

# USER MANUAL

## Priority Inspection (Department User)



*Submitted to*



Department of Factories & Boilers  
Government of Kerala

*Submitted by*

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# 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 Department users,

#### **1. Chemical Inspector**

Chemical Inspectors are responsible for initiating the inspection workflow in the FABOS Priority Inspection module. They select factories for inspection, enter the start and completion dates, and forward the proposed inspection details along with remarks to the Director for approval. Their role is essential in identifying priority cases and ensuring accurate scheduling and documentation of inspections at the field level.

#### **2. Director**

The Director reviews and approves the inspection proposals submitted by Chemical Inspectors. They can view inspection remarks, update inspection

details if necessary, and approve the tentative inspection schedule. Once approved, the schedule is formalized, and the inspection process is triggered. The Director ensures that inspections are aligned with departmental objectives and legal requirements.

### **3. Regional JD**

The Regional JD oversees the entire inspection process following the Director's approval. They form the inspection team, issue intimation orders, and manage all pre- and post-inspection activities. This includes reviewing factory-submitted proforma, forwarding clarifications to team members, submitting final directions and recommendations, and generating the inspection report. They also monitor post-inspection compliance and close files upon completion. The Regional JD ensures effective coordination and completion of inspections as per protocol.

### 3 DEPARTMENT USERS

#### 3.1 CHEMICAL INSPECTOR

Enter the Username, Password, Captcha and click on **[Login]** button to login.

Figure 1 – Login Page

Click the Inspection module list to access the Priority Inspection module.

Figure 2 – Module List

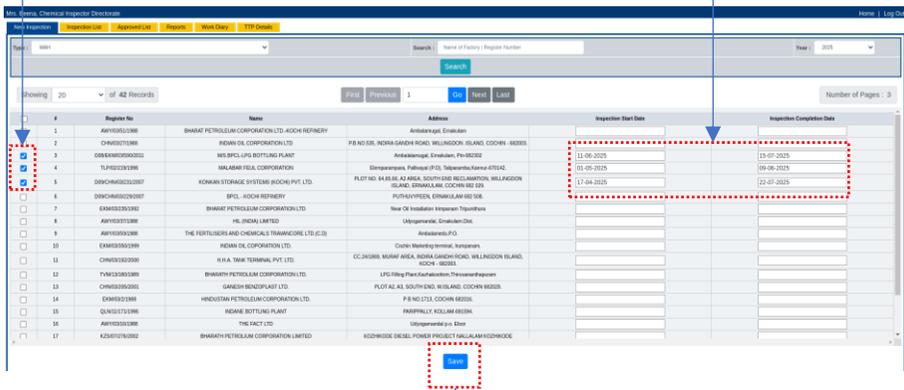
Select Type, Search by Name of Factory/ Register Number and Select Year and click on **[Search]** button to search.



Figure 3 – New Inspection

Tick the check box to select.

Select Inspection Start Date & Completion Date.



Click the **[Save]** button to save the detail.

