

USER MANUAL

Priority Inspection (Public User)



Submitted to



Department of Factories & Boilers
Government of Kerala

Submitted by

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Table of Contents

1	VERSION HISTORY	4
2	INTRODUCTION	5
	2.1 PRODUCT FUNCTION	5
	2.2 INTENDED AUDIENCE AND FUNCTIONALITIES	5
3	SIGN UP	6
	3.2 PERFORMA 1	8
	3.2 PERFORMA 2	10
	3.2 RESUBMISSION FOR REPLY	14
	3.2 DIRECTIONS / RECOMMENDATIONS AFTER INSPECTION	15

Table of Figures

Figure 1 – Login page	6
Figure 2 – Notification	6
Figure 3 – Factory.....	7
Figure 4 – Work Space	7
Figure 5 – Module List.....	7
Figure 6 – View Inspection Order.....	8
Figure 7 – Proforma Part 1.....	8
Figure 8 – Delete Uploads.....	8
Figure 9 – Add Supervisor	9
Figure 10 – Add Storage.....	9
Figure 11 – Add details	9
Figure 12 – Save & Continue.....	10
Figure 13 – Reporting.....	10
Figure 14 – Reporting - Save & Next.....	10
Figure 15 – Testing.....	11
Figure 16 – Testing - Save & Next	11
Figure 17 – Duties 1	12
Figure 18 – Duties 1 - Save & Next.....	12
Figure 19 – Duties 2	13
Figure 20 – Submit	13
Figure 21 – View & Print Proforma	13
Figure 22 – Inbox.....	14
Figure 23 – Re-Submit.....	14
Figure 24 - Objections.....	15
Figure 25 – Directions/Recommendations after Inspection	15

1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	30-04-2025	Sneha R P	Renjith S	Rejani Mol

2 INTRODUCTION

2.1 PRODUCT FUNCTION

Factories and Boilers department conducts priority inspection in hazardous factories every year by a team of officers headed by the Regional Joint Director. This module enables the departmental users to schedule priority inspections, to send and receive checklist to factory users, to conduct the inspections as per the approved schedule, to mark and compile suggestions/recommendations given by the members, to send the inspection report, to receive compliance report from factory users and to verify the compliance by the Inspectors.

2.2 INTENDED AUDIENCE AND FUNCTIONALITIES

This manual is mainly designed for Public users,

Upon receiving an official intimation from the Regional Joint Director (JD), public users are required to log in to the system, access the Priority Inspection module, and complete necessary actions. These include viewing inspection orders, submitting Proforma 1 and 2 with relevant details, uploading required documents, and managing entries such as supervisor and storage information. Users are also expected to respond to queries or objections raised by the inspecting authority and act on post-inspection directions or recommendations.

3 SIGN UP

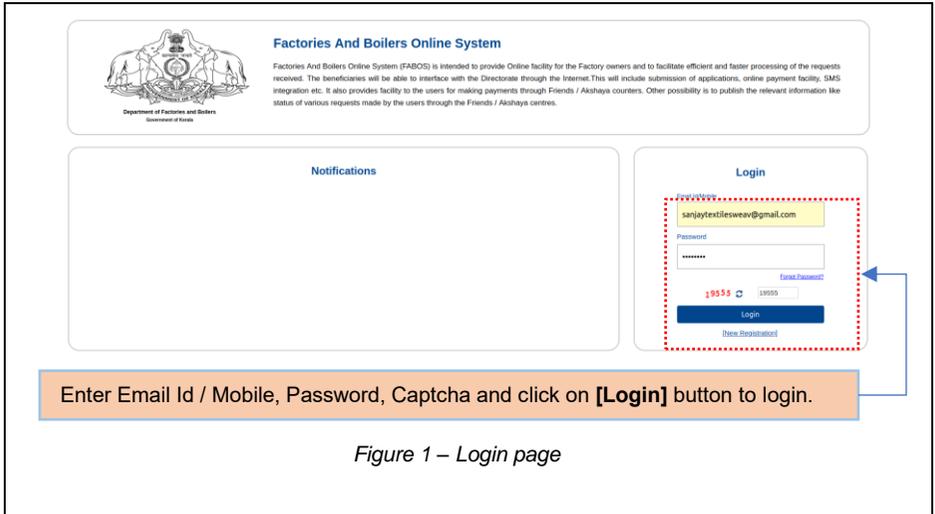


Figure 1 – Login page

As part of the inspection process, the Regional Joint Director (JD) will issue an intimation letter to the public user, notifying them about the upcoming factory inspection. This intimation will be available in the Inbox section of the public user.

