

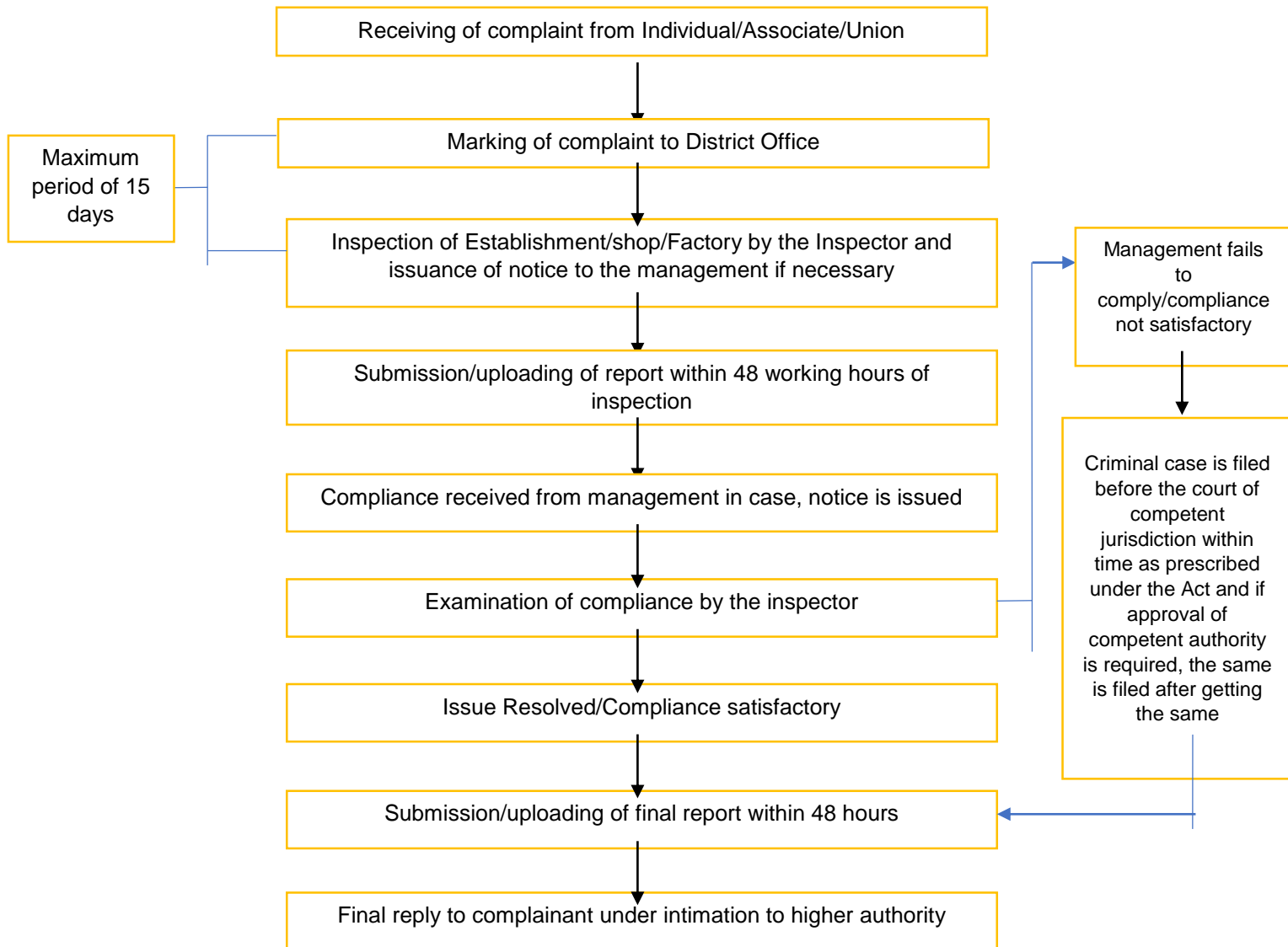
Inspection Procedure

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

Inspection procedure for carrying out inspections by Office of the Labour Commissioner, Government of Gujarat