Figure 4 – Add Start & Completion Date

# USER MANUAL – FABOS (PRIORITY INSPECTION)

Min. Status: Opened, Inspected, Overdue

Home | Log Out

Home | Inspected | Opened | Work Order | ATP Details

Home | Search: Name of Facility / Program Number | Year: 2025

Showing 20 of 42 Records

#	Register No	Name	Address	Inspection Start Date	Inspection Completion Date
1	ARY6501048	BHARAT PETROLEUM CORPORATION LTD. JOCKH REFINERY	Antebananga, Enimelan		
2	CHV5027049	INDIAN OIL CORPORATION LTD	P#8 NO.161, NERMA GADCH ROAD, WELINGDOON ISLAND, COCHIN-INDIA		
3	DMW5049090001	M/S BPCL LPS BOTTLING PLANT	Antebananga, Enimelan, P#-18/202	15-06-2025	15-07-2025
4	LSR5023049	MULBARI OIL CORPORATION	Emmottanadu, Pattanam P.O., Valluvanadu, Kuttanad Estate	01-09-2025	09-09-2025
5	DMW5049090002	KOWAL STORAGE SYSTEMS INDIA PVT. LTD.	PLOT NO. 44 B & 45, AD AREA, SOUTH END RECLAMATION, WELINGDOON ISLAND, ERINAKULAM COCHIN 682 026	11-04-2025	23-07-2025
6	DMW5049090003	BPCL, JOCKH REFINERY	PITCHAYAPPA, ERINAKULAM 682 026		
7	DMW5049090004	BHARAT PETROLEUM CORPORATION LTD.	Near CR Institute- Irappanangudi		
8	ARY6501048	HL INDIAN LIMITED	Uppananganal, Enimelan-Dist.		
9	ARY6501048	THE FERTILISERS AND CHEMICALS TRAVANCORE LTD. (C.D)	Antebananga P.O.		
10	DMW5049090005	INDIAN OIL CORPORATION LTD.	Cochin (Kerala) Government, Irappananga		
11	CHV50330000	H.H.A. TANK TERMINAL PVT. LTD.	CC-20/08B, MURAI AREA, NOKRA GADCH ROAD, WELINGDOON ISLAND, COCHIN - 682026		
12	TYR50330000	BHARAT PETROLEUM CORPORATION LTD.	LPS Piling Plant, Antebananga, Thiruvananthapuram		
13	CHV50330001	GANESH BENDOPLAST LTD.	PLOT A2, AL SOUTH END, W ISLAND, COCHIN-682026		
14	DMW50330000	INDUSTRIAL PETROLEUM CORPORATION LTD.	P#8 NO.1713, COCHIN INDIA.		
15	GMW51710000	INDIAN BOTTLING PLANT	ERINAKULAM, KOLLAM DISTRICT		
16	ARY6501048	THE INCT LTD.	Uppananganal a. Enim.		

Save

Once saved, the blue tick indicator changes to green.

Figure 5 - Status

Min. Status: Opened, Inspected, Overdue

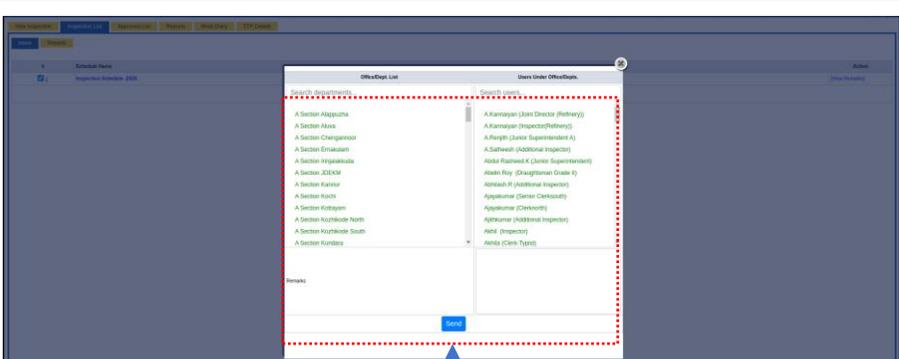
Home | Log Out

Home | Inspected | Opened | Work Order | ATP Details

#	Schedule Name	Action
1	Inspection Schedule - 2025	Forward <a href="#">View Details</a>

Click the **[Forward]** button to forward the detail.

Figure 6 – Forward (1)

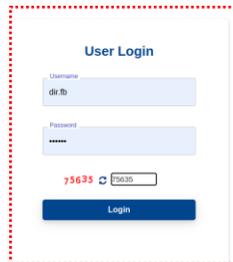


Select the users, enter the remarks, and click the **[Send]** button. Then, click the **[Forward]** button to forward the details.

Figure 7 - Forward (2)

The Chemical Inspector forwards the inspection list to the Director for approval.

### 3.2 DIRECTOR



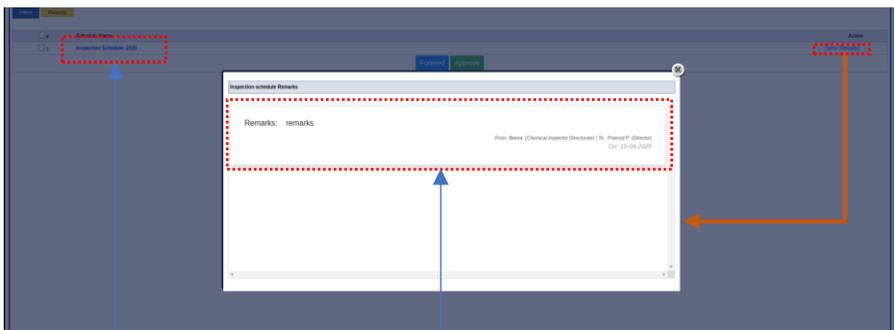
Enter the Username, Password, Captcha and click on **[Login]** button to login.

