

USER MANUAL

MOCK DRILL (Department 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



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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	Nageswari G	Sanjay Sanil	Rejani Mol P R

2 INTRODUCTION

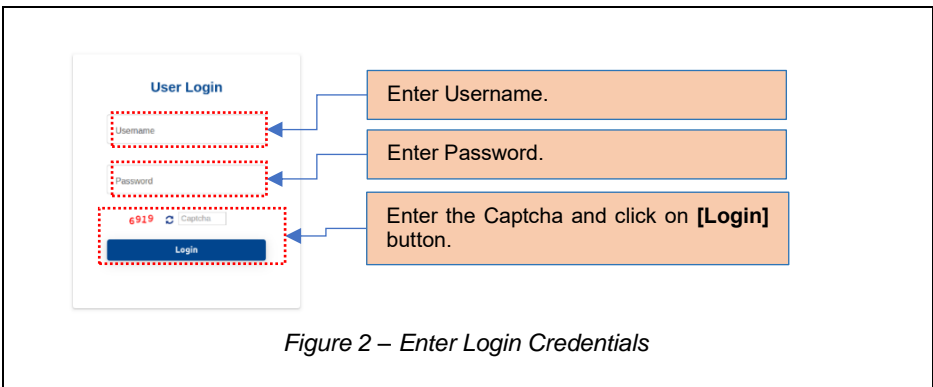
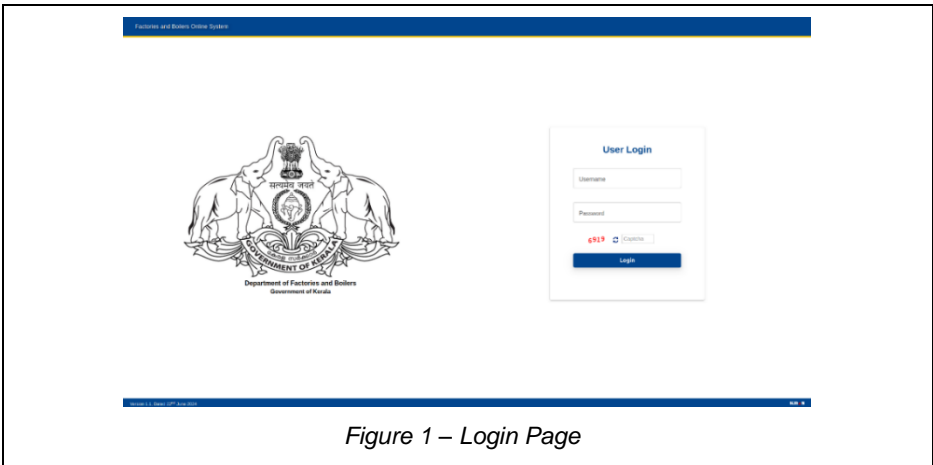
2.1 *PRODUCT FUNCTION*

It is mandatory for the factory occupiers to conduct Mock drill in accordance with the approved OSEP twice in a year. This module helps factory occupiers to intimate the department officers in advance about their mock drills, department officers to participate in the drills and view the reports about the mock drills.

3 DEPARTMENT OFFICER

3.1 ACCESSING LOGIN MODULE

The privileged Department officer logs in to view the Mock Drill Application details submitted by the Applicant.



Upon logging in, the Department officer enters into the page listing services.

