

USER MANUAL

Awards Management (Public 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 -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

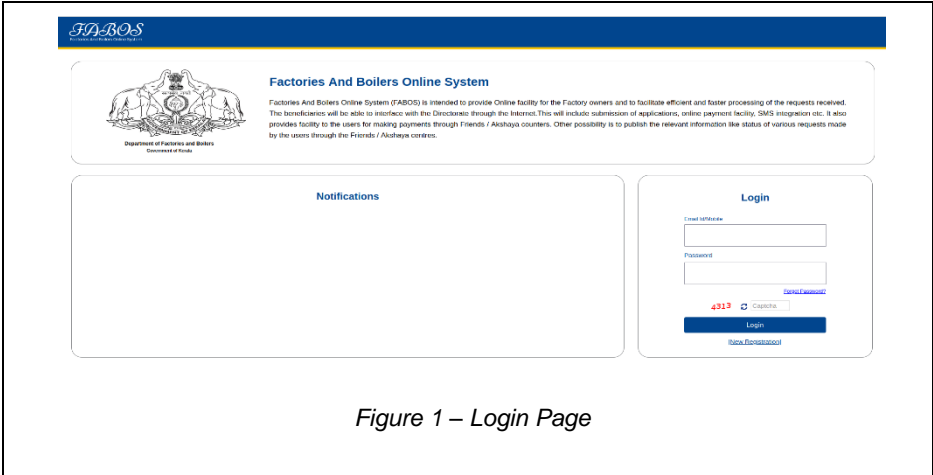


Figure 1 – Login Page

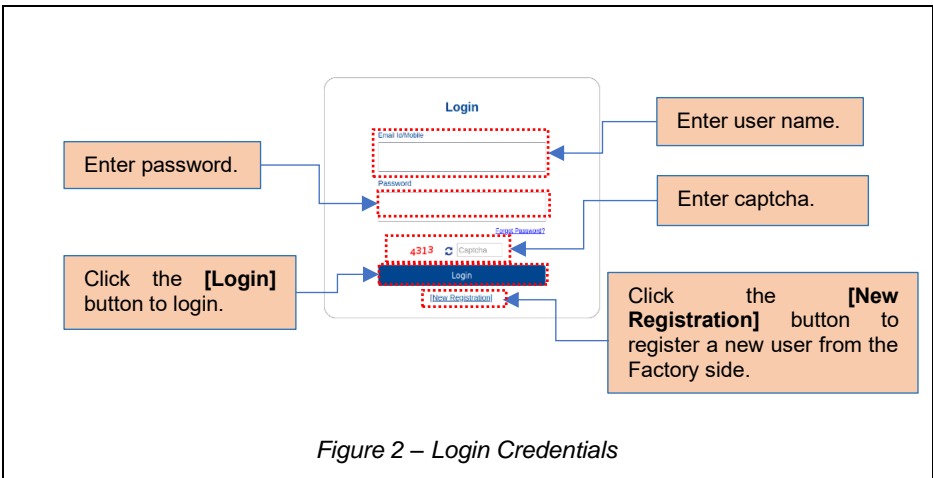
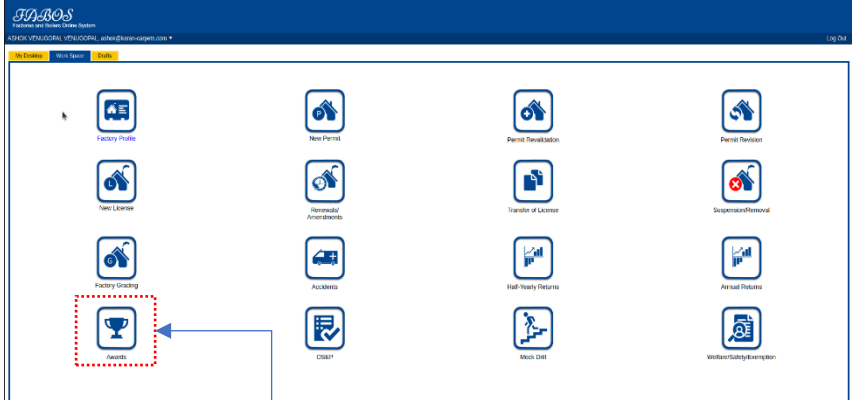


Figure 2 – Login Credentials



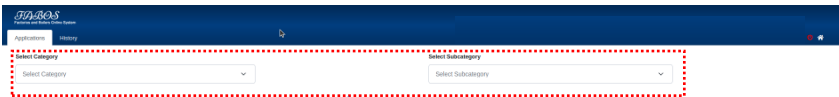
Click the **[Awards]** icon to submit the application.

