

Annexure-I

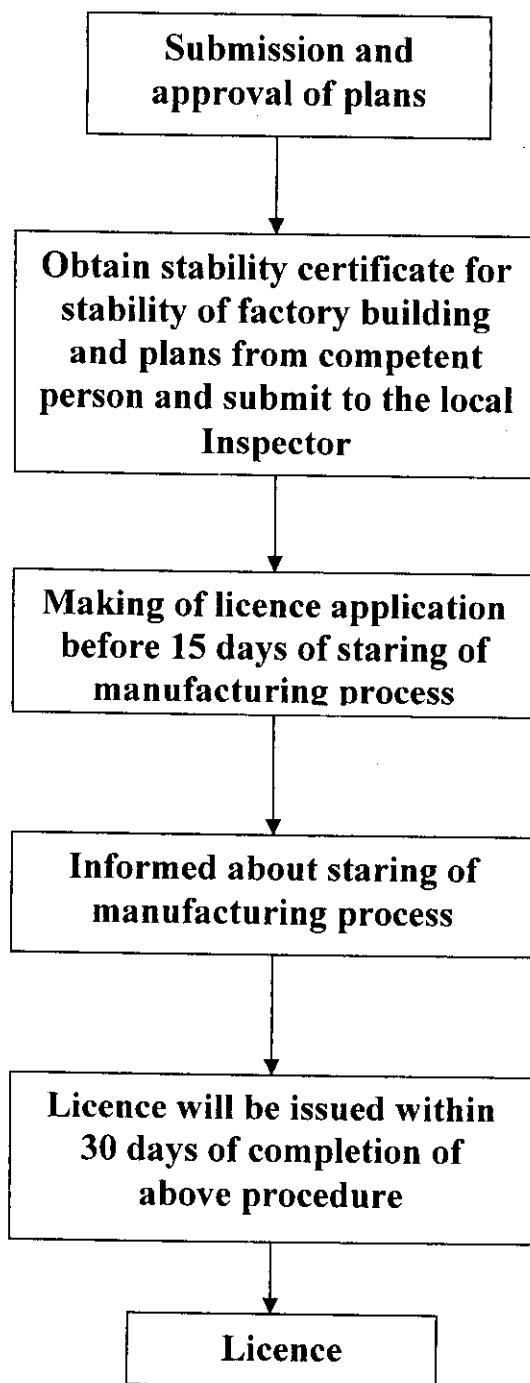
Procedure to obtain Factory Licence under the Factories Act 1948 to run the factory

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|---|---|---|---|
| 1 | Act / Rules | : | Section 6 of the Factories Act 1948 and Rule 3 , 3 A and 4 of the Gujarat Factories Rules, 1963 |
| 2 | Eligibility | : | In any unit, manufacturing process is carried out using power and employing 10 or more workers or not using power and employing 20 or more workers or the industry notified by the Government of Gujarat under section 85 to apply the provisions of the Act |
| 3 | To whom apply? | : | The concern District Officer – Director / Joint Director / Deputy Director / Assistant Director, Industrial Safety and Health under the control of Directorate Industrial Safety and Health |
| 4 | Procedure to obtain Factory Licence | : | Submission of factory plans in duplicate show in machinery layout, construction etc. along with Form no. 1 |
| 5 | Authority for disposal | : | (1) Director, Industrial Safety and Health (for 50 and above 50 workers)
(2) Joint Director, Industrial Safety and Health (below 50 workers) |
| 6 | Time limit for disposal | : | (1) Plan approval - 90 days
(2) Licence application - 30 days
(after starting of manufacturing) |
| 7 | List of document to be submitted with plans | : | (1) Form no. 1 (with details filled in)
(2) Copy of possession letter of building / land / shed
(3) Copy of permission letter for construction from local authority
(4) For chemical unit, information in schedule 7, list of raw materials, finished products, process description and flow chart |
| 8 | List of document to be submitted with licence application | : | (1) Copy of partnership deed or Memorandum of Association and Article of Association (which- ever is application)
(2) Details regarding installed H.P.
(3) Process description and flow chart
(4) Stability certificate obtained from competent person |

Note:

- (1) Licence application is to be made before 15 days of starting of manufacturing process. Plans must have approval before licence application is made.
- (2) Local Inspector shall be informed immediately regarding starting of manufacturing process in the factory. Then after, procedure to issue licence will be carried out.

Flow Chart to obtain Factory Licence



DIRECTOR, INDUSTRIAL SAFETY & HEALTH, GUJARAT STATE
Guidelines for approval of Plan under the Factories Act