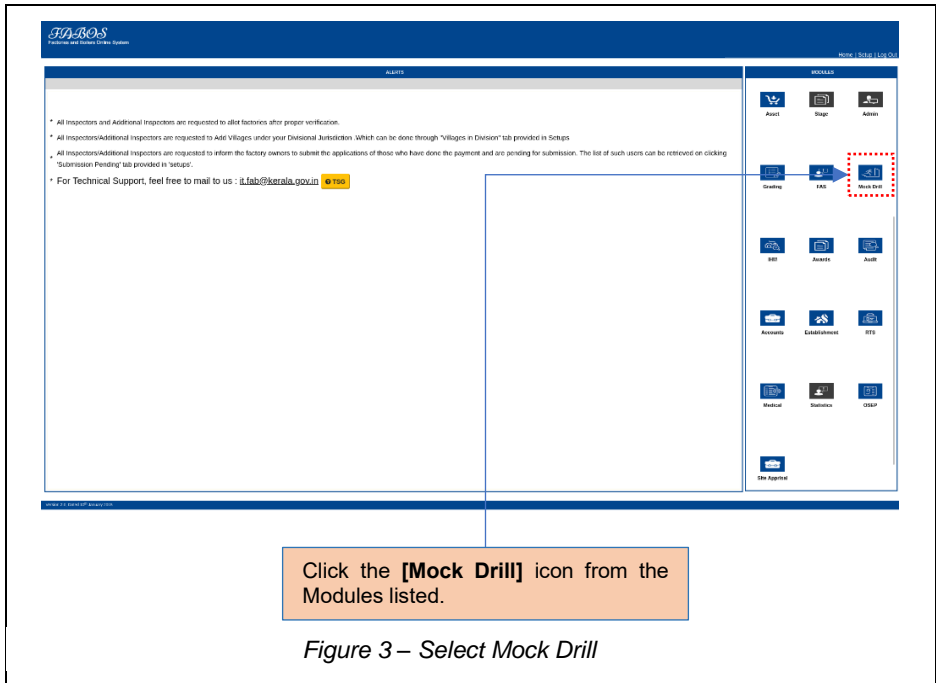


Figure 3 – Select Mock Drill

3.2 INBOX

Upon clicking the [Mock Drill] icon, the Department Officer can view the submitted Mock Drill Application details.

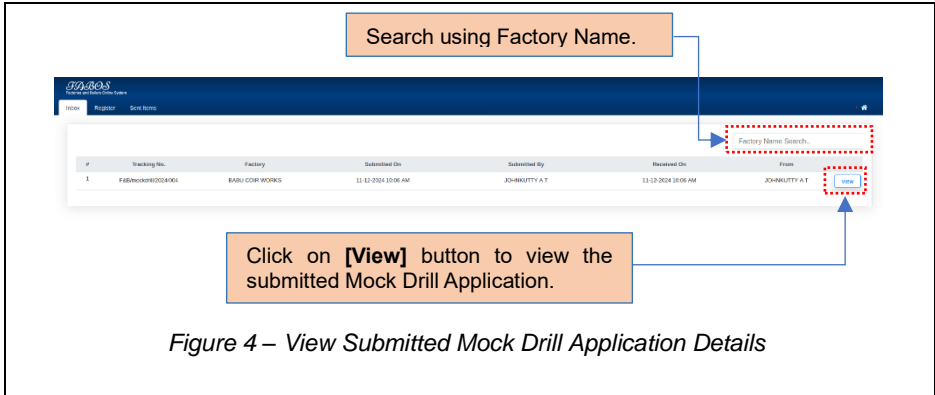


Figure 4 – View Submitted Mock Drill Application Details

3.3 APPLICATION

The application will be available in the Regional Joint Director's inbox. The Joint Director can forward the application to the respective officers for further processing.

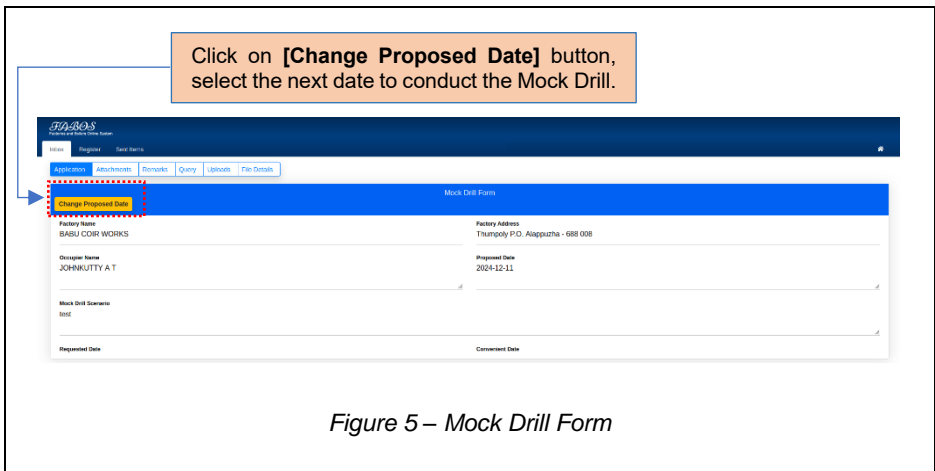


Figure 5 – Mock Drill Form

Select the date from the Calendar icon and click on **[Save]** button.

