USER MANUAL

Awards Management (Public User)

Submitted to

Department of Factories & Boilers Government of Kerala

Submitted by

KIRAN Consulting

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ISO/IEC 20000-1: 2018



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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	30 -12-2024	Sareena Saji	Sanjay Sanil	Rejani Mol P R

2 INTRODUCTION

Department of Factories and boilers issues Safety Awards every year to the best performing factories with regard to safety. This module is to help the factory occupiers for Safety Award online along with relevant documents to prove their eligibility. It helps the department user to process the application and publish the result.

3 ACCESSING AWARDS MANAGEMENT

3.1 ACCESSING LOGIN MODULE

Registration] button	Pages of forms as a faith	The beneficiaries will be able to interface with the Directorate through the Inter-	ally for the flactory owners and to facilitate efficient and fazier processing of the requests received. In this will include submount in applications, online payment facility. Mid integration etc. I also unders. Other possibility is to public the network information like viblas of various requests more
Enter password. Click the [Login] button to login. Click the [Login] button to login. Enter user name. Enter user name. Enter captcha. Click the [Ne Registration] button register a new user from t Factory side.		Notifications	Applied Control of Con
Enter password. Click the [Login] button to login. Click the [Login] button to login. Enter user name. Enter captcha. Click the [Ne Registration] button register a new user from t Factory side.		Figure 1 – Login	Page
Figure 2 – Login Credentials	Click the [Logi		Enter captcha. Click the [Ne Registration] button register a new user from th
		Figure 2 – Login Cre	edentials

USER MANUAL – FABO	DS (AWARDS MANAGEMENT)		
Annual An		DOLER	tagto-
	Select the [FACTORY] icon to access the Factory Homepage.	Details	I

<u>Note:</u> When accessing the Factory page, navigate to the *Work Space* tab. Under this tab, Applicant can view the details of the logged Factory.

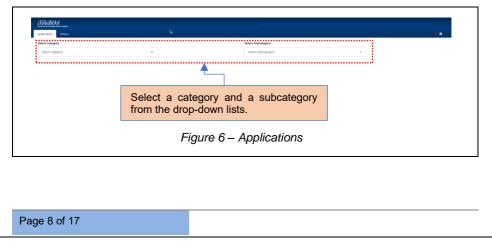
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Figu	ıre 4 – Fa	ctory D	etails			
Page 7 of 17						

USER MANUAL – FA	BOS (AWARDS MANAGE	MENT)	
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Click the application	[Awards] icon to submit	the	
	Figure 5 – A	ccessing Awards	

3.2 APPLICATIONS

3.2.1 FACTORIES CATEGORIES

In the application, users can select a category and its subcategories from the listed categories.



Two types of forms are available: the Individual Form and the Safety Form, categorized based on the number of workers. Applicants can select the appropriate form for the factory.

3.3 INDIVIDUAL FORM

The individual form includes the factory details, accident details, safety committee details, safety officer details, welfare officer details, safety worker details, safety guest worker details, medical officer details and required documents.

Select Category			Select Subcategory
Category (Category)	~		sub2 (sub2) v
		Department of TEST AWAI Application form for flest Safet	ent of Kersia Razonis & Beloni Do State: Josef Guonalisma et al antibiatari Asset Freemantiano (Ed. 2016) Res 20200
Factory Details			
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Full Name and Address of factory.			Manufacturing process.
Number of workers as per License.			Maximum number of workers employed in the factory (Permanent-Contract-Casual-Oally Waget).
Accident Details			
Number of fetal accidents.			Number of persons died.
Number of accidents causing injeries to persons.			Number of men days lost due to the above accident.
Total number of persons injured due to the acciden	r.		Number of dangerous occurrence in the factory (Fire Explosion, Toxic releases, etc).
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Number of recommendations complied.	Kar Saray Counting conductor Suby 2007	ן
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3.4 SAFETY FORM

The safety form includes the factory details, accident details, facility details, activity details, safety details, and required documents.

