USER MANUAL

MOCK DRILL (Department User)

Submitted to

Submitted by



Department of Factories & Boilers Government of Kerala

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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

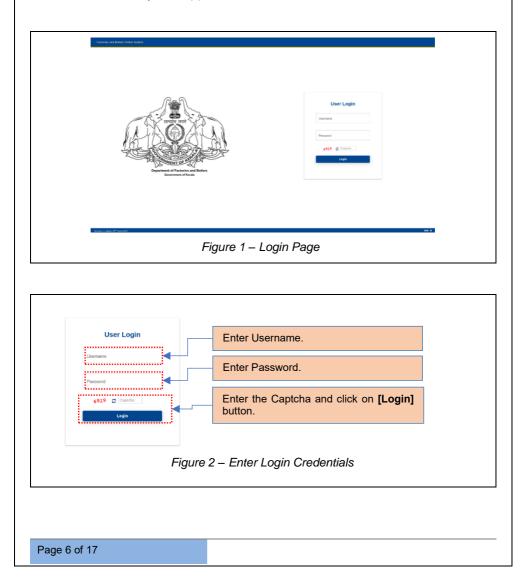
2.1 PRODUCT FUNCTION

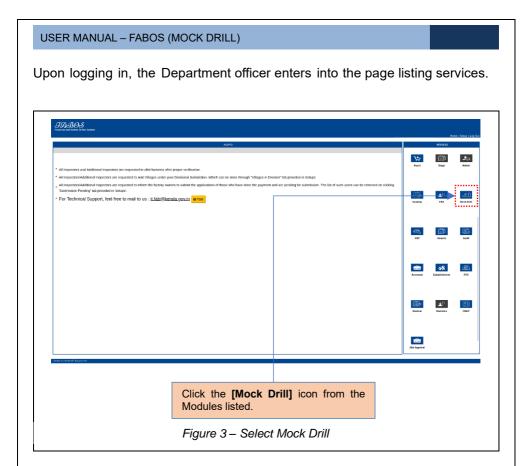
It is mandatory for the factory occupiers to conduct Mock drill in accordance with the approved OSEP twice in a year. This module helps factory occupiers to intimate the department officers in advance about their mock drills, department officers to participate in the drills and view the reports about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

3 DEPARTMENT OFFICER

3.1 ACCESSING LOGIN MODULE

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





3.2 INBOX

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

		Search us	sing Factory Nar	ne.	
FABOS Feature and Balers Coline System					
Inbox Register Servitions					
				4	Factory Name Search
# Tracking No.	Factory	Salamitted On	Submitted By	Received On	From
1 F&E/mockdrill/2024/001	BABU COIR WORKS	11-12-2024 10:06 AM	JOHNKUTTY A T	11-12-2624 10:06 AM	JOHNKUTTY A T
					1
	0 11 1				
			on to view the	•	
	submit	ted Mock Drill A	oplication.		

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.

		e Proposed Date] button, te to conduct the Mock Drill.	
The second secon	nats Query Uplicats The Details	Next Drill Form	
Factory Name BABU COIR WORKS		Fectory Address Thurmcoly P.O. Alappuzha - 688 008	
DOCUDER NAME JOHNKUTTY A T		Programmi Date 2024-12-11	
Mock Drill Scenario Rest			X
Requested Date		Convenient Date	
	Fig	gure 5 – Mock Drill Form	
Page 8 of 17			

	Select the date from the Calendar icon and click on [Save] button.
FILEOS Factores e de Bartes Oriene Regelere	Change Proposed Data
https://Hegister.Sert.Heris Application Attachments Remarks Query Uple	ant: Teleber is
Change Proposed Date	Cox See
Factory Name BABU COIR WORKS	t Thumpoly P.O. Aktopuzha - 688 008
Cocupier Name JOHNKUTTY A T	
Mock Driff Scenario Best	· · · · · ·
Recussion Date	Conversion Data

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.

Change Proposed Date		Mock E	hill Fam
Factory Name BABU COIR WORKS			Factory Address Triumpoly P.O. Alappuzha - 688 008
Occupier Name JOHNKUTTY A T			Propusal Data 2024-12-11
Mock Drift Scenarie Rts5			
Requested Date			2 Converted Date
		Requested Da	equested Date
Mock Drill	date chang	e will get re	flected in the respective Applicant s

USER MANUAL – FABOS	(MOCK DRILL)
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The Convenient Date entered by the Applicant will get reflected in the respective Department Side *Application* sub tab under *Inbox* tab.

		e (Joint Director) 🤒	
Application Attachments Remarks Query Uploads File Datails			
Change Proposed Date			
Factory Name BABU COIR WORKS		Retery Andress Thumpoly P.D., Alappuzha - 688 008	
Occupier Norm JOHNRUTTY A T		Pergenet Dete 2024-12-11	
Mack Drift Scenario 1055		4 <u> </u>	
Requested Date		Converse Date	
Convenient Date	preferred by the Ap	oplicant.	