Sr.No.	Criteria	Requirement										
1.	Height of roof	<table border="0"> <tr> <td data-bbox="678 436 1011 481"><u>Types of roof</u></td> <td data-bbox="1011 436 1346 481">Minimum</td> </tr> <tr> <td></td> <td data-bbox="1011 481 1346 526"><u>height required</u></td> </tr> <tr> <td data-bbox="678 526 1011 571">(a) R.C.C. Roof</td> <td data-bbox="1011 526 1346 571">3.66 mtr</td> </tr> <tr> <td data-bbox="678 571 1011 616">(b) A. C. sheet</td> <td data-bbox="1011 571 1346 616">4.88 mtr</td> </tr> <tr> <td data-bbox="678 616 1011 660">(c) G.I. Sheet</td> <td data-bbox="1011 616 1346 660">5.5 mtr</td> </tr> </table>	<u>Types of roof</u>	Minimum		<u>height required</u>	(a) R.C.C. Roof	3.66 mtr	(b) A. C. sheet	4.88 mtr	(c) G.I. Sheet	5.5 mtr
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2	Space for workers	Space required per worker – 14.2 m ² (maximum height to be considered as 3.66 Mtr)										
3	Windows and Ventilations	Windows or exhaust fans should be provided if 18 mtr long/wide rooms										
4	Doors	All doors should be of minimum size is 1.95 cm x 19 cm open able outwards										
5	Emergency exit	91.4 cms wide x 2 mtr height is required for all rooms.										
6	Emergency staircase	Emergency staircase of minimum 91 cm width should be provided if factory having one or more floors should have at least one emergency staircase.										
7	Urinal/Toilet	<ul style="list-style-type: none"> <li data-bbox="678 1220 1346 1344">(i) One toilet for 25 workers working at time and part thereof working at time <li data-bbox="678 1344 1346 1523">(ii) One urinal for 25 workers upto 100 workers working at time & One urinal for 50 workers if more than 100 workers working at time. <li data-bbox="678 1523 1346 1646">(iii) Separate facilities for toilet is required female workers at the scale mentioned above. <li data-bbox="678 1646 1346 1780">(iv) All the toilets and urinals should be connected with drainage system or septic tank. <li data-bbox="678 1780 1346 1825">(v) Minimum floor areas = 16 sq.ft. <li data-bbox="678 1825 1346 1870">(vi) Minimum floor for urinal = 12 sq.ft. 										

8	Washing facility	<p>(i) Following no.of washing places are required</p> <table border="0"> <thead> <tr> <th data-bbox="711 304 903 338"><u>No.of workers</u></th> <th data-bbox="994 304 1326 338"><u>Required washing place</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="852 344 1088 383">Upto 20 worker</td> <td data-bbox="1276 344 1342 383">One</td> </tr> <tr> <td data-bbox="852 389 1056 427">Upto 21 to 35</td> <td data-bbox="1276 389 1342 427">two</td> </tr> <tr> <td data-bbox="852 434 1056 472">Upto 36 to 50</td> <td data-bbox="1276 434 1357 472">three</td> </tr> <tr> <td data-bbox="852 479 1075 517">Upto 51 to 150</td> <td data-bbox="1276 479 1342 517">four</td> </tr> <tr> <td data-bbox="852 524 1091 562">Upto 151 to 200</td> <td data-bbox="1276 524 1342 562">five</td> </tr> <tr> <td colspan="2" data-bbox="805 568 1373 640">More than 200 workers – one for every 50 workers</td> </tr> </tbody> </table> <p>(ii) Minimum floor area of wash place = 25 sq.ft.</p>	<u>No.of workers</u>	<u>Required washing place</u>	Upto 20 worker	One	Upto 21 to 35	two	Upto 36 to 50	three	Upto 51 to 150	four	Upto 151 to 200	five	More than 200 workers – one for every 50 workers	
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9	cloak room	<p>Separate cloak rooms are required for male and female workers if they are working in following types of industries for storing and drying cloths</p> <ul style="list-style-type: none"> (i) Engineering workshops (ii) Chemical industry (iii) Oil mills (iv) Steel manufacturing factories (v) Garage (vi) Tanneries 														
10	Canteen	<p>If 250 or more workers are to be engaged by any factory , canteen facility should be provided .</p> <p>In canteen there shall be separate place required for pantry, servicing table, store and washing place . 30 % of total workers working at time is to be accommodated in canteen. Floor area required per person is 0.9 m²</p> <p>Canteen should be situated 50 ft. away from latrine, urinals, boiler house, coal storage, ash pit or smoke.</p> <p>Minimum roof height should be 3.75 mtr</p>														
11	Rest Room & Lunch Room	<p>If, 150 or more workers are to be engaged by any factory , rest room and lunch room facility should be provided .</p>														

		Area required 1.1 m ² /worker.(No.of workers working at time) Minimum height required is 3.75 mtr .
12	Crèche :	When 30 or more female workers are working in any factory, crèche should be provided. (i) Separate bath room, toilet, urinal facility are required for children in the crèche. (ii) Separate play ground required for Children, having minimum area of 11.9 sq.mtr. per child.
13	Ambulance Room	(i) Required for factories employing 500 or more workers . (ii)Minimum area required for Ambulance room is 24 square meter.
14	Occupational Health centre	One room having 15 sqr mtr area for 51 to 200 workers. Two such a rooms are required if workers are more than 200.

Checklist

- (1) For approval of plans:
 - (a) Submission of plans in two copies alongwith Form No. 1 to local Factory Inspector's office.
 - (b) It should accompay information in Schedule-7 if it is a hazardous process factory.
 - (c) Plans shall be at the specified scale, showing premises, plants, machineries, latrines, urinals, wash places, ventilation arrangement, natural light, fire fighting arrangement, drinking water arrangment, emergency exit, double staircase if it exceeds ground floor, exhaust system, height of ft ceilings (12' if RCC, 16' for A.C. sheets and 18' for GI sheets) etc.
 - (d) The party will receive one copy of approved plan within 90 days.
- (2) For Registration and grant of licence.
 - (a) Submission of application in Form No. 2 (for registration) and Form No. 3 (for licence) alongwith the required chalan for fees and plan approval no./date before 15 days of the starting of factory.
 - (b) Submission of a copy of partnership Deed/Association of Articles and Memorandum of company.
 - (c) Submission of stability Certificate obtained from competent person.
 - (d) Information to the inspector having started manufacturing process.
 - (e) Issueing of certificate of registration and licence.

Approval of Plan

