

USER MANUAL

On Site Emergency Plan (Public User)



Submitted to



Department of Factories & Boilers
Government of Kerala

Submitted by

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ISO 27001: 2013



ISO 9001: 2015



ISO 20000: 2018

CMMI DEV | ML 5
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Table of Contents

VERSION HISTORY	4
1 INTRODUCTION	5
2 <i>USER LOGIN</i>	6
2.1 OSEP APPLICATION	8
2.2 APPLICATION RETURNED FROM OFFICER FOR CORRECTION	13
2.3 USER LOGIN AFTER APPROVAL OF OSEP APPLICATION	17
2.4 USER LOGIN AFTER REJECTION	18

Table of Figures

<i>Figure 1 – User Login</i>	6
<i>Figure 2 – Login Details</i>	6
Figure 3 – Accessing Factory Details	7
Figure 4 – Factory Details.....	7
Figure 5 – Osep Module	8
Figure 6 – Osep Application	8
Figure 7 – Filling the Application.....	9
Figure 8 – Upload Osep Document	9
Figure 9 – Submit Application	10
Figure 10 – Application History	11
Figure 11 – Attached Documents.....	11
Figure 12 – Track Application.....	11
Figure 13 – Osep Details	12
Figure 14 – Notification Details.....	12
Figure 15 – Return Notification.....	13
Figure 16 – Return Application Details	13
Figure 17 – Resubmission of Application.....	14
Figure 18 – View Checklist	14
Figure 19 – Save Checklist Remarks	15
Figure 20 - Submit Checklist Remarks.....	15
Figure 21 – Resubmit the Application.....	16
Figure 22 – Application Status	16
Figure 23 – Application Approval Notification	17
Figure 24 – Application Status and Final Report.....	17
Figure 25 – Application Rejection Notification	18
Figure 26 – Rejected Status	18

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 USER LOGIN

FABOS
Factories And Boilers Online System

Factories And Boilers Online System

Factories And Boilers Online System (FABOS) is intended to provide Online facility for the Factory owners and to facilitate efficient and faster processing of the requests received. The beneficiaries will be able to interface with the Directorate through the Internet. This will include submission of applications, online payment facility, SMS integration etc. It also provides facility to the users for making payments through Friends / Akshaya counters. Other possibility is to publish the relevant information like status of various requests made by the users through the Friends / Akshaya centres.

Department of Factories and Boilers
Government of India

Notifications

Login

Email/Username

Password

[Forgot Password?](#)

38118 Captcha

[\[New Registration\]](#)