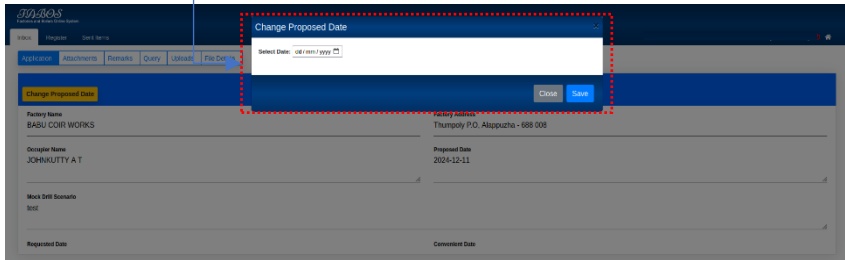
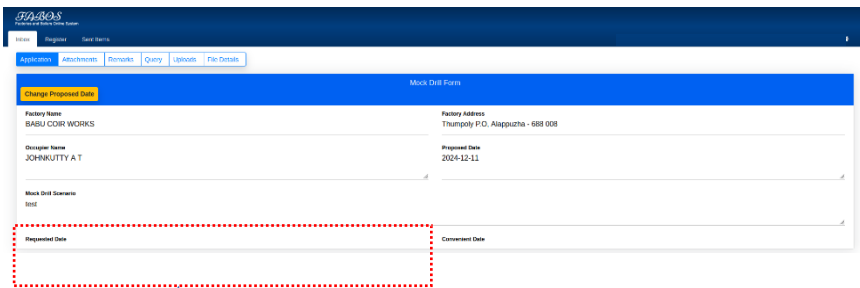


Figure 6 – Change Proposed Date (Department Side)

If there is any change in the proposed date made by the department, the application will be returned to the user to select a convenient date for the factory. Once the user resubmits the date, it will be available in the officer's inbox.

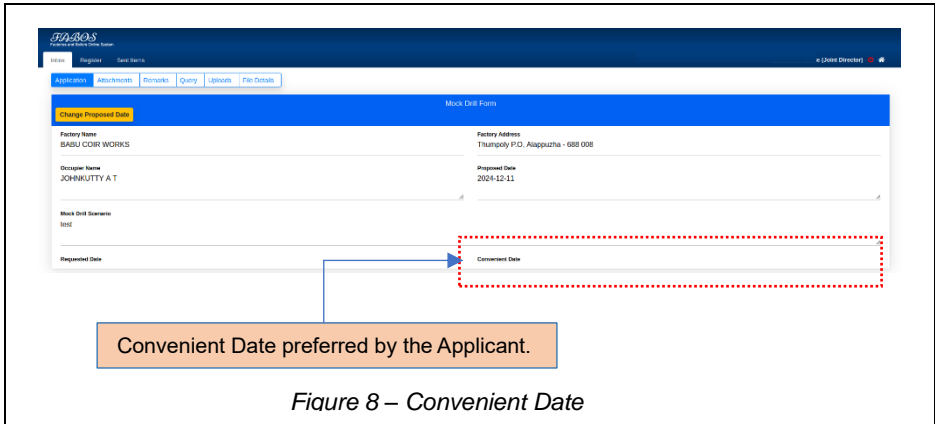


Requested Date.

Figure 7 – Requested Date

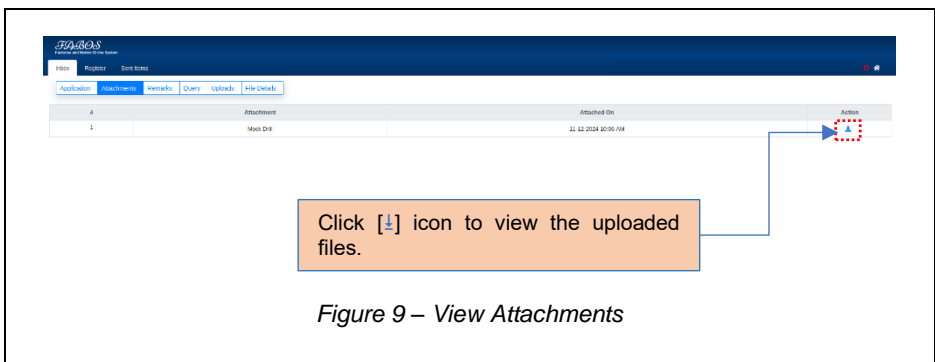
The Mock Drill date change will get reflected in the respective Applicant side.

