

District Factory Inspecting Engineer (.....)  
Industrial Safety Division,  
Department of Labour,

**Application for approval of building plans according to Factories Ordinance No.45 of 1942 and its  
subsequent amendments up to date**

I, the undersigned, .....  
..... of .....  
..... according to regulations of above-mentioned  
Factories Ordinance submit three copies of building plans with other related documents for building up a  
proposed factory at ..... . The information which  
are submitted here is true and correct.

.....  
Signature of Owner/Occupier  
Seal

.....  
Date

**Application for approval of building plans according to Factories Ordinance No.45 of 1942 and its subsequent amendments up to date**

1. Name of the Factory: -

2. Name of the owner/occupier: -

Address: -

Telephone number: -

3. Address of the location of the factory:-

(Please attach a map indicating the road access to the location of the factory)

4. Proposed number of workers to be employed in the factory- Male:  
Female:

5. Proposed number of workers to be employed in one shift in the factory- Male:  
Female:

6. Total area of proposed factory: ft<sup>2</sup>/ m<sup>2</sup>:-

7. Nature/type of Factory:

8. The registration number of factory if it is already registered in the District Factory Inspecting Engineers office:

9. Is the proposed factory a new factory or the development of the existing factory?

10. Is the method of ventilation in factory natural or artificial?

**11. Rooms where employees are proposed to employ**

(A) Working Room number	(B) Length (ft) L	(C) Width (ft) W	(D) Height (ft) H	(E) $V_1=(L \times W \times H)$ ft <sup>3</sup>	(F) Space allocated for plant and machinery $V_2$ ft <sup>3</sup>	(G) $V=\frac{V_1-V_2}{400}$	(H) Number of total workers to be employed in the room	(I) For office use only
								Recommendation

**Table -1**

(only up to 14 ft height is considered for calculations) If the space is inadequate please attach a separate sheet

**12. Detail of machinery to be installed**

<b>Room Number</b>	<b>Required electrical power (Single phase/three phase)</b>	<b>Expected machinery to be installed</b>	<b>Number of machines</b>	<b>Other</b>

**Table 2**

If the space is inadequate please attach a separate sheet

**13. Ventilation**

Room number	Proposed use	A1 Floor area inside the room (Length x width) ft <sup>2</sup>	A2 Area of doors and windows opened outwards (Height x width) ft <sup>2</sup>	A2/A1	Height of Doors and windows		For official use
					Maximum height ft	Minimum height ft	Recommendation

**Table 3**

If the space is inadequate please attach a separate sheet

**14. Expected number of floors to be built:**

Emergency exit doors on each floor

Floor	Number of emergency exit doors	Sizes of door	
		Height (ft)	Width (ft)
1			
2			
3			
4			
5			

If the space is inadequate please attach a separate sheet

**Table 4**

15. Have you forwarded a plan indicating direction of exits in case of fire and emergency?
  
16. Have you forwarded a plan for proposed locations of electrical panel boards and machinery?
  
17. Have you forwarded a plan for proposed location for installing high risk machinery?  
(Including generators, chemical reactors, lifting machinery and pressure vessels)
  
18. Briefly explain the production process (please attach process flow chart)
  
19. What are the proposed main raw materials to be used?
  
20. Please forward a sketch indicating storage and usage locations of proposed fuel, chemicals, flammable and explosive materials.
  
21. Is there any possibility of releasing by- products which might be hazardous to working environment?

22. Hygienic facilities

	Number of commodes	Number of squatting pans	Number of urinals
Male			
Female			

23. Washing facilities

	Number of wash Basins	Number of showers	Number of Taps
Male			
Female			

24. Meal room/ canteen

Total space left for employees (ft<sup>2</sup>/m<sup>2</sup>):

Any proposed exhaust system to be installed in cooking room to remove smoke?

25. Any separate lockers for keep personal items of employees

	Number of lockers
Male	
Female	

26. Other facilities

Have you proposed to provide adequate changing room?

Have you proposed to provide adequate resting room?

Have you proposed to provide required first aid facilities?

27. Have you submitted three copies of building plan approved by a chartered engineer in case of proposed building if having more than one floor?

- 28. Please attach documents relating to ownership or leasing agreement of the property.
- 29. Please attach copy of the approved survey plan of the land relating to construction of buildings.
- 30. Other additional information:

I certify that the information provided according to this application is true and correct. I will carry out all constructions according to the approved plan of Chief Factory Inspecting Engineer/ District Factory Inspecting Engineer and if there is any change, prior approval will be obtained from Chief Factory Inspecting Engineer /District Factory Inspecting Engineer and I know well in case if it is found any false or incorrect information submitted by me, the submitted application will be rejected and the approval given will be cancelled.

Date:.....

.....  
 Owner/Occupier of the factory  
 Seal

- 31. **Building plan is approved** as it is fulfilled requirements according to the regulations of Factories Ordinance No 45 of 1942 and its subsequent amendments.  
 Building plan is **not approved** as it is **not fulfilled the following requirements** according to the regulations of Factories Ordinance No 45 of 1942 and its subsequent amendments.

Date .....

.....  
 Chief Factory Inspecting Engineer/  
 District Factory Inspecting Engineer  
 Official Seal

Reasons/ circumstances for not approving the building plan:



## **Application for the Approval of Building Plans According to Factories Ordinance No. 45 of 1942 and Subsequent Amendments**

### **Instructions for completing the application**

Every application for construction a factory building, for any extension or alteration to any factory building or for the conversion of any other building in to a factory building shall be completed with the following requirements for the approval under the Factories Ordinance.

