contlabourFORM XXIV.pdf</a>

S. N	Particulars	Remarks
19.	Amenities under Health & Welfare Provision for Contract Labour like (depending upon no. of workers):	
	Canteen	
	Restroom	
	Creches	
	First-Aid Box	
	Urinals and latrines	
	Drinking water	
	Washing facility	

*(B): Minimum Wages Act, 1948*

S.N.	Particulars	Remarks
1.	Register of fine (in Form I)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/miniwages form i.pdf">https://col.gujarat.gov.in/Images/lc/pdf/miniwages form i.pdf</a>
2.	Register of deduction for damage or loss (in Form - II)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/miniwages form ii.pdf">https://col.gujarat.gov.in/Images/lc/pdf/miniwages form ii.pdf</a>
3.	Register of Wages (in Form X)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/miniwages form x.pdf">https://col.gujarat.gov.in/Images/lc/pdf/miniwages form x.pdf</a>
4.	Overtime Register for Workers (in Form - IV)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/miniwages form iv.pdf">https://col.gujarat.gov.in/Images/lc/pdf/miniwages form iv.pdf</a>
5.	Muster Roll (in Form-V)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/miniwages form v.pdf">https://col.gujarat.gov.in/Images/lc/pdf/miniwages form v.pdf</a>
6.	Wages Slip (in Form-XI)	
7.	Annual Returns (in Form-III)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/miniwages form iii.pdf">https://col.gujarat.gov.in/Images/lc/pdf/miniwages form iii.pdf</a>
8.	Attendance card	
9.	Inspection book	

*(C): Payment of Gratuity Act, 1972*

S.N.	Particulars	Remarks
1.	No. of employees who have been paid their gratuity and mode of payment	

2.	No. of employees, who have not been paid their gratuity and reason in brief	
3.	Notice of opening (in Form - A)/ Notice of change (in Form - B)/ Notice of Closure (Form -C)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/paytofgratuity FORM A.pdf">https://col.gujarat.gov.in/Images/lc/pdf/paytofgratuity FORM A.pdf</a> <a href="https://col.gujarat.gov.in/Images/lc/pdf/paytof gratuity FORM B.pdf">https://col.gujarat.gov.in/Images/lc/pdf/paytof gratuity FORM B.pdf</a> <a href="https://col.gujarat.gov.in/Images/lc/pdf/paytofgratuity FORM C.pdf">https://col.gujarat.gov.in/Images/lc/pdf/paytofgratuity FORM C.pdf</a>
4.	Nomination (in Form - F)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/paytof gratuity FORM F.pdf">https://col.gujarat.gov.in/Images/lc/pdf/paytof gratuity FORM F.pdf</a>
5.	Abstracts of the Act & Rules (in Form U)	Not found on website

*(D): Payment of Bonus Act, 1965*

S. N.	Particulars	Remarks
1.	Percentage of bonus paid for the accounting year _____	(%)
2.	Certified copies of Profit and Loss	
3.	Account books	
4.	Balance sheet	
5.	Attendance and payment of wages registers.	
6.	Form A (Computation of Allocable surplus under Section 2(4))	<a href="https://col.gujarat.gov.in/Images/lc/pdf/bonusact form a.pdf">https://col.gujarat.gov.in/Images/lc/pdf/bonusact form a.pdf</a>
7.	Form B (set-on and set-off of allocable surplus under section 15)	<a href="https://col.gujarat.gov.in/Images/lc/pdf/bonusact form b.pdf">https://col.gujarat.gov.in/Images/lc/pdf/bonusact form b.pdf</a>
8.	Form C (Bonus paid to Employer for the Accounting year ending on _____)	<a href="http://www.labourandemployment.gov.in/LC/labourwing/data/bonusact %20form%20c.pdf">http://www.labourandemployment.gov.in/LC/labourwing/data/bonusact %20form%20c.pdf</a>

