

USER MANUAL

MOCK DRILL (Public 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	27 - 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 PRIVILEGED USER (PUBLIC USER)

3.1 LOGIN

Login using your username and password.

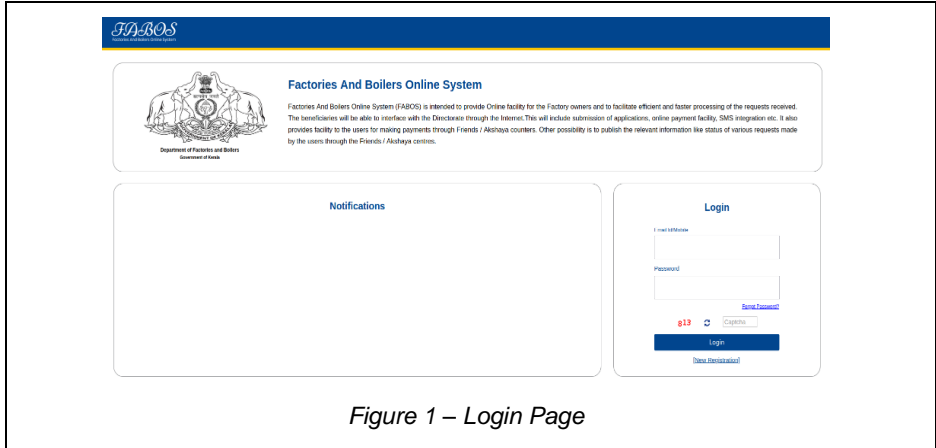


Figure 1 – Login Page

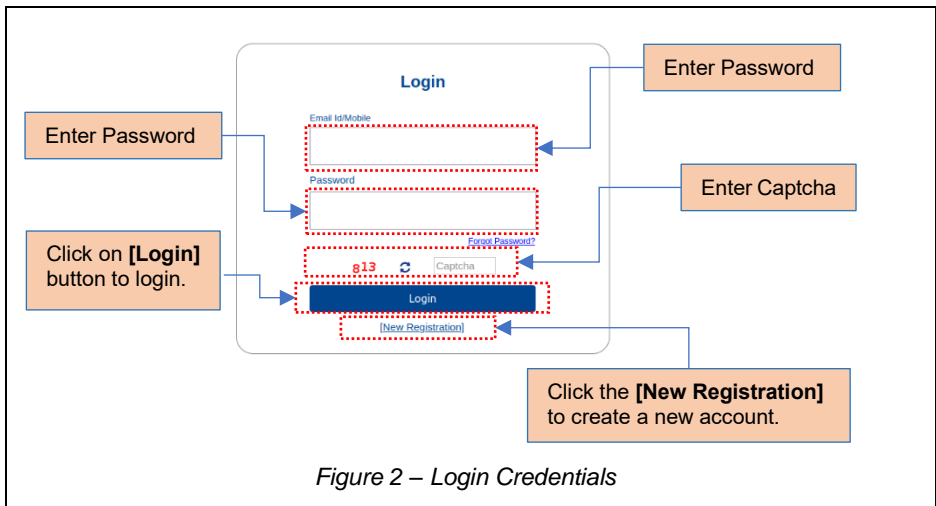


Figure 2 – Login Credentials

Upon login, the factory user enters My Desktop page.

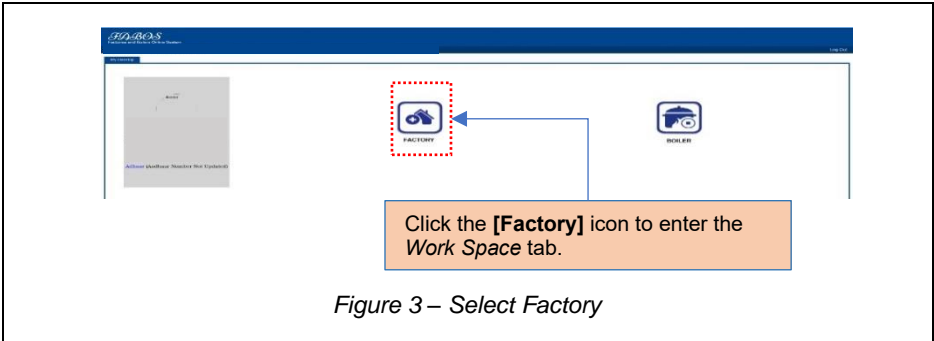


Figure 3 – Select Factory

Now click on Factory Name from *Work Space* tab.

