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1 ABOUT FABOS

1. 1 *Introduction*

Factories And Boilers Online System (FABOS) is intended to provide online facility for the Factory owners and to facilitate efficient and faster processing of the requests received. The beneficiaries will be able to interface with the Directorate through the Internet. This will include submission of applications, online payment facility, SMS integration etc. It also provides facility to the users for making payments through Friends / Akshaya counters. Other possibility is to publish the relevant information like status of various requests made by the users through the Friends / Akshaya centers'.

The FABOS will facilitate the senior officers of the department and the minister to view the current status of Inspection/ Factory Information / Boiler Information / Legal Information / Finance etc. Decisions can be taken effectively and swiftly with the availability of right information on demand. Further it automates the core Functional, HR, Financial and Administrative areas of the Directorate and all its sub offices, including the public interfacing of the functional activities which will result in significant improvements in efficiency and reduction of workload of the organization. In the present era of transparent and accountable Governance, the Public Interfacing of the Department is a major aspect. For the Directorate this is an important factor as all the Factories operating in the state, needs to regularly submit information, provide clarifications, effect payments, renew licenses etc.

1. 2 *Conventions Followed*

In this user manual, the software buttons are represented as **[Button]** (bold and bracketed). The Hyperlinks are represented as **Link** (bold and underlined). And the text fields are represented as *(Text)* (italicized and bracketed). The lists are represented as (Text) (bracketed). The radio buttons are represented as **(bold and bracketed)**.

2 STAKE HOLDERS

Stakeholders of the FABOS Boiler Registration Module are the following:

2.1 Applicant (Boiler Owner)

Applicant can apply for renewal of boiler by registering boiler renewal details such as Number of Months for Renewal Required, Date of Inspection Desirable, Hours Operated After Last Inspection, Class of Erector, Name of Erector, Name of the firm conducting RLA study, Email, Address, Mobile Number etc,. And attach RLA document, Open testing details, Open Testing Date, Intimation of Completion of Work when notified by the inspector.

2.2 Inspector

Once Boiler Renewal Details submitted by Applicant, inspector verifies the details such as Select Seat to Forward Boiler Form, Schedule Inspection Date, Request Commencement Form, Request Material Identification Inspection Date/Remarks, Request Completion Form, Request Hydraulic Testing/Inspection Date etc.,

2.1 Director

Director Verify the Boiler Renewal Details Received from Inspector, Enter RLA Study Sanction Order Details, Verify/ Issue Sanction Order Details, and Enter RLA Order/Remarks/ Approve Details.

2.2 Joint Director

Joint Director verifies and issue Sanction order submitted by the applicant, Update open testing remarks *and forward* to Inspector.

3 Accessing the Factories and Boilers Online System

3.1: Applicant Login

Applicant can Login Factories and Boilers Online portal by entering Email or mobile, Password and Captcha then click on **[Login]** button (Refer Figure -1).

Figure 1 - Login Page for Applicant

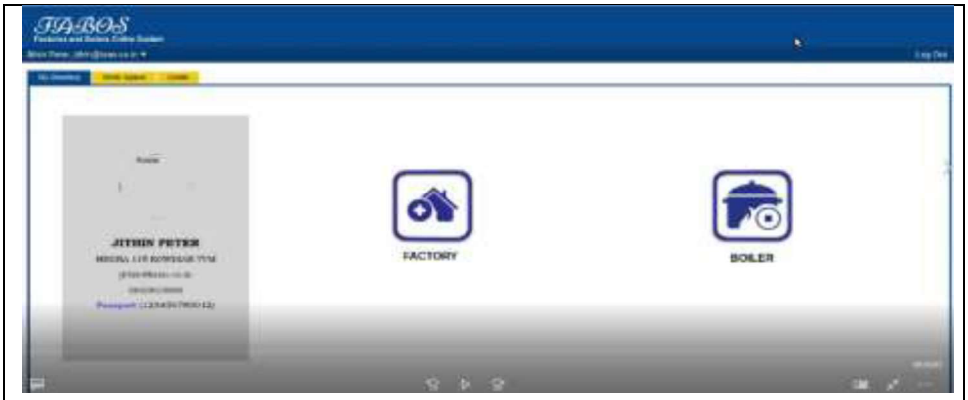

Figure 2 - Boiler Selection

Register Boiler Renewal Details

Figure 3 – Boiler Renewal Selection

- Select **[BOILER]** button (Refer Figure -2).
- A page will open and click on corresponding Boiler name and click on **[Boiler Renewal]** button (Refer Figure -3).

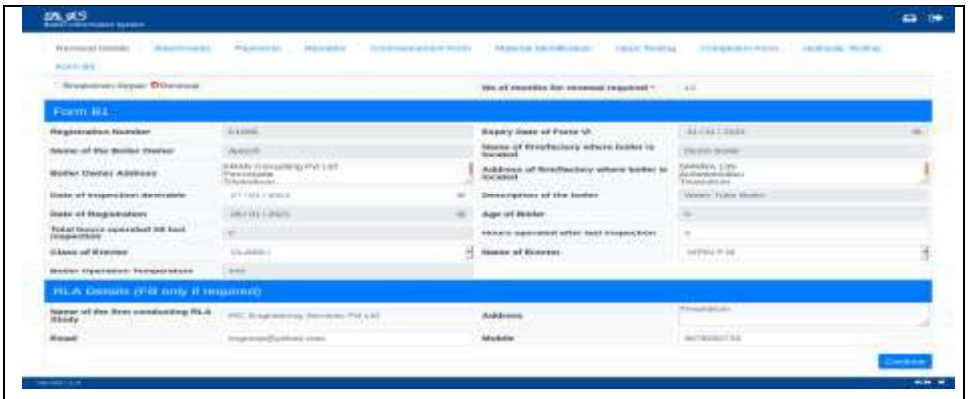

Figure 4 – Enter Renewal Details

- A page will open enter renewal details under *Renewal Details* tab here enter *Number of Months for Renewal Required, Date of Inspection*

Desirable, Hours Operated After last Inspection, Class of Erector, Name of Erector, Name of the firm conducting RLA study, Email, Address, Mobile Number etc(Refer Figure -4).

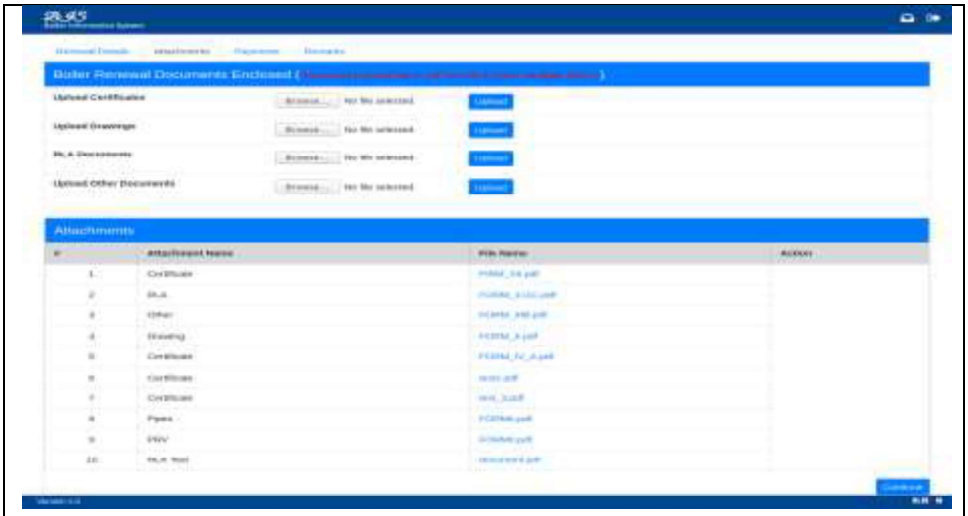

Figure 5 – Enclose Boiler Renewal Documents

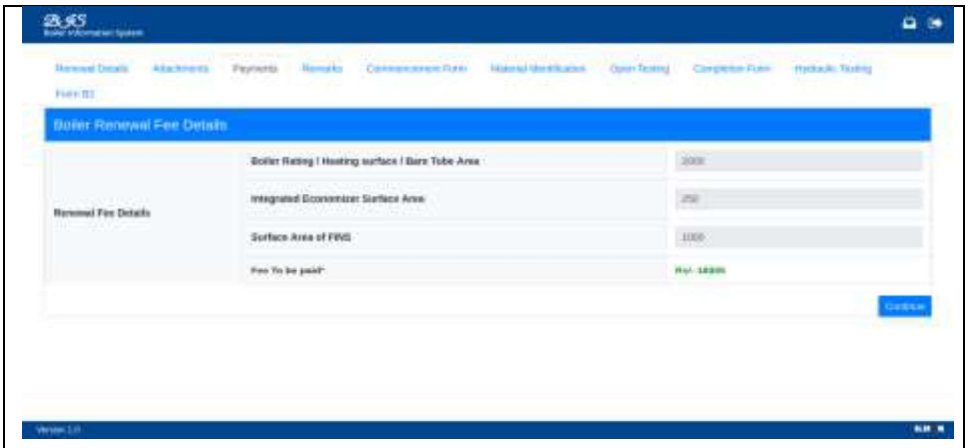

Figure 6 – Renewal Fee Details

- Click on **[Continue]** button & upload Boiler Renewal documents (Refer Figure -5).
- Click on **[Continue]** button and enter Boiler Renewal Fee Details under *payments* tab (Refer Figure -6).
- Now click on **[submit]** button (Refer Figure -7).