Figure 5 – Accessing Awards

3.2 APPLICATIONS

3.2.1 FACTORIES CATEGORIES

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



Select a category and a subcategory from the drop-down lists.

Figure 6 – Applications

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 category 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.

The screenshot shows the 'Individual Form' for the 'TEST AWARD 2024 - 2024'. The form is divided into two main sections: 'Factory Details' and 'Accident Details'. The 'Factory Details' section includes fields for 'Name of Applicant', 'Full Name and Address of factory', 'Number of workers as per License', 'Registration Number of the factory', 'Manufacturing processes', and 'Maximum number of workers employed in the factory (Permanent+Contract-Casual-Daily Wage)'. The 'Accident Details' section includes fields for '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 due to the accident', and 'Number of dangerous occurrence in the factory (Fire, Explosion, Toxic releases, etc)'. A callout box with an arrow points to the 'Factory Details' section, containing the text 'Enter the factory details and accident details.'

Figure 7 – Individual Form

Safety Committee Details <small>(* To be only filled if applying for Best Safety Committee award)</small>	
Number of members in the safety committee (No. of management representatives, number of workers representatives)	Is contract workers representative included in the Safety Committee.
Frequency of meeting of the committee?	Number of Observations / recommendations/ suggestions made by the committee during the review period.
Number of recommendations accepted.	Have Safety Committee conducted Safety Walk?
Whether observations received from the Facilities and Safety Department are discussed in the Safety Committee meetings?	Whether minutes of the Safety Committee meeting is maintained?
Details of any other activities conducted by the Safety Committee. (Attach details)	
For Safety Officer <small>(* To be only filled if applying for Best Safety Officer award)</small>	
Name of the Safety Officer.	Whether appointment of Safety Officer is approved by the Chief Inspector? If so, attach copy of relevant document.
Details of activities performed by the Safety Officer during the review period. (Attach details).	Details of any other activities conducted by the Safety Officer as a part of safety improvement.

Enter the safety committee details and safety officer details.

Figure 8 – Individual Form(1)

For Welfare Officer <small>(* To be only filled if applying for Best Welfare Officer award)</small>	
Name of the Welfare Officer.	Whether appointment of Welfare Officer is approved by the Chief Inspector? If so, attach copy of relevant document.
Details of labour welfare activities performed by the welfare Officer during the review period. (Attach details)	Details of any other activities conducted as part of welfare activities.
For Safety Worker <small>(* To be only filled if applying for Best Safety Worker award)</small>	
Name of the Safety worker.	Details of activities performed by the Safety worker during the review period. (Attach details)
Details of any other activities conducted by the worker as a part of safety improvement.	
For Safety Guest worker <small>(* To be only filled if applying for Best Safety Guest Worker award)</small>	
Name of the Safety Guest worker.	Details of activities performed by the Safety guest worker during the review period. (Attach details)
Details of any other activities conducted by the guest worker as a part of safety improvement.	

Enter the welfare officer, safety worker, and safety guest worker details.

Figure 9 – Individual Form (2)

Enter the medical officer details and click the **[Save]** button to save all the entered individual form details.

Figure 10 – Save Individual Form Details

Enter the type of document, then browse and attach the document. Click the **[Upload]** button to upload the document. Select the checkbox to declare the acknowledgment. Finally, click the **[Update]** button to update the entered details and the **[Submit]** button to submit all the entered details.

Figure 11 – Submit Individual Form Details

3.4 SAFETY FORM

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

Enter the factory details and accident details

Figure 12 – Safety Form

Enter the facility details.

Figure 13 – Safety Form(1)

Activity Details

Do you have a system for giving Occupational Safety & Health training to the Workers/ Supervisors/Managers in the factory? If so, furnish details of recordkeeping.