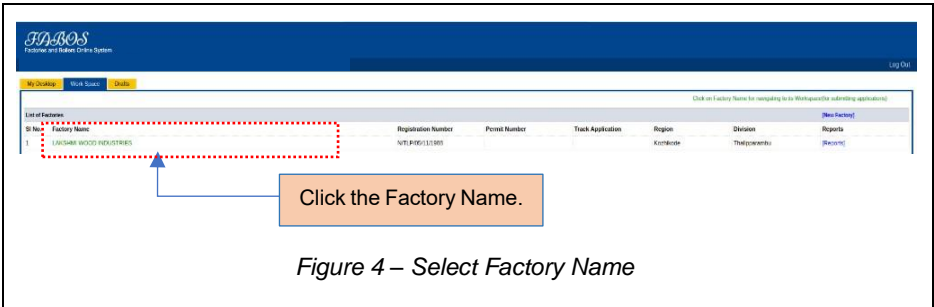
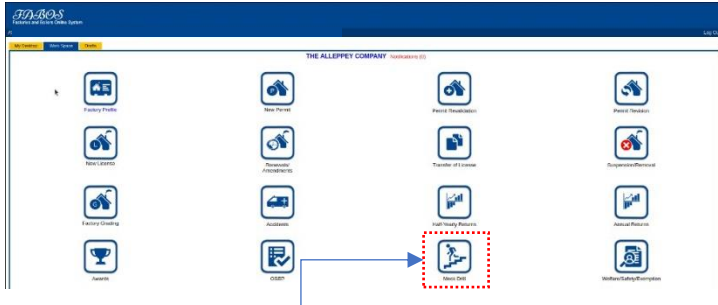


Figure 4 – Select Factory Name

Upon clicking on Factory Name, the page will move on to the page listing the services.

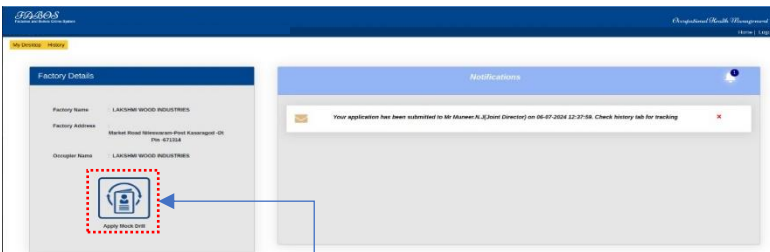


Click the Mock Drill module.

Figure 5 – List of Services

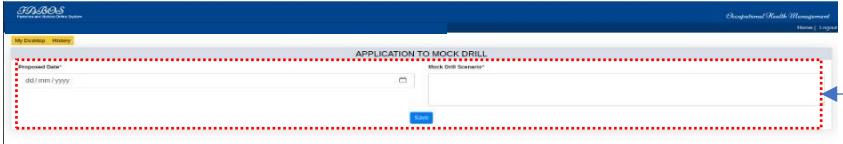
3.2 INITIATE NEW MOCK DRILL

Upon clicking the Mock Drill module, the Applicant enters the Mock Drill Home page.



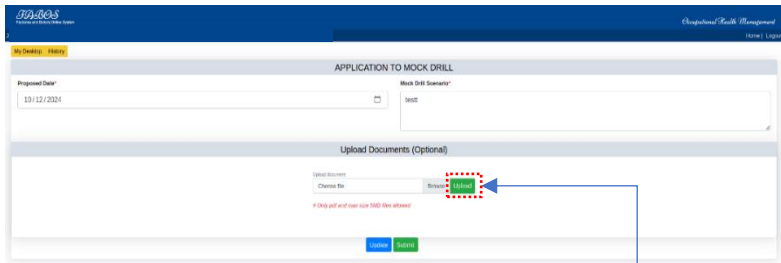
Click the **[Apply Mock Drill]** button to initiate new mock drill Application.

Figure 6 – Apply Mock Drill



Select the proposed date for conducting the Mock Drill and enter the scenario details. Click the **[Save]** button to save the Mock Drill application.





Figure 7 – Application to Mock Drill



Click the **[Upload]** button to upload documents.