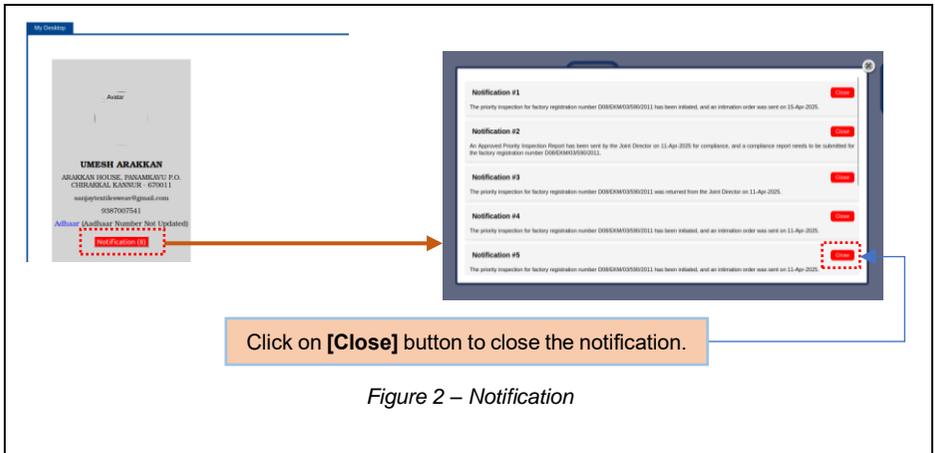


Figure 2 – Notification

Click on **[FACTORY]** button to access into the factory.

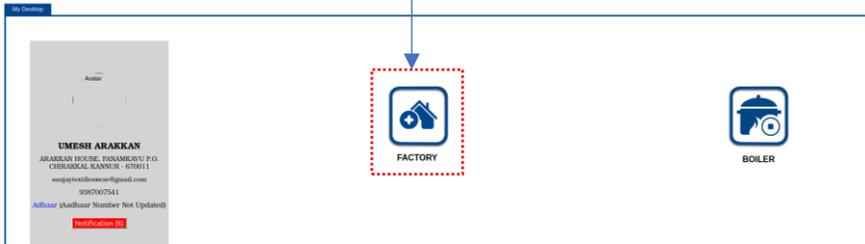


Figure 3 – Factory

UMESH ARAKKAN, umeshar@tnt.com

Log Out

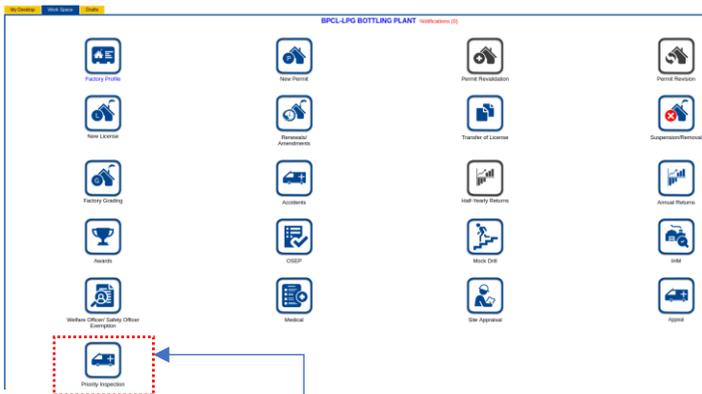
My Profile Work Space Create

Click on Factory Name for navigating to its WorkSpace for submitting applications

Sl No.	Factory Name	Registration Number	Permit Number	Track Application	Region	Division	Reports
1	UMESH ARAKKAN	64749430221094			Karnataka	Kannur	---
2	BPCL LPG BOTTLING PLANT	0806KMG058902011	1610200		Emakulam	Emakulam	[Report]
3	BPCL LPG BOTTLING PLANT	083PCT058670930	1810200		Emakulam	Perakud	[Report]

Click on the relevant link for the factory name to access it.