Figure 8 – Login Page

Click the Inspection module list to access the Priority Inspection module.



Figure 9 – Module List



The Director can view the remarks shared by the Chemical Inspector here.

Click this link to view the factory details and proceed.

Figure 10 – View remarks

Click the *[Remove]* link to remove the factory from the list.

Factory Name	Register No	Inspection No	Inspection Date	Type	Action
1. M/S BPL POLY BOTTLING PLANT	DIRKMAN/00000001	INS01	11-06-2020 - 16-07-2020	MAN	Remove
2. NEWARAR BELL CONCRETEWORK	DIRKMAN/00000002	INS02	11-06-2020 - 16-08-2020	MAN	Remove
3. KIRMAN STORAGE SYSTEMS KODHVI PVT.LTD.	DIRKMAN/00000007	INS03	17-04-2020 - 22-07-2020	MAN	Remove

Update Inspection Details

Inspection No: DIRKMAN/00000001

Inspection Date: 11-06-2020 - 16-07-2020

Last Inspection Date: 11-06-2020 - 16-08-2020

Buttons: Update, Cancel

If the user needs to edit, select the Inspection Date and Last Inspection Date, then click the **[Update]** button to save the changes

Figure 11 – Update Inspection Details

Are you sure you want to approve the selected items?

Buttons: Cancel, OK

Table below:

Schedule Name	Action
Inspection Schedule - 0001	Approve

Click the **[Approve]** button if the details are satisfied by director to approve.

Figure 12 – Approve

**Note:** Upon Approving the Tentative schedule Priority Inspection report will be generated.

Tentative schedule of Priority Inspection for the Year-2025

#	Name and address of the Factories	Inspection Date
1	M/S.BPCL-LPG BOTTLING PLANT Ambalalamugal, Eroolathur, Poo-682302	11-06-2025 - 15-07-2025
2	MALABAR FUEL CORPORATION Elerampuzha, Palliyogal (P.O), Taliyapuzha,Kannur-670142.	01-05-2025 - 09-06-2025

Figure 13 – Report

### 3.3 REGIONAL JD

Once the Director approves the inspection details, a notification is automatically sent to the Regional JD. This process ensures smooth communication and timely updates within the inspection workflow.



**User Login**

Username

Password

39737 Captcha

Enter the Username, Password, Captcha and click on **[Login]** button to login.

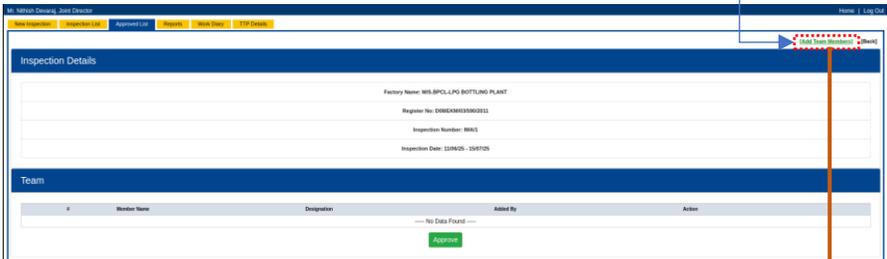
Figure 14 – Login Page

Click the Inspection module list to access the Priority Inspection module.



Figure 15 – Module List

Click the [Add Team Members] link to add the team members.



Select the users and click the [Add Team Member] button.

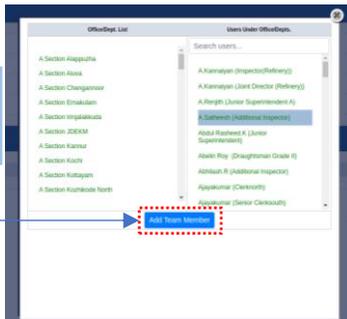


Figure 16 – Add Team Members

# USER MANUAL – FABOS (PRIORITY INSPECTION)

Click on **[Approve]** button to approve the added team members.