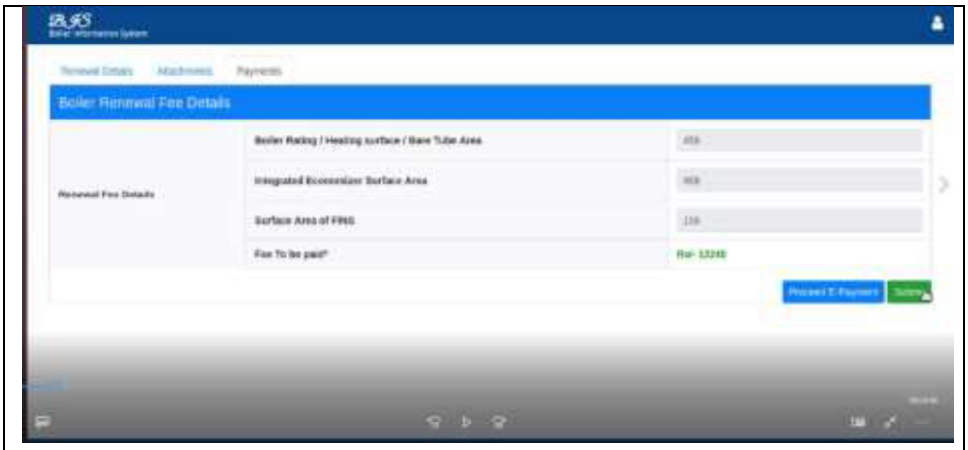

Figure 7 – Submit Renewal Form

3.2: Inspector Login

Figure 8 - Login Page for Inspector

Inspecting Officer Can access Factories and Boilers Online portal by entering username, Password and Captcha then click on **[Login]** button (Refer Figure - 8).

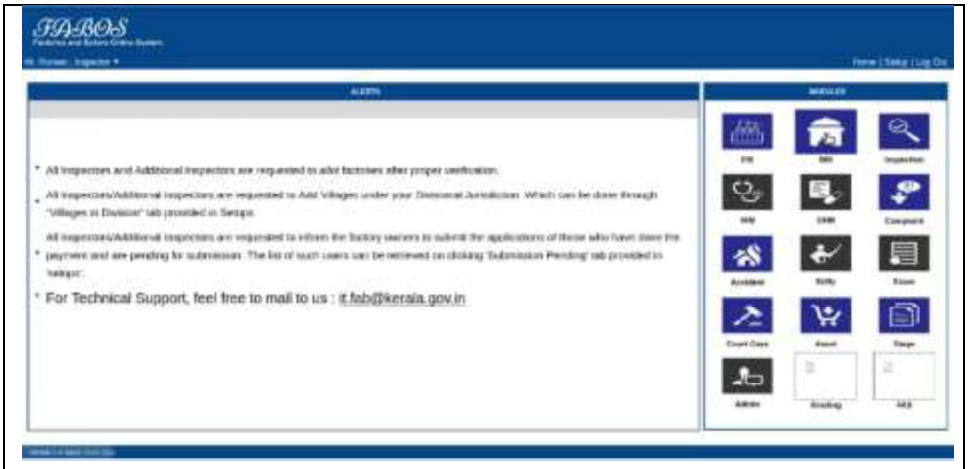

Figure 9 – BIS Module

- Click on **[BIS]** button under *MODULES* option (Refer Figure -9).
- Now click on *Inbox* tab (Refer Figure -10).
- Click on **[view]** button of corresponding Boiler name (Refer Figure - 11).

3.2.1: Verify Boiler Renewal Details

- Verify the renewal details Click on **[Continue]** button (Refer Figure - 12).
- Enter boiler renewal Remarks details and select **[Add Remarks]** button (Refer Figure - 13) and click on [**Forward]** button.

- Select *External Branches & Select seat to Forward* then click on **[Forward]** button (Refer Figure - 14) and select **[ok]** button in the pop up.