Figure 1 – User Login

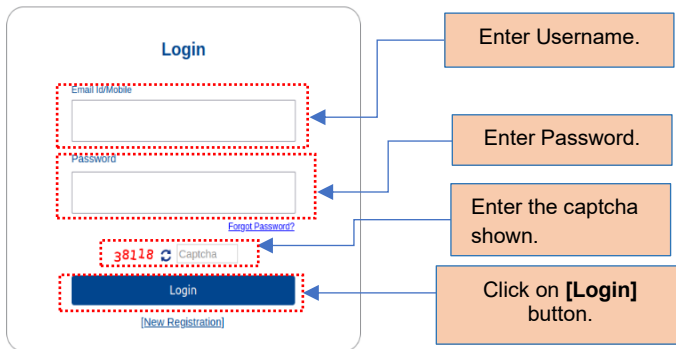


Figure 2 – Login Details

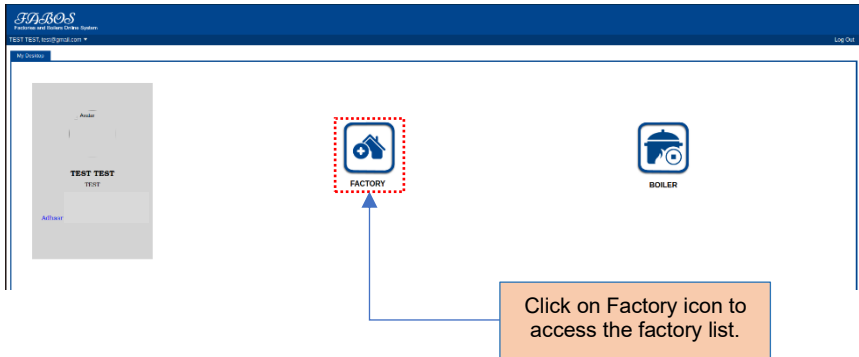


Figure 3 – Accessing Factory Details

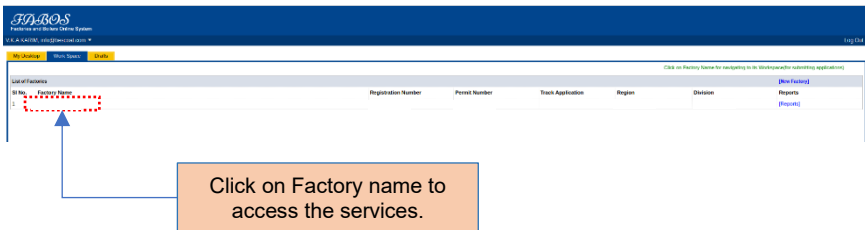
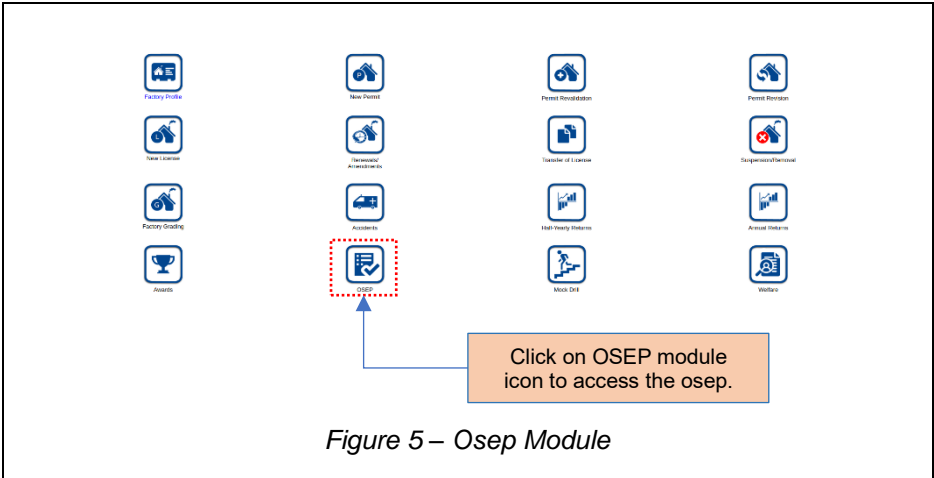
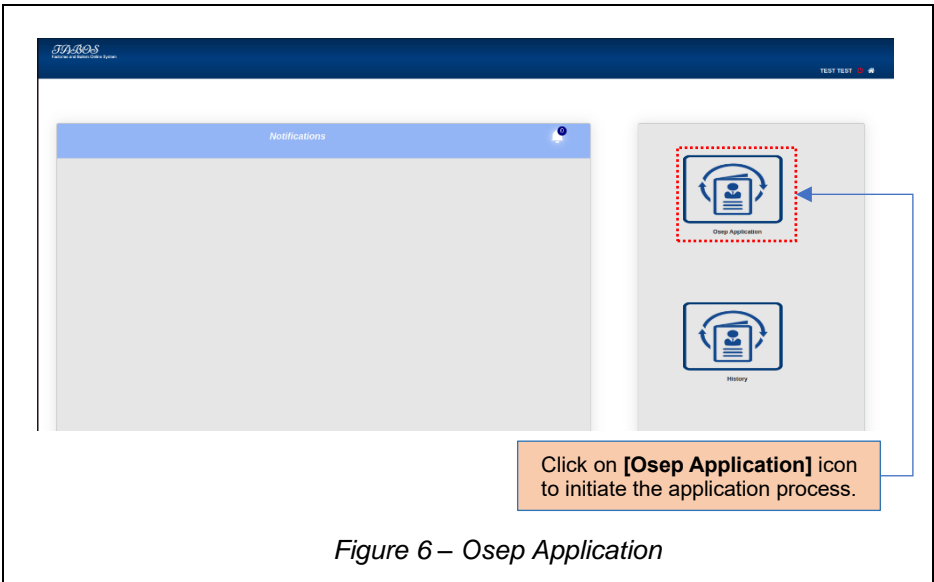


Figure 4 – Factory Details



2.1 OSEP APPLICATION



The screenshot shows the FABOS application form. At the top, there is a dark blue header with the FABOS logo and navigation tabs for 'Applications' and 'History'. The main form area contains three input fields: 'Name of Applicant*', 'Registration Number of the factory*', and 'Remark*'. A red dashed box highlights the entire form area. A blue arrow points from a text box below to the 'Name of Applicant' field. Another blue arrow points from a text box below to the 'SAVE' button, which is also highlighted with a red dashed box.