Click on **[Edit]** link to edit team members and **[Delete]** to remove added team members accordingly.

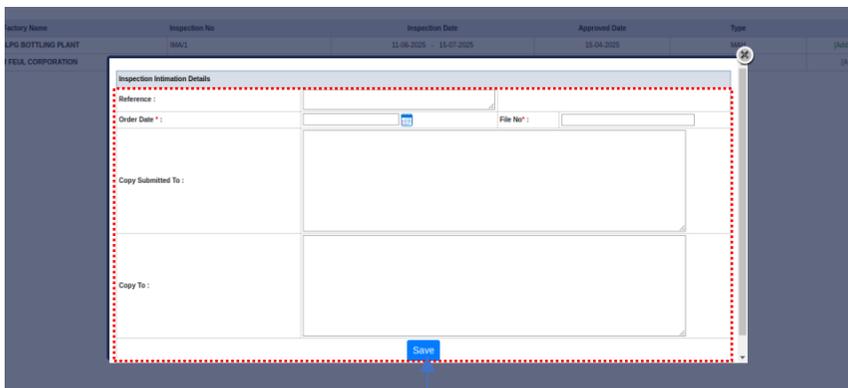
Figure 17 – Edit/ Remove

**Note:** Upon approving the team members, the list will appear under the *Approved List* tab.

Figure 18 – Approved List

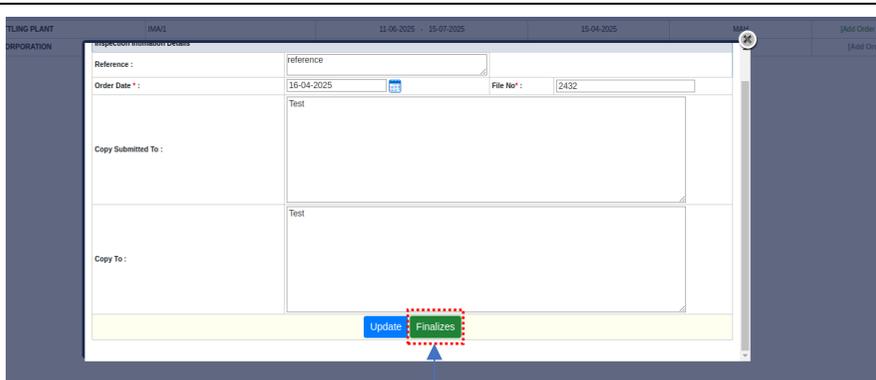
Click the **[Add Order Details]** link to add order details.

Figure 19 – Add Order details



Click the **[Save]** button to save the Inspection Intimation Details.

Figure 20 – Save Inspection Intimation Details



Click the **[Finalizes]** button to Finalizes Inspection Intimation Details.

Figure 21 – Finalizes Inspection Intimation Details

**Note:** Once the intimation letter is finalized, it will be sent to the public side.

### 3.3.1 PRE- INSPECTION REMARKS AND RECOMMENDATIONS

Upon submission of the Proforma form by the Public User to the Regional JD, a link will appear under *Approved List* tab >> *Proforma Inbox* sub tab.