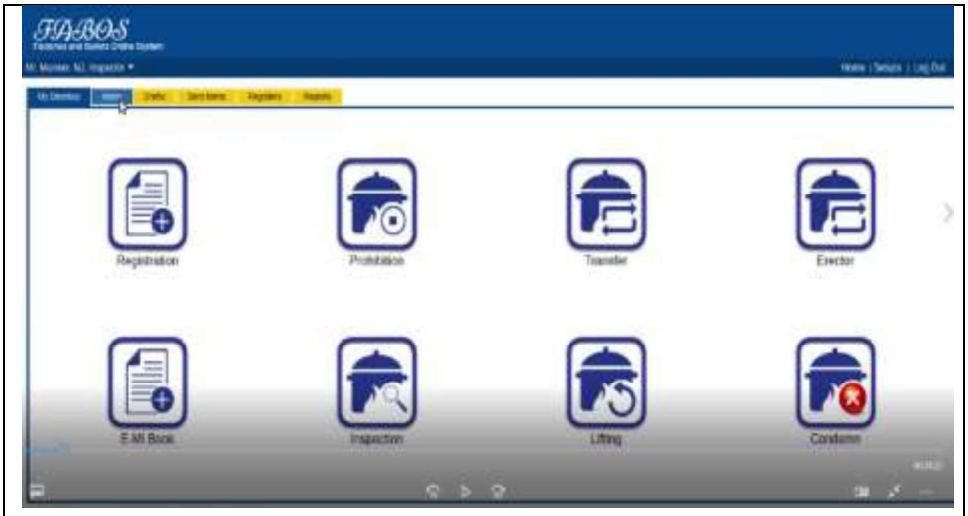

Figure 10 – Inbox Tab

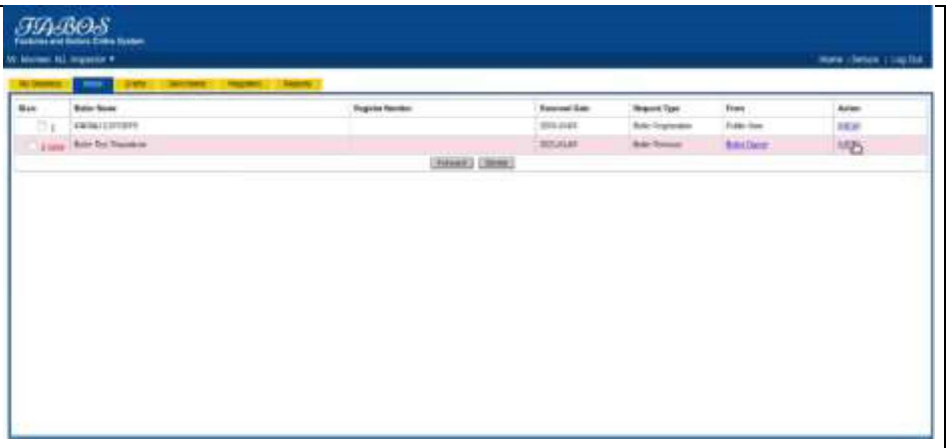

Figure 11 – View Renewal Application

Figure 12 – Verify details

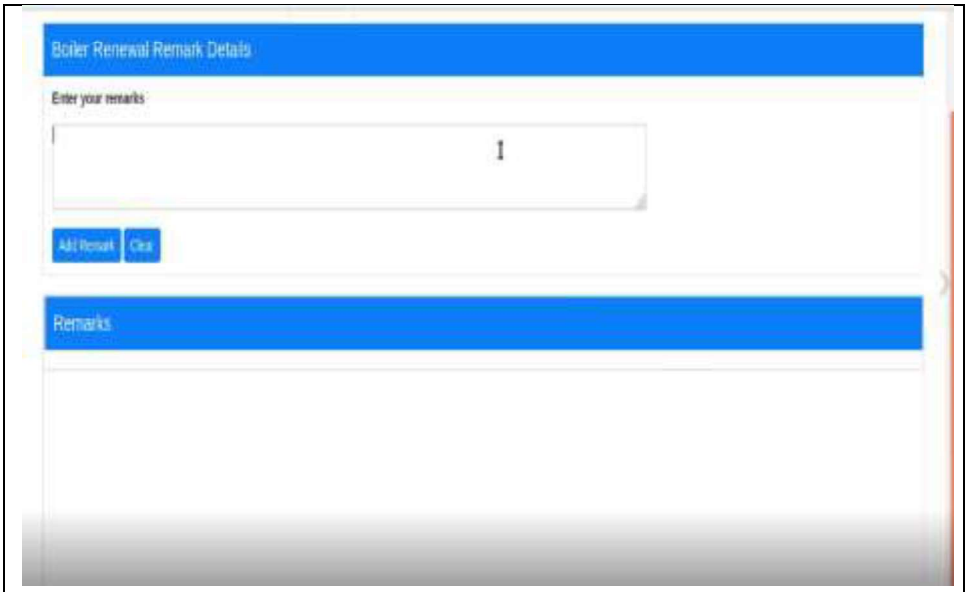

Figure 13 – Renewal Remarks Details

3.2.2: Select Seat to Forward Boiler Renewal Form

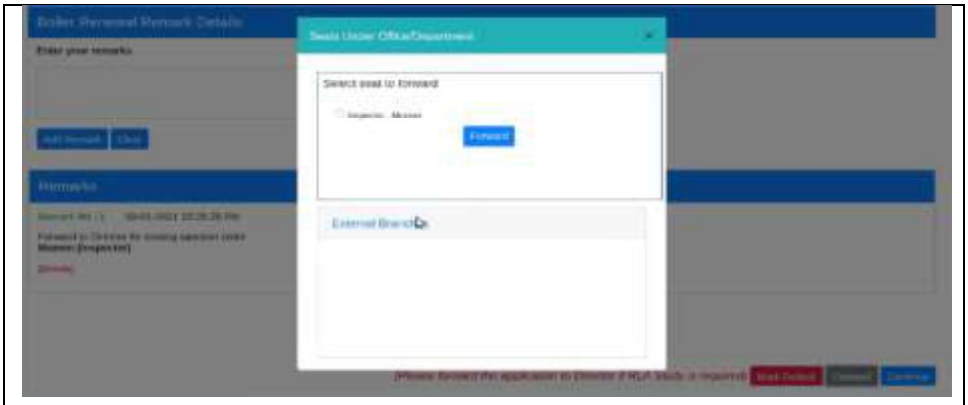

Figure 14 – Select seat to forward

3.3: Director LogIn

Director Officer Can access Factories and Boilers Online portal by entering username, Password and Captcha then click on **[Login]** button (Refer Figure - 15).

Figure 15 – Director Login

Figure 16 – BIS Module

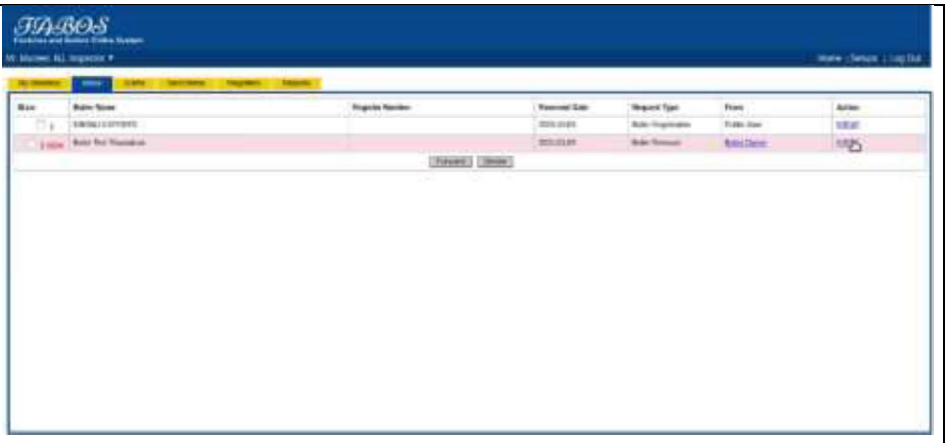

Figure 17 – Select Inbox

- Click on **[BIS]** button under *MODULES* option (Refer Figure -16).
- Now click on *Inbox* tab click on **[view]** button of corresponding Boiler name (Refer Figure -17)
- Verify the details and click on **[Continue]** button.

3.3.1: Enter RLA Study Sanction Order Details

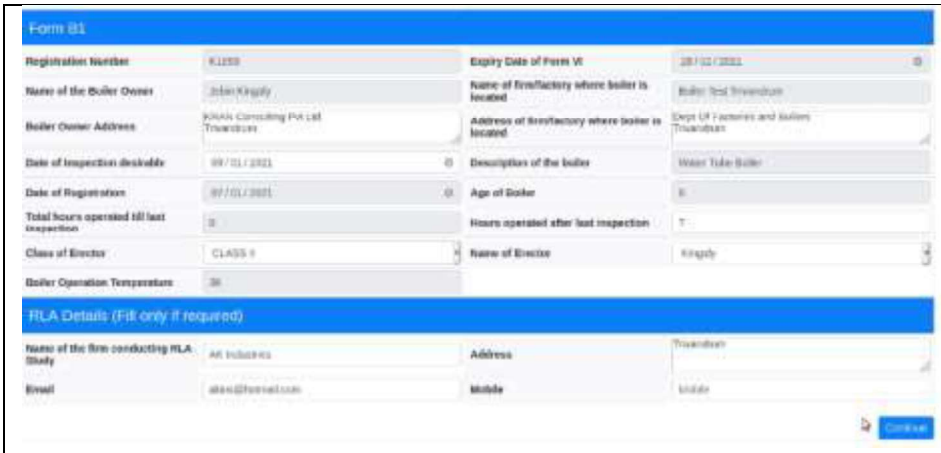

Figure 18 – Verify Details

- Enter *RLA Study Sanction Order Details* (Refer Figure -18)
- Click on **[Save]** button then select Issue RLA Study Sanction Order.

Figure 19 - Issue RLA Study Sanction Order

3.4: View Sanction Order- Applicant

After receiving sanction Order from Director Customer can login and click on [BOILER] button and select corresponding Boiler name from the list.

A pop up will open and select **[Yes]** button then select **[Submit]** button. (Refer Figure - 20).

Figure 20 – Submit RLA Study Report

3.4.1: Enter Details of sanction required

Figure 21- Enter Sanction Order Details

- Select Request RLA Sanction Order and Enter details of Sanction required under *Work Space* tab upload RLA Test Document click on **[Submit]** button (Refer Figure - 21)

3.5: Joint Director Login

Joint Director Officer Can access Factories and Boilers Online portal by entering username, Password and Captcha then click on **[Login]** button

3.5.1: Verify and Issue Sanction Order Details

Figure 22 – Enter RLA Test (Repair) Sanction Order Details

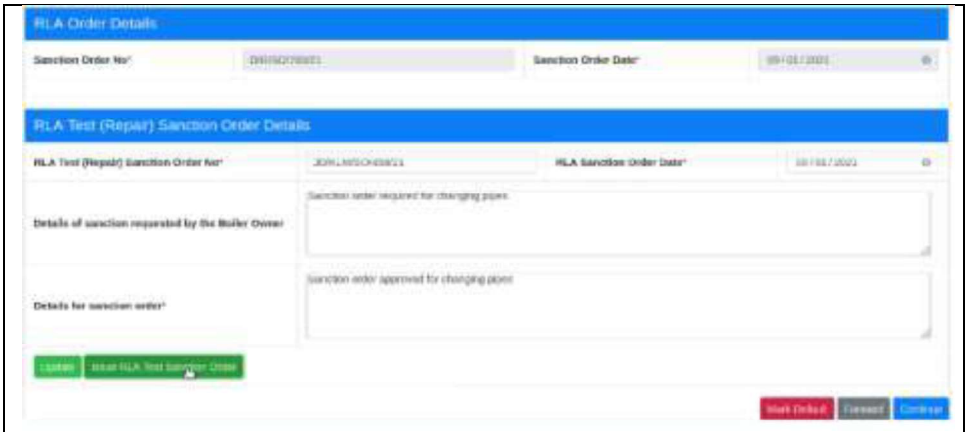

Figure 23 – Issue sanction Order Details

- Verify the details Enter RLA Test (Repair) Sanction Order Details (Refer Figure - 22) and then click on **[Save]** button.

- After saving details click on **[Issue RLA Test Sanction Order]** button (Refer Figure -23).

