

USER MANUAL

On Site Emergency Plan (Department User)



Submitted to



Department of Factories & Boilers
Government of Kerala

Submitted by

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VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	11-12-2024	Manchisha Chandramohan	Sanjay Sanil	Rejani Mol P R

1 INTRODUCTION

According to Section 41B of the Factories Act, 1948 and Rule 12 of the Kerala MAH Control Rules, 1957, the occupiers of Hazardous/MAH factories must prepare and maintain an up-to-date onsite Emergency Plan (OSEP) as outlined in Schedule 8A. This plan should be submitted to the Chief Inspector before commencing Industrial Activity or establishing Isolated storage. The OSEP details how the site will manage Major Accidents related to the Industrial Activity or Isolated storage. This OSEP module serves as an online platform designed to assist factory occupiers in submitting their onsite Emergency plans. It facilitates scrutiny of these plans by the Department and enables the approval process by the Chief Inspector.

2 DEPARTMENT USER LOGIN

The application submitted by the public user will be available in the director's login.

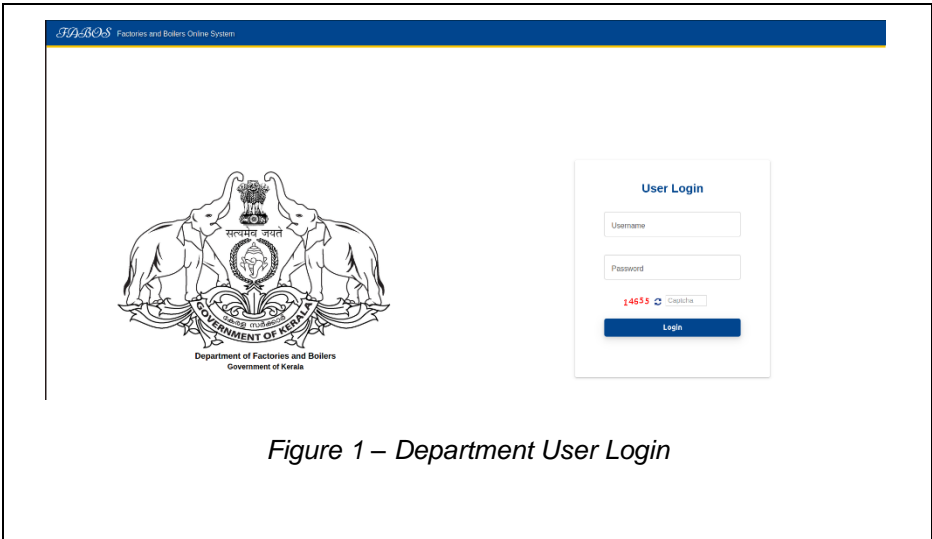


Figure 1 – Department User Login