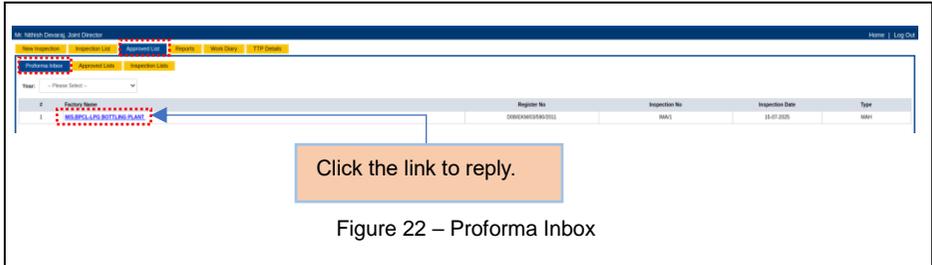


Figure 22 – Proforma Inbox

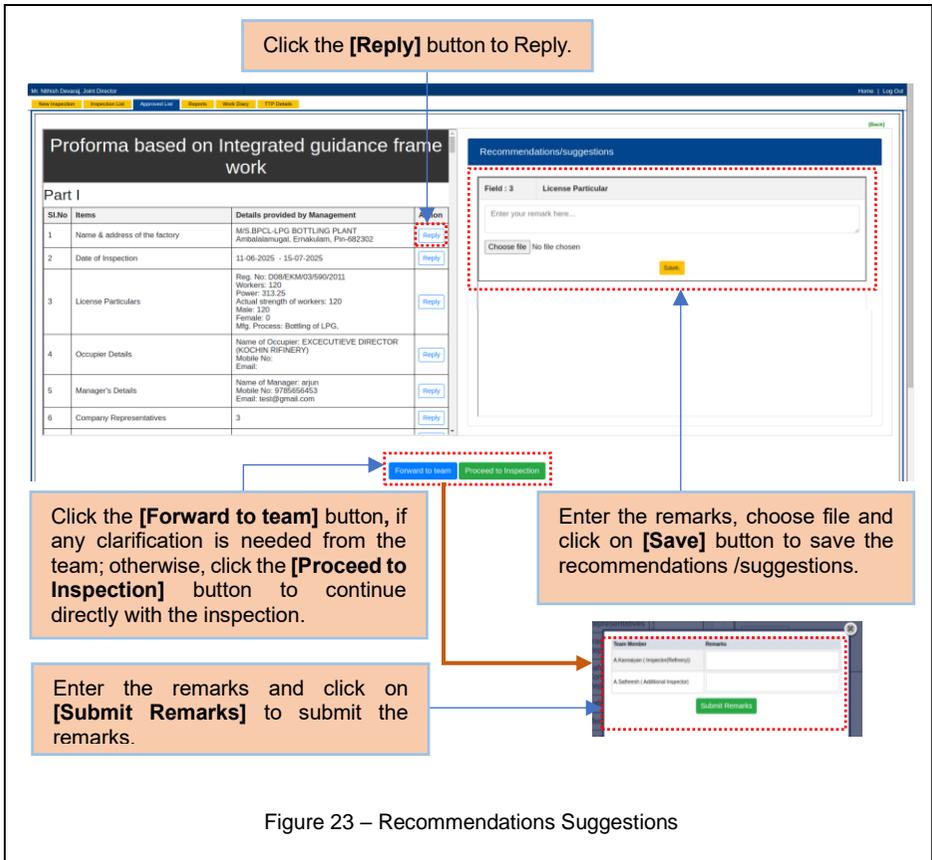


Figure 23 – Recommendations Suggestions

**Note:** Upon submission of remarks by the team members, the Regional JD can return the remarks and recommendations to the Public User.