1. Inspections are carried out by Inspectors on the basis of complaints or references received from commissions, various departments, Ministries etc. or on directions received from higher authorities
2. The complaints are generally received from workers, trade unions representing workers
3. Inspections are carried out by Inspectors normally within 30 days of receipt of complaint
4. Notices under various Labour Laws are issued to the Employer on the spot for compliance of irregularities detected during the course of inspection
5. Inspection reports are put up within 48 working hours of inspection to higher authorities and will be uploaded on website
6. For non-compliances, which are not complied – with by the management despite issuing notices, prosecution besides taking other legal actions; is filed before the competent Court of Law
7. A final report is submitted to higher authorities after completion of all administrative/legal process & complainant is intimated accordingly

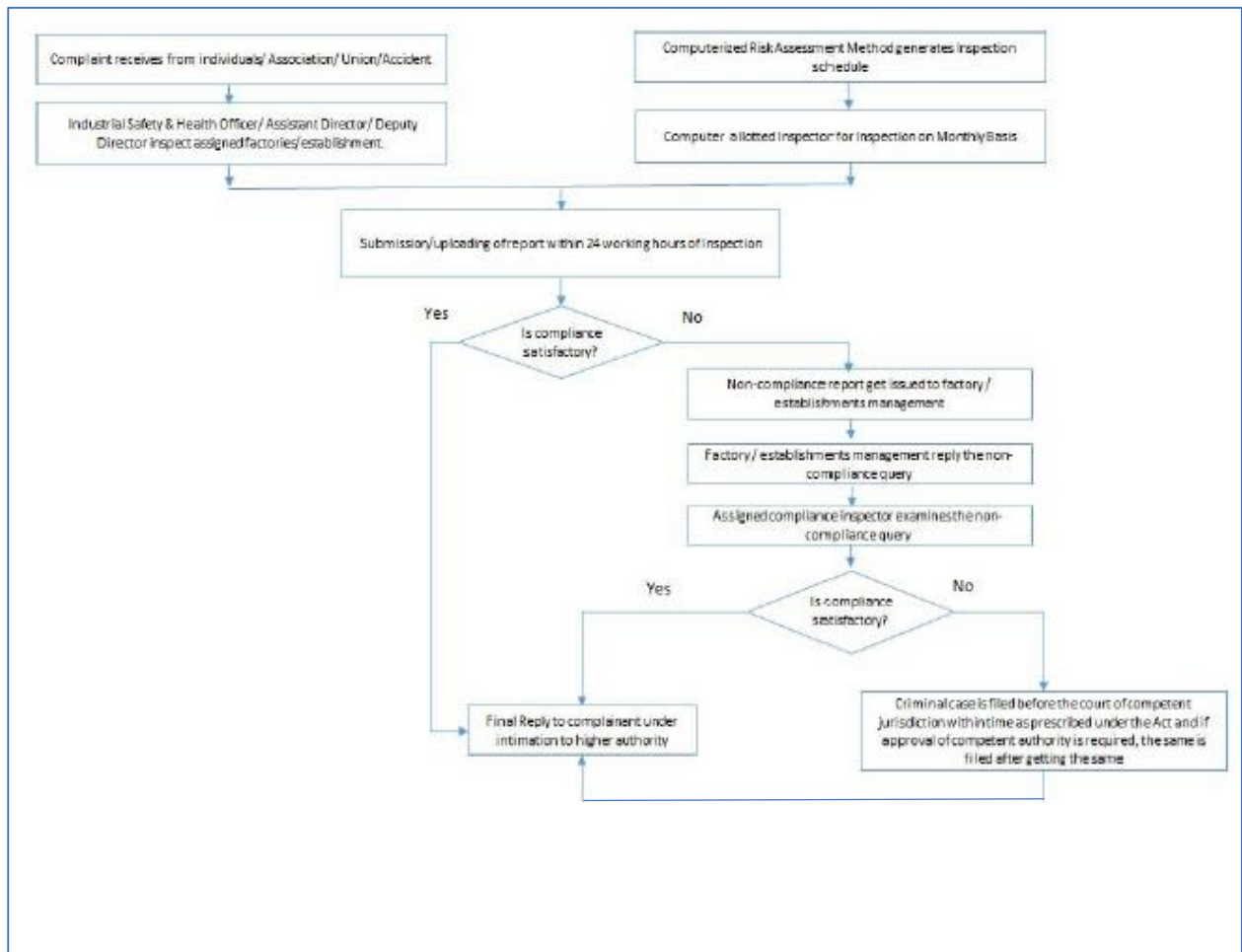
Flow chart of inspection carried out under the provisions of (i) The Minimum Wages Act, 1948 (ii) The Payment of Gratuity Act, 1972 (iii) Equal Remuneration Act, 1976 (iv) Payment of Bonus Act, 1965 (v) Contract Labour (R & A) Act, 1970 (complaint based inspection only)