Figure 4 – Work Space



Click on the Priority Inspection Module List to access the module.

Figure 5 – Module List

Click on this icon to view the inspection order which is shared by Regional Officer.

Figure 6 – View Inspection Order

3.2 PERFORMA 1

Upload the required attachments and click the **[Upload]** button.

Enter the required fields and click on **[Save]** button.

Figure 7 – Proforma Part 1

Click on **[Delete]** icon to delete the uploads.

Figure 8 – Delete Uploads

USER MANUAL – FABOS (PRIORITY INSPECTION)

11.a. Name & Qualification of all Supervisors required to supervise the handling of hazardous substances (Append as schedule)

Name	Qualification
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Enter the required details and click the **[Add Supervisor]** button to add a Supervisor.

Figure 9 – Add Supervisor

11.b. Storage details

Name of Chemical	Actual Storage Capacity	Installed Storage Capacity	MSDS Attach	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Storage"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Storage"/>

Enter the required details and click the **[Add Storage]** button to add a Storage.

Figure 10 – Add Storage

12. List of hazardous processes carried out in the factory (Append as schedule)

13. Information regarding DANGEROUS OPERATION of the factory (Append as schedule)

14. Health hazard arising from exposure to or handling of materials or substances in the manufacture, transportation, storage and other process and the measures to overcome such hazard (Append as schedule)

15. Details of information as to the quantity, specifications and other characteristics of wastes and the manner of their disposal (Append as schedule)

16. Details of Occupational Health Centre with the services and facilities provided and maintained

17. Details of Ambulance room provide and maintained

18. No. of workers handling/agreed to hazardous chemicals/substances

19. No. of workers in any other hazardous process/operation without any Chemical/substance involved (Append as schedule)

20. Whether MSDS for all chemicals/substances handled are available or not

Enter the required details.

Figure 11 – Add details

Add a description, browse for the file and click the **[Upload]** button to upload the file.

Enter the required details and click on **[Save]** and **[Continue]** button.

Figure 12 – Save & Continue

3.2 PERFORMA 2

Enter the required details.

Figure 13 – Reporting

Enter the required details, click **[Save]**, and then click the **[Next]** button.

Figure 14 – Reporting - Save & Next

Umesh Aravindan Home | Log Out

Dashboard Problems 2

(4) Reporting (3) Testing

A. Guidelines for Inflammation and Fuelled Storage: (Source: Required guidelines from your jurisdiction (NFPA 69))

19. The pressure test and leak test must be ensured after replacement of valves, pipes, joints etc. as per the original equipment manufacturer (OEM) manual or as per standard established procedure (Say 'Yes/No/If' Yes enter furnish details)

20. Check valves, relief valves should be installed at appropriate locations. Flow meters, sensors, measuring devices have to be regularly calibrated. Vents from relief valves shall be directed to a safe place (Say 'Yes/No/If' Yes enter furnish details)

21. Seals, gaskets and gaskets shall be regularly inspected, without dismantling. Leak detectors should be provided for all piping, valves, flanges, and other pertinent equipment (Say 'Yes/No/If' Yes enter furnish details)

22. All hazardous chemicals carrying piping should be periodically inspected for failed insulation/vapour barrier, rust and corrosion. Damaged and deteriorated piping/equipment should be replaced (Say 'Yes/No/If' Yes enter furnish details)

23. Operation and process control systems like Supervisory Control and Data Acquisition (SCADA) and Leak Detection and Repair (LDR) systems should be adopted by the major accident hazard installations (Say 'Yes/No/If' Yes enter furnish details)

24. Free fall of any flammable material in the vessel has to be avoided. All solvent and flammable material storage tanks should be at a safe distance from the process plant and required quantity of material should be charged in reactor through appropriate safe route (Say 'Yes/No/If' Yes enter furnish details)

25. Earth connection should be provided to all solvent handling equipment, pipelines, reactors, vessels etc. for protection from electrostatic electricity (Say 'Yes/No/If' Yes enter furnish details)

26. Separate safety manual should be prepared for each equipment along with the emergency management plan (Say 'Yes/No/If' Yes enter furnish details)

27. Periodic testing of the lighting equipment should be conducted (Say 'Yes/No/If' Yes enter furnish details)

Previous Save Next

Enter the required details.