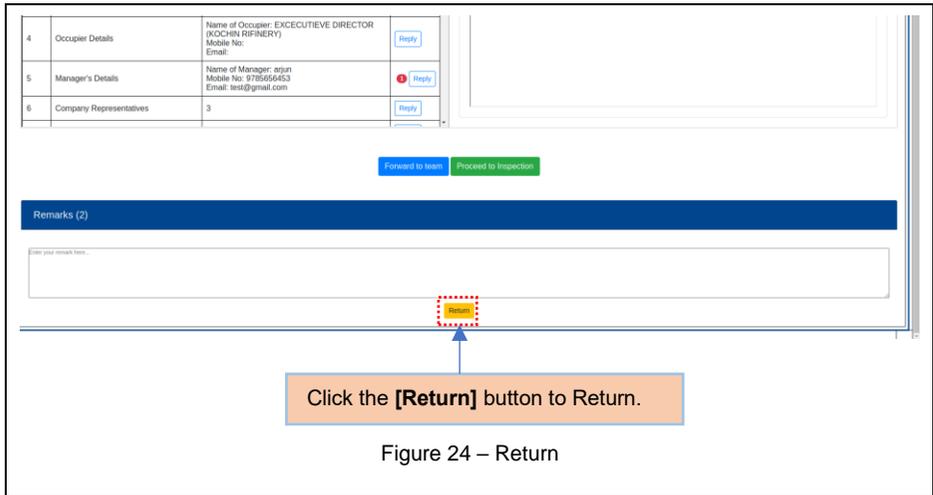


Figure 24 – Return

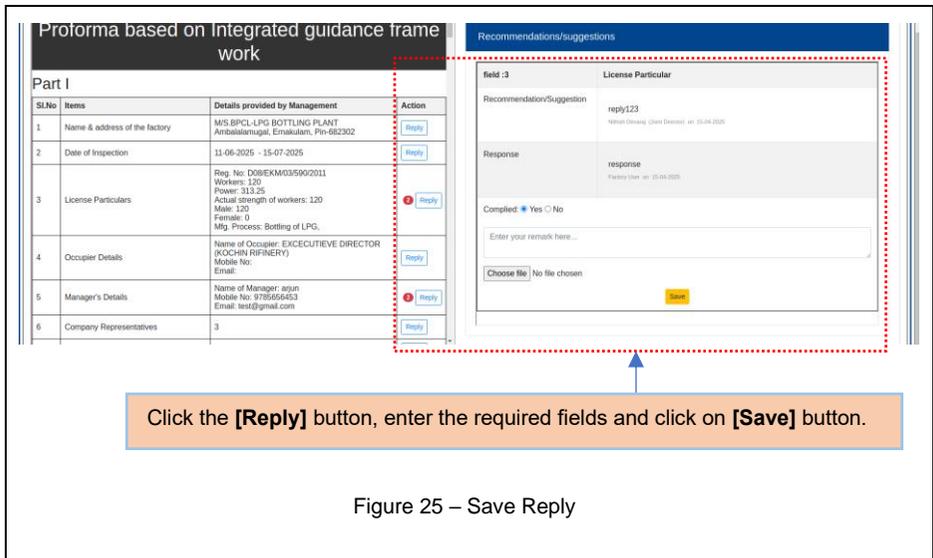


Figure 25 – Save Reply

**Part I**

Sl.No	Items	Details provided by Management	Action
1	Name & address of the factory	M/S BPCL-LPG BOTTLING PLANT Anbatalamugai, Ennakulam, Pin-682302	<a href="#">Reply</a>
2	Date of Inspection	11-06-2025 - 15-07-2025	<a href="#">Reply</a>
3	License Particulars	Reg. No: D08/EKM03/590/2011 Workers: 120 Power: 313.25 Actual strength of workers: 120 Male: 120 Female: 0 Mfg. Process: Botting of LPG,	<a href="#">Reply</a>
4	Occupier Details	Name of Occupier: EXECUTIVE DIRECTOR (ROCKWELL RIFINERY) Mobile No: Email:	<a href="#">Reply</a>
5	Manager's Details	Name of Manager: aijun Mobile No: 9755669453 Email: test@gmail.com	<a href="#">Reply</a>
6	Company Representatives	3	<a href="#">Reply</a>

**Recommendations/suggestions**

field :3 License Particular

Recommendation/Suggestion: reply123  
Mithal Dhanraj (Chief Director) on: 25-04-2025

Response: response  
Factory User on: 15-04-2025

Recommendation/Suggestion: Mithal Dhanraj (Chief Director) on: 25-04-2025

[Comment](#)

[Forward to Item](#)
Proceed to Inspection

Click the **[Proceed to Inspection]** button to Proceed with Inspection.

Figure 26 – Proceed to Inspection

### 3.3.2 TEAM MEMBER LOGIN



Department of Factories and Boilers  
Government of Kerala

**User Login**

Username:

Password:

Remember Me

Enter the Username, Password, Captcha and click on **[Login]** button to login.

Figure 27 – Login Page

Click the Inspection module list to access the Priority Inspection module.