3.6: Attach RLA Document - Applicant

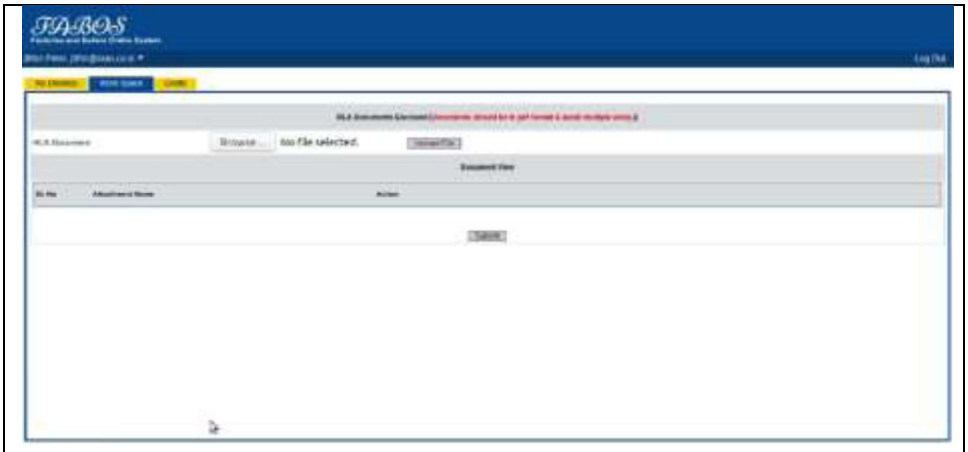

Figure 24 – Upload RLA Document

- After successful Login of Applicant select Boiler test from work *space (BOILER)* tab.
- Attach RLA Document and upload the file (Refer Figure - 24)
- Click on **[Submit]** button.

3.7: Enter RLA order/ Remarks /Approve Details - Director

- After successful login of director, verify the boiler renewal details and enter RLA order details and click on **[SAVE]** button (Refer Figure - 25), then click on **[Approve RLA]** button.
- Verify the details and click on **[Continue]** button.
- Enter *Boiler Renewal Remarks Details* and click on **[Add Remark]** button (Refer Figure - 26) and click on **[Forward]** button.

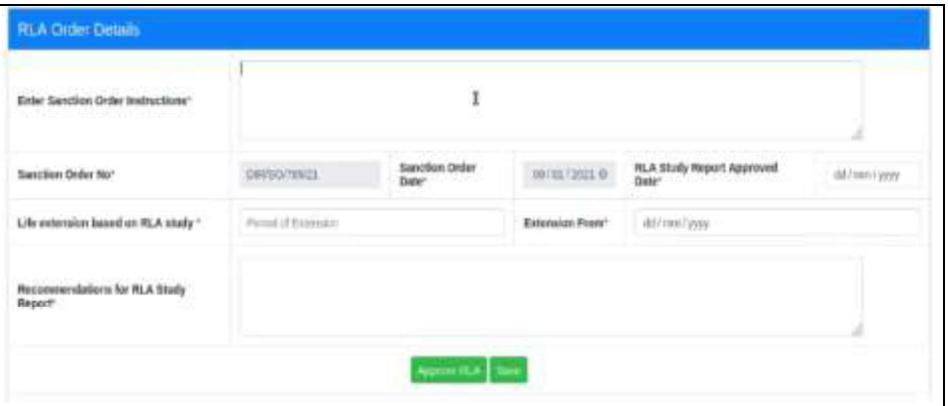

Figure 25 – RLA Order Details

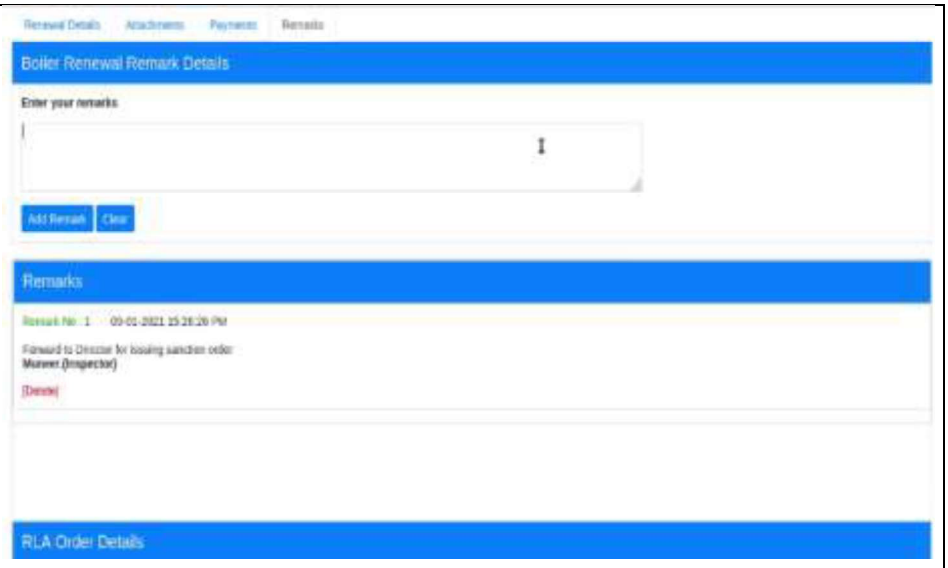

Figure 26 – Enter Boiler Renewal Remarks Details

- A pop up window for Select Seats Under office/Department will open, *Select External Branches, Select a seat to forward and click on* **[Forward]** button (Refer Figure - 27).

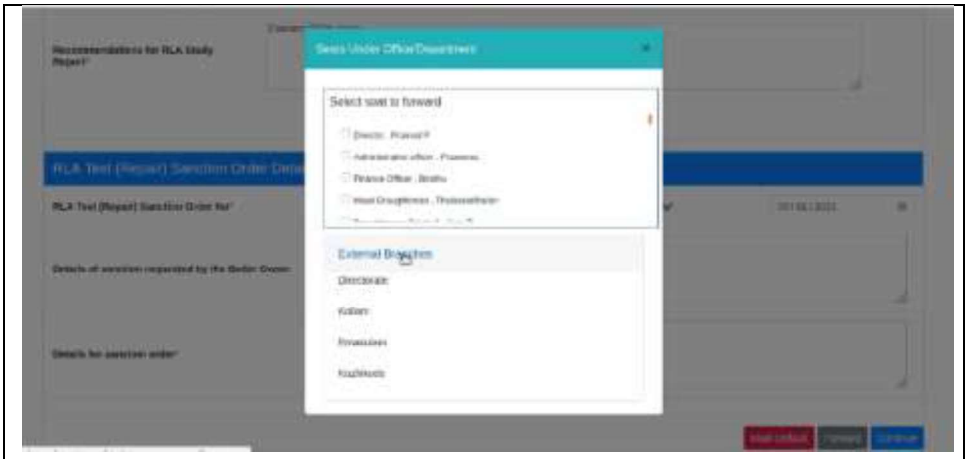

Figure 27 – Select External branches/ Seat to Forward

3.8: Schedule Inspection Date - Inspector

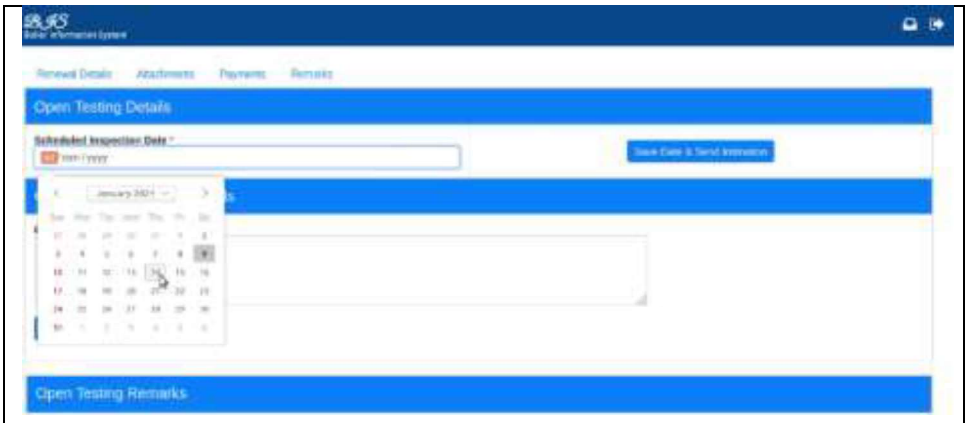

Figure 28 – Schedule Inspection Date

- After successful login of inspector verify the renewal details click on **[Continue]** button and enter Scheduled Inspection Date under *Open Testing Details* (Refer Figure - 28).
- Click on **[Save Date & Send Intimation]** button.