Figure 8 – Upload Documents

The Applicant can upload documents by clicking on **[Upload]** button. Users can upload documents with a maximum size of 5 MB.

#	Attachment	Attached On	Attachment Name	Action
1	Mock Drill	10-11-2024 10:47 PM	2024-12-10_dummy_20th_16.pdf	 
2	Mock Drill	10-11-2024 10:47 PM	2024-12-10_dummy_20th_16.pdf	 

Click the **[Update]** button to modify the added Mock Drill details, then click the **[Submit]** button to submit the Mock Drill Application.

Click here to view the uploaded files.

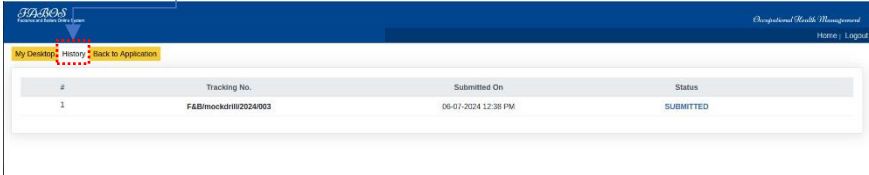
Figure 9 – Submit Mock Drill Application

The uploaded documents will appear in the below table.

3.3 HISTORY TAB

The submitted Mock Drill Application status will appear in the *History* tab.

Click on *History* tab.



#	Tracking No.	Submitted On	Status
1	F&B/mockdrill/2024/003	06-07-2024 12:38 PM	SUBMITTED

Figure 10 – History Tab

3.4 BACK TO APPLICATION TAB

Upon clicking on *Back to Application* tab, the factory user will be directed to view the Mock Drill Home page.



Click the *Back to Application* tab to view Notifications page.

Figure 11 – Back to Application Tab

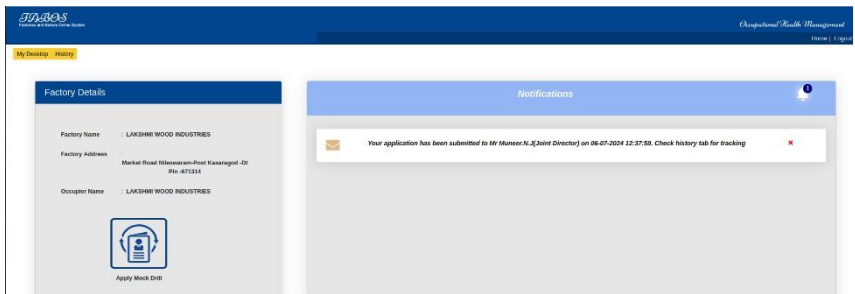
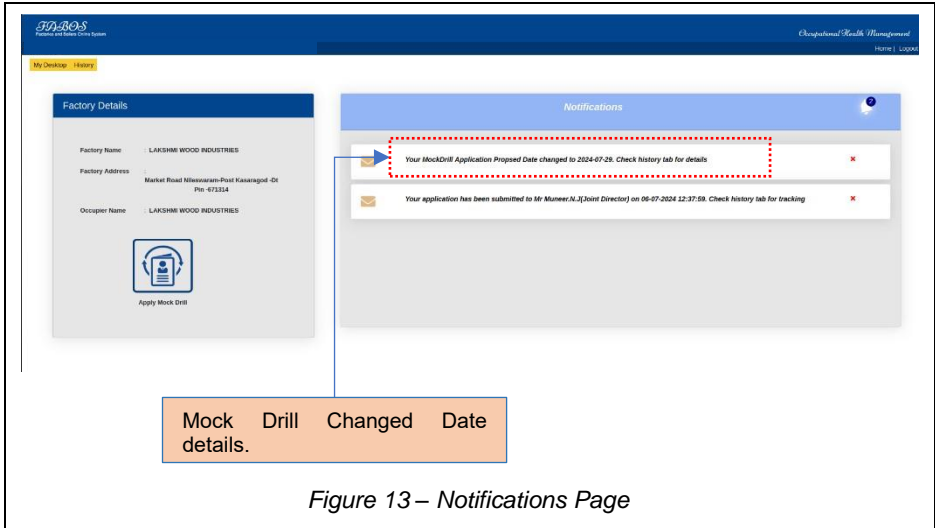