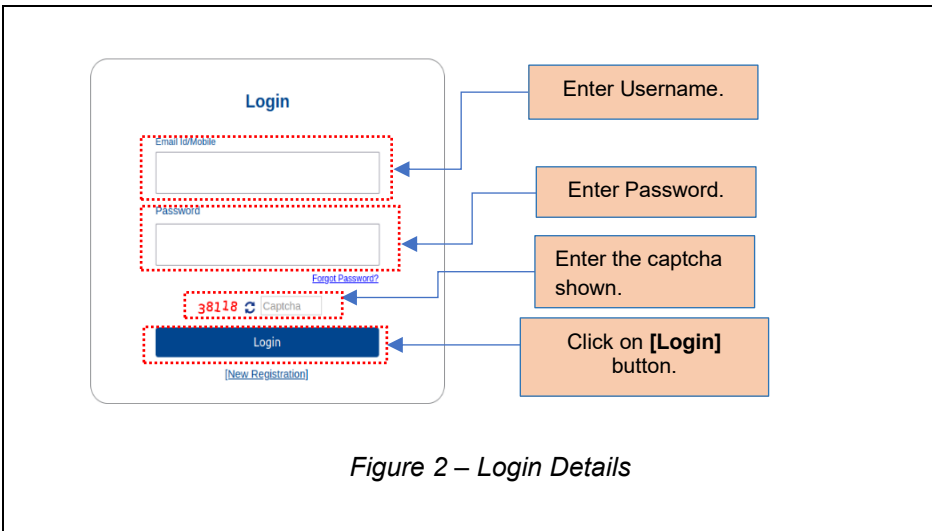


Figure 2 – Login Details

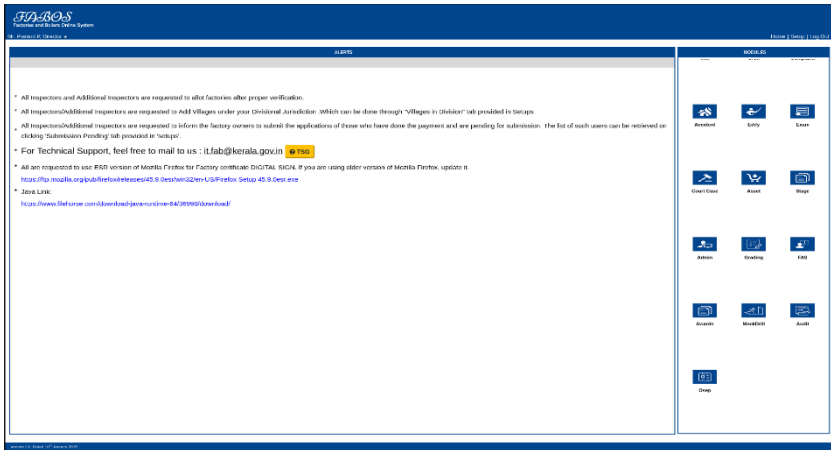


Figure 3 – Alerts & Modules

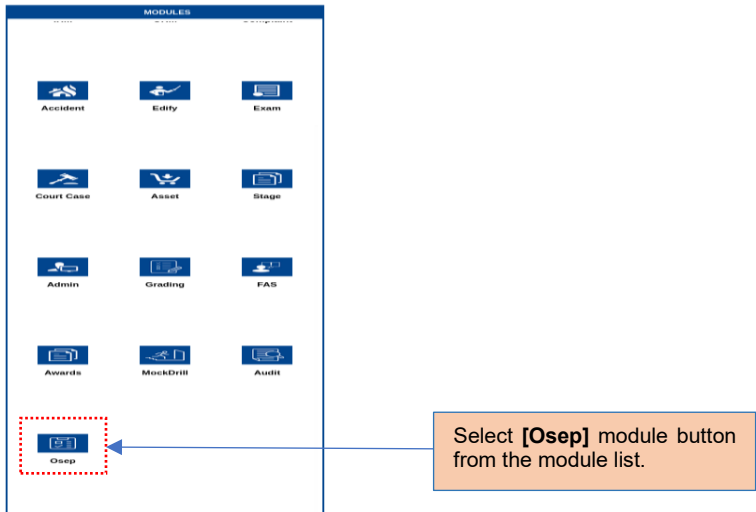


Figure 4 – Accessing Osep Module

2.1 INBOX



Figure 5 - Inbox

After clicking the view button, the respective officer can view the details of the individual users.

2.1.1 APPLICATION

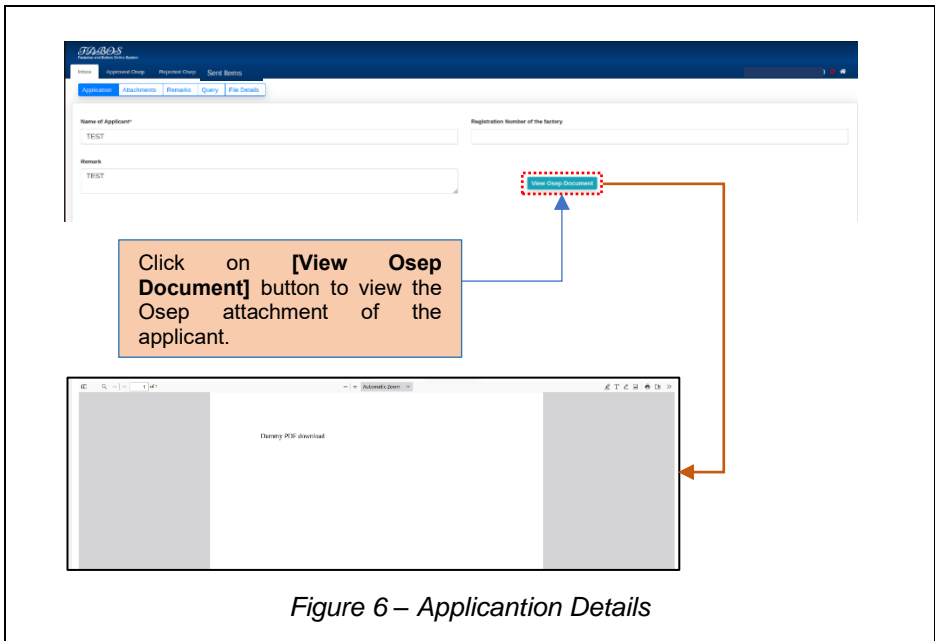


Figure 6 – Application Details

2.1.2 ATTACHMENTS

The screenshot shows the FABOS interface with the 'Attachments' tab selected. A table lists two attachments:

#	Attachment	Attached On	Action
1	OSEP Document	04-07-2024 09:51 PM	[Download Icon]
2	Any Other Documents	04-07-2024 09:52 PM	[Download Icon]

A callout box with an arrow points to the download icon in the 'Action' column of the second row, containing the text: "Click on [Download] icon to download and view the attachment."

Figure 7 – View Attachments

2.1.3 REMARKS

The screenshot shows the FABOS interface with the 'Remarks' tab selected. Below the navigation tabs, there is a text input field labeled "Enter your remark" and a button labeled "+ Add Remarks". A callout box with an arrow points to the "+ Add Remarks" button, containing the text: "Click on [+Add Remarks] button to add the remarks."