The Convenient Date entered by the Applicant will get reflected in the respective Department Side *Application* sub tab under *Inbox* tab.



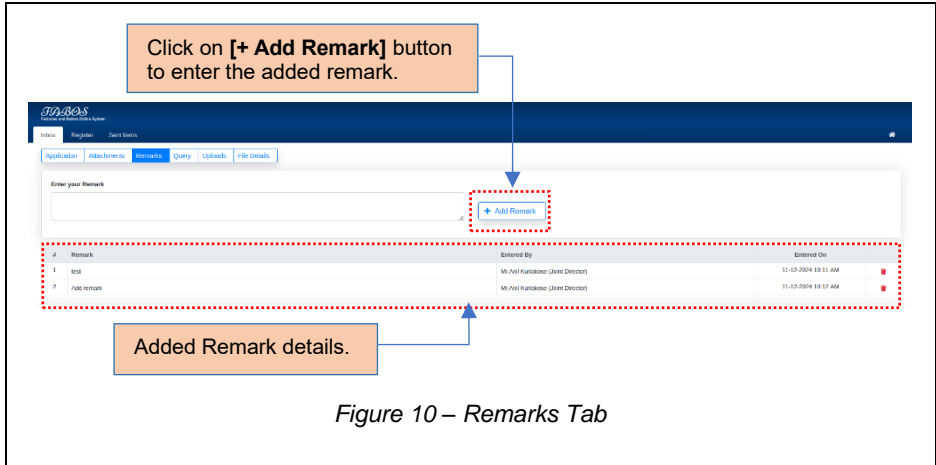
3.4 ATTACHMENTS

In *Attachments* tab, the Department officer can view the attachments uploaded by the Applicant.



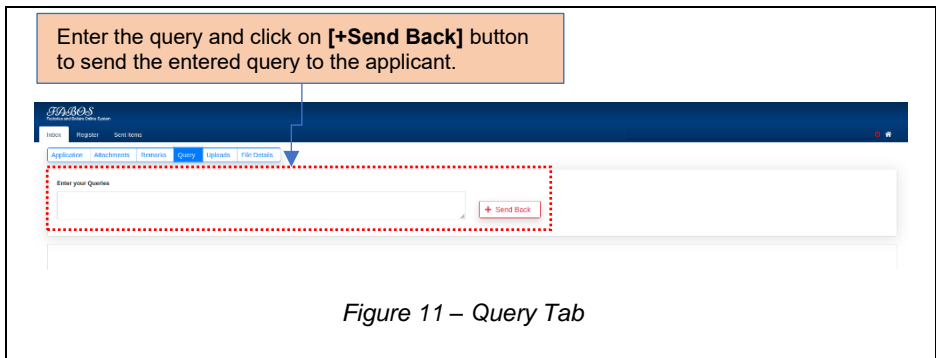
3.5 REMARKS

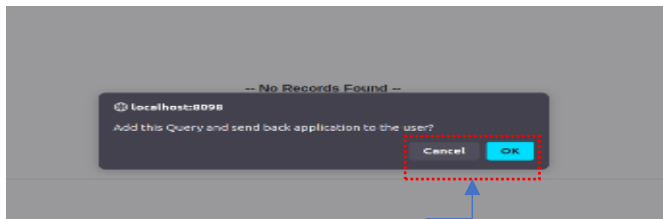
In *Remarks* tab, the department officer can add further remarks if any, before forwarding to higher officials.



3.6 QUERY

In the submitted Mock Drill application, if the department officer needs further clarification or additional documents, images, or PDFs, they can send a query to the applicant.





Click on [OK] button to send back the application to the Applicant.

Figure 12 – Entered Query

Once the applicant resubmits the application, if the application was sent back via query, the resubmitted application, along with the listed documents attached in response to the query, will be available under the Uploads sub-tab.