Do you conduct Safety Audit in your factory? Attach details (use separate sheet if necessary) including copy of latest safety audit report. *(Not applicable to below 20 workers)*

Do you conduct OSEP Mock drills? If so furnish frequency of Mock drills. *(Not applicable to below 20 workers)*

What are the activities designed to promote workers participation in HSE management. Attach details (use separate sheet if necessary). *(Not applicable to below 20 workers)*

Percentage of budget spent on activities related to Safety. *(Not applicable to below 10 workers)*

Mention the activities related to the safety of contract workers. Attach details (use separate sheet if necessary). *(Not applicable to below 20 workers)*

Do you have an Onsite emergency plan (OSEP)? (Attach copy) Is it approved (applicable to MAF factories only) by the Chief Inspector? *(Not applicable to below 20 workers)*

Whether top management receives reports regarding HSE? Attach details of action taken by the management for the implementation of the reports. *(Not applicable to below 20 workers)*

Whether Safety Committee is constituted and functioning? If applicable attach details (use separate sheet if necessary). *(Not applicable to below 20 workers)*

Enter the activity details.

Figure 14 – Safety Form(2)

Safety Details

Whether any Safety Officer is appointed in the factory as per Rules/Government notification? If applicable, whether the appointment is approved by Chief Inspector? If so furnish details of approval from the Department. *(Not applicable to below 20 workers)*

Do you have any Occupational Health Centre/Rehabilitation Room? Give details if applicable. *(Not applicable to below 20 workers)*

Whether Behavioural Based Safety system is implemented or not? *(Not applicable to below 20 workers)*

Details of CSR activities, if applicable *(Not applicable to below 20 workers)*

Innovative activities or any other details relating to Safety

Whether any safety suggestion scheme / Near Miss Reporting System is available in the Factory. Attach details (use separate sheet if necessary)

Whether any Medical Officer is appointed in the Factory? (If applicable/furnish details stating his/her name, designation, qualification etc.) *(Not applicable to below 20 workers)*

Whether Safety Manual is prepared or not? *(Not applicable to below 20 workers)*

Certifications / Awards from other agencies

Upload documents

Select the type of document:

Safety Audit Details

Upload Supporting Document

Supporting Document

Upload

* Only pdf and max size 50mb file allowed!

#	Attachment	Document name & Added date	Action
1	Safety Audit Details	19-12-2024 11:29:59_avery_3m_1e.pdf	

I do hereby declare that the details furnished above are true to the best of my knowledge and belief.

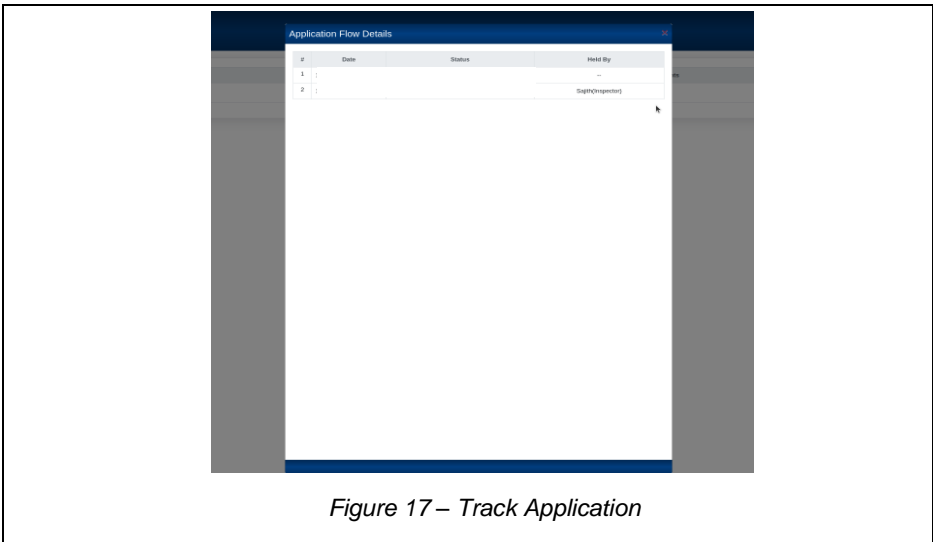
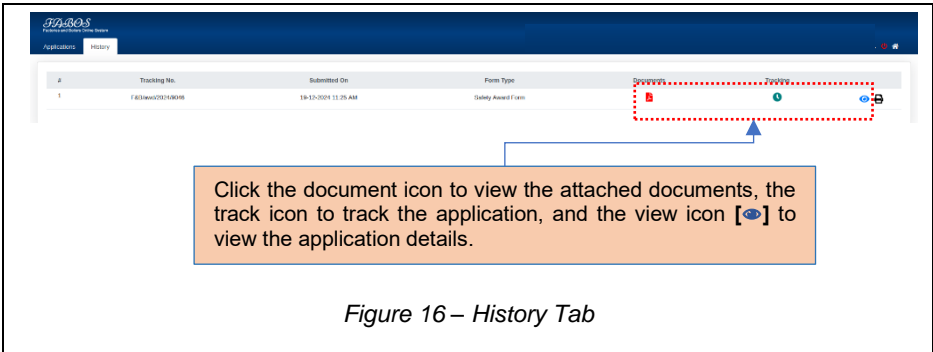
Update Submit