Figure 8 – Add Remarks

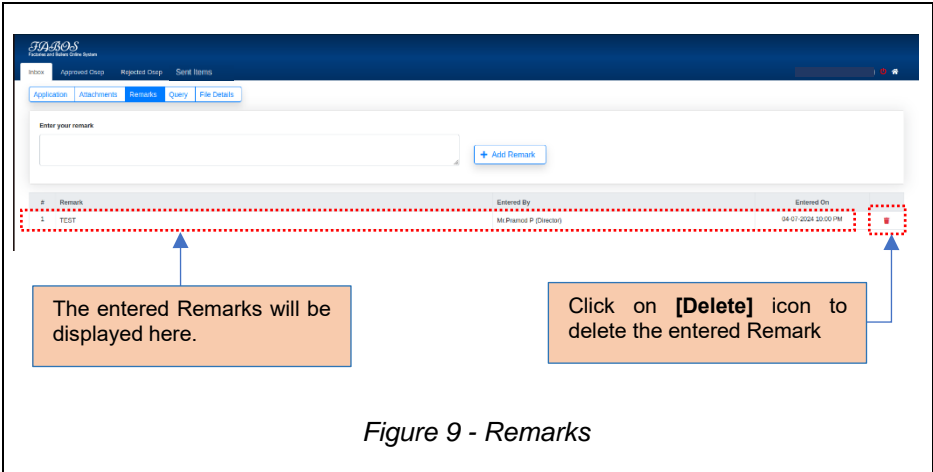


Figure 9 - Remarks

2.1.4 QUERY

After viewing the application, if it needs to be returned to the applicant, enter a query and click the **'Send Back'** button. Once send back, the application will be removed from the department's inbox and will be available to the applicant, who will be able to view the query details.

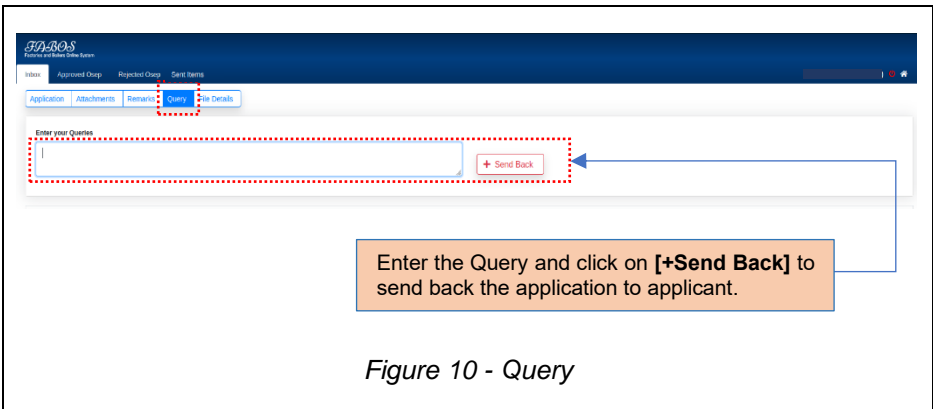
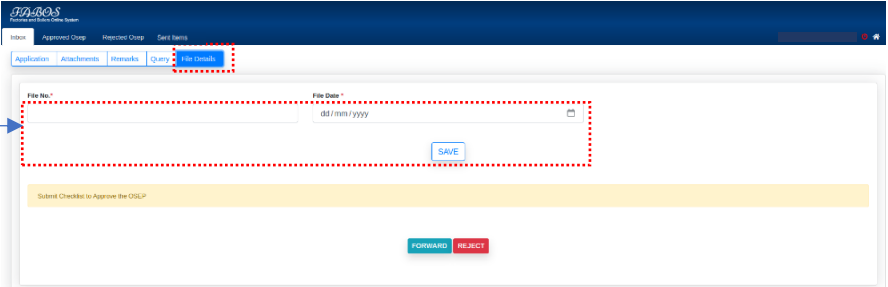


Figure 10 - Query

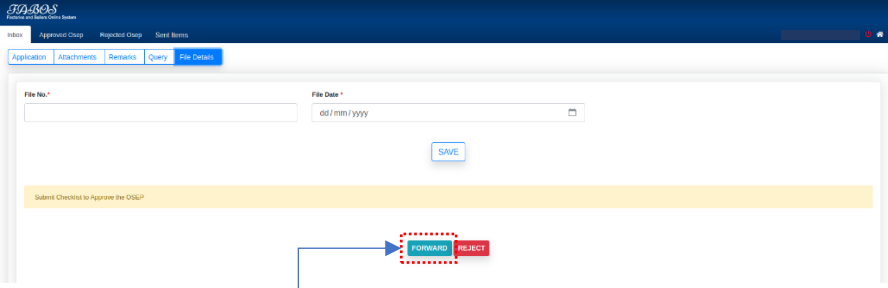
2.1.5 FILE DETAILS



The screenshot shows the FABOS File Details form. The 'File No.' and 'File Date' fields are highlighted with a red dotted box. A blue arrow points from the callout box to the 'File No.' field. Below the form is a yellow bar with the text 'Submit Checklist to Approve the OSEP'. At the bottom of the form are two buttons: 'FORWARD' (green) and 'REJECT' (red).

Enter the File No: and File date and click on **[SAVE]** button to save the details.

Figure 11 – Adding File Details and Forwarding



The screenshot shows the FABOS File Details form. The 'FORWARD' and 'REJECT' buttons are highlighted with a red dotted box. A blue arrow points from the callout box to the 'FORWARD' button.

Click on **[FORWARD]** button to forward the application to department officers.

Figure 12 – Forward File

- Director can forward the application to any Department officers. For filling Checklist Details, forward the application to technical officer (chemical). Technical officer submits checklist.
- Click on 'Forward' button to select the concerned officer from the office or sub-office.