9.	Annual Return in Form D	<a href="https://col.gujarat.gov.in/Images/lc/pdf/bonusact_form.pdf">https://col.gujarat.gov.in/Images/lc/pdf/bonusact_form.pdf</a>
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*(E): Equal Remuneration Act, 1976*

S.N.	Particulars	Remarks
1.	Register in 'Form D'	<a href="https://col.gujarat.gov.in/Images/lc/pdf/equal_form_d.pdf">https://col.gujarat.gov.in/Images/lc/pdf/equal_form_d.pdf</a>

*(F): The Gujarat Labour Welfare Fund Act, 1953*

S.N.	Particulars	Remarks
1.	Register of fine	
2.	Register of wages	
3.	Muster roll	
4.	Attendance card	
5.	Bonus payment register	
6.	Earned leave payment register	
7.	Unpaid register	
8.	Overtime payment register	
9.	Balance sheet	
10.	Receipt of labour welfare fund paid	

*(G): The Payment of Wages Act, 1936*

S.N.	Particulars	Remarks	
1.	Is salary register maintained?	Yes	No
2.	Is applicant salary less than 18000 P.M.?	Yes	No
3.	Is salary paid within prescribed time?	Yes	No
4.	Fine register is maintained?	Yes	No
5.	Register of deduction from wages is maintained?	Yes	No
6.	Register for damage/loss is maintained?	Yes	No
7.	Payment of undisturbed wages in cases of death is paid or not?	Yes	No
8.	Is annual return submitted before 15 February?	Yes	No
9.	Is abstract of payment of wages displayed on notice board?	Yes	No
10.	Register for advance payment maintained?	Yes	No
11.	Is register for details of loan paid by occupier to worker maintained?	Yes	No

(H): The Maternity Benefit Act, 1961

S.N.	Particulars	Remarks	
1.	No. of female workers employed		
2.	Attendance register is maintained?	Yes	No
3.	Is applicant female worker has worked for more than 80 days in a year?	Yes	No
4.	Is applicant has informed about pregnancy/miscarriage in prescribed format?	Yes	No
5.	Is maternity benefit register maintained?	Yes	No
6.	Has applicant female worker submitted maternity certificate of medical practitioner/civil or other hospital?	Yes	No
7.	Is ESIC applicable to factory?	Yes	No
8.	Is medical bonus paid?	Yes	No
9.	Registers for attendance, female workers application, maternity benefit and other allowances are maintained or not?	Yes	No

(I): The Factories Act, 1948

S.N.	Particulars	Remarks			
1.	Name and address of the factory:				
2.	License no.	No. of workers:	Horse Power:	Details of renewal:	
3.	Approved plan no.	Date:	Details of stability certificate:		
4.	Name of occupier: Address: Mobile:                      Factory contact no.:                      Residence no. Email:				
5.	Name of factory manager and mobile no.				
6.	No. of workers	General & 1 <sup>st</sup> shift	2 <sup>nd</sup> shift	3 <sup>rd</sup> shift	Total workers
	Male				
	Female				
7.	Are following facilities available in factory?				
		Toilet	Urinal	Wash Place	
	Male				
	Female				
	Clock room	Mesh room	Lunch room	Canteen	Crèche room

8.	Is canteen facility provided in the factory?	Yes	No	NA
	Is lunch & rest room facility provided in the factory?	Yes	No	NA
	Is crèche room facility provided in the factory?	Yes	No	NA
	Is clock room facility provided?	Yes	No	NA
	Is drinking water facility provided?	Yes	No	NA
9.	Is first aid box/facility provided in the factory?	Yes	No	NA
	No. of first aid trained person:			
10.	Is welfare officer appointed?	Yes	No	NA



**Integrated Inspection Report / Checklist under Factory Act**

Date of Inspection: \_\_\_\_\_

At the time of Inspection \_\_\_\_\_ responsible person is present and as per his knowledge detail of factory is as follows.