Enter the applicant's name and remarks here.

Click on **[SAVE]** button to save the details.

Figure 7 – Filling the Application

The screenshot shows the FABOS application form with the 'Name of Applicant' and 'Registration Number of the factory' fields filled with 'TEST'. The 'Remark' field is also filled with 'TEST'. A red dashed box highlights the 'Specify the type of document*' dropdown menu, the 'Upload document' button, and the 'Browse' and 'Upload' buttons. A blue arrow points from a text box below to the dropdown menu. Below the highlighted area, there is a small red text note: '* Only pdf and max size 20480 kbs allowed'. At the bottom of the form, there is a green 'SUBMIT' button.

Click on the drop-down icon to select the document type, then click on the **[Browse]** button to search and select the document, and finally click on the **[Upload]** button to upload.

Figure 8 – Upload Osep Document

The screenshot shows the FABOS 2.0 application submission form. The form includes fields for 'Name of Applicant' (TEST), 'Registration Number of the factory', and 'Remark' (TEST). Below these is a section for document uploads with a 'Select Document Type' dropdown and an 'Upload document' button. A table below shows one attachment: 'OSQP Document' with a file name '04-07-2024-09:51:47_000my_001_2.pdf' and an 'Action' column containing download and delete icons. A red dashed box highlights the 'Action' column. Three callout boxes are present: one pointing to the attachment table with the text 'The attached document will be displayed here.', one pointing to the 'SUBMIT' button with the text 'Click on [SUBMIT] button to submit the application.', and one pointing to the 'Action' column with the text 'Click on [download] icon or [delete] icon to download or delete the attachment respectively.'

Figure 9 – Submit Application

Note: The attachments should not exceed 20mb size. Once a document is attached, no additional documents can be uploaded. To upload a new document, delete the existing one by clicking on the delete icon.

Click on the **[Document]** icon to view or download the attachment.

Click on **[Track]** icon to track the application process.

Click on **[View]** icon to view the submitted details.

Figure 10 – Application History

Click on **[Download]** icon to download the document.