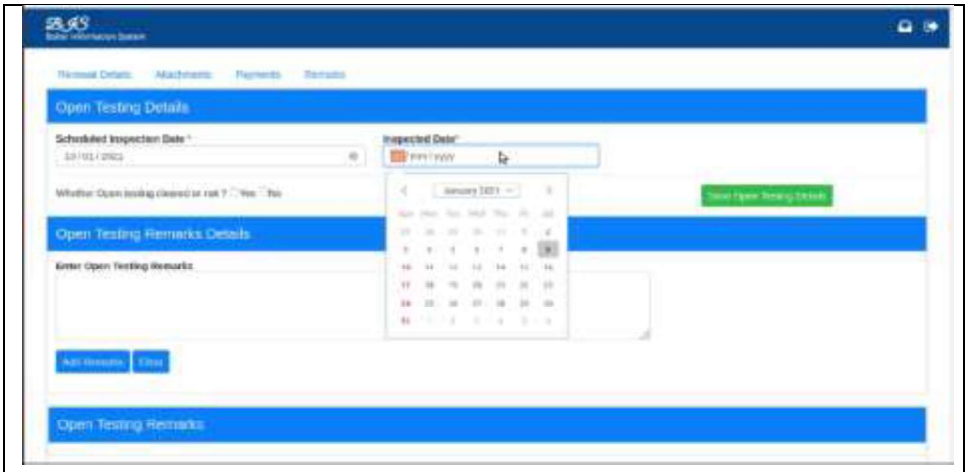

Figure 29 –Enter Inspected Date

- Enter *Inspected Date* (Refer Figure - 29).
- Select **[NO]** button for *whether open testing cleared or not?*
- Click on **[Save open Testing Details]** button.

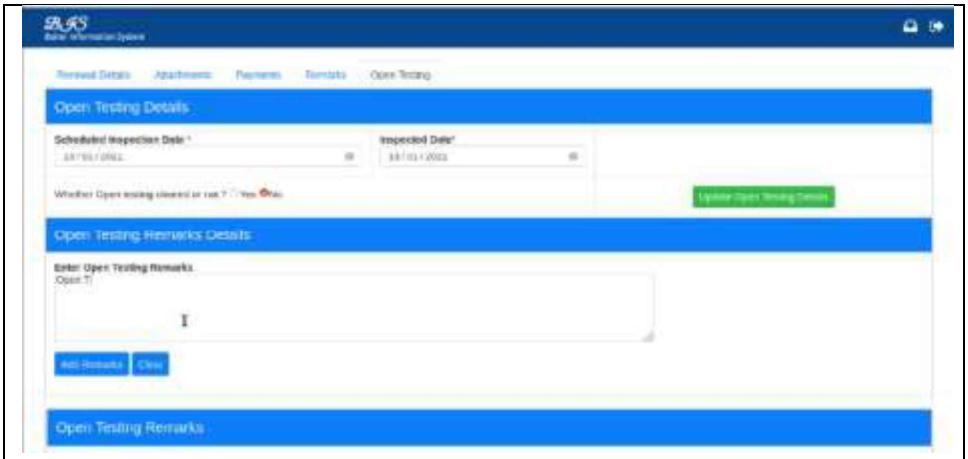

Figure 30 – Insert Open testing Remarks Details

- Enter relevant data in *Open Testing Remarks Details* and click on **[Add Remarks]** button (Refer Figure - 30).
- Click on **[Forward]** button
- Pop up will open and select *External Branches and select seat to forward* and click on **[Forward]** button.

3.9: Enter Sanction Order Details - Joint Director

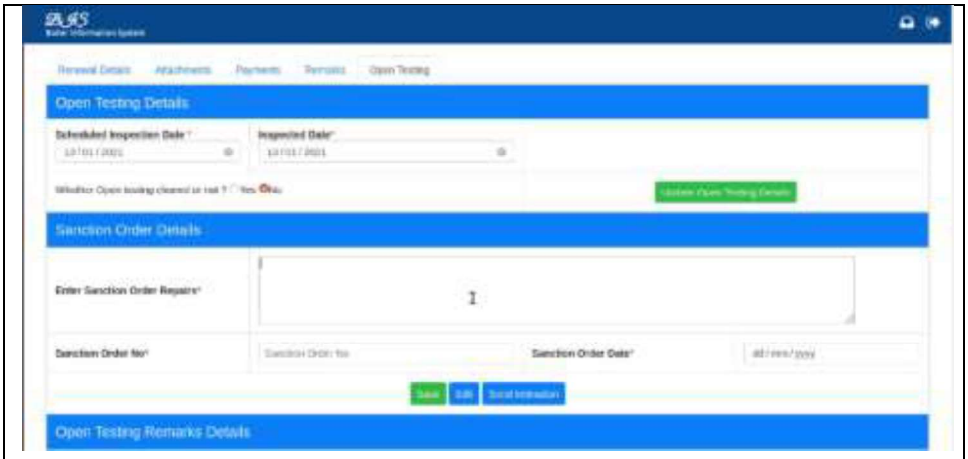

Figure 31 – Enter Sanction Order Details

- After login successfully click on **[view]** button of corresponding Boiler name.
- Verifying the details and click on **[Continue]** button.
- Enter *sanction order repairs*, Sanction Order No., Sanction Order Date of sanction order details under Open Testing Tab and Click on [Save] button (Refer Figure - 31).
- Enter Open Testing Remarks click on **[Add Remarks]** button (Refer Figure - 32).

- Click on **[Forward]** button
- A pop up will open and select *External Branches and select Inspector seat to forward* and click on **[Forward]** button.

Figure 32 – Enter Open Testing Remarks

3.10: Request Commencement form - Inspector

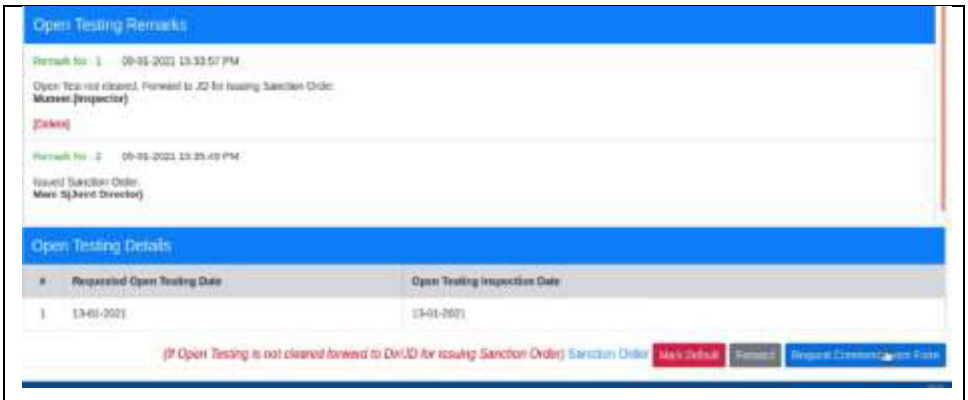

Figure 33 – Request Commencement Form

- After successful login of inspector verify the renewal details

- Click on **[Request Commencement Form]** button.

3.11: Update Open Testing Details- Applicant

Figure 34 –Commencement of Work Under IBR

- Once Logged in successfully, customer can enter the details of *Intimation Regarding Commencement of Work under IBR* form available in *Work Space (BOILER)* tab (Refer Figure - 34).
- Enter class of Erector/Firm, Name of Erector/Firm, Proposed Date of Commencement of commencement of Work Copies of certificates available, place, date etc .,
- Click on **[Submit commencement Form]** button.
- Pop will open and click on **[ok]** button for submit confirmation.

3.12: Request Material Identification - Inspector

- After verification of click on **[Commencement Form]** button under *commencement form* tab (Refer Figure - 35).

- A pop will open regarding opening Commencement Report in PDF format.
- Now click on **[Continue]** button.
- Click on [Request Material Identification Date] button under Material Identification Details section tab (Refer Figure - 36).