Figure 15 – Testing

28. Free fall of any flammable material in the vessel has to be avoided. All solvent and flammable material storage tanks should be at a safe distance from the process plant and required quantity of material should be charged in reactor through appropriate safe route (Say 'Yes/No/If' Yes enter furnish details)

29. Earth connection should be provided to all solvent handling equipment, pipelines, reactors, vessels etc. for protection from electrostatic electricity (Say 'Yes/No/If' Yes enter furnish details)

30. Separate safety manual should be prepared for each equipment along with the emergency management plan (Say 'Yes/No/If' Yes enter furnish details)

31. Periodic testing of the lighting equipment should be conducted (Say 'Yes/No/If' Yes enter furnish details)

Previous Save Next

Enter the required details, click [Save], and then click the [Next] button.

Figure 16 – Testing - Save & Next

USER MANUAL – FABOS (PRIORITY INSPECTION)

1. MEDIA HEADLINE

Home | Log Out

Navigation: (1) Reporting (2) Testing (3) Duties 1

A. Guidelines for Industries and Isolated Storages (based on European guidance from work developed by CEN)

26. Mock drills must be conducted regularly at every six months by the industry/isolated storages in controlled environment on actions to be taken during accidents, gas leakage, failure of critical process parameters etc. (day/Yes/No/If Yes enter furnish details) Yes

27. It shall be ensured that the chemical storage tanks should be appropriately located so that adequate space to take action during emergency situation is available. (day/Yes/No/If Yes enter furnish details) Yes

28. A clear documented emergency procedure should be laid down which details the precise duties of all staff and arrangements for evacuation, rescue, fire and etc. during an emergency. (day/Yes/No/If Yes enter furnish details) Yes

29. All pipe work containing hazardous chemicals shall be identified by colour coding or labelling (as per standards notified by Bureau of Indian Standards) and shall be protected to prevent corrosion/damage. The practice to identify the parts of the system that contain gas or liquid and the direction of flow should be followed. (day/Yes/No/If Yes enter furnish details) Yes

30. The industry or isolated storage shall install sensors with alarm system for detecting leakage of hazardous chemicals, Emergency ventilation, electronic tripping system to stop the process, sprinkling system to contain the leaked hazardous chemicals/gases etc., may be interfaced with the sensors for taking a prompt action in case of leakage/emergency. (day/Yes/No/If Yes enter furnish details) Yes

Enter the required details.

Figure 17 – Duties 1

31. Increased automation that avoids physical handling of dangerous chemicals and substances should be brought into practice. (day/Yes/No/If Yes enter furnish details) Yes

32. The industry/isolated storage should have proper the lighting arrangements in accordance with The Factories Act, 1948/applicable extent laws. (day/Yes/No/If Yes enter furnish details) Yes

33. All emergency valves and switches and emergency handling facilities should be easily accessible. (day/Yes/No/If Yes enter furnish details) Yes

34. Safety audit reports shall be made online for public. (day/Yes/No/If Yes enter furnish details) Yes

35. Temporary safety during construction/overhaulings of hazardous chemicals, the industry/isolated storages whenever and as applicable, shall obtain requisite clearances from the Chief Inspector, Factories & Below/ Department of Inspection/Fire Department etc., without fail. (day/Yes/No/If Yes enter furnish details) Yes

36. The industry/isolated storages shall ensure that the effluent generated during any accident because of the firefighting/contamination activities etc. should be disposed in scientific manner after proper treatment. The hazardous wastes generated after any accident must be disposed in accordance with the export rules. (day/Yes/No/If Yes enter furnish details) Yes

38. Occupiers of storage installations the warehouse/stack farms are required to prepare an Offsite Emergency Plan and make available information regarding any possible offsite consequences to the District Collector to enable him to include the same in the Offsite Emergency Plan for the district or the particular area. (day/Yes/No/If Yes enter furnish details) Yes

Navigation: Previous Save Next

Enter the required details, click [Save], and then click the [Next] button.