Figure 11 – Attached Documents

Figure 12 – Track Application

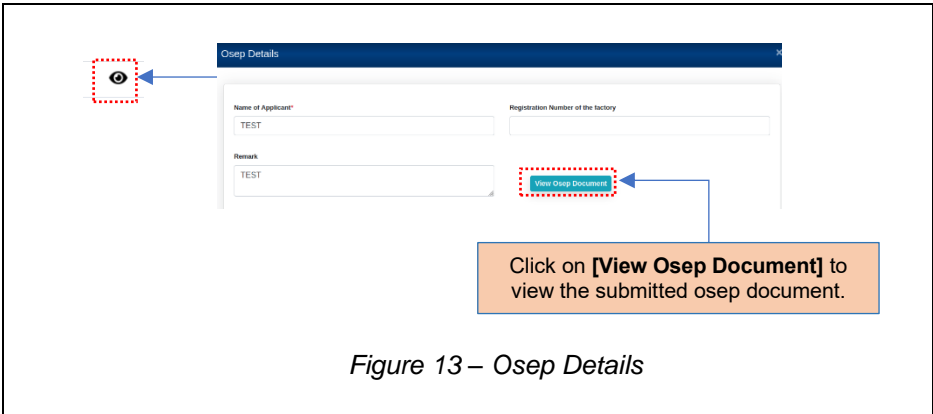


Figure 13 – Osep Details

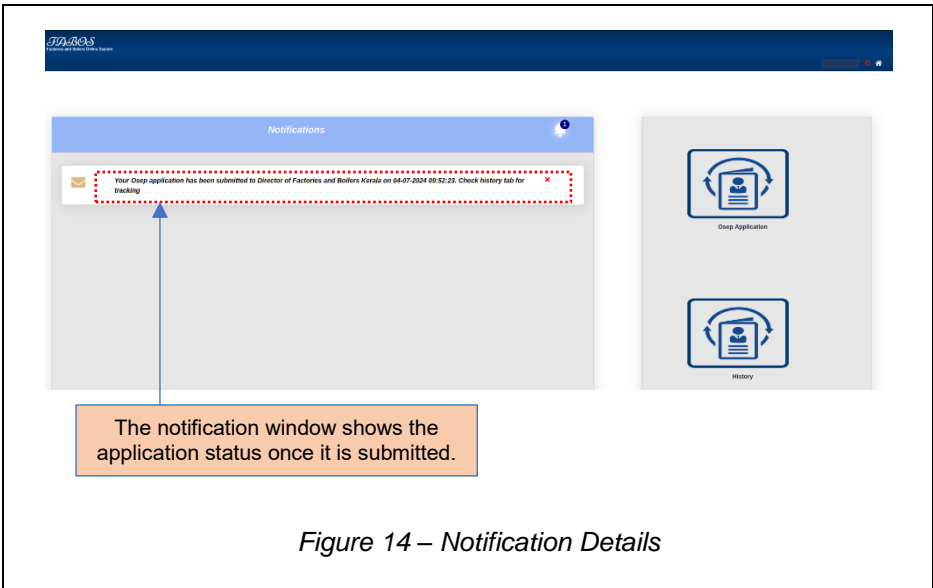


Figure 14 – Notification Details

2.2 APPLICATION RETURNED FROM OFFICER FOR CORRECTION

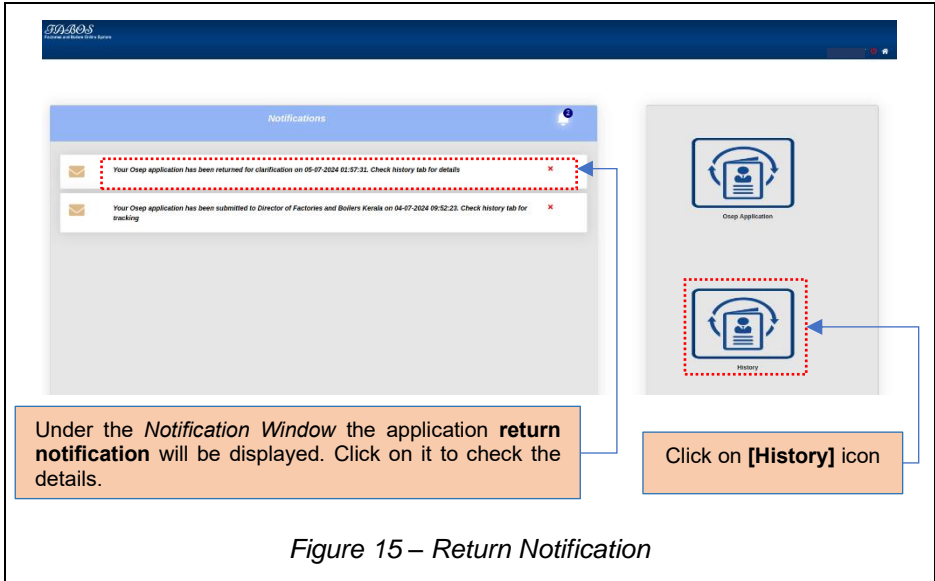


Figure 15 – Return Notification

Note: Clicking on the notification or History icon will navigate to the *History* Tab.