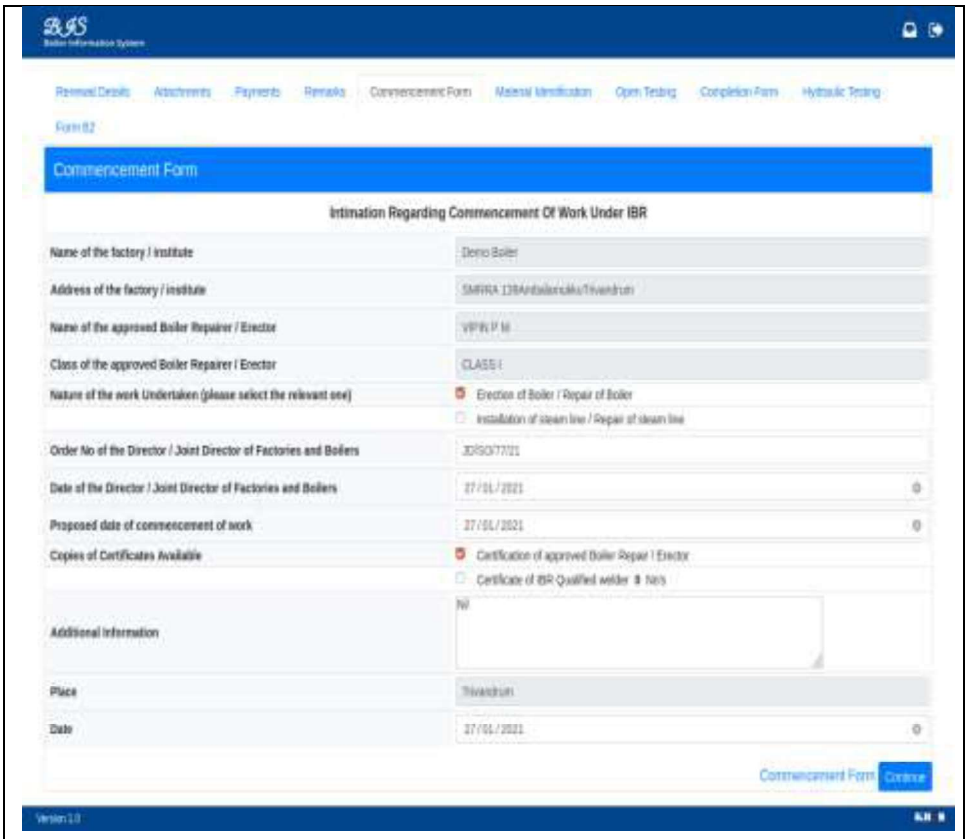

Figure 35 – Intimation Regarding Commencement of work under IBR

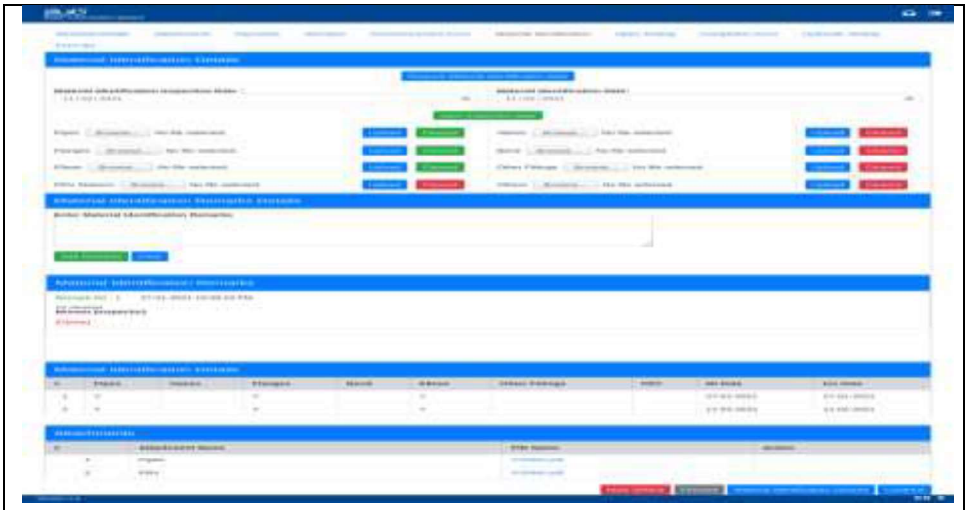

Figure 36 – Material Identification Detail Section

3.13: Selection of Material Identification – Applicant

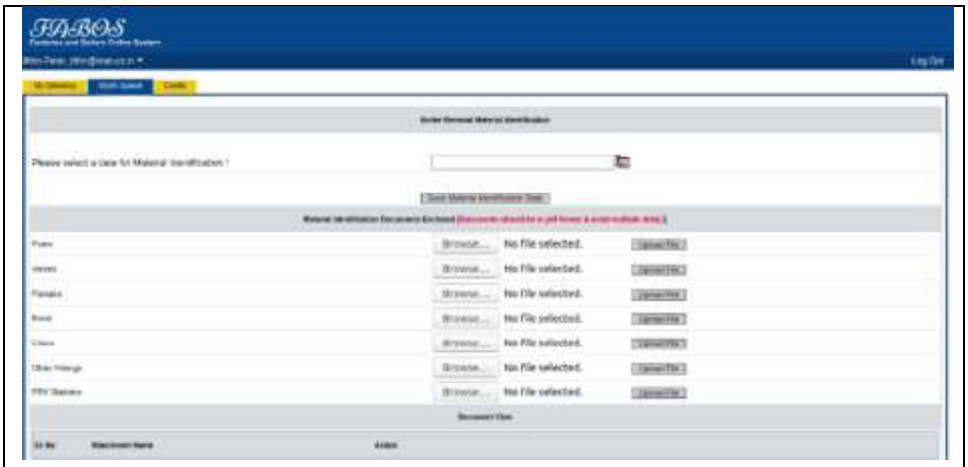

Figure 37 – Material Identification Date Selection

- Now customer can select a date for material identification (Refer Figure - 37).
- Click on **[Save Material Identification Date]** button

- Click on Submit **[Material Identification Details]** button.

3.14: Material identification Inspection date /Remarks - Inspector

- Now the inspector can enter Material identification Inspection date under Material Identification tab (Refer Figure - 38).
- Click on **[Save Inspection Date]** button.
- After verification click on [Cleared] button (Refer Figure – 38) of various fields of Material Identification Details.
- Now enter material Identification remarks and click on [Add Remarks] button after that click on [Material Identification Cleared] button (Refer Figure – 39) and click on [Continue] button.
- Now select [Request open Testing Date] under *Open Testing* Tab