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		Covernment of Kerala Drapatment of Fatorios & Bolters
	,	TEST AWARD 2024 - 2024
Factory Details Name of Applicant*		Registration Namber of the factory
Full Name and Address of factory (Specify: Proprietor	Co operativel Public Limited/ Partnership/ Government/ Quasi Government)	Manufacturing process
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Average number of workers employed in the factory (F	fermanent + Contract + Casual+ Dally Wages)	Total number of man hours worked (Permanent + Construct + Casual+ Daily Wages
Total number of accident-free man hours worked (Per	nanent + Contract+Casual+ Dally Wages)	
Accident Details		
Number of fatal accidents		Number of persons died
Number of accidents causing injuries to persons.		Number of man days lost due to the above accident.
Total number of persons injured date to the accident		Namber of dargeness occurrence in the lactory (Pter Espision, Tool: infeases, etc).
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USER MANUAL – FABOS	(AWARDS MANAGEMENT)
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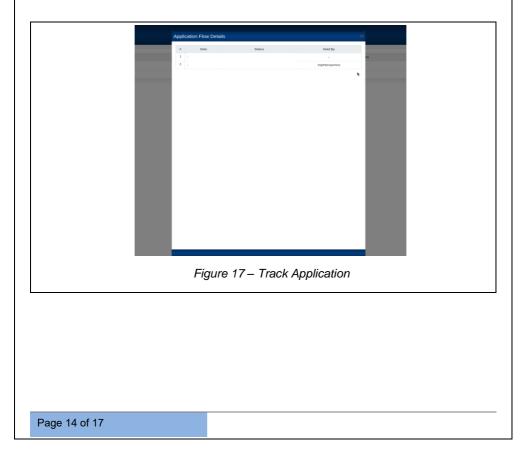
	ipational Safety & Health training to the Werkers' Supervisors' Managers in the factory? If so, turnish details	Mention the activities related to the safety of contract workers. Attach details (use separate sheet if necessary), hit update to hav 20 workers
Have you conducted Safety Audit In applicate to below 21 workers)	our factory? Attach datails (una separate sheet if necessary) including copy of latent safety wellt report, put	A. Do you have an Onshin energy plan (DDEP)* (Masch copy) b. In It approved (applicable to MAH Factories only) by the Chief Respective? [or applicable to record and only].
	A furnish frequency of Mack dflis, (b) updates in twice X nature)	Whether top management receiver reports regarding HEEP Attach details of action taken by the monagement for the implementation of the reports.
Do you conduct User mock drift? P	so names mequancy of week ones. Net option is him 2 working	ченных пр походениях колон протя наракиму нь 2 жило веши от элект куль походиниях то на прополиции от на протя. Он quints to tries 7 were;
What are the activities designed to p appicable to been 21 weters)	onete workers participation in HSE management. Attach details (use separate sheet if necessary), ini	Whether Safety Committee is constituted and functioning? If applicable attach details (see separate sheet if increasing), Pre-applicable to take 20 whereit
Percentage of budget spent on activi	les related to Safety, nut replace to setur 3 worker)	
		<u></u>
	Enter the activity details.	

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to you have atom	Occupational Media	h Centre/Ambulance Room? Give details if applicable. (Ni system to be	A sector 1	Whether any Medical Officer is appointed in the Factory? (If applicable,/urreish details stating his/her name, deal	anation qualification of () the
00				applicable for below 25 workers)	
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	oural Based Safety s	ystem is implemented or not? (Kit applicable for tobe 20-values)		Whether Safety Manual is prepared or not? (Ici update is icke 2 volum)	
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	ctivities, if applicabl	(first applicable for below 20 workers)		Certifications / Awards from other agencies	
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		Fig	ure 15 – S	ubmit Safety Form	

3.5 HISTORY

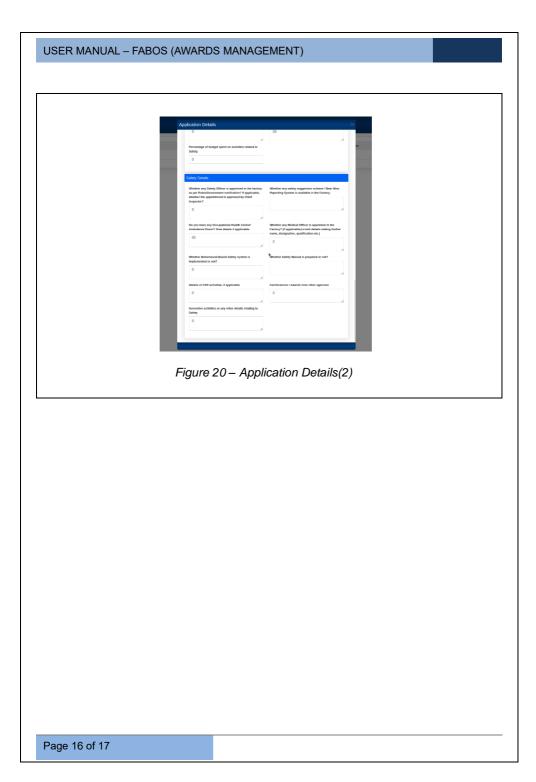
In the *History* tab, users can view the status of the submitted application.

FABOS Federations Done 1 Applications His	ttory					
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Category : Category (Category) Subcategory :	TEST AWA	ARD 2024
TEST Image: Constraint of Address of Inderry (Specify: Proprietor) Full Name and Address of Inderry (Specify: Proprietor) Manufacturing process Co-operative! Public Linking Ordensity TEST Image: Constraint of Constraints Maximum number of workers engloyed in the factory (Permanent + Contract + Casual+ Daily Wages) Image: Contract + Casual+ Daily Wages Image: Contract + Casual+ Daily Wages Image: Contract + Casual+ Daily Wages Image: Contract + Casual+ Daily Wages	Category (Category) Subcategory :	
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**End of the Module – Fabos (Awards Management) **

"Thank you for thoroughly exploring the features and information."