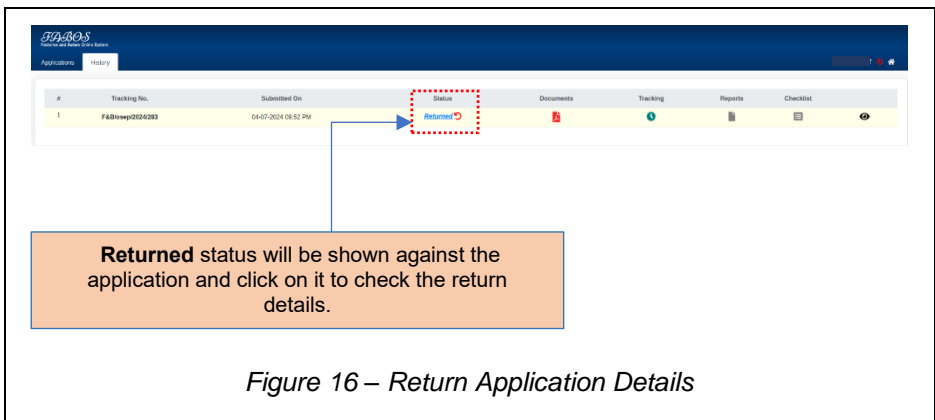
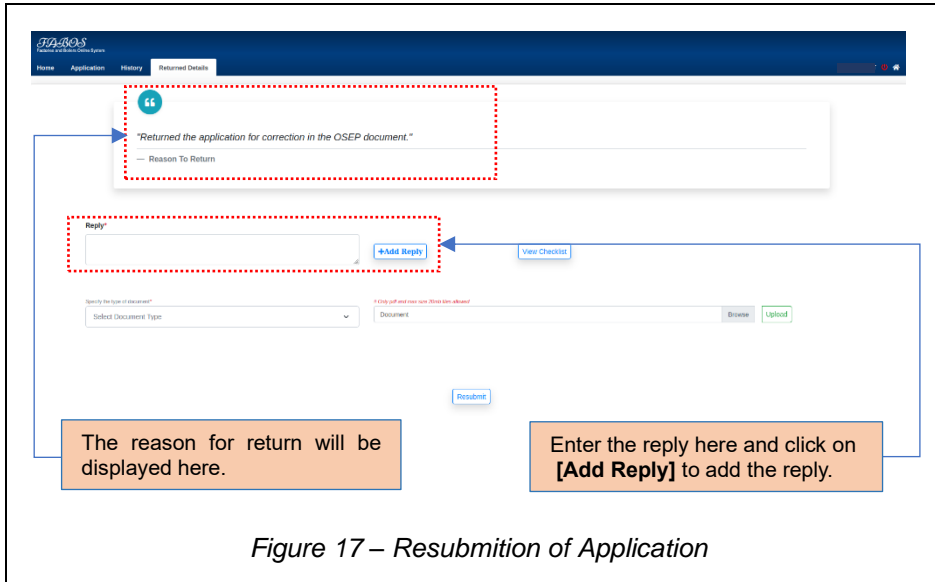
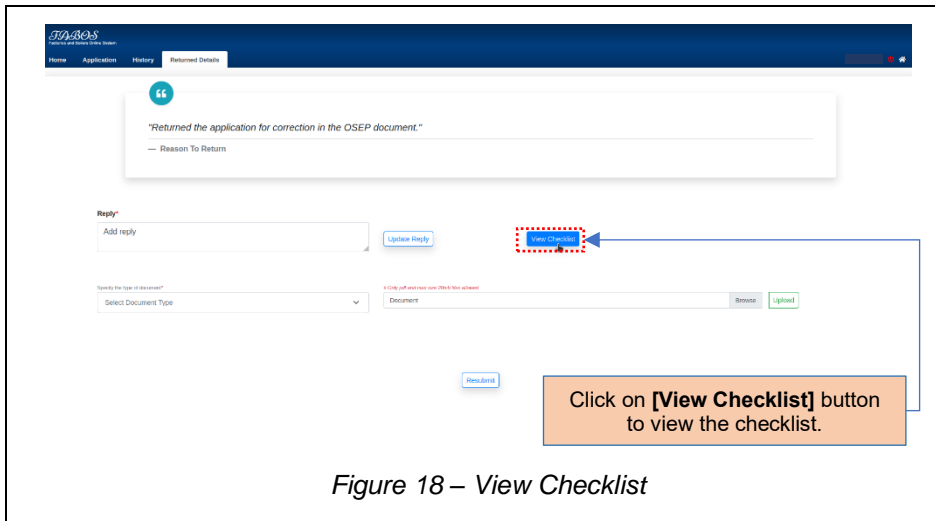


Figure 16 – Return Application Details

Note: The Reason to Return will be displayed under the *Returned Details* Tab.



Note: If the applicant needs to fill checklist details, then view checklist option will be available in return details



OSEP Checklist

CHECK LIST: NOT FURNISHED ITEMS
Provide remarks against all items listed below to resubmit the OSEP DOCUMENT

I. GENERAL

Items	Remarks
Name and address of chief safety officer	

II. PLAN LAYOUT

Items	Remarks
Entry and Exit points	
Emergency Control Room	
Location of a. First-aid facilities	
Location of b. Fire-fighting facilities	

Click on **[Save]** button to save the checklist remarks.