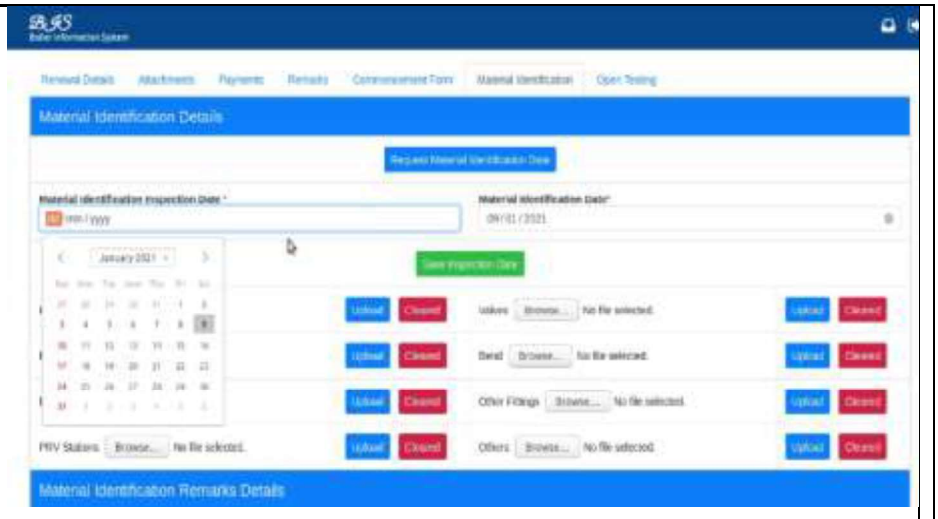

Figure 38 – Select Material Identification Date

Figure 39 –Material Identification cleared button

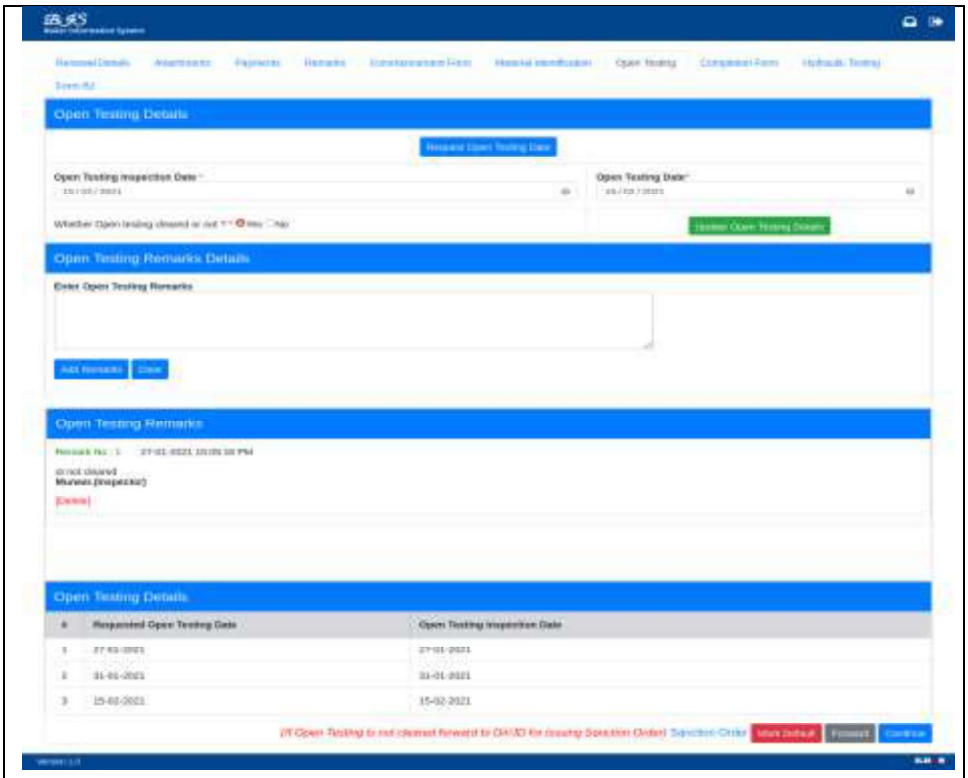

Figure 40 – Open Testing Date

3.15: Submit Open Testing Date – Applicant

- After successful login and select the required renewal form
- A pop will open, select a date for testing click on **[submit Open Testing Date]** button.

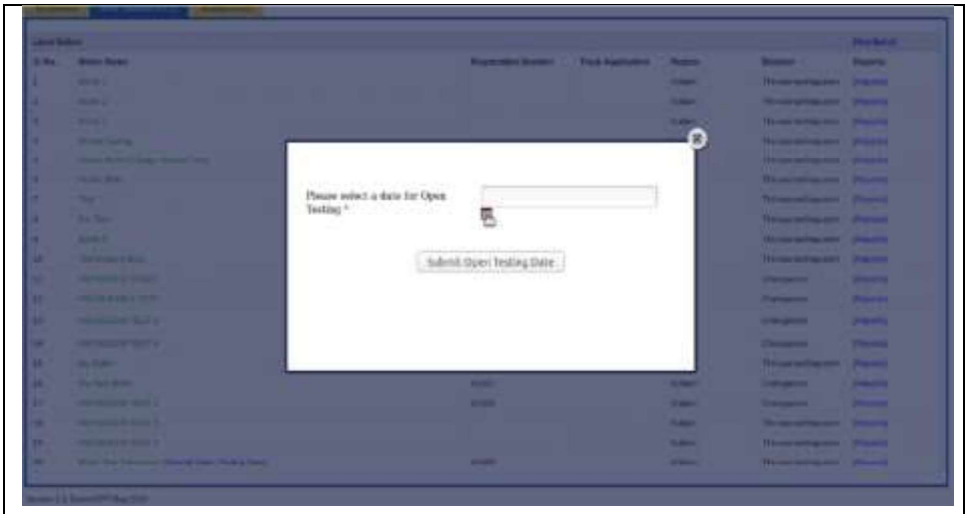

Figure 41 – Submit Open Testing Date

3.16: Request Completion Form - Inspector

- After verification Inspector can open Testing Inspection Date of Open Testing Details and click on [Yes] button for whether test cleared or not and click **[Update Open Testing Details]** button (Refer Figure – 42).
- Now enter Open Testing details Remarks click on **[Add Remarks]** button.
- Then click on [Request Completion Form]

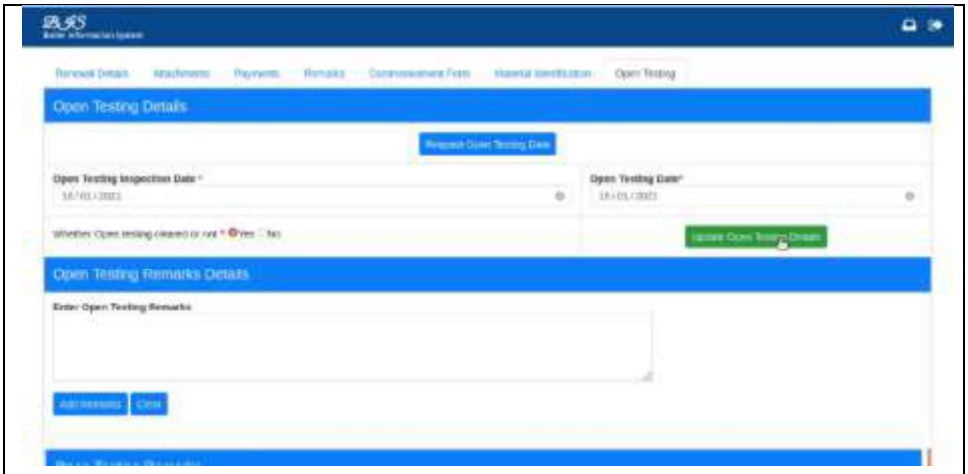

Figure 42 –Update Open Testing Details

3.17: Intimation of Completion of Work under IBR - Applicant

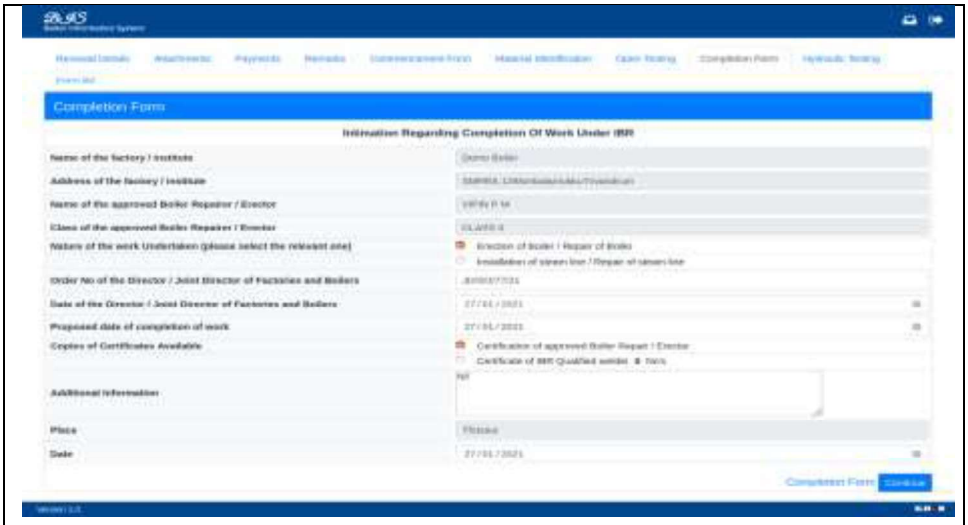

Figure 43 – Intimation of Completion Form

- Select proposed date of completion of work, Select copies of *Certificates available, Additional Information, place, date and* click on **[Submit Completion Form]** button and give submission confirmation (Refer Figure – 43).

3.18: Request Hydraulic Testing Date - Inspector

After successful login verify details and click on [Request Hydraulic Testing Date] button of Hydraulic Testing details.

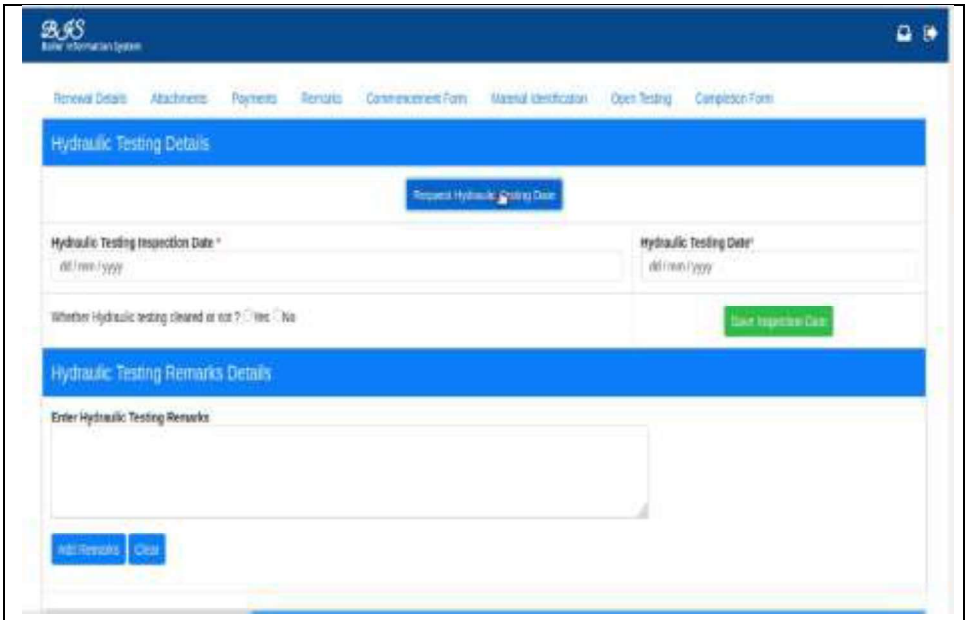

Figure 44 – Hydraulic Testing Date

3.19: Submit Request Hydraulic Testing Date – Applicant

- Select date for Hydraulic Testing and click on **[Submit Hydraulic Testing Date]** button (Refer Figure – 45).