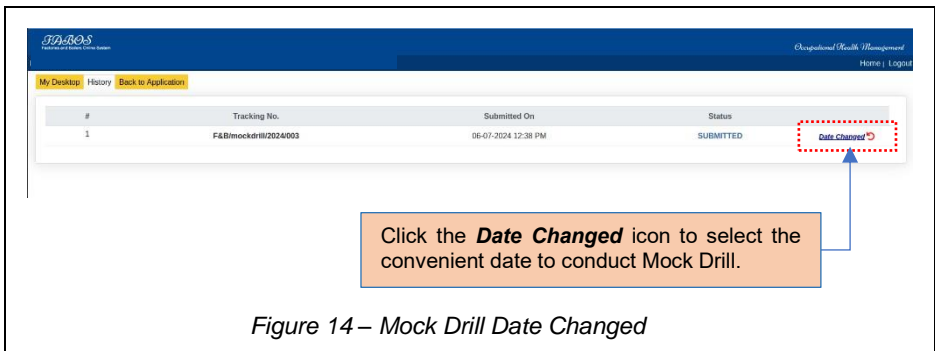
Figure 12 – Notifications Page

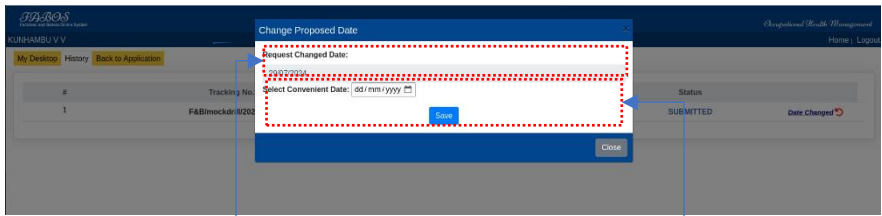
3.5 FACTORY SIDE USER– DATE CHANGED DETAILS

If the department officer changes the proposed date, a notification will be sent to the factory user's login to select a convenient date.



In **History** tab, click on **Date Changed** to view the details.





Request Changed Date from Department Side.

Select the convenient date and click on **[Save]** button.

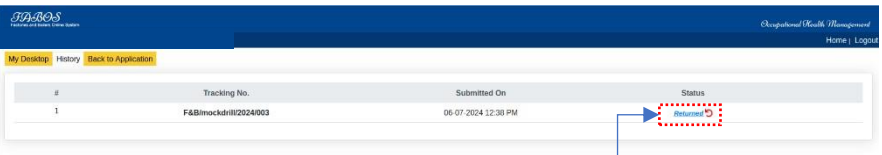
Figure 15 – Change Proposed Date

The submitted date will be forwarded to the respective officer.

3.6 FACTORY SIDE USER – SENT BACK

If any clarification is needed, the department officer will send the application back to the factory user.

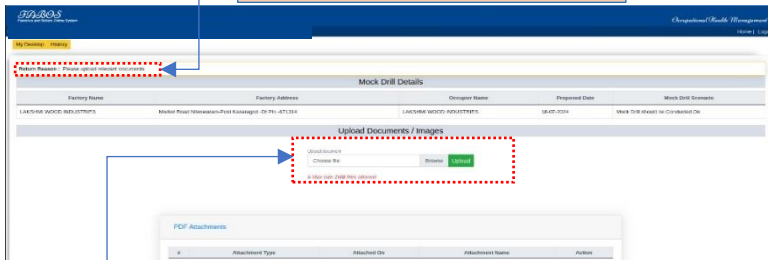
In *History* tab, click on **Returned** icon to view the details.



Click the **[Returned]** icon to view the reason for returning the application.

Figure 16 – Query Returned Details (1)

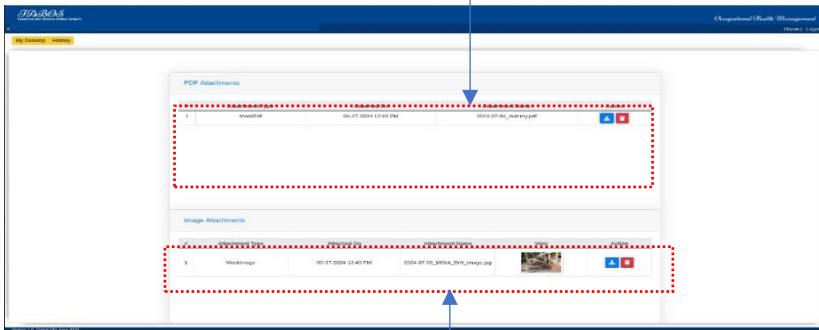
Reason for returning the Mock Drill Application.