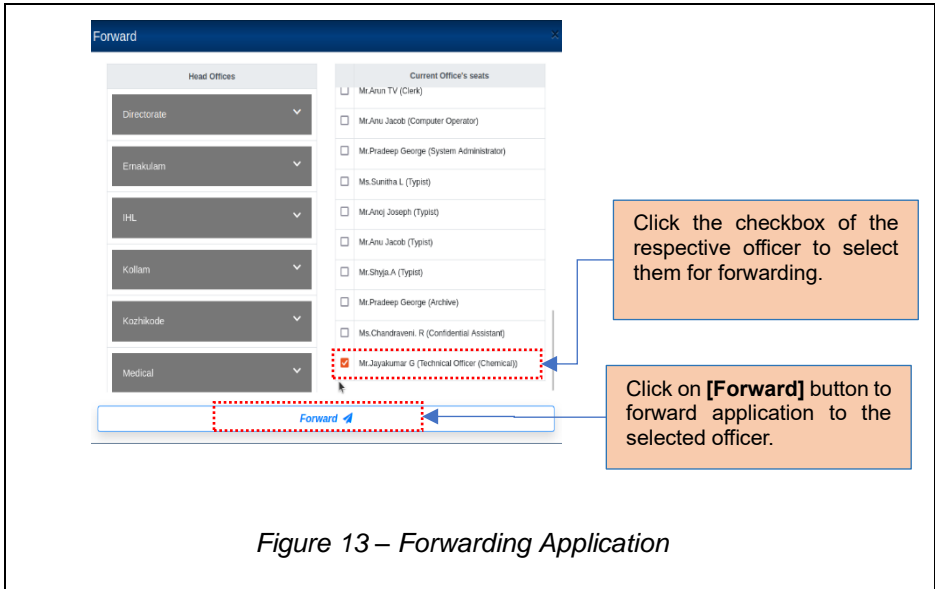


Figure 13 – Forwarding Application

2.1.6 FILLING AND SUBMISSION OF CHECKLIST

The application forwarded by the director will appear in the technical officer Inbox under the Osep module.

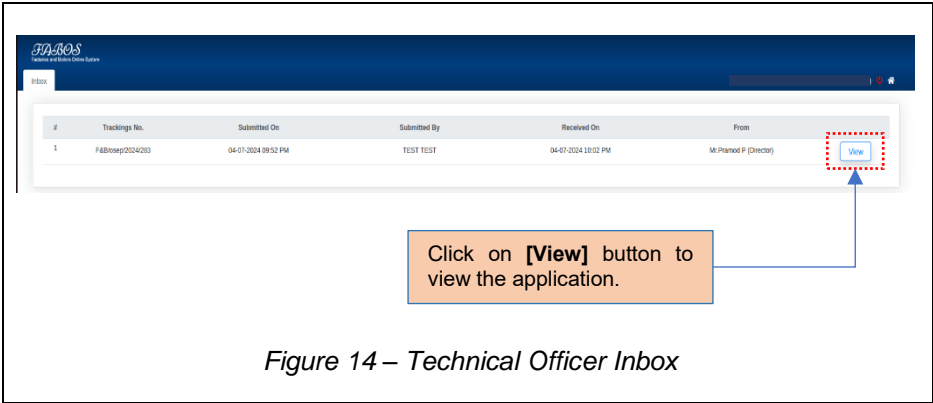


Figure 14 – Technical Officer Inbox

Note: The process flow of the *Application, Attachments, Remarks, and Query* subtabs in the *Inbox* tab are same. Therefore, the Department-Side Privileged User can follow the same steps from Figure 6 to Figure 10. After that, follow the steps outlined below.

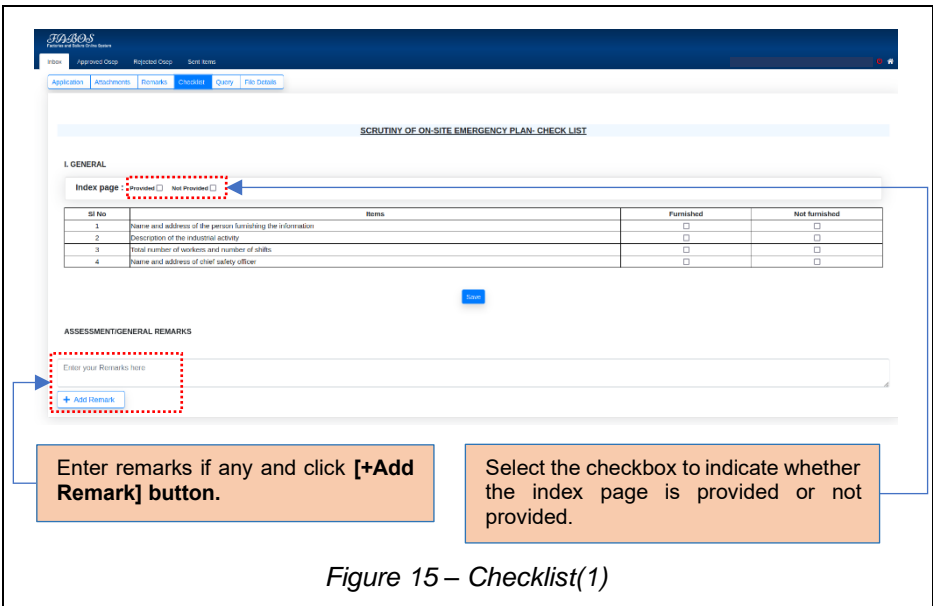


Figure 15 – Checklist(1)

The Technical Officer (chemical) have to scrutinize the checklist and check whether all the On–Site Emergency plan are furnished or not based on the document submitted by the applicant.