Figure 18 – Duties 1 - Save & Next

USER MANUAL – FABOS (PRIORITY INSPECTION)

UNESH HAKIKAN Home | Log Out

Proforma 1 Proforma 2 Proforma 3

(ii) Duties 2

4. Guidelines for inspection and hazard Storage

In order to avoid accidents, the following measures may be taken while establishing a warehouse/workshop form. These should also be carried out in existing installations to enhance safety:

- Hazardous chemical storages should be located away from densely populated areas from drinking water sources, water bodies or from areas liable to flooding. Yes No
- The location should have easy access for transport and emergency services. Yes No
- Adequate emergency requirements for water for the fighting, drainage to prevent ground water contamination, standby source of electricity etc. should be provided. Yes No
- The layout of warehouses should be designed in accordance with nature of materials to be stored. The construction material should be non-flammable. Yes No
- Floors should be impervious to liquids and should be designed for easy cleaning. Yes No

Enter the required details.

Figure 19 – Duties 2

17. Provision for receipt, dispatch and transport should be clearly laid down. Yes No

18. Details of hazardous chemicals, access and escape routes, available emergency & fire fighting equipment should be available. Yes No

19. In addition to a storage plan, a safe operation of a storage facility should have planning for safety training, personal protective clothing and equipment, spillages and leaking containers, waste disposal, fire, oil, fire detection and protection equipment, environmental protection, proper on site emergency plan etc. Yes No

20. Wherever applicable, the industries or the installed storages shall invariably comply with the Manufacture, Storage and Import of Hazardous Chemical Rules, 1989 (as amended), The Kuala Lumpur Major Accident Hazard Control Rules, 2005, The Factories Act, any other applicable rules or guidelines issued by the respective Government of Sabah/Kota-Terengganu, The Ministry of Labour & Employment, Precursor and Explosive Safety Organization, Oil Industry Safety Directorate etc. Yes No

Previous Save Submit

Enter the required fields, click the [Save] button, and then click the [Submit] button.

Figure 20 – Submit

18. Details of hazardous chemicals, access and escape routes, available emergency & fire fighting equipment should be available. Yes No

19. In addition to a storage plan, a safe operation of a storage facility should have planning for safety training, personal protective clothing and equipment, spillages and leaking containers, waste disposal, fire, oil, fire detection and protection equipment, environmental protection, proper on site emergency plan etc. Yes No

20. Wherever applicable, the industries or the installed storages shall invariably comply with the Manufacture, Storage and Import of Hazardous Chemical Rules, 1989 (as amended), The Kuala Lumpur Major Accident Hazard Control Rules, 2005, The Factories Act, any other applicable rules or guidelines issued by the respective Government of Sabah/Kota-Terengganu, The Ministry of Labour & Employment, Precursor and Explosive Safety Organization, Oil Industry Safety Directorate etc. Yes No

Proforma has been submitted

Previous View & Print Proforma Submit

Click the [View & Print Proforma] button to View /Print Proforma.

Figure 21 – View & Print Proforma

Note: Upon submission, the proforma will be forwarded to the Regional JD for verification.

3.2 RESUBMISSION FOR REPLY

Upon verification, if the Regional JD is not satisfied, the user will send a response to the respective public user for clarification.