3.4 ATTACHMENTS

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

FABOS			
Inbox Register Sent			
Application Attachment	s Remarks Query Uploads File Details		
a	Attachment	Attached On	Action
1	Mok Dril	11 11 2024 2010 / 201	
		Click $[\underline{i}]$ icon to view the uploaded files.	
		Figure 9 – View Attachments	
Page 10 of ²	17		

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3.5 REMARKS

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

FIABOS natura nel balan forte a l'year. Itoto: Registart: Swrit Berros.			
Application Attachments Remarks Query Upload	s File Details		
Erder yaar Remerk		+ Add Rumark	
J Remark		Entered By	Entered On 11-12-2024 10:11 AM
1 test 2 Add remark		Mr.Anii Kurtokose (Joint Director) Mr.Anii Kurtokose (Joint Director)	11-12-2024 10:12 AM
Added Re	emark details.		

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.

FABOS Falata en filmer Offer Lawr Hibox Register Sent Kons				• •
Application Attachments Remarks	Query Uplands The Details		+ Send Back	
		Figure 11	– Query Tab	

USER MANUAL – FAE	3OS (MOCK DRILL)
	No Records Found @ localhost:0098
	Add this Query and send back application to the use? Cencel OK
	·
	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

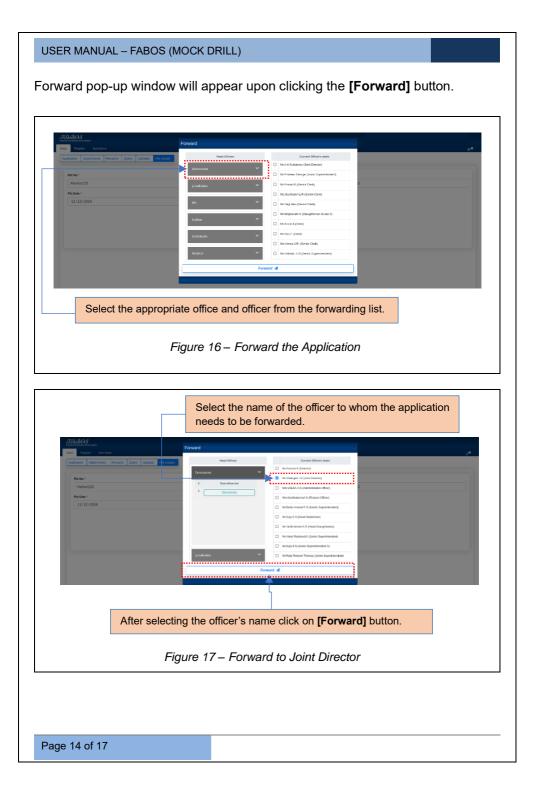
FD/BOS factors and toking factors factors and toking factors						
	Pie Detais					¥.
	PDF Attachment	5				
		Attachment	Artic	thed On	Action	
	1	MastPat	15-13-08	24 10 14 AM	•	
	Image Attachmen	nts				
		Attachment Type	Attached On	Attachment Name 2024-12-11 Screenshot fram 202	Action	
			11-12-2924 10:13 AM	2024-12-11_5010015/01_1011_202		
	1			Sub Tab		
	1		– Uploads			

USER MANUAL - FABOS (MOCK DRILL)

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.

File No.*	File No of IFGB		Fie No of 3D	
dd/mm/yyyy	8	SWE		
		FORWARD CLOSE		
	Enter IF&B and JE click [SAVE] button		, select File date, and	
	Figure 14	– Save File D	etails	
TIFF.BOSS 600 Hogono Sort Bana				
100 ACAS New Segue Ser Fors. Sector Features Con- Partici- Feature- Page - Page -	tatuati Persona Perso of PES Factor(12)		Fib.Net 430 FibMu223	
Region Sections Acceleration Adachments Remarks Quer File No.* File No/123	File No of IF&B			
Argenator Andrews Argenator Attachments Remarks Quer FileNor1223 FileDate *	restor of Kills	pdate] button to		on to se



USER MANUAL – FABOS (MOCK DRILL)

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.
DIAROS TARAN AND A A A A A A A A A A A A A A A A A
Hard Participant Hard Participant Hard <
Enter Factory name and its Register number to search for a particular Factory detail by clicking on [Search] button.
Figure 18 – Register
2022 Sectors Annual S
Factory Depairs Factory Depairs Factory Factory Factory Factory Select Depairs S
Instrume Enter Tracking for Links Control 4 Factory Torus State Tracking State State Tracking State
* Factor young Factor young Factor young Factor young 1 HAUL CONDISIS FE/Bounded/80250802 512-2020 (62/F PM 1.024-80177 kT Image: Control young 2 BAUD CONTROLS FE/Bounded/80250802 522-2020 (62/F PM Add-M00117 kT Image: Control young
Click on [•] button to view the documents attached with the application. Figure 19 – View Attached Application
3A805
Vite Allowing December 100 Vite Allowing Performance Vite Allowing Performance Vite Allowing Allowing
Figure 20 – View Attached Documents
Page 15 of 17

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3.10 SENT ITEMS

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

	текинов 402:05 PM 2041401/TY A 7 Ми Злибири, Т.Х. 30-12-0004 82:12 PM (Репли 1/4) Летлики 1/4 (Летлики 1/4)
4 BABU COR WORKS F48mischink2024064 Mr Anii Kumase 111-12-20	
Figure 21 –	Sent Items List
2 Ballio Colfi NORKS 1 3 BALLOI (NORKS 1480mc0m82001004 10. Mrl Farihamer 1522301	
Review the remarks in the <i>Remarks</i> pop-up.	Click the [Print Remarks] button to view or download the remarks.
tremente pop ap.	to view of download the remarks.
	Print Remarks

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

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