SCRUTINY OF ON-SITE EMERGENCY PLAN- CHECK LIST

I. GENERAL

Index page : Provided Not Provided

Sl No	Items	Furnished	Not Furnished
1	Name and address of the person furnishing the information	<input type="checkbox"/>	<input type="checkbox"/>
2	Description of the industrial activity	<input type="checkbox"/>	<input type="checkbox"/>
3	Total number of workers and number of shifts	<input type="checkbox"/>	<input type="checkbox"/>
4	Name and address of chief safety officer	<input type="checkbox"/>	<input type="checkbox"/>

ASSESSMENT/GENERAL REMARKS

Enter your Remarks here

+ Add Remark

After filling the checklist click on [Save] button to save the entries.

Click on the checkbox under Furnished/Not Furnished columns against the respective items.

Figure 16 – Checklist(2)

II. PLAN LAYOUT Furnished: Not furnished:

Modifications in the approved plan layout: (No.) (No.) (No.)

SI No.	Items	Furnished	Not furnished
1	Multicable areas involving temporary substances and hazardous container	<input type="checkbox"/>	<input type="checkbox"/>
2	Prayer and rest areas	<input type="checkbox"/>	<input type="checkbox"/>
3	Level of top personnel	<input type="checkbox"/>	<input type="checkbox"/>
4	Emergency Control Room	<input type="checkbox"/>	<input type="checkbox"/>
5	Connectivity area	<input type="checkbox"/>	<input type="checkbox"/>
6	Layout of	<input type="checkbox"/>	<input type="checkbox"/>
	A. Demarcation	<input type="checkbox"/>	<input type="checkbox"/>
	B. Fire fighting facilities	<input type="checkbox"/>	<input type="checkbox"/>
	C. Fire	<input type="checkbox"/>	<input type="checkbox"/>
	D. Special equipment	<input type="checkbox"/>	<input type="checkbox"/>
	E. Emergency equipment	<input type="checkbox"/>	<input type="checkbox"/>
	F. Emergency messages	<input type="checkbox"/>	<input type="checkbox"/>
	G. Fire level boundaries	<input type="checkbox"/>	<input type="checkbox"/>
	H. Level of services/indicators	<input type="checkbox"/>	<input type="checkbox"/>
7	Evacuation route	<input type="checkbox"/>	<input type="checkbox"/>
8	Continuation history	<input type="checkbox"/>	<input type="checkbox"/>

ASSESSMENT/GENERAL REMARKS

Enter your Remarks here

[+ Add Remark](#)

Select the appropriate checkbox to indicate whether there is any modification in the approved plan layout.

Figure 17 – Checklist (3)

VII. Post accident evaluation and accident reporting system

SI No.	Items	Furnished	Not furnished
1	Post accident evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ASSESSMENT/GENERAL REMARKS

text

text 2

text 3

Enter your Remarks here

[+ Add Remark](#)

Click [SUBMIT] button to submit the saved entries on the checklist.

Click [Delete] icon to delete the entered remarks.

Figure 18 – Submitting Checklist

After submitting the checklist, a link to generate checklist will appear.

VI. TRAINING AND REHERSAL				
Sl No	Items	Furnished	Not furnished	
1	Details of training given in first-aid and fire fighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Details of occupational protection equipment and practice drills with the equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Training requirements for communicating the plan to affected personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Periodicity of conducting training class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

VII. Post accident evaluation and accident reporting system				
Sl No	Items	Furnished	Not furnished	
1	Post accident evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

ASSESSMENT/GENERAL REMARKS

row 1

row 2

row 3

Enter your Remarks here

[Generate Checklist](#)

Figure 19 – Generate Checklist (2)

Note: If the application needs to be returned to the applicant, enter a query and click the ‘Send Back’ button. Once send back, the application will be removed from the department’s inbox and will be available to the applicant, who will be able to view the query details.

The screenshot shows the FABOS system interface. At the top, there is a navigation bar with tabs for 'Application', 'Attachments', 'Remarks', 'Checklist', 'Query', and 'File Details'. The 'Query' tab is highlighted with a red dashed box. Below the navigation bar, there is a text input field labeled 'Enter your Queries' and a red 'Send Back' button. A callout box with an orange background and black text points to the 'Query' button, containing the text: 'Navigate to Query to add Reason for return.'

Figure 20 – Technical Officer Query

2.1.7 APPLICATION RESUBMITTED

The resubmitted application from the user, will appear in the inbox of the respective officer who returned the application for revision.