3.7 UPLOADS

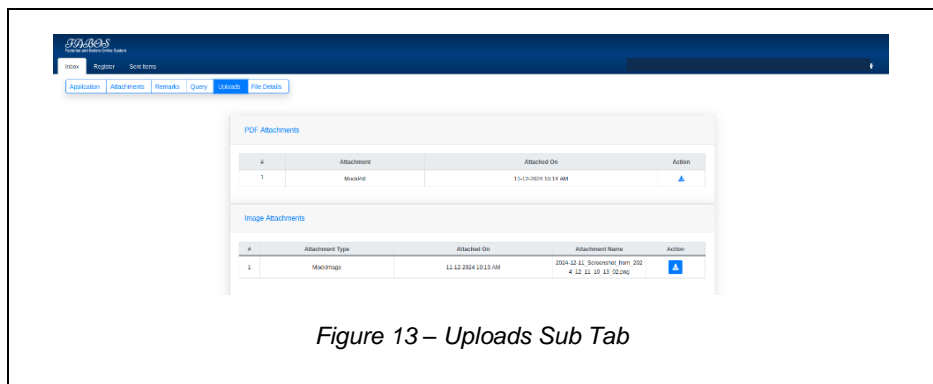
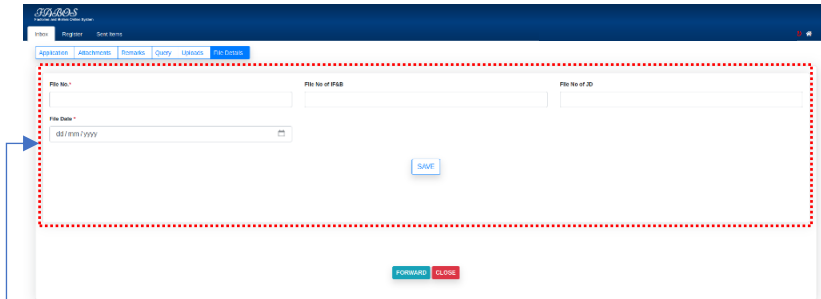


Figure 13 – Uploads Sub Tab

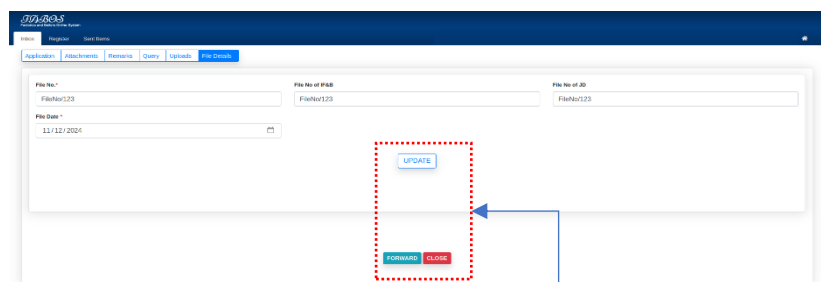
3.8 FILE DETAILS

In the File Details tab, officers can enter file numbers and file dates, and forward the application to other officers or close the application based on the Status of the Application.



Enter IF&B and JD File Numbers, select File date, and click **[SAVE]** button.

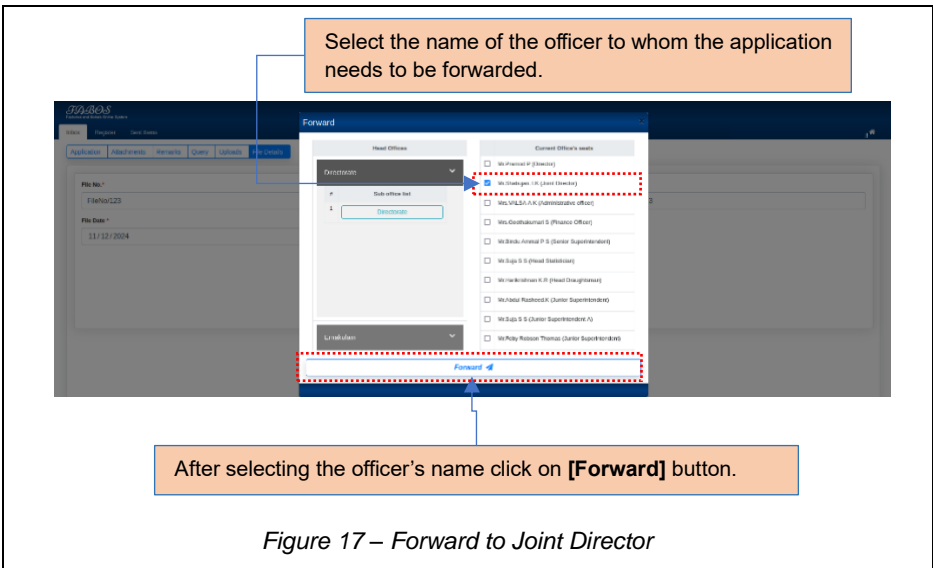
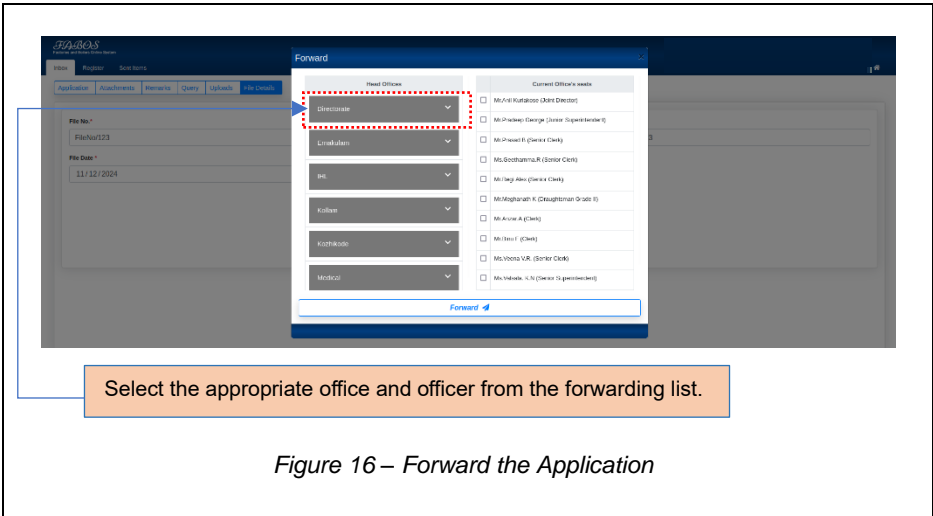
Figure 14 – Save File Details