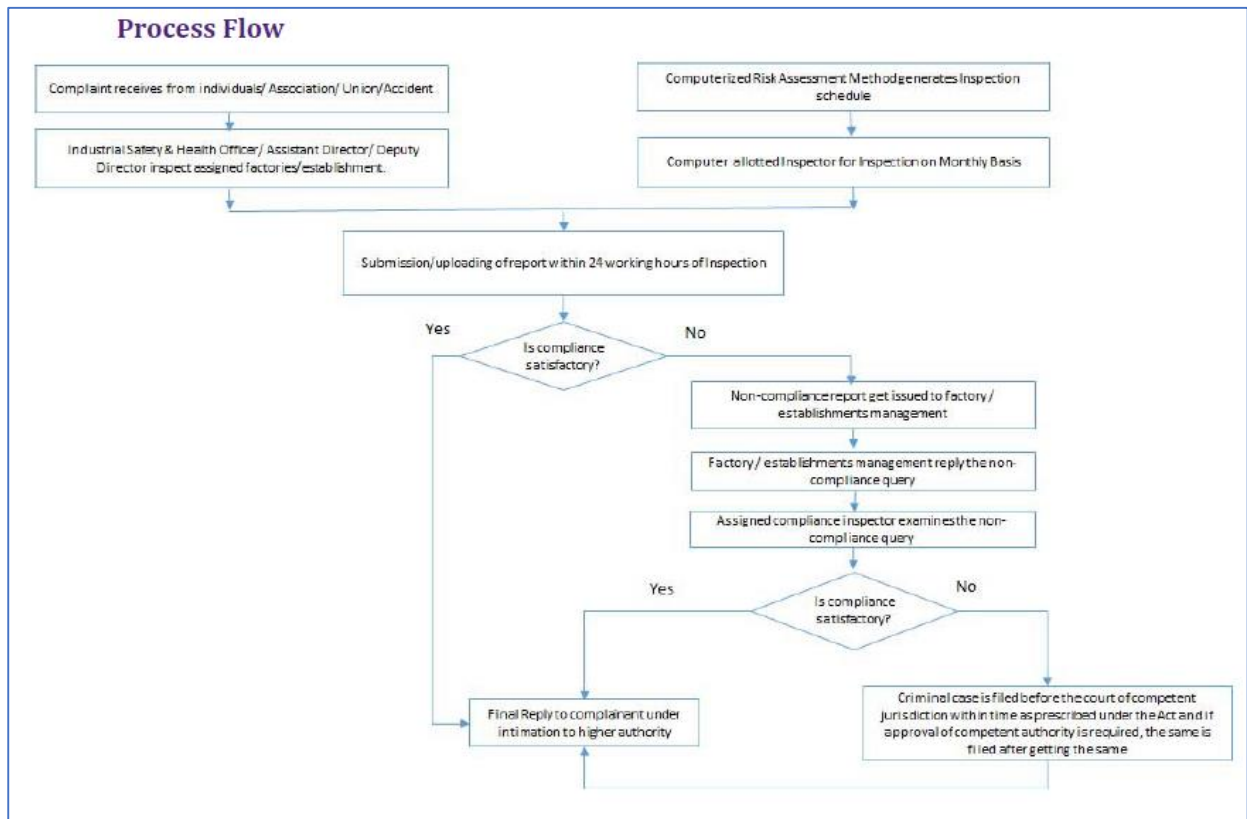
Inspection Procedure for carrying out inspections by Director Industrial Safety and Health (DISH)

1. Inspections are carried out by inspectors on the basis of computerized risk assessment, complaints, accident or references received from various departments, ministries etc. or on directions received from higher authorities.
2. Complaints are generally received from workers, trade unions representing workers.
3. Inspections are carried out by inspectors normally within 30 days of receipt of complaint.
4. Notices under Factories Act are issued to employer on the spot/RPAD for compliance of irregularities detected during the inspections.
5. Inspection reports are uploaded on the website within 48 working hours of inspections.