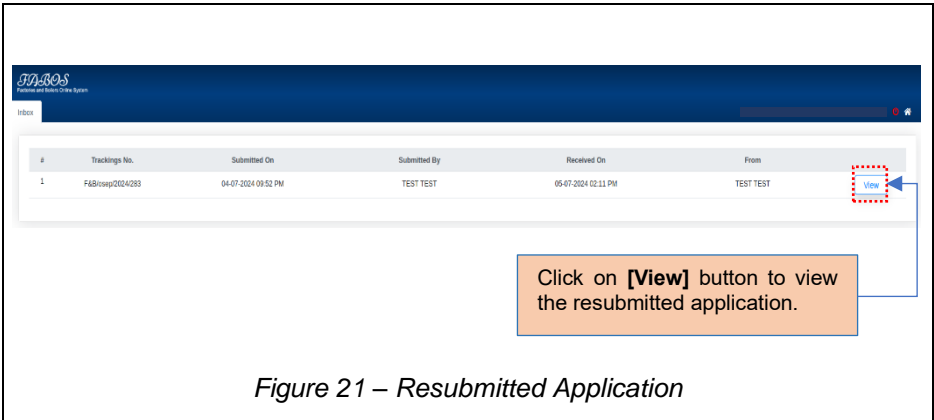


Figure 21 – Resubmitted Application

Note: The process flow of the *Application, Attachments, Remarks, and Query* subtabs in the *Inbox* Tab are same. Therefore, the Department-Side Privileged User can follow the same steps from Figure 6 to Figure 10. After that, follow the steps outlined below.

Note: The checklist after resubmission will consist of the Remarks column filled by the applicant.

SCRUTINY OF ON-SITE EMERGENCY PLAN- CHECK LIST

I. GENERAL
Index page : Provided / Not Provided

SI No	Items	Furnished	Not furnished	Remarks
1	Name and address of the person furnishing the information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Description of the industrial activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Total number of workers and number of shifts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Name and address of chief safety officer	<input type="checkbox"/>	<input type="checkbox"/>	Add remark

Update

II. PLAN LAYOUT Furnished / Not furnished
Modifications in the approved plan layout : Yes/No

SI No	Items	Furnished	Not furnished	Remarks
1	Vulnerable areas involving dangerous substances and hazardous equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Entry and Exit points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add remark
3	Seat of key personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Emergency Control Room	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add remark

Click on **[UPDATE]** button to change the entries on Furnished/ Not Furnished.

The entered remarks from the applicant will appear under Remarks column.

Figure 22 – Checklist (4)

ULTRAINING AND REHERSAL

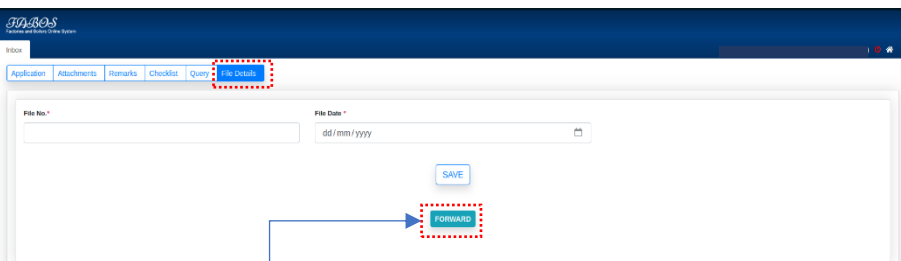
Sl No	Items	Furnished	Not furnished	Remarks
1	Details of training given in first-aid and fire fighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Details of specialized protection equipment and periodic drills with the equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Training requirements for communicating the plan to affected personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add remark
4	Periodicity of conducting training class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add remark

Update

Submit

Click on **[SUBMIT]** button to submit the updated entries on the checklist.

Figure 23 – Submit Updated Checklist



Click on **[FORWARD]** button to forward the application to Director for approval.

Figure 24 – Forward the File

Note: Follow the same steps as of in Figure 12 to forward the application to Director.

2.2 APPROVED OSEP

For final approval or rejection application is to be forwarded to director's inbox after submitting the checklist from the technical officer.

2.2.1 APPROVAL OF APPLICATION

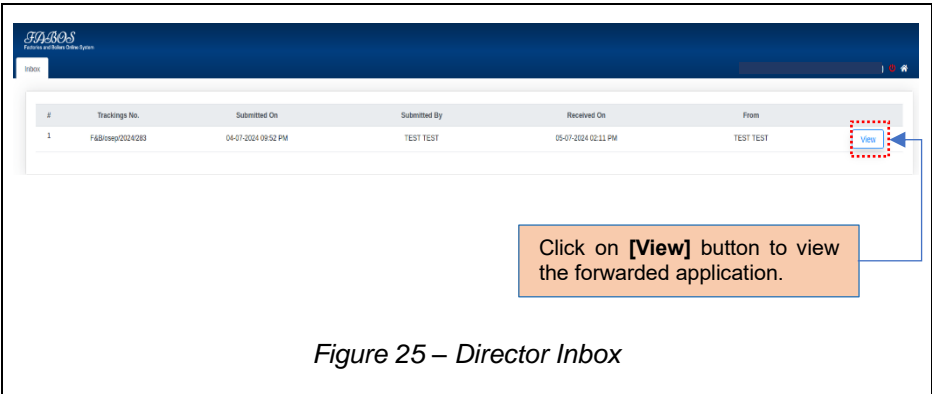


Figure 25 – Director Inbox

Note: The process flow of the *Application, Attachments, Remarks, and Query* subtabs in the *Inbox* Tab is the same, Director can follow the same steps as from Figure 6 to Figure 10. After that, follow the steps outlined below.

