

## Standard Operating Procedure and Checklist

<b>Name of Department</b>	<b>Factories and Boilers Department, Government of Kerala.</b>
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### 1. Standard Operating Procedure for Applicant

<b>Application for</b>	<b>APPLICATION FOR REGISTRATION OF BOILER</b>
<b>Mandatory supporting documents required</b>	<ol style="list-style-type: none"> <li>1. Application in Form B 1 - online form in FABOS</li> <li>2. Upload Boiler Folder containing all Certificates , Drawings and Charts.</li> </ol>
<b>Process description</b>	<p>The party is required to create a user profile in FABOS and after logging in need to fill in the application form, B1, upload the IBR folder and proceed to payment gateway and on successful payment application gets submitted to Director of Factories and Boilers.</p> <p>Party would receive intimations as SMS and in the FABOS portal at each stage of inspection for submission of Material Identification date, Commencement letter, Open testing date, Hydraulic testing date and when cleared will get the Provisional Order, Form V, Form VI and Form B2 after counter signatures as required for download from their FABOS portal.</p>
<b>Procedure for Fees payment</b>	Online payment through the FABOS portal, integrated with E treasury
<b>List of Reference Documents</b>	As per relevant Regulations of IBR
<b>Time line for completing the process</b>	3 Months
<b>Checking of Application Status</b>	Can use track application facility in FABOS
<b>Key Contact Person from department</b>	Joint Director (Head Quarters)

### 3. Standard Operating Procedure for Approver

<b>Application for</b>	<b>APPLICATION FOR REGISTRATION OF BOILER</b>
<b>Mandatory supporting documents required</b>	<ol style="list-style-type: none"><li>1. Application in Form B 1 - online form in FABOS</li><li>2. Upload Boiler Folder containing all Certificates, Drawings and Charts.</li></ol>
<b>List of Reference Documents</b>	As per relevant Regulations of IBR
<b>Time line for completing the process</b>	15 Days
<b>Departmental Work Flow</b>	<ol style="list-style-type: none"><li>1. After thorough examination of the Application, the documents are forwarded online to concerned Inspector for inspection and approval.</li><li>2. Inspector shall conduct Material Identification, Stage wise inspections, open testing, Hydraulic testing and Steam Testing. After clearance of Hydraulic test Provisional order Form V is issued online and Form VI and Form B2 are forwarded to Director for counter signature and allotment of registration number of boiler and further issuance to party in online mode.</li></ol>