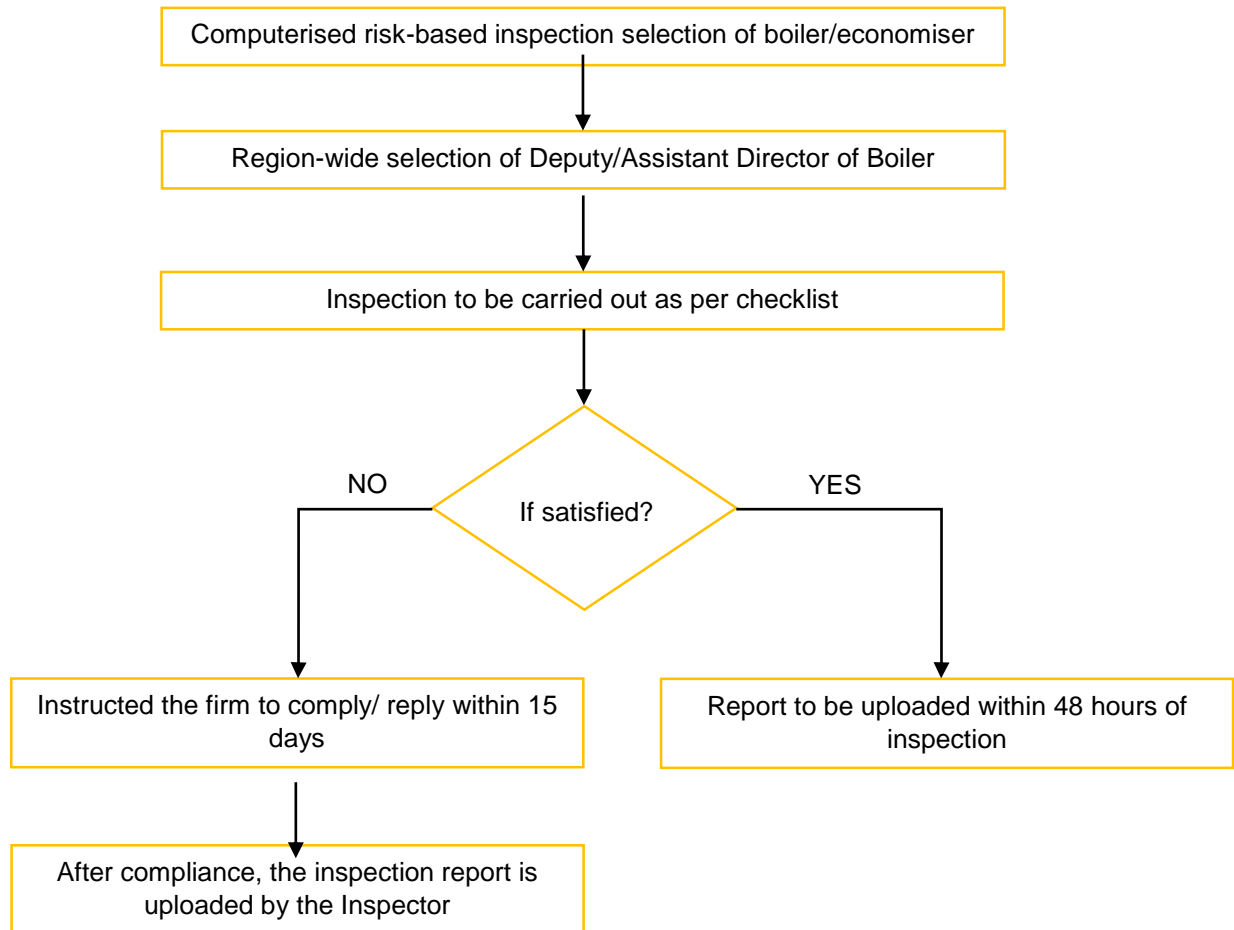
Flow chart for Compliance Inspection under the Factories Act, 1948



Flow chart for Compliance Inspection under the Payment of Wages Act, 1936



Inspection Procedure for carrying out inspections by Director of Boilers-
Flow chart for inspections to be carried out for Boiler/Economiser



2. Gujarat Pollution Control Board (GPCB)

Inspection procedure

RED Category Industries:

- On the entry of premises, the team serves a notice of entry & inspection to the responsible person/occupier of the premises
- During inspection, in the presence of the responsible person / occupier of the premises the team carries out inspection, which includes, verification of:
 - Operation of plant(s),
 - Product(s) being manufactured with quantity,
 - Status of operation of Environment Management System comprising of control measures for liquid, gaseous and solid wastes,
 - Generation of liquid, gaseous and solid wastes & their disposals,
 - Maintenance of records in the form of logbooks etc.,
 - Availability of various utilities and consumption of resources viz. water, fuels electricity etc.,
 - Number of outlets provided for disposal of liquid effluent and compliance of thereof vis-à-vis conditions in the consent granted,
 - Number of emission stacks / vents / boilers etc. and compliance of thereof vis-à-vis conditions in the consent granted,
- During the inspection and verification of the industrial unit the team will collect the sample(s) of waste water, gaseous emission(s) and hazardous waste(s), as and where the team feels necessary, depending upon the environmental circumstances during the visit.
- At the end, the monitoring team issues written instructions to the industry for the non-compliances observed, if any, and they are brought to their notice with required corrective measures.
- Team also lists suggestions (based on their earlier experience) to take additional measures so as to reduce pollution load at source or to improve treatability.
- A check list of the documents, which inspection team might verify during its visit is also appended with procedure and are as under:
 - Water Consumption Data
 - Production details (RG - 1 Register)
 - Raw Material details (RG - 11 Register)
 - Hazardous Waste Generation and Disposal Records and Logbooks
 - Effluent Treatment Plant Logbook
 - Air Pollution Control Measures Logbook
 - Electricity Bills

ORANGE Category Industries:

- On the entry of premises, the team serves a notice of entry & inspection to the responsible person / occupier of the premises.
- During inspection, in the presence of the responsible person / occupier of the premises the team carries out inspection, which includes, verification of:
 - Operation of plant(s), product(s) being manufactured with quantity,
 - Status of operation of Environment Management System comprising of control measures for liquid, gaseous and solid wastes,
 - Generation of liquid, gaseous and solid wastes & their disposals,
 - Maintenance of records in the form of logbooks etc.,
 - Availability of various utilities and consumption of resources viz. water, fuels electricity etc.,
 - Number of outlets provided for disposal of liquid effluent and compliance of thereof vis-à-vis conditions in the consent granted,
 - Number of emission stacks / vents / boilers etc. and compliance of thereof vis-à-vis conditions in the consent granted,
- During the inspection and verification of the industrial unit the team may or may not collect sample(s) of waste water, gaseous emission(s) and hazardous waste(s), depending upon the environmental circumstances during the visit.
- At the end, the monitoring team issues written instructions to the industry for the non-compliances observed, if any, and they are brought to their notice with required corrective measures.
- Team also lists suggestions (based on their earlier experience) to take additional measures so as to reduce pollution load at source or to improve treatability.
- A check list of the documents, which inspection team might verify during its visit is also appended with procedure and are as under:
 - Water Consumption Data
 - Production details (RG – 1 Register)
 - Raw Material details (RG – 11 Register)
 - EMS Records and Logbooks, if any
 - Electricity Bills

GREEN Category Industries:

- On the entry of premises, the team serves a notice of entry & inspection to the responsible person/ occupier of the premises.
- During inspection, in the presence of the responsible person / occupier of the premises the team carries out inspection, which includes, verification of:
 - Operation of plant(s), product(s) being manufactured with quantity,
 - Status of operation of Environment Management System comprising of control measures for liquid, gaseous and solid wastes,
 - Generation of liquid, gaseous and solid wastes & their disposals,

- Maintenance of records in the form of logbooks etc.,
- Availability of various utilities and consumption of resources viz. water, fuels electricity etc.,
- Compliance of consent conditions with respect to Water Pollution, Air Pollution and Hazardous Waste Generation
- During the inspection and verification of the industrial unit the team may or may not collect sample(s) of wastewater, gaseous emission(s) and hazardous waste(s), depending upon the environmental circumstances during the visit.
- At the end, the monitoring team issues written instructions to the industry for the non-compliances observed, if any, and they are brought to their notice with required corrective measures.
- Team also lists suggestions (based on their earlier experience) to take additional measures to reduce pollution load at source or to improve treatability.
- A check list of the documents, which inspection team might verify during its visit is also appended with procedure and are as under:
 - Water Consumption Data
 - Production details (RG - 1 Register)
 - EMS Records and Logbooks, if any
 - Electricity Bills

3. Food and Civil Supplies Department – Legal Metrology

Process flow for verification of weights and measures under Legal Metrology Act 2009 and Rules