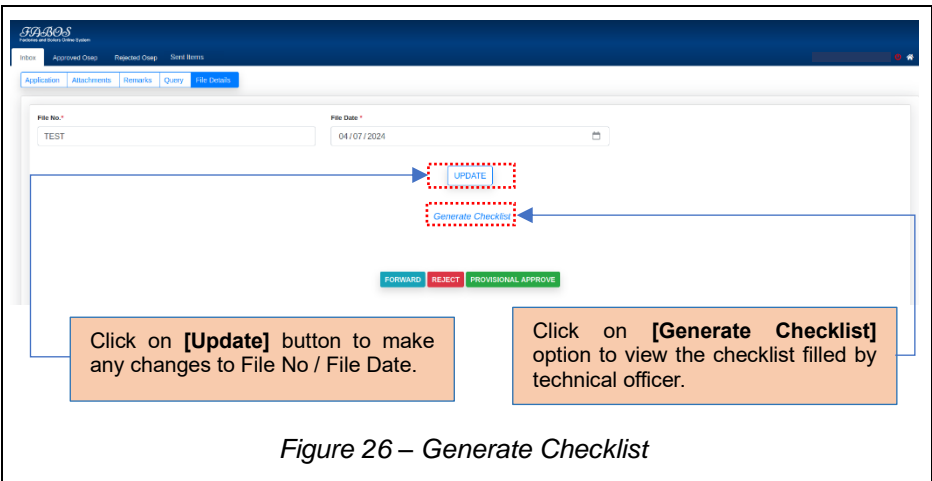
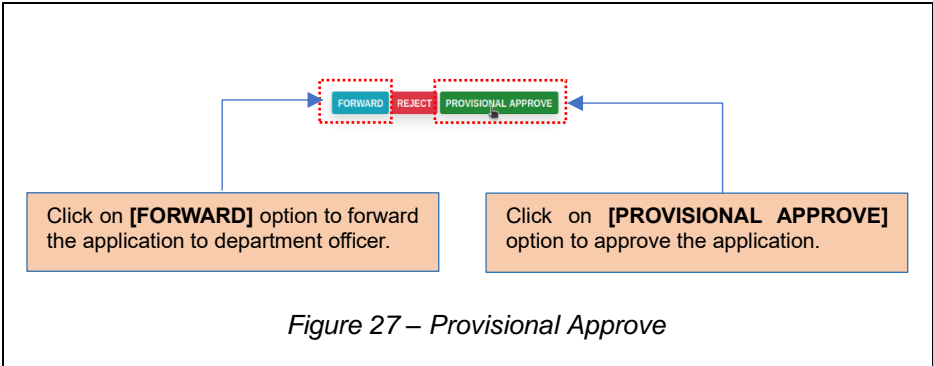


Figure 26 – Generate Checklist

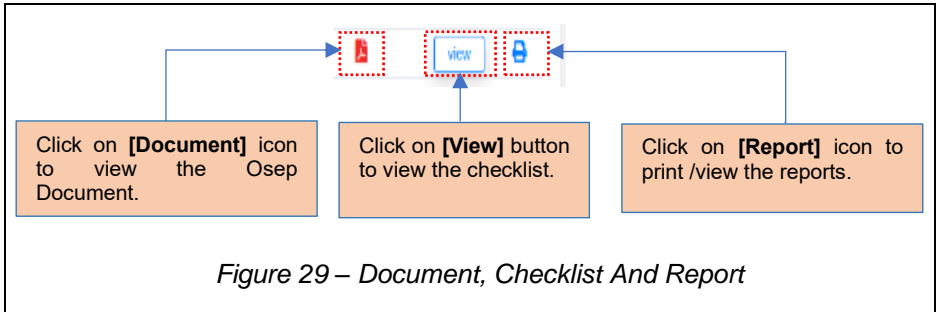


The approved applications will be listed under the *Approved OSEP* Tab.

Figure 28 – Approved Osep

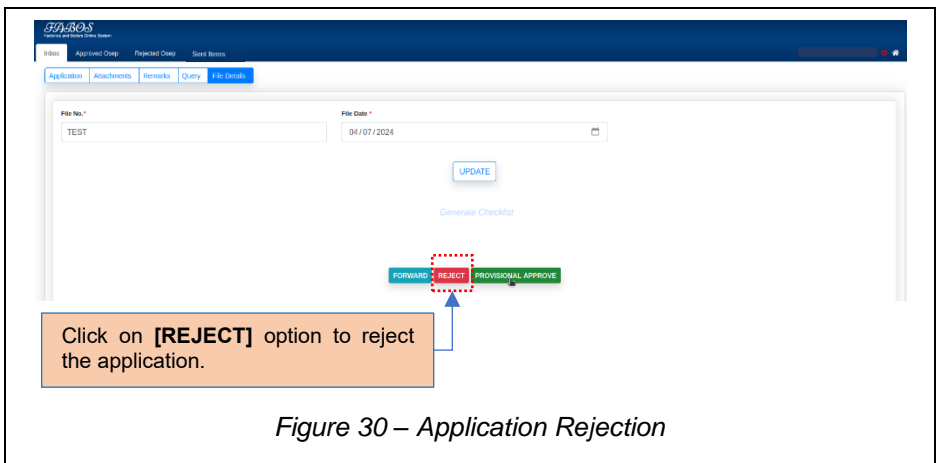
#	Factory Name	Register Number	Submitted On	Submitted By	Approved On	Documents	Checklist	Report
1			28-06-2024 06:17 PM		28-06-2024 06:21 PM			
2			04-07-2024 02:42 PM		04-07-2024 03:02 PM			
3			04-07-2024 09:52 PM		05-07-2024 02:30 PM			

After the digital signature is completed, the option to download the report will become available.