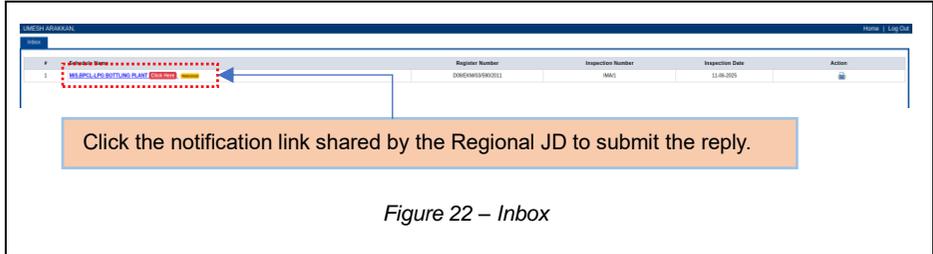


Figure 22 – Inbox

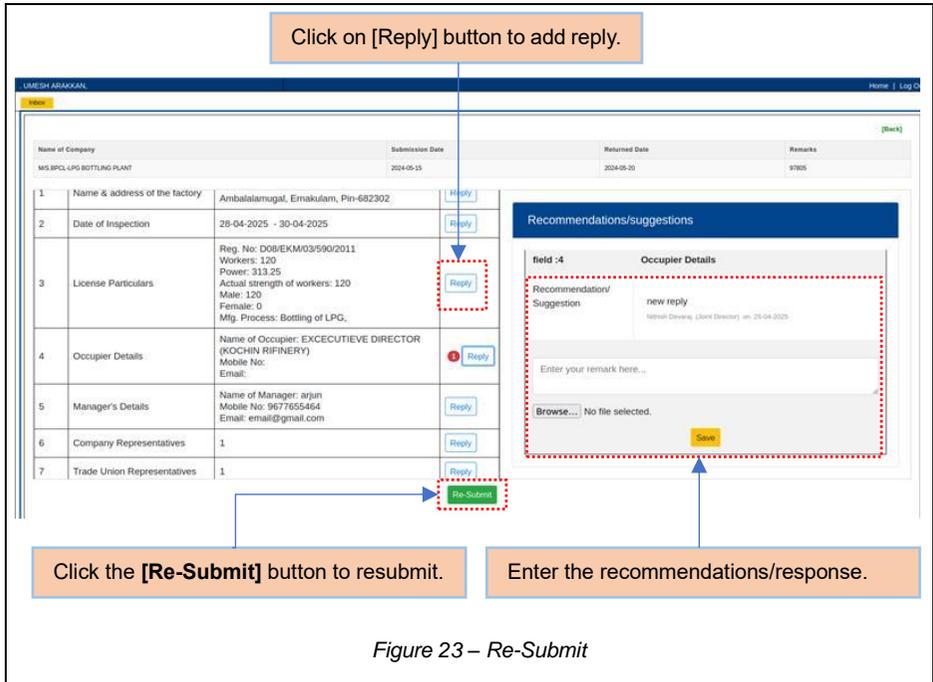


Figure 23 – Re-Submit

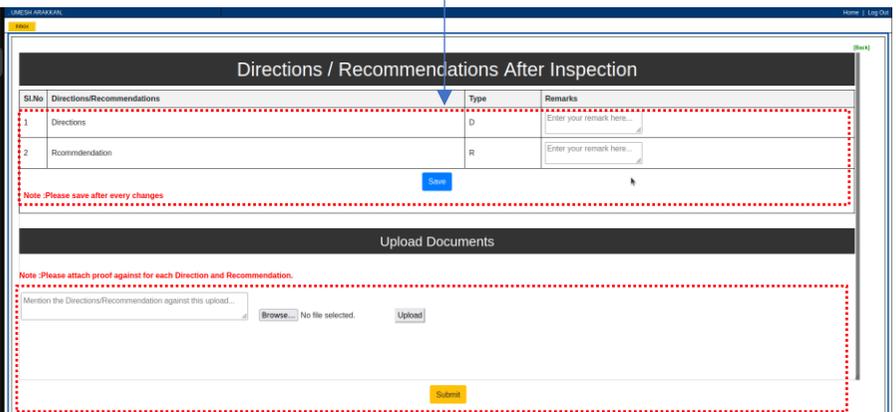
3.2 DIRECTIONS / RECOMMENDATIONS AFTER INSPECTION



Click the *Objections* link to view the Directions/Recommendations shared by the Regional JD.

Figure 24 - Objections

Enter the Directions and Recommendations remarks and click on **[Save]** button.



Mention the directions/recommendations, click the **[Upload]** button to upload, and then click the **[Submit]** button.

Figure 25 – Directions/Recommendations after Inspection

****End of the Module – Fabos (Priority Inspection) ****

“Thank you for thoroughly exploring the features and information.”