Click **[Update]** button to save, **[Forward]** button to send, or **[Close]** button if no further action is needed.

Figure 15 – Update File Details

Forward pop-up window will appear upon clicking the **[Forward]** button.



3.9 REGISTER

Closed applications will be available in the register.

Select the Factory Region from the drop-down.

Select the Factory Division corresponding to Factory Region.

Enter Factory name and its Register number to search for a particular Factory detail by clicking on [Search] button.

Figure 18 – Register

Click on [View] button to view the documents attached with the application.

#	Factory Name	Tracking No.	Submitted On	Submitted By	Actions
1	BABU COIR WORKS	FABTrackNoR02014602	30-12-2024 00:08:PM	JOBINUTTY A T	[View]
2	BABU COIR WORKS	FABTrackNoR02014603	30-12-2024 00:41:PM	JOBINUTTY A T	[View]

Figure 19 – View Attached Application

Documents

PDF Attachments

#	Attachment Type	Attached On	Attachment Name	Action

Image Attachments

#	Attachment Type	Attached On	Attachment Name	View	Action

Figure 20 – View Attached Documents

3.10 SENT ITEMS

In the **Sent Items** tab, users can view and manage applications that have been forwarded.

Enter the factory name in the Search Factory search bar.

#	Factory Name	Tracking No.	Currently Held By	Submitted On	Submitted By	Sent To	Sent On	Remarks
1	BABU COIR WORKS	F&BTrachHW2020492	Application Approval	10-12-2024 02:08 PM	JOHNRUTTY A T	JOHNRUTTY A T (Application - Internal)	10-12-2024 02:08 PM	Remarks
2	BABU COIR WORKS	F&BTrachHW2020492	Application Approval	10-12-2024 02:08 PM	JOHNRUTTY A T	M. Srinivasan, T.R.	10-12-2024 02:12 PM	Remarks
3	BABU COIR WORKS	F&BTrachHW2020494	M. Anil Karanase	11-12-2024 10:30 AM	JOHNRUTTY A T	JOHNRUTTY A T (Application - Internal)	11-12-2024 10:33 AM	Remarks
4	BABU COIR WORKS	F&BTrachHW2020494	M. Anil Karanase	11-12-2024 10:30 AM	JOHNRUTTY A T	JOHNRUTTY A T (Application - Internal)	11-12-2024 10:33 AM	Remarks

Applications for verification or approval.

Click the **[Remarks]** button to view the remarks.

Figure 21 – Sent Items List

Review the remarks in the Remarks pop-up.

Click the **[Print Remarks]** button to view or download the remarks.

Figure 22 – Print Remarks

****End of the Module – Fabos (Mock Drill) ****

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