2.3 REJECTED OSEP

2.3.1 REJECTION OF APPLICATION



After clicking on the Reject button, a pop-up window asking Reason For Rejection will appear.

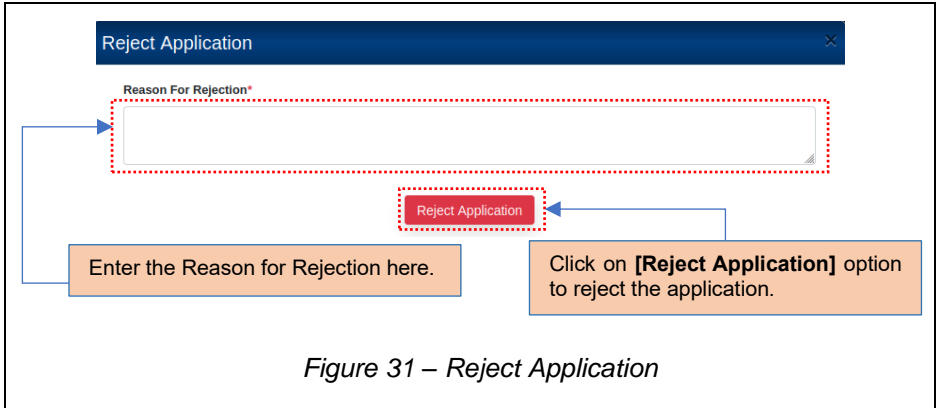


Figure 31 – Reject Application

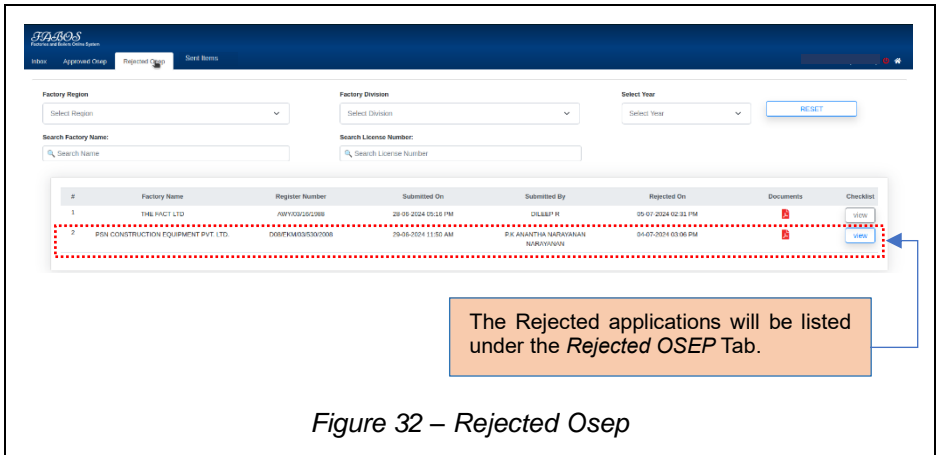


Figure 32 – Rejected Osep

2.4 SEND ITEMS

All the OSEP application send history could be viewed under *Send Items* sub-tab.

If the checklist is generated, a **'View'** button will appear to view the checklist.

Enter the Search Name.

#	Factory Name	Tracking No.	Currently Held By	Submitted On	Submitted By	Sent To	Sent On	Checklist	Remarks
1	BABU COFF WORKS	F48hsnp0024931	M. Jayakumar G	09-12-2024 06:04 PM	JOHNNUTTY A T	M. Jayakumar G	09-12-2024 06:06 PM	View	Remarks
2	BABU COFF WORKS	F48hsnp0024931	M. Jayakumar G	09-12-2024 06:04 PM	JOHNNUTTY A T	M. Shalagan I.K	09-12-2024 06:06 PM	View	Remarks
3	BABU COFF WORKS	F48hsnp0024931	M. Jayakumar G	09-12-2024 06:04 PM	JOHNNUTTY A T	M. Jayakumar G	09-12-2024 06:07 PM	View	Remarks
4	BABU COFF WORKS	F48hsnp0024931	M. Jayakumar G	09-12-2024 06:04 PM	JOHNNUTTY A T	M. Jayakumar G	09-12-2024 06:08 PM	View	Remarks

Click [View] button to view the checklist.

Click [Remarks] button to view the remarks.

Figure 33 – Sent Items

Sl No	Remarks	Entered By	Date and Time
1	test	Mr. Jayakumar G, Technical Officer (Chemicals)	09-12-2024 14:26:09
2	test 2	Mr. Jayakumar G, Technical Officer (Chemicals)	09-12-2024 14:36:23

Click [Print Remarks] button to print the added

Figure 34 – Print Remarks

****End of the Module – Fabos (On Site Emergency Plan) ****
“Thank you for thoroughly exploring the features and information.”