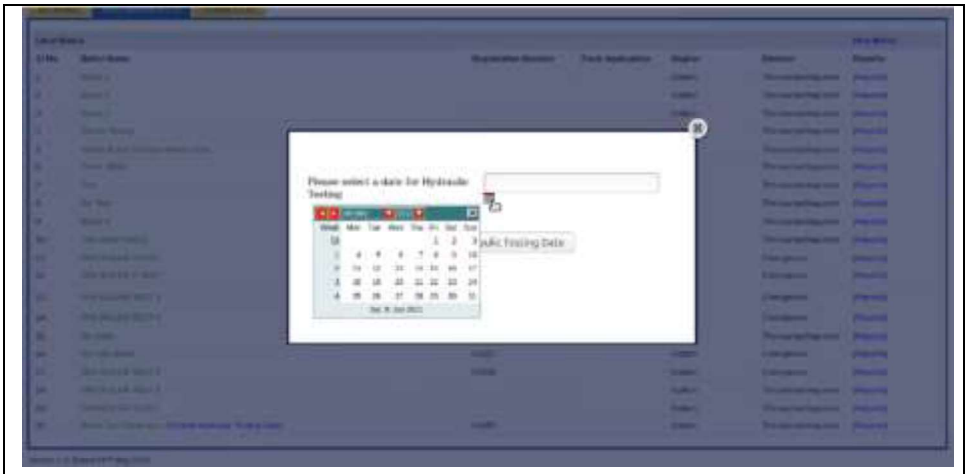

Figure 45 – submit Hydraulic Testing Date

3.20: Hydraulic Testing Inspection Date – Inspector

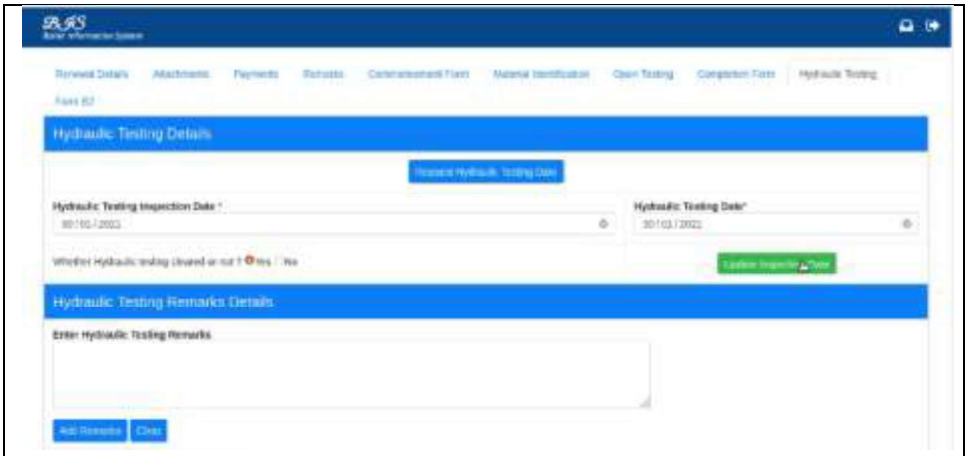

Figure 46 - Inspection Date (Hydraulic Testing)

- After verifying details, the inspector can give Hydraulic Testing Inspection Date under *Hydraulic Testing* tab (Refer Figure – 46).
- Select **[yes]** button for and click on **[Save Inspection Date]** button.

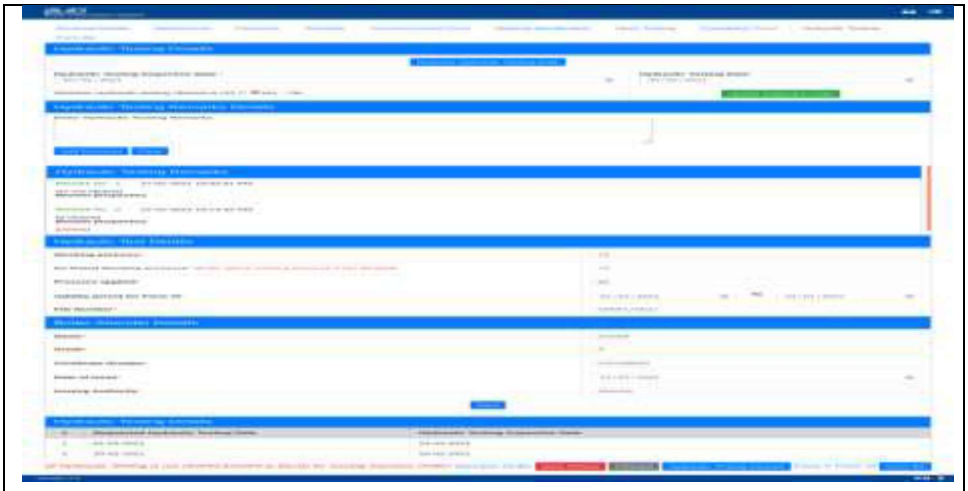

Figure 47 –Hydraulic Test Details

- Enter Hydraulic Testing Remarks details and click on **[Add Remarks]** button.
- Enter Hydraulic Test Details such as *Pressure applied, Validity period for form VI, and File number* (Refer Figure - 47).
- Enter *Boiler Attender Details* such as *Name, Grade, Certificate number, Date of Issue, Issuing Authority* and click on **[Save]** button.
- Verify details and click on **[Hydraulic Testing Cleared]** button
- Click on **[Form V Form VI]** button a pop will open select required field and then click on **[Form B2]** button.
- Then after verifying click on **[Approve]** button (Refer Figure - 48).
- Enter Details of *FORM B-2 such as description of material, when and where made, purpose for which used, Date of last Hydraulic test of steam pipe, enter Remarks* and click on **[Save]** button.

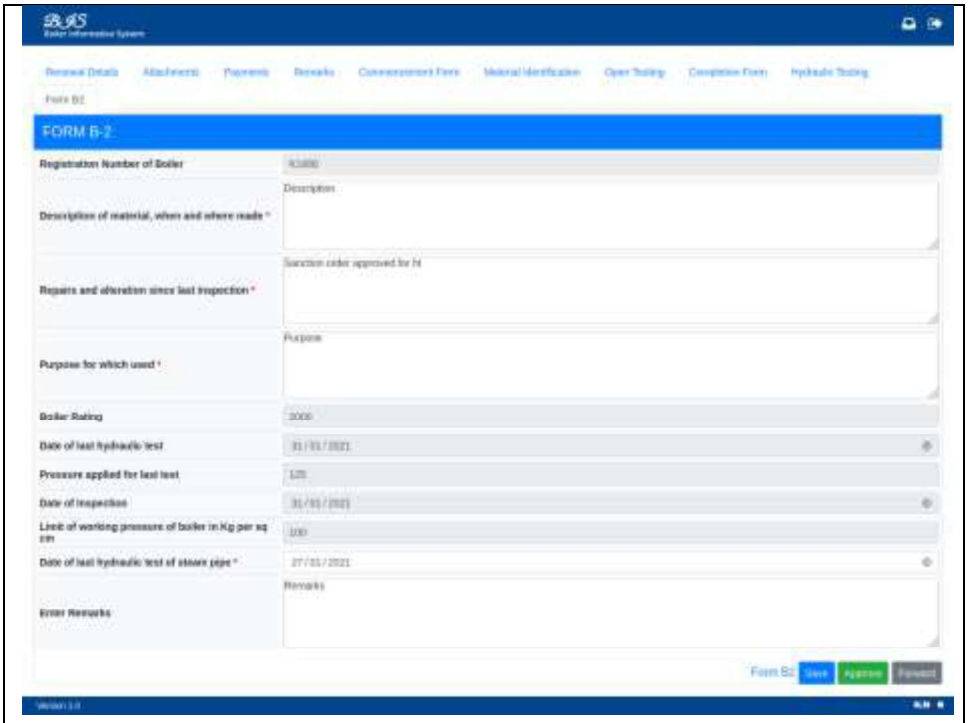

Figure 48 – Approve Form