#### **1. General**

- 1.1. Building plans in triplicate including the site plan shall be drawn and dimensioned to a scale and shall be submitted (Two copies of approved plan are given to you).
- 1.2. Flow charts of production process at various stages shall be forwarded with brief details.
- 1.3. Documents relating to ownership or leasing agreement of the property shall be submitted.
- 1.4. Copy of the approved survey plan of the land relating to construction of buildings shall be submitted.

#### **2. Access and Egress**

- 2.1. All doors shall be opened outwards or shall be of sliding type. Minimum two doors shall be provided for each room according to the number of persons employed.
- 2.2. An additional stair way shall be provided for upper floors in which employees are working for enabling them to use in case of an emergency.
- 2.3. Safe means of egress shall be provided for all the work places.
- 2.4. Suitable type of hand rails shall be provided for all stairways.

#### **3. Space required for employees**

- 3.1. Total number of employees (male/ female) intended to be employed shall be mentioned in the application.
- 3.2. Number of employees (male/ female) intended to be employed in each room shall be mentioned.
- 3.3. A free space of 400 cubic feet shall be provided in work rooms for each employee. For the calculation of free space height above 14 feet from the floor level is not considered.

#### **4. Underground rooms**

Underground rooms shall not be used for any purpose other than storage unless recommended by the Chief Factory Inspecting Engineer or the District Factory Inspecting Engineer.

#### **5. Ventilation**

- 5.1. Adequate Ventilation shall be provided for every work room. Detail of work room relating to propose use, doors and windows opening outwards and inside floor area shall be forwarded.

5.2. If any dust, smoke, fume, gas or vapor is generated in any process, removal methods or methods to prevent harmfulness shall be indicated in the plans.

## **6. Exposures**

6.1. Factories where the processes involve exposure to radiation, vibration and noise, the buildings shall be suitably designed or isolated from other work rooms.

6.2. Please follow noise regulations under the Factories ordinance.

6.3. Processes where asphyxiant or irritant gas or vapour is used or is liable to be present such plants shall be located in such part of the factory premises where persons do not ordinarily work

## **7. Lighting**

7.1. Adequate and suitable lighting shall be provided in each work room. Please follow lighting regulations under the Factories Ordinance.

7.2. Windows with suitable adjustable devices to accommodate illumination caused by changing exterior conditions and to eliminate glare shall be provided

7.3. Where work is done indoors, means of obtaining natural light not less than 10% of the floor area shall be provided.

## **8. Drainage of floors**

Any process which would render the floor to be wet, means shall be provided to remove the wet by drainage or other effective means

## **9. Electrical circuit and Fittings**

9.1. Every electrical apparatus, fitting and conductor shall be of such size and power sufficient for the purpose which it is intended.

9.2. A line load diagram with fittings and wiring details shall be attached with the application.

9.3. Panel board and switches shall be located in an easily accessible place

## **10. Welfare**

Please follow the Regulations under the Factories ordinance

### **10.1 Meal rooms**

(a) A separate and suitable meal room shall be provided and shall be capable of accommodating minimum 30% of the workforce. Each person shall have a minimum area of ten square feet.

b) Meal rooms shall be readily accessible from work place.

c) Drinking water and facilities for washing hands to be provided.

d) Meal room shall be adequately ventilated and lighted.

e) Drainage facilities for excess water to be provided.

f) In a factory where lead, arsenic or other poisonous substance is used giving any dust or fumes, the meal room shall be located elsewhere in the factory.

g) Suitable arrangements shall be provided to exhaust smoke and fumes generated when preparing meals.

h) Please follow meal room regulations under Factories Ordinance.

#### **10.2 Sanitary conveniences**

- a) There shall be provided one sanitary convenience for 25 persons of each sex separately.
- b) If number of males employed exceeds 100 and sufficient urinals are provided, one sanitary convenience shall be provided for 40 males in excess of 100.
- c) If the number of males employed exceeds 500 and sufficient urinals are provided, one sanitary convenience shall be provided for 60 males in excess of 500.
- d) Sanitary conveniences shall not be adjoined to rooms in which articles of food is prepared.
- e) Sanitary conveniences shall be conveniently accessible and shall be under cover or partition off as to secure privacy.
- f) There shall be provided one urinal for every 50 males up to 500. If the number exceeds 500 one shall be provided for every 100 males in excess of 500.
- g) Please follow sanitary convenience regulations under Factories Ordinance.

#### **10.3 Washing facilities**

Please follow washing facilities regulations under the Factories Ordinance

#### **10.4 Accommodation for clothing**

Adequate and suitable locker rooms for clothing not worn during working hours and for other belongings shall be provided separately for both sex.

#### **10.5 Rest Rooms**

Suitable rest rooms shall be provided for female workers who work at night.

#### **10.6 First Aid Facilities**

- (a) Please follow first aid regulations under the Factories ordinance.
- (b) If a first aid room is provided, location of the first aid room shall be marked on the plans

#### **Others**

- 11. During the construction work, the building construction work shall be carried out by complying with the requirements of Factories Ordinance and for further advices it is recommended to contact District Factory Inspecting Engineer to monitor the construction.
- 12. After completion of construction of factory and before employing employees, approval shall be obtained from District Factory Inspecting Engineer for completion of building according to approved building plan.