Enter the safety details, then upload the required document for the safety form. Click the **[Upload]** button to upload the document, select the checkbox to declare the acknowledgment, and click the **[Update]** button to update the safety form details. Finally, click the **[Submit]** button to submit the safety form.

Figure 15 – Submit Safety Form

3.5 HISTORY

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



Application Details

TEST AWARD 2024

Category :
Category (Category)

Subcategory :
sub1 [sub1]

Factory Details

Name of Applicant: TEST
Registration Number of the factory: []

Full Name and Address of factory (Specify: Proprietor/ Co-operative/ Public Limited/ Partnership/ Government/ Quasi Government): []
Manufacturing process: TEST

Number of workers as per License: 0
Maximum number of workers employed in the factory (Permanent+Contract+Casual+Daily Wages): 0

Average number of workers employed in the factory (Permanent + Contract + Casual+ Daily Wages): 0
Total number of man hours worked (Permanent + Contract + Casual+ Daily Wages): 0

Total number of accident-free man hours worked (Permanent + Contract+Casual+ Daily Wages): 0

Accident Details

Number of fatal accidents: []
Number of persons died: []

Figure 18 – Application Details

Application Details

Facility Details

Whether Fire Fighting facilities available in the factory? 0

Whether First Aid facilities available in the factory? 0

Is there a safe operating and maintenance procedure adopted in the factory? 0

Whether there is system for accident investigation and analysis? 0

Do you have a Safety Work Permit System? []

Is Health & Safety Policy displayed in the factory? 0

Activity Details

Do you have a system for giving Occupational Safety & Health training to the Workers/ Supervisors/ Managers in the factory? 0

Mention the activities related to the safety of contract workers. []

Have you conducted Safety Audit in your factory? 0

Do you have an Onsite emergency plan (OSERP)? Is it approved (applicable to MAM Factories only) by the Chief Inspector? []

Do you conduct OSEP Mock drills? If so, furnish frequency of Mock drills. 0

Whether top management receives reports regarding HSE? []

Figure 19 – Application Details (1)

The screenshot displays a web application window titled "Application Details". At the top, there is a section for "Percentage of budget spent on activities related to Safety" with a value of "0" and a dropdown arrow. Below this is a blue header for the "Safety Details" section. The form contains several questions with dropdown menus for answers:

- Whether any Safety Officer is appointed in the factory as per Rules/Government notification? If applicable, whether the appointment is approved by Chief Inspector? (0)
- Whether any safety suggestion scheme / Near Miss Reporting System is available in the Factory. (0)
- Do you have any Occupational Health Centre/ Ambulance (first-aid) clinic etc. if applicable. (00)
- Whether any Medical Officer is appointed in the Factory? If applicable, provide details relating to their name, designation, qualification etc.) (0)
- Whether Behavioural Based Safety system is implemented or not? (0)
- Whether Safety Manual is prepared or not? (0)
- Details of CSR activities, if applicable (0)
- Certifications / Awards from other agencies (0)
- Innovative activities or any other details relating to Safety (0)

Figure 20 – Application Details(2)

****End of the Module – Fabos (Awards Management) ****

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