Provide remarks against all items listed below to resubmit the OSEP document.

Figure 19 – Save Checklist Remarks

OSEP Checklist

Emergency Control Room

Location of
a. First-aid facilities

Location of
c. PPE

Location of
a. Fire-fighting equipment

VII. Post accident evaluation and accident reporting system

Items	Remarks
Post-accident evaluation	

Click on **[Submit]** button to submit the checklist remarks.

Figure 20 - Submit Checklist Remarks

The screenshot shows the 'Returned Details' page in FABOS. At the top, a message states: "Returned the application for correction in the OSEP document." Below this, there is a 'Reply:' section with an input field and buttons for 'Add Reply' and 'View Checklist'. A 'Select Document Type' dropdown menu is highlighted with a red dashed box. To its right, a 'Documents' section contains a search bar with a 'Browse' button (also highlighted with a red dashed box) and an 'Upload' button (highlighted with a red dashed box). A blue arrow points from the 'Browse' button to the 'Upload' button. Below the screenshot, three orange callout boxes provide instructions: 'Click on the drop-down icon to select the document type.', 'Click on [Resubmit] button to resubmit the application.', and 'Click on [Browse] button to search and select the document and click on [Upload] button to upload.'

Figure 21 – Resubmit the Application

The screenshot shows the 'Applications' page in FABOS. A table lists application details. The 'Status' column for the first application is highlighted with a red dashed box and contains the text 'SUBMITTED'. Below the screenshot, an orange callout box states: 'Status against your application will be updated to **SUBMITTED**.'

#	Tracking No.	Submitted On	Status	Documents	Tracking	Reports	Checklist
1	FABOSVSP20240283	04/07/2024 09:52 PM	SUBMITTED				

Figure 22 – Application Status

2.3 USER LOGIN AFTER APPROVAL OF OSEP APPLICATION

Note: Once the Department Officer completes its review and approves the application, a notification will appear.

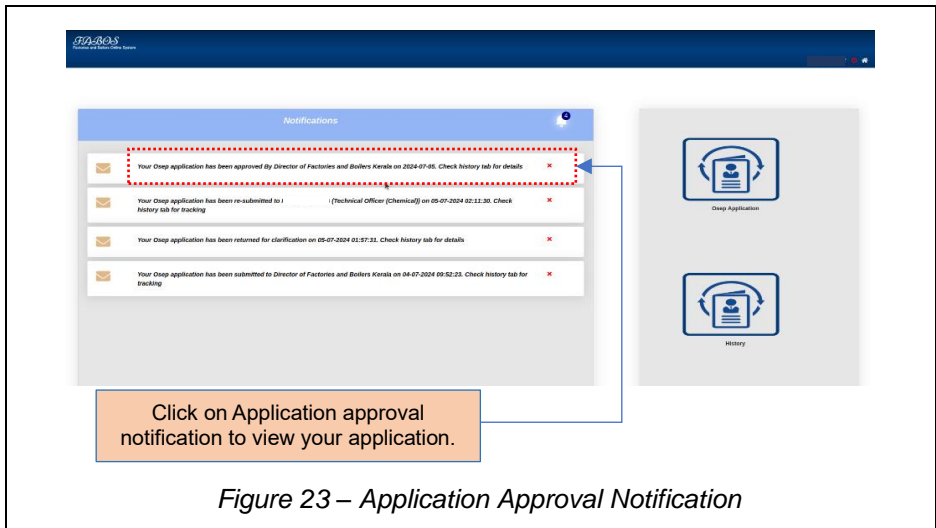


Figure 23 – Application Approval Notification

After the application is approved and the report gets digitally signed, the icon to view it will be enabled.