Choose the file and click on **[Upload]** button to upload the relevant documents.

Figure 17 – Query Returned Details (2)

Uploaded PDF Attachments.



Uploaded Image Attachments.

Figure 18 – Uploaded PDF & Image Attachments

After uploading the documents click on **[Re-submit]** button to submit the details.

Image Attachments

#	Attachment Type	Attached On:	Attachment Name	View	Action
1	Mockup	05-07-2024 12:49 PM	2024-07-05 MOCK DRILL F10001.BG		

Re-submit

Click on **[Re-submit]** button to resubmit the application.

Figure 19 – Uploaded PDF & Image Attachments

The status will appear as **Re-Submitted** in the *History* tab.

FABOS
Occupational Risk Management

My Desktop | History | [Back to Application](#) | Home | Logout

#	Tracking No.	Submitted On	Status
1	F&Bmockdrill2024003	05-07-2024 12:39 PM	RE-SUBMITTED

Application status as **Re-submitted**.

Figure 20 – Application Re-Submitted

3.7 FACTORY SIDE USER – APPLICATION CLOSE STATUS

Once the application is closed by the department officer, a notification will be available in the factory user’s login.

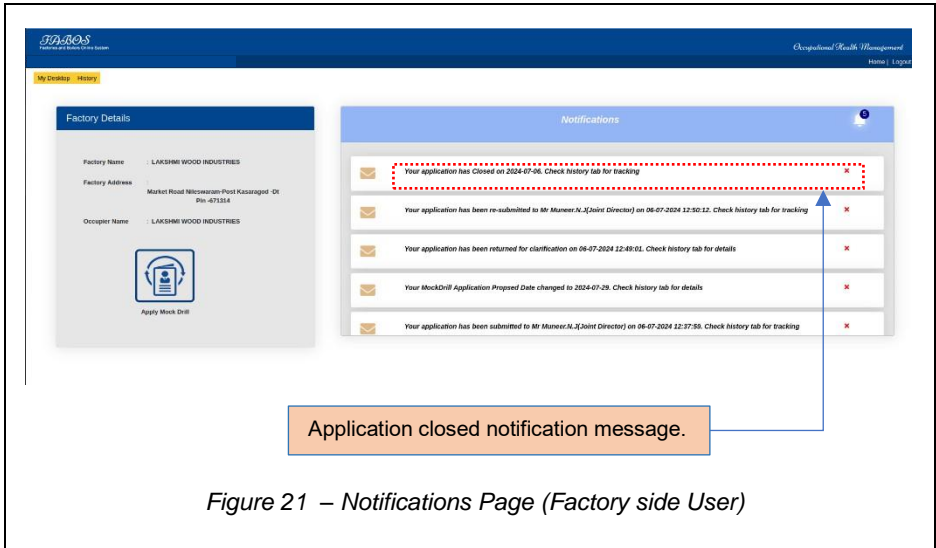


Figure 21 – Notifications Page (Factory side User)

The Factory user can view the closed status in *History* tab.

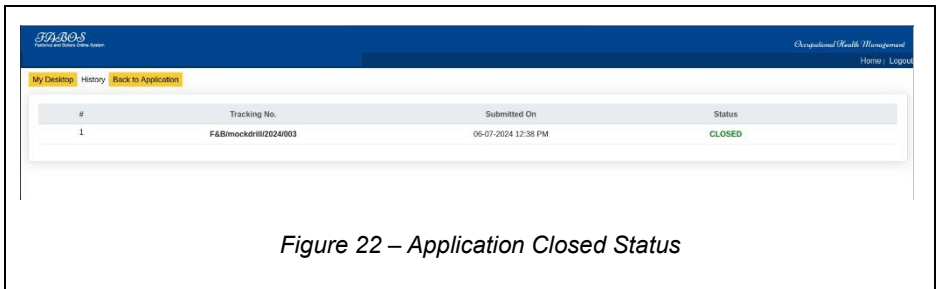


Figure 22 – Application Closed Status

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

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