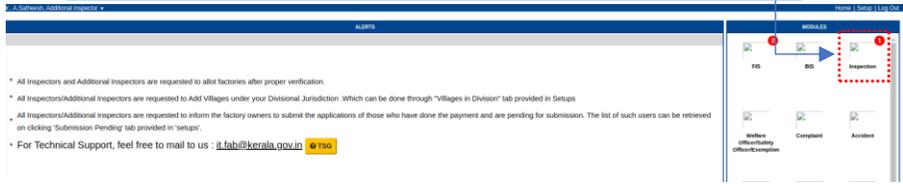
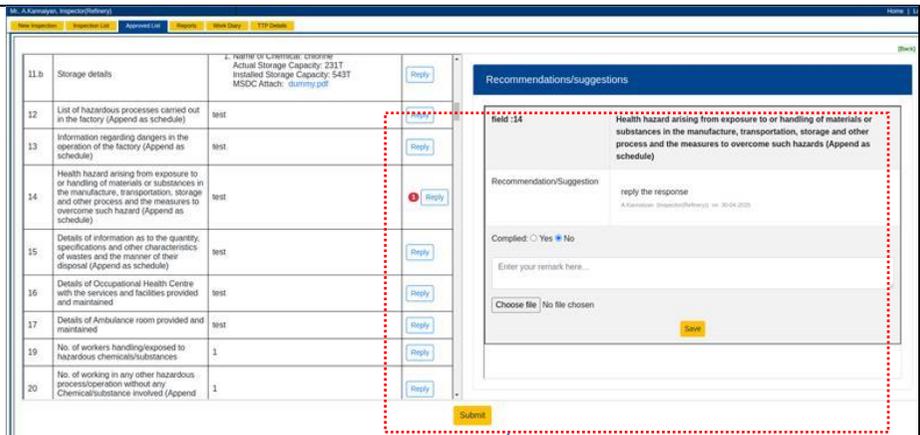


Figure 28 – Module List



Click on **[Reply]** button to reply, enter the remarks, click on **[Save]** button to save and click on **[Submit]** button.

Figure 29 – Submission

### 3.3.3 POST DIRECTIONS AND RECOMMENDATIONS

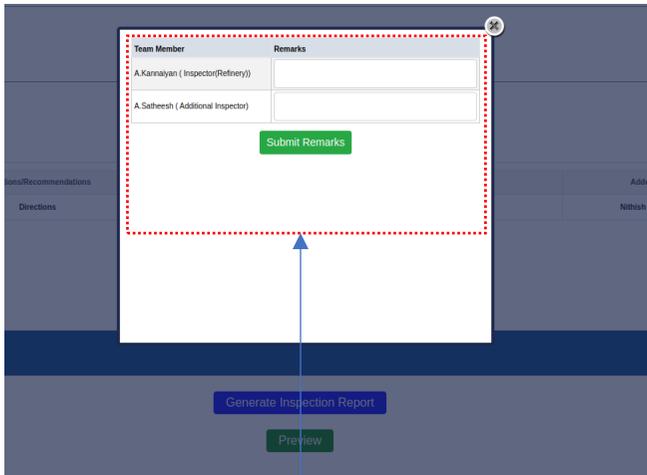
Click the *[Add Direction]* link to add the directions.

Figure 30 – Inspection List

Click Yes or No to add or remove the remarks sent by the team member.

Enter the remarks and select whether it is a direction or recommendation. Click on the **[Save]** button to save. If any clarification is needed, click on the **[Forward to Team]** button to send it to them for their remarks.

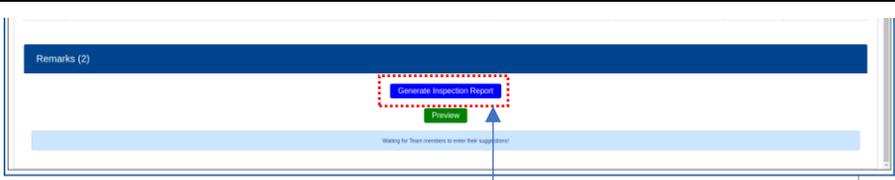
Figure 31 – Directions/ Recommendations



Enter the remarks and click on the **[Submit Remarks]** button to submit the remarks.

Figure 32 – Submit Remarks

Upon Submitting the remarks, the relevant team member will receive a notification to submit their remarks accordingly.



Click the **[Generate Inspection Report]** button to generate the Inspection Report.

Figure 33 – Generate Inspection Report

Directions  Recommendations

**Save**

#	Directions/Recommendations	Type	Added by	Added on	Action
1	Directions	D	Nikhil Denevi	15/04/25	<a href="#">Yes</a> <a href="#">No</a> <a href="#">Del</a>
2	Recommendation	R	A.Sathesh	15/04/25	<a href="#">Yes</a> <a href="#">No</a> <a href="#">Del</a>

**Forward to team**

**Remarks (2)**

DS the Inspection Order

Enter your remark here...