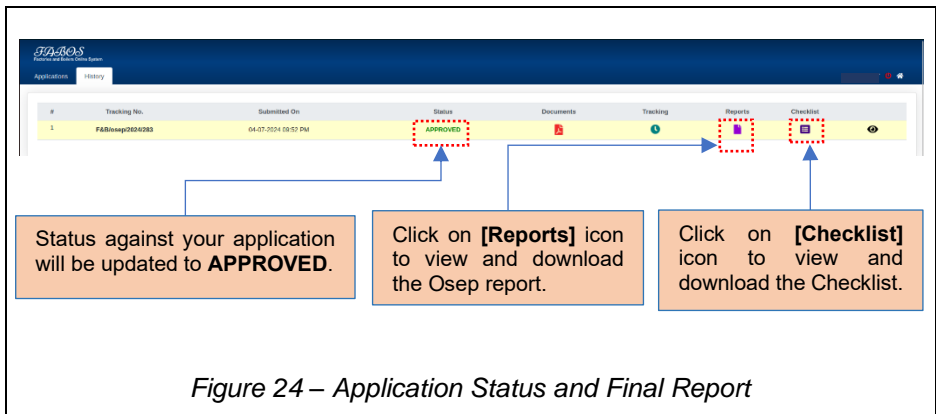


Figure 24 – Application Status and Final Report

2.4 USER LOGIN AFTER REJECTION

Note: Once the Department Officer completes its review and rejects the application, a notification will appear.

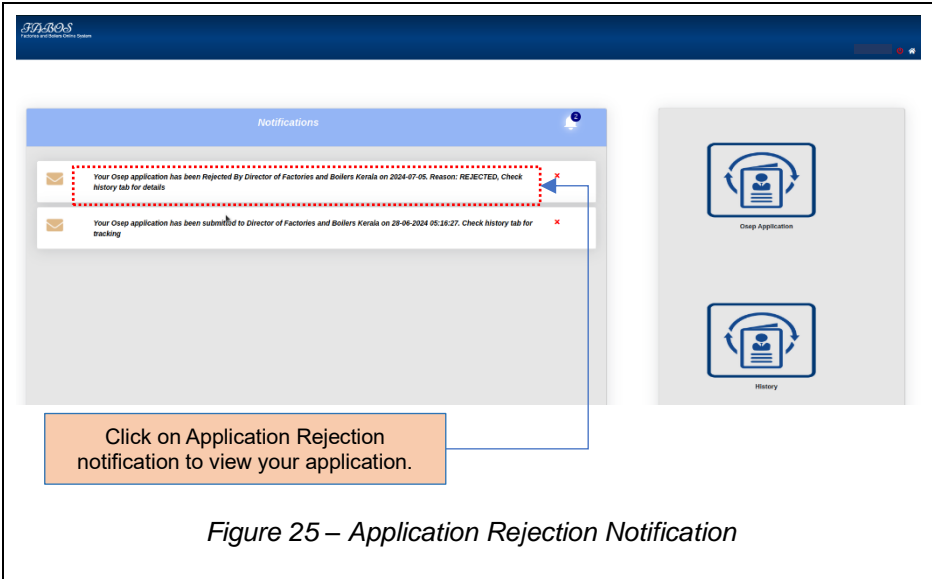


Figure 25 – Application Rejection Notification

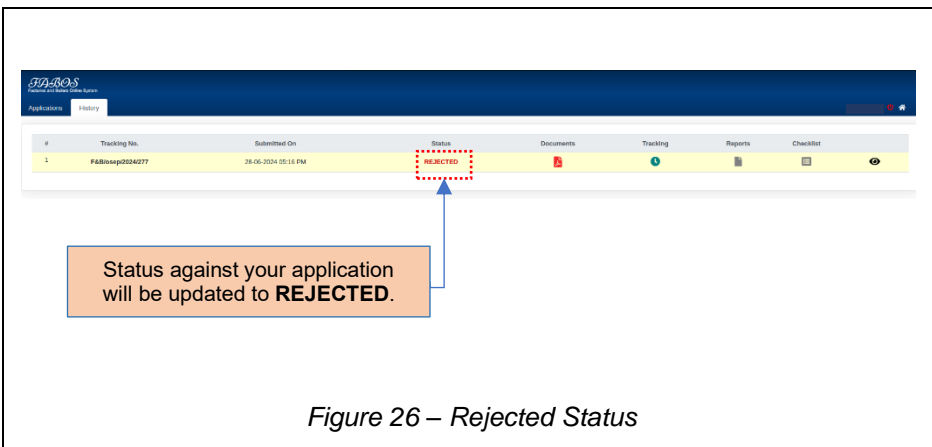


Figure 26 – Rejected Status

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