1. Name and address of factory.
2. Details of Factory License FIN No. \_\_\_\_\_ License No. \_\_\_\_\_  
No. of Worker \_\_\_\_\_ HP \_\_\_\_\_ Detail of Renewal \_\_\_\_\_
3. Factory is working in \_\_\_\_\_ shift.
4. Total workers working \_\_\_\_\_ women \_\_\_\_\_ Men \_\_\_\_\_
5. Approval Plan No. \_\_\_\_\_ Date \_\_\_\_\_ and structure stability from Competent person in Form No.1-A is taken on dated \_\_\_\_\_
6. Is attendance register in Form no. 28 is maintained? Yes No
7. Is Leave register in Form No. 18 is maintained? Yes No
8. Is adult worker register in Form no.15 is maintained? Yes No
9. Is salary register in Form no.2 maintained? Yes No
10. Are half yearly return/ yearly return/ CAR forms are submitted by the owner? Yes No
11. Is notice of working hours in Form no.14 displayed on Notice board? Yes No
12. Are weekly-off notice, emergency telephone numbers, Factory act Abstract in form no.23 and abstract of payment of wages in Form no.5 displayed on notice board? Yes No
13. Is overtime register in form no. 13 is maintained? Yes No
14. Is register of Compensatory off in form no.12 maintained? Yes No
15. Is accident register in form no. 29 maintained? Yes No
16. During visit of factory I contact following workers.


17. Are identity card in form no.36 and leave card in form no.19 given to workers?	Yes	No
18. Is salary is paid regularly in time?	Yes	No
19. Is transmission part of machinery properly guarded?	Yes	No
20. Is medical check-up of workers involved in hazardous process is done regularly?	Yes	No
21. If factory having more than 100 workers has kept physical handicapped person as per norms?	Yes	No
22. Are women workers get maternity leave as per maternity benefit act?	Yes	No

### Timeline

Submission/uploading of final inspection report within 24 hours of inspection

### Checklist for Compliance Inspection of Boiler:

S.N.	Particulars	Remarks
1.	Verification of registration number engraving/visibility	Yes/No
2.	Whether boiler is used with valid certificate/P.O.	Yes/No
3.	Boiler approved working pressure	_____ kg/cm <sup>2</sup>
4.	Whether boiler is running at higher pressure then approved W.P. in certificate/P.O.	Yes/No
5.	Whether boiler is operated by boiler attendant or BOE as applicable by rule	Yes/No
6.	Whether any structural alteration/ addition or removal made unauthorizedly to Boiler, steam and feed pipe attached to boiler	Yes/No
7.	Whether owner of boiler failed to report an accident to the boiler or steam line within time limit.	Yes/No/NA
8.	Whether safety valves are tempered as to render it inoperative at the maximum pressure at which the use of boiler is authorized under act.	Yes/No
9.	Whether registration number of boiler is removed/altered/tempered/defaced	Yes/No
10.	Whether logbook is maintained	Yes/No/NA
11.	Whether pressure gauge is with adequate scale and operative	Yes/No

S.N.	Particulars	Remarks
12.	Whether safety valves in working/satisfactory condition	Yes/No
13.	Whether gauge glass is operative	Yes/No/NA
14.	Whether feed water quality is maintained	Yes/No/NA
15.	Whether regulation 281/281(A) compiled	Yes/No/NA
16.	Whether boiler is insulated/refractory work properly	Yes/No/NA
17.	Whether blow down piping connected to pit or flash tank	Yes/No/NA