Figure 34 – Digital signature

**Note:** After generating the inspection report, the user needs to digitally sign the report to proceed with the inspection.

Directions  Recommendations

**Save**

#	Directions/Recommendations	Type	Added by	Added on	Action
1	Directions	D	Nikhil Denevi	15/04/25	<a href="#">Yes</a> <a href="#">No</a> <a href="#">Del</a>
2	Recommendation	R	A.Sathesh	15/04/25	<a href="#">Yes</a> <a href="#">No</a> <a href="#">Del</a>

**Forward to team**

**Remarks (2)**

**View Report**

**Submit to Factory**

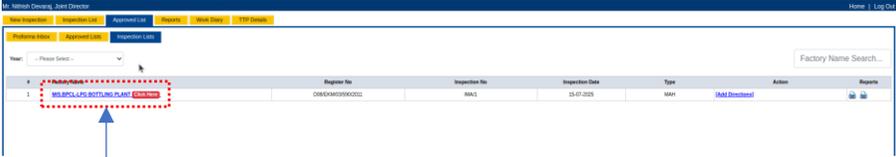
Enter your remark here...

Enter the remarks and click the **[Submit to Factory]** button to submit the inspection remarks to the factory.

Figure 35 – Submission

**Note:** If the Regional JD clicks the 'Forward to Team' button for any clarification, the scenario will be shared with the inspection team for their directions and recommendations

### 3.3.4 POST - RECOMMENDATION FOLLOW-UP PROCESS



The screenshot shows the FABOS web application interface. At the top, there is a navigation bar with the user's name 'Mr. Nathan Drougas, Joint Director' and a 'Home | Log Out' link. Below the navigation bar are several tabs: 'New Inspection', 'Inspection List', 'Approved List', 'Reports', 'Work Order', and 'JEP Issues'. The 'Inspection List' tab is active. Below the tabs, there is a search bar labeled 'Factory Name Search...' and a dropdown menu labeled 'Filter' with the text 'Please Select...'. The main content area displays a table with the following columns: '#', 'Inspector Name', 'Inspector No.', 'Inspection Date', 'Type', 'Action', and 'Reports'. The table contains one row with the following data: '# 1', 'Inspector Name: @@POLARIS BOTTLE PLANT', 'Inspector No.: 00000000000000000000', 'Inspection Date: 25-07-2025', 'Type: MHF', 'Action: [Details]', and 'Reports: [icon]'. The 'Details' link in the 'Action' column is highlighted with a red dashed box. A blue arrow points from this link to an orange instruction box below the table.

Click the link to view the details after Inspection.

Figure 36 – Post Recommendation follow - up

Select the required fields and click the **[Save]** button to save the entered details.

**Directions / Recommendations After Inspection**

Sl.No	Directions/Recommendations	Type	Remarks	Action Taken	Case No
1	Directions	D	remarks1	prosecution taken	45345345
2	Recommendation	R	remarks2	Action Taken	

**Save**

Nithish Devaraj Joint Director edited on - 2025-04-15

Sl. No	File Download	Added On	Directions/Recommendation
1	<a href="#">dummy.pdf</a>	15/04/2025	Rcommendation

**Close File**

Click the **[Close file]** button to close the file.

Figure 37 – Close File (1)

Mr. Nithish Devaraj, Joint Director

Home | Log Out

New Inspection | Inspection List | Approved List | Reports | Mark Done | TDP Status

Factory Name Search...

#	Factory Name	Register No	Inspection No	Inspection Date	Type	Inspection Status	Reports
1	M/S.BPL LPG BOTTLING PLANT	09BEM00980011	MA1	15-07-2025	MAH	Inspection Done	Inspection Report   Compliance Report

Figure 38 – Close File (2)

Mr. Nithish Devaraj, Joint Director

Home | Log Out

New Inspection | Inspection List | Approved List | Reports | Mark Done | TDP Status

Factory Name Search...

#	Factory Name	Register No	Inspection No	Inspection Date	Type	Inspection Status	Reports
1	M/S.BPL LPG BOTTLING PLANT	09BEM00980011	MA1	15-07-2025	MAH	Inspection Done	Inspection Report   Compliance Report

Click the Inspection Report or Compliance Report link to view the respective report.

Figure 39 – Reports

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

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