### Checklist for Compliance Inspection of Economiser:

S.N.	Particulars	Remarks
1.	Type of economizer: As per drop down (Coil type, fin tube, gill tube, shell & Tube)	
2.	Nature of industry: (As per dropdown list)	
3.	Working pressure	_____ kg/cm <sup>2</sup>
4.	Feed water outlet Temperature	_____ °C
5.	Whether economizer is used with PO or certificate:	Yes/No/NA
6.	Whether above economizer is being used at higher than maximum working pressure recorded in certificate or PO.	Yes/No/NA
7.	Whether any structural alteration, addition or renewal is made unauthorizedly in or to feed pipe attached to this economizer.	Yes/No/NA
8.	Whether owner of economizer has refused or without reasonable excuse neglected to surrender a PO/ certificate, when called upon to do so:	Yes/No/NA
9.	Whether registration number of economizer is engraved.	Yes/No/NA
10.	Whether owner has failed to report an accident to this economizer or feed pipe.	Yes/No/NA
11.	Whether relief valve are tempered as to render it in operative at the maximum pressure at which use of economizer is authorized:	Yes/No/NA
12.	Whether registration number of economizer is removed / altered / defaced / rendered invisible / tampered :	Yes/No/NA
13.	Whether logbook is maintained:	Yes/No/NA

<b>S.N.</b>	<b>Particulars</b>	<b>Remarks</b>
14.	Whether relief valve in working / satisfactory condition:	Yes/No/NA
15.	Whether feed water quality is maintained:	Yes/No/NA

## 2. Gujarat Pollution Control Board (GPCB)

### Checklist for inspection of industrial units and guidelines for filing up inspection reports

*The Water (Prevention and Control of Pollution) Act, 1974*

S.N.	Particulars	Remarks
1.	Name and address of the industry with proper Survey Number / Block Number / Plot	
2.	Number should be correctly mentioned in the inspection report	
3.	Production Data for the concerned period	
4.	Source of water supply and per day water consumption.	
5.	Wastewater generation / discharge per day.	
6.	Flow meter installed at the inlet and outlet of the effluent treatment plant (ETP)	
7.	Separate energy meter for the ETP and its reading	
8.	Fixed pipeline connections between each unit of the ETP system. Also check conveyance system from source of generation to collection pit / collection tank of the ETP	
9.	Operation of aeration tank and development of Mixed Liquor Suspended Solids in the aeration tank.	
10.	Operation of biological sludge recycling system, if any	
11.	Conditions of sludge drying beds and quantity of sludge generated	
12.	Leachate collection and recycle system at the sludge drying beds	
13.	Proper sampling point to collect representative sample	
14.	To check any bypass pipeline system installed at the ETP system	
15.	All chemicals consumptions details like Alum, Polyelectrolyte etc. used for effluent treatment and stock of the same in storage	

*The Air (Prevention and Control of Pollution) Act, 1981*

<b>S.N.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Types of various air pollutants emitted from the particular industrial unit	
2.	Provision of proper air pollution control system with respect to type of air pollutants	
3.	Fixed System from source of emission to the air pollution control system	
4.	Provision of proper stack monitoring facilities to obtain representative sample of air pollutants	
5.	To check about bypass system such as bypass valve / by pass pipeline	
6.	Provision of stand by scrub liquor circulating pumps	
7.	Disposal arrangement for scrubbed liquor	
8.	Operation and maintenance of air pollution control measures with housekeeping conditions.	
9.	Provision of separate electricity meter, fuel meter, temperature meter and effluent (to be incinerated) meter and Log Books records	
10.	General housekeeping with respect to foul odour within the company premises / working area	

*Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016*

<b>S.N.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Type and sources of hazardous solid waste and its quantity	
2.	Details of hazardous solid waste storage area with respect to size, roof cover, leachate collection facility (as per GPCB guideline)	
3.	Records maintained by the industrial unit regarding generation and disposal of hazardous solid waste	
4.	Quantity of solid waste stored at the premises at the time of monitoring	
5.	Ultimate disposal of point, if disposal at outside	
6.	Adoption of manifest system as per rules	
7.	Provision of incinerator, if any as per CPCB guideline to incinerate hazardous solid waste and log book records	

### 3. Food and Civil Supplies Department - Legal Metrology Department

#### Checklist for verification of weights and measures under Legal Metrology Act 2009 and Rules

S.N.	Particulars	Remarks
1.	Verification of submitted documents with original documents	
2.	Physical verification of tools and accessories	
3.	Physical verification of test weights and measures required for manufacturer/ repairer license	
4.	Test report for proficiency to manufacturer/ repairer	